



HASKELL INDIAN NATIONS UNIVERSITY

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Emergency Action Plan



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Emergency Procedures

For the purpose of this handbook, an “emergency” is defined as any major building fire, explosion, or other unusual mishap or act of nature.

Emergency Phone Numbers

<p style="text-align: center;">Emergency Response From a campus phone:</p> <p style="text-align: center;">9-9-1-1</p> <p style="text-align: center;">Non campus phone: 9-1-1</p>
<p style="text-align: center;">Haskell Emergency Response Team (HERT) & Facilities Management From a campus phone:</p> <p style="text-align: center;">Extension: 467, 608, 763, 784</p> <p style="text-align: center;">Non campus phone: 749-8467, 832-6608, 830-2763, 830-2784</p>
<p style="text-align: center;">Haskell Security Security Cell Phone: 785-760-6192</p> <p style="text-align: center;">Haskell Safety Office Safety Cell Phone: 785-764-7725</p>
<p style="text-align: center;">Haskell Boiler/HVAC Phone Evenings and Weekends Non campus phone: 764-3930</p>

NOTE: Haskell uses a text/email notification system called e2Campus to notify the campus during emergency situations and severe weather conditions. Students and staff are highly encouraged to subscribe via the Haskell website home page. There is also an Emergency P.A. system in most buildings on campus where pre-recorded messages are sent out and can be heard on campus for further directions during an actual emergency.

Emergency Reporting Procedures

Report any emergency as soon as possible. Depending on the severity of the emergency, call 9-1-1, Haskell Security, or the HERT Team.

Be prepared to answer the following questions:

The nature of the emergency: fire, medical, etc.

The location of the emergency: address, building name and number and exact location of the incident (e.g. 1st floor, northwest corner of Sequoyah Hall, Building #107, Haskell Indian Nations University).

Any injuries / extent of injuries?

Your name and telephone number.

Do not hang up until instructed to do so by the dispatcher. Get another person to call the Haskell Security / HERT.

Once the HERT team is notified, emergency notifications will be sent out via the e2Campus notification system and/or the Emergency P.A. system.

Evacuation Procedures

A building evacuation may be initiated for fire, building system malfunction, chemical spill, or a disaster. Primary evacuation signal is the fire alarm. Alternate signals are by telephone, e-mail, or P.A. system. Employees and students should take time to familiarize themselves with all emergency exits from their work area and classrooms, along with the designated Emergency Assembly Area for their building and campus Emergency Base. When the evacuation alarm is sounded:

Quickly gather your personal belongings (keys, purse, etc.) and head for the closest exit.

Close the door behind you – but do not lock it.

If there are people with disabilities or need a little extra help evacuating, provide assistance.

Proceed to the designated Emergency Assembly Area for the building.

Wait for instructions from the HERT and/or emergency responders.

Wait until the “all clear” has been given by the emergency responders before entering any structure.

Active Shooter and Severe Weather procedures are listed below.

Emergency Assembly Area and Emergency Base

An Emergency Assembly Area is a pre-designated safe location near a building where building occupants assemble and report to the Emergency Building coordinator, his/her designee, and/or Safety Compliance Specialist. All Emergency Assembly Areas should be located at least 500 ft from the building.





In the event of a major fire, tornado, or total destruction of buildings on campus an Emergency Base will be set up. All employees will be instructed to report to Stidham Union. In the event the Union has been destroyed, the following, in order will be the set-up site: Coffin Complex, Winnemucca Complex, and Osceola-Keokuk.

Fire Procedures

Know the location of the fire extinguishers, fire alarms, and exits.

Fire extinguishers are to be used by trained personnel only! If you have been trained in the proper use of a fire extinguisher and it is safe to do so, you may fight small fires (no larger than a wastepaper basket), providing you have a safe exit from the fire area.

Remembering the word "**PASS**" can remind you of the four steps to using a fire extinguisher.

