



# **EMERGENCY PROCEDURES**

**USU Police: 797-1939**

**Emergency: 9-1-1**

For updated emergency information go to

**[www.usu.edu/dps/emergency](http://www.usu.edu/dps/emergency)**

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.
- Wait for the “all clear” instruction.
- 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.

## SUSPECT DESCRIPTION

### Physical Description

Male or Female \_\_\_\_\_

Race \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

Hair Color \_\_\_\_\_

Facial Hair \_\_\_\_\_

Glasses \_\_\_\_\_

Scars \_\_\_\_\_

Tattoos \_\_\_\_\_

### Clothing Description

Jacket Color/Markings \_\_\_\_\_

Shirt Color \_\_\_\_\_

Pants Color \_\_\_\_\_

Hat \_\_\_\_\_

### Weapon Description

Guns \_\_\_\_\_

Knives \_\_\_\_\_

Explosives \_\_\_\_\_

## BEHAVIORIAL 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 Center ..... 797-1012

USU Disability Resource Center ..... 797-2444

USU Campus Judicial Officer ..... 797-1754

USU Police ..... 797-1939

If at any time you believe you or someone else is in immediate danger, dial 9-1-1.

## IMPORTANT DOS AND DON'TS

- Do keep a copy of this information with you at all times.
- Do get to know the building evacuation procedures.
- 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 with Human Resources.
- Do understand your roles and responsibilities during an incident.
- Do make sure students/employees under your control are aware of emergency procedures and you discuss these at the beginning of each semester.
- Do find out the name of your department team leader and the building marshal.
- Don't reenter a building after evacuation.
- Don't speak to the media. All inquiries should be directed to the Director of Public Relations and Marketing at 797-1358.

## **EMERGENCY TELEPHONE NUMBERS**

All Emergencies .....	9-1-1
USU Police .....	797-1939
Logan City Police .....	753-7555
Logan City Fire .....	716-9500
USU Facilities.....	797-3535 or 797-1947
USU Environmental Health & Safety .....	797-2892
USU Emergency Management.....	797-0807
USU Media Relations .....	797-1358
Poison Control Center .....	1-800-222-1222

## TABLE OF CONTENTS

EVACUATION INFORMATION .....	1
PERSONS WITH DISABILITIES.....	1
SUSPICIOUS OBJECT/PACKAGE.....	1
BOMBTHREAT .....	2
EARTHQUAKE/SEVERE WEATHER .....	3
POWER OUTAGE .....	3
EVACUATION ASSEMBLY POINTS (EAP).....	3
HOSTAGE .....	4
TORNADO WARNING .....	4
SHELTER IN-PLACE .....	4
HAZARDOUS MATERIALS RELEASE .....	5
FIRE EMERGENCIES AND EVACUATIONS .....	5
ADDITIONAL FIRE SAFETY PRECATIONS .....	6
MEDICAL EMERGENCIES .....	6
LOCKDOWN .....	6
ARMED INDIVIDUAL(S).....	7
BEHAVIORIAL CONCERNS.....	8
IMPORTANT DOS AND DON'TS .....	9

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## EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Go to the Evacuation Assembly Point (EAP). See department/building emergency operations 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 Assembly Point location: \_\_\_\_\_

\_\_\_\_\_

## 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 797-1939 or 9-1-1 and proceed to the Evacuation Refuge Area in a stairwell. Responding rescue personnel will assist you in evacuating.

## SUSPICIOUS OBJECT/PACKAGE

- Do not touch or disturb object/package.
- Call USU Police at 797-1939 or 9-1-1.
- Notify your supervisor and the building marshal.
- Be prepared to evacuate.
- See EVACUATION INFORMATION.

## 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 USU POLICE IMMEDIATELY AT  
797-1939 OR 9-1-1.**

## EARTHQUAKE/SEVERE WEATHER

- Drop and cover under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Go to your department's Evacuation Assembly Point. See department/building emergency operations plan for specific details.
- Evacuation Assembly Point location: \_\_\_\_\_  
\_\_\_\_\_
- Do not leave the area/campus without reporting your status to department team leader.

