

**EMERGENCY PROCEDURES
REFERENCE GUIDE
UNIVERSITY OF NORTHERN IOWA
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EMERGENCY PROCEDURES

This section contains the recommended procedures to be followed during specific kinds of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

Emergency procedures included:

1. Airborne release of hazardous material.
2. Armed intruder.
3. Bomb threat.
4. Chemical or radioactive material spill.
5. Civil disturbances or demonstrations.
6. Crisis communication/psychological crisis.
7. Earthquake.
8. Elevator malfunction.
9. Explosion.
10. Fire.
11. Flooding.
12. Gas leak.
13. Inclement weather.
14. Medical and first aid.
15. Tornado/ severe weather.
16. Violent or criminal behavior.

REPORTING EMERGENCIES

Call UNI Police at **273-4000** or Cedar Falls Fire, Police or Emergency Medical Services at **9-911**

1. When requesting emergency assistance, reporting a fire or a criminal act, call the University Police Office at **273-4000** or dial **9-911**.
2. When requesting assistance, provide the following:
 - a. Location of the emergency.
 - b. Phone number from which the call is being made.
 - c. Caller's name.
 - d. What assistance is needed, if known?
 - e. How many are injured.
 - f. Condition of the injured person(s)
 - g. What happened?
3. **DO NOT HANG UP – LET THE DISPATCHER HANG UP FIRST.**

AIRBORNE RELEASE OF HAZARDOUS MATERIALS

1. All fume hoods, range hoods, air handlers and air conditioners should be turned off to prevent drawing in outside air.
2. Minimize the use of elevators in building. They tend to “pump” outdoor air in and out of a building as they travel up and down.
3. **Do not** evacuate your building unless told to do so by the Public Safety staff or the Cedar Falls Fire Rescue Department.

ARMED INTRUDER Call Public Safety at 273-4000

4. Once notified of an airborne release of a hazardous material, close all doors to the outside and ensure all operable windows are closed.

Call Public Safety at 273-4000

Everyone on campus is asked to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to the University Police Department at **273-4000**.

1. If you are faced with an armed intruder:
 - a. Alert the UNI Police as soon as is practical without endangering yourself.
 - b. Be observant. The more information you are able to provide the better the chance the criminal will be apprehended.
 - c. While a crime is being committed, you have three options:
 - Submit to the demands of the suspect.
 - Passive resistance (talking or reasoning with the suspect).
 - Active resistance (physical intervention or running away) Remember, Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
 - d. As soon as possible get to a safe place and notify the Police Department at **273-4000**. Advise public safety of the nature of the incident, location, if medical assistance is needed and a description of the person(s) involved.

BOMB THREAT

Call UNI Police at **273-4000**

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!**
Clear the area and immediately call the Public Safety Office at **273-4000**.
2. Any person receiving a bomb threat should ask the caller:
 - a. Exact location of the bomb (building, floor, room, etc.).
 - b. Time bomb is set to go off.
 - c. Kind of bomb, timing device, size, etc.

3. Keep talking to the caller as long as possible and record the following:
 - a. Date and time of the call.
 - b. Location of alleged bomb.
 - c. Detonation time of alleged bomb.
 - d. Type of bomb.
 - e. Speech pattern, accent, distinguishing characteristics of the caller.
 - f. Distinguishable background noises.
 - g. Critical statement made by caller.
4. Immediately notify the UNI Police Department at **273-4000**. Officers will conduct a detailed bomb search.
5. If the threat of an explosion is imminent, evacuate the building. Evacuation should be through the nearest available exit. If disabled personnel cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat area. Alert emergency personnel of their location.
6. **Do not use elevators.**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles.
8. **Do not return to an evacuated building unless/until authorized by the University Police.**

CHEMICAL or RADIOACTIVE MATERIAL SPILL
Call UNI Police at **273-4000**

1. Report uncontrolled spillage of a hazardous chemical or radioactive material immediately to the Public Safety Department at **273-4000**.
2. When reporting, provide the following information:
 - a. Your name.
 - b. Name of material spilled.
 - c. Estimated amount spilled.
 - d. Exact location of the spill.
 - e. Report any known injuries.
 - f. Report actions you have taken.
 - g. Stay on line until told to hang up by the dispatcher.
3. Public Safety Communications staff will contact necessary chemical, radiological or emergency personnel.
4. Remove personnel from the area of the spill and hold them nearby until they can be checked for contamination by Radiation Safety staff.

5. Vacate and seal the room. Go to a safe area; avoid contaminating additional staff. As practical, take precautions to limit the spread of contamination to other areas.

