



**UtahStateUniversity**  
EMERGENCY MANAGEMENT

## **EMERGENCY PROCEDURES**

USU Police: (435) 797-1939  
Emergency: 9-1-1

For updated emergency information go to  
*<http://dps.usu.edu/emergency>*

**EMERGENCY** 911

## USU Emergency Management

USU Emergency Management is responsible to ensure USU is in compliance with the Federal standards of the National Incident Management System (NIMS) and has been charged to organize and prepare the Utah State University community in advance and during a disaster or critical incident. USU Emergency Management is a resource to assist departments in developing and testing their individual plans. Training in the National Incident Management System (NIMS) and the Incident Command System is available upon request.

For assistance in developing a department emergency action plan, training, or a presentation on emergency preparedness, contact:

**Judy Crockett, USU Emergency Manager**

Email: [judy.crockett@usu.edu](mailto:judy.crockett@usu.edu)

Telephone: (435) 797-0807



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## USU Departments Helpful Hints for Planning

- Select a department team leader that can coordinate/organize your department's emergency response and preparedness. No one can do this alone, they will need help.
- Develop an emergency action plan. What would your department do if the campus was shutdown for a period of time? Are your employees cross trained? Where would your employees shelter in-place if the need arises? Does your department have emergency food and water? A department emergency action plan template can be found on the USU Emergency Management website.
- Have an evacuation plan, accountability roster, and a "go bag" filled with emergency supplies.
- Faculty: Advise your students where to meet outside of building in case of evacuation. You will need to account for your students if the building is evacuated.
- If the fire alarm is activated, **EVACUATE!** Even if it is a false alarm, take the time to practice your evacuation plan and account for your employees.

Listed below are some suggestions for your department emergency supplies:

**First Aid Supplies** (bandages, gauze rolls, and gauze pads)

**Bottled Water**

**Food (non-perishable)**

**Battery Operated Radio**

**Flashlight**

## Important Dos and Don'ts

- Do keep a copy of this information with you at all times.
- Do get to know the building/department evacuation and emergency action plan. Coordinate with other departments in your building.
- Do make sure you are aware of the needs of anyone with disabilities in your areas of responsibility.
- Do ensure your personal contact information is up-to-date with your department and in Banner.
- Do understand your roles and responsibilities during an incident.
- Do make sure students/employees under your supervision are aware of emergency procedures and you discuss these at the beginning of each semester.
- Don't re-enter a building after an evacuation until the "all clear" is given by a proper authority.
- Don't speak to the media. All inquiries should be directed to the Director of Public Relations and Marketing at (435) 797-1351.
- Do sign up for CODE BLUE emergency alerts.

- \* Log into USU Access ([banner.usu.edu](http://banner.usu.edu)) and select Personal Information
- \* Select View/Update CODE BLUE Emergency Alert Phone Numbers
- \* Enter up to 5 voice/text message contact numbers

**ALSO JOIN USU EMERGENCY MANAGEMENT ON FACEBOOK AND TWITTER (@USUEmergencyMgt) TO RECEIVE CODE BLUE ALERTS**

## **Personal Workplace Disaster Supplies Kit**

For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended.

### **Flashlight with extra batteries**

Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

### **Battery-powered radio**

News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

### **Food**

Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

- Ready-to-eat canned meals, meats, fruits, and vegetables
- Canned juices
- High-energy foods (granola bars, energy bars, etc.)

### **Water**

Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

### **Medications**

Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc.

Keep at least three-days' supply of prescription medications at your workplace. Consult with your physician or pharmacist about storage instructions, and your employer about storage concerns.

### **First Aid Supplies**

If your employer does not provide first aid supplies, have the following essentials:

- (20) adhesive bandages, various sizes
- (1) 5" x 9" sterile dressing
- (1) conforming roller gauze bandage
- (2) triangular bandages
- (2) 3" x 3" sterile gauze pads
- (2) 4" x 4" sterile gauze pads
- (1) roll 3" cohesive bandage
- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer
- (6) antiseptic wipes
- (2) pair large medical grade non-latex gloves
- Adhesive tape, 2" width
- Anti-bacterial ointment
- Cold pack
- Scissors (small, personal)
- Tweezers
- CPR breathing barrier, such as a face shield

### **Tools and Supplies**

- Emergency "space" blanket (mylar)
- Paper plates, cups, and plastic utensils
- Non-electric can opener
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies
- Plastic garbage bags and ties (for personal sanitation uses)
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots
- If you wear glasses, keep an extra pair with your workplace disaster supplies

## Evacuation Information

- Evacuate the building using the nearest exit (or alternate) if nearest exit is blocked.
  - Go to the Evacuation Meeting Location. See department emergency action plan for specific details.
  - Do NOT use elevators.
  - Take personal belongings (keys, purse/wallet, coat, etc).
  - Secure any hazardous materials or equipment before leaving. Turn off computers and cover with garbage bag. Shut doors (do not lock).
  - Evacuation Meeting Location:
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## Evacuation Meeting Location

- These are the areas of assembly for department employees to meet outside of the building as predetermined by the department's emergency action plan.
- See specific department plans for details.

