



CAMPUS SAFETY

LYON COLLEGE CRISIS PLAN PROCEDURES

2011

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Fire, Explosion, Etc.:

1. Shout “fire” repeatedly to give alert. Pull the fire alarm.
2. If appropriate, extinguish fire. Ensure you have a clear path of escape.
3. Evacuate the building to the specific building evacuation location
4. Call 911 and provide:
 - Your name
 - Your location
 - Building Information
5. Contact the AIC and Security.
6. No one should return to the building until the “all-clear” is given.
7. It is not required to evacuate all campus buildings for a fire alarm in one building. Evacuation is required if the fire alarm sounds, or in the event of an obvious threat.

Bomb Threat:

1. If a call comes in, get as much information as you can:
 - Caller’s name
 - Caller info—estimated age, gender, race
 - Location of bomb
 - Detonation time
 - Physical description of bomb—type and size
2. Pull fire alarm
3. Call 911 and provide:
 - Your name
 - Your location
 - Building information
 - All information received from caller
4. Contact the AIC and Security.
5. Security provides first responders with Campus Information Book and keys.
6. Meet in designated location.
7. Account for all students.
8. Keep building clear until CTM arrives.
9. Police and Fire Department will take control once they arrive on the scene.

Flooding:

1. Evacuate personnel from the areas affected by flooding and move them to a safe location.
2. Contact the CTM and Security.
3. Resume classes only after consulting with the CTM to determine whether building is safe.

Gas Leak inside building:

1. **Do not** operate any electrical switches or machinery in the detected area (i.e. light switches, phones, receptacles, two-way radios, automobiles, lawn mowers, etc.)
2. Extinguish all open flames; do not use matches, candles, cigarettes, or other possible sources of ignition.
3. Do not open doors and windows (except to leave premises).
4. Leave premises immediately and contact Security: if no answer, call Maintenance. Provide the following information:
 - Your name
 - Location of the leak (specify indoor or outdoor)
 - How you detected the leak (odor, noise, other)

Chemical Spill—Indoors:

1. Vacate affected area at once. Seal it off as much as possible.
2. Contact the CTM and, together, decide whether to call 911.
3. Plan and implement appropriate clean-up procedure.

Chemical Spill—Outdoors:

1. Move everyone in or near affected area into building and close all windows and doors.
2. Call 911 and contact the CTM.
3. Seal doors and windows with available material.
4. Turn off HVAC.
5. Await the “all-clear” signal from proper authorities before unsealing the premises and exiting.

Thunderstorm:

1. During the threat of a thunderstorm, or when the Emergency Notification System is activated, everyone should move indoors.
2. Remain indoors until the storm has passed.
3. Wait for an “all-clear” signal from proper authorities.

Tornado:

1. When a tornado warning sirens sounds or the Emergency Notification System is activated, move to the nearest indoor “safe location”.
2. Stay calm and quiet.
3. Stay away from windows and exterior doors.
4. Stay seated on the floor with your back to the wall.
5. Use coats and jackets to cover head, arms, and legs.
6. If unable to relocate to an indoor “safe location”, move to a low-lying area or ditch and lie flat.
7. Remain until the “all-clear” signal has been given.

A **tornado watch** means conditions are favorable for one to develop.

A **tornado warning** means one has been sighted and may affect reported area.
Action required.

Earthquake:

1. If inside, seek shelter from falling objects under tables and desks. Hold on to furniture legs if furniture moves. If outside, move away from buildings.
2. After shaking has stopped, evacuate and move to open areas away from buildings.
3. Call 911 and provide:
 - Your name
 - Your location
 - Building Information
 - Special directions regarding location of building
4. Do not re-enter buildings.
5. Do not use open flames.

Biological Attack:

1. When notification is received, move all personnel into an internal room, preferably without windows.
2. Turn off all HVAC equipment and seal doors/openings with available material.
3. Listen for instructions from local authorities.
4. Do not leave the room until an “all-clear” is given by the proper authorities.
5. Seek immediate medical attention for anyone exhibiting symptoms.

Radiological Attack/Accident:

1. Determine whether threat is internal or external.
2. If internal, evacuate area immediately. Seal off as much as possible.
3. If external, move everyone into an internal room, preferably without windows. Turn off all HVAC equipment and seal doors/openings with available material.
4. Do not leave the room or re-enter building until an “all-clear” signal is given by proper authorities.
5. Listen for instructions from the CTM or local authorities.
6. Seek immediate medical attention for anyone exhibiting symptoms

Active Shooter, Weapon on Campus, or other Violent Incidents:

1. Lock all doors that you can secure safely. If you are in a classroom, lock the door and get the students into a corner of the room away from the door.
2. Call 911 and provide:
 - Your name
 - Your location
 - Location of the active shooter
 - If possible, give description of the shooter—estimated age, gender, race, and type of weapon (i.e. handgun, or long gun)
 - Special directions regarding building location
3. Contact the AIC and Security.
4. Security provides first responders with Campus Information Book and keys.
5. Do not try to communicate with the shooter.
6. Do not unlock the door until an “all-clear” signal is given by the proper authorities. This signal can only be given by Crisis Team Members.