6. If a building emergency exists, activate the fire alarm. Evacuate the building to the nearest available exit and move to a clear area at least 500 feet away from the affected building. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the spill site. Alert emergency personnel of their locations.

7. Do not return to an evacuated building unless/until authorized by the University Police.

CIVIL DISTURBANCES or DEMONSTRATIONS

Call Public Safety at **273-4000**

1. Keep calm. Most campus demonstrations are peaceful.
2. Carry on business as usual, if possible.
3. Avoid provoking or obstructing the demonstrators.
4. In the case of a threatening disturbance, call the UNI Police Department at **273-4000**.

The following actions should be taken:

- a. Alert all individuals in the area of the disturbance.
- b. Lock doors, secure files, documents and equipment.
- c. If necessary, cease operations and evacuate.
- d. Contact Public Safety for additional instructions.

CRISIS COMMUNICATION/PSYCHOLOGICAL CRISIS

Call Public Safety at **273-4000**

A psychological crisis exists when the individual is threatening to harm himself/herself or others, or is exhibiting behaviors that indicate being substantially out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested.

1. Remain calm.
2. Notify the UNI Police Office at **273-4000**. Provide the following information:
 - a. Your name.
 - b. Precise location.
 - c. Observed symptoms of behavior.
 - d. Individual's name, if known.
3. Until help arrives, avoid taking any overt action that may aggravate the situation.

4. Do not argue with the individual. Attempt to determine and accept the individual's point of view. Do not confront/detain the individual if violent or combative.

5. Ask someone to meet the Police officer(s) at the entrance to the building and provide up to date information.

EARTHQUAKE

Call Public Safety at **273-4000** and Physical Plant at **273-4400**

Earthquakes can occur in Iowa. In the event of an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.

2. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines because they may be energized.

3. After the initial shock wave, evaluate the situation and if emergency help appears to be needed, contact the Public Safety Office at **273-4000**. Report any injuries.

4. Damage to facilities should be reported to the Physical Plant office at **273-4400**.

NOTE: Gas leaks create special hazards. Please refer to the Gas Leak Emergency Procedure.

ELEVATOR MALFUNCTION

Call Public Safety at **273-4000** and Physical Plant at **273-4400**

1. If you are trapped in an elevator, use the emergency phone or elevator alarm to notify the Public Safety dispatcher. **DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS DIRECTED TO DO SO BY AN ELEVATOR MECHANIC OR A MEMBER OF CEDAR FALLS FIRE RESCUE DEPARTMENT.**

2. If a person is stranded in an elevator, **do not** attempt to force open the elevator doors.

3. Notify Public Safety at **273-4000**. Provide the following information:

- a. Your name.
- b. Building name.
- c. Floor number.
- d. Present situation.

4. A person stranded in an elevator needs to be reassured that her/his alarm has been noticed and help is coming. Keep in contact until a public safety officer arrives.

5. If you find an inoperative elevator without occupants, notify the UNI Police officer at **273-4000** and the Physical Plant at **273-4400**.

EXPLOSION

Call Public Safety at **273-4000**

In the event of an explosion on campus, take the following actions:

1. Immediately take cover under a table, desk or under objects that will give protection against falling glass and debris.
2. After the initial effects of the explosion have subsided, notify the Public Safety Office at **273-4000**. Provide your name; describe the nature and the location of the emergency.
3. Evacuate the building by the nearest exit. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the damaged area. Alert emergency response personnel of the location of the disabled person.
4. **Do not use the elevators.**
5. Once outside, move to a clear area that is at least 500 feet away from the building. Keep streets and walkways clear for emergency vehicles and emergency response staff.
6. **Do not return to an evacuated building unless/until authorized by the University Police.**

FIRE

Call Public Safety at **273-4000** or Cedar Falls Fire Rescue at **9-911**

Emergency Action: Evacuate the building quickly and safely. If possible activate the nearest fire alarm as you are leaving the building.

1. If you discover a fire:
 - a. Extinguish only if you have been trained and can do so safely and quickly. After extinguishing, call UNI Police at **273-4000**.
 - b. Fire cannot be extinguished:
 - Confine fire by closing the doors.
 - Activate the nearest fire alarm.
 - Follow general evacuation procedures.
2. General evacuation procedures:

- a. Close doors to your immediate area after emptied.
- b. Evacuate the building using the most direct route and nearest exit.
- c. **Do not use the elevators.**
- d. Once outside, move to a clear area at least 500 feet away from the building.
- e. If you have critical information about the fire or persons remaining in the building, notify a Public Safety officer at the scene.
- f. Keep walkways clear for emergency response vehicles and personnel.
- g. **Do not return to an evacuated building unless/until authorized by the University Police.**

3. Evacuation from immediate fire area:

- a. Feel the door from top to bottom. If it is hot, DO NOT OPEN, go back.
- b. If the door is cool, crouch low and slowly open the door. Close door quickly if smoke is present.
- c. If no smoke is present, exit the building by the nearest exit.
- d. If you encounter heavy smoke while enroute to exit, go back and try an alternative exit.

