

EMERGENCY RESPONSE GUIDE

1550 Clarke Drive, Dubuque, IA 52001



EMERGENCY PROCEDURES

SEE SOMETHING, SAY SOMETHING

IMPORTANT INFORMATION FOR ALL EMERGENCIES

Report all emergencies by dialing 911 and Campus Security at (563)588-6393.

- · Always follow instructions provided by emergency personnel and campus officials.
- · Stay away from affected area until given the "all clear" by emergency personnel.
- · Classes are suspended in the affected area for the duration of the emergency.
- · Whenever possible, assist persons with additional needs.

BUILDING EVACUATION

Evacuation may be required due to fire, hazardous materials release, bomb threat, or other emergency.

- · Use the nearest exit.
- · Do not use elevators.
- Help account for individuals and report locations of persons with additional needs.
- Do not evacuate campus by vehicle, as this will impede emergency vehicles.

ACTIVE SHOOTER/ARMED INTRUDER

- · If possible, determine location of shooter.
- Run-Hide-Fight. Determine appropriate response given the circumstances.
- Call 911. Provide as much information as possible about the person and his/her direction of travel.
- Direct another individual to call Campus Security at (563)588-6393.
- · Follow instructions of emergency personnel.

MEDICAL EMERGENCIES

- Dial 911 and stay on the phone with operator for instructions.
- Direct another individual to call Campus Security at (563)588-6393.
- Stay with the victim until emergency personnel arrive.

SHELTER-IN-PLACE

- · Stay quiet and calm.
- Silence cell phones or anything that could make noise
- · Pay attention to your surroundings.
- · Be prepared to evacuate at any time.

TORNADO WARNING

- Immediately seek shelter in designated severe-weather shelters (interior areas of lower level of building away from windows).
- · Do not use elevators.
- Stay in designated shelter until warning expires.

FIRE

- If you smell smoke or witness a fire, activate the nearest fire-alarm pull station.
- Evacuate building immediately when alarm is activated or there is evidence of a fire. Do not use elevators.
- If you are the last to leave a room, office, or building, close doors as exiting.
- After evacuating, call 911 to report location of fire or smoke.
- · Call Campus Security at (563)588-6393.

SUSPICIOUS OBJECT

- · Do not touch or disturb the object or package.
- Do not use your cell phone near the object in question.
- Call 911 and notify Campus Security at (563)588-6393.

REPORT ALL EMERGENCIES:

DIAL 911 & NOTIFY CAMPUS SECURITY (563)588-6393

TABLE OF CONTENTS

Emergency Telephone Numbers	4
Introduction	5
Communication	6
Armed / Violent Intruder	7
Attempted or Completed Suicide	10
Building Security	13
Emergency Exits	16
Emergency Procedures for People with Disabilities	17
Emergency Response Team	20
Evacuation Procedures	22
Fire Procedures	24
Hazardous Materials Emergency	26
Lockdown Procedures	27
Major Accidents	28
Medical Emergencies	29
Mental Health Crisis	31
Personal Threat or Assault	32
Post Incident Follow-up	33
Power Outage	35
Severe Weather	36
Sexual Misconduct, Sexual Assault and Rape	42
Student Death	43
Threat Management Process	44
Threatening Behavior	45
Threats	46
Utility Emergencies	48
Vandalism / Burglary	49
Appendix	
Incident Documentation	50

EMERGENCY TELEPHONE NUMBERS

Safety & Security Office	563-588-6393
Executive Director of Facilities & Security	563-588-6326
Assistant Director of Facilities	563-588-6496
Security Supervisor	563-588-6700
Director of Residence Life	563-588-6622
General Ambulance	911
Dubuque Police Department	563-589-4415
Dubuque Fire Department	911
MercyOne Dubuque Emergency	563-589-4415
UnityPoint Health Emergency	563-582-1881
Poison Control	1-800-955-9119
National Suicide & Crisis Lifeline	988

INTRODUCTION

These emergency procedures are designed to provide guidance to those responsible for the safety of employees, students, visitors, and contractors on the Clarke University campus. Common sense should dictate the reaction of alerting authorities to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

Always be aware of your environment and note the following:

- Location of exit stairwells
- Location of fire extinguisher
- Locations of emergency pull stations
- Location of nearest safety shower and eyewash

Campus Safety and Security will take charge of the building and be responsible for the emergency at hand until the Police Department or other emergency services arrive and take over the situation. In all cases where 911 has been called, Campus Safety and Security must also be called. Campus Safety and Security will then notify all others with a need to know and respond to the situation.

COMMUNICATION

Terms

Lockdown: Active Situation on Campus; Actively evading an intruder

Exterior Lockdown: Everyone gets inside, no visitors in or out; Restricted Access to Buildings

Restricted Access: Campus Closure, no outdoor activities

Shelter in Place: Stay where you are; stay calm

Campus Weather Closure: Campus closed due to inclement weather

Campus Closure: Campus Closed, but no threat; used for water main break, etc.

Delayed Start/Early Release: Timing will be included in messaging; typically due to inclement

weather

Networked Computers

When directed to do so, IT will send an emergency alert message to every networked computer. The message will intercept any operating program of the computers.

Telephones

The campus telephone system will be used whenever possible.

Cell Phones

In the event of power failure of the campus phone system, cell phones will be used. Please be aware, in large scale emergency situation, wireless/cell providers often crash because of increased traffic.

Two-way Radios

An alternative to the campus telephone system is the use of mobile two-way radios. The Director of Facilities has access to these radios which are located in the Maintenance Building.

Alarm Systems

Fire Alarm

Tornado Alarm Intercom

System

Although the University does not have a complete inter-campus alarm system, there is the capacity to use the fire alarm speakers for a voice message. In the event that specific directions need to be given, we can employ this system.

Any and all means of communication should be employed to maximize the delivery of emergency information.

ARMED / VIOLENT INTRUDER

An Active Armed Intruder is one or more subjects who are armed with a weapon, including but not limited to firearms, knives, explosives, or any other object that can be used as a weapon, and have taken action in a systematic or random manner to cause the injury or death to others.

Prevention of an event:

The occurrence of an Active Armed Intruder event cannot be predicted with certainty.

What You Can Do:

- Become familiar with emergency guidelines ahead of time.
- Know where the emergency exit routes are located.
- Be aware of places where you could shelter in place if need be.
- Report any doors or locks that are not working properly.
- Report any suspicious activity to Clarke Safety & Security.
- If you believe that someone may be exhibiting strange behavior, report it to Clarke Safety & Security.
- If you hear talk or rumors of violence or see signs posted, writings on walls, or comments on social media, report it to the appropriate authority.
- If you believe that you could be a victim of violence, report it to the appropriate authority.
- If unsure of what to do during an emergency, ask questions before an incident occurs.

HOW TO RESPOND WHEN AN ACTIVE ARMED INTRUDER IS IN YOUR VICINITY

U.S. Department of Homeland Security Guidelines

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors.
- Stay away from doors and windows.
- Silence your cell phone and/or pager
- Turn out the lights and close blinds

3. FIGHT

- · As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- · Act with physical aggression and throw items at the Active Armed Intruder

In the event of an Active Armed Intruder on campus and "Run" is not an option, here are recommendations based on locations:

In a classroom, office, laboratory, residence hall:

- 1. Stay in the room.
- 2. Secure the door with a lock and barricade if possible with a heavy wedge or piece of furniture.
- 3. Turn off the lights in the room.
- 4. Silence all items that emit sounds phones, tablets, radios, etc.
- 5. If safe to do so, allow others to take refuge with you.
- 6. Identify ONE person to call 911.
- 7. If the door has a window, cover the window or stay out of view.
- 8. Take adequate cover behind or under desks, walls, or any object that may stop a bullet.
- 9. Stay low and quiet.
- 10. If the room has an external window and it is safe to do so, place signs in the window to alert law enforcement that people are in the room. *This action is dependent on the location of the shooter.

