

NORTHERN STATE UNIVERSITY



**CAMPUS
EMERGENCY
PROCEDURES**



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ARE YOU PREPARED

Although it is impractical for this handbook to include ALL written materials on the topic of emergency management, it is intended to help students, faculty, and staff respond to emergency situations which may occur on the campus of Northern State University (NSU). Such emergencies can happen at any time and without warning, but their effects can be minimized if proper emergency procedures are followed.

The University is committed to the safety and security of all members of the campus community. In times of emergency, the University will provide an appropriate campus-wide response to assure safety and minimize losses.

This emergency management handbook is designed for use by members of the University community who should become familiar with its contents. It should be kept in an easily accessible location at all times. In the event of an emergency, it will serve as a quick reference.

Questions or comments concerning campus emergency procedures should be directed to the Office of Student Rights and Responsibilities, Northern State University, Aberdeen, SD 57401, 605-626-2530.

For immediate attention, please contact these resources for the appropriate emergency assistance:

Aberdeen Police Department	9-911	Aberdeen Fire Department	9-911
Counseling Center	626-2371	Disability Services	626-2371
Facilities Management	626-2625	Health Services	626-7694
Campus Safety	380-8925	Student Affairs	626-2530
Heating Plant	626-2520	Poison Control Center	800-222-1222

TABLE OF CONTENTS

Campus Safety Policies.....	4
Reporting a Crime.....	5
Active Shooter Procedures.....	6
Stalking and Sexual Violence Prevention	7
Instructions for Reporting a Fire on Campus.....	8
Fire Extinguisher Instructions	8
Instructions for Requesting Medical/Mental Health Attention.....	9
Bomb/Anthrax Threat Procedure	10
Bomb Threat Checklist.....	11
Severe Weather Response	12
Hazardous Material Spill	13
Utility Emergency Response	13
Missing Person Policy	14/15

CAMPUS SAFETY POLICIES

The following safety policies are enforced at NSU:

- Flammable liquids (such as gasoline) shall not be stored in residence halls or inside any buildings except laboratories and maintenance shops designed for this purpose in National Fire Association Protection (NFAP) cabinets approved for flammable storage.
- No open flames (candles, lanterns, incense, etc.) are permitted in residence halls or inside any building except in laboratories and maintenance shops designed for this purpose.
- No fireworks shall be used or stored on NSU property.
- Smoking (including e-cigarettes) is not permitted on NSU property except in designated parking lot areas.
- Vehicles shall be parked in designated areas only. Fire lanes and parking spaces for those who are physically challenged are clearly defined. Violators will be subject to fines.
- The speed limit in parking lots is five (5) miles per hour. No vehicles should be driven on campus except those needed for Facilities Management.
- Skateboarding, rollerblading or riding scooters is prohibited in designated campus areas.
- Dangerous weapons, including but not limited to firearms, fireworks, explosives, Tasers, BB guns, or dangerous chemicals are not permitted on campus property.

REPORTING A CRIME

If you see or suspect any illegal activity occurring on or around the NSU campus:

- Contact the Aberdeen Police Department at 9-911 or Campus Safety at 380-8925 (T-F 9 A.M. to 6 P.M. while classes are in session).
- Tell dispatch your name and location, as well as the location and nature of the incident.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self-protection.
- Try to note a description of any suspects involved. Important characteristics include: height & weight, names, method & direction of travel, sex, race, age, and description of transportation.

Beware of the following suspicious signs and follow the above procedures if any of them are observed.

- A scream or a call for help.
- A broken window
- A suspicious person doing the following: Entering a neighbor's room or office; loitering on or near campus; trying to break into a car; or repeatedly driving on or around campus.

Tips that can be used to prevent campus crime include:

- Lock your door whenever you leave your room or office.
- Lock your windows whenever you leave your room, especially on ground floor rooms.
- Place your valuables out of sight and don't leave them unattended.
- Always lock bicycles with high quality locks.
- Do not leave public notes or messages saying you're out and when you'll return.
- Keep room keys safe at all times.

ACTIVE SHOOTER PROCEDURES

When an individual enters any school property with a weapon, the goal is to maintain calm and order and to avoid escalation of a dangerous situation. In most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims.

If faced with an active shooter situation, there are THREE things you can do that make a difference.

