INTRODUCTION

This guide is designed to help you during a variety of emergencies. Keep this manual in a visible location so that it is readily accessible when needed. Anyone wishing more information regarding emergency procedures should contact Campus Safety at Ext. 557-5000 during normal working hours.

Emergency Contact Numbers

Bellevue Police and Fire Department – Emergency................................................................. 9-911
Non-Emergency........................................................................................................... 402-293-3100
Campus Safety..............................................................................................................Ext. 557-5000
Fire............................................................................................................................................. 9-911
Gas Odors/Leaks........................................................................................................... Ext. 557-7359 or Ext. 557-5000
Medical........................................................................................................9-911 and Ext. 557-5000
Building Utilities/Repair and Maintenance.................................................................Ext. 557-7359
Odor Complaints.......................................................................................... Ext. 557-7359 and Ext. 557-5000

BEHAVIORAL EMERGENCY

Disruptive or Violent Behavior
Any incident in which a person or persons are in danger of injuring themselves or others either intentionally or unintentionally,

• Call for assistance in the immediate area.
• Dial 9-911 and Ext 557-5000 and give the exact location and situation.
• Speak calmly.
• Do not challenge the individual.
• Stay out of their reach.
• Be aware of environment at all times. Keep the area clear of items that can be used as weapons.
• When police/Campus Safety arrive, give a brief summary of the event.
• Clear area of visitors or other staff who are not required to assist in the situation.
• Assist those injured.

Safety Tips
Workplace violence has emerged as an important safety and health issue in today’s workplace.

Watch for Signs That May Be Associated with Impending Violence

• Verbally expressed anger, frustration or threats.
• Body language such as a threatening gesture.
• Signs of alcohol or drug abuse.
• Presence of a weapon.
Maintain Behavior That Helps Ease Anger

- Present calm, caring attitude, speak quietly and do not give orders.
- Acknowledge the person’s feelings: “I know you are frustrated.”
- Avoid behavior that may be interpreted as aggressive, i.e., moving rapidly, getting too close, touching or speaking loudly.

Be Alert

- Avoid sitting at the desk with your back to the door.
- Evaluate every situation for potential violence.
- Be vigilant throughout the encounter.
- Do not isolate yourself with potentially violent persons.
- Keep an open path for exiting.
- Do not let the potentially violent person stand between you and the door.
- Report suspicious people to Campus Safety at Ext. 557-5000.
SUSPICIOUS PACKAGES OR ENVELOPES

Handling of Suspicious Packages or Envelopes

• If a package or envelope appears suspicious, DO NOT OPEN IT!
• Contact Campus Safety at Ext. 557-5000.
• Do not shake or empty the contents of any suspicious package or envelope.
• Do not carry the package or envelope, show it to others or allow others to examine it.
• Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
• Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
• Notify Campus Safety at Ext. 557-5000 and your supervisor.
• If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to Campus Safety and local law enforcement officials.
SEVERE WEATHER OR TORNADO

Severe Thunderstorm Watch
Issued when conditions are right for severe thunderstorms. Be alert for changing conditions.

Severe Thunderstorm Warning
Issued by the National Weather Service when storms with strong winds, rain, and hail are expected in the area. A severe thunderstorm warning may last for up to one hour.

Tornado Watch
Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours. When a tornado watch is issued, all faculty and staff will be alerted through the ANS notification system.

Tornado Warning
Issued when a tornado has actually been sighted and is threatening the community. At this time, the Civil defense Warning Sirens are sounded, and the emergency messages are broadcast by the media. A tornado warning usually lasts for thirty minutes or less. When a tornado warning is issued, all faculty and staff will be alerted through the ANS notification system.
**MEDICAL EMERGENCIES**

**Medical Emergencies**
1. Dial 9-911 and Ext. 557-5000. Give 9-911 and Campus Safety your exact location, i.e., building, room number, parking lot, etc. and telephone number where you can be reached.
2. Briefly describe the medical condition of the victim and, if possible, obtain the victim’s name.
3. Return to the injured party. (Do not move a seriously injured person unless it is a lifesaving situation.)
4. If possible have someone meet Campus Security or emergency medical personnel at lot or building entrance.

**First Aid**
1. Medical assistance is available for minor injuries call Ext. 557-5000.
2. If you require transportation or need first aid treatment at the scene, dial 9-911 and contact Campus Safety Ext 557-5000.
3. Inform your supervisor of your injury. (Supervisors must complete an Injury Report for all work-related injuries.)
FIRE EMERGENCY

Smoke or fire sighted:  
*Rescue those in immediate danger.*

Alarm:
1. Activate the fire pull station.
2. Call Ext. 557-5000 and give:
   a. Exact location of fire (room number and building), your name and type of fire (if known).
   b. Remember: Let operator hang up first. – Contain the fire by closing all doors and windows.

*Extinguish if possible, or Evacuate to the rally point.*
1. If time allows, turn on all lights and close all doors behind you as you leave.
2. Do not use elevators. Do not run.