In a hallway or corridor:

- 1. If you are close to an exit, get out.
- 2. If you are not close to an exit, do not run through a long hallway to get to the exit. Find a room and get inside, securing the door behind you.
- 3. Only hide in a restroom if it is your only option.

Trapped with the Active Armed Intruder:

- 1. Try to remain calm.
- 2. Do not provoke the shooter. If no shooting is occurring, do what the shooter tells you to do and do not make sudden moves.
- Only you determine your actions in this situation to preserve your life or the lives of others.

In an open space (such as a parking lot, parking garage, or large room)

- 1. Immediately seek protection put something between you and the shooter.
- 2. Consider trying to escape if you know where the shooter is located, and an escape option is immediately available.
- 3. If not able to escape, find the safest area and secure it as best you can.

How to respond when law enforcement arrives:

- The primary objective of law enforcement is to stop the Active Armed Intruder as quickly as possible. These events are very fluid and can change quickly. Time is of the essence and responding officers will deploy to the location of the attacker as quickly as possible.
- If you are not sure that it is law enforcement trying to get into your locked/ barricaded room, quietly call 911 and advise them of where you are located. They will be able to tell you if it is law enforcement personnel at the door and if it is safe for you to open the door
- Law enforcement may not know who the suspect(s) is, and until the suspect(s) is identified and stopped, everyone may be considered a suspect. Remain as calm as possible.
- Follow their directions to the letter.

- Hold your arms and hands over your head and spread your fingers apart.

- Do not make any sudden moves or charge the officers.
 Move away from the area/building until you feel you are safe.
 If you have pertinent information, calmly approach authorities if safe to do so.
 Law enforcement will not stop to administer first aid to injured people until the armed attacker has been detained.

ATTEMPTED OR COMPLETED SUICIDE/ SERIOUS SELF-HARM

Incident Response Protocol

This is intended to provide guidelines for staff to follow in cases of suicide, suicide attempt/serious acts of self-harm, or suicidal ideation involving student(s) living on or off campus.

Initial Notification:

Any one of a number of individuals may receive initial information regarding a suicide, suicide attempt, serious acts of self-harm, or suicide ideation.

- Residence Life: When such incidents occur in student housing, the information may be received by a Resident Assistant, Residence on-call professional, or the Director of Residence Life. The information may be received directly from the student involved or indirectly through another student, friend, or a relative.
- On Campus/Non-resident Student: Information may be received initially by a faculty or staff member familiar with the student or by Campus Safety and Security.
- Off Campus: Initial information is generally received by a law enforcement officer with the information coming from the student, a roommate, friend, or parent.

Suicide Response Procedure

- 1. In the event of a student suicide, the staff person receiving initial notification (if not Campus Safety and Security) shall call 911 and notify Campus Safety and Security immediately. If the student is an on-campus resident, Residence Life staff should also receive initial notification.
- Campus Safety and Security and/or the Director of Residence Life will notify the Vice President for Student Life.
- 3. The Vice President for Student Life assumes responsibility for contacting parents or other emergency contacts.
- 4. The Vice President will also notify other members of the President's Cabinet.
- 5. The Vice President for Student Life, Campus Safety and Security, Residence Life, and Engagement and Intercultural Programs staff, shall assess impact populations (i.e. roommates, other residents, academic departments, athletic teams, clubs, or other groups of individuals who may be affected by the incident).
- 6. The Vice President for Student Life, or designee, shall initiate Counseling Services as needed to work with affected populations.
- 7. The Vice President for Student Life will initiate the "Death of Student" procedures.

Suicide Attempt/Serious Act of Self-Harm

 In the event of a suicide attempt/serious act of self-harm, the staff person receiving initial notification shall call 911 to report the emergency to law enforcement and rescue response. Then, the staff person receiving initial notification shall notify Campus Safety and Security. If the student is an on-campus resident, Residence Life staff should also receive initial notification.

- 2. Campus Safety and Security and/or the Director of Residence Life will notify the Vice President for Student Life.
- 3. The Vice President of Student Life shall determine the need for family notification and contact Counseling Services for follow-up with services.
- 4. If the student returns from the hospital to campus housing, the Director of Residence Life shall meet with the student and complete a "Incident Report Form." A copy of the "Self-Harm Report Form" will be sent to the Vice President of Student Life.
- 5. If the student is not hospitalized, the Director of Residence Life shall meet with the student and complete an "Incident Report Form." A copy of the "Incident Report Form" will be sent to the Vice President of Student Life.
- 6. For students living on campus: In cases of very serious or repeated attempts and when attempts to secure voluntary cooperation from the student have failed, the Director of Residence Life, in consultation with the Vice President for Student Life, shall consider the suitability for continued residence in on-campus housing.

Suicide or Self-Harm Ideation

In those instances when a student has expressed suicide or other self-harm ideation, the staff person or faculty member receiving initial notification shall take the following actions:

- 1. If the incident occurs during university business hours, the employee should attempt to stay with the student and contact the Director of Residence Life or Vice President for Student Life or representative immediately.
 - a. Student Life staff will meet with the student immediately and complete a "Incident Report Form." If Student Life staff determines that the mobile crisis unit is needed or hospitalization is necessary, the employee will facilitate contacting the mobile crisis unit or helping the student get to the hospital.
 - b. Law enforcement will be contacted to transport the student to the hospital if necessary.
- 2. If the incident occurs outside of university business hours, the employee person should stay with the student and contact Campus Safety and Security. If the student is an oncampus resident, the employee person should also notify Residence Life staff.
- 3. Campus Safety and Security and/or Director of Residence Life will contact the Vice President of Student Life who will determine whether or not to contact the mobile crisis unit or hospitalize. Every effort will be made to get the student to voluntarily submit to hospitalization. But if the student refuses and is considered an imminent self-harm risk, law enforcement will be contacted to determine if involuntary hospitalization is required. In some cases, a student will return home for evaluation to help determine a treatment plan.
- 4. If the student returns from the hospital to campus housing, the Director of Residence Life shall meet with the student and complete a "Incident Report Form." A copy of the "Self-Harm Report Form" will be sent to the Vice President of Student Life.
- 5. If the student is not hospitalized, the Director of Residence Life shall meet with the student and complete an "Incident Report Form." A copy of the "Incident Report Form" will be sent to the Vice President of Student Life.
- 6. For students living on campus: In cases of very serious or repeated attempts and when attempts to secure voluntary cooperation from the student have failed, the Director of Residence Life, in consultation with the Vice President for Student Life, shall consider the suitability for continued residence in on-campus housing.

Suicide or Self-harm Ideation, or other mental health emergency

In those instances when a student has expressed suicide or other self-harm ideation, or other mental health emergency, the staff member receiving initial notification shall take the following actions:

- 1. Stay with the student, let them know this is beyond your scope, and that you'll be calling security to find someone to help.
 - i. **If this is an immediate emergency, call 911** and ask for the crisis response team.
 - ii. Let them know the situation and exactly where you are.
 - iii. Then call security so they can meet the first responders and guide them to the area.
- 2. Contact security at 563-588-6393 and let them know the student's name and situation. They will contact the Student Life professional staff member on call.
- 3. When security and the staff member arrive, help the student explain the situation. Stay as long as you are needed/able to.
- 4. Keep the situation confidential and follow up with the Student Life staff member later, if needed.
- 5. A situation like this can be very stressful; be sure to take care of yourself as well.
- 6. The university has protocols for when to inform parents and how to help the student get the necessary support. Sometimes a student will remain in school and other times might need to take a leave of absence. Each situation is different. You may choose to check in with the student and continue to support them.

BUILDING SECURITY

The following are general reminders for common security issues at institutions such as ours. Always use your best judgement in evaluating your personal security and reach out to the Safety and Security team with any questions.

- All employees should be alert for people who look or act suspicious. All employees should be alert for suspicious objects, items or parcels which do not appear to belong in the area where such items or parcels are observed.
- Make sure all keys to all locks are accounted for. If all keys are not accounted for, locks should be changed.
- The Safety and Security Department will check all fire extinguishers regularly.
- Make sure all financial and personnel records are well protected.
- The Director of Facilities will check all exterior and protective lighting for proper operation on a regular basis. Notify the Director if lighting in your area is not functioning correctly or if you notice lights that are out.
- Faculty, maintenance personnel, and others working with chemicals should arrange for the security of chemicals that can be used for the construction of explosive devices.
 Contact the Director of Facilities or Chemical Safety Officer if you have any questions regarding the storage or elimination of chemical materials.

