Peru State
Emergency Procedures
Quick Guide
2013-14
Overview

The purpose of this brochure is to provide employees with a quick reference guide that includes steps to follow in the event of an emergency. The guidelines in this brochure may not cover every condition that can develop, and it may not always be possible or necessary to follow every procedural step. Therefore, please use personal discretion regarding the implementation of these procedures.

Table of Contents

Resources
- Campus Emergency Management Team.........................2
- Emergency Numbers.................................................2
- Procedures for Calling 911........................................2
- Communication with Campus Community......................3
- Media Relations Procedures.....................................3
- Training Information.................................................3
- Emergency Alert System.........................................4
- Evacuation Procedures.............................................4
- Shelter In Place Procedures.................................5

Natural Disaster Procedures
- Earthquake..............................................................7
- Flash Flood.............................................................7
- Severe Weather.........................................................8
  - Lightning...............................................................8
  - Tornado Warning...................................................9

Person Threat Procedures
- Assault.................................................................11
- Bomb Threat..........................................................11
- Disruptive Person......................................................12
- Intruder/Hostage Situation.......................................12
- Medical Emergency................................................13
  - Defibrillator Locations...........................................13
- Missing Student.......................................................13
- Pandemic Influenza Outbreak....................................14
- Person with a Weapon...............................................14
- Potential Stalker.....................................................15
- Prank Phone Calls....................................................16
- Sexual Assault.........................................................16
- Suicide Threat.........................................................17
- Terroristic Threat....................................................17

Physical Plant Procedures
- Chemical Release....................................................19
- Elevator Entrapment................................................19
- Fire...........................................................................20
- Natural Gas Leak......................................................20
- Nuclear Emergency...................................................20
- Power Outage..........................................................21
RESOURCES

Campus Emergency Management Team
This is a supportive service which can help the college assist, plan and intervene in a crisis affecting staff and students. The Campus Emergency Management Team listed in hierarchy order for responding in the event the President is not on campus and their campus phone extensions are:

- President (2239)
- Vice President for Academic Affairs (2222)
- Vice President for Administration and Finance (2224)
- Vice President for Enrollment Management and Student Affairs (2224)
- Dean of Student Life (2246)
- Director of Campus Services (2257)
- Director of Human Resources (2230)
- Director of Marketing and Communications (2429)
- Security Supervisor (2411)

Emergency Numbers
In the event of an emergency, call: 911 followed by Campus Security (2411)

Police - Fire - Paramedics ................................................................. 911
Campus Security ................................................................. (402) 872-2411
Power Outages (Campus Services) ............................................ (402) 872-2257
Hazardous Materials Incident ........................................... (800) 424-8802
Poison Control Center ....................................................... (800) 222-1222

Please Note: When using a campus phone line, you must dial a 9 to get an off-campus connection. If calling another campus extension from a campus phone line, the 872 prefix is not required.

Procedures for Calling 911

When to Call 911**:
- When life or property is in immediate danger
- When you see smoke or fire
- When you see a crime being committed
- When rescue or emergency medical assistance is needed

** Campus Security (2411) should also be notified after 911 is called

911 Script:
This is (caller name) calling from (location, i.e. building, floor, landmark if outdoors). There has been an incident which requires emergency service. The phone number here is ___________. The situation is (briefly explain the situation, i.e. fire, injured person, etc., in detail). DO NOT HANG UP UNTIL 911 DISPATCHER DIRECTS YOU TO DO SO.

When NOT to Call 911:
- NEVER call 911 as a joke
• Do not dial 911 for information, such as weather conditions, power outages or directions

Communication with Campus Community
For each emergency situation, differing modes of communication may be utilized depending upon the severity of the situation and needs of the campus. The Campus Emergency Management Team will determine which methods of communication will be utilized and the messaging to be communicated.

• The College maintains an emergency alert system called e2Campus for students, faculty and staff. This alert system has the ability to send out a mass communication to individuals across campus in the event of an emergency via email, text message, or voice message. Students, faculty and staff opt-in to this service via an online account available online at http://www.peru.edu/emergency.

