



SOUTHWEST BAPTIST UNIVERSITY

EMERGENCY PROCEDURES GUIDE

Introduction

Emergencies, disasters, accidents, injuries, and crime can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

The Department of Safety and Security developed this guide to assist you in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs. Become acquainted with the contents and keep it for immediate reference.

Once you are familiar with the information enclosed, you will be better prepared to protect yourself and others at Southwest Baptist University. Dial 911 on any phone for emergency dispatch. The Department of Safety and Security can be reached at (417)328-1556 or (417)328-8733.

If you have questions concerning a unique situation not covered in this Emergency Procedures Guide or need additional emergency information, please contact the Department of Safety and Security.

This guide was prepared as a reference resource by the Department of Safety & Security. If you have any suggestions or comments, please contact: Mark Grabowski | Director of Safety and Security mgrabowski@SBUniv.edu | (417) 328-1556

Important Phone Numbers

24-Hour Emergency (police, fire, EMS)	911
SBU Safety and Security Office	(417) 328-1556
SBU Safety and Security Cell	(417) 328-8733
Mercy Springfield Security Department	(417) 820-2832
Bolivar Police Department	(417) 326-5298
Bolivar Fire Department	(417) 326-5252
Mountain View Police Department	(417) 934-2525
Salem Police Department	(573) 729-4242
Springfield Police Department	(417) 864-1810
SBU Counseling Services	(417) 399-5175
Killian Health Center	(417) 328-1888
Office of Student Life	(417) 328-1885
Human Resources	(417) 328-1513
Physical Plant (Facilities)	(417) 328-1550
Computer Services (Network and Phone)	(417) 328-1535
Office of Marketing and Communications	(417) 328-1803

Media Communications

The Office of Marketing and Communications has been established as the media liaison for the university. All employees should refer media inquiries to that office located in the Sells Administration Building.

In the event of an emergency situation, do not address the media until cleared to do so. This is to prevent misinformation and violation of confidentiality laws. Please refer media personnel to the Office of Marketing and Communications. After doing so, please notify the Office of Marketing and Communications of the contact as soon as possible.

University Closing

Official closing of the university, for unscheduled reasons, will be ordered only by the President's office. If the university is closed during working hours, supervisors will give notice.

Notice of closing will be broadcast via the local media, SBU Alert System, University Portal, and other means if necessary. The university cancellation line is: 328-1818. This number will give detailed information concerning the cancellation.

Regardless of the reason for closing, some employees will be expected to report to work. Please call the cancellation number or your supervisor for your status.

Medical Emergencies

To report an **Emergency, Call 911.**

Remember, it is important to stay on the line until the dispatcher interviews the caller in a systematic way regarding the victim's location, consciousness, breathing, and chief complaint to determine appropriate response.

When reporting the medical emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Those trained to perform CPR and first aid can act within their expertise while those who are not trained should remain calm and stay with the person. Crowding is generally not helpful unless the presence of others is required.

Have someone stand outside the building to flag down EMS when they reach the vicinity of the building. Once the victim has been cared for and is transported, normal injury procedures should be followed if applicable.

In a non life-threatening event, agencies may be contacted at the following numbers:

Police: 326-5298

Fire: 326-5252

Ambulance: 326-7000

Safety & Security: 328-8733

SBU Health Center: 328-1888

Evacuation

In the event of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during the evacuation, secure your workplace and take personal items.

In most emergencies, complete evacuation of the campus is not necessary.

Evacuating from a Building

- Walk, Do Not Run!
- Do not use elevators.
- Those that are unable to rapidly evacuate the building should move to a stairwell landing and wait for assistance from trained first responders. Elevators should not be used in the case of fire. Inform first responders and the SBU Safety and Security of persons who have not been evacuated.
- Gather outside at your designated area. Report any special circumstances a supervisor or SBU Safety and Security.
- Wait for instructions from university officials.

Shelter in Place

“Shelter in Place” is a directive to seek immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building offers occupants an elevated level of protection. Sheltering can be related to a variety of situations: severe weather emergencies, hazardous condition, or chemical release. In some instances it is safer to shelter in place than to evacuate a building.

Lockdown

The directive “LOCKDOWN” is used to stop access and/or egress as appropriate, to all or a portion of the buildings on campus. Unless otherwise directed, consider that all buildings will initiate their “Lockdown” procedures.

Notify your co-workers and others in the area of the situation using any means possible. (i.e., tell them directly, Public Address System (if available), telephone, runners, etc.)

