

ARKANSAS STATE UNIVERSITY EMERGENCY PROCEDURES HANDBOOK



THIS GUIDE COVERS:

General Emergency Procedure, Medical Emergency, Earthquake, Severe Weather, Fire, Chemical Leak/Spill/Disposal/Biological (medical), Disturbance/Demonstration/Criminal Behavior
Active Shooter, Bomb Threat, Explosion, Shelter in Place, Evacuation Procedures, Emergency Evacuation Check Points, Blue Light Emergency Phones, AED Locations, Campus Map



A-STATE EMERGENCY PROCEDURES HANDBOOK

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GENERAL EMERGENCY PROCEDURES

REPORT EMERGENCIES TO.....	911
University Police.....	(870) 972-2093
Facilities Management.....	(870) 972-2066
Safety & Emergency Management.....	(870) 972-2862

When calling, stay calm and carefully explain the problem and location. Include your building’s address (see address list on the back of the enclosed **Emergency Route Map**). Do not hang up until told to do so.

PUBLIC STATEMENTS

Statements to the news media will be made by the University Communications Office in coordination with appropriate emergency officials. Individuals seeking statements on family members, will need to contact the Human Resource Office. For individuals seeking comments on student family members, they will need to contact the Dean of Students.

EMERGENCY EMPLOYMENT, PURCHASING, AND CONTRACTING

These procedures apply to the A-State campus. Personnel or partners who have a role will have access to and be knowledgeable of the procedures. Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense. There are **no** provisions for suspension of state laws in an emergency. The ranking university official on the scene shall attempt to comply with laws if possible and shall maintain records where threats to life and property require extraordinary action.

EMERGENCY & RESOURCE NUMBERS

Ambulance.....	911
American Red Cross.....	(870) 932-3212
Arkansas Department of Health Craighead County Health Unit.....	(870) 933-4585
Arkansas Highway Department Jonesboro Yard.....	(870) 932-2339
Arkansas Highway Department District Office.....	(870) 239-9511
Arkansas Highway Department County Yard.....	(870) 236-6516
Arkansas State Police.....	(870) 935-7302
Army Reserve.....	(870) 933-9405
CenterPoint Energy.....	(800) 992-7552
City Water & Light.....	(870) 930-3300
Craighead County Judge.....	(870) 933-4500
Craighead County Sheriff’s Department.....	(870) 933-4550
Craighead Office of Emergency Management.....	(870) 933-4575
Jonesboro Fire Department.....	(870) 935-5551
Jonesboro Police Department.....	(870) 935-5553
National Guard.....	(870) 935-2401
NEA Baptist Memorial Hospital.....	(870) 936-8000
Salvation Army.....	(870) 932-3785
St. Bernards Medical Center.....	(870) 972-4100
Human Resource Office.....	(870) 972-3454
Dean of Students.....	(870) 972-2048

MEDICAL EMERGENCY

WHO TO CALL:

EMS.....	911
University Police.....	(870) 972-2093
Student Health Center.....	(870) 972-2054

STAY CALM:

Most situations can be handled on-site or by private transport to seek medical care. Do not hesitate to call an ambulance if the medical condition requires immediate medical attention. When resources are overwhelmed, additional help may be available from these departments:

Nursing Department.....	(870) 972-3074
Dr. Sarah Davidson.....	(870) 972-2748
Safety & Emergency Management.....	(870) 972-2862
Cole Kennedy.....	(870) 680-4705
HPESS Building.....	(870) 972-3066
Dr. Paul Finnicum.....	(870) 680-8113
Athletic Trainer.....	(870) 972-3342
Spencer Bradley.....	(870) 972-3974

WHEN TO CALL:

If persons experience any of the following:

- Unresponsiveness
- Difficulty Breathing
- Chest Pain
- Seizures
- Life-threatening Bleeding

LABORATORY EMERGENCIES & SHOP ACCIDENTS:

Utilize procedures established by the responsible department. Procedures are posted in each lab.

