

EMERGENCY PROCEDURES

QUICK LIST



EMERGENCY CONTACT NUMBERS

DEPARTMENT	OFFICE #	EMERGENCY #
Police	237-2104	911
Fire	233-3226	911
Ambulance	865-7100	911
Poison Control Center		800-222-1222
Crime Stoppers		308-237-3424
Highway Help Line		800-525-5555
Nebraska Road/ Weather Conditions	511	

UNK DEPARTMENTS	OFFICE #	EMERGENCY #
Police & Parking Services	865-8911	865-8911
Counseling	865-8248	865-8248
Health Care	865-8218	
Facilities	865-1800	627-6044

emergency.unk.edu



REPORTING EMERGENCIES

All emergencies and ongoing crimes should be reported directly to 911. "Emergency" phones are located throughout campus and dial directly to 911. Delayed reports of crime or suspicious activity should be reported to UNK Police at (308) 865-8911 or the city police at (308) 237-2104.

Provide the following information:

- Your name
- Your location (building, room number, etc.)
- Nature of the emergency (fire, medical, chemical spill, etc.) A thorough description of the incident will ensure the proper resources are dispatched
- Any other information requested
- Do not hang up until the dispatcher tells you to do so
- If you feel you are in immediate danger, leave the area at once notifying people as you leave



MEDICAL EMERGENCIES

(LIFE-THREATENING OR SERIOUS INJURIES)

- Call 911. Police & Parking Services will be dispatched along with other emergency personnel
- Give a brief description of the emergency, include name(s) of victim(s) if known, unconscious/conscious, breathing on their own, etc...
- Give the exact location of the victim
- Return to the victim and make them as comfortable as possible. Never move a seriously injured person unless there is a life threatening situation
- Render first aid up to your trained ability
- If possible, have someone meet emergency personnel at the building entrance and direct them to the victim
- AED Locations go to <http://www.unk.edu/bf/AED>



SUSPICIOUS PACKAGES

- Do not touch or move the package
- Do not use cell phones or 2-way radios within the area of the suspicious package
- Leave the room, close the door, and if possible lock the area to prevent others from entering. Warn others on your way out
- Once away from the package call 911



BOMB THREATS

Avoid using cell phones, two-way radios, and other wireless communication devices to avoid triggering any possible devices.

BY PHONE

- Remain calm and stay on the phone as long as possible. Listen and do not interrupt
- If the telephone has caller identification, note the phone number
- Note the date and time you received the call and when the call ended
- Write down the exact words of the threat
- Ask the caller the following questions:
 - Where is the bomb located?
 - When will the bomb explode?
- If at any time you perceive you are in immediate danger, leave the building at once pulling the fire alarm as you leave. Call 911 when you have reached a safe area
- If you feel you are not in danger, have another person call Police and Parking Service to relay information and continue to ask the caller:
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why did you place the bomb?
 - Who is this?
 - Where are you calling from?
- As you are talking to the caller, try to determine:
 - Gender of caller
 - Age of caller
 - Caller's voice description
 - Background sounds
- When the caller hangs up, dial *57 to activate a trace and follow the prompts
- If not already contacted, call Police and Parking Services at (308) 865-8911
- UNK Police will give the order to evacuate the building if necessary

BY MAIL

- Do not handle the object
- Contact Police & Parking Services at 865-8911
Give them your name, location, nature of the emergency and other information requested



EMERGENCY OPERATION TEAM



FIRE/ EVACUATION

If the fire alarms activate, you are notified by University officials, or you see or smell smoke or flames:

- Do not panic or ignore the alarm
- Pull the nearest fire alarm pull station if alarm is not activated
- Leave the building immediately, in an orderly fashion. Close doors behind you as you exit
- Do not go back to your office, classroom or residence for personal belongings
- Do not use the elevators
- Follow the quickest evacuation route from where you are.
- If the quickest route is blocked go to an alternative exit
- If all exits are blocked, go to a room with an outside window as far away from the danger as possible
 - Close the door and seal cracks around it
 - Open the window and hang an object out of it to draw attention. Shout for help
 - Call 911
- Proceed to the designated emergency assembly point for your area. Emergency evacuation personnel will direct you to these sites. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point
- Report to your Work Area Rep or Instructor at the assembly point to be accounted for; also report any knowledge you may have of missing persons
- Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the alarm does not mean the emergency is over

Persons Needing Assistance:

- Supervisory personnel and course instructors are responsible for identifying and escorting individuals with disabilities located in their offices/classrooms to safety if possible. If they are not able to evacuate the individual they need to at a minimum get them to a stairwell and then notify rescue personnel
- Any person unable or who needs assistance to evacuate should proceed to the nearest stairwell (area of refuge)
- Inform or ask someone, a building occupant or a floor monitor, to alert the first arriving emergency responders of your presence and location
- If it is unsafe to do so remain in your office/classroom/ residence. Notify emergency response and rescue personnel that you have taken refuge there and follow the above steps