CHEMICAL SPILL

Clarke University has established a campus wide Chemical Spill Procedures plan. In addition, each department that uses chemicals has developed department-specific procedures for the safe handling of chemicals, as well as spill containment and clean up.

These procedures shall be readily available within the respective departments, and all departmental personnel shall receive adequate training. Only individuals with appropriate training, experience, and personal protective equipment will respond to clean up a chemical spill.

Non-Emergency Chemical Spill Procedures

- 1. Non-emergency chemical spills are generally defined as less than 1 liter, do not involve a highly toxic or reactive material, do not present a significant fire or environmental hazard, and are not in a public area such as a hallway. These spills can be cleaned up by properly trained lab personnel using conventional lab PPE (e.g., safety glasses/goggles, lab coat, gloves) and the lab spill kit.
- 2. When a non-emergency spill occurs in the lab the area around the spill should be isolated, everyone in the lab should be made aware of the spill, and the spilled material should be absorbed and collected using either pads or some other absorbent material such as oil dry or kitty litter.
- 3. Decontamination of the spill area should be conducted using an appropriate solvent (soap and water is often the most effective). Proper PPE should be worn at all times and only trained personnel should conduct the cleanup.

Emergency Chemical Spill Procedures

Emergency chemical spills are generally defined as greater than 1 liter, involve a highly toxic or reactive compound, present an immediate fire or environmental hazard, or require additional PPE (e.g., respirator) and specialized training to properly cleanup.

The following procedures should be followed in the event of an emergency chemical spill:

- 1. Cease all activities and immediately evacuate the affected area. Make sure all personnel in the area are aware of the spill and that they also evacuate.
- 2. If chemical exposure has occurred to the skin or eyes, the affected personnel should be taken to the nearest safety shower and eyewash station.
- 3. Dial 911 if the situation is, or could become an emergency (e.g., chemical exposure has occurred, a fire or explosion has occurred). Campus Safety and Security should also be notified.
- 4. The fire alarm should be pulled to initiate building evacuation if any of the following occurs:
 - a. A fire and/or explosion has occurred (or there is a threat of fire and/or explosion)
 - b. The large spill (which is either highly toxic or presents an immediate fire or environmental hazard) is in a public area such as a hallway.
 - c. Toxic vapors are leaving the area where the spill has occurred, such as seeping from the laboratory into the hallway or neighboring rooms

- d. You are unsure of the hazards and feel that the spill could be harmful to building occupants.
- 5. Ensure that no one else is allowed to enter the area until the spill has been properly cleaned up by the Dubuque Fire Department.

Chemical Spill Kits

Each laboratory should have a spill response kit available for use. Each spill kit should be equipped to handle small spills of the most common hazards in the laboratory. The kit should be equipped with response and cleanup materials such as:

- Absorbent materials such as pads, oil dry or kitty litter, booms, or pillows
- Neutralizing agents (e.g., Neutrasorb®) for acids and/or bases if high volume of acids and/or bases are stored in the laboratory
- Containers such as drums, buckets, and/or bags to containerize spilled material and contaminate debris generated during the cleanup process
- PPE such as gloves, safety glasses and/or goggles, lab coat or apron, chemicalresistant booties
- Caution tape or some other means to warn people of the spill

EMERGENCY EXITS

- 1. Emergency exit routes are posted in each room. These are to be posted yearly by the office of Safety and Security. If you see that the posting is missing from your classroom or office area, contact the office of the Executive Director of Facilities and Security.
- 2. Emergency exits and routes to emergency exits should be clear with no obstructions.
- 3. Every exit sign shall be suitably illuminated. If you notice that any of these lights are not functioning, contact Security at 563-588-6393.

EMERGENCY PROCEDURES FOR PEOPLE WITH DISABILITIES

People with health issues should meet with disability services/student assistance prior to the beginning of the semester to discuss his/her needs to address the following information:

Whom to notify in the event of an emergency.

In case of emergency situations, we encourage people who might need assistance to identify and discuss, in advance, a "plan of action" with instructors and staff:

- Who might assist them in leaving the building.
- Who will inform emergency personnel/Campus Safety and Security of their presence/location if they cannot safely exit the building.
- Where they are located so that further assistance can be provided.

All students are responsible for studying and remembering the important areas of each building they are in, including stairways, exits, phone locations, and elevator procedures. Students with physical challenges should prepare for an emergency ahead of time by instructing faculty and classmates on how to assist in an emergency. Instructors who have students in their classes who might have problems leaving the building during emergencies should discuss procedures ahead of time with the student or Disability Services/Student Assistant. Hearing or visually impaired persons working alone in isolated areas, such as study rooms and labs, should notify nearby building staff of their location.

Persons with Seizure Disorders

- 1. Basic Seizure First Aid:
 - a. Stay calm & track time.
 - b. Keep safe.
 - c. Do not restrain.
 - d. Do not put anything in mouth.
 - e. Stay with until fully conscious.
 - f. Record seizure/report to health services.
- 2. For Tonic-clonic (Grand Mal) Seizure:
 - g. Protect head.
 - h. Keep airway open/watch breathing.
 - i. Turn person on side.
- 3. For Emergency situations please contact 911 and Campus Safety and Security (563-588-6393)

Visually Impaired Persons

Most visually impaired persons will be familiar with the immediate area they are in. In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest exit. Have the person take your elbow and escort them (this is the preferred method when acting as a "sighted guide"). As you walk, tell the person where you are and advise of any

obstacles. When you have reached safety, orient the person to where he or she is and ask if any further assistance is needed.

Deaf Hearing-Impaired Persons

Although some modern buildings are equipped with flashing light alarms, many buildings are equipped with sound alarms only. Therefore, persons who are deaf or hard of hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods are:

- 1. Writing a note telling what the emergency is and the nearest evacuation route. For example: "Fire out rear door to the right and down. Now!"
- 2. Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

Non-Ambulatory Persons or Persons Using Crutches, Canes, or Walkers

Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Their needs and preferences will vary, so always consult the person as to his or her preference with regard to:

- Ways of being removed from the wheelchair.
- The number of people necessary for assistance.
- Whether a set cushion or pad should be brought along if he or she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, spasticity, braces, etc. Being carried forward or backward on a flight of stairs.
- After-care if removed from the wheelchair (i.e., whether a stretcher, chair with cushion pad, car seat, or perhaps paramedic assistance is necessary). If the nonambulatory person is not able to maneuver themselves down or upstairs with a minimal amount of assistance, it is strongly recommended to call 911 and Campus Safety and Security (563-588-6393) to have a rescue squad move the person. The student, instructor, or staff should call 911 and Campus Safety and Security (563-588-6393).

Additional Things to Consider When Assisting Disabled Persons

- Wheelchairs have many movable or weak parts that were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable arm rests).
- Some people in wheelchairs may have electrical artificial respirators attached. They
 should be given priority assistance if there is smoke or are fumes, as their ability to
 breathe is seriously jeopardized.
- Some people have no upper trunk or neck strength.
- If the wheelchair is left behind, remove it from the stairwell and place it so it does not block others.
- Remove the batteries from a power wheelchair before attempting to transport it. Make sure the footrests are locked and the motor is off.
- If a seat belt is available, secure the person in the chair.
- If carrying a person more than three flights, a relay team arrangement may be needed.

