



# Emergency Procedures

## Quick Reference Guide

August 2015

This Emergency Procedures Check List should be placed in offices, reception areas, and other prominent locations. The information provided here is general in nature. Each situation will require some tailoring of these procedures to meet specific needs. Faculty, staff and students may use this as a basis for developing a comprehensive emergency response to any number of social and/or natural emergency conditions. For best response, present the guide during staff training and review your procedures often.

This guide is intended to serve as a reference for faculty, administrators, students, and staff, but does not replace common sense, sound judgment and prudent actions in response to emergency situations.

### **How to Use This Guide**

## **Medical Emergency or situation in the classroom**

- Always call for medical to evaluate the student or person. That will reduce the liability to you and the college.
- If possible, make person comfortable on the floor, if person is having a seizure, clear objects away for the person to be sure the person does not harm themselves during the seizure.
- If the person recovers before medical or police arrives, encourage the person to wait for medical to be evaluated.
- If the person wants to leave the class, if person is willing, have another person help them home. Always obtain a college address for the person so a follow-up can be made by medical, wellness or police.
- Call for medical or police assistance in Ephraim 435-835-2345, Richfield 435-896-6471 or 911.
- If other type of disruptive behavior occurs, when safe to do so, contact Campus Police as listed below.
- If you have a concern or question, feel free to contact the Campus Police at 435-283-7170.7072 or cellular 435-340-1311 / 0676

## **Medical Emergency or Disruptive Behavior in the Classroom**

**Notify 911**, if necessary. Be prepared to describe the emergency, including physical description of people involved, exact location of incident, and where victim may be if not at incident location. 911 operator/police dispatcher will send emergency responders (police, fire, medical) based on the incident reported to them.

**Emergency numbers are :** Ephraim Campus – 435-835-2345  
Richfield Campus – 435-896-6471

Notify Snow College emergency responders:

Public Safety 435-283-7170 or 7172; 435-340-0676 or 435-340-1311

Safety Manager: Richfield – 435-893-2235 or 435-979-1946 or by calling 911

- Seal off high-risk areas; protect all people in the area, including you.
- Take charge of the area. Based on the incident, evacuate the area if necessary.
- Preserve evidence, make detailed notes of the incident, and locate possible witnesses.
- Refer media to the Snow College's Public Information Representative at 435-7013 or 435-851-1230

## Responding to Any Emergency

- Call 911 or police/fire/medical dispatch: Ephraim Campus~835-2345, Richfield Campus~435-896-6471
- Notify Public Safety~435-283-7170/7172 or Safety Manager on Richfield Campus~893-2235
- Ensure the safety of faculty, staff, and students.
- Notify Snow College Student Life office (8 am-5 pm Monday-Friday): Ephraim Campus~435-283-7121, Richfield Campus~435-893-2216 to send College Resources to the incident.
- Seal off area where incident took place (protect evidence).
- De-escalate and defuse situation, if it can be done safely by separating those involved.
- Communicate in a calm voice.
- Choose words carefully
- Be a good listener
- Show dignity and respect to the troubled student(s)/person(s).
- Be prepared to report to dispatch and police the description of any weapon(s) used, physical description of any suspect(s), description of any vehicles involved, and direction of travel if parties are leaving the area.
- Document all actions taken by parties involved, including your own. If the situation is defused, have victims and any witnesses write down their account of the incident, including names, if known.
- Involve the Wellness Center at 283-7136 to assess counseling needs of the parties involved.
- Be available to answer questions for the responding police officers.
- Refer media to official Snow College spokesperson(s) as listed in the Public Information tab, or call 435-283-7013 or 435-851-1230.

## **Student Unrest/Citizen Dispute/Assault/Fights/Student Misconduct**

## **In the event of an emergency, the In-Charge Staff or Faculty Member will:**

- Verify Information
- Call 911, and Public Safety 283-7170 if necessary.
- Seal off high-risk area(s)
- Notify supervisor
- Notify students and staff. *Note:* depending on the emergency, students may be notified by teachers.
- Keep detailed notes of event.
- Convene Crisis Team as outlined in tab labeled "Crisis Plan".
- Ephraim campus~435-283-7121
- Richfield campus~435-893-2216
- Evacuate students and staff, if necessary.
- Refer media to official Snow College spokesperson as listed in Public Information tab.
- Notify community agencies, if necessary.

