



Employee/Students
Emergency Procedures

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TO REPORT A CAMPUS EMERGENCY

DIAL 911

For Nemaha County Sheriff and Peru Fire and Rescue

Dial (402)872-2411

For the Peru State College Campus Security Department.

The Peru State College Campus Security Department responds to all emergencies on the Peru State College Campus. It is recommended that you save the Peru State College Campus Security Department phone number (402872-2411) in your cell phone as one of your speed dial numbers.

Emergency Numbers

In the event of an emergency, call: 911 followed by Campus Security (402-872-2411)

- Nemaha County Sherriff and Peru Fire and Rescue (EMS): **911**
- Campus Security: **(402) 872-2411**

Additional On Campus Contacts

The following on campus resources should be contacted in specific campus situations

- Residence Life – To Report any issue in a Campus Residence facilities: **402-872-2246**
- Facility Services – To Report any maintenance issue during business hours: **402-872-2257**
- Counseling Services – For Licensed Student Counselors: **402-872-2436 and 402-872-2369**
- Title IX Coordinator: **402-872-2230**

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 (402-872-2411) should also be notified after 911 is called

If at all possible have another person contact Campus Security while you are on the phone with 911

911 Script:

This is (caller name) calling from (location, i.e. building, floor, landmark if outdoors). We need help! There is a (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

Campus Emergency Management Team

This team helps the college assist, plan, and intervenes in a crisis affecting staff and students. This team is responsible for all decisions made during any emergency situations that may occur. The Campus Emergency Management Team members are listed below along with their campus phone numbers:

- President (402-872-2239)
- Vice President for Academic Affairs (402-872-2222)
- Vice President for Administration and Finance (402-872-2224)
- Vice President for Enrollment Management (402-872-2224)
- Associate Vice President for Student Affairs (402-872-2246)
- Director of Facility Services (402-872-2257)
- Director of Human Resources and Title IX Coordinator (402-872-2230)
- Director of Marketing and Communications (402-872-2429)
- Chief Information Officer – Computer Services (402-872-2376)
- Security Supervisor (402-872-2411)

Communication with Campus Community

For each emergency situation, differing modes of communication may be utilized depending upon the severity of the situation and the 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 BOBCAT ALERT, powered by Omnilert emergency platform, for students, faculty and staff. This alert system has the ability to send out 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 at <http://www.peru.edu/emergency>.
- 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 emergency. The following areas have access to the two-way radio system:

President, VP for Administration and Finance, VP for Enrollment Management, AVP for Student Affairs, Campus Services, 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.

Emergency Alert System

Employees and students are strongly encouraged to register with the College's Emergency Alert System, Omnilert in order to receive messages for school closures and emergency situations.

Faculty and Staff:

To register, go to www.peru.edu/emergency. Select the "Sign Up for alerts" 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. If your contact information changes, log in to your account and update your contact information.

Students:

Text bobcatalert to 79516

EVACUATION PROCEDURES

Evacuation: Routes and Floor Plans

Defined exits are located by following Red illuminated EXIT signs that have directional arrows pointing to the nearest exit. Exit doors will have illuminated red EXIT signs posted over them without directional arrows.

Familiarize yourself with the buildings on campus that you frequent regularly.

Evacuation Building Meeting Points

In the event of a building evacuation follow the direction of Campus and Community emergency personnel. Unless directed to another location all individuals in a building being evacuated, including Faculty, Staff, Students, and Guest should go to the following locations:

- **Administration:** Quad in front of Jindra
- **Library:** Quad in front of Jindra

- **Cats:** Quad in front of Jindra
- **Student Center:** Quad in front of Jindra
- **TJ majors:** Quad in front of CATS
- **AV Larson:** In front of TJ Majors
- **Jindra:** Quad in front of Library
- **Hoyt:** Quad in front of Library
- **Jerry Joy Locker Room/Field House:** Across Street at Practice Field
- **AWAC:** Across Street Parking Lot E behind library
- **Campus Services:** Outside PAC
- **PAC:** Quad in front of Library

- **Morgan Hall:** Quad in front of Jindra
- **Delzell Hall:** Across Street to Lot H Upper or Outside Basketball court area
- **Complex:**
 - **Mathews, Nicholas, Pate, and Palmer:** Lot A at Baseball Field
 - **Davidson and Clayburn:** Lot B by water tower
- **Oak Hill:** Opposite Side of Street from the apartment affected
- **Faculty Housing:** President's house front yard

General Building Evacuation

General Evacuation is used to get students, visitors, faculty and staff out of the building through the nearest exit. An evacuation means that **ALL** Students, Faculty and Staff **MUST** evacuate the building. **Example:** A fire alarm activated or other non-specific emergency that would require building evacuation.