- In the event of emergency, people in wheelchairs and other disabled persons should observe the following procedures for evacuation:
 - All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or other disabled person may attempt to use the elevator (except in case of fire or earthquake).
 - As a second choice, when a wheelchair occupant reaches an obstruction, such as a stairway, the person should request assistance from others in the area.
 - Note: It is suggested that the wheelchair occupant or other person with a disability, when possible, prepare for emergencies ahead of time by learning the locations of exit corridors and smoke tower stairwells and by showing a classmate or instructor how to assist him or her in case of emergency.
- If the above choices are not successful or available, the wheelchair occupant or other
 person with a disability should stay in the exit corridor or on the landing in the smoke
 tower stairwell. He or she should continue to call for help until rescued. Persons who
 cannot speak loudly should carry a whistle or have some other means of attracting the
 attention of others.
 - Note: All exit corridors and smoke tower stairwells are marked with exit signs and are protected with self-enclosing fire-rate doors. These are the safest areas during an emergency. Fire and police rescue personnel will first check all exit corridors and exit stairwells for any trapped persons.

Follow up Procedures After an Emergency

A significant occurrence report or similar written narrative should be completed after any of the above-mentioned emergencies and turned into the Disability Services/Student Assistance for appropriate follow-up and review.

EMERGENCY RESPONSE TEAM

Definition

The Emergency Response Team is a focused responsibility group for the emergency response process. The core Emergency Response Team includes members of senior management and representatives from several areas of the University who are in the best position to respond to the emergency. Specifically, the core team consists of:

- President and/or designee
- VP Business and Finance and/or designee
- VP Academic Affairs and/or designee
- VP Student Life and/or designee
- VP Advancement and/or designee
- VP Enrollment and/or designee
- Chief Communication Officer and/or designee
- Executive Director Facilities and Security

The Emergency Response Team meets regularly during the year and when a crisis occurs. Additional individuals may be invited to Emergency Response Team meetings during a crisis as support members. The core members remain constant, while sub-response members are event dependent. Some examples of sub-response members include (but are not limited to):

- Assistant Director of Facilities and Security
- Director Residence Life and/or designee
- Director Marketing and/or designee
- Director Food Service and/or designee
- Assistant Director Facilities
- Security Supervisor
- Director of Engagement and/or designee
- Director of Athletics and/or designee

B. Jurisdiction

The Emergency Response Team has jurisdiction for handling any of the following incidents:

- Death on campus or at university sanctioned or sponsored events
- Any student death, any near fatal accident or incident; attempted suicide
- Serious damage to university property
- Incidents demanding special attention and meeting the definition of major crisis, emergency, or disaster

C. Authority

The Emergency Response Team structure deviates from the normal lines of authority, and the team is empowered to act decisively on behalf of the institution. These procedures apply to all personnel, buildings, and grounds owned and operated by the university.

The President has the executive authority to execute all portions of this plan. The Vice President of Business and Finance chairs the team with authority to give direction to the team and make final decisions.

Some campus groups have authority to manage a crisis as it happens until the Emergency Response Team takes over. The groups with authority to handle crises initially during an emergency are:

- Physical Plant and Facilities Maintenance and Operations
- Residence Life
- Safety and Security

D. Team Responsibilities

The main functions of the Emergency Response Team are:

- Assessment/Mitigation Project what might occur, vulnerability assessment, elimination, or reduction of the probability of a crisis.
- Direct/Indirect Threat Management Gather information about potential threats to campus safety. Develop threat management plans and guide their implementation.
- Preparation Develop a response plan to different potential crises.
- Response Respond to emergencies and direct emergency resources, plan activation.
- Recovery and evaluation Return of conditions to normal or improved levels; assure community well-being; recovery of vital functions; debrief and provide for the evaluation and improvement of the crisis process; reduction of risk of crisis recurrence.

E. Additional Functions of the Emergency Response Team

- Recommending appropriate response for each area of the organization.
- Recommending and developing community and media communications during and after the crisis.
- Serving as consultants or providing "third-party" opinions to other members of the team.
- Working with appropriate outside groups to secure information, resources, and assistance as needed.
- Participating in or conducting disaster and emergency preparedness training.
- Developing and/or recommending efforts toward preventing crises from happening.
- Revising and updating printed materials such as the Emergency Response Plan.
- Assuring that all the emergency-related signs and designated areas are clearly marked and in place. Recommending appropriate training in preparedness and recovery.

EVACUATION

In advance of an emergency, be aware of emergency preparedness documentation and information. Make every effort to be prepared. Learn where exits are located, and where the routes to those exits are located. Know which route to take and which exit to use if evacuation is necessary.

If time permits during an evacuation, and it is safe to do so, secure your workplace and take personal items.

Complete evacuation of the campus is not necessary in most emergencies. However, if there is a MAJOR incident, it may be necessary to relocate all university personnel to a safer location. If evacuation from campus is required, you will be notified by university officials of the evacuation re-location.

Evacuation from a building:

If you are notified to evacuate a building verbally by a person in authority, by an audible signal such as a fire alarm, or other electronic means (emergency mass notification), evacuate immediately following these procedures:

- Remain calm and do not panic.
- If time permits and you can do so safely, lock your office or work area.
- Use the closest exit route that is not involved in the emergency.
- Walk, do not run.
- Do not use elevators.
- Assist people with special needs as indicated by that person, or direct to the nearest stairwell.
- Contact Clarke security at x6393 for assistance.
- Do not hesitate to call 911 if emergency services are needed.
- Gather outside and move at least 50 feet from the building.
- Keep the street, sidewalks, and other areas clear for emergency services.
- Your supervisor/building captain will take roll and account for all personnel to the extent possible.
- DO NOT re-enter the building, even if you know someone is still inside. Alert campus officials or emergency services of this situation.
- DO NOT return to the building until you are advised that it safe to do so.

"In-Place" evacuations:

In some instances, it is safer to evacuate "in-place" than it is to leave a building, e.g.:

- If smoke or fire is immediately outside your room.
- If live electrical wires prohibit access to the exit.
- If individuals with mobility disabilities are above or below ground floors.
- If the hazard is fire or smoke, see "FIRE" section of this guide.

If you are unable to evacuate, attempt to notify emergency personnel. Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate

the building. Follow directions of the 911 operator. Or, attempt to notify someone of your situation and location in order for them to notify emergency personnel.

On-campus staging areas:

After the initial evacuation, you will be required to move to a staging area. You will be notified where staging areas are located, and additional information will be distributed as it becomes available.

FIRE PROCEDURES

If you discover a fire or see smoke:

- Remain calm.
- If the building alarm is not sounding, manually activate the alarm by using a fire alarm pull station located near an exit.
- Immediately exit the building. Evacuation procedure documents are posted throughout campus.
- Call 911, then contact Clarke security at x6393 from on campus, from off campus dial (563)588-6393.

NOTE: Dialing 911 from a cell phone is NOT the same thing as calling Clarke Security.

If the building fire alarm is activated or someone informs you of a fire:

- Walk to the nearest exit.
- DO NOT USE THE ELEVATORS.
- If able, assist people with special needs.
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
- Gather outside at a designated area away from the building and do not attempt to reenter the building until authorized by university officials or emergency services.

If caught in smoke:

- Drop to hands and knees and crawl toward the nearest exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel.
- If smoke is too thick, you may need to seek shelter inside a room that does not contain smoke.

If trapped in a room:

- Close as many doors as possible between you and the fire.
- Wet a cloth material and place it around or under the door to help prevent smoke from entering the room.
- If room has an outside window, attempt to signal someone outside.

Clothing on fire: (Stop, Drop, Roll)

- Call for assistance as soon as possible, holler for help or use phone.
- Roll person around on floor to smother flame.
- Drench with water if safe to do so.
- Obtain medical attention.
- Call 911.
- Report incident to supervisor and Clarke security.

Using a fire extinguisher:

Only use a fire extinguisher if the fire is very small and you have been trained in proper use of a fire extinguisher. Notify others of the situation and pull the fire alarm. If you can't put out the fire, immediately leave the building. Make sure the building alarm is activated and others are evacuating. Notify emergency personnel by calling 911. TOTAL AND IMMEDIATE EVACUATION IS THE SAFEST OPTION.

