This handbook is intended to help staff, faculty, and students respond to emergency situations which may occur on the Cottey College campus. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

The College is committed to the safety and security of all members of the Cottey College community. In times of emergency, the College will provide appropriate campus-wide response to assure safety and minimize losses.

Emergency preparedness is also an individual responsibility. This handbook will serve as quick reference for efficient action during emergencies and should be kept in an easily accessible location at all times. All staff, faculty, and students should take time now to read and become familiar with the contents of the guide before an emergency occurs.

**ARE YOU PREPARED?**
The following safety policies are enforced at Cottey College:

- Flammable liquids (such as gasoline) shall not be stored in residence halls or inside any buildings except laboratories and maintenance shops designed for this purpose.
- No open flames (candles, lanterns, incense, etc.) are permitted in residence halls or inside any buildings except in laboratories and maintenance shops designed for this purpose, except as authorized by the President or her designee.
- Smoking is not permitted in any building on the campus.
- Vehicles shall be parked in designated areas only. Fire lanes and parking spaces for those who are physically challenged are clearly identified.
- No firearms shall be used, carried, or stored on campus.
- No fireworks shall be used or stored on campus, except as authorized by the President or her designee.
TORNADO ALERTS:

**WATCH**—Conditions are favorable for tornado or severe weather.
- Monitor building weather radio and take action as needed.

**WARNING**—Tornado may be imminent.
- Take shelter immediately, and move to the basement. If there is no basement, move to an interior hallway, stairwell, or other area which is directly supported and free from windows and glass.
- Monitor building weather radio and take action as needed.

**SIGNALS:**
- Local weather warning horns will sound.
- The National Weather Service monitor/warning system on campus will give warnings and updates.
- Do not leave shelter until the all clear has been given by authorized personnel.
- Residence halls have staff with access to a two-way radio to contact Security personnel for updates on storm progress.

**THESE SAME INSTRUCTIONS SHOULD BE FOLLOWED WITH ALL STORMS.**
If a fire or smoke is discovered anywhere on or about the campus:

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. Do not attempt to retrieve valuables and do not use elevators.
- Pull the nearest fire alarm. Find a safe location and call 9-911 on a campus extension or 911 on a cell phone—then call Campus Security at extension 2222 or 417-448-4139.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

**FIRE EXTINGUISHER INSTRUCTIONS**

- P* PULL safety pin from the handle
- A* AIM at the base of the fire
- S* SQUEEZE the trigger handle
- S* SWEEP from side to side

- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building alone. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!!!
- All alarms should be taken seriously. If you hear an alarm, evacuate the building.
When a shaking or trembling of the earth is first recognized, assess the situation and then:

- If you are inside a building:
  - Take cover under a desk, table, or heavy furniture, if possible assuming the position for a tornado drill.
  - Take cover in interior doorways or narrow halls.
  - Stay away from windows and beware of falling objects.
  - Move from under light fixtures or other suspended objects.
  - Keep clear of large open areas i.e., gymnasiums, auditoriums.
  - Do not use elevators.
  - If the building is severely damaged, evacuate the building after trembling ceases.
  - Do not ignite a match or lighter in case there is a gas leak.

- If you are outside:
  - Move away from buildings if possible.
  - Avoid electrical poles.
  - Avoid overhead wires and fallen wires.
  - DO NOT ENTER A BUILDING until it has been determined safe.
Any spill involving hazardous materials or offensive odors from ventilation systems shall be reported to Campus Security/Physical Plant immediately at extension 2222 or 417-448-4139.

It is important to:

- Do not attempt to clean up a spill unless you have been trained and equipped to do so. It will be assessed by trained personnel who will ensure that proper cleanup techniques are employed.
- Be prepared to evacuate the building, if necessary. Always stay upwind of the spill (wind blowing from behind you). All laboratory personnel should be prepared to assist in assessment of spills within their area.
- In the event of a chemical spill in the Nevada area, evacuation of the campus may be necessary. Be prepared to cooperate with College and/or emergency response personnel.
- Restrained chemical containers and gas cylinders to prevent spills during an earthquake.
If a utility problem is discovered, such as a gas leak or elevator failure, call the Physical Plant at extension 2222 or 417-448-4139.

GAS LEAK
- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off the building gas.
- As a precaution, avoid lighting matches or turning on or off lights. Extinguish any open flames.
- Stay clear of the problem. Go outside and wait for Physical Plant person or gas company employee, and direct him/her to the problem location.
- Physical Plant personnel will recommend response procedures to those occupying the building once they have confirmed the leak. Building occupants should evacuate immediately if asked to do so by a Physical Plant, gas company, or other College or safety personnel. Windows should be open to allow ventilation.

