



Emergency Preparedness Plan

May 4, 2016

Please direct all questions or concerns regarding emergency procedures to the Grand Valley State University Police Department Office of Emergency Management.

Contact: Sgt. William O'Donnell, PEM

616.331.7526 / odonnewi@gvsu.edu / www.gvsu.edu/emergency

**TREAT ANY ALARM, EMERGENCY NOTIFICATION, OR
UNUSUAL NOISE AS A REAL EMERGENCY**

- 1. Availability of information.** This emergency preparedness plan, along with a laminated copy of the MTH Emergency Guidelines document and bomb threat sheet, will be located at each desk in the main office (A-2-172 MAK). The plan will be readily available to all faculty and staff via the Mathematics Department Policies and Procedures web site (www.gvsu.edu/mthpolicies).
- 2. Annual review and update.** Prior to the start of each academic year, the Unit Head, in consultation with the Academic Department Coordinator, assistant chairs, and/or Advisory Committee, will review this plan and update it as needed. The revised plan will be distributed to the GVSU Emergency Manager and all Mathematics Department faculty and staff.
- 3. Training of staff and faculty.** All office staff and student workers will be receive training on office emergency procedures, including but not limited to:
 - guidelines and procedures listed in this plan and its appendices;
 - emergency evacuation routes;
 - locations of fire extinguishers and fire alarms;
 - active shooter training; and
 - opportunities to participate in additional training, such as first aid and CPR, Red Folder Training, QPR Suicide Prevention Training, and Mental Health First Aid Training.

These procedures will also be reviewed with faculty during the annual office procedures orientation session led during startup week by the department's professional support staff. It is recommended that the Unit Head and/or Academic Coordinator conduct at least one emergency drill each semester.

4. Emergency alert system. All faculty, staff, and student workers who have phones capable of receiving text messages should sign up for the GVSU Alert! text notification system (<http://www.gvsu.edu/it/telco/alert-notification-system-31.htm>).

5. Evacuation procedures. All staff in the Mathematics Department office should be aware of at least two evacuation routes out of the building.

In the event that it is necessary to evacuate the office, members of the office staff will assemble in the disability van pickup area in Lot D. This is the **primary** meeting location.

In the event that it is not feasible to meet at the primary location (e.g., due to inclement weather), the **secondary** meeting location will be inside the main entry doors to Fuel.

If a staff member has not checked in at the assembly point, emergency personnel will be notified that this person has not yet been accounted for.

In the event that a staff members or visitor with disabilities is in the Mathematics Office when the building must be evacuated, that person will be assisted to the nearest safe stairway and emergency personnel will be notified of their location for assistance.

6. First aid and emergency kit. The department will maintain a first aid and emergency kit including, at a minimum, the following supplies:

- 2 absorbent compresses, 32 square inch minimum
- 16 adhesive bandages, 1 x 3 inch
- 5 yards of adhesive tape
- 10 antiseptic single use wipes
- 4 sterile pads, 4 x 4 inch minimum
- 4 pairs of non-latex waterproof gloves
- 2 triangular bandages, 40 x 40 x 56 inch minimum
- 1 micro-shield or pocket mask for CPR
- At least 6 applications of burn treatment
- 5 zip-lock waste disposal bags, 12 x 18 inch minimum

Source: <http://ehs.uoregon.edu/first-aid-kits>

The emergency kit will also include a battery-powered radio, a flashlight, extra batteries, a whistle to signal for help, and a small supply of water and non-perishable snacks.

7. First aid and CPR certification. By the end of 2016, at least one office staff member will receive and maintain first aid and CPR certification. Currently, no staff members hold such certification. The department will support all staff members who choose to receive this training.

8. Needs assessment. The department has not yet conducted a needs assessment with regard to safety and security of the main office. As part of this plan, we will work with the Grand Valley Police Department to conduct such an assessment by the end of 2016 and implement recommendations as appropriate.

Mathematics Department Office Emergency Guidelines

Building name: Mackinac Hall
Building address: 10880 North Campus Drive
Room number: A-2-172 MAK

FOR ALL EMERGENCIES, CALL 9-1-1

①

Consider any alarm, emergency notification, or unusual noise as a real emergency

Quick Tip: Stay calm, and know your location.