If you are *OUTSIDE* when a LOCKDOWN is initiated:

- Move as far away as possible from the area under lockdown.
- Go to a safe area away from the scene.
- Check the university’s website and university social media sites for updates and further information as it becomes available.
- Do not call the location that is in lockdown.
- Do not call anyone inside a building that is in lockdown as it may endanger them.
- Information updates will be provided by police and university officials as soon as possible and safe to do so.

Lockdown - *Threat Outside Your Building*

- If the doors are not electronic and it is safe to move to the exterior doors and lock them.
- If safe, leave a person at the door to let others (non-threatening) outside in.
- Close interior doors. Lock doors if possible.
- Use cell phones only to notify law enforcement of critical information.
- Close any blinds or curtains on windows.
- Stay away from doors and try to keep out of the line of sight of windows.
- If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.
- Should the fire alarm be activated during a lockdown, wait for direction on the PA system or from the police before evacuating the building. If there is smoke or fire present, ensure it is as safe as possible before attempting to evacuate.

Lockdown - *Threat Inside Your Building*

- Do not lock exterior doors.
- Close interior doors. Lock doors if possible.
- Barricade the doors.

- If the lights in the room can be turned off - turn them off; turn off computers, mobile devices, radios, or any device that may indicate the room is occupied.
- Close any blinds or curtains on windows.
- Stay away from doors and try to keep out of the line of sight of windows.
- Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
- Be quiet.
- Do not respond to anyone at the door while you are in lockdown mode. Law enforcement will announce themselves. Verify if possible. They will release anyone in that room.
- Updated information may be delivered over the Public Address System, when appropriate, if available in the building.
- If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.
- Should the fire alarm be activated during a lockdown, wait for direction on the Public Address System or from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, ensure it is as safe as possible before attempting to evacuate.
- Use cell phones only to notify law enforcement of emergency information.

Fire Emergencies

If You Discover Fire on Your Floor:

- Manually activate the fire alarm system.
- If safe to do so, immediately exit the building, closing the doors behind you. (Do not utilize elevators during an evacuation)
- Call 911 or SBU Safety and Security.

Once Fire Alarm Is Activated:

- Check the door for heat to ensure it is safe to exit the room you are in.
- Walk to nearest exit. (Do Not Use Elevator).
- Those that are unable to rapidly evacuate the building should move to a stairwell landing and wait for assistance from trained first responders. Inform first responders and SBU Safety and Security of persons who have not been evacuated.
- Notify responders if you know that someone is trapped.
- Gather outside at a designated assembly area and do not attempt to re-enter the building until instructed to do so by an authorized university representative.

If Trapped in a Room:

- Place wet cloth material around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside but DO NOT BREAK GLASS unless absolutely necessary as outside smoke may be drawn into the room.

If Caught in Smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low to the floor, as smoke rises to the ceiling level.
- Hold your breath as much as possible.
- Breathe shallow, through your nose and use a filter such as your shirt or towel.

Using a Fire Extinguisher

When safe to do so, use the nearest appropriate extinguisher to fight small fires.

- Pull safety pin from handle.
- Aim at base of fire.
- Squeeze the trigger handle.
- Sweep from side to side at the base of the fire.

Weather Emergencies

Flash Flooding

- When heavy rain threatens, get out of areas subject to flooding. This includes creeks, streams, dips, washes, low spots, and low water crossings.
- Do not park vehicles along streams and creeks, particularly during threatening weather.
- Avoid already flooded and high-velocity flow areas. Do not cross, on foot or in your vehicle, quickly flowing creeks, streams, or low water crossings, especially if you do not know the water depth.
- Road beds may not be intact in low-water crossings during flash flood episodes. Be especially cautious at night when it is harder to recognize flood dangers.
- If your vehicle stalls in high water, leave it. Immediately and seek high ground.

Lightning

- If you hear thunder, you are close enough to the thunderstorm to be struck by lightning. Go to safe shelter immediately.
- Go to a sturdy building or to an automobile. Stay away from water.
- If shelter is not available, find a low spot away from trees, fences, and poles. In wooded areas, take shelter under shorter trees.
- If you feel your skin begin to tingle or your hair starts to stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between your knees and hands. Make yourself the smallest target possible; minimize your contact with the ground.

Severe Thunderstorms

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter immediately.
- Report any injuries and damage.
- Be prepared to give the following information:

Your Name	Building Name
Type of injury or damage	The location of any injured person(s) or building damage

A **Severe Thunderstorm WATCH** means that conditions are favorable for a severe thunderstorm. Continue with normal activities, but monitor the situation.

A **Severe Thunderstorm WARNING** indicates that severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

Tornadoes

If inside a building:

- Go to the lowest level of the building, if possible.
- Stay away from windows.
- Go to an interior hallway.
- Use arms to protect head and neck in a “drop and tuck” position.