<p>"P" stands for "Pull", which means pull the pin. There are some types of fire extinguishers which require another action such as releasing a latch or pressing on a lever.</p>	
<p>"A" stands for "Aim". Aim the nozzle of the fire extinguisher at the base of the fire.</p>	
<p>The first "S" stands for "Squeeze". Squeeze or press on the handle of the extinguisher.</p>	
<p>The final "S" means "Sweep". Sweep from side to side at the base of the fire. Keep doing this until the fire is out.</p>	

Pull the fire alarm, call 9-1-1 to report the fire, call Haskell Security / HERT.
Report discharged / damaged fire extinguishers to Facilities Management as soon as possible.

If you hear the fire alarm or smell smoke, evacuate the building. Pull the fire alarm, call 9-1-1, Haskell Security / HERT. The priority is to get everyone out of the building immediately.

Close (but don't lock) doors behind you – this is to slow down the spread of the fire. Stay between the fire and an exit so you do not become trapped.

If you are trapped in a room:

Wet and place a cloth or material around and under the door to prevent smoke from entering the room. Use a sweater, shirt, rug, water (even from a vase or toilet), soda, etc.

Close as many doors as possible between you and the fire.

Call 9-9-1-1 (campus phone) or 9-1-1 (cell phone) and let the dispatcher know your exact location, including building name and number and room number if possible.

If caught in smoke:

Drop to hands and knees and crawl toward exit.

Stay as low as possible to avoid smoke inhalation.

Breathe shallowly and cover your nose with a cloth or towel.

If forced to flee through flames (last resort):

Cover your head and hair with a blanket, coat, rug, sweater, etc.

Hold your breath.

Move quickly.

Keep your head down and eyes closed or squint as much as possible.

Active Shooter / Hostile Situations

Haskell Indian Nations University is committed to providing a safe campus for our students, staff, faculty, and visitors, and provides these procedures to follow in the event of a hostile situation incident and to increase your chances of survival from such an encounter.

When an active shooter is in your area:

Do not sound the fire alarm, it will bring attention to your location.

RUN:

Have an escape route and plan in mind.

Leave your belongings behind.

Keep your hands visible (the police will be looking for someone carrying a weapon).

HIDE:

Hide in an area out of the shooter's view.

Block entry to your hiding place and lock the doors.

If the room does not have locks, pile desks, files, anything to prevent or hinder the intruder's way in.

Silence your cell phone and/or pager.

FIGHT:

As a last resort and only when your life is in imminent danger.

Attempt to incapacitate the shooter.

Act with physical aggression at the active shooter.

If communication is available, call 9-9-1-1 (campus phone) or 9-1-1 (cell phone) when it is safe to do so. Call the Haskell Security and the HERT.

When law enforcement arrives:

Put down any items in your hands (i.e., bags, jackets).

Raise hands and spread fingers.

Keep hands visible at all times.

Avoid quick movements toward officers such as holding on to them for safety.

Avoid pointing, screaming, or yelling.

Do not stop to ask officers for help or directions when evacuating.

Remember their priority is to get to the shooter first.

You should provide to Law Enforcement or 911 Operator:

Location of the active shooter (if known).

Number of shooters (if known).

Physical description of shooters (if known).

Number and type of weapons held by shooters (if known).

Number of potential victims at your location (if known).

Medical Emergencies

If you or someone else becomes injured or ill while on campus:

If immediate medical attention is required, call 9-9-1-1 (campus phone) or 9-1-1 (cell phone).

Call Haskell Security / HERT.

Continuously communicate providing reassurances.

Employees: if the injury is not life-threatening but still requires medical attention, please notify the supervisor and Safety Manager.

Bomb Threats and Suspicious Objects

It is possible you might receive a threatening telephone call, letter, or suspicious parcel, or discover a suspicious object somewhere on the premises.

If you receive a threatening phone call:

Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information. Ask the questions on the bomb threat checklist.

Do not initiate a building evacuation. If possible, have someone else summon the police, Haskell Security and the HERT. The decision to evacuate will be determined by the local police in consultation with campus authorities.

If an evacuation is ordered, proceed to the Emergency Base.

If you receive a written threat, a suspicious parcel or if you find a suspicious object anywhere on campus:

Notify Facilities immediately.

Do NOT touch anything, keep others from going near it. Do not open it.

Promptly write down everything you can remember about receiving the letter or parcel or finding the object. This information will be needed by law enforcement personnel, Haskell Security, and the Safety Manager.