A-STATE EMPLOYEE PROCEDURES:

Employees who become ill or injured because of an occurrence during their employment are required to notify their direct supervisor. They are to seek medical attention at the Student Health Center. Call **911** if the employment-related illness or injury requires immediate medical attention.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Arkansas State University has fifty (50) AEDs positioned throughout the campus. These AEDs should be utilized during medical emergencies.

AED Locations	
Arkansas Biosciences Institute (ABI)	Lobby, near the stairwell
Administration Building	Floor 2, near Provost
Agriculture	Room 218
Arkansas Hall	Behind the front desk
Centennial Bank Stadium	North end, Club level, by the bar
College of Business	Lobby, near the left hallway

College of Nursing & Health Professions (CNHP)	Floor 2, Entrance lobby
Collegiate Park Commons Clubhouse	Behind RA desk
Computer Science/Mathematics	Entry lobby, near Room 101
Cooper Alumni Center	End of the left hallway
Dean B. Ellis Library	Floor 1, near room 143
	Floor 2, Adjacent to A-la-Carte
Delta Center for Economic Development	Entry lobby
Environmental Research (ECOTOX)	Lobby
Education/Communication	Adjacent Room 133
Education/Leadership	Front entry, near vending-machine
Equine Center	Classroom in the stall barn
Eugene W. Smith Hall	Near Room 204
Facilities Management	Across from Room 132
Farm	Plant Science lobby
	Animal Science lobby
Fine Arts Center	Adjacent Room 128A/118
Gaines Hall (The Circle)	Floor 1, near the stairwell
Honors LLC 1	Floor 1, lobby
Honors LLC 2	Floor 1, lobby
Honors LLC 3	Floor 1, lobby
Honors LLC 4	Floor 1, behind RA desk
HPESS	Floor 1, near room 106
	Floor 2, near room 202
	Floor 3, south hallway
Humanities & Social Sciences	Near room 1007 (NW Corner)
International Programs	Entry lobby, on the left
Kays Hall	Behind RA desk
Lab Sciences Walkway (West)	Adjacent Lecture Hall (219)
Turner Military Science, ROTC	Between pull-up bars
Northpark Quad Building 3	Behind RA desk
Northpark Plaza	Lobby
Red WOLF Center	Adjacent to the front desk
	Near weight room entrance
Reynolds Center for Health Sciences	Floor 1, Lobby
Richmond Hall (The Circle)	Floor 1, near the stairwell
Smith Hall (The Circle)	Floor 1, near the stairwell
Strickland Hall (The Circle)	Floor 1, near the stairwell
Student Activity Center	North lobby, facing Johnson Ave
Reng Student Union	Adjacent to dining, front east exit
University Hall	Behind RA desk
University Police Department	Patrol Car
	Patrol Car
Welcome Center	Hallway, near the custodial closet

SHELTER-IN-PLACE

For certain incidents that could occur on campus, staying in one spot and waiting for additional support is the best course of action. The following are guidelines to follow if sheltering in place is advised.

- The University Police Department and local emergency services will use every means available to advise the university community of imminent dangers.
- Systems that may be used by the university and local emergency services include A-State Alerts, A-State website (AState.edu), telephone, campus digital signage, KASU, other AM/FM radio stations, local television stations, and official A-State social media accounts.
- In the unlikely event of an accidental or intentional release of hazardous chemicals or biological agents in the area, turn off the heating or air conditioning in your area if you have the means to do so. The Facilities Management Department will turn off all main air handlers and exhaust systems. After everyone has settled, use materials such as plastic and tape to seal doorways.
- Do not use the elevators. Elevators can become stuck when air handlers are turned off.
- Seek shelter on floors in the interior part of the building in an area with the least amount of windows and doors.
- Wait for further instructions from A-State Alert, the University Police Department, or other emergency personnel.
- Use phones only for an emergency. Overuse of phones, including cellular, can overburden the system and delay emergency calls.
- It is highly suggested that all departments invest in a small battery-powered radio in case electricity is lost.
- Once the emergency is over you will be instructed to evacuate the building.