If there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a “drop and tuck” position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

A **Tornado WATCH** means that conditions are favorable for tornadic thunderstorms. Continue with normal activities, but monitor the weather conditions.

A **Tornado WARNING** indicates that severe thunderstorm with rotation has been spotted by trained personnel in person or on radar. Warnings may be issued prior to a storm arrival to provide time to seek shelter.

Weather Warning Systems

The city of Bolivar operates a local emergency alert system using several sirens throughout the city. The sirens are activated to notify person in the city of emergency situations. In the event of a known tornado or similar weather emergency, SBU will activate the SBU Alert system. This system can include email alert, text alert, SBU IP Phone Message and Information Display messages. All members of the SBU Community are encouraged to sign up for the SBU Alert.

Earthquakes

- **IF INDOORS:** Stay indoors unless you are in immediate personal danger. Take cover under a desk or table, or brace yourself in a doorway. Stay away from windows. Protect yourself from objects that can fall on you or items that might shatter.
- **IF OUTDOORS:** Move to an open area away from overhead hazards, like power lines or trees. Stay away from buildings, as bricks, glass or other objects might fall on you. Stay away from parking lots. Cars might be thrown into you by the force of the earthquake.
- **AFTER AN EARTHQUAKE:** If significant damage is evident, evacuate the building and go to the designated assembly area for your hall. Wear sturdy shoes to protect your feet from broken glass. Do not use the telephone unless it is an emergency. Check media for news. Do not use the elevators due to possible damage or aftershocks.

Students: Do not leave campus without notifying residential life staff.
Employees: Do not leave campus without notifying your supervisor.

Violence / Threats of Violence

Assault

- Call SBU Safety and Security or 911 immediately.
- If you witness an assault, remain calm and stay with the victim until assistance arrives, provided it is safe to do.

Active Shooter / Armed Threat

In the event of an active shooter or armed subject on campus; contact 911 and SBU Safety and Security as soon as possible. We recommend the following 3 options when confronted with active shooters or armed threats: Run, Hide, Fight.

Run / Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any security or police officers
- Do not attempt to move wounded people
- Call 911 when safe

Hide / Barricade

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Provide protection if shots are fired in your direction
- Be out of the active shooter's view
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise
- Hide behind large items like cabinets and desks
- Remain quiet

If evacuation or hiding is not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight / Attack

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling and screaming

If you decide to attack you **MUST** fully commit to your actions.

Civil Disturbance

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

- Notify SBU Safety and Security .
- Avoid the disturbance.
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records and expensive equipment).
- Continue with normal routine as much as possible.
- If the disturbance is outside, stay away from doors or windows. Stay indoors!

Stalking/Harassment

In Person

- Seek the safety of others.
- Call 911 if Police response is needed.
- Do not confront alleged stalker.
- Report incident to SBU Safety and Security as soon as possible
- Record known information such as Names, vehicles, descriptions, etc.

Phone Calls:

If you receive a harassing phone call, hang up the phone quickly. Do not respond to the caller. When receiving threatening phone calls or persistent harassing calls, report the situation to safety and security immediately.

Text, email, social media, recorded media:

Save copies of contact for evidence then report to SBU Safety and Security.

Report of Relationship Violence

- Call 911 if there is a medical emergency or immediate threat.
- Support may be found through the Employee Assistance Program or SBU counseling center.
- Report incident to local law enforcement.

Sexual Assault

In the event of a sexual assault, the victim should be aware of the following procedures:

- Report the incident to the following:
- Bolivar Police; 345 South Main Avenue; #(417) 326-5298
- A victim that is a student should inform the vice-president for student development; Goodson Student Union; #(417) 328-1827 (A member of the residence life staff may serve as a liaison for a student/victim residing in a residence hall). Employees should inform one of the following designated “reporting officials”: president, provost, vice-president for administration, athletic director, and director of safety and security.
- Seek medical assistance (student health center: #(417) 328-1888) (Ambulance: #(417) 326-7000) (Citizen’s Memorial Hospital Emergency Room: #(417) 326-0301)
- Consider the importance of preserving evidence
- Seek counseling on or off campus (SBU Counseling Center: #(417) 328-1736)
- Consider pressing charges
- University officials will cooperate with local officials
- If the accused is a student, university disciplinary measures may also be taken at the appropriate time with both the accused and the accuser informed of the outcome.
- Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the vice-president for student development.
- The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution’s final determination and any sanction against the accused).
- Refer to the student guidelines and expectation section of the handbook to learn about discipline and sanctions related to sexual assault.

Bomb Threat

Upon receiving a bomb threat the department of safety and security, along with local law enforcement agencies, will evaluate the validity of the threat.