1. RUN – When an active shooter is in your vicinity:

- Your best option is to immediately vacate if this is a safe possibility.
- Leave your belongings behind.
- Prevent others from entering the danger zone.

2. HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Hide behind large objects if possible.
- Silence your cell phone and any other device within your reach.
- Remain very quiet and do not leave until directed by law enforcement.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do not trap or restrict your options for movement.
- Note: Each faculty member should have a predetermined place within the spaces they occupy throughout the year to hide all students in the case of an emergency lockdown.

3. FIGHT – AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, dial 9-911 if on-campus or 911 if using a mobile phone.

POLICE RESPONSE – When law enforcement officers arrive:

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on its way. Rescue officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

STALKING AND SEXUAL VIOLENCE PREVENTION

Anyone can be a victim of sexual assault, but we can all take steps to increase safety while on campus. The following tips may reduce your risk for many different types of crime, including sexual violence.

- **Know your resources.** Notice where emergency phones are located on campus, and program the campus safety number and Aberdeen Police Department into your cell phone for easy access.
- **Stay alert.** When you're on campus or in a nearby neighborhood, be aware of your surroundings. Walk in well-lit areas and consider walking in a group. If you're alone, do not wear earphones or other distracting devices.
- **Be careful about posting your location.** Many social media sites, like Facebook, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings that identify your location.
- **Think about a back-up plan.** Think about back-up plans for unexpected situations. If your phone dies, do you have a few numbers memorized to call for help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your residence hall or apartment memorized? Do you have access to an extra key to your residence hall or apartment?
- **Be secure.** Always lock your door and windows when you're asleep and when you leave your room. If people constantly prop open the main door to the residence hall or apartment, tell security or an authorized authority figure.

If you are ever a victim of sexual violence, report the incident immediately to the police by calling 9-911 from any campus phone (911 if anywhere else). The University and Aberdeen community have counseling and other crisis management services to assist you through this process. As soon as convenient, please notify the NSU Title IX Coordinator (626-2530) if the incident occurred on campus or involved an NSU student.

INSTRUCTIONS FOR REPORTING A FIRE ON CAMPUS

Upon exiting, activate the nearest fire alarm and DIAL 9-911:

- This will alert building occupants that there is a fire.
- The alarm is connected to University Facilities Management's Building Automation and Aberdeen Fire Department dispatch services. Upon notification at these departments, the City of Aberdeen Fire Department and Aberdeen Police Department will be dispatched to the site.

In some cases, emergency responders will not know details, therefore, once you evacuate to a safe location away from the fire, **DIAL 9-911**. Provide the following information:

- Building where the fire is located. This helps to confirm the original fire alarm signal.
- Floor number
- Room number
- Description of the fire
- Your name
- DO NOT hang up until you are instructed to do so by the emergency dispatch operator.

FIRE EXTINGUISHER INSTRUCTIONS

- **P* PULL** safety pin from the handle
- **A* AIM** at the base of the fire
- **S* SQUEEZE** the trigger handle
- **S* SWEEP** from side-to-side, aim at the base of the fire

As necessary, follow these additional instructions:

- The universal sign for a person trapped in a burning building is to hang clothing or a sheet out the window of the room in which you are trapped. The firefighters will know where you are trapped.
- If you are aware that someone is trapped in a burning structure, inform firefighters immediately. Do not re-enter the building. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- All alarms must be taken seriously. If you hear an alarm, evacuate the building.

INSTRUCTIONS FOR REQUESTING MEDICAL/MENTAL HEALTH ATTENTION

DIAL 9-911. Dispatch will answer the call. Provide details of the emergency, including the following information:

1. Name of the building
2. Floor number
3. Room number
4. Your name
5. Description of medical problem
6. Do not hang up until you are instructed to do so by the emergency dispatch operator.

If a medical emergency occurs, call 9-911, then:

1. Notify your supervisor or residence hall director
2. Stay with the victim. If the victim is conscious, ask the nature of the problem. If the victim is unconscious, check for breathing and bleeding. Only trained individuals should administer CPR.
3. Keep the individual still, comfortable, and warm.
4. Search for any emergency identification.
5. Wait for emergency help to arrive. If possible, do not leave the victim alone.

If a psychological emergency occurs (e.g. suicide attempt, disorientation, confusion, panic), call 9-911, then:

1. Call your supervisor or residence hall director.
2. Stay with the individual unless your safety is threatened. Wait for emergency response personnel to arrive.
3. Stay calm and do not provoke or panic those in the contingent area.

