

COTTEY **COLLEGE**

CAMPUS EMERGENCY PROCEDURES



**1000 West Austin Blvd.
Nevada, Missouri 64772**

SCAN TO ACCESS EMERGENCY INFORMATION

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.

If, as a result of an emergency situation, you find yourself displaced please notify the College of your current location, status, and contact information. If you are student, report any changes of your address (physical and mailing) or class enrollment to your designated school official (DSO) as soon as possible, but no later than ten days.

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 building except in laboratories, the Dining Room, and maintenance shops designed for this purpose, except as authorized by the President or their designee.
- Smoking, vaping, or use of tobacco products is not permitted anywhere on campus.
- Vehicles shall be parked in designated areas only. Fire lane and handicap parking restrictions will be enforced.
- No firearms shall be used, carried, or stored on campus, except as authorized by the President or their designee.
- No fireworks shall be used or stored on campus, except as authorized by the President or their designee.

SAFETY POLICIES

TORNADO ALERTS:

WATCH—Conditions are favorable for tornado or severe weather.

- **Monitor weather apps/radio/TV 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 weather apps/radio/TV and take action as needed.**

SIGNALS:

- ◆ **Local weather warning horns will sound. City of Nevada also uses the app “Code Red” for notifications.**
- ◆ **The National Weather Service will provide warnings and updates through apps/radio and other available means of communication.**
- ◆ **Do not leave shelter until the all clear has been given by authorized personnel.**
- ◆ **Residence hall staff have access to a two-way radio to contact Security personnel if there is a loss of phone service, for updates on storm progress.**

THESE SAME INSTRUCTIONS SHOULD BE FOLLOWED WITH ALL STORMS.

TORNADO—HIGH WIND—PREPAREDNESS/RESPONSE

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. Alert others in the area of the danger.**
- **Pull the nearest fire alarm. Find a safe location and call 911 on a campus extension or a cell phone—then call Campus Security at extension 2222 or 417-448-1448.**
- **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. 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.**

FIRE

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.**

EARTHQUAKE PREPAREDNESS/RESPONSE

- Any spill involving hazardous materials or offensive odors from ventilation systems shall be reported to Campus Security/Physical Plant immediately at extension 2222 or 417-448-1448.

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.

HAZARDOUS MATERIAL SPILL

If a utility problem is discovered, such as a gas leak or elevator failure, call security at extension 2222 or 417-448-1448.

GAS LEAK

- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off a building's gas.
- As a precaution, avoid lighting matches or turning on or off lights. Treat any resulting flames as a fire.
- Stay clear of the problem. Go outside and wait for Physical Plant personnel or gas company employee, and direct them 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 Physical Plant personnel, gas company employee, 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 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.

UTILITY EMERGENCY

In case of possible communicable or contagious disease exposure or related symptoms, notify Cottey Health Services Office at extension 2157, 8-5 p.m., Monday-Friday. After 5 p.m., weekends, or holidays please call the hall director on duty. If, due to the severity of the symptoms, you need immediate medical attention call 911.

- **Stay where you are and do not make physical contact with anyone.**
- **Provide relevant information regarding your symptoms/exposure to the contact**
- **Follow directions as provided**

If you are off campus and plan on returning to campus, please follow the same directions. You may contact the Health Services Office during office hours, the hall director on duty after hours, a community physician, medical clinic, or the Vernon County Health Department. If you do contact an off-campus health professional please notify the Health Services Office as soon as possible of the situation.

In case of a medical emergency, call 911 on a campus extension or cell phone, then if you can safely do so:

- **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 or CPR as needed.**
- **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 911 on a Cottey phone or 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, 8 a.m.-5 p.m., Monday-Friday. 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.**
- **Always report any behavior or information you have that causes you concern for your safety or the safety of others.**

After taking necessary actions and the incident is over, please complete the appropriate Accident/Incident Form. Forward the completed form to Human Resources (employee related), Student Life (student related), Academic Affairs (academic related), AVP of Safety (visitor related), and/or a combination of offices based on where the incident occurred.

