

Southern Arkansas University

Quick Reference for **Emergency Response Plan** for **Faculty & Staff**

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Overall Emergency Response Plan Objectives

A. Organization

This plan will:

- Provide guidelines for the most critical functions during an emergency response
- Provide an easy-to-follow format in which users can quickly determine their roles, responsibilities, and primary tasks
- Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response, in which all entities have access to the emergency response process and know what is going on at the university.

B. Communications and Information Management

This plan will:

- Serve as the central point of communications both for receipt and transmission of urgent information and messages
- Serve as the official point of contact for the university during emergencies when normal channels are interrupted
- Provide 24-hour, comprehensive communication services for voice, data and operational systems
- Collect and collate all disaster information for notification, public information, documentation and post-incident analysis
- Provide a basis for training staff and organizations in emergency response management

C. Decision Making

This plan will serve as a reference for:

- Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process

D. Response Operations

The plan will provide guidelines for:

- Utilizing university resources to implement a comprehensive and efficient emergency management response team
- Continuously preparing a pro-active emergency response management action plan, for the possibilities and eventualities of emerging incidents

E. Recovery Operations

This plan will supply guidelines for:

- Transitioning response operations over to normal management processes as able
- Supporting business resumption plans and processes, as needed, during restoration phases

- Providing documentation and information support to the FEMA disaster assistance program

COMMAND AND CONTROL

1. The chief of the Southern Arkansas University Police Department is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During emergencies or disasters, these responsibilities may be carried out by any of all of the Incident Command Post (ICs) / Emergency Operations Centers (EOCs).
2. The chief of police in conjunction with the President's Administration Team, Critical incident Response Team (CIRT), ICP, and EOCs, will provide overall direction of the response activities of all departments. During major emergencies or disasters, these responsibilities could be carried out by the university police department, ICP, and EOC.
3. The CIRT will be managed by the Office of the President. All ICPs and EOCs will be managed by the chief of police, unless the chief of police is the on-scene incident commander. Then the President will manage the EOC.
4. The Incident Commander (IC), assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an event site.
5. During emergency operations, department heads will retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC/President. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures (i.e. – common communications protocol) may be adopted to facilitate coordinated efforts.
6. If Southern Arkansas University's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from other jurisdictions, organized volunteer groups, or the state may be requested.

SUPPORT TEAMS AND FUNCTIONS

Scope

The purpose of this section is to establish an organizational structure and procedures for response to major emergencies. It assigns the roles and responsibilities for the implementation of the Plan during an emergency following the incident command system model. This Plan has been prepared to address all types of emergencies affecting the Southern Arkansas University community in a coordinated and systematic manner. Southern Arkansas University is committed to supporting the welfare of its students, faculty, staff, and visitors. This Plan is designed to maximize human safety and preservation

of property, minimize danger, restore normal operations of the university, and assure responsive communication to all appropriate parties. This plan envisions the cooperative efforts of many groups internal and external to the university. When outside emergency resources respond, Southern Arkansas University authorities will coordinate the emergency response with the local, county, state or federal emergency response officials, and will provide technical and facility support. All questions should be directed in writing to the Chief of Police, Dean of Students, Vice President for Students Affairs, or the President's Office.

Team Authority

Emergency events do not always require the same level of response, and are dictated by the severity of the event and its effect on the health and safety of students, faculty, staff, and visitors. Events will be evaluated by a Critical Incident Response Team (CIRT) in consultation with one or more members of the President's Administration Team, as appropriate. Only the President or his/her designee has the authority to declare a campus emergency and activate this Emergency Response Plan. Depending upon the nature of the emergency, the Chief of University Police, or his/her designees, will act as the on-scene Incident Commander.

Emergency Operation Center

An Emergency Operation center has been established for the coordination of all emergency responses. The Emergency Operations Center will be located at the Physical Plant Building unless otherwise specified during the alert message.

Roles, Responsibilities and Resources

Responsibilities in an emergency are delegated among response teams and resource teams, as indicated below. In the event of an emergency, all response teams will proceed to the emergency Operations Center for briefing. Response teams will activate resource teams in their respective areas of responsibility as needed.

FIELD FIRST AID LOCATIONS

The following locations have been designated as sites for Field First Aid Stations. The location(s) for any specific incident will be determined by the location and severity of the incident.

- Watson Athletic Center
- Greek Theater
- Track
- Rider Rink

APPENDIX A

Bomb Threat or Suspicious Package

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the UPD and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics. (See Appendix B)
- If a telephone call or information is received stating a bomb is somewhere on the campus:
 - The recipient will write down the caller's phone number as shown on the campus phone caller ID and record the time of call, length of call, and any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location. (Note: use the attached checklist for bomb threats.)
 - The recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold."
 - The recipient immediately contacts the UPD, advises them of the call, and provides a detailed written text.
- The UPD will contact local emergency services and request assistance as necessary.
- The UPD will station officers to secure the scene and ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site.
- When local emergency service authorities arrive, the UPD will coordinate information or assistance with them. Only trained personnel should attempt to perform a search of the buildings.
- The local emergency services authorities will notify the UPD when re-entry into the building can be safely made.

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER.
NOTIFY THE UPD WHILE CALLER IS ON THE LINE.