EVACUATION

CAMPUS-WIDE EVACUATION

A campus-wide evacuation may be ordered by off-campus authorities or ranking University Police Officer on duty. Evacuation will be announced by University Police.

The A-State Alert system along with KASU radio (91.9 FM) will broadcast the evacuation order. University Police will direct traffic. Available evacuation routes include, but are not limited to, those highlighted in red and blue on the enclosed **Emergency Route Map**.

Five (5) locations are available for temporary shelter and relocation based on the situation:

- Jonesboro High School Gym (870) 933-5800
- Jonesboro High Performing Arts Center..... (870) 933-5800
- Nettleton High School Gym (870) 910-7805 ext. 229
- Nettleton High Performing Arts Center..... (870) 910-7805 ext. 229
- Brookland High School Gym (870) 932-2080

CAMPUS-WIDE EVACUATION (continued)

Commuters and non-emergency staff shall use personal vehicles to go home unless their home is in the danger zone.

No Vehicle? Try to Carpool. **Can't Carpool?** Report to the Student Union. Facilities Management personnel will use available university vehicles to shuttle persons to safety.

- University Police will dispatch an officer to the selected evacuation site, or sites, for control and communication.
- Student Life, University Police, Facilities Management, Information & Technology Services, and Safety & Emergency Management will send representatives to the evacuation site, or sites.
- Administrative personnel will arrange for food and housing or further evacuation based on the situation.
- University Police will maintain on-campus security as long as personal safety allows.
- "All Clear" will be announced by the A-State Alert system with a follow-up by KASU radio (91.9 FM).

BUILDING EVACUATION PROCEDURES

Note: Before an emergency, develop an individual evacuation plan to make sure everyone in your office/area is aware of basic evacuation procedures in your building. Use the following guidelines:

- An evacuation of a building is used to move persons out of a building to avoid a potentially threatening situation.
- Upon the sounding of the fire alarm or notification by the A-State Alert, evacuate immediately.
- When evacuating a building leave quickly, but calmly, by the nearest exit or stairwell. Alert others to do the same. **DO NOT USE THE ELEVATOR.**
- Do not return to your area to collect personal items before evacuating.
- Close doors behind you while exiting.
- You may walk briskly but do not run.
- Do not go to the restroom.
- If smoke is present, stay low. The best quality air is near the floor.
- Once outside, proceed to **Emergency Evacuation Checkpoint** for your building (listed below).
- Report any missing persons to the University Police and provide the location where last seen.
- **DO NOT** return to an evacuated building until authorized to do so by University Police.
- Assist persons with a mobility, visual or hearing impairment to the nearest exit or stairwell. Alert University Police or Fire Department personnel of persons with a mobility impairment left in the building.

PERSONS WITH MOBILITY IMPAIRMENT

Note: Before an emergency, develop a personal plan for assistance during a building evacuation. Share this plan with leadership and co-workers in your area. Use the following guidelines:

- Proceed to the nearest stairwell or exit if available.
- **DO NOT USE ELEVATOR in the event of fire or power failure.**
- Persons with mobility impairment(s) should be calm and remain in the enclosed stairwell or exit until assistance arrives. Make sure you inform other evacuees of your location.