ELEVATOR FAILURE
- If you are in an elevator that stops between floors, or the doors will not open, use the elevator phone or alarm button to call for help. Physical Plant/Security personnel will respond.
- If the elevator stops during an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Physical Plant Department personnel will be automatically dispatched to check all elevators.
- Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury/death. Specially trained elevator mechanics will take care of the problem.
In case of a medical emergency, call 9-911 on a campus extension or 911 on a cell phone, then:

- Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Administer first aid and CPR.
- Keep the victim still, comfortable, and warm.
- Protect the victim from any disturbances.
- Search for any emergency identification (i.e. ID bracelet).
- Wait for emergency help to arrive. Never leave the victim alone, if at all possible, without putting yourself in danger.
- As soon as the situation permits, contact your supervisor. For students, contact the Health Services Office at extension 2157, or Office of Student Life at extension 2126 during normal office hours. Contact the hall director on duty after hours and on weekends.

If a psychological emergency occurs (suicide attempt, disorientation, confusion, panic):

- Call 9-911 on a campus extension or 911 on a cell phone.
- As soon as the situation permits, contact your supervisor. For students, contact the Counseling Office at extension 2157, or the Office of Student Life at extension 2126 during normal office hours. Contact the hall director on duty after hours and on weekends.
- Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
- If there is not an immediate concern for the safety of the person or others, please contact the Counseling Office at 2157, or if after hours, the hall director on duty, a peer listener, or R.A. for assistance. Stay with the person until help arrives.
- Always report any behavior or information you have that causes you concern for your safety or the safety of others.
If you receive a bomb threat:

- Remain calm and stay on the line. Take as much information as possible from the caller. Use the checklist on the following page.
- When the caller hangs up, call 9-911 on a campus extension or 911 on a cell phone. Give the officer your name, location, telephone number, and the information you obtained from the caller.
- Do not hang up until told to do so.
- Inform your supervisor or hall director as soon as possible. If possible, get his or her attention while still on the line.
- Inform Campus Security/Physical Plant at ext. 2222 or 417-448-4139.
- Report any suspicious object to Campus Security or other emergency personnel. Do not touch or move it.
- Follow all instructions given by emergency personnel. Do not re-enter any evacuated area until authorized to do so.
- Submit the completed form to Police/Campus Security as soon as possible.
- Remember, first impressions are very important.
BOMB THREAT CHECKLIST

Exact wording of caller:___________________________________________________________

Ask the caller the following questions:

- When will the bomb explode? _____________________________________________________
- Where is the bomb now? __________________________________________________________
- What does the bomb look like? ___________________________________________________
- What kind of bomb is it? __________________________________________________________
- What will detonate the bomb? ____________________________________________________
- Did you place the bomb? Why? ___________________________________________________
- What is your name? ______________________________________________________________

Date: ______________ Time: _____________  Sex of caller: M/F   Age: ___________

Describe the caller’s voice (circle any that apply):

calm  lisp  deep  soft  angry
criing  slow  loud  excited  normal
raspy  distinct  nasal  stutter  cracking
laughing  slurried  accented  ragged  deep breathing
other: ________________________________________________________________

Was the voice familiar to you? Y/N     Like whom? ___________________________________

Describe the threat language (circle any that apply):

well-spoken  foul  incoherent  serious  message read
irrational  other: _____________________________________________________________

Describe any background noise (circle any that apply):

street  long-distance  clear  music  office
local  factory  motor  house  static
voices  animals  other: ________________________________________________________

BOMB THREAT CHECKLIST
RAPE/SEXUAL ASSAULT PREVENTION

Anyone can be a victim of rape/assault. Be aware of the different possibilities, and be prepared to take whatever actions necessary.

When walking or driving:
- Keep all your senses available. Do not use “Walkman/iPod” type earphones while jogging after dark.
- If you feel endangered, yell. Scream “HELP!” or “POLICE!” and run away.
- Use physical violence to defend yourself if threatened. If you feel threatened, the law says that you may have already been assaulted.
- Walk with confidence. Display outrage if threatened, not fear.

When on a date:
- Know yourself and your own capabilities. Set limits early and communicate those limits.
- Try to find an easy way out of potential date rape situations.
- Stand up for yourself.
- Avoid use of alcohol/drugs.

When in your room:
- Lock your doors and windows at night.
- Do not talk with obscene callers. HANG UP!!!

Escort Service:
If you must walk the campus after dark, you do not need to do so alone. Ask someone to join you. Walk in pairs or groups for safety. If you feel threatened, call Campus Security at extension 2222 or 417-448-4139 to have them escort you to your on-campus destination. If on campus and you are threatened, use the emergency poles with the blue light on top; hit the button for local police response. This will also light the flashing blue light to attract attention. This may help deter a would-be attacker.

If you are ever a victim of sexual assault, report the incident immediately to the police by calling 9-911 from a campus extension or 911 from a cell phone. Contact the Counseling Office at extension 2157, the hall director on duty, a peer listener, an R.A., or someone you trust.
If an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call 9-911 on a campus extension or 911 on a cell. Give as many details as possible about location, number of assailants, means of aggression, and other pertinent information.