Name of Operator _____ Time _____ Date _____

Number at which call was received _____

Number displayed on the campus phone called _____

Caller's Identity:

Male: _____ Female: _____ Adult: _____ Juvenile: _____ Approximate Age: _____

Origin of Call: Local: _____ Long Distance: _____ Booth: _____ Internal: _____

VOICE CHARACTERISTICS:

___ Loud ___ Soft
___ High Pitch ___ Pleasant
___ Intoxicated ___ Other

LANGUAGE:

___ Excellent
___ Fair
___ Poor
___ Foul
___ Other

MANNER:

___ Calm ___ Angry
___ Coherent ___ Incoherent
___ Deliberate ___ Emotional
___ Righteous ___ Laughing

SPEECH:

___ Fast ___ Slow
___ Distinct ___ Distorted
___ Stutter ___ Nasal
___ Slurred ___ Lisp

ACCENT:

___ Local
___ Not Local
___ Foreign
___ Race
___ Religion

BACKGROUND NOISES:

___ Factory Machines ___ Trains
___ Bedlam ___ Animals
___ Music ___ Quiet
___ Office Machines ___ Voices
___ Mixed ___ Airplanes
___ Street Traffic ___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING. QUESTIONS TO ASK:

When will it go off? _____

Where is it located? _____

What kind of bomb is it? _____

Where are you calling from? _____

What is your name and address? _____

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

- Write down the phone number displayed on the campus phone caller ID, record the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
- Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD."
- Immediately contact the UPD and advise them of the call.
- Write out the message in its entirety with any other comments.

APPENDIX B

Mail Safety

Suspicious Package – Rules of thumb, be cautious of:

- Grease Stains or Discoloration
- Odors
- Protruding Wires or Metal
- Excessive Weight/Postage/Securing Materials (tape, string, etc)
- Lopsided/Uneven
- Hand Written Address
- No Return Address
- Misspelled Words
- Confidential, Personal, Open only by _____, and etc
- Foreign Mail

Opened Package – If an open package contains an unknown substance:

- Place it down immediately and gently
- Do not shake, empty or do anything that would make the substance become airborne
- If available secure the package in a plastic bag
- Do not move the package
- Close doors, windows and if possible shutdown ventilation systems
- Do not allow others to enter the area
- Leave the room and quarantine yourself
- Notify the UPD:
 - Take all instances seriously
 - Isolate the area
 - Quarantine any affected individuals
- Remain calm

APPENDIX C

Campus Disturbance or Demonstration

Policy

In general, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct University business as normal as possible.

General Guidance

A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the University
- Blocking access to offices, buildings, or other University facilities
- Threat of physical/bodily harm
- Threat of actual damage to University property

If any of these conditions do exist, the UPD will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action or immediate arrest.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements should be made for the UPD to closely monitor the situation during non-business hours, or
- A decision will be made to treat the violation of regular closing hours as a disruptive demonstration

If there is an immediate threat of bodily harm or damage to property, the UPD will intervene to prevent an incident and contact the University Incident Commander to provide an update of the situation.

APPENDIX D

Hostile Intruder / Violent Person

- If a Hostile Intruder / Violent Person is discovered on the campus, the individual making the discovery shall immediately contact the UPD and provide as much information as possible. Do not approach the intruder or intervene. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
- If gunshots are heard within a building, faculty/staff will close and lock or barricade their room doors, turn off the lights, and stay away from doors and windows. Faculty/staff should remain calm and keep students/others as quiet as possible. Faculty/staff will stay in the locked/barricaded room until informed by the UPD that it is safe to leave. Faculty/staff may wish to use their cell phones to notify the UPD of the situation.
- Under no circumstances should any attempts be made to evacuate the building, unless you are in the room or immediate area where the shots are being fired. Should the fire alarm sound, do not evacuate the building unless:
 - You have first hand knowledge that there is a fire in the building.
 - You have been advised by the UPD to evacuate the building, or
 - You are in imminent danger.
- Office personnel in the affected building will close and secure their office areas and immediately call the UPD.
- The UPD will be stationed to ensure no one enters the building(s) until the area is determined to be safe.
- If local emergency service authorities are contacted, the UPD will coordinate the flow of information or assistance. Only trained law enforcement personnel should attempt to perform a search of the building or area in which a hostile intruder is located.
- The UPD will provide notice as to when re-entry can be safely made. The Incident Commander will then determine when classes and office areas are safe to open.

APPENDIX E

Crisis Communication

Crisis communication relates to both emergency situations and controversial issues that may adversely affect University students and personnel or the institution's image. Crisis communication should come from the president or designee. These guidelines offer optimum protection to individuals while ensuring that the news media is informed. Having a crisis communication procedure is advantageous for the following reasons:

1. Taking a proactive stance gives Southern Arkansas University an opportunity to present the facts, increasing the probability for fairness and balance. The "truth" can become distorted if the media has to resort to other sources who may not have all the facts. Contact the president or his/her designee.
2. An organized, proactive procedure enhances the University's image and credibility with the public and the press.
3. During a crisis, a plan to communicate information allows the University to best manage the situation and to speak with one voice.

The following steps should be taken as soon as **appropriate emergency procedures have been implemented**, or in anticipation of a crisis situation:

1. The University administrator who was contacted or University Police should promptly contact the president or designee when a crisis occurs.
2. A crisis management team composed of the vice president most directly impacted by the situation and other University personnel directly impacted will gather all pertinent facts and evaluate those facts with particular attention to matters dealing with individual rights and personal security.
3. Before anyone speaks publicly, the president will be briefed and presented a plan for handling the situation.
4. Upon approval, a University statement will be finalized and distributed to the appropriate administrators and to media relations.
5. The University spokesperson designated by the president will release the University statement and/or president's statement unless directed otherwise by the president.
6. The University understands that both the public and the press prefer statements from those closest to the situation and will attempt to comply whenever possible. The

University's spokesperson will contact the person to which a question has been referred so that they will have an opportunity to collect facts needed for a response.