Phone Call:

- Try to obtain as much information as possible from the caller. Use the Bomb Threat Checklist on the next page.
- Notify Safety and Security immediately.
- If the threat is immediate, evacuate the building.

Suspicious Item:

- If you find a suspicious item, DO NOT TOUCH IT.
- Clear the area
- Call Safety and Security immediately.

Bomb Threat Checklist

Be Calm, Be Courteous, Listen, Do Not Interrupt.

Exact words of the caller:

Questions to ask:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place it? _____

6. Where are you calling from? _____

7. Who are you? _____

Caller's Voice

Male	Female	Adult	Juvenile
Accent	Well Spoken	Irrational	Incoherent
Foul	Calm	Angry	Excited
Slow	Rapid	Soft	Loud
Laughter	Crying	Normal	Slurred
Nasal	Speech Impediment	Unusual Breathing	Raspy
Clearing Throat	Deep	High	Disguised
Cracking Voice	Familiar	Taped	Message Read

If the voice was familiar, who did it sound like? _____

Did the caller indicate knowledge of SBU? Yes No

If Yes, Explain: _____

Background Sounds

Street Noises	Dishes	Voices	Aircraft
Music	House Noises	Motor	Long Distance
Quiet	Office Machinery	Animal Noises	Children
Static	Factory Machinery	Pa System	Other

Noise Description: _____

Name: _____ Department: _____

Phone Number: _____ Date received: _____ Time Received: _____ Time Ended: _____

Vehicle Accidents

Accident Involving a University Vehicle

Check for injuries and render aid as appropriate. Call 911 for assistance if injuries are present or the accident is off campus.

- Remain calm and be cooperative and not argumentative. Remember that you are representing Southwest Baptist University.
- Be prepared to report the accident. Gather as much information as possible at the scene including the following:
 - The other driver's name, phone number, and insurance information
 - Information about other vehicles involved—year, make, license plate
 - The names and phone numbers of any potential witnesses
- Do not admit fault and do not make any claims regarding the university's insurance coverage to anyone else involved in the accident.

Building/System Failures

Power Outages

The inherent danger during a major power outage is panic; therefore, all university personnel should stay calm. To report a power outage, call the physical plant at (417) 328-1550.

In Case of a Major Campus-Wide Power Outage:

- Remain calm.
- Follow directions from the physical plant or safety and security.
- Do not light candles or other types of flame for light.
- If evacuation of a building is required, see "Evacuation" section of this guide.
- Laboratory personnel should follow laboratory specific procedures prior to evacuating.

If People Are Trapped in an Elevator:

- Should you ever become stuck in an elevator, don't panic. Remain calm and use the in-car emergency phone to call for help. Under no circumstances should you attempt to exit the elevator by yourself. You may be inconvenienced by the delay, but you are much safer in the cab as opposed to exposing yourself to the dangers of moving equipment in open hoist ways. A technician will be dispatched as quickly as possible to assist you and correct the problem.
- Call SBU Safety and Security and provide information.
- Stay near passengers until assistance arrives, provided it is safe to stay in the building.

Hazardous Materials

It is the responsibility of faculty, staff, and students to know the proper procedures and precautions of the chemicals and material they work with. ONLY trained and authorized personnel are permitted to respond to hazardous material incidents!

For a Minor Hazardous Spill or Leak:

- Notify Safety and Security and your supervisor as soon as possible.
- Follow departmental safety protocol.

For a Major Hazardous Spill or Leak:

- Activate the nearest fire alarm.
- Immediately evacuate the area, closing doors behind you!
- Call 911 or SBU Safety and Security. Provide information regarding any spills including: injuries, type of chemicals, flammability of substance, etc.
- Do not attempt to clean up the spill yourself. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.

Shelter in Place - Chemical, Biological, or Radiological

A place of shelter is an area inside a building that offers occupants an elevated level of protection during an accident or intentional release of a chemical, biological, or radiological agent. [Note: Many toxic chemicals have a vapor density greater than that of air and will seek lowest ground. In the case of a shelter in place due to a chemical spill, do NOT shelter below grade. Follow instructions provided by emergency personnel.]

Treating Exposed Persons:

Refer to Material Safety Data Sheet (MSDS) for the proper method for treatment of injuries.

Most exposure can be treated in the following way.

- Skin Contact: Assist the person to the sink or shower station flushing the area affected thoroughly and continuously for 15 minutes. Remove contaminated clothing.
- Eye Contact: Assist the person to the eyewash station, water fountain or sink and flush the eyes thoroughly and continuously for 15 minutes.
- Inhalation: Move the individual to fresh air. Do NOT perform mouth to mouth, as it will contaminate you.