• The College maintains the KBox system for all campus computers. This system enables emergency alerts, weather updates, and more to be communicated to all campus owned computers. A message will pop up on the lower right side of the computer screen with important messages.

• A two-way radio system is operational on campus for daily use and emergency alerts. In the event of an emergency, an alert may be sent through this system with instructions for the particular emergency. The following areas have access to the two-way radio system: President, VP for Administration and Finance, VP for Enrollment Management and Student Affairs, Campus Security and Residence Life.

• The College website may also be utilized in the event of an emergency on campus in an effort to keep the campus community and public informed of the situation. Look for a message at the top of the Peru State College homepage at www.peru.edu if this method is utilized for communication.

• The campus email system may be utilized in the event of a campus-wide evacuation or other emergency situation to maintain communication with the campus community. In the event individuals are evacuated from campus, please check your email regularly for updates on the emergency situation and information on returning to campus.

Media Relations Policy
As is college policy and standard communication procedure, please direct all media inquiries to the Director of Marketing and Communications (2429). This policy is in place to assure consistency and accuracy in our message.

Training Information
Supervisors will review emergency procedures yearly with all staff. All employees must sign off following training to ensure all employees are aware of emergency procedures on campus. New employees will be trained in emergency procedures by their supervisor at the start of their employment and the supervisor will sign off on the new employee checklist that this has been completed. Each semester, fire, tornado, and nuclear evacuation drills will be conducted in all campus facilities by Campus Security.
Emergency Alert System
Employees and students are strongly encouraged to register with the College’s Emergency Alert System, e2Campus in order to receive messages for school closures and emergency situations. Individuals registering within the system will need their NUID in order to register.

To register, go to www.peru.edu/emergency. Select the “Sign Up Now” button. Complete the required information and accept the terms of use. Once your information is added, select “Create an Account.” Select your alert method(s) and save the information. You should remember your log-in credentials to update your information regularly. If your contact information changes, log in to your account and update your contact information.

Evacuation Procedures
Although it is highly unlikely, some emergency situations may require that certain campus sites be evacuated and that students and staff be relocated. If it is determined that the building will be unsafe for some time:

- Campus Security will notify the President’s Office (2239).
- Director of Marketing and Communications will keep the media informed of evacuation.
- Relocation plans for students and staff will be communicated to the campus.
- As deemed appropriate, the College emergency messaging system, two-way radio system, and KBox system will be activated to ensure the campus community is aware of the situation.

Evacuation protocols are as follows:

- Evacuation routes for every building can be found by each exit in the building. Be aware of evacuation route(s) in the building(s) you frequent.
- If notified to evacuate a facility by College authorities, do so immediately. Ensure students in your vicinity are also complying with evacuation directives. Faculty members evacuating a building while class is in session have a responsibility to ensure individuals in the class with mobility impairments or physical disabilities are evacuated.
- Follow recommended evacuation routes as shortcuts may be blocked.
- Elevators may be used to evacuate individuals physically unable to utilize stairways. An elevator key must be utilized to operate elevators in these circumstances. Elevator keys are located outside each elevator door in a red emergency box. Escorts should break the glass on the box and access the key to assist individuals out of the building.
- If evacuation is required for a potential chemical leak, do not use any electronic devices, light switches, telephones, etc.
- During evacuation, do not take time to collect personal items.
- Call 911 and Campus Security (2411) after evacuation.
- Do not reenter the building until authorized to do so by Campus Security.
- Special Note: If power is out, the AWAC, Campus Services, and Administration Buildings all operate with an emergency power generator and can be utilized as a temporary shelter during evacuation when power is out.
Individuals with mobility/impairments or physical disabilities:

- Prior planning and practice of evacuation routes is important, particularly for individuals with mobility impairments or physical disabilities.
- Supervisory personnel and course instructors are responsible for identifying and escorting individuals with mobility impairments or physical disabilities located in their offices/facilities or classrooms to safety.
- The elevators may be used to transport individuals with mobility impairments or physical disabilities and their escorts. Visually impaired and hearing impaired individuals may be escorted to the evacuation site but may require assistance in moving in crowded staircases and in finding the evacuation site.
- In the event of a power failure, individuals who are unable to evacuate and their escorts should call Campus Security (2411) with their location.

