

# **UNION COLLEGE**

# **EMERGENCY RESPONSE INFORMATION**

Please keep in an easily accesable place and review periodically.

# IMPORTANT INFORMATION

## Floor Captains

Union College has designated “Floor Captains” for each building (or floor in the Dick Building) to facilitate responding to an emergency situation. They are responsible for evacuating an area when needed and communicating important information to you from college administrators. In an emergency situation, Floor Captains will wear an orange safety vest. Please follow your Floor Captain’s instructions and do what you can to assist.

## Administrator on Duty

At all times, one campus administrator (president or vice president) is designated as “administrator on duty” or “campus administrator.” This person is responsible for making decisions and leading the campus-wide response to unexpected situations or emergencies. By default, the college president is administrator on duty, but when out of town, the president will assign a vice president to fill the role.

## 2911

The on-campus phone extension, 2911 (also 402.486.2911), is the campus emergency line. While you should always dial 911 first and alert city authorities if life or property is in danger, please follow up immediately with a call to 2911 to alert the administrator on duty of the situation. You should also call 2911 to report a potentially dangerous situation (tree limbs down, broken windows, etc.) or suspicious activity.

## UnionAlert system

Union College sends out emergency information through a variety of media including text messages, the college website, campus video displays and e-mail. In case of an emergency, every registered mobile phone (mandatory for students, strongly encouraged for employees) will receive a text stating the nature of the emergency, proper course of action and where to find more information. Please take these messages very seriously and follow instructions immediately. If you are instructed to evacuate a building or go to a storm shelter, please do not return to the building or leave the shelter area unless you receive an “ALL CLEAR” text message indicating it is safe.

## Building address

Each building has been assigned a street address (see page 19). When dialing 911, please give the building address as well as room number of the emergency.

Your building’s address: \_\_\_\_\_

Your building’s storm shelter: \_\_\_\_\_

Your building’s designated evacuation area: \_\_\_\_\_

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# IMPORTANT PHONE NUMBERS

Ambulance Service	911
Fire Department	911
Station #6	402.441.8376
Hospital Emergency Rooms	
Bryan LGH East	402.481.3142
Bryan LGH West	402.481.5142
St. Elizabeth	402.219.7142
Lancaster County Environmental Health Department	
Emergency Response	402.441.8000, 1, 3
Poison Control	800.222.1222
Police Department	911
(Non-emergency)	402.441.6000

<b>Core Team:</b> <i>[Remember (402) area code]</i>	<b>Office</b>	<b>Home</b>	<b>Cell</b>
Linda Becker, VP Student Services	486.2507	486.3492	499.6192
Gary Bollinger, VP Finance	486.2502	423.3927	202.6336
LuAnn Davis, VP Advancement	486.2503	327.8601	314.0063
Malcolm Russell, VP Academics	486.2501	489.0826	429.3595
Jonathan Shields, HR Director	486.2897	423.9748	314.4512
Tom Becker, IS Director	486.2511	486.3492	430.8320
Don Murray, Plant Services Director	486.2536	782-6305	440.3422
LeAnn Merth, Women's Dean	486.2535	486.2593	314.4510
Doug Tallman, Men's Dean	486.2543	486.2594	525.8639
Rick Young, IRR Director	#2016	904.4102	303.870.6870
Brian Hauff, IRR Faculty	#2018		817.648.3251
Ron Dodds, Head of Security	486-2533	486.2596	450.9186
Ryan Teller, Public Relations	486.2538		853.1993

# **BODILY FLUIDS AND BLOOD-BORNE PATHOGENS**

The blood or other moist body substance(s) of all individuals is to be considered potentially infectious, and precautions carried out to prevent exposure to these secretions.

## **Victim and responder**

1. Stay calm.
2. Wear protective gear (mask and latex gloves) from the “Spill Clean Up” bag found in the first aid kit located \_\_\_\_\_.
3. Secure area.
4. Render first aid, if necessary.
5. If medical emergency, dial 911 and state to the operator that you are calling from \_\_\_\_\_ and that we have a medical emergency. Give exact location:

Union College \_\_\_\_\_ Building

\_\_\_\_\_ (street address)

Floor, Room \_\_\_\_\_

6. Call 2911 to notify the campus administrator of the event.
7. Clean contaminated area, wearing gloves (see next page). Remove soiled gloves. Disinfect area wearing clean gloves. Place all materials in “Spill Clean Up” plastic bag for disposal.
8. After rendering first aid, clean any skin exposure with soap and water.
9. Report incident to Student Health Office, Ext. 2554.
10. Consider post-exposure testing.
11. Obtain new “Spill Clean-up Kit” from Student Health Office, Ext. 2554, and place in emergency first aid box.