The university maintains a dispatch center on the Allendale campus. This center is not a certified 911 answering service and cannot dispatch medical or fire-related resources. In any urgent situation, GVSU recommends calling 911 directly. Doing so assures that the proper address and room number are depicted on the 911 operator's screen. The 911 operator can also provide emergency medical advice that may prove important to a critical patient.

GVSU Police (non-emergency): (616) 331-3255

ACTIVE SHOOTER SITUATION (Person causing violence / person with weapon) ②

Quick Tip: Evacuate, hide out, or take action. Call 911 when safe.

1. Quickly determine the most reasonable way to protect your own life. **DO NOT PULL A FIRE ALARM.**
2. If you can leave, **EVACUATE IMMEDIATELY.** Dial 911 when safe. Otherwise:
 - **RUN:** Plan an escape route, leave belongings behind, and keep hands visible. Call 911 when safe.
 - **HIDE:** Hide in an area outside the attacker's view. Block entry to your hiding place and lock all doors. Turn off lights, silence devices, and avoid windows and doors.
 - **FIGHT:** As a last resort and only if in imminent danger, attempt to incapacitate the attacker. Act with physical aggression, yell loudly, throw/use objects as weapons.

SECURE-IN-PLACE (Active violence incident, imminent threats) ③

1. Seek areas of refuge that are safe depending on the emergency encountered.
2. Close doors and windows in your safe area, and secure the room if you can do so.
3. Maintain cellular devices in a **silent** mode in order to receive emergency alerts. **Remain silent.**
4. Do not let others into your safe area once secured
5. Stay in shelter location until all-clear signal is given by emergency personnel via alert and notification systems.

EVACUATION GUIDELINES (Fire or other interior hazards) ④

Quick Tip: Know at least two escape routes from your work station. Go to a safe place and dial 911.

Meeting location in case of evacuation: Disability van pickup location in Lot D

In case of fire:

1. Locate and activate the nearest fire alarm pull station. **The alarm station closest to the Mathematics Department is on the wall outside A-2-173 MAK (the main conference room).**
2. Extinguish small fires if you can. **A fire extinguisher is located under Sandee Snyder's desk (to the left of the main entrance).**
3. Leave the area immediately and evacuate the building. Call 911 when safely evacuated.
4. Do not reenter the building until police or fire personnel have given an "ALL CLEAR".

When a fire alarm sounds, you must leave the building immediately.

1. Close all windows and doors. Shut off lights.
2. Do **NOT** use elevators. Take the nearest stairway.
3. Remain calm. Walk.

GUIDELINES FOR PERSONS WITH DISABILITIES:

1. Assist to the nearest **enclosed** stairwell.
2. Inform police or fire personnel of the disabled person's location.
3. Do **NOT** use the elevator.

Deaf or hearing-impaired individuals may not realize the evacuation alarm is sounding and may require alerting and guidance.

SEEKING SHELTER GUIDELINES (Tornado or other exterior hazards)

⑤

Quick tip: Go to the center of the building or lower level.

Designated safety areas: If possible, proceed to the lower level (basement) of MAK using the staircase in the B wing. Otherwise, seek shelter in a stairwell or interior classroom.

In the event that a TORNADO WARNING is issued:

1. Close doors and windows. Move away from all windows or glass-enclosed areas.
2. Remain calm. Walk to the nearest emergency shelter area (lower level of MAK, stairwells, or interior classrooms).
3. Stay in the shelter until an "ALL CLEAR" is issued.

MEDICAL EMERGENCY

⑥

Quick Tip: Dial 911. Do not move the person.

1. If it is safe to do so, stay with the person until medical help arrives.
2. Clear the area of individuals/bystanders not providing direct assistance.
3. Be prepared to provide the following information:
 - Location of incident
 - Nature of injury or illness
 - Gender and approximate age of the person
 - How the incident occurred
 - Your name, location, and phone number where you can be reached.

UTILITY EMERGENCY (gas or water leak, power failure, downed power line)

⑦

Quick Tip: Dial 911 and report the incident immediately. Stay away, and evacuate the area.

PSYCHOLOGICAL EMERGENCY

⑧

Quick Tip: Dial 911 for violent or threatening behavior, or if the person's health appears to be in danger.