Possible False Alarms:

Follow the evacuation procedures listed above. When notifying the fire department; indicate one of the two situations:

- 1. "An alarm has been sounded at Clarke University. We do not know if there is an actual fire. Please stand by."
- "The fire alarm has sounded at Clarke University. We know it was a false alarm. We do not need your services at this time but are simply reporting the alarm as required by the State Fire Marshal's Office."

Re-occupancy of the Building:

- 1. The building may not be reoccupied in event of a drill or possible false alarm until an "all clear" is sounded by the Campus Safety and Security or designated representative (have the Fire Chief give the "all clear" signal if possible).
- 2. If the fire alarm is still sounding, the building may not be reoccupied.
- 3. In the event of an actual fire, the fire chief or fire official must give instructions as to reoccupancy

HAZARDOUS MATERIALS EMERGENCY

Evacuate the area if indoors. In the event of an outdoor occurrence (i.e., overturned tanker, chemical fire, broken fuel line), leave employees inside the building, keep all doors and windows closed and turn off outdoor ventilation unit, unless otherwise instructed.

If burns or blisters are encountered during hazardous material:

- 1. Call for ambulance dial 911.
- 2. For chemical burns to skin or eyes, flush burn with large amounts of water (15 to 20 minutes). If only one eye has been affected, flush from the nose outward to prevent contaminating the other eye.
- 3. Have victim take off any contaminated clothing.
- 4. If extensive, have victim lie down with legs elevated. EXCEPTION: FACIAL BURNS. For extensive facial burns, sit or prop victim up. Observe for breathing difficulty.
- 5. Do not immerse or apply ice water. Apply cold pack to hands, face, or feet if necessary.
- 6. Loosely apply a dry, sterile bandage.
- 7. Don't put ointment or pressure on burn.
- 8. Don't break blisters or remove pieces of cloth stuck to burn.
- 9. Notify Director of Facilities and/or Campus Safety and Security

LOCKDOWN PROCEDURES

One means of securing Clarke University is to implement lockdown procedures.

These procedures may be called for in the following instances:

- 1. **Lockdown with warning**: The threat is outside of the Campus buildings. The university may have been notified of a potential threat outside of the building (i.e. a bomb threat.)
 - a. Exterior Lockdown: Everyone gets inside, no visitors in or out; Restricted Access to Buildings
- 2. Lockdown with intruder: The threat/intruder is inside the Campus buildings.
 - a. Lockdown: Active Situation on Campus; Actively evading an intruder

Lockdown with warning procedures:

- Using all appropriate and available communication modes, an announcement of "Lockdown with Warning" will be made.
- Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep individuals away from windows.
- Control all movement. Move only on the announcement of the "All Clear."
- Clarke Security will announce "All Clear."

Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator/Security Officer will order and announce "lockdown with intruder" procedures.
- Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until "All Clear" is announced.
- Keep out of sight.
- Using all appropriate and available communication modes, an "All Clear" announcement will be made. Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas.

MAJOR ACCIDENTS

Aircraft accident:

When a private or commercial aircraft is involved in an accident, the Federal Aviation Administration (FAA) is the agency of jurisdiction. Subsequently, no one will be permitted near the aircraft. Smoke from a burning aircraft is very toxic and should be avoided. If an aircraft incident occurs on the campus, evacuation procedures will begin in the surrounding area.

If you witness an aircraft accident:

- Call 911
- Notify the operator of the accident location, the number of casualties (if known), any structures affected, and any other information they request.
- If the crash scene is close to your building, notify your supervisor or appropriate university official, and evacuate if smoke from the crash scene moves in your direction.
- DO NOT approach a downed aircraft. The responding fire department has equipment and personnel that are trained for such incidents.

If you witness a motor vehicle accident involving injuries:

- Call 911 immediately and remain on the scene until released by paramedics and police.
- Advise the operator of the number of injured and their injuries.
- Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
- DO NOT attempt to move the injured unless it is more dangerous to leave them where they are, i.e.: car fire.
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Notify emergency personnel of the number of injured and their locations

MEDICAL EMERGENCIES

KEEP CALM • SURVEY THE SCENE FOR SAFETY • USE UNIVERSAL PRECAUTIONS UNIVERSAL PRECAUTIONS IS THE TREATMENT OF ALL BLOOD AND BODY FLUIDS AS IF THEY WERE INFECTED WITH A BLOODBORNE DISEASE.

- 1. Wear latex or vinyl gloves.
- 2. After giving care, do not touch your mouth, nose or eyes, or eat or drink until you have thoroughly washed your hands.

FIRST AID GUIDELINES

PROCEDURES FOR MEDICAL EMERGENCY

- 1. Do a primary survey of the scene and person. Look for a medical alert bracelet or necklace.
- 2. Check airway, breathing, and circulation ABCs. Begin CPR if indicated and only if trained
- 3. Check for bleeding, start first aid.
- 4. DO NOT leave injured person unattended.
- 5. Determine the need for immediate medical attention and CALL 911.
- 6. DO NOT move the injured person. Always suspect head/neck trauma.
- 7. Keep person warm if the person is showing signs of shock. Cover with a blanket.
- 8. DO NOT give liquids to an unconscious person.
- 9. Be supportive.
- 10. Keep crowd away and have others help

Emergency Care for Serious Accident and/or Illness:

- 1. Render immediate first aid care.
- 2. Do not move a seriously injured person unless it is necessary for safety reasons.
- 3. Call for medical assistance if needed call 911.
- 4. Notify emergency contact person in personnel file, if possible.

Bleeding:

- 1. Gently blot the wound to inspect for debris. If bleeding is severe, apply pressure on the wound. Apply a dry cold pack to the area around the wound.
- 2. Continue pressure until bleeding stops. Elevate wound above level of heart to help reduce bleeding. Treat for shock.

Shock:

Watch for cold, clammy skin, a pale, bluish face, profuse sweating, or a weak or rapid pulse.

- 1. Have person lie down.
- 2. Maintain body temperature.
- 3. Cover only enough to keep victim from losing body heat.
- 4. Reassure and calm the victim.
- 5. Contact 911 and/or emergency personnel if someone has not already done so.

Cessation of Breathing / Choking Incidents:

If victim can cough, speak, and breathe, do not interfere. If the victim cannot speak or cough, uses the distress signal, or appears blue from poor air exchange, proceed with the following:

- 1. Stand behind victim with one foot beside the victim to support him/her.
- 2. Wrap your arms around victim's waist.
- 3. Make a fist, place the thumb side of your fist against the victim's abdomen, slightly above the navel and below the xiphoid (breastbone).
- 4. Grasp your fist with the other hand. Press your fist into the victim's abdomen, with a quick inward and upward thrust.
- 5. Repeat this action until the obstruction is cleared or victim becomes unconscious. If victim becomes unconscious, continue to attempt to clear airway with abdominal thrusts. Call 911 if necessary.
- 6. Once the airway is open, if the unconscious patient is not breathing, CPR may need to be given by trained personnel only.

Convulsions / Epileptic Seizures:

- 1. Protect victim from injury but do not restrain. Support and protect the patient's head, being careful not to be hit or kicked. Following the seizure or if the patient vomits, turn their entire body onto their side. Do not force a blunt object between the victim's teeth. Do not give fluids. If breathing stops, give CPR if trained.
- 2. Call 911 and then contact Campus Safety and Security.

Eye Injuries:

Chemical Burns:

Flush the eye with a gentle stream of lukewarm water while holding the eye open. If only one eye is affected, turn the head so the injured eye is down. If both eyes are affected, tilt the head back and pour water onto the bridge of the nose. Flushing should continue at least 20 minutes. For acid/alkali burns, it may be necessary to remove jewelry and clothing which may be contaminated by the runoff. Ears may also become contaminated.

Note: also see "Chemical Spill" Section in Guide.

Penetrating Injuries of the Eye:

- 1. Do not remove the object or wash the eye. Cover both eyes loosely. Stabilize the object. Keep the victim quiet on his/her back.
- 2. Call 911.

(Suspected) Neck or Spinal Cord Injury:

- 1. Maintain open airway.
- 2. Do not move victim or transport victim.
- 3. Call 911.