## **Site clean-up**

1. Wear protective gear (mask and latex gloves) found in your “Spill Clean-up Kit.”
2. Clean contaminated area, wearing gloves. Remove soiled gloves, placing them in the “Spill Clean-up Kit” plastic bag. Disinfect area, wearing clean gloves.
3. Place all materials used in clean-up in the “Spill Clean-up Kit” plastic bag, leaving 1/3 of bag empty. Tie shut.
4. Contact Student Health Office, ext. 2554, for bag disposal.
5. Wash hands with soap and water.

# **BOMB THREAT**

## **Live phone threat**

1. Listen to the call without interrupting caller.
2. Complete Bomb Threat Checklist (see page 6).
3. Report the call immediately by dialing 911, then call x2911 or 402.486.2911 to advise campus administration.

## **Voicemail threat**

1. Listen to the message.
2. Complete Bomb Threat Checklist (see page 6).
3. Save the voicemail message.
4. Report the call immediately by dialing 911, then call x2911 or 402.486.2911 to advise campus administration.

## **Email or written threat**

1. Do not discard or delete the message.
2. Immediately call 911 to report the threat.
3. Call x2911 (or 402.486.2911) to report the threat to campus officials.

## **Suspicious Package**

1. Stay calm. Do not touch.
2. Dial 911 and tell the operator that you are calling from \_\_\_\_\_ and that we have a suspicious package. Give exact location:

Union College \_\_\_\_\_ Building

\_\_\_\_\_ (street address)

Floor, Room \_\_\_\_\_

3. DO NOT ACTIVATE FIRE ALARM. TURN OFF CELL PHONES.
4. Leave everything unchanged in the room (lights, doors...).
5. Call x2911 to notify the campus administrator of the event.
6. Using the stairwell, all employees, students and staff must evacuate the building and go to your building designated evacuation site. Everyone should be at least 500 feet from any suspicious device.
7. Report to emergency personnel if anyone refused to evacuate your office area.
8. Report to emergency personnel the location and description of package, if known.
9. Do not re-enter the building until emergency personnel has said it is safe to do so.

# BOMB THREAT CHECKLIST

If you receive a bomb threat, please use the following checklist to help authorities access the situation.

Time of call \_\_\_\_\_

Telephone line call came in on \_\_\_\_\_

Time phone call ended \_\_\_\_\_

Engage caller in conversation as long as possible. Ask the following questions and write down exactly what was said.

1. How many bombs are present? \_\_\_\_\_
2. When is the bomb going to explode? \_\_\_\_\_
3. Where is the bomb? Is it in the open? Concealed? Disguised? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. What kind of bomb is it? \_\_\_\_\_
6. What will cause it to explode? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. Where do you live? \_\_\_\_\_
9. Why was the bomb planted? \_\_\_\_\_
10. How did it get in the school? \_\_\_\_\_

## Caller Description

Sex \_\_\_\_ Age \_\_\_\_ Race/Accent \_\_\_\_\_

Calm	Laughing	Lisp
Angry	Crying	Raspy
Excited	Nasal	Deep
Slow	Normal	Ragged
Rapid	Distinct	Accent
Soft	Slurred	Distinguished
Loud	Stutter	Familiar

## Background Sounds

Street noise	Voices	Clear
Music	Animals	Static

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# EARTHQUAKE

Earthquakes provide little or no warning. However, there are some conditions that may act as warnings:

- previous tremors, seismologist predictions
  - animals acting restless or anxious
  - escalating rumbling that accompanies tremors
1. Stay calm. Encourage others to remain calm.
  2. **IF OUTDOORS**, move quickly away from buildings, utility poles and other structures. Assemble at your building's designated evacuation site \_\_\_\_\_.  
Caution: Always avoid power or utility lines as they may be energized, and brick or glass buildings.
  3. **IF INDOORS**, take cover under a desk or large table, or in the inside corner of a building. Stay away from windows, tall or hanging furniture (bookshelves) or appliances, heavy equipment, or porches or overhangs.