### **Faculty and Staff Responsibilities**

- Verify information.
- Lock classroom doors unless evacuation orders are issued.
- Warn students if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster.
- Refer media to official Snow College spokesperson(s) as listed in Public information tab.
- Keep detailed notes of event.

## **Staff Responsibilities for Emergency Procedures**

## Reporting Accidents – Injuries – Incidents

### Reporting Importance:

Reporting, tracking, and evaluating incidents and accidents is vital to the overall wellness of Snow College. The College tracks and evaluates reports in order to prevent future injuries, crime, and to reduce the level of liability to Snow College and the State of Utah.

### Incident / Accident Reporting:

All accident(s) and incidents need to be reported. Faculty, staff, club advisors, club members – everyone is responsible for reporting. A person can do so by going to [www.snow.edu/studentlife/safety.html](http://www.snow.edu/studentlife/safety.html) and completing and submitting the Accident-injury-incident Report/Damage form on-line. A blank hard copy of this report form can be obtained from the below.

| Ephraim Campus   | Office                    | Location                         |
|------------------|---------------------------|----------------------------------|
|                  | Risk Management           | Noyes Building, Rm 233           |
|                  | Public Safety             | Business Building, Rm 153        |
|                  | Office of Student Success | Greenwood Student Center, Rm 204 |
| Richfield Campus | Campus Safety             | Administration Building, Rm 174  |
|                  | Administration Office     | Administration Building, Rm 121  |

In addition, forms can be found on the back of this document. Feel free to remove one for completion. Submit completed forms to Public Safety or Risk Management at the Ephraim Campus or to the Campus Safety Office at the Richfield Campus.

Reports should be made as soon as possible (ideally within 24 hours or next business day) when they occur. Any College sponsored activity, off or on campus applies.

## Risk Management – Reporting Accidents. Injuries. Incidents

## **The Mission of the Counseling & Wellness Center is to promote the safety and overall mental, emotional and psychological wellness of the students at Snow College.**

The Counseling and Wellness Center provides individual and/or group therapy free of charge to registered students. A licensed counselor/therapist is available to assist students dealing with a variety of issues including but not limited to stress, depression, roommate issues, eating disorders, anxiety, grief and loss, sexual identity, marital issues and addictions. Addictions may include alcohol, illicit or prescription drugs, pornography and other sexual addictions. Therapy through the Counseling & Wellness is designed to be short term and solution focused. In the event that the students presenting issues are considered long term it is likely that they may be referred to other treating agencies/individuals whose sole focus is on the treatment of these long term issues. On average, students are seen for 4 to 6 sessions and are assigned work to do outside of session to remedy their given challenges. All therapy is confidential and is guarded by ethical standards of the counseling profession as well as the federal guidelines for private medical information (HIPPA) and the Family Educational Rights and Privacy Act (FERPA). Professional counselors/therapists are not required to divulge certain behaviors or incidents that regular employees may be required to report. *(Some situations require reporting and are explained in the first meeting with the counselor).*

Student Support Line: The Counseling & Wellness Center offers a support line where students may talk, text and chat with trained student mentors about whatever challenges they may be experiencing. This is an anonymous service and can serve as a source of referral to the Counseling & Wellness Center if desired by the caller.

### **Student Support Help Line:**

**Phone – 435-283-7283.**

**Text – 435-776-5583.**

**Online Chat [www.snow.edu/wellness](http://www.snow.edu/wellness).**

*(To schedule an appointment for counseling - Ephraim and Richfield Campuses - call 435-283-7136)*

## **Counseling and Wellness Resources**

## **In the Event of a Suicide Attempt or Threatening Suicide: Call 911**

### **SUICIDE THREAT**

1. Verify information. Call 911 if danger to person is Imminent. Ephraim Campus ~ Notify Public Safety: 340-0676 or 340-1311, or Richfield Campus Safety Manager: 893-2235.
2. Insure the safety of anyone involved. The student should not be left alone, should be kept under careful watch in a secure place, and should not have any available means to attempt suicide.
3. Contact Counseling & Wellness Center at 283-7136 or the Director for Student Life who will evaluate options including contacting family members and determining school accommodations.