Student & Personal Responsibilities

- Gather personal belongings such as coats and car keys
- Form small groups of two or three, and initiate the buddy system for evacuation.
- Evacuate quickly and calmly to the nearest, safe exit
- Close the door behind you
- Stay out of the building until you are given notice to enter by college officials or emergency responders
- Go to the Evacuation Building meeting point as listed above.

Faculty and Staff Responsibilities

- As a group, leave the building immediately, in a calm orderly manner using the nearest exit available.
- Count the students as they leave the room and then recount them once you reach the Evacuation Building meeting point as listed above.
- For safety of individuals with disabilities, consider that they may need assistance evacuating and/or direction to a safe area. Provide direction to others in need.
- Move to the Evacuation meeting point as listed above.
- Stay with students, keeping them in a group. Immediately report any missing students to the Peru State College Campus Security Department or the emergency responder on scene.

- **ACCOUNT** for all students and remain together, if possible.
- **IMMEDIATELY** report any missing students to a Peru State College Campus Security Officer or an Emergency Responder on scene.
- **WAIT** to be contacted. Do not return to the building or move from the Building meeting point unless directed by an emergency personnel or college official to do so.

Directed Building Evacuation (Non-Fire Emergency)

Directed Evacuation is used to get students, faculty and staff out of the building by a route designed to avoid contact with a potential threat. This type of evacuation will be coordinated by first responders, Campus Security, or Campus personnel.

Example: A suspicious package or a bomb threat

Student and Personal Responsibilities

- Gather personal belongings such as coats and car keys
- Evacuate quickly and calmly to the safe exit established by Emergency Responders/College Officials.
- Listen closely, and follow instructions given to you by responders.
- Stay out of the building until you are given the notice to enter by college officials or emergency responders.

Faculty and Staff Responsibilities

- As a group, leave the building immediately in a calm orderly manner, using only the exits and directions given by the first responders.
- For safety of individuals with disabilities, consider that they may need assistance evacuating. Provide direction to others in need.
- Move to the Building Evacuation Point or other location as directed by Emergency Personnel
- Stay with students, keeping them in a group.
- **ACCOUNT** for all students and remain together, if possible.
- **IMMEDIATELY** report any missing students to a Peru State College Campus Security Officer or an Emergency Responder on scene.
- **WAIT** to be contacted. Do not return to the building or move from the Building meeting point unless directed by an emergency personnel or college official to do so.

Campus Evacuation

A Campus evacuation is used to get students, faculty and staff off the Peru State College Campus due to a severe emergency in the area.

Example: A severe incident has occurred requiring the evacuation of all of campus such as a bomb or major chemical spill.

Students, Faculty and Staff Responsibilities

By Vehicle:

- Follow directives of emergency personnel as to direction and location to go.
- Drive with caution and courtesy and follow directions.
- Do not block the way for other vehicles.
- Some vehicles may be selected for emergency transportation; please cooperate if yours is chosen.
- If the road is not usable, leave your vehicle and evacuate on foot.

On Foot:

- Follow directives of emergency personnel
- Proceed to a safe location, as directed.

Persons with Disabilities

If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.

NOTE: If the fire alarm is not pulled, the elevators should be used to expedite the evacuation of anyone that needs help evacuating the building.

The guidelines in the Evacuation Plan for Individuals with Disabilities are as follows:

Individuals with Mobility Impairments

Some individuals with mobility impairments may need special equipment such as wheelchairs, braces or crutches to move around the campus; others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently. If elevators are operational, individuals with mobility impairments can be escorted down by elevator. Otherwise, they may need to be escorted to a designated safe area. Their location should be noted and reported to the Fire Department, Peru State College facilities staff and/or the Peru State College Security Department. It is not advisable to try to carry a person who is in a wheelchair. Only trained personnel should attempt to carry the individual and/or the wheelchair. Wheelchairs may have parts not intended for lifting; batteries or life support equipment may be connected. Trained emergency personnel should be directed to the area as soon as possible.