EMERGENCY EVACUATION CHECKPOINTS

Administration.....	West Parking Lot SW-3A
Administration Annex.....	North Quad
Agriculture.....	South Parking Lot/Southeast Corner SW-6
Arkansas Biosciences Institute (ABI).....	East Parking Lot S-14A
Arkansas Hall.....	Southeast Parking Lot S-9C
Art Annex.....	East Quad
Athletic Administration/Athletic Academic Success.....	South Parking Lot NE-3B
Baseball Complex.....	North Parking Lot NE-7
Business.....	North Parking Lot 5W-3A
Centennial Bank Athletics Operations Center.....	North Parking Lot NE-2A
Childhood Development & Research Center.....	Northeast Corner of Playground
Childhood Services.....	West Parking Lot S-13
Collegiate Park.....	Adjoining Parking Lots NW-2A, 2B, 2C
Computer Science & Math.....	North Lawn/Quad
Cooper Alumni Center.....	South Parking Lot NE-4
Delta Center for Economic Development.....	South Parking Lot SW-5C
Education & Communication.....	West Parking Lot/ Library Lot SW-5
Education & Leadership Studies.....	West Parking Lot NW-1C
Environmental Research.....	North Parking Lot SE-3
Eugene W. Smith Hall.....	West Parking Lot NW-6
Facilities Management.....	West & North Parking Lots SE-2A, 2C
Fine Arts Center.....	South Parking Lot S-18
First National Bank Arena.....	East Parking Lot NE-5A, 5B, 5C
Fowler Center.....	South Parking Lot NE-8
Gaines Hall (The Circle).....	Northwest Corner of Parking Lot SW-9
Garage.....	North Parking Lot S-13
Health, Physical Education & Sport Sciences.....	South Parking Lot SW-2
Humanities & Social Sciences.....	Aggie Circle North Sidewalk
Honors Living Learning Community 1 – 3.....	South & East Parking Lots N-10A, N-10B
Honors Living Learning Community 4.....	East Parking Lot N-10C
Information & Technology Services.....	West Parking Lot SE-2B
International Programs.....	East Parking Lot N-7
Judd Hill Foundation.....	South Parking Lot
Kays Hall.....	West Parking Lot NW-1B
Lab Science East.....	East Parking Lot S-17
Lab Science West.....	Events Lawn/Amphitheater
Library, Dean B. Ellis.....	South Parking Lot SW-5 & North Quad
Museum.....	South Parking Lot/Southwest Corner SW-5
Northpark Plaza.....	North Parking Lot N-3
Northpark Quads.....	North Parking Lots N-5A, 5B, 5C, 5D
Nursing & Health Professions.....	Southeast Parking Lot N-7
Pack Place I & II.....	Southwest Parking Lot S-10
Parking Garage.....	North Parking Lot NW-2C
Pavilion.....	North Parking Lot NE-1
Post Office.....	North Parking Lot NW-6
Red Wolf Den Apartments.....	North Parking Lots N-4A, N-4B & N-4C
Red WOLF (Recreation) Center.....	South Parking Lot S-9A
Reynolds Center for Health Sciences.....	East Parking Lot N-6A
Richmond Hall (The Circle).....	Southeast Corner of Parking Lot SW-9
ROTC Living Learning Community.....	West Parking Lot N-10C
Smith Hall (The Circle).....	Southeast Corner of Parking Lot SW-9
Soccer & Tennis Complex.....	North Parking Lot SW-7
STEM Living Learning Community.....	West Parking Lot N-10C
Strickland Hall (The Circle).....	Northwest Corner of Parking Lot SW-9
Student Activity Center (SAC).....	West Parking Lot, Southwest Corner
Student Health Center.....	West Parking Lot NE-3B
Student Union, Reng.....	East Lawn/Near Aggie Circle
Track & Field Complex.....	North Parking Lot SW-7
Turner Military Science Building.....	East Parking Lot SW-1
University Hall.....	North Lawn
University Police Department.....	West Parking Lot S-12

Village Apartments.....	Parking Lots SE-1M, 1L, 1K, 1C, 1I, 1D, 1H, 1J, 1B, 1G, 1E, 1F
Wilson Advising Center.....	South Parking Lot NW-6
Wilson Hall.....	East Lawn
Windgate Center for Three-Dimensional Arts.....	East Parking Lot S-18

FIRE

Notes and Precautions: A fire emergency exists whenever there is the presence of smoke or the odor of burning, when there is an uncontrolled fire or imminent fire hazard in the building or surrounding area, where there is spontaneous or abnormal heating of any material, or when the fire alarm is sounding. Only use a fire extinguisher if the fire is very small and you know how to operate the extinguisher safely. Always call **911** before attempting to put out a fire, so that help is on the way if the fire becomes uncontrollable. **Total and immediate evacuation is safest.**