If an evacuation is ordered, proceed to the Emergency Base.

Bomb Threat Checklist

CALLER'S VOICE:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Crackling Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What Kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

BACKGROUND SOUNDS:

- Street noises
- Bar noises
- Voices
- Music
- House noises
- Motor
- Office Machines
- Animal noises
- Factory machinery
- Static
- Local
- Long distance
- Booth
- Other

EXACT WORDING OF THE THREAT:

Sex of Caller: _____ Race: _____

Approximate age: _____

THREAT LANGUAGE:

- Well-spoken
- Foul
- Irrational
- Incoherent
- Taped
- Message read

Length of Call: _____

Number at which call was received: _____

Remarks: _____

Time: _____

Date: _____

Gas Leak

If you smell natural gas:

Cease all operations immediately.

Do not switch lights on or off.

Evacuate the area at least 500 feet from the building. Do not sound the fire alarm.

Immediately call Facilities. (from outside the building)

If evacuation is ordered, quickly proceed to the Emergency Base.

Explosions

Chemical accidents, leaking gas, faulty boilers, or bombs could be the cause of life-endangering explosions. In the event of an explosion:

Be prepared for possible additional explosions.

Crawl under a table or desk.

Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.

Wait for instructions from Facilities and/or emergency personnel. If an evacuation is ordered, proceed to the Emergency Base.

Do not move seriously injured persons unless they are in obvious and immediate danger of fire, building collapse, etc.

Open doors carefully.

Watch for falling objects.

Do not use matches or lighters.

Avoid using telephones.

Chemical Spills and Fires

If a chemical spill occurs:

Move to a safe location and warn others to stay away.
Immediately call Facilities.

If a chemical fire occurs:

Pull the fire alarm.
Call 9-9-1-1 (campus phone) 9-1-1 (cell), Haskell Security (785-760-6192) and HERT (X467 or X608).
Tell dispatch it is a chemical fire.
Proceed to the Emergency Assembly Area.

Flooding and Water Damage

Serious water damage can occur from a number of sources: severe weather conditions, burst pipes, clogged drains, roof damage, or broken skylights or windows.

If a water leak occurs:

Call Facilities. Report the location and severity of the leak.
If safe to do so, shut off all electrical equipment, secure vital equipment, records, and hazardous materials.
If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the immediate area.

Power Outage

A power outage does not necessarily call for the evacuation of the building. Most buildings on campus are equipped with emergency lights which provide illumination (for 90 minutes) in the event of a power outage. The emergency lights are mounted near and illuminate exit paths.

If a power outage occurs:

Call Facilities. (the campus phones may not work; you may have to use a cell phone)
If you are in an unlit area, proceed cautiously to a lit area.
If you are in an elevator, stay calm and ring emergency button for help.
If evacuation is ordered, proceed to the emergency base.

Tornado

Tornadoes are nature's most violent and erratic storms from severe thunderstorms, most frequently in the spring and summer.

Know the difference between a Watch and Warning:

WATCH: Tornadoes are possible in your area. Remain alert for approaching storms. **WARNING:** A tornado has developed and has been sighted or indicated by radar, seek cover.

Notice of a **TORNADO WARNING** will be given by Safety and/or Facilities Offices, Administration, e2Campus, Emergency P.A. and via the Outdoor Tornado Siren.

If a WARNING is issued:

Take cover – quickly proceed to the tornado shelter designated for your building.

Do not leave the tornado shelter area until the “All-Clear” is given by Facilities, Safety, Haskell Security, HERT personnel, or local authorities.

In portable or mobile buildings, seek shelter elsewhere. If no substantial shelter is nearby, go to a ditch or nearby low spot.

Protect your head.

If you are caught outside, lie flat in a ditch or low place. Protect your head.

If you are caught in a vehicle, leave your vehicle for a ditch or low spot. Don't try to drive away from a tornado.

Severe Thunderstorms

Know the difference between a Watch and Warning.

WATCH: Severe thunderstorms are possible in your area.

WARNING: Severe thunderstorms are imminent in your area.

If a WARNING is issued:

Take cover – quickly proceed to the tornado shelter designated for your building.

Do not leave the tornado shelter area until the All-Clear is given by Facilities, Safety, Haskell Security, HERT personnel or local authorities.