4. Trapped in the building:

- a. Close the door and seal around the door opening to prevent smoke from entering the room.
- b. Dial 273-4000 or 9-911, if possible, to inform Public Safety Dispatch of your location.
- c. If there is a window in your room, attempt to attract the attention of emergency response personnel.
- d. Do not open the window unless directed by rescue personnel.

FLOODING

Call Public Safety at **273-4000** and Physical Plant at **273-4400**

1. If the flooding situation is caused by a pipe break, sink overflow or other plumbing problem, notify the Physical Plant at 273-4400. If possible, attempt to identify the source of water and turn it off if this action can be done safely.

Evacuate all persons from the immediate area and attempt to protect property and records by removing items from floors or by covering with water-resistant coverings, if available. If this circumstance occurs after normal university business hours call Public Safety at **273-4000**.

2. If the flooding is caused by heavy rain, notify the Physical Plant at **273-4400**. Attempt to close doors and windows to prevent water from entering, if this action can be done safely. Also, attempt to protect property and records by removing items from floors, if possible. There may be little that can be done. If electrical circuits appear to be getting wet, leave the area immediately. If this circumstance occurs after normal university business hours call Public Safety at **273-4000**.

GAS LEAK

Call Public Safety at **273-4000** and Physical Plant at **273-4400**

1. If you smell gas and suspect a leak, stop what you are doing and leave the area.
2. **Do not switch on lights or any other electrical equipment.**
3. **Do not use a two-way radio, turn it off immediately.**
4. **Do not use the elevators.**
5. Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency services personnel of their location.
6. After exiting the building notify Public Safety at **273-4000** and the Physical Plant at 273-4400. Provide the location of the suspected gas leak (building, floor, room, etc.).
7. Once outside, move away from the building to a distance of at least 500 feet. Keep walkways clear for emergency personnel.
8. **Do not return to an evacuated building unless/until authorized by the University Police.**

INCLEMENT WEATHER

It is the policy of the University to continue normal hours of operation and maintain a regular work schedule for staff members during periods of severe weather and/or adverse working conditions. It is the basic premise of this policy that University faculty, staff and students shall have the opportunity to make their own decision about reporting to work or class with due consideration for travel safety conditions.

The complete text can be found on the UNI Home Page (www.uni.edu) under **Policies and Procedures, 4.07 Weather/Working Conditions.**

MEDICAL, ACCIDENT, INJURY and FIRST AID

Call Public Safety at **273-4000** or **9-911**

1. If serious injury or illness occurs on campus, immediately call UNI Police Dispatch at **273-4000** for medical assistance.
2. Provide the following information:

- a. Your name.
 - b. Describe the nature of the injury or illness.
 - c. Describe the severity of the medical problem.
 - d. Provide the campus location (building, floor, room, etc.).
3. While you wait for response, consider the following:
- a. Keep the person still and comfortable.
 - b. If not readily apparent, ask the ill/injured person for information.
 - c. Check breathing and general condition if person is unable to talk.
 - d. Assist in controlling serious bleeding. **ALWAYS** use a barrier such as a plastic bag when putting direct pressure on a wound. Never put yourself in direct contact with blood or body fluids.
 - e. Look for emergency medical I.D. Ask witnesses for information, if present.
4. An injured staff member should report immediately to the designated person in the department and follow the department's procedures for seeking treatment. **NEVER** try to drive yourself to a hospital if the injury is serious; call Public Safety at **273-4000**.
5. Persons with a serious or unusual medical condition should be encouraged to notify their supervisor(s) or instructor(s) of the medical condition and the standard emergency treatment related to that condition.

TORNADO SAFETY

EMERGENCY ACTION: Seek an area of safety on lowest floors or basement away from windows.

1. Tornado or Severe Weather Watch:

- a. Conditions are right for a tornado or severe weather.
- b. Staff should be alert to weather conditions.
- c. Alert siren **is not** sounded.