Individuals with Vision Impairments

If elevators are operational, individuals with vision impairments can be escorted down by elevator. If people are being escorted out of the building, the individual with the vision impairment should be evacuated together with the sighted evacuees. If you are escorting a blind or vision impaired individual, take your directions from the individual about how to guide them. For example, if you are going down stairs, they may ask you to stand in front of them and by the right side of the stairwell – they may have one hand on your shoulder and one hand on the handrail. If walking side

by side, they may take your arm (above the elbow) while holding their cane and or leash of an animal with their other hand.

Individuals who are Deaf/Hard of Hearing

As the individual with a hearing loss may not perceive an audio emergency alarm, alternative communication/warning techniques may be needed. These techniques include: switching the lights on and off to get the person's attention, writing down the type of emergency and closest evacuation route and escorting the person out of building.

CAMPUS SHELTER IN PLACE PROCEDURES

SHELTERING

The term, Shelter-in-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Certain events may necessitate the initiation of the college's Shelter-in-Place protocol.

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, and 2-way radios.

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

- Shelter-In-Place Hazardous
- Shelter-In-Place Violent Person
- Shelter-In-Place Weather

Shelter In-Place hazardous incident:

Example: A hazardous materials spill

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.

Faculty or Staff Responsibilities

- Close **all exterior doors and windows**. Harmful chemicals or other contaminants could enter the building through an open door or window.
- In a very serious emergency, it may be necessary to limit the amount of outside air coming into the building through ventilation systems.
 - in these cases, Campus Service Maintenance staff will disable air intake units until the danger has passed.
- Move to the safest place in the room, away from and below windows.
- You should be able to move from the room quickly if needed so be sure that personal belongings are gathered such as wallets and car keys.
- For safety of individuals with disabilities, consider that they may need assistance evacuating.
- **WAIT** to be contacted. **Do not return** to exterior areas or evacuate classroom, offices, or sheltered areas unless told to do so by emergency personnel or delegate.

Shelter-in-Place Violent Person

Example: An active shooter or hostage situation.

If there is a need to lockdown the campus as a precaution or as a protective measure during a (potentially) violent situation, please follow these steps for your classroom, office suite, conference room, etc.

Faculty or Staff Responsibilities

- Remain calm and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do.
- Lock the door to the room. If the door does not have a lock, secure or block the entrance with objects within the room (tables, bookcase, desk, etc.). Work together and act quickly.
- Turn off the lights, stay quiet and stay away from doors and windows.
- Do not allow access once the room is secure, as this will compromise the safety of those inside.
- Wait for further instructions and do not allow anyone to leave until Peru State College Campus Security Department or emergency responders release the building.

Shelter-in-Place (weather)

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 designated tornado shelter of the building.
- 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.

Faculty and Staff Responsibilities

- As a group, proceed immediately in a calm orderly manner, to the building storm shelter
- For safety of individuals with disabilities, consider that they may need assistance evacuating. Provide direction to others in need.
- Stay with students, keeping them in a group.
- **ACCOUNT** for all students and employees
- **IMMEDIATELY** report any missing students or employees to a Peru State College Campus Security Office
- **WAIT** to be contacted. Do not leave shelter until an all clear is given

Campus Tornado Shelter Locations

You should familiarize yourself with the location of Tornado Shelters on campus. Tornado Shelter locations are posted on the emergency evacuation maps in each building.

- **Administration:** Basement storage room
- **Library:** Lower Level men's restroom
- **Cats:** Basement study area
- **Student Center:** Basement resource room
- **TJ majors:** Basement main hallway
- **AV Larson:** Basement hallway
- **Jindra:** Black Box Theater
- **Hoyt:** Basement hallway by stairs
- **Jerry Joy Locker Room/Field House:** Center Meeting Room
- **AWAC:** Fitness Center locker rooms (both men's and women's)
- **Campus Services:** Lower level by stairs
- **PAC:** East Hallway in Green Room and Dressing Rooms

Resident Halls:

- **Morgan Hall:** Basement East hallway
- **Delzell Hall:** Basement hallway
- **Complex:** Basement hallways between buildings
- **Oak Hill and Faculty Housing:** Take cover in restrooms get in tub for extra protection

Outside sporting areas:

- **Baseball and Softball fields:** Complex basements
- **Oak Bowl Field level:** Old fieldhouse locker room
- **Oak Bowl Upper level:** Delzell basement

THREAT TO PERSON EMERGENCIES

ACTIVE SHOOTER/Person with a Weapon

An active shooter scenario on campus is probably the most difficult situation to predict, and the events will happen very quickly. Please be aware that if we are faced with an active shooter scenario, that emergency responders may implement several types of activities, such as campus lockdown, shelter in-place, AND evacuation.