7. The crisis management team is responsible for keeping the University spokesperson fully informed, factually and promptly, about such activities as they develop or change.
8. Updated University statements will be released with approval of the president.
9. Should an employee for the University give a personal opinion on the subject, the employee should make certain that the reporter understands the employee is making a personal statement and not a statement for the University.
10. Cooperation with this procedure will free the appropriate persons to deal with the crisis instead of reporters.

APPENDIX F

Hazardous Material Release

Procedures to be followed:

- If a hazardous substance is discovered or released on the campus, the individual making the discovery shall immediately contact the UPD and provide as much information as possible. At a minimum, provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location (up wind from the area).
- If a telephone call or information is received stating Hazardous Material (HAZMAT) is somewhere on the campus:
 - The recipient will write down the caller's phone number as displayed on the campus phone caller ID, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
 - The recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold."
 - The recipient will immediately contact the UPD and advise them of the call and provide a detailed written text.
- In addition to contacting the University Incident Commander, the UPD may contact local Fire/HAZMAT authorities. Fire/HAZMAT authorities should be updated of the situation upon their arrival.
- The UPD/Incident Commander will direct that the affected area be evacuated and isolated.
 - When necessary and as directed, faculty and staff will inform students and others of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the affected room or area.
 - Faculty and office staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.
- The UPD will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, staff, and visitors will vacate all affected areas and move into a safe location as designated by officials on site.

- When necessary, SAU Physical Plant will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
- Once Fire/HAZMAT authorities arrive, the UPD will coordinate the flow of information or assistance. Only trained personnel should attempt to perform a search of the buildings.
- The Fire/HAZMAT authorities will notify the UPD when re-entry can be safely made.
- If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
 - A shelter-in-place order may be issued.
 - SAU Physical Plant will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.

APPENDIX G

Fire and Facility Evacuation

Procedures to be followed:

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm.
- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Building Captains will assist with evacuation as they leave the building.
- If possible, the Building Captains should notify the UPD when a person is left behind in the building due to circumstances beyond their control (i.e. disabled, injured, etc.)
- The fire alarm system is designed to indicate the location of the alarm and notify the UPD. The UPD will contact the University Incident Commander.

Evacuation

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in areas designated by the UPD or Building captains. Evacuation orders may also be given for other emergencies.

Building captains are to:

1. Initiate evacuation procedures, as necessary.
2. Conduct a sweep of assigned areas – be certain that everyone has evacuated.
3. Close doors as areas are evacuated.
4. Note the location of any individual who may require emergency assistance and report to the UPD.
5. Maintain an orderly evacuation.
6. Note any missing personnel and their last known location and report to the UPD.
7. Report any suspicious activity or items to the UPD.
8. Assemble personnel at a designated safe location and account for personnel.

Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All occupants should assemble in areas designated by the UPD/Building Captains. Evacuation orders may be given for multiple purposes.

1. Become familiar with your work area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic, but walk quickly to the closest emergency exit.
4. Do not use elevators.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance should proceed to the stairwell entrance area and ensure someone is aware of the need for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until the UPD/Building Captian grants permission.

APPENDIX H

Natural Disasters

General Guidance

Faculty & Staff activities focus on safety issues and, in certain cases, the protection of University assets. Faculty & Staff are responsible for securing work area assets and for conducting preliminary damage assessments of their work areas (see Appendix I).

Procedures to be followed by Faculty & Staff:

Thunderstorms

Observe the following rules if lightning is occurring or is about to commence:

- Avoid water fixtures, telephone lines, and any electrical conducting materials.
- Stay inside buildings and off campus grounds, if possible
- Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.

Tornadoes/Damaging Winds

Tornado Watch: Conditions are favorable for a tornado. Tornadoes and severe thunderstorms are possible. Listen to the radio or watch television for the National Weather Service bulletins.

Tornado Warning: A tornado has been detected; take shelter immediately. The safest places are inside hallways on the ground floor or basement away from doors and windows.

If a tornado is spotted or imminent, take the following steps immediately:

- Notification of a pending disaster will be announced (over the voice address system, e-mail, or telephone) – fire evacuation alarms are not to be activated
- Evacuate all portables and temporary structures. Proceed immediately to a structurally secure building.
- Do not seek shelter in gyms, auditoriums, and other large open areas.
- Go to the interior area of the building.
- Take cover under a sturdy object.

- Protect your head, neck, and face.
- Stay away from windows, glass, and other items that may fall.

There is not a sufficient warning period to close the University or to effectively protect University assets. Therefore no special effort should be made to protect University assets; all attention should be directed towards life safety procedures.

Note: Each Wednesday at noon, the city of Magnolia will test the tornado siren by sounding the siren if the weather is clear.

Earthquakes

If an earthquake strikes while you are in a building, take cover immediately under a sturdy object covering your head, neck and face. Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.

Do not attempt an evacuation during the earthquake. Also, be prepared for aftershocks.

In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.

There is no warning period, therefore all attention should be directed towards life safety procedures.

