

EMERGENCY RESPONSE GUIDELINES

USU POLICE: 435.797.1939
EMERGENCY: 911

usu.edu/dps/emergency



UtahStateUniversity

Aggie Alerts

USU issues Aggie Alerts when there is a significant emergency, an ongoing threat of certain crimes on campus, or a safety concern from weather or off-campus incidents. USU Public Safety follows a decision matrix to determine which alert is sent to the university community. All alerts are sent through USU's campus alert system, and all members of the campus community should keep their notification settings in myid.usu.edu updated. Emergency notifications and timely warning notices are required by the federal Clery Act to help the campus community protect their safety.

Types of Alerts

EMERGENCY NOTIFICATIONS

USU sends an emergency notification, when a significant emergency or dangerous situation poses an immediate threat to the health and safety of students or employees on campus. A significant emergency could include an impending and dangerous weather event, an active shooter or terrorist attack, or a gas leak.

CRIME ALERTS/TIMELY WARNINGS

USU sends crime alerts, also called timely warning notices, when there is a potentially dangerous criminal situation on campus that poses a serious or ongoing threat. The goal is to prevent future crime by providing steps individuals can take to protect themselves and others.

SAFETY ALERTS

USU sends a safety alert when there is a safety concern that could affect the campus community. For example, the closure of the university due to significant snow or wind, or information about infectious disease spreading in the surrounding community.

STAY IN-THE-KNOW

All employees and students are automatically enrolled to receive Aggie Alerts, but all members of the community — including family members — can also sign up here:



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USU Departments

Helpful Hints for Planning

- Select a department emergency response coordinator that can coordinate/organize your department's emergency response and preparedness. No one can do this alone; they will need help.
- Develop a department emergency response plan. An emergency response plan template can be requested from USU Emergency Management.
- Have an evacuation plan and accountability roster.
- Faculty: Advise and lead students out of the building during an evacuation.
- 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.

Important Dos and Don'ts

- Do get to know the building/department emergency response 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 employees under your supervision are aware of your department emergency response plan and that 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 University Marketing and Communications.
- Do sign up for Aggie Alerts for emergency alerts.
 - Log into USU Banner (**banner.usu.edu**) and select My Profile > More Personal Information
 - Edit/Update Aggie Alert Texts Phone Number

For updated emergency communication, go to **dps.usu.edu/emergency**.

Personal Workplace Disaster Supplies Kit

For the workplace, where you might have to shelter in place, 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 a 24-hour 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

Recommended first aid supplies:

- (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 you.

Evacuation Information

- Evacuate the building using the nearest exit (or alternate) if nearest exit is blocked.
- Go to the emergency assembly point. See department emergency response plan for specific details.
- Do NOT use elevators.
- Take personal belongings (keys, purse/wallet, coat, etc.), time permitting.
- Secure any hazardous materials or equipment before leaving. Shut doors (do not lock).

Emergency Assembly Point

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

Persons with Disabilities

- If you have a disability that may impact you during an emergency, consider making a plan that accounts for your unique needs. If assistance from others may be needed, communicate your plan to those who are likely to be near you when emergencies occur.
- If someone is unable to descend stairs, they should contact the USU Police at 435.797.1939 or 911 and proceed to the evacuation refuge area located 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 with evacuation.
- If you observe a person having difficulty evacuating, ask if assistance is needed before taking action. Inquire how best to assist the individual and whether any precautionary measures should be taken or items need to accompany the person. **Attempt rescue or assistance only if both parties feel comfortable.**
- Attempt a rescue evacuation if the person is in immediate danger and cannot wait for professional assistance.

Bomb Threat

CONTACT 911 IMMEDIATELY

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?
- Sex of caller.
- Length of call.
- Number at which call is received.
- Time and date.
- Background noise.
- Demeanor.
- Accent.

If you see a bomb threat on an online site, social media, or other location, please take a screen shot and contact USU police immediately!

Suspicious Object/Package

- Do not touch or disturb object/package.
- Call USU Police at 435.797.1939 or 911.
- Notify your supervisor.
- Be prepared to evacuate.

Hazardous Materials Release

- If an emergency or if anyone is in danger, call 911.
- 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

- Close 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 no or few windows or vents.
- Do not use the telephone for non-essential purposes.
- Do not investigate unusual or suspicious noises outside your office area.

Medical Emergencies

- Dial 911.
- 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.
- Provide first aid to the best of your ability.
- Use precautions to prevent exposure to bodily fluids.
- Follow dispatchers' instructions.
- Check nearby for an Automated External Defibrillator (AED).

Fire Emergencies

IF YOU DISCOVER A FIRE

- Immediately activate the nearest fire alarm pull station, located near stairwells or exit doors.
- Exit the building and proceed to your department's emergency assembly point. See your department's emergency response plan for specific details.
- Dial 911.