FIRE EMERGENCY PROCEDURE

MINOR FIRE:

If the fire is small, can be put out with a single fire extinguisher, and appears controllable:

- P** - Pull safety pin from extinguisher handle
- A** - Aim at the base of the fire
- S** - Squeeze the trigger handle
- S** - Sweep from side to side at the base of the fire

MAJOR FIRE:

If the fire does not appear controllable or is too large to be contained with a single fire extinguisher:

- **ACTIVATE-** Immediately pull the fire alarm.
- **SECURE-** Close but do not lock doors. Assist persons with disabilities to stairwells.
- **EVACUATE-** Leave the building according to building procedures, do not use the elevator.
- **CALL-** Once in a safe location, at least 300 feet away from the building, call 911.
- **STAY SAFE-** Do not return to the building for any reason, person, or item until cleared by Fire or Police Departments.

REPORT TO:

University Police.....	(870) 972-2093
Facilities Management.....	(870) 972-2066
Safety & Emergency Management.....	(870) 972-2862

SEVERE WEATHER

Information on Severe Weather is broadcast on KASU 91.9 FM and provided through the Emergency Alert System.

TORNADO

- **TORNADO WATCH-** A tornado is possible. Remain alert for approaching storms. The Reng Student Union will remain open when a Tornado Watch is active for Craighead County. Campus apartment residents should move to the Student Union before storms approach the area.
- **TORNADO WARNING-** A funnel cloud or tornado has been sighted on the ground or indicated by radar. Danger exists. Move to the lowest floor of the building, staying in interior spaces within major campus buildings.

- **SIRENS-** These are sounded by the local authority and indicate a tornado warning. Take shelter. Sirens at noon on a clear day are only a test.
- **SHELTER-** Basement and ground floor interiors of major buildings afford the best protection. Stay away from windows.
- **ALL CLEAR-** “All Clear” will be transmitted by University Police Department through the Emergency Alert System.

SEVERE THUNDERSTORM

- **SEVERE THUNDERSTORM WATCH-** Severe thunderstorms are possible in the area. Remain alert for approaching storms.
- **SEVERE THUNDERSTORM WARNING-** Thunderstorms with severe wind and/or hail are occurring in the area or indicated by radar. Thunderstorms can produce tornadoes. Move indoors and use the following guidelines:
 - Stay away from doors and windows.
 - Hail, strong winds, and flying debris can break glass or cause serious injury.
 - Lightning strikes pose one of the greatest thunderstorm-related risks.
 - Severe thunderstorms are capable of producing tornadoes.
 - Don't carry or go near anything made of metal. Lightning is attracted to metal.
 - Don't use a landline phone unless it is an emergency. Lightning can travel through phone lines.
 - Don't go under large trees, towers, or structures that stand alone. Tall objects attract lightning.

EARTHQUAKE

INDOORS

- **DROP-** Get low to the ground where you are
- **COVER-** Using your arm, cover your head and neck, then crawl under a sturdy table.
- **HOLD ON-** With your free arm, hold on firmly to the table leg. If a sturdy table is not available, crawl against a wall, avoid windows, shelving, and heavy equipment.

OUTDOORS

- Move away from buildings and utility poles.

WHEN SHAKING STOPS

- Evacuate buildings and do not re-enter due to the danger of aftershocks.
- Stay away from buildings.
- Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.

ASSIST THE PERSONS WITH DISABILITIES- DO NOT USE ELEVATORS

OTHER

- **UTILITIES-** Facilities Management will shut off gas and electricity.
- **FIRE AND RESCUE-** Facilities Management and University Police will extinguish fires and direct rescue operations.
- **FOOD AND SHELTER:**
 - Dining Services will secure food supplies and ration as the situation dictates.
 - Facilities Management will valve off hot water tanks and swimming pool for emergency drinking water.