Smell something burning, but see no smoke:
1. Call Campus Safety at Ext. 557-5000.
2. Campus Safety will:
   a. Send an officer to investigate.
   b. Activate the building fire alarm system, if necessary.

Self-Protective Measures
• If your clothes catch on fire: stop, drop and roll.
• If you are caught in smoke drop to your hands and knees and crawl below the smoke level.
• If you are trapped in a room, place cloth and material under the door to prevent smoke from entering.
• Retreat and close as many doors as possible between you and the fire. Signal for help.

Preventive Measures
• Learn at least two escape routes and emergency exits from your area.
• Never use an elevator as part of your escape route.
• Learn to activate the fire alarm and the extinguishers in your area.
• Learn to recognize fire alarm and signals.

Fire
1. Pull the nearest fire alarm. DIAL Ext. 557-5000. Campus Safety will then sound the general alarm. Give your name, location and the extent of the fire.
2. Spread the word if possible. Evacuate the building.
3. If possible close all doors behind you.
4. Assemble at the rally point for the building. Avoid blocking drives that may be used by emergency personnel.
BOMB THREAT

1. If you receive a telephone bomb threat…
   a. Do not hang up.
   b. Remain calm.
   c. Try to prolong the conversation and get as much information as possible.
   d. Note what you hear. Are there background noises, such as music, voices or cars?
   e. How does the caller’s voice sound? Accent? What sex? What age? Unusual words or phrases?
   f. Does the caller seem to know our campus? How is the bomb location described? Does the caller use a person’s name? Does the caller give his/her name?

2. When the call is over, complete the bomb threat checklist (on back) immediately.

3. Then dial 9-911 and 557-5000 to report a bomb threat. Give the operator all the information you collected on the bomb threat checklist. Identify yourself – give your name, location and phone number.

4. After this is done, notify your supervisor immediately. Then stand by for further instructions.

5. If it is deemed necessary to evacuate, you will be notified by your supervisor or Campus Safety. Evacuate via the primary route for your area, or by the alternate route, if so directed.

If You Discover a Bomb or Suspicious Item

1. Leave it untouched and secure the area until police arrive.
2. Go to a telephone. Dial 9-911 and 557-5000 and report a suspicious item. You may be asked to assist in a search, because you are familiar with the area.
3. If so directed, evacuate your area, as directed.

Other Important Actions

• Immediately turn off hand-held radios and cellular phones.
• Notice any items in your area that look strange or out of context such as loose backpacks, packages, shopping bags, unusual smells, noise or vapor.
• Do not leave the area unless it is obvious there is a bomb visible.
• Follow the directions of the Campus Security Department or law enforcement that has responded. Know the evacuation routes.
• Most bomb threats are hoaxes made in an effort to disrupt individuals and businesses. No bomb threat should be dismissed as a hoax without investigation by the proper authority.
Threatening Phone Call/Bomb Threat Checklist

The following is a checklist to be utilized by the person receiving a call which threatens the safety or security of the facility.

Checklist: Complete all possible items immediately following the call.

1. Caller’s Name and Address (if known):

2. Sex: Male Female

3. Age: Adult Child

4. Bomb Facts:
   a. When will it go off?
   b. In what building is it placed?
   c. Exact location?

5. Call: Local Long-Distance Unknown

6. Voice Characteristics:

   **Tone Speech Language**
   - Loud Fast Excellent
   - Soft Slow Good
   - High Pitch Distorted Fair
   - Low Pitch Cursing
   - Stutter Slurred
   - Raspy Lisp
   - Nasal Disguised
   - Poor
   - Pleasant

   **Accent Manner**
   - Local Poor Grammar Emotional
   - Region Well-Spoken Irrational
   - Taped Deliberate
   - Ethnicity Message Read Laughing

7. Background Noise:
   - Office Machines Voices
   - Factory Machines Music
   - Bedlam PA System
   - Animals Radios
   - Quiet Party
   - Street Traffic Static
   - Airplanes Cellular Phone
   - Trains
ACTIVE SHOOTER

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting: If you are in a building when an event occurs, you should.

Secure Immediate Area:
- Lock and barricade doors.
- Do not stand by doors or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight.
- Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets – cover may protect you from the shooter).
- Silence cell phones.

Un-Securing an Area:
- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses-vs.-the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Know all alternate exits in your building.

Contacting Authorities:
- Use emergency 9-911.
- Dial Ext. 557-5000 from any campus phone. Be aware that the Campus Safety phone number will likely be overwhelmed.

What to Report:
- Your specific location-building name and office/room number.
- Number of people at your specific location.
- Injuries – number injured types of injuries.
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.
**Police Response:**
- Objective is to engage assailant(s) immediately.
- Evacuate victims.
- Investigation.

**Figure Out:**
- How are you going to survive?
- Will you get out? Is there a path of escape?
- Will you hide out? Is there a chance to get to where the shooter may not find you?
- Is your only option to take out the shooter?