HAZARDOUS/INFECTIOUS MATERIAL SPILL

- In an emergency call 911
- In a non-emergency call Environmental Health and Safety at 308-627-5355 and Police and Parking Services at 308-865-8911
- If safe to do so, isolate the spill
- Leave the contaminated area and notify others who may be impacted. If dangerous to building occupants pull the fire alarm to initiate an evacuation
- If the material is identified locate its MSDS. Give a copy to first responders and have victims take a copy to their medical provider
- Render appropriate first aid if safe to do so
 - If hazardous materials came in contact with eyes or skin, immediately flush the affected area with large amounts of water
 - If infectious materials (blood, body fluid, anthrax) come in contact with your skin, immediately wash the affected area with soap and water.
- If you are sheltering due to hazardous materials or harmful contaminants
 - Close and lock all windows, exterior doors and any other opening to the outside
 - Close window shades, blinds or curtains
 - If possible seal gaps around doors and windows
 - Select an interior room above the ground floor, with the fewest windows or vents. Avoid overcrowding and avoid rooms with mechanical equipment
 - Close the interior door to the room you are sheltering in
 - Shut down all experiments
 - Have a room with a landline phone available in case cell phones fail
 - Anyone showing obvious symptoms of exposure to a contaminant must be separated from others. They should wash/shower with soap and water and place contaminated clothing in a sealed bag if possible



SEVERE WEATHER/ SCHOOL CLOSING

- Class closings are the decision of the University Administration
- Announcements will be made by 6:30 am for day classes and by 1:00 pm for night classes
- Campus announcement will be disseminated through the following means:
 - UNKAlert to phones, e-mail and text
 - Placed on the University web site, unk.edu
 - Social media notifications will be posted to UNK Facebook and Twitter sites
 - Information provided to area media



TORNADO

TORNADO WATCH

- A watch means tornados could develop
- Listen to local radio and television stations or weather alerts for updates

TORNADO WARNING

- A warning means a tornado has been sighted in the general area. If the warning sirens sound, immediately proceed to the designated shelter area. Advise others on your way. Do not use the elevators. (See Designated Shelter Locations http://www.unk.edu/bf/shelter_locations)
- If time does not permit, get into the safest area of your building
- Avoid windows, auditoriums, gymnasiums or other structures with free-span roofs, boiler room areas or electrical switchgear areas
- Shelter may be taken underneath your desk or any heavy furniture available
- Building personnel and course instructors are responsible for identifying and escorting to safety individuals who have disabilities or are otherwise physically unable to get to their shelter
- The elevators may be used to transport individuals with physical disabilities to shelters, along with their escorts. Visually-impaired and hearing-impaired individuals may be escorted down the stairs to shelters
- In the event of a power failure, individuals who are unable to use the stairs should move to an interior location without windows and call Police & Parking Services at 308-865-8911 or 911



ACTIVE SHOOTER

- RUN** – If there is a clear and safe escape route
- HIDE** – If there is no escape route and you can get to a secure location to hide
- FIGHT** – If your only option is to defend yourself, fight as if your life depends upon it
- Upon the first sighting or sounds of shots fired, individuals need to assess their surroundings and determine their safest response
- If shots are heard away from your location and you perceive you have a safe way to exit (in the opposite direction of the shots and the shooter) do so. Once out immediately call 911 and give them detailed information about the situation
- If it is not safe or the only exit is toward the shots and the shooter, immediately secure your area
 - Lock and barricade doors
 - Turn off lights
 - Close blinds
 - Block windows
 - Turn off or silence anything that makes noise
 - Keep occupants calm, quiet and out of sight
 - Keep yourself out of sight and take adequate cover/ protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
 - If safe to do so as quietly as possible, have one person call 911. Give detailed information about the situation
 - Stay alert and adjust your plan as the situation changes
- Un-securing an area
 - Do not un-secure the room you are in until law enforcement instructs you to do so
 - Remember, the shooter will typically not stop until they are engaged by an outside force or run out of ammunition
 - Attempt to rescue people only if it can be accomplished without further endangering the persons inside your secured area
- When law enforcement arrives
 - Remain calm, and follow officers' instructions
 - Immediately raise your hands and spread your fingers, keep hands visible at all times
 - Avoid making quick movements towards officers
 - Avoid pointing, screaming and/or yelling
 - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises
 - Keep in mind, law enforcement's immediate objective is to find the threat. They will not tend to the injured on their way into the building