## Persons with Disabilities

- Assist persons with disabilities.
- Develop a "buddy" system to help in your evacuation.
- If unable to get down stairs, contact USU Police at (435) 797-1939 or 9-1-1 and proceed to the Evacuation Refuge Area in a stairwell. An Evacuation Refuge Area is a



location in a building designed to hold occupants during a fire or other emergency when evacuating may not be safe or possible. Responding rescue personnel will assist you in evacuating.

## Bomb Threat

If you receive a bomb threat over the phone, write down the exact wording of the threat. If the caller allows, ask the following questions:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Note the following information if it can be determined:

- Sex of caller
- Ethnic background
- Length of call
- Number at which call is received
- Time
- Date

Note the **characteristics of the caller's voice** (i.e. calm, angry, excited, slow, rapid, soft, loud, etc.).

Make note of any **background sounds** (i.e. street noises, voices, PA system, music, motor, house noises, etc.).

Note if the **language** was well-spoken (educated), foul, irrational, incoherent, taped, or read by the threat maker.

Make note of any **accent**.

**CONTACT 9-1-1 IMMEDIATELY!**

## Suspicious Object/Package

- Do not touch or disturb object/package.
- Call USU Police at 797-1939 or 9-1-1.
- Notify your supervisor.
- Be prepared to evacuate.
- See Evacuation Information.

## Hazardous Materials Release

- If an emergency or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location. Stay **UPWIND** of materials.
- Alert others to stay clear of area.
- Notify emergency personnel if you have been exposed.
- You may be told to shelter in-place (see instructions).

## Shelter In-Place (Hazardous Material Incident)

- Close and lock all doors leading into your office area.
- Alert others in your office of the order.
- Close all exterior windows.
- Gather all personnel into a central location. Choose a room with none or few windows or vents.
- Do not use the telephone for non-essential purposes (such as contacting the media).

## Shelter In-Place (Continued)

- Do not investigate unusual or suspicious noises outside your office area.
- Remain until the “all clear” is given.

## Medical Emergencies

- Dial 9-1-1.
- Tell the dispatcher:
  - \*Location of the patient (building & room number).
  - \*Name and condition of the patient (alert, conscious, breathing).
- Remain on the phone with the dispatcher until help arrives.
- Check for medical alert bracelets or necklaces.
- If possible, arrange to have someone meet EMS personnel to direct them to the location of the patient.
- Provide first aid to the best of your ability.
- Use precautions to prevent exposure to bodily fluids.
- If you determine that the patient does not have a pulse and is not breathing, begin CPR, but only if you have been trained in this life saving technique. Also, check around for an Automated External Defibrillator (AED).

## Fire Emergencies

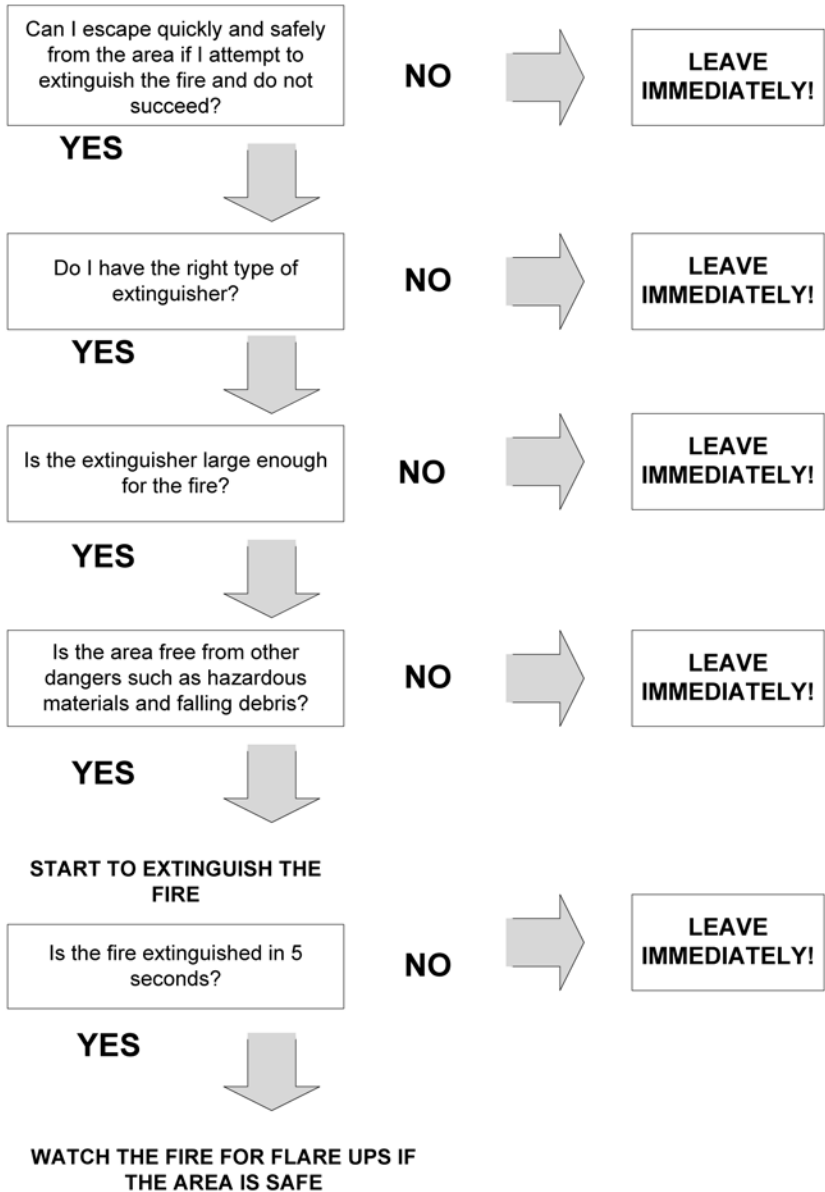
### If you discover a fire:

- Immediately activate the nearest fire alarm pull station, located near stairwell or exit doors. If there are no pull stations in your building, immediately dial 9-1-1.
- Close your door.
- Exit the building and proceed to your department's Evacuation Meeting Location. See your department's emergency action plan for specific details.
- Dial 9-1-1.

### If you hear the fire alarm:

- Take your immediate possessions and exit the building (wallet/purse, keys, coat etc.).
  - Close your door.
  - Proceed to your department's Evacuation Meeting Location. See your department's emergency action plan for specific details.
  - Never use the elevators during a fire evacuation.
  - Evacuation Meeting Location:
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## Deciding to Use a Fire Extinguisher



## Additional Fire Safety Precautions

- When you hear the alarm, **leave the building!**
- Never attempt to return to your work area following an alarm until the "all clear" is given by authorized personnel.
- Do not open doors that feel hot to the touch.
- Check the stairwell for smoke and heat. If smoke/heat is present, use an alternate stairwell.
- Learn the location of the Evacuation Refuge Areas (stairwells) in your building in the event you need assistance evacuating the building.

## In Case of Emergency (ICE)

**In case of emergency (ICE)** is a program that enables first responders, such as paramedics, firefighters, and police officers, as well as hospital personnel, to contact the next of kin of the owner of a mobile phone to obtain important medical or support information (the phone must be unlocked and working). The phone entry (or entries) should supplement or complement written information or indicators, (such as wallet, bracelet, or necklace). This encourages people to enter emergency contacts in their mobile phone address book under the name "ICE". Alternatively, a person can list multiple emergency contacts as "ICE1", "ICE2", etc.. For example:

ICE1 John Doe  
ICE2 Jane Doe

To program ICE into your cell phone:

- Access the address book feature of your cell phone.
- Enter the name ICE.

Enter the phone number of your spouse, parent or whomever needs to know about you in case of an emergency.

## Behavioral Concerns

If an individual conducts himself or herself in such a manner that gives cause for concern either for the safety of the individual or for others , or if the writings of an individual cause such concern, call one of the following:

USU Counseling & Psychological Services..... (435) 797-1012  
USU Disability Resources Center ..... (435) 797-2444  
USU Campus Judicial Officer ..... (435) 797-3137  
USU Police ..... (435) 797-1939  
USU Behavioral Intervention Team:

Click the “Campus Safety” link on the USU Home page and follow the instructions for “Reporting Procedures.”  
If at any time you believe you or someone else is in immediate danger, dial 9-1-1.

## Lockdown (Shooting Incident)

- **LOCK YOURSELF IN YOUR OFFICE AND TURN OFF LIGHTS.**  
Close windows and remain quiet.
- Silence cell phones.
- Do not let anyone into a locked room until area is deemed cleared by authorities.
- Do not block the access to an exit.
- Call 9-1-1. Provide as much information as possible about the incident.

## Armed Individual

If you witness any armed individual on campus at any time, immediately dial 9-1-1 and give the location of the individual and a complete description if possible.

If the individual is **outside a building**:

- Turn off all lights and close and lock all doors and windows.
- Dial 9-1-1 and give them the location of the individual and a description (sex, race, height, weight, hair color, clothing descriptions, etc.).
- If you can do so safely, get everyone down on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so. Remain there until an “all clear” instruction is given by law enforcement.