**Shelter in Place Procedures**

The term, Shelter-in-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **It is always preferred to evacuate. Shelter-in-Place should only be used when an evacuation is not safe.** Certain events may necessitate the initiation of the college’s Shelter-in-Place protocol. The decision to Shelter-in-Place will be made by Peru State Security in consultation with the College President, if available.

Once the decision has been made, Peru State Security will instruct the campus community to Shelter-in-Place. This notification will be made using all means of communication available, including Campus Emergency Alert System, K-Box and 2-way radios.

Examples of instances when Shelter-in-Place protocol may be used are:

**Shelter-in-Place (hazardous incident) Recommendations**

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safety waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open.
- Rooms that have little or no ventilation are preferred.
- Close any open windows and doors if you cannot move.
- Remain in this location until told that it is safe by Peru State Security.

**Shelter-in-Place (violent person) Procedures**

In the event of the presence of a person or persons deemed to be a threat to the campus community, a decision to Shelter-in-Place would be made by Peru State Security in consultation with the College President, if available. This is the preferred method of keeping people out of harms way, controlling pedestrian traffic on campus, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Stay in your rooms/offices/classrooms.
- Notify those around you, and encourage others to remain in your room/office rather than to try to leave the building.
- Lock the doors. If applicable, cover the door window and pull down the blinds. Turn off the lights and stay calm.
- Stay away from the windows.
- Turn your cellular phone to silent mode.
- Monitor your cell phone, e-mail or visit the college website for updates on the situation. The College will also employ the Emergency Alert System to provide important updates on the situation as appropriate.
- Remain out of sight and place furniture between you and the doors/windows.
- Only come out when you recognize the authority directing you to evacuate your shelter or when instructed via the Campus Emergency Alert System, K-Box, 2-way radios or the College website.

Shelter-in-Place (weather) Recommendations
A severe weather event such as a tornado or wind event during normal operating hours of the College may necessitate you to Shelter-in-Place until the threat of bad weather has passed. Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. It is recommended that you:
- Move to the basement of the building, as they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in center of room away from doors and windows.
- Stay in place until the danger has passed.

Please note: The Heating and Ventilation system may shut down or be changed to recirculate air to prevent drawing in outside air in certain situations. The exterior doors will be locked to prevent persons from entering the buildings. Access to doors using card access will be limited to Peru State Security.
NATURAL DISASTER PROCEDURES

Earthquake
If an earthquake strikes when you are inside:
- Stay inside.
- Watch out for falling plaster, light fixtures, glass, bookcases, etc.
- Stay away from windows and mirrors. Either crawl under a table or desk, sit or stand against an inside wall away from windows, or stand in a strong inside doorway. Assist others if necessary.
- Do not use open flames.
If an earthquake strikes when you are outside:
- Avoid high buildings, walls, power poles, and other objects that may fall. Move to open areas away from hazards.
- If surrounded by buildings, seek shelter in the nearest strong one.
If an earthquake strikes when employees are in an automobile:
- Stop in the nearest open area if possible.
- Stay in the vehicle.
After the tremor is over:
- Check for injured people. Do not move seriously injured people unless they are in immediate danger.
- If it appears that the buildings may have been damaged, evacuate. Aftershocks can level severely damaged buildings.
- Do not use the telephone except to report an emergency. If a call is necessary, dial 911 and report the emergency situation. Be sure to give them your name, office location, and telephone extension.
- Do not use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
- Open doors carefully, watching for objects that may fall.
- Do not use open flames that may ignite gases from disrupted utility lines.
- Do not use matches or lighters. Natural gas lines may have been disrupted. Watch for fires that may have started.
- Keep streets clear for emergency vehicles.
- Be prepared for additional earthquake shocks.

Flash Flood
During a flood:
- Listen to a battery-powered radio for emergency information.
- Evacuate as instructed by emergency personnel.
- If outdoors:
  - Climb to higher ground and stay there.
  - Avoid wading through floodwaters. If moving swiftly, even water six inches deep can be dangerous.
- If in a vehicle:
If coming to a flooded area, turn around and go another direction.
If the car stalls, abandon it immediately and climb to higher ground.

