Crisis & Emergency Response

Armed Assailant

*In the case of an armed assailant on campus:*

- Remain calm.
- Lock yourself in the nearest room.
- Turn off all lights
- Close blinds
- Turn off computers if possible.
- Get away from all windows and doors by hiding under desks or tables
- If you are able to, call Campus Security at 712-274-5234 and the Sioux City Police Department at 911 with the location of the shooter and your location.
- Try to remain on the line even if you are not speaking to allow the dispatcher to hear what is going on.
- Try to stay as quiet as possible, any noise will alert the shooter to your location.
- Silence cell phones.
- If you try to leave a secure area, have a plan in mind and leave any items behind as they will hinder you as you leave.
- When approached by the Police Department do not be alarmed and work with them and give them any information that will lead them to the suspect.
- If armed assailant enters your room, do not try to overtake him/her and work with them if possible.
- When calling Campus Security and the Sioux City Police Department, give your location, the number of individuals in your location, any injuries, the name of the armed assailant if possible, any descriptions of the individual, what they are wearing and have with them. Any information will assist them in finding the suspect.

Medical Emergency

*If someone becomes ill or is injured and requires IMMEDIATE Assistance:*

- Remain calm!
- Do not attempt first-aid unless you have been trained.
- Call 911.
- Call campus Security at 712-274-5234.
- Do not attempt to move the person unless the person’s life is in danger. Check the area for possible things that could make the situation hazardous.
- Provide assistance to Campus Security and the Sioux City Fire Rescue if needed.
- Campus Security will notify Student Services if it is a student injury
- Campus Security will notify the supervisor if it is a staff/faculty member.

Fire

*If you come upon a fire:*

- Activate the fire alarm.
• Call Campus Security 712-274-5234.
• Assist in evacuation of others if possible.
• If the fire is not large, try to use a fire extinguisher but do not put your safety as risk.
• Assist those with disabilities.
• DO NOT USE ELEVATORS!
• Leave all items and leave as quick as possible.
• When leaving a room, check the door for heat and open the door slowly.
• If you are unable to leave your office or room, try to exit through a window or yell for help
• Stay away from the building.
• Wait for the all-clear given by Sioux City Fire Rescue, Campus Security, or Residence Life.

Tornado and Severe Weather
A tornado warning is the sounding of the outside sirens along with warnings that will be issued on local TV stations and local radio stations. A warning indicates a tornado has been sighted or is being indicated on radar in the Sioux City area.
• Move to the lowest part of the building or a central hallway without windows.
• Stay as far away from windows, mirrors, or unsecured objects such as dressers, cabinets, or bookcases.
• DO NOT USE ELEVATORS!
• Be ready to assist those with disabilities.
• Remain the safe area until the warning has expired and you have been given the all-clear from Campus Security or Residence Life.
• Listen to local TV or radio stations on AM/FM or your weather radio if you have one.
• Planning ahead and knowing where you are to go in severe weather situations will help save your life!

Bomb Threat
If you receive a phone threat:
• Remain calm.
• Listen carefully to the caller and show interest in the call. Try to keep the caller talking and gather as much information as possible to assist the authorities.
• Use the Bomb Threat Information Sheet and gather as much of the information as possible. Take special note of his/her tone of voice, any specific times, and places of the device to assist in the investigation.
• Prolong the conversation as much as possible.
• Immediately call Campus Security or have someone with you call Campus Security if you are on the phone with the caller.

If you receive a written threat or a suspicious parcel or if you find a suspicious object on campus:
• Keep anyone from handling it or going near it.
• Do not use portable radios within 100 feet of the device as these may cause the device to
go off if it is a bomb.

- Call Campus Security IMMEDIATELY at 712-274-5234!
- Write down anything you remember when receiving it or finding the object. Any information will be useful in any possible investigations.
- Remain calm and do not discuss the threat with anyone else.
- Assist the Police Department in any investigations.

**Power Outages**

*If a power outage occurs in your office or building:*

- Remain calm.
- Call Campus Security at 712-274-5234.
- Provide assistance to those that are not familiar with the area.
- Be prepared to assist those with disabilities.
- Proceed cautiously to areas with emergency lights.
- If you are in an elevator, stay calm. Use the emergency phone to reach Campus Security at 5234.
- If instructed to evacuate, proceed cautiously to the nearest exit.
- Planning for such situations includes having flashlights available.