If outdoors:

Attempt to get inside a building.

Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines.

TORNADO SHELTER AREAS

Bldg No.	Building Name	Location
1	Pushmataha	Basement: access through conference room
2	Pocahontas	Basement: access through center or south stairwells
4	Kiva Hall	Inner hallway
10	Tecumseh Hall	Lower Level between Men 's and Women 's Restroom
11	Hiawatha Hall	Basement
12	Auditorium	Basement: access through south stage door - follow signs
13	Arch (Stadium)	Go to OK Hall
14	North Stadium w / Press box	Under stadium
15	South Stadium - Tinker Hall	Under stadium
37	Facilities Mgt Warehouse	Go to Ross Hall
49	Facilities Operation Shed	Go to Ross Hall
50	Pontiac Hall	North men 's restroom
53	Powhatan Hall	Basement: TV area
94	Galluzzi Hall	Go to Stidham Union
98	Band stand / Gazebo	Go to Sequoyah, Tecumseh, LRC, or Stidham Union
104	Blue Eagle	Men 's and Women 's rest rooms
105	Minoka Hall	NE Hallway
106	Jim Thorpe Hall	Rest room
107	Sequoyah Hall	Basement: access through middle stair well
108	Osceola-Keokuk Hall	1st floor center corridor and TV room
109	Winona Hall	1st floor center corridor
111	Stidham Union	Women 's Rest room and corridor in front of rest room
112	Parker Hall	Lower-level center corridor
113	Seattle Hall	Interior classroom
114	Facilities Mgt Storage / Whse	Go to Ross Hall or Tam -I-Nend
115	No. Winnemucca	Men 's Rest room
116	So. Winnemucca	Men 's Rest room
117	Winnemucca Custodial Storage	Go to No. Winnemucca
118	Winnemucca Office	Women 's Rest room
119	Tam -I-Nend Hall	Men 's and Women 's Rest rooms
120	American Horse Hall	Women 's Rest room
121	Navarre Hall	North women 's Rest room
122	Ross Hall	No and So corridor, room #136
123	Motor Generator Building	Go to Ross Hall
126	Curtis Hall	Serving Area
127	Tommaney Hall	South hallway
128	Blalock Hall	Laundry room and adjacent corridor
129	Coffin Sports Complex	Men 's PE locker room and adjacent corridor
130	Roe Cloud	1st floor Buffalo and Eagle Corridor
143	Cultural Center	Basement
144	Little Nations Academic Center	Go to Coffin Sports Complex
145	Eric Allen Green House	Go to Tam -I-Nend
	Basketball Courts – OK Hall	Go to OK Hall
	Pow -Wow Grounds	Go to Roe Cloud Hall
	Girls Softball field	Go to Tinker

Building Emergency Coordinators

The responsibilities of the Building Emergency Coordinator are:

- Ensure the building is completely vacated during an emergency situation. Familiarization with the Fire Drill and Severe Weather Procedures is vital.
- Be the primary contact for safety issues (fire drills, hazardous working conditions, etc) for the Safety Office and/or Safety Team.
- Be responsible for assuring the building is locked and secure each evening. This includes turning off all interior lights. This can be accomplished by coordinating with others in the building.

This Emergency Action Plan will be reviewed and approved by the office of the President, Haskell Indian Nations University and the Safety Compliance Manager. It will be updated as necessary by the Safety Compliance Manager.

Missing Student Procedures

If a student is reported as missing, the below actions are to happen:

- Student lives on campus: Notify Campus Security office 785-830-2763, HERT members, Housing Unit staff. (HERT / Housing Staff are notified if student cannot be found by Campus security)
 - Verify what dorm the student resides in and double check room / roommate status.
 - Check current schedule of classes and see if student has / is attending class.
 - Conduct search of campus for student's vehicle and student.
- Student lives off campus: Notify Lawrence Police Department non-emergency number 785-843-0250.
 - Check current schedule of classes and see if student has / is attending class.
 - Conduct search of campus for student's vehicle and student.

Dr. Francis Arpan President,
Haskell Indian Nations University

Safety Compliance Specialist
Haskell Indian Nations University