- During an evacuation:
  - If advised to evacuate, do so immediately.
  - Evacuation is safer when completed before flood waters become too deep for vehicles.
  - Listen to battery-powered radio for evacuation instructions.
  - Follow recommended evacuation routes as shortcuts may be blocked.
  - Leave early enough to avoid being stranded by flooded roads.

- After a flood:
  - Do not return to a flooded area until directed by authorities.
  - Stay out of buildings if flood waters remain around the building.
  - Use extreme caution when entering buildings. Watch for loose plaster and ceilings that could fall.
  - Be alert for fire hazards, such as broken or leaking gas lines, flooded electrical circuits, submerged appliances, and flammable or explosive materials.

Severe Weather
If a severe weather watch or warning has been issued for Nemaha County, Nebraska by the National Weather Service:

- Individuals should monitor weather conditions online or on a local radio station for up-to-date weather information.
- In the event weather is severe, individuals will be directed to take shelter in designated safety areas. Designated safety areas are posted at all entry doors in each building.

Lightning
Lightning strikes are of serious concern in the Midwest. If lightning threatens when employees are inside:

- Stay indoors.
- Keep away from open doors or windows, radiators, metal pipes, sinks, and objects connected to outlets such as radios, lamps, etc.
- Do not use objects which are connected to electrical outlets.
- Do not use telephone as lightning may strike telephone lines.

If lightning threatens when you are outdoors:

- Seek shelter inside a building if possible.
- When no shelter is available, avoid the highest object in the area (trees, poles, etc.). Avoid being the tallest object in the area yourself. If trees are nearby, your best protection is to squat down and minimize contact with the ground (do not lie on ground), remaining a safe distance from trees (out of reach if a tree were to fall).
- Avoid carrying any metal object.
- If an electrical charge is felt (hair stands on end, skin tingles), lightning may be about to strike. Drop to your knees and bend forward, placing your hands on your knees.

If you encounter an individual struck by lightning:
• Individuals struck by lightning may be burned but carry no electrical charge and can be handled safely.
• Call 911 followed by Campus Security (2411).
• If certified in first aid and CPR, individuals can often be revived by prompt CPR being performed.

**Tornado Warning**

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than watches.

*Tornado Watch* means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements. In the event the College is under a tornado watch, Campus Security will ensure exterior doors to buildings and tornado shelter areas designated within buildings are unlocked and available as a precaution in the event shelter is necessary.

*Tornado Warning* means that a tornado has been sighted or radar indicates rotation in the clouds. **TAKE SHELTER!**

If a tornado warning has been issued for Nemaha County, Nebraska by the National Weather Service:
• The City of Peru will sound tornado sirens to notify the community in the event of a tornado warning.
• The College emergency messaging system, two-way radio system, and KBox system will be activated to ensure the campus community is aware of the warning.
• All individuals on campus will be directed to take shelter in designated safety areas. Designated safety areas are posted at all entry doors in each building.

**Indoors**
• Move quickly to the tornado shelter in the building – this is typically the lowest level of the building. In Jindra Fine Arts Building, the Black Box Theater is designated a tornado shelter. In the College Theater, individuals should be directed to the basement in Hoyt Science Building.
• Do not use elevators.
• Stay away from windows.
• If a tornado strikes, help avoid telephone overloads. Do not use telephones (including cell phones) except for emergency.

**Outdoors**
• Seek indoor shelter if possible. Every building on campus, with the exception of Jindra Fine Arts Building, has shelter available below ground. The lowest level of any building will serve as a tornado shelter. In Jindra, the Black Box Theater is the tornado shelter. The College Theater will utilize Hoyt Science Building as a tornado shelter.
• Parked motor vehicles are unsafe. Seek indoor shelter.
• If an indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.
• If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.
PERSON THREAT PROCEDURES

Assault
When confronted with an individual being assaulted:
- Call 911 first, then Campus Security (2411).
- When approaching the assault in progress:
  - Be calm and polite – but firm!
  - Do not try to intervene in the assault yourself.
  - Do not allow yourself to be “cornered.” Keep yourself at least an arms-length from the person.
  - Remain attentive and concerned. Avoid using a tone of voice that is loud, condescending or moralistic.
  - Empathize with the person and acknowledge his/her feelings.
  - Do not physically touch, crowd or confront the person.
- Once the situation is defused, fill out an Incident Report with Campus Security.