1. Your main objective is to get the person referred to professional care. Do not risk the safety of yourself or others.
2. Take all threats seriously.
3. Introduce yourself, and let the person know you want to help.
4. Remain calm and non-threatening. Wait for emergency personnel to arrive.

SUSPICIOUS LETTERS AND PACKAGES

⑨

Quick Tip: Do not move, open, smell, or taste. Evacuate and dial 911.

BOMB THREAT

⑩

Quick Tip: Get as much information as possible and call 911.

1. Obtain and document as much information as possible on the **Bomb Threat Sheet**.
2. **Immediately call 911 from a land line.**
3. **Do not use electronic devices such as radios, cell phones, walkie talkies, or pagers.** Transmissions from these devices could set off a bomb.
4. **Do not speak to anyone other than emergency personnel** until released to do so.

If evacuation is necessary, follow evacuation guidelines and **stay alert** to your surroundings. Report any suspicious persons or objects. Evacuate to at least 350-500 feet away from the affected building.

ADDITIONAL INFORMATION & GUIDANCE

ACTIVE SHOOTERS OUTSIDE BUILDINGS: Run away from the threat as fast as you can. Do not run in a straight line. Keep objects or buildings between you and the active shooter. Warn others if possible. Call 911 when safe to do so. Remember: **RUN, HIDE, FIGHT**.

ASSAULT (INCLUDING SEXUAL ASSAULT): Dial 911 immediately.

- Check if the area is safe to approach.
- Ask if the person is physically injured.
- Offer assistance but avoid touching the victim.
- Listen carefully.
- Do not ask for details about the attack.
- Protect the scene for evidence.
- Encourage the victim **NOT** to clean up, shower, or change clothing, as doing so may destroy valuable evidence.

DISABILITIES: All faculty, staff, and students who frequent the Mathematics Department and may require special assistance in the event of an emergency are encouraged to self-identify so that special arrangements and individualized evacuation plans can be developed in advance.

COMMUNICATING WITH EMERGENCY PERSONNEL: In any emergency situation, it is important to carefully observe the situation and provide dispatchers and other emergency personnel as much detailed information as possible.

- Stay calm.
- Know your location and communicate it clearly.
- If you reach a recording, listen to what it says.
- Let the dispatcher guide the conversation.
- Wait for the dispatcher to ask questions, and then provide the requested information.
- Follow the dispatcher's instructions.
- Do not hang up until you are instructed to do so.

FIRE EXTINGUISHERS: Use the **PASS** procedure to deploy a fire extinguisher:

- **Pull** the pin.
- **Aim** at the base of the flame.
- **Squeeze** the lever.
- **Sweep** the extinguisher slowly back and forth.

PSYCHOLOGICAL CRISES: Indicators of psychological crises include:

- Crying
- Suicidal tendencies or talk of self-harm
- Extreme withdrawal
- Agitated or aggressive behavior
- Unusual outbursts or disoriented statements
- Behavior or emotions inconsistent with the person's normal behavior

SUSPICIOUS LETTERS / PACKAGES: According to the FBI, a suspicious letter or package may have one or more of the following characteristics:

- No return address
- Restrictive markings (e.g., "personal")
- Postmark city different from return address
- Fictitious or unfamiliar return address
- Address to title only (e.g., "President") or an incorrect title
- Ticking sounds
- Excessive postage
- Misspelled words
- Poorly typed or written information
- Protruding wires
- Rigid or bulky appearance
- Strange odor
- Oily stains, discolorations, or crystallization on wrapper
- Excessive tape or string

UTILITY EMERGENCIES: Stay away from all downed power lines, water main breaks, and steam and natural gas pipe leaks.

WEATHER WATCHES / WARNINGS: In general, watches indicate a long-range prediction of hazardous weather, whereas warnings indicate an imminent threat. University operations typically continue as normal under a winter storm watch, severe thunderstorm watch, or tornado watch. University operations may be suspended due to winter storm warnings or severe thunderstorm warnings. **In the case of a tornado warning, all university operations are suspended. You should seek shelter in a basement, stairwell, or interior room immediately.**

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date:

Time:

Time Caller
Hung Up:

Phone Number Where
Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information:



Homeland
Security