

EMERGENCY PROCEDURES GUIDE



PURPOSE

This Emergency Procedures Guide provides information and direction for all persons with emergency response tasks. It is not intended to preclude the use of judgment by a reasonable thinking person. The circumstances for all situations should be considered along with this plan. We must remember the prime purpose is the physical well-being of the students in our charge. If security or department heads are not available, then the President's Cabinet will assign someone that role or take on those responsibilities.

DEPARTMENT HEADS

- Will coordinate with authorities in all emergencies. Will account for all employees.
- Will help determine when it is necessary to evacuate or to remain in the building depending on the situation.
- Will help determine when it is safe to re-enter the building.
- Will coordinate with administration to determine when to send students home, and the best method of how to get them there.

BUILDING POINTS OF CONTACT (BPOC)

- Account for all employees and students in their building.
- Be sure everyone has exited your area except those too injured to move.
- Report injuries to security and your supervisor.
- Coordinate between security, administration, and department heads.

INSTRUCTORS

- Account for all students and maintain order.
- Assist students with evacuation.
- Follow instructions from building points of contact or security.
- If evacuating, leave doors unlocked and lights on.

STUDENTS

Follow the directions of your instructor, building point of contact, or emergency personnel.

GENERAL GUIDELINES

EMERGENCY CONTACT NUMBERS (DIAL 7 FOR OUTSIDE LINE)

Fire, Police, Ambulance	911
Campus Security	801-430-5139
Ogden City Police	801-395-8221
Water	801-629-8321
Enbridge Gas	800-767-1689
Rocky Mountain Power	888-221-7070
Facilities Director	801-726-3837
Security Manager	801-719-7968

WHAT TO DO

How you respond in an emergency may mean the difference between life and death for you or someone else:

- Stay calm.
- Make your safety the first priority.
- Assess the situation.
- Summon appropriate response team (see contact numbers above).
- Document everything you can remember.

HAZARDOUS MATERIALS

WHAT TO DO IF YOU...

DISCOVER A HAZARD

- Immediately notify campus security.
- Move away from the site of the hazard to a safe location.
- Alert others and stay clear of the area.
- Follow instructions of building points of contact, campus security, or emergency personnel.
- Notify emergency personnel if you have been exposed to the hazard or have information about its release.

EXPERIENCE A CHEMICAL RELEASE

- Dial 911 and follow instructions of the 911 operator who is trained to talk you through procedures.
- Remain calm and observant.
- Isolate container, device, or envelope.
- Isolate yourself to a location that minimizes exposure of you or your clothing to others.
- Make every attempt to stop or minimize the spread of hazardous material.
- Warn others not to come near you or the hazardous material.
- Follow instructions of the emergency responders.

HOSTAGE SITUATION

WHAT TO DO IF TAKEN HOSTAGE

- Remain calm. Try to think of other things.
- DO NOT talk to hostage-takers or accompany them, except by force or threat of force.
- Observe features and attitudes of captors but avoid eye contact.
- Drink water and eat to maintain strength.
- If shots are fired, drop to the ground with your hands on your head.
- Cooperate with emergency responders.

AWARE OF A HOSTAGE SITUATION

- Dial 911.
- Notify campus security. Notify your supervisor or department head.
- Notify those in immediate areas of the danger. Quickly and quietly evacuate the area if it is safe to do so.
- DO NOT re-enter building until told to do so by emergency responders or administration.
- Report any details to your department head or to administration.
- Document all you remember about the incident.

SUSPICIOUS PACKAGES

SIGNS OF A SUSPICIOUS PACKAGE

- Foreign postage.
- Restrictive notes and markings.
- Excessive postage or weight.
- Handwritten or poorly typed envelope.
- Incorrect titles.
- A title but no name.
- Misspelled words.
- Stains or strange odors.
- No return address.
- Rigid, lopsided, or uneven envelope.
- Packages or backpacks left unattended.
- Wires or foil protruding from package or envelope.
- Excessive masking tape, string, or other wrapping.

WHAT TO DO

- DO NOT allow anyone to touch or jar package. DO NOT activate the fire alarm or evacuate the building unless told to do so.
- DO NOT use cell phones or two-way radios (these signals have the potential to detonate a bomb). Call security via landline and notify your instructor or supervisor immediately.
- Follow instructions from security or responding emergency personnel and take personal belongings with you when you evacuate.