### **DEATH/HOMICIDE**

1. Call 911. Notify Public Safety and/or Safety Manager on Richfield Campus.
2. If perpetrator is in the area, speak calmly with him/her until police arrive. Try to regain general calm.
3. If there is no perpetrator, remove students from the area and calm them. Don't touch any items in the area. Do Not Touch or attempt to move the decedent.
4. Isolate witness(s). Do not allow them to talk to anyone. Await local law enforcement officials and administrative personnel.
5. The college has a public information officer that can speak for the college and can respond to the media.

#### **Notify Student Life and Wellness Center**

**Ephraim Campus:** 283-7136 or 283-7121

**Richfield Campus:** 283-7136 or 893-2216

**Student Support Help Line:** 435-283-SAVE (7288)

**Notify Public Safety:** 435-340-1311, 435-340-0676, 435-283-7170 or 283-7172

**Richfield Campus: Safety Manager:** 893-2235

#### **Other Mental Health Emergency Numbers:**

**National Suicide Prevention Lifeline:** 800-273-8255

**Statewide Crisis Line:** 877-469-2822

**For Deaf/Hard of Hearing: (text) 800-799-4889**

**Suicide/Suicide Attempt or Threat/Death**

**Lockdown.** May be instructed during situations such as the presence of a hostile or armed intruder inside a building. Lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or to an office suite.

**Shelter-in-place.** Use of a structure and its indoor atmosphere to temporarily separate individuals from a hazardous outdoor atmosphere. This can be because of a hazardous material incident, or perhaps a weather related event. It requires you to stay inside a sealed room for no more than a few hours until the outside air is again safe to breathe.

Lockdown/Shelter-in-Place if Indoors

- For **lockdown**, seek shelter in the nearest unlocked building, once inside, locate an interior room and lock the door.
- Discuss and test the feasible ways of **lockdown** to restrict intruders. May include locking doors, windows, using furniture to restrict the door, etc.
- In **lockdown**, turn off lights, close blinds and windows, silence phones to minimize light & noise.
- During **lockdown**, stay in place until you receive a message through emergency notification system or by a police officer.
- View “Shots Fired” video at [www.snow.edu](http://www.snow.edu), Public Safety Web page for additional **lockdown** information and options.
- **Shelter-in-place** due to hazardous materials includes covering windows, doors, sealing off air vents, etc.
- Have an emergency kit in your work place with items you might need during a **shelter-in-place** incident like; flash light, batteries, plastic sheeting, etc.
- During **shelter-in-place**, stay in place until you receive a message through emergency notification system or by a police officer.

#### Take Cover Outdoors

##### For Active Shooter Events

- If you cannot run or lockdown, take cover.
- If possible, try to hide in a well-hidden space or behind a large object such as a brick wall, large tree, vehicle, etc. to block you from the view of the shooter(s).
- If you can run, do not run in a straight line. Run in a zigzag pattern.

## Lockdown – Shelter in Place

## **In the Event of a HAZMAT Spill on Campus:**

DO NOT attempt to clean up the spill.

Evacuate the area if necessary. If not sure to evacuate ~ **EVACUATE!**

Stay upwind at least 50 feet from the building or area of spill.

## **From a remote phone notify:**

1<sup>st</sup> – Emergency Service: Ephraim Campus~835-2345, Richfield Campus~896-6471.

**OR CALL 911**

2<sup>nd</sup> – Public Safety: 435-340-1311 or 435-340-0676, Richfield Campus~893-2235

3<sup>rd</sup> – Facilities Management-Ephraim Campus~283-7220, Richfield Campus~893-2235

4<sup>th</sup> – Student Life, Ephraim Campus~283-7121, Richfield Campus~893-2216

**Warn everyone to stay out of the area until Fire or HAZMAT personnel arrive.**

## **CHEMICAL SPILLS**

### **Administration, Staff & Faculty**

1. Do not attempt to clean up the spill
2. Evacuate the area if necessary.
3. Stay upwind at least 50 feet from building or area of spill.
4. Coordinate with local authorities – Police/Fire by calling 911

### **Instructors**

1. Account for ***all*** students. ***Document.***
2. Warn everyone to stay out of area until fire or HAZMAT personnel arrive.
3. Close all doors and windows.
4. Ensure that no one leaves classroom or building until directed to do so.
5. If the hazard is confined to a single room or relatively small area, the instructors should proceed to evacuate all students immediately to a hall or the nearest safe area.
6. Notify the administration office.