Civil Disturbance:

1. Lock all doors that you can secure safely. If you are in a classroom, lock the door.
2. Call 911 and provide:
 - Your name
 - Your location
 - Location of the disturbance
 - Number of people involved
 - Special directions regarding building location
3. Stay on the phone with 911 to provide further information if disturbance moves.
4. Contact the AIC and Security.
5. Await the “all-clear” signal from proper authorities. This signal can only be given by Crisis Team members

Abduction or Hostage situation on campus:

1. **Do not** try to intervene.
2. Lock all doors that you can secure safely. If you are in a classroom, lock the door and get the students into a corner of the room away from the door.
3. Call 911 and provide:
 - Your name
 - Your location
 - Location the abduction took place
 - A detailed description of the student—estimated age, gender, race, clothing, and name if known
 - A detailed description of the person(s) committing the abduction—gender, race, clothing, and whether or not he/she is armed. If armed, note what type weapon the person is carrying (i.e. handgun, long gun, or knife)
 - A detailed description of vehicle (i.e. car, truck, SUV), tag number, color, make, and model, if possible. Note direction of travel.
 - Special directions regarding location of building.
 - Advise that there will be someone to meet them at the site.
4. Contact the AIC and Security
5. Await the “all-clear” signal from proper authorities. This signal can only be given by Crisis Team members.

Threatening Intruder on campus:

1. If the stranger is acting in a threatening manner, **do not approach**.
2. Lock all doors that you can secure safely. If you are in a classroom, lock the door and get the students into a corner of the room away from the door.
3. Call 911 and provide:
 - Your name
 - Your location
 - Location of the suspicious person(s)
 - A description of the intruder—estimated age, gender, race, clothing, type of weapon, and what he/she was last seen doing
 - Special directions regarding location of building
 - Advise that there will be someone to meet them at the site.
4. Contact the AIC with all details and the actions you have taken.
5. Contact Security and give them the same information you gave 911.
6. Await the “all-clear” signal from proper authorities.
This signal can only be given by Crisis Team members.

Suspicious Person in a non-threatening situation:

1. Cautiously approach the stranger and try to determine the nature of his/her visit.
2. Direct or accompany the person to the proper place.
3. If this person becomes uncooperative, do not force the issue. Back off, but keep an eye on him/her and call Security.
4. If this person becomes belligerent or threatening, call 911 while backing away from him/her. However, try to keep an eye on this person if possible.
5. Contact the AIC.

Transportation Accident:

Preparedness

1. Prepare and maintain a list of all students, staff, and chaperones on each bus and at the school during the trip. This list should include all contact information for the occupants.
2. Maintain a list of all emergency numbers to be contacted.
3. Maintain a form of contact between buses.

Response

1. In the event of an accident, the bus driver should call 911 and the AIC.
2. First Aid should be administered, if necessary. If a student must be transported to a hospital, a staff member should accompany the student, if possible.
3. Compile a list of those who have been injured and those who have not. Ensure that all persons present on the bus at the time of the accident have been accounted for.

Should a power line be down or near the bus,

1. Keep all students on the bus.
2. Call 911 and the AIC.
3. **Do not** exit the bus or allow any of the students to do so.

If a tornado is sighted,

1. Pull the bus off the roadway in the safest location available. If possible, point the bus in the direction of the tornado.
2. Turn off the bus.
3. Apply parking brake and turn on the four-way hazard warning lights.
4. Notify the transportation manager in Facilities as soon as possible.
5. Do not evacuate the bus.
6. Instruct students to:
 - a) Get below window level, lie on the bus floor, and get under the seats, if possible.
 - b) Cover their heads with books, arms, coats, etc. This includes the driver.
 - c) If that is not possible, occupants should sit on the bus floor between seats, if possible.
 - d) Place knees around upper body.
 - e) Place head down between or on knees.
 - f) Place arms over their heads-cover with coats.
 - g) Remain in this position until instructed otherwise.
7. When it is safe to do so, continue on route with caution.

Trip Emergency

1. Identify passengers requiring first aid.
2. All chaperones and supervisors must have cell phones.
3. Follow the corresponding procedures in the Crisis Plan relative to the emergency. Call AIC and 911 if necessary.
4. Designate one responsible adult to remain at the scene.
5. Designate one adult to travel with the injured to the hospital.
6. Designate one adult to communicate info back to the school regarding the emergency.

Medical Emergency—On Campus:

1. Call 911 and provide:
 - Name of the person needing medical attention
 - Location
 - Building information
 - Special directions regarding location of building
2. Call Campus Nurse at 870-307-7425 (307-SICK).
3. Call Security, AIC, and the CTM.

Medical Emergency—Off Campus:

1. Call 911 and provide:
 - Name of the person needing medical attention
 - Location
2. Call CTM.

Accidents, Injury, Suicide, Death:

In the case of injury or illness on campus, the first responder should follow Crisis Plan procedures for Medical Emergency and contact the CTM.

In response to suicide or death on campus, the first responder should contact the CTM, follow Crisis Plan procedures for Medical Emergency, and call 911.

Electrical Power Failure or Water Main, Sewer, or Electrical Power Break:

1. Keep the surrounding area clear until help arrives.
2. During campus hours, contact Maintenance. After hours, contact Security.
3. Should evacuation become necessary, make your way to the respective evacuation area that coincides with your location.

Incident at a Campus Function during Non-Instructional Hours:

During athletic events

Contact the AIC of the event.

Follow the corresponding procedures in the Crisis Plan.

All other times

Contact the CTM.

Follow the corresponding procedures in the Crisis Plan.

Security Issues on College Property:

Any security issues on College Property should be reported immediately to Security; if unavailable, please contact the CTM and/or Crisis Team members at the respective division.

Disaster Kits Locations:

Maintenance Building Conference Room

Library Room 101

Safety Office

Nichols Building office next to cashier's office.