Poisoning / Food Poisoning:

1. Dilute poison by giving one or two glasses of water. Call the Poison Control Center or dial 911.

Food Poisoning:

- 1. Administer first aid, using trained personnel in building.
- 2. Call 911 or make appropriate medical referral.
- 3. Building staff should follow directives of medical authorities.

MENTAL HEALTH CRISIS RESPONSE

- Anyone concerned about their personal safety or the safety of others.
- Anyone concerned about harming themselves or someone else.
- Anyone losing touch with reality.

On-Campus Contacts

Clarke University Security @ 1-563-588-6393

During normal business hours, call Counseling Services @ 1-563-588-8140

After hours, call Professional Staff on-call @ 1-563-289-7013

Director Residence Life (Catherine Smith) (office 1-563-588-6622) (Cell 1-605-670-3968)

Vice President for Student Life (Kate Zanger) (office 1-563-588-6517) (cell 1-563-564-9480)

Other Resources Available

988 - National Suicide and Crisis Lifeline

Disaster Distress Helpline 24/7 crisis counseling and support 1-800-985-5990

https://www.samhsa.gov/find-help/disaster-distress-helpline

Call or go online to utilize 24-hour National Suicide Prevention Lifeline services 1-800-273-8255

http://chat.suicidepreventionlifeline.org/GetHelp/LifelineChat.aspx (online chat)

MercyOne Dubuque Emergency Care @ 1-563-589-9666 UnityPoint Health Emergency Room @ 1-563-582-1881 Dubuque Police Department Emergency Communications Center (police dispatch) @ 1-563-589-4415

If there is an immediate threat to self or others, we strongly encourage contacting 911.

When a student attempts or considers suicide, this behavior is considered serious and appropriate interventions are created to assist the student. Providing appropriate follow-up for students with suicidal ideation or intent, as well as friends or others who might also be affected, is an important responsibility of the staff in Student Life. Student Life will contact these students and respond to their immediate health and well-being, help students identify the appropriate campus and community resources, strategies for self-care, navigating their academic experience, and discussion of the potential impact to the university community.

PERSONAL THREAT OR ASSAULT

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual(s).

Stalking:

- If not an emergency contact Clarke security for assistance at X6393.
- If this is an emergency, call 911 and Clarke Security. Seek the safety of others.
- Do not confront alleged stalker.
- Take note of physical characteristics and other identifiers of the suspect that you can report to the Dubuque Police Department and Clarke Security.

Assault:

- Call 911 and Clarke security.
- Remain with victim until emergency assistance arrives provided it is safe to do so.
- If possible, attempt to get victim to a safe place.

Civil Disturbance:

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress or assemblies that have become significantly disruptive.

- Call 911
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records and expensive equipment).
- Avoid area of disturbance.
- Continue with normal routines as much as possible.
- If the disturbance is outside, stay away from doors or windows. STAY INSIDE!
- Prepare for evacuation or relocation.

POST INCIDENT FOLLOW-UP PROCEDURES AFTER A TRAUMATIC EVENT OR CRITICAL INCIDENT

Definition:

A traumatic event or critical incident is any situation causing unusually strong emotional reactions, which have the potential to interfere with a person's ability to function during or after the event. Examples of critical incidents include:

- Suicide of a student, employee, or other significant person.
- Injury to or death of a child.
- Mass-casualty incident/accident or any accidental death.
- Natural disaster causing death and/or serious injury.

Any time there is a prolonged event and/or intense media interest, the impact of a critical incident is increased.

What is Critical Incident Stress Management?

CISM is a comprehensive service designed to assist those who have experienced unusual stress. CISM is interested in promoting a helpful response throughout the entire range of a crisis experience including: the pre-crisis, acute crisis, and post-crisis phases. Within the CISM program are seven core functions of response including Critical Incident Stress Debriefing (CISD) which is a group intervention used within 24-72 hours after a major stressful event.

The Seven Types of Interventions or Core Functions of CISM Include:

- Pre-incident education workshops
- On-scene support
- Defusing and demobilization (short debriefings for small and large-scale events)
- Critical incident stress debriefings
- Mental health referrals
- Informal discussions
- Specialty debriefings

A debriefing is a group meeting or discussion about a distressing critical incident. Based upon the core principles of education and crisis intervention, the critical incident stress debriefing is designed to mitigate the impact of a psychologically traumatic event (a critical incident) and to assist personnel in recovering as quickly as possible from the stress associated with the event. The formal critical incident stress debriefing is a structured group meeting using a seven-stage intervention process.

A debriefing is provided by a specially trained team that includes at least one mental health professional and at least one peer support person. The peer support person could be a student, school employee, or local community leader such as a minister.

Defusing is a shortened version of the debriefing. Defusing take place immediately or relatively soon after the critical incident is finished and typically last less than one hour. The leader of a defusing may be a peer support person or one of the mental health support staff. Defusing is designed to either eliminate the need to provide a formal debriefing or to enhance the debriefing if it is still necessary to provide one.

Steps:

- 1. Following the incident, the Vice President for Student Life is informed of the possible need for a Critical Incident Stress Management session by any staff or school employee with knowledge of the event or incident.
- 2. Information regarding the incident is given to Student Life.
- 3. Student Life evaluates the need for CISM service.
- 4. If a CISM session is needed, a CISM team is designated and a time/location set. The CISM team could be from Clarke or from local community groups trained in CISM, depending on the size of the group needing an intervention.
- 5. A CISM session is conducted at the designated location and time.
- 6. A written evaluation will be completed after the CISM session with recommendations for follow-up services

POWER OUTAGE

The inherent danger during a power outage is panic; therefore, all Clarke University personnel should attempt to remain calm. In the event of an outage, Clarke University has emergency generators that immediately provide power to operate the fire alarm, and emergency lighting in all buildings.

To report a power outage call Clarke security at X6393.

Keep flashlights and batteries in key locations throughout your work areas.

Elevators will not work if there is a power outage, and the generators will not provide power to them. Check elevators for people inside and call security for assistance in getting them out of the elevator.

Major campus-wide outage:

- Remain calm.
- Follow directions from university officials.
- If evacuation of a building is required, follow the evacuation procedure documents posted throughout campus.
- Laboratory personnel should secure all experiments and unplug electrical equipment
 prior to evacuating. All chemicals should be stored in their original locations. If safe to do
 so, provide natural ventilation by opening all windows and/or doors. If this is not
 possible, or natural ventilation is inadequate, evacuate the laboratory until the power is
 restored.
- Do not light candles or other type of flame for light or heat.
- Unplug all electrical equipment (including computers) and turn off light switches.
- Facilities management will turn off all equipment necessary prior to power being restored.

If people are trapped in an elevator:

- Tell passengers to stay calm and that you are getting help. Instruct passengers to pick
 up the emergency phone in elevator so they can provide direct information to the
 emergency responders.
- Contact Clarke security at x6393 for assistance in getting out of the elevator.
- Stay near passengers until assistance arrives, provided it is safe to stay in the building.

SEVERE WEATHER

Severe Weather Notifications

In the event of severe weather, all students and employees that signed up to receive notifications through Campus Alert System should receive a message. Sign up or update your information on CU hub if you have not already done so.

Campus closures, dismissals, or delayed starts are also made available on our website, official university social media accounts, and on local news stations including KCRG, KWWL, and KGAN, as well as local radio.

Severe weather shelter area:

Know in advance where the SEVERE WEATHER SHELTER AREAS are located in the building you are in. Signs are posted in the shelter areas. If a large group will be on campus and there is a threat of severe weather, make arrangements in advance as to where the evacuation site(s) will be.

If you must evacuate to your shelter area, and it is safe to do so, secure your office or work area before you leave. Stay in your shelter area until you are advised by university officials, that it is safe to leave. If your shelter area does become unsafe, you may need to evacuate to another area on your own.

Tornado:

A TORNADO WATCH means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area. Be prepared to seek shelter if the watch is upgraded to a warning.

A TORNADO WARNING is an URGENT announcement that a tornado has been reported and warns you to take immediate action to protect life and property. You may receive this warning electronically, (TV/Radio, computer), verbally by Clarke personnel, or by phone. You may hear the outdoor warning sirens for the City of Dubuque.