After the initial shock, designate person(s) to evaluate an evacuation route, watching for:

- a) injured or trapped victims - assign available first-aid responders to assist
- b) fire—if possible, notify fire department
- c) gas leaks—evacuate immediate area
- d) electrical hazards, i.e., exposed wires, outlets - cordon off area
- e) major structural damage—designate alternate evacuation route

**NOTE: Gas leaks and power failures create special hazards. Please report any utility failures to campus security by calling 2911 or 402.486.2911.**

Once an evacuation route has been determined, EVACUATE building as soon as possible, keeping away from fallen or falling glass or other hazards (as above). As possible without causing further injury, assist the disabled or injured in exiting the building. Protect yourself at all times and be prepared for after-shocks.

**USE STAIRS – do NOT use ELEVATORS!**

Once outside, go directly to your buildings designated evacuation site \_\_\_\_\_. Allow only designated person(s) (trained responders) to reenter building.

4. Report injuries and damages to your floor captain \_\_\_\_\_.
5. The floor captain will contact campus administration by radio or phone to report the incident.



# FIRE

1. Stay calm. Maintain composure and clear thinking.
2. If the alarms have not gone off, activate the general fire alarm located near all marked exits.
3. Dial 911 and to report the fire:

Union College \_\_\_\_\_ Building

\_\_\_\_\_ (street address)

Floor, Room \_\_\_\_\_

4. Using the stairwells, evacuate building. If you encounter smoke, drop to the floor and crawl to the nearest safe stairwell.

If the hallway or stairway is filled with flames, stay in your office, close the office door, and go to a window and wave for assistance. Do not open a window unless told to by the fire department.

5. Go immediately to your building's designated evacuation site \_\_\_\_\_. Check in with, and report any injuries to, your floor captain. The floor captain will then notify rescue personnel if anyone needs assistance.
6. Do not reenter the building until the fire department has said it's safe to do so.
7. If suspicion of arson exists, treat all damaged areas as crime scenes—avoid touching or removing anything from the scene unless absolutely necessary.
8. Call 2911 or 402.486.2911 to notify the campus administrator of the event.

**Handicapped persons** should stay at the top of the stairs if they cannot exit the building on their own. You may stay with that person, if you wish, or exit the building. Inform emergency personnel where the handicapped person is located.

**Note:** To escape from a burning room or building, always crawl when smoke or heat is present to avoid asphyxiation. If heavy smoke is in the air, wet a cloth (shirt, towel..) and place over mouth and nose.

**Stop-Drop-Roll:** If a student or staff member's clothing catches on fire, do not allow them to run. Try and smother the fire by wrapping the person in heavy fabric (coat, blanket, rug, curtain...) Roll them on the ground.

# HAZARDOUS MATERIALS

## Chemical or radiation spill

1. Stay calm. Maintain composure and clear thinking.
2. Safely try to identify the type and characteristics of material.
  - Solid, liquid, gas or changing state?
  - Type of storage containers?
  - Placards or labels with numbers?
3. Call 911 and alert the dispatcher to contact the Lincoln Fire Department's Hazardous Materials specialist regarding the possible involvement of hazardous materials in:

Union College \_\_\_\_\_ Building

\_\_\_\_\_ (street address)

Floor, Room \_\_\_\_\_

4. Activate fire alarms and evacuate building. Do not attempt to put out any chemical fires or do any cleanup yourself.
5. Call 2911 or 402-486-2911 to notify the campus administrator of the event.
6. Do not return to area or building until emergency personnel have indicated it is safe to do so.
7. Immediately report the event and any injuries or damage to the human resources director, ext. 2897.

## For chemical exposure

1. Stay calm.
2. Have another employee read the Medical Safety Data Sheet (MSDS) or side of container for medical information. MSDS book is located in \_\_\_\_\_.
3. Follow MSDS instructions and, if necessary, transport the injured employee to the nearest emergency room.
4. Contact the victim's work supervisor immediately. Work supervisor or employee should contact the Human Resources Director, Ext. 2897, within 24 hours to fill out an injury report.