**Get Out:**
- Move quickly – don’t wait for others to validate your decision.
- Leave belongings behind.
- Survival chances increase if you are not where shooter is or to go where he can’t see you.

**Call Out:**
- Inform authorities.
- Call 9-911 and tell them name of shooter (if known), shooter description, location, number and type of weapons.

**Hide Out:**
- May not be able to get out. Shooter could be between you and the only exit. Would have to enter area where shooter is positioned.
- Hiding place. Well hidden and well protected. Avoid places that might trap you or restrict movement.

**Keep Out:**
- Find a room that can be locked with objects to hide behind.
- Blockade door with heavy furniture.
- Turn out lights; become totally silent.
- Turn off noise producing devices.
- Call 9-911 (If you can do so without alerting the shooter).

**Spread Out:**
- If two or more of you, DO NOT huddle together. Gives you options and makes it harder for the shooter.
- Quietly develop a plan of action in the event the shooter enters.
- Remain calm. This can have a contagious effect on others. Keeps others focused on survival.

**Take Out:**
- Assume shooters intentions are lethal.
- Shooter will succeed in killing all those with whom he comes in contact, UNLESS you stop him.
- Develop a survival mindset that you have “what it takes” to survive when your life is on the line.
- You must be prepared to do whatever it takes to neutralize the threat. Throw things, yell, and use improvised weapons. If two or more of you, make a plan to overcome the shooter. Do the best that you can – to survive.
INCLEMENT WEATHER CLOSING POLICY

Bellevue University will maintain normally scheduled operations at all times except under the following circumstances:

• Severe weather conditions that threaten the safety of employees
• Power outages that make it impossible to continue normal business
• Other natural disasters or emergencies (such as snowstorms, tornadoes, or bomb threats) In all such cases, management may determine if the situation is serious enough to warrant temporarily closing or relocating the work site. Normally scheduled operations may be suspended until an alternate work program is established.

Decision Process

Main Campus/Lozier:
The President or her/his designee will determine if the University offices, classes, and operations in the Bellevue and Omaha area will be closed or remain open. Lozier will follow the lead of the Bellevue campus. If the Bellevue campus closes, they will close. Normally an announcement will be sent out before 6:00A.M. for day closings and by 3:30 P.M. for evening closings.

Off-Site Locations (Lincoln):
The manager will monitor local conditions and other area closings. Based on the situation, a determination will be made as to whether to close the Bellevue University location there. Site management will be responsible for advising senior management of the situation before the site is closed.

Satellite Locations:
In inclement weather, site operations will follow the lead of the host institution. For other emergencies, the decision for closing will be made by the site manager after contacting local schools and businesses in their area. When a situation warrants immediate evacuation or closure, site management must advise senior management of the situation before the work site is closed or other emergency action is taken. However, if a situation is potentially violent or life threatening (such as a bomb threat or civil unrest), site management should take immediate action, then notify senior management at the first possible opportunity.

Announcement of Closing
It is the responsibility of management to relay the appropriate work site or alternate work site information to all employees in compliance with the disaster plan established for each area.

Main Campus/Lozier:
If inclement weather or another emergency situation causes the closing of the University, announcements will be sent to the following radio and television stations and posted on the website (www.bellevue.edu). The Bellevue University Website will contain the most accurate and detailed information:

Television
KPTM Channel 42 (10 on Cox Cable)
KETV Channel 7 (9 on Cox Cable)
WOWT Channel 6 (8 on Cox Cable)
KMTV Channel 3 (5 on Cox Cable)

Radio
KKCD 105.9 FM KLTQ 101.9 FM
KSRZ 104.5 FM KFAB1100 AM
KBBX 97.7 FM KXKT 103.7 FM
KQSP 590 AM KGOR 99.9 FM
KQKQ 98.5 FM KHUS 93.3 FM
KKAR 1290 AM KBRW 96.1 FM
KBLR 97.3 FM
**Off-Site Locations (Lincoln):**
Radio and TV stations will be notified by the Off-Site Location staff and an announcement will be made on the BU website.

**Satellite Locations:**
Satellite operations will follow the lead of the host institution. Notices will be made on the BU website.

**Disaster Planning**
Each department must develop an emergency action plan that details actions to be taken in the event that the primary operating location is closed for severe weather or other natural disaster. To be effective, the plan should include detailed procedures for the following:
- Implement processes that assure the continuation of essential business functions to meet student/course requirements that include: online course availability; voicemail/email response in support of student inquiries; technical support that allows working from alternate locations (e.g., home).
- At a minimum, managers of departments that interface directly with students or prospective students should instruct their employees to periodically check emails and voicemails and assure proper notification is placed on appropriate systems advising of the out-of-office situation.
- Establishing two-way communication between managers and employees, as necessary.
- Administration of periodic test drills (like fire drills) designed to prepare employees for possible disasters and to determine the effectiveness of the emergency plan.

**Review the Plan**
The disaster/emergency plan for each site should be reviewed with all department employees on a regular (at least annual) basis.