Note: The outdoor warning sirens are designed to alert people who are outside and are not intended to alert people inside buildings.

Indoors:

- Stay indoors. Do not exit building or use elevators. You could be trapped in them if the power is lost.
- Immediately go to the designated severe weather shelter area in your building. Stay there until the all clear is given to you by appropriate University authority.
- If unable to get to a designated shelter area:
- Go directly to an enclosed, windowless area in the center of the building, corners or building support columns are best. Avoid middle of exterior walls.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items that may fall.

- Remain inside until tornado has passed or you are cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Help direct people with special needs to a safe place, if necessary.
- If instructed to evacuate, follow the evacuation procedure documents posted throughout campus.

Outdoors:

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground, (i.e. ditch, small trench). Lying flat in a ditch or low---lying area may be the only thing available. Note: Never enter an opening or trench where a "Cave in or Flooding" may be possible.
- Stay away from power lines and puddles with wires in them, they may be "Live."
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until "noise and high winds" have stopped.
- Do not enter any building that is deemed or looks unsafe.
- To the extent possible, university officials will provide instructions for immediate actions by means of door---to---door alerting, fire alarms or bullhorns.

Thunderstorms and Microbursts: Indoors:

- Stay indoors. Do not exit building or use elevators. You could be trapped in them if the power is lost.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items that may fall.
- Remain inside until storm has passed or cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Help direct people with special needs to a safe place, if necessary.
- If instructed to evacuate, follow the evacuation procedure documents posted throughout campus.

Outdoors:

- Move away from trees, buildings, walls, and power lines.
- Seek the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low---lying area may be the only thing available. Note: Never enter an opening or trench where a "Cave in or Flooding" may be possible.
- Stay away from power lines and puddles with wires in them, they may be "Live".
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until "noise and high winds" have stopped.
- Do not enter any building that is deemed or looks unsafe.
- University officials will provide instructions for immediate actions by means of personal alerting or bullhorns.

Hail:

- Seek protective shelter immediately.
- Remain indoors or under protective shelter until hail has stopped, usually 5--10 minutes.

Lightning:

- Seek protective shelter immediately.
- If outdoors, do not stand underneath tall, isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. In open areas, seek low areas such as a ravine or valley.
- Get off or away from open water as well as metal equipment or small metal vehicles such as motorcycles, bicycles, golf carts, etc. Stay away from wire fences, clotheslines, metal pipes and rails. If you are in a group in the open, spread out, keeping people several yards apart.

REMEMBER – lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Severe Weather Shelters

If you must evacuate to your shelter area, and it is safe to do so, secure your office or work area before you leave.

Admissions:

Room 126B and the elevator vestibule area between 126A and 126B. If admissions has too many people for these areas, the west end of the library basement can be used.

Atrium, Haas Administration, Jansen Music Hall:

Lower-level hallway from the elevator past the Music Lab, women's and men's restrooms, and the stairwell at that location. The end of the hallway exits the hallway to a large underground vestibule area which can also be used. This vestibule can also be accessed from outside near the chiller pits.

The following rooms are locked but can also be used if someone is available with a key to unlock them: men's and women's dressing rooms, percussion alley, storage area behind and ramps on each side of lower level of Jansen Music Hall.

Chapel:

The ground floor level of the stairwell in the Chapel. See "Atrium" for additional space.

Catherine Byrne Hall:

Lower-level hallway, entire length (Not the stairwell by the dock door), laundry room at the east end of hallway (G29), Gross Anatomy hallway and locker rooms (G21).

If the door to the housekeeping storage area at the west end of the hallway (G10) is unlocked, this area can be used.

Catherine Dunn Apartments (CDA):

Ground floor, laundry room (close hallway door), study rooms, hallway from elevator vestibule to the area of G04. The ground floor level of the stairwell by G04. If a key is available, the mechanical room can be used.

Eliza Kelly Hall (EKH):

Ground floor, center hallway the entire length of EKH. But DO NOT stand in doorway areas where there are no doors that lead to the rooms along the outside wall of EKH.

Kehl Center:

Men's, women's, and visitor's locker rooms. Hallway between coaches and women's locker rooms. If unlocked, the coaches locker rooms.

Keller Computer Center (KCC):

If the Facilities Management building is open (lower level of KCC), use the break room area and hallway adjacent to the break room.

If facilities is closed, and if time permits, exit to the Atrium for shelter. See Atrium shelter areas. To shelter in place in the KCC, use the hallway along the Main Frame Room and the restroom at the end of the hallway.

Library:

West basement of the library in the room where the elevator is located. If needed the men's and women's restrooms on the first floor can be used.

Mary Benedict Hall (MBH):

Men's and women's restrooms, lower level across from the Lion's Den.

Ground floor hallway from the elevator to the MBH laundry room. NOT the laundry room. Close hallway doors to the laundry room and leading to the dock area. If a key is available, the MBH Trunk Room can be used.

Mary Frances Hall (MFH):

West Letter Wing hallway.

If the Stoltz Wing is open on the ground floor, use the hallway between the mechanical room and storage room G37. Men's and women's restrooms and copy machine room.

If a key is available to the basement of MFH, this area can be used.

If the Kehl Center is open and time permits, shelter in the Kehl Center. (See Kehl Center).

Mary Josita Hall (MJH)

Hallway on the ground floor of MJH from the Self Center to the tunnel leading to MBH, but NOT the tunnel area. Along this hallway there are some areas where there is glass or there is no door between the hallway and the outside wall of the building. Do not stand in these areas.

Use the lower level of the stairwell located by the kitchen dock. Basement of MJH by the kitchen elevator. If someone is available with a key to unlock doors. The housekeeping storage area in the basement of MJH can be used.

Physical Activity Center (PAC):

See Kehl Center for shelter area.

The lower-level stairwell between the Fitness Center and the theater can also be used.

Student Activity Center (SAC):

See Kehl Center for SAC shelter areas. If a key is available, the basement of MFH can be used.

Terence Donaghoe Hall (TDH):

Make-up room in the basement. Lower level of the stairwell between TDH and the PAC. Large groups could be evacuated to the Kehl Center.

STAY IN YOUR SHELTER AREA UNTIL YOU ARE ADVISED BY UNIVERSITY OFFICIALS, THAT IT IS SAFE TO LEAVE. IF YOUR SHELTER AREA DOES BECOME UNSAFE, YOU MAY NEED TO EVACUATE TO ANOTHER AREA ON YOUR OWN.

FLOODING

Because of the geographic location of Clarke University, major flooding is a remote possibility. Minor or area flooding of the campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water line break. In the case of imminent weather---related flooding, university officials will monitor the National Weather Service and other emergency advisories to determine necessary action.

In cases of water line or water main failure, affected areas of campus will be evacuated as needed. In most cases, Student Life, Facilities Management and or Safety & Security will determine the appropriate level of evacuation.

Remember water and electricity do not go well together. If it is unsafe for you to be in a flooded area you need to safely evacuate on your own.

Notify Clarke security for any flooding situation at X6393.

If you are evacuated from your building, do not return to your building unless you have been instructed to do so by appropriate university officials.

EARTHQUAKE

Remain calm and alert; listen for information and instructions from emergency crews and/or local officials.

Indoors:

- Stay indoors; do not exit building or use elevators.
- Take cover underneath table, desk, or doorway, if possible.
- Stay away from all windows and large glass objects.
- Avoid being underneath heavy objects such as lights, wall hangings, or other items that may fall.
- Help direct people with special needs to a safe place, if necessary.
- Wheelchair-bound individuals should lock brakes.

Outdoors:

- Move to an area away from trees, buildings, walls, and power lines.
- Drop to knees and get into a fetal position, close your eyes, and cross your arms over the back of your neck for protection.
- Remain in position until shaking has stopped.