## **Hazardous Materials/Chemical Spill**

## Faculty, staff member, or student who is aware of a weapon on campus should:

- Immediately notify Public Safety (283-7172 or 283-7170 or 435-340-0676 or 435-340-1311) or Ephraim Police by calling dispatch at 835-2345. Richfield Campus: Safety Manager 435-893-2235 or Richfield Police at 896-6471
- Be available to describe the person(s) including clothing, vehicle, and circumstances relating to the weapon (i.e. any threats made, against whom, etc.).
- If an instructor suspects the weapon is in the classroom, a neighboring instructor should be confidentially notified. The instructor should not leave the classroom
- Occasionally, there are valid reasons for a person to have a weapon on campus. However, every reported incident needs to be handled proactively.
- Based on the circumstances, you may choose to do the following:
- Notify Student Life: Ephraim Campus~283-7121 - Richfield Campus~896-2216 (8 am to 5 pm Mon-Fri) to bring additional school resources to the scene.
- Evacuate certain areas in the building.
- If the person who is suspected of having the weapon has been confronted, try to move him/her to a private room.
- If the suspect threatens you with the weapon, do not attempt to disarm him/her. Back away! Try to remain calm.
- Be prepared to follow the instructions of the law enforcement officer.
- Ask another administrator to join you in asking the person to accompany you to a private office. Wait for police.
- A search of the person, his/her locker, desk and belongings may be conducted with law enforcement personnel.
- Keep detailed notes of all events and why <sup>actions</sup> were taken by you.
- If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up and try to remain calm.

## Concealed Weapons Permit Holders

- Snow College complies with Utah State law when it comes to concealed weapons permits.
- Concealed Weapon means just that "Concealed," if exposed, police will most likely be contacted.
- Utah State Law allow for concealed weapon permit holder to poses a weapon that is **concealed** on campus. However concealed weapons should not be used in any informal display or be part of an open display.
- Concealed weapon permit holders should discuss weapons within their Housing Contracts

## Weapons / Concealed Weapons/ Permits

## Report Criminal Activity

### Reporting Crimes in Progress:

1. If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible:
  - a. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
  - b. Location of the incident; Description of suspects involved; Injuries that have occurred; Description of any weapons involved; Description of property involved.
2. Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.
3. Outdoor Emergency Phones (blue light emergency phones) with immediate access to 911 are located on the following buildings on the Ephraim Campus: Lucy Phillips Building, Social Science Building, Trade & Industry Building (West Campus). On the Richfield Campus: Washburn Building.

### Reporting Crimes Not In Progress:

1. Secure crime scene until the police arrive.
2. Be prepared to identify what is missing or was stolen by make, model and serial number.
3. Be prepared to identify any possible suspects, suspicious persons, witnesses and any other information you feel important to share.
4. If you feel someone is stalking you, contact Campus Police as listed below:

|                                    |                  |  |
|------------------------------------|------------------|--|
| <b>Snow College Police</b>         | Ephraim Campus   | 435-283-7170<br>435-283-7172<br>435-340-1311 (cell #)<br>435-340-0676 (cell #) |
| <b>Snow College Safety Manager</b> | Richfield Campus | 435-893-2235   |
| <b>Police Dispatch</b>             | Ephraim          | 435-835-2345   |
| <b>Police Dispatch</b>             | Richfield        | 435-896-6471   |

To report a crime anonymously, call 888-399-0376 or [www.ethicspoint.com](http://www.ethicspoint.com) - Leave a detailed message. The College's Annual Security Report can be found in the Annual Academic Catalog or on the Snow college web page ([www.snow.edu](http://www.snow.edu)) within the Public Safety web page.

## Reporting Criminal Activity

## Be Prepared

1. Have a personal Emergency Plan
2. Have a 72-hour Emergency Kit and supplies (in office & home/dorm)
3. Be prepared to help others – College officer(s) and/or civic and religious leaders will call on you for help.