- Residence Life will assign quarters in undamaged buildings.
- Medical Personnel will establish a first aid station and morgue as required in available buildings.
- **COMMUNICATIONS:**
 - University Police Radios
 - Facilities Management Radios
 - Environmental Health & Safety Radios
 - First National Bank Arena Radios
 - Parking Services Radios
 - C.B. Radios
 - Cell Phones

ACTIVE SHOOTER

If gunshots are heard, immediately take cover or evacuate the area dependent on the situation. React to the following scenarios as described.

ACTIVE SHOOTER

Secure immediate area:

- Lock and barricade doors.
- Turn off lights and all audio equipment.
- Stay away from the windows. Do not try to see what's happening.
- DO NOT sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Silence cell phones.

HOSTAGE

If you find yourself in a hostage situation:

- Do not attempt to fight back.
- Make mental notes of captor's characteristics, sights, and sounds if you are taken from campus.
- Make mental notes for possible escape avenues.
- University Police Department will involve other law enforcement agencies as necessary.

HELPING OTHERS/UNSECURING AN AREA

Classrooms should remain secure until the direction is given by Law Enforcement.

- Attempts to rescue people should **only** be attempted if it can be accomplished without further endangering the persons inside a secured area.
- If **any** doubt exists for the safety of the individuals inside the room, the area should remain secured.

CONTACTING AUTHORITIES

- Dial **911**
- Dial **(870) 972-2093** to contact the University Police Department

Be aware that the 911 system may be overwhelmed during a time of crisis. It needs to be stressed that only people who can give the location of the shooter need to be calling. People calling the emergency services for any other reason are hindering the speed and ability of law enforcement to locate the shooter and provide medical services.

- Email or QuikTip may be the only option if unable to speak:
 - Email to all University Police officers: UPD@AState.edu.
 - Download **QuikTip** app on your smartphone
 - Select **Arkansas State University PD** from the app's settings to report silently and/or anonymously to University Police.

WHAT TO REPORT:

- **Location:** Building name, address, and office/room number.
- **Number:** People at your specific location.
- **Injuries:** Describe the number of injured and types of injuries
- **Assailant(s):** Be specific about shooter's location, the number of suspects, race/gender, clothing description, physical features, type of weapons (such as long gun, handgun, or knife), backpack or other bags, shooter's identity if known, number of shots fired, any other information to assist authorities in identifying the assailant.

POLICE ACTION

In the event of an actual active shooter incident, it is important to understand the responsibilities and immediate action of the University Police and local law enforcement. University Police will immediately respond to the threat. This will be to eliminate the threat or contain the suspect in a safe area. Jonesboro S.W.A.T. will be activated to achieve the same goals. **Time is of the essence and the fewer people roaming or running around, the better our chance of locating the shooter.**

DEMONSTRATION

Demonstrations are allowed on campus, but University Police should be notified at (870) 972-2093.

STAY CALM. DO NOT PANIC.

If you encounter a demonstration on campus:

- Secure documents and equipment.
- Avoid provoking or obstructing demonstrators.
- Carry on normal activities if possible.
- If the demonstration becomes a disturbance and is outside, stay inside, away from doors or windows.

PSYCHOLOGICAL CRISIS

Note & Precautions: There are psychological consequences to every emergency. The Counseling Center is available to assist students with post-traumatic stress in all situations. A psychological crisis exists when an individual is threatening harm to himself/herself or others or is out of touch with reality. A psychotic break may be manifested by hallucinations or uncontrollable behavior. St. Bernard Employee Assistance Program (EAP) is available for A-State employees: 870-930-9090 or 1-800-346-0183.

WHO TO CONTACT:

When contacting the appropriate outlet, a counselor or other personnel will report to your location.

- Monday through Friday 8:00 am – 5:00 pm, call the **Counseling Center at (870) 972-2318**.
- After hours, call the **University Police Department at (870) 972-2093**.
- In a life-threatening emergency (i.e. involving a weapon), immediately **notify UPD and Call 911**
- The Dean of Students may be contacted at (870) 972-2048. This will be in accordance with the University policy.

Students experiencing a severe psychological crisis should go to the nearest hospital emergency room or contact Arkansas State University’s Counseling Center which provides individual and group counseling to currently enrolled A-State students. Its professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner.