2. Tornado or Severe Weather Warning:

- a. A tornado or severe weather is sighted or indicated on the weather radar.
- b. Alert siren located on Baker Hall will sound a steady tone, three-minute blast for severe weather warnings.
- c. When the siren sounds, remain calm.
- d. Proceed quickly and safely to an area of safety. No one should leave the building:
 - Areas of safety – rooms and corridors on the lowest floor or basement in the innermost part of the building.
 - Areas to avoid – stay clear of windows, corridors with windows or large freestanding expanses.
- e. Assist physically challenged and disabled persons during weather related emergencies.

f. Stay in the safe area until the severe conditions pass or an “all clear” message has been transmitted over the emergency broadcast system or local radio/television stations.

g. After the tornado/severe weather has passed, evaluate the situation and if emergency help is needed, call Public Safety at **273-4000**.

h. Be aware of dangerous structural conditions and down power lines. Report damaged facilities to the Physical Plant at **273-4400**.

i. Be alert for fires, gas leaks and/or power failures.

There is no guaranteed safe area during tornado/severe weather. However, it is important to seek immediate shelter in the best location possible to minimize your exposure to injury.

VIOLENT or CRIMINAL BEHAVIOR

Call University Police at **273-4000**

Everyone on campus is asked to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting suspicious situations to University Police at **273-4000**.

1. Violent occurrences (emergencies).

a. Emergency situations should be reported immediately to University Police. If the emergency requires emergency medical service response, University Police staff will initiate the notification.

b. Provide the following information:

- What is happening?
- Location of the emergency.
- Who is involved, if known?
- Type of weapon(s) involved, if any.
- Your name and phone number.

c. Taking the time to provide such information will not delay the response from University Police or other emergency response units. Complete information will allow University Police officers to handle the situation more effectively.

2. Potentially violent occurrences (non-emergency).

a. Other potentially violent situations involving harassing or obscene phone calls, mail threats, confrontations, etc., should be handled by contacting the appropriate person in your department or area. Please review pertinent university or departmental policies that may be available to you.

b. Any non-emergency incident mentioned above that are believed to be criminal in nature and have occurred on campus should be reported to University Police at **273-4000**.

3. Other security situations.

a. University property:

- Property is to remain on campus in its proper location unless the

- department head has authorized moving the property.
- University employees and students have a responsibility to report to the department head and Public Safety the disappearance of University property.
- Areas containing valuable or confidential items should be appropriately secured.
- Report unusual or suspicious behavior or incident to University Police at **273-4000**.

b. Personal property:

- It is best to avoid bringing valuable items on campus.
- If you must bring expensive items on campus, secure them when unattended. This also applies to purses, briefcases, book bags, etc.
- Unsecured items invite theft.
- Report unusual or suspicious behavior or incidents to University Police at **273-4000**.

EMERGENCY EVACUATION of PERSONS with DISABILITIES

Call Public Safety at **273-4000**

Every person must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with a building evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that persons will be able to exit a building safely during an emergency. This is even more critical to the safety of those persons with mobility impairments because the use of elevators during emergencies is dangerous and should be avoided. All persons will need to use alternative methods of leaving a building. Because of constantly changing populations and building occupancy patterns, it is not possible for the University to make reliable arrangement for the evacuation of specific persons from the many building they may occupy in the course of a week. University Policy 7.04, Fire Safety, provides guidance for evacuation.

1. Responsibilities of persons with a disability:

- a. Identify in advance and be familiar with at least two exit routes from every area and building in which you live, work or attend classes.
- b. Identify in advance possible volunteers such as classmates, staff or coworkers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
- c. Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
- d. If you use a wheel chair, be prepared to explain how and where the person should support you. Practice instructions beforehand. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- e. Carry a loud whistle or similar device you can operate, for use in the event

you become trapped.

f. If you are unable to exit a building, arrange for others to inform Public Safety or other emergency response personnel of your location.

2. Public Safety officers' responsibilities:

a. Immediately search the building, when possible.

b. Evacuate any persons found, using appropriate means.

Note: If you have questions or suggestions for improving these guidelines or evacuation procedures in general, call the Director of Public Safety at 273-2712.

Attachment 1

University of Northern Iowa

Alternate Facility Selection Criteria

The purpose of this template is to identify and determine alternate sites should relocation be required before, during, or after an incident to ensure continuity of university operations.

The following is a list of considerations, which will need to be assessed prior to the relocation decision by the Campus Emergency Action Team.

1. Accessibility to the site.
2. Sufficient space for operations.
3. Adequate Information technology services provided
4. Adequate phone and Internet access.
5. Adequate furnishings for the required operation.
6. Emergency power resources.
7. Threat and risk potential of the facility.
8. Resources within the facility, i.e. restrooms, storage of emergency equipment and resources.
9. Mobile and portable radio interoperability.
10. Facility's ability to handle relocation with minimal change for operations.

It is the responsibility of the Campus Emergency Action Team, in collaboration with various UNI Administrative departments to identify site locations for continual operation of university business.