If the individual is **inside a building**:

- If it is possible and safe to do so, flee the building to a safe location.
- Dial 9-1-1 and give them the location of the individual and a description (sex, race, height, weight, hair color, clothing descriptions, etc.).
- If flight is impossible, lock all doors and secure yourself in your office .
- If you are in a classroom without a lock on the doors, use furniture to block the door.
- Get everyone down on the floor or under a desk and remain silent (silence your cell phones).
- Wait for the “all clear” instruction from law enforcement.



## **Armed Individual (Continued)**

If the individual **comes into your class or office:**

- **There is no one procedure that authorities can recommend in this situation. Every situation is unique.**
- Attempt to alert others of the problem and dial 9-1-1 if that seems practical. Give dispatch a description of the individual (sex, race, height, weight, hair color, clothing description, etc.).
- Use common sense! If hiding or fleeing is impossible attempt to negotiate with the individual, listen to him, and try to give him what he wants.
- Attempting to overcome the armed individual with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one armed individual.
- Be careful not to make any changes to the scene of the incident. Law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.
- Do not return to your office until you are cleared to do so by law enforcement.

# Earthquake

## Employee Preparedness:

Employee preparedness begins at home. How well you and your family survive an earthquake often depends upon how well you prepare beforehand. The information provided here can be applied to emergency planning at home as well as in the workplace.

## Before an Earthquake:

- Conduct a home hazard hunt—know the safe and danger spots. Know how to shut off utilities. Secure water heater and major appliances; tall, heavy furniture; pictures and mirrors. Keep flammable or hazardous material liquid and heavy objects in secured cabinets or on lower shelves.
- Create a family emergency plan. Include a communication plan so family members know how to reach each other; select an out-of-state contact for everyone to call to report their whereabouts; evacuation routes; where the family will meet to reunite if separated during the quake. Practice your plan!
- Create an emergency kit of food, water and supplies for your home, car, and workplace.
- Learn first aid and CPR.

## Earthquake (Continued)

### During an Earthquake

**DROP** - Drop down on the floor.

**COVER** - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

In high rise buildings, **DROP, COVER, AND HOLD ON.** Avoid windows. Do not use elevators. Do not be surprised if sprinkler systems for fire alarms activate.

**HOLD** - If you take cover under a sturdy piece of furniture, HOLD on and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

**DROP  
COVER  
HOLD ON**

## Earthquake (Continued)

### After the Earthquake

- After the shaking stops , check yourself and others for injuries, provide first aid, and move toward the nearest exit or alternate. **DO NOT** move victims unless absolutely necessary.
  - Replace telephone handsets that have been shaken off. **DO NOT** use telephones except to report fires and medical emergencies.
  - **DO NOT** use matches or other open flames.
  - **DO NOT** use elevators in the building.
  - Watch for falling debris and be aware of aftershocks.
  - Go to your department's Evacuation Meeting Location. See department's emergency action plan for specific details.
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- Do not leave the area/campus without reporting your status to your department team leader.
- Listen to emergency alert systems (AM/FM radios, Code Blue Alerts, etc.) for emergency information.

Evacuation Meeting Location: \_\_\_\_\_

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- For more detailed information on earthquakes and earthquake preparedness, go to: [http://publicsafety.utah.gov/emergencymanagement/documents/roots\\_earthquake\\_low.pdf](http://publicsafety.utah.gov/emergencymanagement/documents/roots_earthquake_low.pdf)

## Power Outage

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is working.
- Turn off and unplug computers and other voltage sensitive equipment.
- **Elevator Safety**—During a power outage there may or may not be emergency lighting in the elevator. However, the emergency phones in the elevators should work.
- For information about a prolonged outage, contact Facilities at (435) 797-1947 or (435) 797-3535.

## Tornado/Severe Wind

- The safest place to be is in an underground shelter or basement. Go to the lowest level in the building. Go into a small interior room or a hallway with no windows.

## NOTES

## NOTES

## Emergency Telephone Numbers

All Emergencies .....	9-1-1
USU Emergency Management.....	(435) 797-0807
USU Police .....	(435) 797-1939
USU Fire Marshal .....	(435) 797-1979
Logan City Fire .....	(435) 716-9500
Logan City Police .....	(435) 753-7555
USU Facilities.....	(435) 797-3535 or (435) 797-1947
USU Environmental Health and Safety .....	(435) 797-2892
Poison Control Center .....	1-800-222-1222

## Websites

### **USU Emergency Management**

*<http://dps.usu.edu/emergency>*

### **USU Campus Safety**

*<http://www.usu.edu/campussafety>*

### **Utah Department of Emergency Management**

*<http://publicsafety.utah.gov/emergencymanagement/emcommunity.html>*

### **Be Ready Utah!**

*<http://beready.utah.gov>*

### **American Red Cross**

*<http://www.redcross.org/>*

### **FEMA**

*<http://www.fema.gov>*