Note. 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.

MEDICAL/PSYCHOLOGICAL EMERGENCIES

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 911 on a campus extension or a cell phone. Give the 911 dispatcher 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 personnel at ext. 2222 or 417-448-1448.
- Report any suspicious object to campus security personnel 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 PROCEDURES

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
crying	slow	loud	excited	normal
raspy	distinct	nasal	stutter	cracking deep
laughing	slurred	accented	ragged	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 are necessary.

When walking or driving:

- Keep all your senses available. Do not use earphones while jogging, especially after dark.
- If you feel endangered, yell. Scream "HELP!" or "POLICE!" and run away.
- Use physical force 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. Call a friend or ask others to help.
- Stand up for yourself.
- Avoid use of alcohol/drugs.
- Let others know where you are going and with whom.

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 personnel at extension 2222 or 417-448-1448 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 911 from a campus extension or a cell phone. You can also go directly to the hospital to seek care. Contact the Counseling Office at extension 2157, the hall director on duty, a peer listener, an R.A., or someone you trust. If you do not want to make a police report contact a Title IX Coordinator to be informed of your options.

RAPE/SEXUAL ASSAULT PREVENTION

If an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people, remember, *Run-Hide-Fight*, call 911 on a campus extension or 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 object. 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 area.

HOSTILE INTRUDER

If you see or suspect any illegal activity occurring on or about the Cottey College campus:

- Contact local emergency services by calling 911 on a campus extension or a cell phone.
- Contact campus security personnel immediately at extension 2222 or 417-448-1448, give your name, 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, weight, hair color and style
 - ◆ Names used
 - ◆ Method and direction of travel
 - ◆ Sex, race, and age
 - ◆ Clothing
- 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, office, or car.
- 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 security at extension 2222 or 417-448-1448.
- Keeping a record and picture 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, with whom, when you plan to return, and cell number.
- Keeping keys safe at all times. Report any missing keys/Comet Cards to campus security personnel at extension 2222 or 417-448-1448.
- Reporting all thefts, no matter how small, to campus security personnel at extension 2222 or 417-448-1448. For residence hall thefts, contact your hall director. You may also report thefts to the Nevada Police Department at 448-2710.

AVOIDING/REPORTING A CRIME

Main Hall

- Storm/Tornado: Take stairs or elevator to lower level hallway; stay clear of windows
- Fire: Leave building immediately; fire stairwells serve as an area of rescue
- Violent Incident/Intruder: *Run-Hide-Fight*, 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, turn your cell phone to silent. 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 north hallway; stay clear of windows (If time permits, go to Main Hall lower level)
- Fire: Leave building immediately
- Violent Incident/Intruder: *Run-Hide-Fight*, 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, turn your cell phone to silent. 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: *Run-Hide-Fight*, 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, turn your cell phone to silent. 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: *Run-Hide-Fight*, 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, turn your cell phone to silent. 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: *Run-Hide-Fight*, 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, turn your cell phone to silent. 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

BIL 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:** *Run-Hide-Fight*, 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, turn your cell phone to silent. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Gate entrance

EMERGENCY BUILDING EVACUATION PLAN

Community Numbers

Emergency911

Non-Emergency Numbers

Nevada Regional Medical Center 417-667-3355
Vernon County Ambulance..... 417-667-5079
Vernon County Sheriff.....417-283-4400
Nevada Police417-448-5100
Fire Department..... 417-448-5105
Evergy (electric).....888-544-4852
Liberty Gas Company..... 800-424-0427
American Red Cross.....417-832-9500
VC Health Department 417-667-7418
VC Emergency Management Director 417-667-8236
(Derik White).....417-684-0169
Center for Disease Control Hotline 800-232-4636
Poison Hotline..... 800-366-8888

**In case of an emergency, check
www.cottey.edu for information
from our homepage.**

Revised - September 2020