If the campus issues a lockdown immediately go to the closest classroom, office, or other room with a lockable door.

- Immediately lock and barricade all doors
- Lock windows and close blinds ○ Turn off lights and equipment
- Get behind desk or lie on floor away from view ○ Turn cell phone ringers off
- Remain quiet
- Wait for an “all clear” from emergency personnel

If you are faced with an active shooter or a person with a weapon use the RUN, HIDE, FIGHT protocols noted below:

EVACUATE (RUN) – IF IT IS SAFE TO DO SO, LEAVE THE BUILDING IMMEDIATELY.

BE SURE TO:

- Have an escape route in mind
- Leave your belongings behind
- Help others escape, if possible
- Follow the instructions of any police officers
- Do not move wounded people
- Call Campus Security when you are safe

HIDE OUT (HIDE) - IF YOU CAN'T EVACUATE, MOVE TO AN AREA OUT OF THE SHOOTER'S VIEW.

- Go to a room with a door that can be locked or barricaded to prevent access by the shooter.
- Do not let anyone in the room once you have locked the door Remain calm
- Dial 911, if possible, to alert police of the shooter's location
- Silence cellphones

TAKE ACTION (FIGHT) - If an active shooter enters your office or classroom, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Law Enforcement on Scene during an Active Threat

- Remain Calm and follow Law Enforcement Officers instructions
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming, yelling
- Do not take photos or videos of the situation

Assault/Disruptive Person

When confronted with a disruptive or violent individual:

- Get assistance and call Campus Security unless violence is threatened, or the individual is actively fighting. In this situation, call 911 first, then Campus Security
- 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 6 feet away 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.

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 (402-872-2411).
- 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:

- On campus resources: Associate Vice President of Student Affairs (402-872-2292), Campus Security (402-872-2411), Residence Life (402-872-2246), and Counseling Services (402-872-2425) are all College resources available to assist you with developing a safety plan.
- Nemaha County Sheriff's Department – 402-274-3139

- 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 Nemaha County or Campus Security.
- The stalker may also have broken other laws by doing things like assaulting you, stealing or destroying your property.
- Consider getting a court order, or Campus No contact 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.

Sexual Assault and Sexual Harassment

Nebraska State College System Board Policy 3020 addresses sex discrimination that occurs in the form of sexual harassment. The Board of Trustees of the Nebraska State Colleges prohibits discrimination on the basis of sex and is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from sexual harassment and sex discrimination.

The following College employees are required to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator. The following College employees are Mandatory Reporters: a. President b. Vice Presidents c. Academic Deans d. College Title IX Coordinator and Designees e. Dean of Students f. Housing/Residence Life Staff to include: i. Directors ii. Managers iii. Assistant Directors iv. Senior Residence Hall Advisors v. Residence Hall Advisors g. Coaches and Assistant Coaches h. Campus Security Officers

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. Anything they have said that has led to your belief that they will harm themselves. This information will be requested when you call the authorities.

- Call 911 immediately followed by Campus Security (402-872-2411) if they are actively engaged in a suicidal act.
- Call Campus Security first if the person is not actively engaged in a suicidal act.
- 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.

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 Associate Vice President of Student Affairs, the Director of Residence 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 AVPSA 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.

BOMB THREAT

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 (402-872-2411). 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 (402-872-2411) 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 (402-872-2411) of the incoming bomb threat. Do not alert the caller to this activity.
- 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.
- When the building is reported to be safe by Campus Security, resume normal activities.

NATURAL DISASTER EMERGENCIES

FIRE

If You Discover A Fire...

DO NOT PANIC – Remember : (R – E – D)

- **React** – Take alarms, indication of smoke or fire seriously. Warn others, activate the alarm.
- **Evaluate** – Judge the level of threat & conditions of immediate area; and the needs of others.
- **Decide** – Two choices: Follow the plan & leave immediately; if you are unable to leave move to a safe area and take defensive action (faculty/staff should direct students to that area).

Anyone reporting a fire or explosion should call 911 or campus security at 402-872-2411.

The person calling should be ready to provide the following vital information:

- Location (*Building and Room number if known)
- Type of fire or explosion if known (e.g., trash, electrical, chemical, etc.)
- Extent of the fire
- Caller's name
- Number/location of injured persons.