BOMB/ANTHRAX THREAT PROCEDURE

(Bomb/Anthrax Checklist Attached on Adjacent Page)

If you receive a bomb threat:

- A. If the threat is received by phone, try to keep the caller on the phone in order to obtain as much information as possible. **Use the attached checklist to record information.**
- B. If there is another person in the office, direct them to call the Aberdeen Police Department while you keep the caller on the line.
- C. If the threat is immediate, evacuate the building immediately. All occupants are required to vacate a building when directed by police, fire, or university officials or when the fire alarm has sounded. Use the fire alarm only if immediate evacuation is necessary.
- D. Immediately notify your supervisor, if available, and appropriate university officials.
- E. Give information about the threat only to the police and designated university officials.

If you receive an anthrax threat:

- A. **Do not panic:** If threat is received on the phone, keep the caller on the phone to obtain as much information as possible. **Use attached checklist to record information.**
- B. **Unopened letter:**
 - a. Keep others away
 - b. Wash hands and exposed skin with soap and water
 - c. Notify your supervisor and appropriate university officials
 - d. Follow notification procedure from letter (B) of bomb threat procedure
- C. **If you encounter an envelope with powder or powder spills out onto surface:**
 - a. Do not clean up powder
 - b. Keep others away
 - c. Wash exposed skin
 - d. Do not brush off clothes
 - e. Follow procedure from letter (B) of bomb threat procedure
- D. **Package marked with threatening message:**
 - a. Do not open
 - b. Leave it and evacuate room
 - c. Keep others from entering
 - d. Follow notification procedure from letter (B) of bomb threat procedure
- E. **Letter threatening “Anthrax” in Heating, Ventilation or Air Conditioning System:**
 - a. Evacuate threatened area
 - b. Keep others from entering
 - c. Follow notification procedure from letter (B) of bomb threat procedure

BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER.
NOTIFY SOMEONE ELSE BY PRE-ADVANCED SIGNAL WHILE CALLER IS ON THE LINE.

Date: _____ **Time:** _____ **Length of call:** _____

Phone Number of Caller: _____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address and your name? _____
9. Exact language of the threat: _____

TRY TO DETERMINE THE FOLLOWING DESCRIPTION OF THE CALLER (Circle the appropriate answer)

Caller's Identity:	Male	Female	Adult	Juvenile	Estimated Age	_____
Voice:	Loud	Soft	High Pitch	Deep	Raspy	Pleasant
Accent:	Local	Not Local	Foreign	Region	_____	
Speech:	Fast	Slow	Distinct	Distorted	Stutter	Nasal
	Slurred	Lisp				
Language:	Good	Fair	Foul	Other	_____	
Manner:	Calm	Angry	Rational	Irrational	Coherent	Incoherent
	Emotional	Righteous	Laughing	Intoxicated		
Background Noises:	Office Machines	Factory machines	Trains	Animals		
	Quiet	Voices mixed	Airplanes	Street		
	Traffic	Party Atmosphere	Music			

Action to take immediately after the call: Evacuate building, notify your supervisor, talk to no one else, especially the press, and cooperate with law enforcement personnel.

SEVERE WEATHER RESPONSE

Severe weather can kill with lightning, flash floods, high winds, large hail and tornadoes. Tornadoes can be extremely destructive. The following tornado safety tips can help individuals protect themselves.

- Stay away from windows, doors, and outside walls. Protect your head.
- In homes and small buildings, go to the basement or to an interior part of the lowest level including closets, bathrooms, or interior halls.
- On campus, go to pre-designated shelter areas. Interior hallways on the lowest floor are usually best.
- In high-rise building, go to interior small rooms or hallways.
- In sheds or vehicles, leave and seek shelter in a substantial structure.

Individuals can listen to radio or television for the latest National Weather Service bulletins. A “tornado watch” means that tornadoes and severe thunderstorms are possible. A “tornado warning” means that a tornado has been detected; take shelter immediately. Severe thunderstorms, hail, a loud roaring noise, and funnel clouds are signs that a tornado may be in the immediate area.

In the Aberdeen area, Civil Defense sirens will sound whenever there is a “tornado warning”.

When lightning is detected, stay indoors or in vehicles.

All NSU students and employees should familiarize themselves with the safe areas in the buildings they most commonly use.