FIRE

PREPARATION

- Know the evacuation procedures for your specific building.
- Know location of all exits; especially the exit nearest your work area.
- Know location of fire extinguishers, alarm boxes, stairwells, and your assigned meeting area outside the building. This is important in accounting for all employees and students.
- Know how to properly use fire extinguishers.

WHAT TO DO

- Activate fire alarm if not already activated.
- Dial 911. Give your name, location, and address.
- Follow directions from your building points of contact or security.
- Evacuate the building. DO NOT use elevators.
- If you can do so safely, gather personal belongings and proceed cautiously.
- Feel doors for warmth before opening. If the door is hot, DO NOT OPEN IT. Fire may be on the other side.
- Breathing fresh air is important. Determine if it is most available in a fire escape stairwell or at an exterior window.
- If caught in smoke, take short breaths through your nose. Crawl on hands and knees or walk in a crouched position to exit. Do not crawl on your stomach; toxic vapors settle six inches above the floor.
- Re-enter building only when authorized to do so. Report any damage to your supervisor.

<http://www.kaltura.com/tiny/adyxg>

SUSPICIOUS/DANGEROUS PERSONS

DANGEROUS/VIOLENT PERSONS

If a person is potentially violent or becomes violent, follow these procedures:

- DO NOT take the person's remarks personally.
- Focus on the situation. Be helpful and attentive.
- Let hostile person vent his/her feelings.
- Listen actively. Acknowledge what the person says.
- Maintain eye contact.
- Use the person's name.
- Be polite and professional.
- Take notes. Write down details the person gives so he/she will see you are interested in helping.
- Ask questions. Clarify anything that you do not understand.
- Repeat details back to person. This demonstrates you understand important points.
- Apologize sincerely for the inconvenience.
- Take responsibility to solve problem. If you do not know the answer, say you don't know. Then tell the person you will find the answer.
- DO NOT make promises you cannot keep.
- Call campus security for assistance.

SUSPICIOUS PERSONS

- DO NOT physically confront the person or make any sudden gestures that may alarm or attract the person's attention.
- If you can do so without attracting attention, leave area immediately and summon help. If you must stay, try to seek cover under a table or desk or just lie on the floor where you are.
- DO NOT let the person into a locked building or office or try to block his/her access to an exit if the person tries to leave.
- If you are near the location of a violent act, do not go toward location; go to a safe area.
- Call campus security and provide as much information as possible about the person and his/her description, location, or direction of travel.

EARTHQUAKE

PREPARATION

- Know that many state agencies are located within a major earthquake zone.
- Be aware of potential hazards at your location.
- Study your building's evacuation plan and practice your primary and secondary evacuation routes.
- If possible, place your desk away from bookcases, wall hangings, or cabinets that might fall on you as the ground shakes.
- Know that everything around you will move. The ground might rise and fall as if on waves.
- Be prepared to be knocked off your feet. You will hear rumbling noises, people screaming, and falling objects.
- Count on aftershocks. Initial earthquake tremors generally last less than one minute. Aftershocks may occur within seconds, minutes, days, or weeks following initial quake.
- Plan your family response. Develop an emergency kit. In major disasters outside help might not be available for at least 72 hours. Search and rescue efforts begin, but your family might be on its own for three or more days.

WHAT TO DO

- Remain calm. Your self-control helps others stay calm.
- **Drop, Cover and Hold On.** Get under a desk or table if possible.
- Avoid things that will fall on you such as bookcases, cabinets, refrigerators, wall decorations, lights, and glass.
- If you are outside, stay in an open area away from power lines, building facades, brick walls, billboards, trees, or other tall objects.
- Move seriously-injured persons only if in immediate danger of further injury from falling debris or walls. Your own safety is top priority.
- DO NOT use a lighter or match in the building as gas lines might have ruptured.
- Use telephone only to contact emergency personnel. Leave lines free for emergency use.
- After the quake, evacuate carefully but quickly. Be aware of hazards and probable jammed doors and broken windows. Follow your building evacuation procedures.

<https://www.youtube.com/watch?v=GSDmqLQmMNO>

ARMED INTRUDER/BOMB THREAT

ARMED INTRUDER/ACTIVE ASSAILANT

- Determine the most reasonable way to protect your own life and call 911 and campus security when it is safe to do so.
- **RUN** if you can (this may be your best chance for survival).
- Warn others if possible.
- Have an escape route in mind.
- Leave valuables behind and keep your hands visible to responding emergency personnel.
- **HIDE** in an area outside of the intruder's view. Block entry to your hiding place and lock doors. Turn off lights and silence your phone.
- **FIGHT** as a last resort and only when your life is in imminent danger. Attempt to incapacitate the intruder. Act with physical aggression. This is a fight for your life!
- Follow lock down procedures and wait for emergency responders to arrive.
- Be prepared to stay locked down for an extended period of time. It takes time for emergency responders to clear all buildings and ensure the area is safe. Follow their instructions once they make contact.