Severe wind, snow, rain, hail, thunder storms and flash floods are not uncommon in our area. Tornadoes, while not common in this area, do occur as well. Earthquakes strike suddenly and without warning! Procedures for dealing with these threats are similar.

**Weather Related Incident:** - (1) Be alert for weather warnings. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel.) (2) Go inside buildings, or if inside, stay outside. (3) Close windows and blinds. (4) Move to safe areas, away from outside walls and windows. (5) Be ready to move quickly if flooding threatens. (6) Remain in safe areas until warnings expire or emergency personnel have issued “all-clear” advisories.

**Power Outage:** (1) Emergency power will light corridors and foyers. (2) Most of the time, power will be restored within minutes. (3) Faculty members will make the decision to continue class or to let their students leave. (4) Key Staff members will contact Power suppliers to obtain information as to the estimated time the power will be out and provide that information to the College Administration. (5) College President or Vice-President will determine if the college campus involved in the outage should be closed until power is restored.

### **During an Earthquake:**

If **indoors**, take cover under a piece of heavy furniture. Remember drop, cover, hold on and stay inside. The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because objects can fall on you.

If **outdoors**, move into the open, away from buildings, trees, overpasses, or utility wires. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake. Safely evacuate buildings to a safe area away from power lines, buildings and trees. Always assess injuries and assist others when possible.

### **After an Earthquake:**

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks or even months after the quake. Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Safely evacuate buildings to a safe area, avoid buildings, power lines, etc.

*Call for help! 911 or Dispatch: Ephraim Campus~835-2345 Richfield Campus~896-6471*  
*Understand the Emergency Siren System by going to Public Safety web page.*  
*[www.snow.edu/studentlife/safety.html](http://www.snow.edu/studentlife/safety.html). For more information, go to [www.bereadyutah.gov](http://www.bereadyutah.gov)*

## **Natural Disasters – Earthquake – Severe Storm – Power Outage**

# Snow College Emergency Alert/Warning System

## Evacuation Planning:

- Evacuation drills are conducted each year as fire drill.
- Be familiar with the emergency exit routes from your workspace and building.
- Your plan should include where to meet your students and co-workers outside.
- Identify location where you can secure or shelter-in-place.
- Locate the emergency systems available: fire alarm, emergency phones, automated external defibrillator, and fire extinguisher on campus.
- If evacuations due to an earthquake, use care when leaving building, watch for falling objects, electrical wires, glass, etc. Once outside, stay away from building walls and tall objects like poles and trees, move to an open area and remain there until you can move safely.
- Participate in the college's Emergency Warning process. Follow instructions given through this emergency warning process.
- Do not use elevators, including individuals with limited mobility.
- DO NOT re-enter a building until the "all clear" is given via Public Safety or Administration.

## Evacuation of an Individual with Limited Mobility

If an individual with limited mobility cannot evacuate, he or she may stay in place. Notify Emergency First Responders of any individual waiting for assistance. Note: Trained staff members on Evacu-Trac systems should ask the individual if they would like assistance exiting the building using the Evacu-Trac unit.

## Evacuation of an Individual with Visual Impairment

- Offer your elbow to an individual with a visual impairment and tell him or her of your intention to move to an EXIT.
- As you walk, describe where you are and where you're headed.
- Advise the individual of any obstacles, doorways, steps, hand rails, curb, etc.
- Talk calmly but move as quickly as possible to an EXIT.
- When you get the individual to safety, reorient him or her to the surroundings and ask if further assistance is required.

## Evacuation of an Individual with Hearing Impairment

- Make eye contact with the individual.
- Use a simple warning such as hand signals or a note about the emergency, e.g., "FIRE...Come with me."
- Maintain eye contact and using hand gestures explain what's happening and what you want to do.
- Offer your elbow and move as quickly as possible toward the nearest EXIT.
- When you get the individual to safety, reorient him or her to the surroundings and ask by hand signals or a note if further assistance is required.