BOMB THREAT CHECKLIST

If you receive a phone call from someone who is issuing threats about anything related to bombs, use the following checklist to gain appropriate information that could assist the police. Try your best to **remain calm**, **keep the caller on the phone**, and **take the caller seriously**.

ASK THE CALLER

- What is your name? _____
- Where are you calling from? _____
- Where is the bomb located? _____
- When is the bomb to explode? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will cause it to explode? _____
- What is your address? _____

If you can identify or if the caller states the following information, it can also be helpful:

Sex of Caller _____ Age _____ Race _____

CALLER’S VOICE

- | | | | | | | |
|---------|----------|--------|-----------------|----------|----------------|----------|
| Calm | Nasal | Slow | Raspy | Loud | Angry | Cracked |
| Slurred | Laughing | Normal | Lisp | Stutter | Excited | Rapid |
| Deep | Soft | Accent | Broken | Stressed | Disguised | Distinct |
| Sincere | Squeaky | Crying | Clearing Throat | | Deep Breathing | |
- OTHER _____

BACKGROUND SOUNDS

- | | | | |
|------------------|--------------------|---------------|--------------|
| Street Noises | Factory Machinery | Animal Noises | Other Voices |
| P.A. System | Static | Music | Motor |
| Office Machinery | Long Distance Call | Local Call | |
- OTHER _____

Time Caller Hung Up/Length of Call _____
 Department Receiving Call _____
 Person Receiving Call _____

PULL FIRE ALARM IMMEDIATELY UPON RECEIVING BOMB THREAT

IMMEDIATELY NOTIFY

University Police.....(870) 972-2093

Give your name, location, and telephone number. Inform the dispatcher of the situation and provide information obtained from the call. Inform your supervisor, department head, and/or hall director.

UPON ARRIVAL OF THE POLICE

- Cooperate fully with the police officers and provide them with as much information as possible.
- You may be asked to make a quick search of those areas in your office, classroom, lab, or residence hall room with which you are most familiar.
- If you should spot a suspicious object or package, report it to authorities immediately. Under no circumstances should you touch it, tamper with it, or move it in any way.

BUILDING EVACUATION FOR BOMB THREAT

- All building evacuations will occur when an alarm sounds continuously and/or upon the direction of the University Police or other emergency services personnel.
- Move quickly to the nearest marked exit and alert others to do the same.
- All faculty, staff, students, and visitors will IMMEDIATELY evacuate the building. Information regarding the nature of the emergency will be provided once occupants are outside. EVACUATE AT LEAST 300 FEET AWAY FROM THE FACILITY.

EXPLOSION

- Sound Fire Alarm
- Evacuate Building
- DO NOT USE ELEVATORS

ASSIST PERSONS WITH DISABILITIES

Assist persons with disabilities by helping them evacuate, if possible. If not possible, move them to the nearest stairwell and notify one of the following:

- University Police.....(870) 972-2093
- Facilities Management..... (870) 972-2066
- Safety & Emergency Management..... (870) 972-2862

Following a bomb-related incident, University Police will give an “All-Clear” once it is safe to re-enter the buildings. DO NOT re-enter buildings before this direction.

CHEMICAL LEAK/SPILL/DISPOSAL

Notes and Precautions: The nature and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, protective equipment, disposal bags, and labels should be available to clean up minor spills.

CHEMICAL SPILL

A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of Environmental Health & Safety or emergency personnel. All other chemical spills are considered major.

Minor Chemical Spill Procedures:

- Notify Responsible Department.
- Alert people in the immediate area of the spill.
- Wear protective equipment including chemical splash goggles, appropriate gloves, and lab coat.
- Avoid breathing vapors from the spill.
- Contain spill to prevent it from leaving the immediate area.
- If trained, use the appropriate spill kit to absorb the material.
- Bag cleanup material and label it with the Hazardous Waste label and call Environmental Health & Safety for a pick-up.