<http://www.kaltura.com/tiny/irgbl>

BOMB THREAT

- Be calm and courteous. DO NOT put caller on hold.
- DO NOT hang up or transfer the call.
- Keep caller talking and fill in bomb threat checklist information on card.
- Write down the caller's phone number.
- Don't hang up after call is over.
- Call campus security from a different phone.

If a bomb threat is in a note or email, save and call campus security. Handle note as minimally as possible.

EMERGENCY NOTIFICATIONS

BUILDING EVACUATION

In the event of an emergency that requires an evacuation, such as a fire or chemical release, follow your building evacuation procedure. Follow any directions from your Building Point of Contact (BPOC), security, or emergency personnel.

Each building has its own evacuation procedure and assembly area. Please refer to the emergency maps located throughout each building for route and assembly locations.

EARTHQUAKE

- Secure your space
- Plan to be safe
- Organize emergency supplies
- Minimize financial hardship (by organizing important documents, strengthening property, etc.)
- Drop, cover, and hold on (if you feel shaking or get an alert)
- Improve safety (after earthquakes by evacuating if necessary, helping the injured, and preventing further injuries or damages)
- Reconnect and restore

SHELTER IN PLACE

You may be advised to Shelter in Place rather than evacuate your building during emergency situations such as large hazardous material releases or severe weather emergencies. The recommendation to Shelter in Place will be conveyed through an emergency broadcast message. If you receive a message initiating a Shelter in Place, immediately follow these procedures:

- Stay inside the building or get into the nearest building as quickly as possible if you are outside. Building exterior doors will remain unlocked.
- Close windows to provide a tighter seal against outside chemical vapors, smoke and/or fumes.
- Locate supplies you may need such as food, water, radio, or flashlights if you have them.
- In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, (if you have control of these systems)
- You may continue business as usual inside the building. Wait for further instructions or an All Clear message to be broadcast.

LOCK OUT

A lockout can occur when there is a threat outside of the building or in the immediate area. This is similar to a shelter in place, however all exterior doors will be locked to prevent the threat from entering the building. Business as usual may continue inside the building.

LOCK DOWN - ACTIVE SHOOTER/ARMED ASSAILANT

A lock down notification may be initiated during situations such as the presence of a hostile or armed intruder on or near campus or inside a building. A lockdown requires locking doors, windows, and barricading yourself if necessary to block entry to a campus building, classroom, or office.

If you see an armed intruder or receive an emergency message for a Lockdown, immediately do the following:

Run/Get out:

If you can leave safely, then do so immediately and call 911.

Hide:

If the threat is too close to your area, hide in a secure place such as your office or classroom and follow these lock down procedures:

- Lock or barricade class and office doors.
- Close windows and window treatments.
- Turn off the lights.
- Instruct everyone to remain silent and not to go into the hallway.
- Crouch down in an area out of sight from doors and windows to conceal yourself as much as possible and silence your cell phone.
- If you are in a hallway during the emergency, seek shelter immediately in the nearest classroom or office.
- If you are in outdoor areas, you should immediately take cover.
- Wait until you receive an All Clear message or emergency personnel come to get you.

Fight:

In the event the assailant enters your area, use any available items as weapons and fight.

CAMPUS CLOSURE

If it becomes necessary to close one or both of the college campuses due to a power outage, weather related, or other facility issue, the college will notify employees and students via an emergency broadcast message. Follow any instructions given in the message as well as the campus closure information located on the college website:

<https://www.otech.edu/weather-related-delays-and-closures/>

DRILLS AND EXERCISES

On a regular basis, the college conducts drills to test our emergency response and evacuation procedures. These drills are designed to assess and evaluate our emergency plans and capabilities. The college publicizes its emergency response and evacuation procedures in conjunction with this test, and will document, for each test, the type and description of the drill, the date and time, and whether the exercise was announced ahead of time or unannounced in our Annual Security Report.

If you receive an emergency broadcast message notification of a drill, immediately do the following: Follow the procedures for the drill notification as if it were a real emergency and respond according to the directions given in the notification or your building points of contact. When the drill is concluded, an All Clear message will be broadcast.