Note: Earthquakes usually last from 4 to 30 seconds. An unusually bad earthquake may last 60 seconds. Check for injuries and contact the UPD after the earthquake has ceased.

Tropical Storms / Floods

There are no special on-campus safety guidelines for non-storm personnel and students.

Faculty and Staff are required to secure their work areas for flooding prior to being released (see Appendix I)

Flash Flood Watch: Heavy rains may result in flash flooding in certain areas. People should be alert to the possibility of a flood emergency which will require immediate action.

Flash Flood Warning: Flash flooding is occurring or is imminent on certain streams or designated areas; threatened persons should take immediate action.

Winter Storms

The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.

Since no building or building content damage is expected, Faculty/Staff are not required to secure their work areas prior to being released.

APPENDIX I Securing Work Areas – Checklists

Campus Closing Checklist – Wind/Flood Threat

- *In the event the University suspends normal operations in response to the threat of a tropical storm, hurricane or other wind/flood event, the following activities should be carried out in each unity prior to Faculty & Staff being released.*
- Back-up computer hard drives that contain mission-critical information and are not on a network server. Information that is on the SAU network is secured by Information Technology Services. Secure diskettes and CD's in zip-lock bags and take duplicate copies off site.
- Unplug computers, printers and other electrical appliances.
- Ground floor occupants in buildings subject to flooding:
 - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
 - Move all equipment, books, papers and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
 - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
 - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
 - Close and latch (or secure with tape) all filing cabinets.
 - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
 - Place telephones in desk drawers. Leave telephones plugged in *(you will be able to receive emergency messages).*
- In lab areas:
 - Store sensitive apparatus and glassware in labs subject to flooding
 - Attend to critical, utility-dependent processes and make arrangements for back-up supply
 - Assure all hazardous, radioactive, and biohazards materials and wastes are properly protected and secured
- Check contents of refrigerators and set to coldest setting
- Empty trash receptacles of items likely to rot
- Take home all personal items of value
- Close and latch all windows. Close and lock all doors.
- Stay tuned to the radio/television and the SAU webpage for additional information.

APPENDIX J

Rape / Assault

1. Call the University Police at (870) 235-4100, or call 911, and state location on campus.
2. Secure the crime scene until the police arrive. Do not allow anyone to enter the area, and do not disturb the crime scene
3. Provide initial support for the victim. Notify the Director of Housing (870) 235-4044 if the assault occurred in any of the residence halls. Also notify close friends and/or significant others as the victim requests.
4. Contact the Office of Counseling and Testing at (870) 235-4145 or by cell phone at (870) 904-9042.
5. A victim's personal information will remain confidential unless released pursuant to federal, state, or local statutes.
6. The University employee to whom the rape of the assault was reported must complete a confidential report **if the victim chooses not to report the rape or the assault to the police.** The Student Right-to-Know Act requires an accurate number of crimes are reported. The victim's name will not appear anywhere on the report. The report forms are available in the Office of Counseling and Testing, or copy the form on the following page.

SOUTHERN ARKANSAS UNIVERSITY
CONFIDENTIAL SEXUAL ASSAULT REPORT

This form is for the purpose of collecting data to determine the number of incidents occurring within this community in order to comply with federal law and to develop appropriate resources.

****Instructions: see reverse side of form****

Assault reported to (optional) : _____ Date: _____

For classification purposes-- Please classify the incident on the reverse side of this form, using the legal term.

General descriptions of (attempted) rape/sexual assault, including info. about whether the assault was reported to anyone.	Date	Time Day or Night	SURVIVOR INFORMATION			ASSAILANT INFORMATION				
			Male/ Female	Student Status (Fr., So., Etc.)	Student/ Non-Student	Res./ Non-Res.	Stranger/ Acquaint	# of Assaultants	Student/ Non-Student	Res./ Non-Res.

Location of Incident: _____

DID THE INCIDENT OCCUR ON A UNIVERSITY-OWNED OR CONTROLLED PROPERTY? YES NO
UNKNOWN

DID THE INCIDENT OCCUR AT A UNIVERSITY-SPONSORED ACTIVITY/EVENT? YES NO
UNKNOWN

WAS EITHER OF THE PERSONS UNDER THE INFLUENCE OF ALCOHOL AT THE TIME OF THE INCIDENT?
SURVIVOR _____ ASSAILANT _____ BOTH _____ NEITHER _____

INSTRUCTIONS

1. This form is intended for use in cases of rape and/or sexual assault or attempted rape and/or sexual assault.
2. Do not complete this form in presence of assault survivor.
3. Do not include the survivor's name or other identifying information (e.g. student identification number, address, phone no.) on this form.
4. Record as much requested data as possible based on information volunteered or discussed. Do not pry for information, just list the information obtained in the conversation.
5. Complete this form even if the survivor indicates that he or she has spoken with another person on-campus and even if you will be referring the survivor to another department.
6. Completed forms should be forwarded to the Chief of Police at Southern Arkansas University.
7. The current Chief of Police is Eric S. Plummer. 235-4100.
8. In the event of a change in the coordinator, you will receive an updated copy of this form by mail.

DEFINITIONS FOR CLASSIFICATION PURPOSES:

(Check the correct classification of the incident you are reporting in the box in the left margin)

Sex Offences— Forcible

Any sexual act directed towards another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcible and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offences—Nonforcible

Unlawful, nonforcible sexual intercourse.

A. Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein Marriage is prohibited by law.

B. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

APPENDIX K

Suicide Threats / Attempts

When a suicide ATTEMPT is made:

1. Call University Police at (870) 235-4100, or call 911, and state location on campus
2. Stabilize the victim and administer first-aid as outlined in Appendix L.
3. Call the appropriate senior administrator after medical help arrives. Contact the Vice President for Student Affairs if the person is a student. Contact the Vice President for Administration/General Counsel if the person is a faculty or staff member.

When a suicide THREAT is made:

1. Call the Director of Housing at (870) 235-4044 if the person is a student residing on campus.
2. Call the Dean of Student Life at (870) 235-4041 if the person is a student not residing on campus.
3. Call the University Police at (870) 235-4100 in all instances.

When a suicide occurs:

1. Call the University Police at (870) 235-4100, or 911, and state location on campus.
2. University Police will call the appropriate senior administrator(s).

NOTE: The University president or his/her designee will handle all media information and University announcements.

APPENDIX L

Emergency First Aid Procedures

Do NOT come in direct contact with bodily fluids.

I. Abrasions/Cuts/Bleeding

A. Superficial

Until help arrives:

- Apply direct pressure over wounds to stop bleeding
- Use soap and water to clean wounds
- Apply band-aid or dressing to wounds

B. Deep

Until help arrives:

- Use gauze, or use a clean cloth to apply direct pressure over wound.
- Press hard enough to stop the bleeding.

II. Bone and Joint Injuries

Until help arrives:

- Always suspect a fracture
- Do not move the injured part
- Do not move the victim in case of major joint injury (knee, hip, shoulder, and/or suspected back or neck injury).
- Immediately get medical help

III. Burns

A. Immediately immerse infected areas (for non-severe burns) in cold water. Continue for 20 minutes.

B. Do not immerse more severe burns in water. Cover the area with sterile gauze or clean dressing, then cold water may be poured over the dressing.

C. Chemical burns should be immediately washed with large quantities of water. Cover the burn area(s) with gauze dressing. Do not open blisters. Immediately seek medical attention.

IV. Choking

A. Let the victim cough if he/she is coughing

B. Use the Heimlich maneuver if the victim cannot cough, speak, or breathe.

C. Heimlich Maneuver

- 1) If the victim is standing or sitting:
 - a) Tell the victim to hold back his/her neck if he/she is choking
 - b) Stand behind the victim and place hands around the victim's waist
 - c) Make a fist with one hand and place thumb side (slightly above the navel and below the rib cage) against the victim's abdomen
 - d) Place other hand over the fist and press into the victim's abdomen with a quick, upward thrust
 - e) Repeat several times. A person may have to use a rotating motion of the hand in an upward direction to assist the victim with expelling the foreign object.
- 2) If the victim is lying on his/her back:
 - a) One should face the victim and kneel and place legs astride the victim's hips
 - b) Place heel of hand on victim's abdomen slightly above the navel and below the rib cage. Place other hand on top of first hand
 - c) Press into victim's abdomen with a quick, upward thrust
 - d) Repeat action several times if necessary

D. If Self is Choking:

A person should read the following material to be prepared if he/she is alone and begins choking:

- 1) Place fist below rib cage and place it above navel (same position if performing the procedure on another person)
- 2) Use dominant hand over the fist and quickly press upward and inward. Repeat the step multiple

If the technique does not work, try:

- 3) Placing abdomen against a firm object (a sink, chair back, or table edge)
- 4) Use full weight to press inward and upward. Repeat until object is expelled, or:
- 5) Lie down on stair or over a bed in a face-down position so head is lower than feet.
- 6) Allow gravity to assist the food to fall out of the mouth.

V. **Convulsions/Seizures**

- A. Position the victim on his/her back with face turned to one side
- B. Do not restrain the patient's movement any more than necessary to prevent him/her from harming him/herself
- C. Do not place any objects between the patient's teeth
- D. Do not try to revive the patient with fluid, stimulants, fresh air, or walking
- E. Allow the patient to rest quietly at least 30 minutes after the attack

- F. Check for breathing
- G. Seek medical attention

VI. Diabetic Coma/Insulin Reaction

Signs and Symptoms

- Onset might be gradual or might be rapid
- Skin might be hot and dry or might be pale, cold, and clammy
- Breathing might be deep and labored or might be shallow and rapid
- Nausea might be experienced
- Drowsiness, lethargy, or mental confusion might be detectable
- Loss of consciousness or convulsions might occur

VII. Eye Injuries

- A. Foreign Object in Eye
 - 1) Instruct the victim not to rub the eye. Tell the patient to gently close the eye and hope that tears will wash the speck out or into view.
 - 2) Flush the eye with plain water. Instruct the victim to hold his/her face under running water, and blink open and shut. cover the eye with dry dressing, and get the person medical attention if the object does not easily wash out of the eye
- B. Chemical Burn to Eye
 - 1) Immediately, thoroughly, and repeatedly wash eye with large amounts of water. The patient might be instructed to hold his/her face under running water and to blink eye open and shut. Flush eye at least 15 minutes
 - 2) A physician must see a chemical burn to the eye injury
- C. Eye Wounds
 - 1) Instruct the patient to close both eyes
 - 2) Apply sterile gauze dressing over both eyes
 - 3) Do not remove any protruding objects
 - 4) Seek medical attention