## **SEXUAL ASSAULT OR RAPE**

1. Stay calm.
2. If a victim confides to you they have been attacked, reassure the victim of your intention to get help and minimize the trauma.
3. Remind the victim that she/he is not responsible. Sexual assault is a crime and should be reported. Try to reduce feelings of guilt and shame. Help the victim contact the Police Department at 402.441.6000. Then call campus administration at x2911 or 402.486.2911. Note: the Police Department will assign a trained victim's advocate to help the victim through the process.
4. Allow the victim to make decisions she/he is capable of making—within reason. Remember, you are required by law to report abuse if she or he is under 19 years of age. If the victim is reluctant to report the incident, or you are unsure of reporting procedures, advise her/him to seek counsel from the Voices of Hope hotline at 402.475.7273.
5. Assist the victim in contacting the Voices of Hope hotline. One of their staff members may accompany victims to ER and serve as an advocate during the reporting process.
6. If possible, do not allow victim to destroy evidence; strongly advise her/him NOT to shower, wash hands, change clothes, douche, etc. The victim may take a change of clothing to the ER to change into after being examined.
7. If the victim thinks she or he was drugged before being assaulted, try not to let her or him urinate before providing urine samples. If possible, collect any glasses, cans or bottles from which the victim drank.
8. Strongly encourage the victim to get immediate medical attention. The emergency room has individuals specially trained to deal with sexual assaults and rapes, so it is better equipped to handle trauma situations than most medical practices. Remind the victim that getting medical help does not mean she or he will have to report the perpetrator. Once at the emergency room, she or he can refuse to give information specific to the perpetrator, and has the right to an advocate (Voices of Hope) when questioned by police. If necessary, remind the victim that medical costs can be reimbursed through proper reporting.
9. Report incident to dean of students. The school will respect the privacy of the victims, but information about the incident must be included in annual reports to law enforcement.

# **SHOOTING OR HOSTAGE SITUATION**

## **Campus shooting**

1. Stay calm. Try to calm others in the area.
2. Dial 911 and report the incident, giving as much information as possible. What did you see or hear—describe the suspect's clothing and exact location.
3. AVOID RISKS! Should gunfire or discharged explosives threaten your immediate work area, attempt to run far away from the area and seek shelter.
4. Call 2911 or 402.486.2911 to notify the campus administrator of the event as soon as safely possible.

## **If taken hostage or trapped in a violent situation**

1. Try to be patient. Time is on your side. Avoid any drastic action.
2. The first 45 minutes are usually the most dangerous. Be alert and follow instructions. The captor is unbalanced, so avoid mistakes which could hazard your well being.
3. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Do not whisper to other hostages. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat captor like royalty and try to build a rapport.
4. Try to rest. Avoid speculating. Comply with instructions as best you can.
5. Avoid arguments. Expect the unexpected.
6. Be observant, you may have an opportunity for escape. The personal safety of others may depend on your memory.
7. Be patient, wait. Ask permission if medications, first aid, or restroom privileges are needed by anyone. The captors, in all probability, do not want to harm anyone.

## **If not in immediate danger:**

1. If you heard shooting but it is not in your immediate work area, you should immediately lock the door, shut off the lights and hide against the wall or under desks away from windows.
2. Ignore all bells and alarms. Do not open the door for anyone except law enforcement. Listen for voice announcements from the clock tower.
3. Dial 911 and report incident to law enforcement authorities, providing as much information as possible including suspect's clothing, description, name, location, etc,
4. Dial 2911 or 402.486.2911 to notify the campus administrator of the situation.

# SUICIDE

1. Stay calm.
2. Provide emergency first aid:
  - Establish airway
  - Control bleeding
  - Treat for shock
  - If trained, administer CPR.
3. AEDs are located in the following places (only use if trained):
  - On the first floor of the Dick Building
  - Rees Hall
  - Larson Lifestyle Center
  - Atrium
4. Call 911 for emergency assistance
5. Call 2911 or 402.486.2911 to notify the campus administrator.
6. If the victim is conscious, ascertain method of attempt.
7. Preserve evidence—do not touch weapon, blood or vomit.
8. Remain with victim until emergency personnel arrive or designate someone to maintain suicide watch to prevent further danger/injury/damage.
9. Control panic and curiosity. Designate security person to keep onlookers away and give the information that authorities are in charge of the situation. Do not allow anyone to touch anything in the victims room or area.
10. If a residence hall student has attempted suicide, contact dean to notify roommate that student has been transferred to the ER for medical attention (request that no further information be given until victim/family responds).