After shaking stops:

- Do not use cell phones, except to report serious injuries.
- Assist in the building evacuation of people with special needs, if safe to do so.
- For news, updates, and instructions, tune into to your preferred means of news-gathering. (phone, tv, radio, etc.)
- Be prepared to evacuate if instructed to do so. The decision to evacuate from campus will be based on the severity of the earthquake and damage to buildings.
- University officials will provide instructions for immediate actions by means of campuswide text/email/phone call, door-to-door alerting, fire alarms, or bullhorns.
- If evacuation is required, follow the evacuation procedure documents posted throughout campus. Do not enter any building that is deemed unsafe, or looks unsafe.

SEXUAL MISCONDUCT, SEXUAL ASSAULT, AND RAPE

Procedures

In the event there is an occurrence of rape and/or serious assault, follow these procedures:

- 1. **Phone the police** 911.
- 2. Call the Vice President for Student Life/Title IX Coordinator, or designee. In the case of a sexual assault, Campus Safety and Security should provide the student with the Sexual Misconduct Reporting and Resources brochure.
- 3. Have health professional render first aid to the victim if necessary.
- 4. **Obtain as much information regarding the assailant and incident as possible**, such as:
 - a. Physical description of assailant.
 - b. Time of assault.
 - c. Assailant exit description of vehicle, direction of travel.
- 5. Check for:
 - a. Notify individual on emergency card.
 - b. Ask the victim if he/she wants anyone else contacted. In the event the victim is a student ask if parents or emergency contact should be notified.
- 6. Security should report incident to Vice President for Student Life/Title IX Coordinator, or designee, for follow-up and to provide a timely campus warning to other students, if necessary.

STUDENT DEATH

Notification Protocol

- 1. Initial Notification: Any one of several individuals may receive initial information regarding a student death.
 - a. On-Campus Death: Generally, when such incidents occur in student housing, the information may be received by a Resident Assistant or the Director of Residence Life.
 - b. Off-Campus Death: Initial information is generally received from a law enforcement officer or family member.

Death of Student Incident Response

- 1. In the event of a student death, the staff person receiving initial notification (if not Campus Safety and Security) shall notify 911 and Campus Safety and Security immediately. If the student is an on-campus resident, Residence Life staff should also receive initial notification.
- 2. Campus Safety and Security and/or the Director of Resident Life will notify the Vice President for Student Life who will notify the Cabinet.
- 3. The Vice President for Student Life assumes responsibility for contacting parents or other emergency contacts.
- 4. The Vice President for Student Life in consultation with Campus Safety and Security, Residence Life, and Student Life staff, shall assess impact populations (i.e., roommates, other residents, academic departments, athletic teams, clubs, or other groups of individuals who may be affected by the incident).
- 5. The Vice President for Student Life or designee shall initiate Counseling Services as needed to work with affected populations.
- 6. The Vice President for Student Life will initiate the "Death of Student" procedures. When notification is received of the death of a student, family contact or notification will be made by the appropriate person (to be determined by the Emergency Response Team)

THREAT MANAGEMENT PROCESS

Definition

When members of the campus community become aware of a potential threat to the safety of students, employee, visitor, or property of the University, a report of the potential threat should be made to the Emergency Response Team or Campus Safety and Security. The report should be made using the University's Incident Report Form found in the appendix.

Procedures

Once the initial report is made, the following steps will occur:

- 1. Member of Clarke community identifies potential risk.
- 2. Notification of Campus Safety and Security, who notifies the Emergency Response Team (ERT).
- 3. ERT Gather Information (Incident Report Form/Student of Concern Form).
- 4. ERT Determine threat risk.
- 5. ERT Develop threat management plan.
- 6. ERT Implement plan.
- 7. ERT Gather information.
- 8. ERT Evaluate process.

THREATENING BEHAVIOR

Definition

A threat can be implicit or explicit. Both should be reported so that a threat assessment can be conducted. Examples of threatening behavior are:

- Intimidating or harassing another person through words and/or actions.
- Threats of/or actual physical violence.
- Threatening gestures or yelling/screaming.

Procedures

If the individual believes that the behavior is imminently threatening or causes an immediate concern for the safety of the campus community, call 911 and then Campus Safety and Security.

In instances where the threat of danger is not believed to be imminent, a threat assessment should be completed. To begin this process, the reporting party should complete an Incident Report Form and submit it to Campus Safety and Security or the Coordinator of the Emergency Response Team.

THREATS

- 1. If you notice a threat, call 911, then call Security at 563-588-6393.
- 2. Security notifies Executive Director of Safety and Security
- 3. Emergency Response Team starts a timeline and communicates with law enforcement.

BOMB THREAT

Bomb Threat by Telephone

DO NOT HANG UP:

- Remain calm.
- Take the caller seriously.
- Ask a lot of questions, using the checklist below as a guide.
- Have a co---worker call 911 on another line or call 911 yourself immediately after hanging up.

Bomb Threat Checklist – things to ask the caller making the threat:

- When is it going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?
- Exact wording of threats.

VOICE OF THE CALLER:

Circle all that apply -- Calm, Nasal, Slow, Raspy, Loud, Angry, Stutter, Excited, Rapid, Deep, Soft, Clearing Throat, Laughter, Normal, Disguised, Distinct, Deep Breathing, Crying, Accent, Slurred, Lisp, Ragged, Cracked, Familiar

If Known -

Name of caller:

Number from which call originated:

Male / Female:

Race:

Approx. Age:

Number at which call was received:

Time:

Date:

Background sounds:

Street Noises Factory Machinery Animal Noises Other Voices

P.A. System Static Music Long Distance House Motor Office Machinery

UTILITY EMERGENCIES

Gas Line Break — TOP PRIORITY

- 1. Clear the immediate area (evacuate building if deemed necessary).
- 2. Call Fire Department if necessary dial 911.
- 3. Call gas company.
- 4. Notify maintenance personnel.

Electric Power Failure

- 1. Call electric company.
- 2. Notify maintenance personnel.

Water Main Break

- 1. Shut off water.
- 2. Notify maintenance personnel.

Sudden Damage to Facility

- 1. If dangerous, evacuate occupants to a shelter area.
- 2. Call 911.
- 3. Notify maintenance personnel

Water Boil Order

- 1. Determine if campus is in the boil order. If yes, send campus-wide notification via Alert System and email.
- 2. Boil all water that will be consumed.
- 3. Facilities/Security to hang flyers on drinking fountains noting they are not to be used until the boil order is lifted.
- 4. Provide bottled water to common spaces including residence hall lobbies.
- 5. Work with Dining Services and Athletic Training to dispose of all ice from ice makers.
- 6. Once order is lifted, send an All-Clear message to campus via the Alert System and email.

VANDALISM / BURGLARY

When an act of vandalism or a break-in has been discovered, the following plans should be followed:

- 1. Do not enter the building; go to the nearest phone and call Security.
- 2. If you have entered the building and you find there has been a break-in, do not touch anything. Leave everything alone and call the police and wait for them to give you the orders to clean up or to make repairs.

Security should secure the building after the police or sheriff's office has completed their preliminary investigation. If necessary, security will contact Facilities to complete the cleanup and repair the damage. The supervisor of the areas vandalized should compile an inventory of damaged or stolen items. Additional information relative to damage or loss must be reported to the Business Office.

File Vandalism/Break-In Report with the Vice President of Business and Finance

Incident Report Form



Date:	Time:	<u> </u>	UNIVERSIT
Location:			
Individual(s) involved	d in incident:		
1. Name:		Room/Apt: _	
3. Name:		Room/Apt: _	
		Room/Apt: _	
		Room/Apt: _	
Describe Incident (u	se back if needed):		
	ncident:		
Was/were the individ	dual(s) cooperative? (circle one)) Yes No	
Were Local Law enfo	orcement officers called for this	incident? (circle one)	Yes No
(If yes, please list wh	nich law enforcement agency ar	nd the officer's name, if	possible.)
Agency	Officer Nam	ne:	
For Office Use Only	v		
	ecurity or Administration:		

Please return this form to Clarke Campus Safety and Security: 1550 Clarke Drive, Dubuque, IA 52001 or security@clarke.edu