## Building Evacuation Plan

## **Snow College has a strong commitment to the well-being of its faculty, staff and students.**

### **The Snow College policy supports an alcohol & drug-free environment.**

This policy prohibits possessing or drinking alcoholic beverages; the possession, use of or trafficking in of any narcotic, dangerous or unlawful drug in any college building or on any college grounds or during college sponsored activities. Sanctions could include fines, mandatory drug/alcohol counseling, probation, suspension, expulsion, and referral to civil authorities.

Snow College will enforce its policies relating to drugs and alcohol. If a person possesses and/or consumes alcohol or drugs on campus, the person may be arrested and administrative action will be taken against all violators! If a person consumes alcohol or drugs off-campus, then comes on campus under the influence of these substances, regardless of the level of intoxication, they may be subject to arrest, as well as to college administrative action! On-campus includes all Snow College properties, housing units, sporting and social events. Off-campus arrest for any criminal offense is subject to college administrative action!

Driving under the influence, possession of or trafficking in illegal narcotics by any person, or possession or trafficking in alcohol to minors can result in fines, imprisonment and/or suspension from school.

Students who violate Snow College school policies will be referred to the Director of Student Life, who will investigate the offense administratively and will meet with the parties included to determine whether the case will be resolved by the Director of Student Life or referred to the Social Standards Committee.

#### **Local Laws:**

- If you are under 21, you cannot possess, consume, or have consumed alcohol – it is a violation of law.
- If you are over 21 and supply, or are present when others under the age of 21 are consuming, you are in violation of State/Local law.
- At any age, if you possess or consume or have consumed alcohol and are impaired, it is a violation of the State/Federally-enacted “Drug-Free School and Community Act.”

#### **Simple Facts:**

- If you possess alcohol or drugs on campus or violate local or state laws, you will be arrested.
- If you consume alcohol off campus, then come on to campus impaired at any level, you will be arrested.

**Snow College offers a Drug and Alcohol Education Program through the Counseling & Wellness Center on both campuses. This program is coordinated by the Director of the Counseling & Wellness Center. When students seek help from a college counselor, the counselor provides confidential, short-term intervention and may refer the student to a rehabilitation agency that deals with addictions.**

**Snow College drug & alcohol policies now include all intoxicant(s) regardless of the means of administration of the Intoxicants(s).**

## **Drug and Alcohol Policies/Laws**

## **If an incident occurs on campus:**

- Call 911. Police/medical dispatch: Ephraim campus~835-2345  
Richfield Campus~896-6471
- Notify: Ephraim Campus Public Safety~283-7170/283-7172, or 340-0676/340-1311, Richfield Campus Safety Manager~893-2235, or 979-1945
- Isolate affected student(s)/staff member(s), if possible.
- Notify Student Life Office (Ephraim campus~283-7121/Richfield Campus~893-2216) to alert Crisis Management Team.
- If requested by Law Enforcement, designate staff personnel to accompany ill/injured person(s) to the hospital.
- Public Safety will notify parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).
- Direct witness(es) and other effected parties to the Counseling & Wellness Center, Student Life, or Public Safety/Safety Manager.
- Public Safety/Student Life will determine method to notify students, staff members and parents.
- See Public Information Section to direct media.

## **Post-crisis intervention:**

- Counseling & Wellness Center will meet with related staff and other mental health officials to determine level of intervention needed for students and staff.
- Designate rooms as private counseling areas.
- Escort affected students' siblings, close friends, and other highly stressed individuals to "safe rooms": designated by the Counseling & Wellness staff.
- Assess stress level of staff; recommend counseling to those overly stressed.
- Follow up with students and staff receiving counseling.
- Designate staff person(s) to attend funeral(s), if any.
- Allow for changes in normal routines or test schedules to address injury or death.

## **Crime Scene Protection:**

- Preserve the area of the incident to protect evidence.
- Take notes to be able to prepare a detailed witness statement.
- Do not remove items or touch items that may be evidence.
- Turn scene over to the police. Assist the police as requested!
- Industrial accidents need to be investigated just as criminal incident does.
- Treat all incidents as possible crime scene by protecting the areas until Police have completed their investigation.