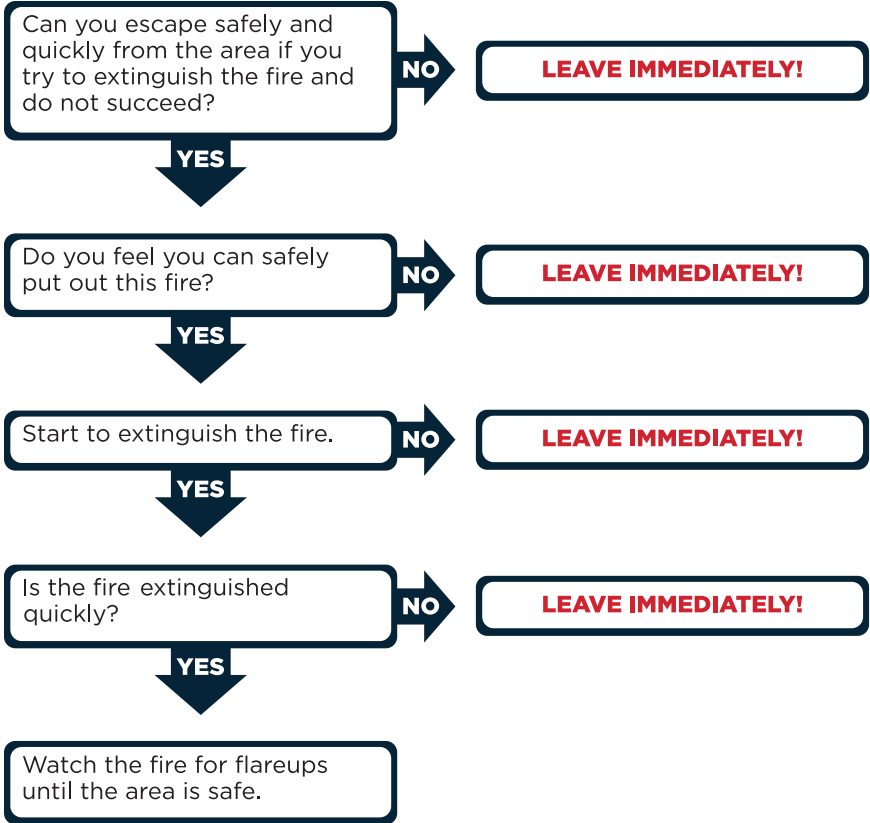
IF YOU HEAR THE FIRE ALARM

- Take your immediate possessions and exit the building (wallet/purse, keys, coat, etc.).
- Close your door.
- Proceed to your department's emergency assembly point. See your department's emergency response plan for specific details.
- Never use the elevators during a fire evacuation.

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. For details, contact USU Fire Marshals. Include details in your department ERP.

Deciding to Use a Fire Extinguisher



In Case of Emergency (ICE)

Both Android phones and iPhones have a feature known as “**ICE.**” This feature will let you add a list of emergency contacts to your phone. You can also add medical information, such as allergies or current medications.

This information can then be accessed by emergency services if you are unable to tell them about your medical history or contacts. It is also possible to use the **Emergency SOS** feature to send your location to your emergency contacts and alert emergency services. It can also be triggered by you by holding down certain buttons for a time.

Some smart watches will do this for you if it detects that you’ve had a fall.

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, you can:

- Scan the QR code below and file a student of concern report.



- Call USU Public Safety at 435.797.1939.
- If you or someone else is in immediate danger, call 911.

Active Attack

If you hear gun shots fired on campus or if you witness an armed person shooting or threatening people (active shooter):

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the “RUN, HIDE, or FIGHT” protocol.

RUN

If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.

- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE

If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.

- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones and turn off other electronics.
- Close windows, shades, and blinds, and avoid being seen from outside the room, if possible,
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees, or buildings.
- Remain in place until you receive an "all clear" signal.

FIGHT

As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.

- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Earthquake

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.

HOLD

When 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.

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.



AFTER THE EARTHQUAKE

After the shaking stops, check yourself and others for injuries, provide first aid, and move toward the nearest exit.

- Do not use telephones except to report fires and medical emergencies.
- Do not use elevators in the building.
- Watch for falling debris and be aware of aftershocks.
- Go to your department's emergency assembly point. See department's emergency response plan for specific details.
- Attempt to contact your department Emergency Response Coordinator before leaving campus.
- Listen to or check emergency alert systems (AM/FM radios, Aggie Alerts, etc.) for emergency information.
- For more detailed information, scan the QR code below.



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.
- During a power outage, elevators may or may not have emergency lighting. However, the emergency phones in the elevators should work.

Emergency Telephone Numbers

All Emergencies.....	911
USU Emergency Management	435.797.1939
USU Police.....	435.797.1939
USU Fire Marshal.....	435.797.1939
USU Facilities	435.797.3535 435.797.1947
USU Environmental Health and Safety	435.797.2892

USU Emergency Management

USU Emergency Management is responsible for ensuring USU is in compliance with federal standards of the National Incident Management System (NIMS) and has been charged with organizing and preparing the USU community in advance of and during a disaster and/or critical incident. USU Emergency Management is a resource to assist departments in developing and testing their individual emergency response plans. Training in the National Incident Management System and the Incident Command System is available upon request.

USU Emergency Management
emergencymanagement@usu.edu
435.797.1939



In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

**Executive Director of the
Office of Equity**

Matthew Pinner

matthew.pinner@usu.edu
Distance Education Rm. 401
435.797.1266

Title IX Coordinator

Cody Carmichael

cody.carmichael@usu.edu
Distance Education Rm. 404
435.797.1266

For further information regarding non-discrimination,
please visit equity.usu.edu/, or contact:

**U.S. Department of Education
Office of Assistant Secretary
for Civil Rights**

800.421.3481
OCR@ed.gov

**U.S. Department of Education
Denver Regional Office**

303.844.5695
OCR.Denver@ed.gov



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