VIII. Fainting Unconsciousness

- A. Fainting
 - Until help arrives:
 - Lay the victim flat or have him/her recline in a chair with the victim's head lower than his/her knees
 - A patient who has fainted and appears completely responsive should not be sent away without a medical evaluation
- B. Unconsciousness
 - Until help arrives:

- Keep the patient flat with the patient's head turned to one side, and keep the patient warm
- Make sure the patient is breathing
- DO NOT move the patient
- DO NOT leave the patient
- DO NOT give an unconscious patient anything by mouth
- Call UPD or 911 for medical assistance

IX. Head Injuries

Until help arrives:

- DO NOT move the patient if unconsciousness, convulsions, bleeding, or fluid from ears or nose occurs. Seek medical attention.
- DO NOT move the patient if severe headache, nausea, and/or vomiting, incoherence, sleepiness, or dazed appearance exists. Seek medical assistance.

For a minor blow to the head:

- Allow the patient to rest
- Observe the patient for symptoms noted above
- Caution the patient regarding delayed symptoms of internal head injury
- Seek medical attention

X. Heat Related Injuries

A. Heat Stroke

Signs and Symptoms:

- High body temperature
- Hot, red, and/or dry skin
- Rapid pulse
- Unconsciousness

NOTE: Heat stroke is an immediate, life-threatening situation.

B. Heat Exhaustion

Signs and Symptoms

- Skin is pale and clammy
- Weakness, nausea, dizziness, cramps, and/or possible fainting
- Excessive perspiration

C. Until help arrives:

- Give the victim sips of water
- Lay the victim down and elevate his/her feet
- Loosen clothing, and apply cool, wet cloths to skin

XI. Poison Injuries

A. Inhaled Poison:

Immediately get the person some fresh air. Avoid breathing fumes. Widely open doors and windows. Start artificial respiration if the victim is not breathing.

- B. Poison on the skin:
Remove contaminated clothing and flood skin with water for 10 minutes. Gently wash the skin with soap and water, and rinse the skin.
- C. Poison in the Eye:
Flood the eye with lukewarm (not hot) water poured from a large glass 2 or 3 inches from the eye. Repeat the step for 15 minutes. Have the victim blink as much as possible while flooding the eye. DO NOT force open the eyelid.
- D. Swallowed Poison:
Immediately give milk or water to the victim unless the victim is unconscious, is having convulsions or cannot swallow. Call the UPD (870) 235-4100 or call 911 for advice about forcing the victim either to vomit or not to vomit.

XII. Respiratory Arrest/Cardiac Arrest

- A. When seeing someone who might be unconscious:
 - 1) Shout for help while approaching the victim
 - 2) Check the victim's responsiveness by shaking his/her shoulders and shouting "Are you okay?"
(This step will help determine if the victim is unconscious.)
 - 3) Place the victim on a flat, firm surface. Position self next to the victim at about the same level if no response is first received from the victim.
- B. Rescue Breathing:
 - 1) Tilt the head by placing palm of hand on forehead to open airway.
 - 2) Press backward on forehead to open airway.
 - 3) Lift the chin by placing the fingers of opposite hand under the bony part of the jaw on the side nearest self until the victim's teeth are nearly closed.
 - 4) Assess breathing:
 - a) Lean over the victim's head and look at his/her chest to determine if the chest rises and falls.
 - b) Place ear and cheek near the victim's mouth and nose to listen and to feel for air movement.
 - 5) Immediately perform the Heimlich maneuver if a person sees or suspects an object is blocking the victim's airway. Begin mouth-to-mouth resuscitation if no object is suspected.
 - 6) Pinch the victim's nostrils closed
 - 7) Fully cover the victim's mouth with one's own mouth to form a mouth-to-mouth seal. Do not let air escape around the seal.
 - 8) Take a deep breath and expel air into the victim's mouth. Take 1 to 1 ½ seconds to expel the breath until the victim's chest is seen rising.

- 9) Release the seal, and one should turn his or her head to the side.
- 10) Take a fresh breath.
- 11) Watch for the victim's chest to fall.
- 12) Give a second breath, and repeat the cycle every 5 seconds.
- 13) Check the victim's neck pulse for 5 to 10 seconds.
- 14) Continue rescue breathing (one breath for every 5 seconds/approximately 12 breaths per minute) if a pulse is present
- 15) Administer cardiopulmonary resuscitation (CPR) if not pulse is present

C. Administering CPR (One Person):

- 1) Make sure the initial steps are performed:
 - a) Open airways
 - b) Administer two full breaths with mouth-to-mouth breathing, and
 - c) Check pulse
- 2) Begin CPR if a pulse is absent
- 3) Run a finger up the rib cage until the middle finger reaches a place where the ribs and sternum (breastbone) meet.
- 4) Position the hands midline (lower half of the sternum and two fingers above the xiphoid. Use the specified location to avoid damage to the liver)
- 5) Place the heel of one hand on the sternum. Place the other hand on top of the first hand with fingers and extend the fingers off the rib cage
- 6) Interlace the fingers, and extend the fingers off the rib cage.
- 7) Administer chest compressions (press downward):
 - a) Compress the chest 1 ½ to 2 inches
 - b) Do compressions at a rate of 80-100 per minutes. Count compressions: one and two and... etc.
 - c) Do 15 compressions
 - d) Release pressure between compressions for cardiac refilling, but do not take the hand's heel off the chest. (Leaving the hand on the chest prevents the incorrect positioning of hands between compressions which could result in injury to the patient.)
- 8) Give 2 breaths using mouth-to-mouth breathing after 15 chest compressions. Continue the following sequence: 15 chest compressions alternating with 2 breaths.
- 9) Check the victim's pulse after one minute.
- 10) Continue the procedure until help arrives.