HAZARDOUS MATERIAL SPILL

Any spill involving hazardous materials shall be reported immediately to the **Aberdeen Fire Department (9-911 or 626-7043)** and **Facilities Management Office** at extension 2625 during officer hours.

- Do NOT attempt to clean up a spill. It will be assessed by trained personnel who will ensure that proper clean-up techniques are employed.
- Offensive odors from ventilation systems should be reported to Facilities Management (626-2625) during office hours or the Aberdeen Fire Department (9-911).

If necessary, be prepared to evacuate the building. Always stay upwind of the spill (wind blowing from behind you).

In the event of a chemical spill in the Aberdeen area, evacuation of the campus may be necessary. Be prepared to cooperate with officials.

All laboratory personnel should be prepared to assist in assessment of spills within their area.

- Chemical containers shall be controlled to prevent spills.
- Gas cylinders shall be secured to prevent falling.

UTILITY EMERGENCY RESPONSE

If a utility problem is discovered, such as an electrical short or an elevator failure, call Facilities Management at extension 2625 during office hours, or the Heat plant at extension 2672 after office hours.

- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off the building
- Stay clear of the problem. Go outside and wait for a Facilities Management or utility company employee and direct them to the problem location.
- Facilities Management personnel will recommend response procedures once they have confirmed the problem. Building occupants should evacuate immediately if asked to do so by a Facilities Management or utility company employee, or building manager.

Elevator Failure

- If you are in an elevator that stops between floors or the doors will not open, use the elevator alarm button or call for help. During working hours, call 626-2625 to alert Facilities Management to the situation. After hours, contact the Aberdeen Police Department.
- Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury. Specially trained elevator mechanics will take care of the problem.
- Never attempt to jump out of the elevator if it is above floor level. This could result in injury or falling down the elevator shaft.

MISSING PERSON POLICY

Procedures Pursuant to South Dakota Board Regents Policy 3:21

1. Reporting a Student as Missing

- A. Any person may report a university student as missing by filing a report with the university's chief student affairs officer or at the university police department. It is not necessary to wait until the student has been missing for 24 hours before making a report.
- B. For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

2. Institutional Response

- A. Upon receipt of a missing student report, the campus police personnel will promptly attempt to locate the student on campus or at other sites controlled by the university.
 - i. Initial efforts to contact students will involve telephone or other electronic communications.
 - ii. If unable to contact the students by electronic means, university personnel will attempt to contact the students at their lodgings on the campus or in the municipal limits of the city where the university is located.
 - iii. If students who reside in university controlled residences do not respond to electronic contacts or to knocking on their doors, student affairs personnel may enter the students' rooms in order to assess the condition of the room and to look for visible personal property (wallet, keys, cell phone or clothing) that might provide clues as to whether the student has taken an extended trip or other planned absence from the residence hall. If the initial investigation is being undertaken by the Campus Police Officer, they will either request that student affairs personnel enter student rooms or they will obtain search warrants.
 - iv. University personnel may pursue such additional or other investigative activities as are reasonable under the circumstances.
- B. If the university determines that the student has been missing for a period of 24 hours, or if it cannot locate the student and it determines that the student appears to be missing as per § 1(B), the university will immediately notify local law enforcement agencies that the student is missing.
- C. When the university notifies local law enforcement agencies, it will also notify such persons as the student may have designated pursuant to § 4(A), below, that the student is missing.
 - i. In the case of non-emancipated students under the age of 18, the university will notify the students' custodial parents or legal guardians.
- D. The university will determine whether circumstances suggest that others living, working or participating in activities at the university may be in danger, and if it determines that such a danger may exist, it will warn the campus.

3. Publication of this Policy

- A. Each university will publish this policy electronically through websites designed to convey emergency or law enforcement information; will incorporate its provisions into student handbooks, resident life or similar publications; and will otherwise assure that students know, or should know, of its provisions.

MISSING PERSON POLICY *(continue)*

4. Students' option to Identify Persons to be informed

- A. At the time that a student is accepted as a resident in university controlled housing, the student will be given an opportunity to designate an individual to be notified pursuant to this policy in the event that the student becomes missing.
 - i. Students will be provided confidential means to designate such individuals and to update their designations.
 - ii. Such contact information will be held as a confidential student record.
- B. In the event that a student becomes missing, the university will notify a custodial parent or legal guardian.

NOTES