If someone you know is depressed or talks about suicide, call x2911 or (402.486.2911) for help. Listen—allow the person to express feelings. Don't be judgmental and take threats seriously. Let the person know depression is treatable.

**Ask:** Are you thinking about suicide? Be direct, open, and honest. Don't be sworn to secrecy.

**Note:** A detailed plan indicates greater risk.

**Take action:** Get professional help. Do not leave a person in crisis alone. If possible, remove potential weapons, drugs, alcohol, but do not put yourself in danger.

# TORNADO

1. Stay calm.
2. When the siren sounds, you receive a UnionAlert text message or tornado is sighted; make sure you alert fellow employees and students in all areas of the campus (bathrooms, stairwells, outside, etc.).
3. PROCEED IMMEDIATELY to your building's designated shelter \_\_\_\_\_. Stairwells may be used only if additional space is needed but get as near to the ground level as possible.
4. USE STAIRS. DO NOT USE ELEVATORS.
5. Remain in the center of the building, away from windows.
6. Tune to KLIN 1400 AM or KFOR 1240 AM to monitor weather conditions.
7. Wait for "all clear" from a Floor Captain or UnionAlert text message before leaving basement area.
8. The campus emergency radios will be used in case of a tornado warning. Floor captains must take an emergency radio to the shelter and select channel 1. Be sure to respond and follow instructions given by the campus administrator. Use the radio to report damage and injuries.
9. If no radio is available, dial 911 for serious injuries and dial 2911 or 402.486.2911 to notify the campus administrator of injuries or damage.

**Take all warnings seriously—even if no tornado or storm is visible—and respond accordingly.**

## UTILITY FAILURE

1. Stay calm.
2. Assess nature of risk. If an emergency exists, dial 911.
3. Call 2911 or 402.486.2911 to notify the campus administrator of the event.

**Always follow steps 1-3 above first whenever the following utility emergencies arise:**

**Elevator failure**—Use the emergency phone located inside elevator.

**Plumbing failure or flooding**—Cease using all electrical equipment. If necessary, vacate area.

**Gas leak**—EVACUATE building immediately. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT INCLUDING CELL PHONES.

**Heat failure**—Dress appropriately and conserve energy.

**Air conditioning failure**—Wear loose-fitting, cool clothing. Close window blinds. Maintain water intake. Use fans when appropriate.

# **WORK RELATED INJURY OR ILLNESS**

## **Emergencies**

1. Proceed to the closest health care facility.
2. Let medical office know that this injury is work related and covered under worker's comp insurance. Bills should be sent to the Claims Coordinator in the Union College Business Office.
3. Prescriptions for work related injuries or illnesses are covered under worker's comp insurance. Employee should inform the pharmacist that this is a work related injury or illness.
4. Notify work supervisor and the Union College claims coordinator at 402.486.2502 within 24 hours after an accident.
5. Keep the claims coordinator updated on the employee's medical status and/or days missed.