D. Administering CPR (Two People):

- 1) Rescuer A assumes the position next to the head of the victim. Rescuer A performs the initial steps earlier described: (1) open victim's airways, (2) administer two full breaths with mouth-to-mouth breathing, and (3) check the victim's pulse.
- 2) Rescuer A states "No pulse" if a pulse is not detected and the team begins administering CPR. Rescuer B assumes the compressor's position at the chest level and locates sites for chest compression (described in one-person CPR)
- 3) Rescuer B begins compressions

- 4) Rescuer B completes 5 compressions at a rate of 80-100 per minute. Rescuer B counts “one and two and...” to maintain a smooth rhythm for CPR
 - 5) Rescuer A administers one breath as soon as Rescuer B releases the fifth compression. Rescuer A fits the breath into the natural beat between compressions.
 - 6) Continue at a ratio of 5 compressions to 1 breath.
- E. Continuing CPR:
- 1) Check the pulse every few minutes during CPR. If a pulse is present, discontinue.
 - 2) Check breathing every 4 to 5 minutes. If not breathing is present, continue ventilation.
 - 3) Observe for abdominal bloating. If evident, reposition airway and reduce force of ventilation.
 - 4) Frequently check the victim’s neck pulse between breaths to evaluate CPR’s effect.
 - 5) If a pulse returns, continue mouth-to-mouth breathing until breathing returns. Check pulse after each minute (12 breaths) to confirm heart is still functioning. If not pulse is present, reinstate CPR.
 - 6) Terminate CPR under the following conditions:
 - a) Resuscitation is successful and the patient is conscious.
 - b) Vital functions return, and the heart beats on its own.
 - c) Paramedics or other trained professionals arrive and take over CPR
 - d) The patient is transferred to an emergency vehicle
 - e) The physician pronounces the patient dead
 - f) The rescuer is exhausted and cannot continue

XIII. Shock

- A. Signs and Symptoms
- Pallor
 - Cold sweat on forehead
 - Cold, clammy hands
 - Nausea
 - Dizziness
 - Weakness
 - Ashen-gray appearance
 - Feeble, rapid pulse
 - Shallow, irregular breathing
- B. Until help arrives:
- 1) Keep the victim laying down in a warm place.
 - 2) Keep the victim comfortably warm.
 - 3) Lower the victim’s head or elevate his/her legs
 - 4) Avoid chilling

APPENDIX M

Pandemic Incidents

Pandemic Influenza Plan

Hazard-specific plan for infectious disease outbreaks commonly referred to as pandemics. University objectives and actions related to pandemic planning are detailed in this plan. This plan is supplemental to the Comprehensive Emergency Operations Plan and uses many of the mechanisms and methods cited in the CEOP. Additionally, standard operating procedures and guides are developed to support this plan.

Personal Protective Measures

Measures that individuals should use to minimize the potential of contracting infectious disease, such as:

- Avoid close contact with persons
- Use good sanitation methods
 - Washing hands with soap and hot water
 - Covering mouth and nose
 - Using a tissue when coughing
 - Not reporting to work when sick

- If you suspect that you, a faculty member, staff, or student has flu like symptoms, please contact **University Health Services – extension 5237**.

APPENDIX N

Terrorist Attacks

Weapon of Mass Destruction – Definition

A weapon of mass destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building or off-campus. The UPD has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

1. Notify the UPD and evacuate the area. The UPD will in most cases, establish an Incident Command Center upwind of the hazard.
2. Avoid contamination by staying upwind of the hazard, away from the point of the release, and exposed individuals
3. Do not touch or move any suspicious objects
4. Minimize the use of radios, cell phones, etc.
5. Physical Plant will determine if ventilation systems should be shut down.
6. Affected individuals should quarantine themselves at a safe location, upwind of the hazard.
7. If a hazardous release occurs at the campus perimeter or off-campus, remain indoors until further instruction is given.

APPENDIX O

Death

1. **Dial 911** – state location on campus and call the University Police at (870) 235-4100.
2. Secure the area until police arrive. Do not let anyone enter the area, and do not disturb the area so that a proper follow-up investigation may be conducted.

Note: All media information and University announcements will be handled through the President's Office.

APPENDIX P

Community Response Checklist Active Shooter Incident

You should do the following if you are in a building when an event occurs:

Secure the immediate area:

- Lock and barricade the doors.
- Do not stand by the doors or windows.
- Turn off the lights.
- Close the blinds.
- Block the windows.
- Turn off the radio.
- Keep the occupants calm, quiet, and out of sight.
- Keep yourself out of sight, and take adequate cover or protection (i.e. concrete walls, thick desks, and/or filing cabinets). Cover may protect you from bullets.
- Silence cell phones.

Un-securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until an outside force engages him/her.
- Attempts to rescue people should only be made if they can be accomplished without further endangering the people inside a secured area
- Consider the safety of masses of people versus the safety of a few people.
- The area should remain secured if doubt exists for the safety of the individuals inside the room.
- Know all alternate exits in your building.