CHEMICAL LEAK

A chemical leak refers to large quantities of uncontained chemicals (i.e. drums, tanks, pipes). Evacuate the area immediately and notify:

Environmental Health & Safety.....(870) 972-2862
Facilities Management.....(870) 972-2066
University Police.....(870) 972-2093

ASSIST THE PERSONS WITH DISABILITIES TO EVACUATE AS NEEDED

RADIATION SPILL

Notes and Precautions: Spreading of radiation beyond the spill area can easily occur by the movements of personnel involved in the spill or clean-up effort. Prevent spread by confining movements of personnel until they have been monitored and found free of contamination. DO NOT perform remedial actions without the assistance of trained personnel. For more info, reference the Radiation Safety webpage:

<http://www.AState.edu/a/EHS/Radiation-Safety/>

RADIATION SPILL PROCEDURES

- Notify personnel in the immediate area of the spill, and prevent others from entering the area.
- Do not attempt to clean up the spill.
- Have all potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.

Notify:

Radiation Safety Officer.....(870) 761-0377
Environmental Health & Safety.....(870) 972-2862
University Police.....(870) 972-2093

EMERGENCY PHONES

Arkansas State University has seventy-five (75) blue light emergency call boxes positioned throughout the campus. By picking up the phone and/or pressing the red button, you are connected directly to UPD. These phones should be used for emergencies and reporting crimes or suspicious activity. Emergency phones are also located in all campus elevators.

Emergency Phone Locations	
Arkansas Biosciences - Parking Lot S-17	Pack Place North-Parking Lot S-10
Administration Building- SE Lawn	Pack Place South- Parking Lot S-11A
Arkansas Hall-Parking Lot S-9C	Parking Deck 1st Level- NE, SE, NW, SW Corners
Circle North- Parking Lot SW-9	Parking Deck 2nd Level- NE, SE, NW, SW Corners
Circle South- Parking Lot SW-9	Parking Deck 3rd Level- NE, SE, NW, SW Corners
Collegiate Park Bldg #5	Parking Lot N9-A Central
Collegiate Park Pool	Parking Lot N9-A East
Day Care East- Parking Lot SE-4B	Parking Lot N9-A West
Day Care West- Parking Lot SE-4A	Pavilion
Equine Center	Red Wolf Center
HLLC Bldg #1- Northeast	Red Wolf Den Bldg #1-Level 1,2, 3 West
HLLC Bldg #2- Parking Lot N-10A	Red Wolf Den Bldg #1-Level 1,2,3 East
HLLC Bldg #3-Southwest	Red Wolf Den Bldg #1-Parking Lot N-4B West
HLLC Bldg #4- North	Red Wolf Den Bldg #2-Level 1,2, 3 West
HLLC Bldg #4-South	Red Wolf Den Bldg #2-Level 1,2,3 East
HLLC Bldg #4-West	Red Wolf Den Bldg #2-Parking Lot N-4B East
HLLC Classroom Bldg- Southeast	Red Wolf Den Bldg #3-Level 1,2, 3 West
HPESS- Parking Lot SW-5C	Red Wolf Den Bldg #3-Level 1,2,3 East
Humanities & Social Sciences- South	Red Wolf Den Bldg #3-Parking Lot N-4A
Humanities & Social Sciences- West	ROTC LLC- Parking Lot N-10C North
Intramural Fields- Parking Lot SW-8	STEM LLC- Parking Lot N-10C South
Kays Hall- Parking Lot NW-1B	Student Activity Center- Parking Lot NE2A Northeast
Lab Science-Pedestrian Mall	Student Activity Center- Parking Lot NE2A Southwest
Library- Parking Lot SW-5	Tennis-Soccer Bldg- Parking Lot SW7
North Park Quads Bldg #1- Parking Lot N-5A West	University Hall- Dean Street
North Park Quads Bldg #3- Parking Lot N-5A Center	University Police Department-Lobby
North Park Quads Bldg #5- Parking Lot N-5A East	Village Apartments- Parking Lot SE-1E