Bomb Threat
Bomb threats are generally a hoax made in an effort to disrupt normal business operations. However, NO bomb threat should be treated as a hoax. Procedures for a bomb threat to a building may slightly differ from a threat against an individual. In the event a threat is made against an individual, Campus Security should be notified immediately (2411). They will then notify the individual and proceed with contacting the authorities to determine if the threat is real. Said individual should not attempt to leave campus until cleared to do so by Campus Security.

At all times, campus employees are encouraged to report to Campus Security (2411) any unattended package or bag that appears suspicious.

The following procedure is to be used if you are the recipient of a bomb threat over the telephone:
- If possible, gain the attention of a co-worker and request they notify law enforcement (911) and then Campus Security (2411) of the incoming bomb threat. Do not alert the caller to this activity.
  - Campus Security will notify the President (2239) and consult with the local law enforcement to decide whether to make a preliminary search or evacuate.
  - The Campus Emergency Management Team will work with local law enforcement to determine communication to the campus.
- Do not hang up the phone.
- Note the time of the phone call on a notepad.
- If you have caller ID on your telephone, note the telephone number of the caller.
- Be kind and courteous to the caller and note all information you are given as best as possible. Attempt to keep the caller on the line as long as possible.
- Identify background noises and any distinguishing voice characteristics.
- Search Procedures
Campus Security will designate individuals to participate in the search at the direction of the local law enforcement.

Staff may be asked to make a visual observation of their classrooms or work areas. Staff should not open cabinets or doors, move objects or touch any suspicious objects.

Designees will check halls and restrooms.

- If at any time the threat is determined to be valid, be sure the evacuation site is safe and then evacuate the building using standard fire drill procedures. Evacuate to at least 500 feet from the building.
- When the building is reported to be safe by Campus Security, resume normal activities.

**Disruptive Person**

When confronted with a disruptive individual:

- Get assistance and call Campus Security (2411) unless violence is threatened. In this situation, call 911 first, then Campus Security (2411)
- Be calm and polite – but firm!
- Separate the person from others, but remain in the public eye. Do not put yourself or the person in a private area.
- Do not allow yourself to be “cornered.” Keep yourself at least an arms-length from the person.
- Remain attentive and concerned. Avoid using a tone of voice that is loud, condescending or moralistic.
- Empathize with the person and acknowledge his/her feelings.
- Do not physically touch, crowd or confront the person.
- Once the situation is defused, fill out an Incident Report with Campus Security.

**Intruder/Hostage Situation**

If an intruder or hostage situation occurs, use the following steps:

- Notify 911 and Campus Security (2411) immediately
  - The Campus Security Office will notify the President (2239) who will notify the Campus Emergency Management Team
- All persons should seek a safe area in the building.
  - Employees should direct students not in class to a safe area identified for each building
  - Faculty should make an effort to lock their classroom door and direct students to an area in the classroom which is not visible from doorways or windows when possible.
  - Individuals should remain out of sight from doorways and windows when possible and lock the room to prevent access by the intruder.
  - Individuals should turn off cell phones or turn them to silent mode.
  - Only come out when you recognize the authority directing you to evacuate your shelter or when instructed via the Campus Emergency Alert System, K-Box, 2-way radios or the College website.
If you are directly confronted by a person with a weapon:

- Ask the person to put the weapon in a neutral location.
- Do not argue, threaten or block an exit.
- Do not make a sudden move to disarm the person.
- If you are caught by the intruder, it is suggested not to struggle, obey all commands and avoid eye contact.
- If violent action is likely, do your best to take cover.
- If you react spontaneously and fight back, do anything you can in an attempt to disable or slow down the aggressor. You can use many types of items as weapons, including books, trash cans, desks or other small items.