Contacting Authorities:

- Use Emergency 911
- Dial (870) 235-4100 for University Police
- Email at police@saumag.edu

Be aware the University Police and 911 system may be overwhelmed. Program the Southern Arkansas University Police Department, (870) 235-4100, into your cell phone for emergency use, or consider using e-mail. It might be an option if and/or when you are unable to speak. Police personnel will monitor the e-mail system.

What to Report:

- Your specific location, building name, office, and/or room number.
- Number of people at your specific location
- Number and type of injuries
- Number and locations of assailants, race, gender, clothing description, physical features, weapon types (long gun or hand gun), backpack, shooter's identify if known, separate gun fire explosions, etc.

Police Response:

- The objective is to immediately engage assailants.
- Evacuate victims.
- Facilitate follow up medical care, interview, and counseling.
- An investigation will be conducted.

APPENDIX Q

Lock Down / “Shelter in Place” Protocol

How will I know when a drill is starting or when there is a real emergency?

You will receive an “all users” e-mail message and will hear a loud air horn that makes a continuous blast and will last for at least two minutes when a drill is starting (or in a real emergency).

What should I do after I am notified of the drill (or real emergency)?

You should proceed according to your location on campus at the time when you hear the air horn and/or receive the all users e-mail message.

1. If you are in a/an:

- Administrative building/offices – Stay in the office where you are working. Get in the closest office area/classroom near you if you are in a public area.
- Classroom – Remain in the classroom
- Rider Rink -- Move to the outer sections of the Rider Rink floor
- Welcome Center – Move to the nearest office.
- Residence Hall – Remain either in your room in your residence hall, or remain in a room that is mostly accessible to you.
- Brown HKR Complex/Watson Athletic Center – Stay in your offices or go to the gyms and take cover if you are in a public area
- Bruce Center – Stay in your office, or move to one of the offices/classrooms if you are in a public area
- Reynolds Center – Go to the nearest room/office
- Farm – Go to the nearest cover/protected area
- Mulerider Activities Center – Go to the nearest room available in the building.
- On-Campus Apartments – Remain in your innermost room with the least windows
- Reynolds Center Blue and Gold Room – Move to the serving section of the dining hall while staying away from doors and windows

- University Village – stay in your apartment, or go to the nearest apartment. Go to the Clubhouse if you are outside.
- Mall Area/Greek Theater/Other Outside Areas – Go to the nearest building where you are located
- Magale Library – Follow the instructions of the library attendants/staff on duty.
- Physical Plant – People at the plant should go to the break room. People working on-campus should go to the nearest building/covered location.
- Mulerider Stables – Take cover in the stall areas away from open areas.

2. Once you are there...

- During a drill:
 - Lock the door.
 - Shut the curtains/blind (if available) covering the windows
 - Sit/crouch down in areas out of sight from doors and windows
- Do all of above in a real emergency, plus:
 - Take roll call, including the name of any visitors
 - Turn off the lights and remain quiet and calm
 - Do not open the door for anybody!

NOTE: Building Captains/Administrators/resident Assistants/Community Advisors assume an extremely important role during emergency planning, drills, and responses to actual emergencies. Please listen to them and follow their instructions.

How will I know when the drill (or real emergency) is over?

You will be notified in advance if a drill is occurring.

- During a drill:
 - Your building monitor will notify you the drill is completed in most cases. A continuous horn blast for 30 seconds will sound, and an “all users” e-mail message, signifying an “all clear” will be sent.
- In an emergency:
 - Faculty and staff will be contacted by phone and/or blast e-mail messages OR Maintenance Staff, Campus Safety, or other University personnel will unlock the door to the room where you are to notify you the emergency has passed. A continuous horn blast for 30 seconds will sound, and an “all users” email message, indicating “all clear” will be sent after the situation has been resolved.

APPENDIX R

Weapons Control

1. If you see a gun, knife or other weapon used, possessed or displayed, call the University Police at (870) 235-4100 or 911 and tell them where you saw the weapon. Pay close attention to the physical attributes of the person or vehicle (including tag number)
2. **Do not** attempt to disarm the person.

APPENDIX S

Power Outages / Telephone Outages

1. Contact one of the following in case of emergency in regard to the electrical power:
 - a. The University Physical Plant at (870) 235-4065, or
 - b. The University Police at (870) 235-4100
2. Locate one of the “power fail” telephones on campus that may be used in an emergency:

Location	Extension
Overstreet Board Room (OVR 102)	4060
Magale Library (Magale 221)	5068
Student Life (Reynolds 101)	4041
Physical Plant (room 102)	4062
Computer Room (Dolph Camp server server room)	4093
Switchboard (Nelson)	4000
University Police Department (Bruce 212)	4100
Bussey Hall Director	4359
Harrod Hall Director	4363
Greene Hall Director	4361
Talbot Hall Director	4367
Talley Hall Director	4369
Fincher Hall Director	901-2601

3. Contact the Information Technology Services Director at (870) 235-4083 in case of an emergency regarding the telephone system.

APPENDIX T

Wheelchairs and Locations

<u>Number of Wheelchairs</u>	<u>Location of Wheelchairs</u>
1	Brinson Fine Arts Building – Room 101
1	Bruce Center – Upward Bound
1	Business-Agri Business Building – Room 113
1	Cross Hall – Room 215 A
1	Magale Library – Room 223
1	Nelson Hall – Room 105
1	Overstreet Hall – First Floor Staff Lounge
1	Peace Hall – Storage Room
1	Wilson Hall – Room 216 A
2	Infirmery