Students, Faculty and Staff in an affected building should:

- Ensure all students evacuate in a prompt and orderly manner, and go to a designated evacuation point.
- Faculty and Staff should count heads as students and other staff leave a particular room, in route to the safe zone or the designated evacuation point.
- Evacuees should organize themselves in groups of three and use the buddy system for safe evacuation. Supervise and assist those individuals with mobility issues. If they do not have a buddy, the faculty member responsible for the class will need to assign one or two people to assist this individual.
- Keep all students a safe distance from the affected building at an evacuation assembly point and do a head count to assure that all students are out of the building and relocate them to a safe area.
- Maintain a clear path of access for emergency vehicles.
- Do not return to the evacuated building until specifically instructed to do so by Peru State College Security.

Evacuation Points for each building

- **Administration:** Quad in front of Jindra
- **Library:** Quad in front of Jindra
- **Cats:** Quad in front of Jindra
- **Student Center:** Quad in front of Jindra
- **TJ majors:** Quad in front of CATS
- **AV Larson:** In front of TJ Majors
- **Jindra:** Quad in front of Library
- **Hoyt:** Quad in front of Library
- **Jerry Joy Locker Room/Field House:** Across Street at Practice Field
- **AWAC:** Across Street Parking Lot E behind library
- **Campus Services:** Outside PAC
- **PAC:** Quad in front of Library

- **Morgan Hall:** Quad in front of Jindra
- **Delzell Hall:** Across Street to Lot H Upper or Outside Basketball court area
- **Complex:**
 - **Mathews, Nicholas, Pate, and Palmer:** Lot A at Baseball Field

- **Davidson and Clayburn:** Lot B by water tower
- **Oak Hill:** Opposite Side of Street from the apartment affected
- **Faculty Housing:** President's house front yard

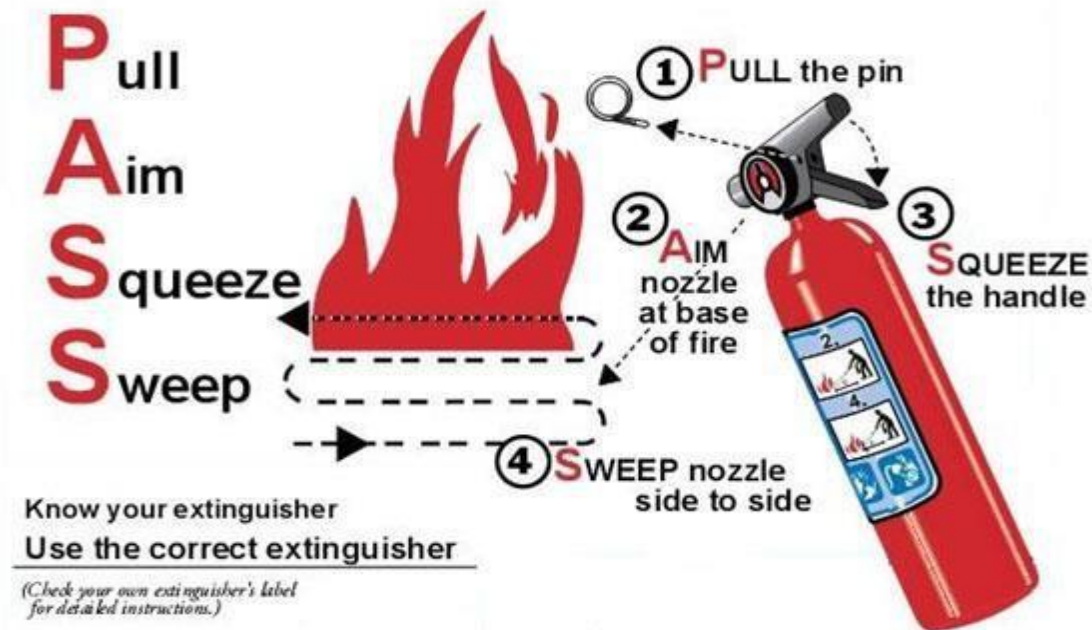
How To Use Fire Extinguishers

All Peru State College Campus buildings are equipped with fire extinguishers. Kitchens are equipped with Automatic Hood extinguishers that are for use in B and C and K type fires. (Grease Fires)

How to Use an Extinguisher: (Fires not bigger than a trash can only)

- A. Check class of fire extinguisher (Class A-B-C for most fires).
- B. Check pressure gauge for needle over green area in indicator.
- C. Remove extinguisher from bracket and:
 - P Pull** the safety pin out and discard it.
 - A Aim** the nozzle at the base of the fire.
 - S Squeeze** the two handles together.
 - S Sweep** back and forth at the base of the fire.
- D. When fire appears to be out, back away, as it may suddenly flare up again.