**Medical Emergency**

- Contact Campus Security (2411) and relay the situation and location of any medical emergency.
- Depending upon the severity of the situation, you may contact 911 followed by Campus Security (2411)
- If it is necessary to send someone to the hospital, DO NOT transport, call 911
- DO NOT call EMTs employed by the college to assist in the emergency

**Defibrillator Locations:**
The College has four defibrillators available currently. If an individual is in need of a defibrillator, please contact Campus Security (2411) for assistance.

**Locations of Defibrillators:**
- Campus Security
- Concession area of Al Wheeler Activity Center
- Athletic Training Department
- Student Center Entry

**Missing Student**
A student shall be deemed missing when he or she is absent from PSC for more than 24 hours without any known reason. If you believe a student might be missing:

- Report missing student information as soon as possible to the Vice President for Enrollment Management and Student Affairs (VPEMSA), the Dean of Student Life, and/or Campus Security who shall investigate each report.
  - Do not contact law enforcement yourself. Administration will determine if and when law enforcement will become involved and make appropriate contact.
  - If a parent is on campus or contacts the College, direct the parent to one of the above resources. AT NO TIME SHOULD YOU ASSIST THE PARENT WITH FINDING THE STUDENT. You do not know if the student and parent are experiencing problems, if there is an abusive relationship, etc.
If the student is residential, do not provide access to the residence hall to any individual without direction from a campus administrator.

- Reminder: FERPA rules and regulations continue to be in effect. Please follow our policy on appropriate information which can be released to individuals without an educational interest. If you do not feel comfortable releasing information, you may direct the individual requesting information to your supervisor.
- Refer all media inquiries to the Director of Marketing and Communications.
- The VPEMSA or designee will:
  - Make a determination whether the student is missing in accordance with this policy.
  - Initiate appropriate contact with an individual the student designated as their emergency contact and with law enforcement.
  - Be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.
  - Organize support personnel when a student is determined missing and make appropriate contacts within and external to the College.

**Pandemic Influenza Outbreak**

Please see Pandemic Influenza Plan for instructions.

If you have been informed by an individual (or you have been diagnosed yourself by a physician) they have an unusual infectious condition, you should notify an administrator and encourage that individual to maintain no contact with others until the condition is no longer infectious.

**Person with a Weapon**

If you observe someone with a weapon or hear shots/threats:
- Call 911 immediately and Campus Security (2411)
- Observe from a distance and provide the following information to law enforcement/Campus Security if possible:
  - Your location and the location of the person(s) involved
  - What is currently happening or what has happened? Are there injuries?
  - A detailed description of the person(s) involved, including gender, race, clothing and distinguishing characteristics such as facial hair, glasses, etc.
  - Describe the weapon involved, if possible
  - Describe any vehicle(s) involved, including license plate number(s), if possible
- Under NO circumstances should you confront a person believed to be armed
- Be observant. Your memory could be helpful later.

Take shelter following the procedure as follows:
• All persons should seek a safe area in the building.
  o Employees should direct students not in class to a safe area identified for each building.
  o Faculty should make an effort to lock their classroom door and direct students to an area in the classroom which is not visible from doorways or windows when possible.
  o Individuals should remain out of sight from doorways and windows when possible and lock the room to prevent access by the intruder.
  o Individuals should turn off cell phones or turn them to silent mode.
  o Only come out when you recognize the authority directing you to evacuate your shelter or when instructed via the Campus Emergency Alert System, K-Box, 2-way radios or the College website.

If you are directly confronted by a person with a weapon:
• Ask the person to put the weapon in a neutral location.
• Do not argue, threaten or block an exit.
• Do not make a sudden move to disarm the person.
• If you are caught by the intruder, it is suggested not to struggle, obey all commands and avoid eye contact.
• If violent action is likely, do your best to take cover.
• If you react spontaneously and fight back, do anything you can in an attempt to disable or slow down the aggressor. You can use many types of items as weapons, including books, trash cans, desks or other small items.