## 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 operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- Elevator Safety – During power outages there may or may not be emergency lighting. However, the emergency phones should work. They provide direct contact with USU Police.
- For information about a prolonged outage, contact Facilities at 797-1947 or 797-3535.

## EVACUATION ASSEMBLY POINTS (EAP)

- See specific department/building plans for specific detailed information.

## HOSTAGE

- Be cautious of heroics! Don't act foolishly.
- Be cooperative without acting submissive or confrontational.
- Keep your cool and try to relax by thinking of other things.
- Avoid eye contact and the appearance of observing your captor. Nevertheless, do observe all you can, without being too conspicuous, for later identification or prosecution.
- Don't make threats or arouse the hostility of your captor.
- Be reluctant to give up your identification or clothes.
- Try to drink water and eat to maintain your strength.
- Look for protective cover in the event an attempt is made to rescue you.
- If a rescue attempt occurs and shots are fired:
  - Drop to the ground and keep your hands on your head.
  - Don't stand up or try to help.
  - Fully cooperate with authorities until you can be properly identified.

## TORNADO WARNING

- Evacuate buildings with large, weakly supported roofs and seek shelter in lower areas of more substantial structures.

## SHELTER IN-PLACE

(SEVERE WEATHER, CIVIL UNREST, SUSPICIOUS PERSON, HAZARDOUS MATERIAL SPILLS)

- 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.

- Do not use the telephone for non-essential purposes (such as contacting the media).
- Do not investigate unusual or suspicious noises outside your office area.

## 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.

## FIRE EMERGENCIES AND EVACUATIONS

### **If you discover fire:**

- Immediately activate the nearest fire alarm pull station, located near stairwell exit doors.
- Close your door.
- Exit the building and proceed to your department's Evacuation Assembly Point (EAP). See your department/building emergency operations plan for specific details.
- Dial 9-1-1.

### **If you hear the fire alarm:**

- Take your immediate possessions and exit the building.
  - Close your door.
  - Proceed to your department's Evacuation Assembly Point (EAP). See your department/building emergency operations plan for specific details
  - Never use the elevators during a fire evacuation.
  - Evacuation Assembly Point location: \_\_\_\_\_
-

## ADDITIONAL FIRE SAFETY PRECAUTIONS

- Never attempt to return to work area following an alarm until “all clear” is given.
- Close all doors behind you as you leave to prevent the spread of fire.
- 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 Evacuation Refuge Areas (stairwells) in your building in the event you need assistance in evacuating a building.

## MEDICAL EMERGENCIES

- Dial 797-1939 or 9-1-1.
- Tell the dispatcher :
  - Location of the patient (building and 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.

## LOCKDOWN

- **LOCK YOURSELF IN YOUR ROOM.** Close windows and remain quiet.
- Do not let anyone into a locked room until area is deemed clear 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(S)

If you witness any armed individual on campus at any time, immediately contact USU Police at 797-1939 or 9-1-1 and give the location of the individual and what he is wearing.

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

- Turn off all the lights and close and lock all doors and windows.
- Contact USU Police at 797-1939 or 9-1-1 and give them the location of the individual and what he is wearing.
- 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 an authorized, known voice.
- If you don’t recognize the voice, stay where you are.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

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

- If it is possible and safe to do so, flee the building to a safe location far away.
- Contact USU Police at 797-1939 or 9-1-1 and give them the location of the individual and what he is wearing.
- If flight is impossible, lock all doors and secure yourself in your space.
- If you are in a classroom without a lock on the door, use furniture to block the door.
- Get everyone down on the floor or under a desk and remain silent.
- Wait for the “all clear” instruction.

If the armed 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 call USU Police at 797-1939 or 9-1-1 if that seems practical.
- Use common sense! If hiding or fleeing is impossible, attempt to negotiate with the individual, listen to him,