To operate an extinguisher:



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 you 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:

- The college will put out information via one of the college communication systems.
- Individuals should also 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 and students 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 (402-872-2411).
- If certified in first aid and CPR, individuals can often be revived by prompt CPR being performed.

Tornado

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 may sound tornado sirens to notify the community in the event of a tornado warning.
- The College emergency messaging system and two-way radio 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 in each building.

Indoors

- Move quickly to the tornado shelter in the building – this is typically the lowest level of the building. (see shelter in place weather)
- 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 has a designated tornado shelter. See list below for each buildings location.
- 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.

Tornado Shelter Locations:

You should familiarize yourself with the location of Tornado Shelters on campus. Tornado Shelter locations are posted on the emergency evacuation maps in each building.

- **Administration:** Basement storage room
- **Library:** Lower Level men's restroom
- **Cats:** Basement study area
- **Student Center:** Basement resource room
- **TJ majors:** Basement main hallway
- **AV Larson:** Basement hallway
- **Jindra:** Black Box Theater
- **Hoyt:** Basement hallway by stairs
- **Jerry Joy Locker Room/Field House:** Center Meeting Room
- **AWAC:** Fitness Center locker rooms (both men's and women's)
- **Campus Services:** Lower level by stairs
- **PAC:** East Hallway in Green Room and Dressing Rooms

Resident Halls:

- **Morgan Hall:** Basement East hallway
- **Delzell Hall:** Basement hallway
- **Complex:** Basement hallways between buildings
- **Oak Hill and Faculty Housing:** Take cover in restrooms get in tub for extra protection

Outside sporting areas:

- **Baseball and Softball fields:** Complex basements
- **Oak Bowl Field level:** Old fieldhouse locker room
- **Oak Bowl Upper level:** Delzell basement

Medical Emergency

Illness or Accident

- Contact Campus Security (402-872-2411) 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 (402-872-2411)
- If it is necessary to send someone to the hospital, DO NOT transport, call 911

Defibrillator Locations:

The College has sixteen AED's (defibrillators) available currently.

Locations of AED's:

Administration – Second Floor by breakroom

Hoyt Science – First floor South hallway

Jindra Fine Arts – Lobby east wall

Library – inside Main entrance by front elevator

CATS – Front entrance by handicap lift

AV Larson – Main floor by elevator

TJ Majors - Second floor main hallway

AWAC - First Floor lobby restrooms

AWAC - Fitness Center

Student Center – Cafeteria East Wall

Security – In Vehicle or office depending on outside temperature

Performing Arts Center – Lobby east wall

Each Resident Hall has an AED located in the following locations

Morgan Hall - main lobby east wall by the Hall Director Apartment

Complex - Palmer Hall lobby

Delzell Hall - First Floor near the Hall Director Apartment

Oak Hill Apartments - Laundry room

Pandemic Outbreak

If you have been informed by an individual (or you have been diagnosed yourself by a physician) that they have an unusual infectious condition, you should notify a College official such as the President, Vice Presidents, Security Officer, or Dean and encourage that individual to maintain no contact with others until the condition is no longer infectious. Additional

instructions will be provided to the individual and the campus by the appropriate College official.

FACILITIES EMERGENCIES

Chemical Release

If spill fumes occur outside the campus buildings:

- Call 911 and Campus Security (402-872-2411) to ensure emergency response personnel are aware of the spill. Campus Security will notify the President (402-872-2239) and Campus Services (402-870-2257).
- 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 (402-872-2411). 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 and upwind.
- Do not return to the area until directed 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 (402-872-2411).
- 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.

Elevator Malfunction Entrapment

Elevator entrapment is an uncommon occurrence, but due 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 (402-872-2411).
- Do not attempt to pry open doors.
- Do not attempt to use the overhead escape hatch.
- An individual from Campus Services will be 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 (402-872-2411) 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 Security.
- 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.

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 (402-872-2411).
- 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 to the appropriate Supervisor, Campus Security, Maintenance, RA, Hall Director, or any Residence Life Staff (i.e. vandalism, electronic damage due to power surge, etc.)