## **Non-emergencies**

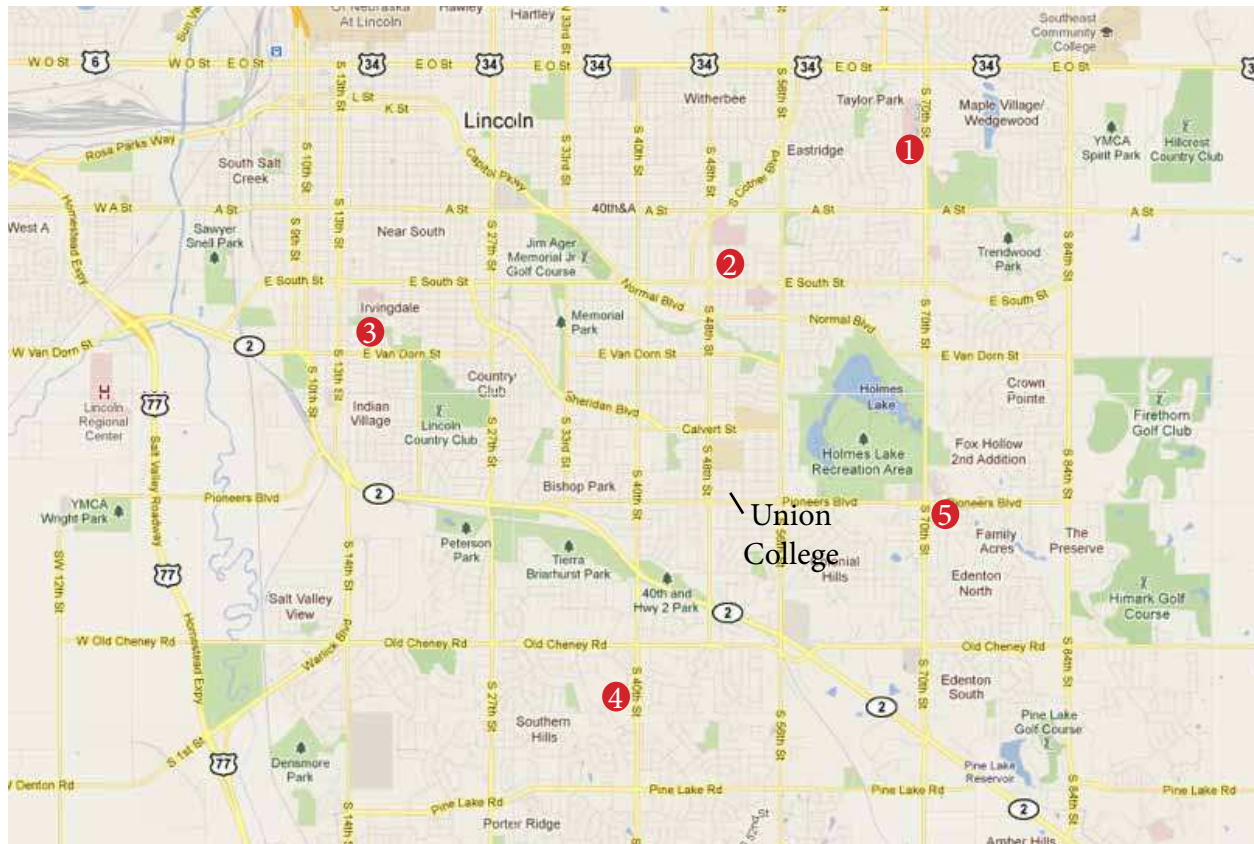
1. Proceed to LincCare or other St. Elizabeth Health Care facility; or contact the Union College claims coordinator for a list of approved physicians OR make an appointment with your primary care physician. LincCare and Company Care facilities are within our PPO system.
2. Notify work supervisor and the UC Claims Coordinator within 24 hours of all work related accidents.
3. Physician must return a completed WorkAbility Report to the claims coordinator detailing any work restrictions.
4. Keep the claims coordinator updated on medical status and/or days missed.

Union College employees are covered under worker's compensation insurance for any work related injuries or illnesses. Although we encourage employees to be cautious and to do all they can to prevent injuries or illnesses, that protection is there when needed. We do require a WorkAbility Report from the treating physician. Worker's comp insurance will begin payments directly to an employee after 7 calendar days off work. Payment is made at two-thirds the average weekly wage. When restricted work is indicated, the work supervisor will work with the employee to accommodate that recommendation until the employee can return to regular work responsibilities.

We encourage all Union College employees to be proactive in workplace safety!



# HOSPITALS AND URGENT CARE FACILITIES



## Use these facilities in case of a medical emergency

- 1. Saint Elizabeth Regional Medical Center**  
555 S. 70th St., Lincoln, NE 68510  
402.219.8000 or [www.saintelizabethonline.com](http://www.saintelizabethonline.com)
- 2. BryanLGH Medical Center East**  
1600 S. 48th St., Lincoln, NE 68506  
402.489.0200 or [www.bryanlgh.com](http://www.bryanlgh.com)
- 3. BryanLGH Medical Center West**  
2300 S. 16th St., Lincoln, NE 68502  
402.475.1011 or [www.bryanlgh.com](http://www.bryanlgh.com)
- 4. Linc Care**  
3910 Village Drive, Lincoln, NE 68516  
402.434.7383 or [www.linccare.org](http://www.linccare.org)
- 5. Urgent Care Clinic of Lincoln**  
4210 Pioneer Wood Dr., Suite A, Lincoln, NE 68506  
402.488-4321 or [www.ucclincoln.com](http://www.ucclincoln.com)

## UNWANTED VISITORS OR SUSPICIOUS ACTIVITY

Union College has a reputation for being a friendly place. Each one of us is responsible for strengthening that reputation while staying alert for people who may have intent to cause property damage or bodily harm.