Potential Stalker
Below are some tips if you or someone you know believes they are being stalked.
• If you are in immediate danger, call 911 followed by Campus Security (2411).
• Trust your instincts. Don’t downplay the danger. If you feel you are unsafe, you probably are.
• Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when a victim tries to leave or end the relationship.
• Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Escort services are always available on campus through Campus Security. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you. Resources to assist with development of a safety plan are:
  o On campus resources: Dean of Student Life (2292), Campus Security (2411), Residence Life (2246), Counseling Services (2425) are all College resources available to assist you with developing a safety plan.
  o Nemaha County Sheriff’s Department – 402-274-3139
  o Contact a crisis hotline, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order. Some options are:
- Project Response 1-800-456-5764
- National Center for Victims of Crime 1-800-FYI-CALL (1-800-394-2255) or gethelp@ncvc.org or www.ncvc.org

- Don’t communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes.
- Ask witnesses to write down what they saw.
- Contact the police. Every state has stalking laws.
- The stalker may also have broken other laws by doing things like assaulting you or stealing or destroying your property.
- Consider getting a court order that tells the stalker to stay away from you.
- Tell family, friends, roommates, and co-workers about the stalking and seek their support. Tell security staff at your job or Campus Security. Ask them to help watch out for your safety.

**Prank Phone Calls**
If a prank phone call occurs:
- Hang up
- Dial *57 to determine the originating phone number
- Report incident to Campus Security

**Sexual Assault**
College employees are required to report sexual assault allegations to one of the following designated College administrators and/or employees responsible for student services, who will follow up with the appropriate individuals:

- Dean of Student Life
- College Title IX Coordinator – Human Resources Director
- Housing/Residence Life Staff to include:
  - Assistant Director of Residence Life
  - Hall Directors
  - Resident Assistants
  - Residence Hall Mentors
- Coaches and Assistant Coaches
- Campus Security Officers
- Vice Presidents
- Academic Deans
- President
**Suicidal Threat**

If an individual communicates intent to commit suicide to you, the following protocol should be followed:

- Note the individual’s name, location (if off campus, physical address should be noted), physical description of the individual, details on the individual’s state of mind and potential weapons available to them. This information will be requested when you call the authorities.
- Call 911 immediately followed by Campus Security (2411)
- Campus Security will activate resources available on campus to assist the individual
- A CARE Team referral is another follow-up method to ensure individuals on campus are aware of a potential suicide threat by an individual on campus. Referrals can be submitted online at www.peru.edu/care or directly to a member of the CARE Team.

Some tips in talking with a suicidal individual are as follows:

- At no time should you leave the individual alone unless a trained professional is on site to manage the situation.
- Be direct – talk openly to find out how serious that individual is about ending his/her life.
- Be a good listener – listen with your eyes as well as your ears to find nonverbal clues into how the person is feeling.
- Show that you care – tell the person that you are willing to talk about the things that may be troubling him/her.
- Get help – seeking a trained professional will assist the student in coping with suicidal thoughts.
- Do not: leave the person alone, engage in debates, side step the issue, keep what you know a secret from professionals who can help.

Your role in this situation is not to determine if the individual has the means to carry through on the threat to commit suicide but to notify the authorities who are trained to assess the situation and assist the individual.

**Terroristic Threat**

Terroristic threats are crimes generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.

If a terrorist threat is made:

- The person discovering or receiving the threat must notify Campus Security (2411) immediately
- Campus Security will notify local law enforcement and consult with the President and local law enforcement to determine the next steps
• Be aware of your surroundings at all times and report any suspicious behavior to Campus Security
PHYSICAL PLANT PROCEDURES

Chemical Release
If spill fumes occur outside the campus buildings:
- Call 911 and Campus Security (2411) to ensure emergency response personnel are aware of the spill. Campus Security will notify the President (2239) and Campus Services (2257).
- If you see an unconscious individual and smell something or see smoke/gas that you believe could be harmful, do not approach the individual. Seek emergency assistance.
- Keep students and staff inside.
- Close and secure windows and doors.
- Be prepared to evacuate the building. Follow the direction and instructions by Campus Security.