- Identify possible exits and flee the building if you are able to do so.
- If it does not appear that escape is an option at the time, persons should lock themselves in classrooms, residence hall rooms, and offices as a means of protection.
- Stay low, away from windows, and barricade their door(s) if possible and use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If you have determined that hiding is your best course of actions, do not attempt to leave the building until told to do so by police authorities. The only exception to this is, given the specific circumstances, a person is certain beyond any doubt, that they are in more danger in staying in the building than in attempting to escape.
- If you believe you are in danger of being confronted by the intruder, prepare to fight with any available objects. If in a group, work with others to make a plan to fight if confronted.

If a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
- If you can get away from the immediate area of danger, summon help and warn others.
- If escape does not appear to be an option and you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden? Is there an escape route?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Otherwise, make a plan to fight using any available objects and planning with others if you are not alone.
- If hiding or playing dead, do not give away your position or stand up until the police authorities clear the building.
If you see or suspect any illegal activity occurring on or about the Cottey College campus:

- Contact local emergency services by calling 9-911 on a campus extension or 911 on a cell phone.
- Contact Campus Security immediately at extension 2222 or 417-448-4139, and give your name and location, and the location and nature of the incident.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self-protection.
- Try to note a description of any suspects involved. Important characteristics to note are:
  - Height and weight
  - Names used
  - Method and direction of travel
  - Sex, race, and age
- Also, try to note a description of any vehicles involved. Important information to note are:
  - Color
  - Make and model
  - License number

Be aware of the following suspicious signs. Follow the above procedures if any of these are observed.

- A scream or a call for help.
- A whistle or horn blowing.
- A broken window.
- An unfamiliar person doing any of the following:
  - Entering a neighbor’s room or office.
  - Loitering on or about the campus.
  - Trying to break into a car.
  - Repeatedly driving on or about campus.

Some tips that can be used to prevent campus crime are:

- Locking your door whenever you leave your room or office.
- Locking your windows whenever you leave your room, especially if you are on the ground floor or next to a roof surface.
- Averting temptation. Place your valuables out of sight.
- Not leaving valuables unattended anywhere on campus.
- Requesting identification of service people working in your area. If still uncertain, call the Physical Plant Department at extension 2222 or 417-448-4139.
- Keeping a record of serial numbers, models, brand names, and description of all your valuables. Also keep a record of all your charge account numbers in a safe place.
- Locking bicycles with high quality locks.
- Letting suitemates know where you will be going, when you plan to return, and how to reach you.
- Keeping keys safe at all times. Report any missing keys/keycards to the Health Services Office at extension 2157 or Campus Security at extension 2222 or 417-448-4139.
- Reporting all thefts, no matter how small, to Campus Security, extension 2222 or 417-448-4139. For residence hall thefts, contact your hall director. You may also report thefts to the Nevada Police Department at 448-2710.
Main Hall

- **Storm/Tornado**: Take stairs or elevator to lower level; stay clear of windows
- **Fire**: Leave building immediately; fire stairwells serve as an area of rescue
- **Violent Incident/Intruder**: Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation**: Center for the Arts

Judy and Glenn Rogers Fine Arts Building

- **Storm/Tornado**: Take stairs to lower level; stay clear of windows (If time permits, go to Main Hall lower level)
- **Fire**: Leave building immediately
- **Violent Incident/Intruder**: Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation**: Center for the Arts

P.E.O. Hall

- **Storm/Tornado**: Take stairs to lower level; stay clear of windows
- **Fire**: Leave building immediately
- **Violent Incident/Intruder**: Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation**: Center for the Arts

Physical Plant

- **Storm/Tornado**: Take stairs to lower level; stay clear of windows
- **Fire**: Leave building immediately
- **Violent Incident/Intruder**: Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation**: Center for the Arts

Center for the Arts

- **Storm/Tornado**: Go to Green Room, dressing rooms, or auditorium hallways; stay clear of windows (If time permits, go to basement of P.E.O. Hall)
- **Fire**: Leave building immediately
- **Violent Incident/Intruder**: Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation**: Judy and Glenn Rogers Fine Arts Building, 1st floor
Rubie Burton Academic Center (RBAC)

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

Library

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

Hinkhouse

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Raney Dining Room in Robertson Hall

Reeves Hall

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym
**Chapel**

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows (If time permits, go to Reeves Hall lower level)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

**Robertson Hall**

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

**Center for Women’s Leadership**

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows (If time permits, go to Hinkhouse lower level)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

**B.I.L. Lodge**

- **Storm/Tornado:** Go to bathrooms; stay clear of windows (If time permits, go to Hinkhouse lower level)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Gate entrance.

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**EMERGENCY BUILDING EVACUATION PLAN**