Help make Union a welcoming environment by approaching people you don't know and offering assistance. With nearly 1200 students and employees on campus, it may be impossible to recognize everybody, but it is usually easy to spot someone who seems unsure of where to go and offer assistance.

Do your best to help a campus guest find his or her destination, but also look for warning signs that may indicate the visitor has harmful intentions:

1. The guest refuses to answer questions or gives evasive answers
2. The guest looks uncomfortable or nervous
3. The guest speaks in a rude or aggressive manner
4. The guest is looking around in restricted areas such as private offices or storage rooms.

Use good judgement. If a guest behaves in a suspicious manner, politely tell him or her that Union College is a private facility and all guests need to check in. If the guest refuses to do so, call 911 and then call 2911 or 402.486.2911 and tell them you have an unwanted visitor.

Remember that being alert and staying in control of the situation is extremely important to your safety and the safety of others.

# **BUILDING SAFETY AND EVACUATION INFORMATION**

## **Campus Store**

Tornado: stay in place

Designated evacuation area: tennis courts behind Don Love Building

Building address: 4933 Bancroft Avenue

Floor captain: Darla Hornby

## **Carnegie Building**

Tornado shelter: basement server room

Designated evacuation area: rock pile on front campus

Building address: 4810 Prescott Avenue

Floor captain: Steve Nazario

## **Culver Hall**

Tornado: Ortner Center restroom hallway

Designated evacuation areas: Beyond Jorgenson, under lights of 48th street

Building address: 4880 Prescott Avenue

Floor captain: Doug Tallman

## **Dick Building**

Tornado shelter: basement

Designated evacuation area: rock pile on front campus

Building address: 3800 S. 48th Street

Floor captains:

Basement—Carol Gibson

First floor—LouAnn Fredregill and Janya Mekelburg

Second floor—Verna Blankenship and Barry Forbes

Third floor—Verna Blankenship and Barry Forbes

Fourth floor—Amy Watson, Michelle Mesnard and Tamara Goodrich

Fifth floor—Cheri Blue and Harvey Meier

Sixth floor—Elina Bascom

## **Engel Hall**

Tornado shelter: basement

Designated evacuation area: in front of Rees Hall

Building address: 4811 Bancroft Avenue

Floor captain: Bruce Forbes and Nancy Meier

## **Jorgenson Hall**

Tornado shelter: basement (west end of building, closest to 48th street)

Designated evacuation area: lawn in front of the building

Building address: 4820 Prescott Avenue

Floor captains:

First floor—Keith Riese

Second floor—Darla Peterson/Carrie Wolfe

Third floor—Salvador Moguel

## **George Stone**

Tornado shelter: basement of Rees Hall

Designated evacuation area: parking lot behind Rees Hall

Building address: 4901 Bancroft Avenue

Floor captains: Theresa Weigel-Gillham

## **Gymnasium**

Tornado shelter: basement (enter through door to the right of the stage)

Designated evacuation area: College View Church parking lot across Prescott Ave.

Building address: 4910 Prescott Avenue

## **International Rescue and Relief**

Tornado shelter: basement of Rees Hall

Designated evacuation area: parking lot behind Rees Hall

Building address: 4901 Bancroft Avenue

Floor captains: Brian Hauff and Tiffany Simmons

## **Larson Lifestyle Center**

Tornado shelter: room 212

Designated evacuation area: parking lot above the main doors

Building address: 3733 South 52nd street

Floor captain: Mary Jean Horst and Phyllis Gorton

## **Library**

Tornado: Southeast corner of library (downstairs bathrooms and janitors closet)

Designated evacuation area: Upstairs to sundial in front of Don Love Building; downstairs to dumpster out the southeast door by bathrooms/janitors closet

Building address: 4933 Bancroft Avenue

Floor captains: Sabrina Riley, Gillian Connors, Evelyn Lucas, Greg Merchant and Jeannette Wetmore

## **Nursing Annex**

Tornado: stay in place

Designated evacuation area: tennis courts behind Don Love Building

Building address: 4933 Bancroft Avenue

Floor captain: Amy Bollinger

## **Nursing/Physician Assistant**

Tornado shelter: room 212 downstairs (through pool observatory exit, down stairs)

Designated evacuation area: out main door, up flight of stairs and into parking lot.