If spill fumes occur in the building:
- Call 911 and Campus Security (2411). If you know what hazardous material is involved, please communicate this to emergency personnel.
- Isolate the area to prevent injury or exposure.
- If a potential fire or explosive hazard exists, evacuate the building immediately. DO NOT use exit routes near the hazardous area.
- Evacuate to a safe area. This means a distance at least 500 feet away upwind.
- Do not return to the area until directed to do so by Campus Security.

Elevator Malfunction Entrapment
Elevator entrapment is an uncommon occurrence, but due to an elevator’s mechanical nature, failure is possible. If you are trapped in an elevator:
- Remain calm
- Use the emergency elevator phone, alarm button or your personal cellular phone to contact Campus Security (2411).
- Do not attempt to pry open doors.
- Do not attempt to use the overhead escape hatch.
- An individual from Campus Services will dispatched to your location to resolve the failure and assist you in exiting the elevator.

If you are responding to a request for assistance from an individual trapped in an elevator:
- Determine if the request is genuine.
- Contact Campus Security (2411) with the location of the elevator and number of individuals trapped.
- Make an effort to locate the elevator car by going floor to floor and listening at the door for sounds such as banging, crying, or yelling. Relay this information to Campus Services.
- Talk to the individual(s) inside by yelling through the door. Inform them to remain calm and not to try to escape as someone is on their way to assist them.
- If safe to do so, remain with the individual(s) until assistance arrives.
Fire
In the event of a fire in a campus facility:
- Activate the fire alarm system and evacuate the building according to the evacuation plan found at all entry doors in each building
  - Elevators may be utilized to evacuate individuals physically unable to utilize stairways
  - During evacuation, do not take time to collect personal items
- Call 911 and Campus Security (2411)
- DO NOT re-enter the building until authorized to do so by Campus Security

Natural Gas Leak
When a natural gas leak occurs:
- DO NOT use any electronic item including light switches in the vicinity of a potential gas leak. This includes using a cellular or land line telephone to contact Security if you are in the vicinity of a potential gas leak. Evacuate the area and use a phone in another location.
- If escaping gas can be heard or the gas odor is excessively strong inside or outside of a building, notify Campus Security (2411).
- If gas fumes are strong, evacuate the building. DO NOT use the fire alarm system or intercom to evacuate the building.
- If the gas leak is outside, keep everyone away from the danger area until otherwise notified.
- Do not use any sources of ignition until the leak has been checked out by the service representative or maintenance personnel.

Nuclear Emergency
In the event Cooper Nuclear Facility experiences a nuclear emergency, sirens will be utilized in the community of Peru to notify the College of the emergency. During a nuclear emergency:
- Turn on a radio to a local radio station:
  - NOAA Weather Station Shubert, NE: KWN 41
  - NOAA Weather Radio Frequency #5 (162.5 MHz)
  - Omaha, NE: KFAB-AM (24hrs) 1110 kHz (AM Dial)
  - St. Joseph, MO: KFEQ-AM (24hrs) 680 kHz (AM Dial)
- Listen for instructions provided by the radio station on how to respond to the nuclear emergency. One of two scenarios may be provided:
  - Remain indoors – in this scenario, please ensure all doors and windows remain closed
  - Evacuate the premises – depending upon wind direction, evacuation routes will be identified by the radio station to move either north toward Nebraska City or south toward Falls City.
Power Outage
When an unplanned power outage occurs:

- Notify Campus Security (2411).
- If a power failure occurs during the day, vision should be satisfactory due to natural lighting in facilities.
- If a power failure occurs during the evening, emergency lighting will activate in the building. Building occupants should go to the area in the building with emergency lighting and await instructions by College officials.
- In the event of a lengthy power outage, individuals will be directed by campus officials to emergency shelter locations with power.
  - The Al Wheeler Activity Center and Administration Buildings operate on an emergency power generator for these situations.
- If the power outage is a result of severe weather, taking shelter is recommended until the power returns or you are notified by College officials that the threat is diminished.
- When power returns, inspect your area and report any damage which may have occurred during the outage (i.e. vandalism, electronic damage due to power surge, etc.)