Building address: 3733 South 52nd street

Floor captains: Sharon Gregory and Jan Lemon

## **Ortner Center**

Tornado shelter: restroom/janitor closet hallway at the entrance to Union Market

Designated evacuation area: flagpole by the clock tower

Building address: 4880 Prescott Avenue

Floor captain: Sharon Russell

## **Plant Services**

Tornado: basement

Designated evacuation area: Parking lot south of the office

Building address: 5040 Prescott Avenue

Floor captain: Don Murray, Patty Moyle

## **Prescott Hall**

Tornado: basement (downstairs)

**Designated evacuation area:**

Building address: 4920 Prescott Avenue

Floor captain: Ron Dodds

## **Rees Hall**

Tornado shelter: basement

Designated shelter area: back parking lot and front lawn

Building address: 4901 Bancroft Avenue

Floor captain: LeAnn Merth

## **Union Market**

Tornado shelter: restroom/janitor closet hallway at entrance to Union Market

Designated evacuation area: flagpole by the clock tower

Building address: 4880 Prescott Avenue

Floor captain: Peter Blankenship, Annie Escobar and Jennifer McFayden

# **EMERGENCY COMMUNICATION PROCEDURES**

The Union College emergency radios facilitate communication in the event of a tornado or other disaster that forces people on campus to take shelter in buildings. The radios will allow administrators to communicate to the entire campus at once rather than one at a time via cell phone.

## **Communication clerk**

A communication clerk will be designated by the incident commander (must be located in a central area of campus). The primary issues the communication clerk must address are:

1. It is your job to communicate to all areas of campus and gather information about injuries, damage and number of people accounted for. Any important information should be passed on immediately to the incident commander until a logistics chief is in place.
2. Not all stations can hear each other. All traffic from other people must be repeated so that everyone listening to the radio can hear the message.
3. A communication clerk cannot assume that another radio can hear his or her transmission. Always ask for confirmation of receipt of a transmission and always acknowledge receipt of a transmission from another station.
4. When gathering reports from campus, use a consistent pattern for taking reports from each area of campus. Use the form on page 24 as a guide.

## **Floor/building captains**

Please follow these steps in case of an emergency.

### **Tornado watch alert received via Union Alert text**

1. Locate emergency radio and make sure it is operational and on channel 1.
2. Review building plan to make sure you are familiar with sheltering location and procedures.
3. Locate attendance and employee logs so that you can account for everyone in the building or floor in case of an evacuation.

### **Tornado warning alert received via Union Alert text or sirens sound**

1. Get radio, cell phone, notebook and pen.
2. Make sure everyone on floor/building has evacuated to the designated shelter area.
3. Once everyone is in the shelter (including yourself), then turn on your radio to channel one and listen for communication clerk.
4. Take a count of people in the shelter and compare attendance and employee logs to make sure everyone is accounted for. Prepare to report findings to communication clerk, including name of people not accounted for.
5. Note any injuries or damage you can see from shelter area.
6. Do not leave shelter area unless instructed to do so by a school administrator or rescue personnel; or if the shelter area is in imminent danger (fire, gas leak, obviously unsafe structure).

# EMERGENCY COMMUNICATION CHECKLIST

The following worksheet is useful for both the communication clerk and the floor captains to keep track of injury and damage reports during a emergency. Please note the date and time at the top of the sheet and use a new checklist for each report.

Date \_\_\_\_\_ Time \_\_\_\_\_

<b>Building</b>	<b>people sheltered</b>	<b># of injuries</b>	<b>critical/minor</b>	<b>damage</b>
Rees Hall	_____	_____	_____	_____
Culver/Ortner	_____	_____	_____	_____
Prescott Hall	_____	_____	_____	_____
Jorgensen Hall	_____	_____	_____	_____
Engel Hall	_____	_____	_____	_____
Love Building	_____	_____	_____	_____
Larson	_____	_____	_____	_____
Gymnasium	_____	_____	_____	_____
Carnegie	_____	_____	_____	_____



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