## **Accidents/Serious Injury/Death/Serious Illness**

# FIRE / EVACUATION PROCEDURES

## IF YOU DISCOVER A FIRE:

1. Manually activate the building's fire alarm by pulling down the handle as you exit the building.
2. Immediately evacuate the building, closing doors and windows behind you. Account for personnel or student
3. **DO NOT USE THE ELEVATORS.**
4. Locate persons with disabilities, and provide assistance if possible.
5. Otherwise, provide their location to emergency responders.
6. When your safety is not in jeopardy, call 911 and provide the following information.
  - a. Name of the building
  - b. Location of the fire within the building.
  - c. A description of the fire and (if known) how it started.
7. Report to your department's designated emergency assembly area to be accounted for.

**Note:** If you know how to use a fire extinguisher, do not spend more than 30 seconds trying to extinguish the fire. If you do not know how to use an extinguisher, exit the building immediately.

## ONCE THE FIRE ALARM IS ACTIVATED:

1. Walk quickly to the nearest exit. **DO NOT USE THE ELEVATORS.**
2. If you are able, help those who need special assistance.
3. Notify fire personnel if you believe someone may still be in the building.
4. Gather away from the building and emergency responders at the emergency assembly area.
5. Account for and maintain of personnel or students.
6. DO NOT re-enter the building until the fire department or police personnel give an all clear.

## IF CAUGHT IN SMOKE:

1. Do not breathe the smoke!
2. If you encounter smoke, stay low and go!
3. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

## IF TRAPPED IN A BUILDING:

1. If possible, move to a room with an outside window.
2. Close all doors and windows.
3. Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
4. Attempt to signal people outside of the building. If there is a telephone, call **911** and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
5. Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
6. Be patient. Rescue of occupants within large structures will take time.

For more information on fire emergencies or needs, please call Snow College Fire Marshall Ephraim campus: 435-283-7221. On Richfield campus~435-893-2235. Snow College-Public Safety~435-283-7170 / 7172.

Snow College Annual Fire Report is located in the college's Annual Security Report found in the Public Safety web page at [www.snow.edu/studentLife/safety](http://www.snow.edu/studentLife/safety).

**Fire – Fire Alarm – Annual Fire Report**

## **Federal CLERY Act or also known as the Campus Security Act**

The Federal CLERY Act is a law that requires Snow College to disclose certain timely and annual information about campus crime and Public Safety policies, crime statistics, victim rights, annual crime prevention efforts, etc. This report is to be made available to all current students, staff and faculty as well as to prospective students and their parents, prospective faculty and staff members and to the college community at large. This information is published annually within the Snow College's "Annual Security and Fire Report" located on the Snow College web site in the Public Safety page, available in hard copy at the Snow College Public Safety Office in the Business Building, or by calling 435-283-7170. The CLERY Act requirements may be increased or changed from year to year thus additional Public Safety and campus safety information may be available each year. Anyone interested in additional information relating to the Federal CLERY Act can contact Snow College Public Safety.

## **Violence Against Women Act also known as VAWA**

The Violence Against Women Act amends the Clery Act by expanding the reporting requirements and resources to be made available to victims of domestic violence and sexual violence including dating violence and stalking.

## **Campus Sexual Violence Elimination Act is also known as the SaVE Act**

The Campus SaVE Act is Section 304 of the Violence Against Women Act, which requires campuses to provide annual statistics on incidents of campus crimes, including sexual assaults occurring on campus and reported to campus authorities or local police. The Act broadens the Clery Act requirement to mandate fuller reporting of sexual violence to include incidents of domestic violence, dating violence, and stalking. The Campus SaVE Act also complements the Title IX Guidance by the U.S. Department of Education's Office for Civil Rights.

In addition, the SaVE Act guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention education programs. The Snow College Code of Conduct clearly addresses the disciplinary proceedings which comply with the SaVE Act. The Code of Conduct can be found on line within the "Student Life" section of the Snow College web page or in hard copy from the Title IX Coordinator at 435-283-7120, the office of the Vice President for Student Success or by calling 435-283-7100 / 435-893-2216.

## **Federal Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Examples of the types of discrimination that are covered under Title IX includes sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy.

Snow College is committed to providing an environment free from discrimination on the basis of sex. All known or reported incidents of sexual harassment or sexual violence should be reported in a timely manner to the Snow College Title IX Coordinator at 435-283-7120 or to the Vice President for Student Success at 435-283-7100 / 435-893-2216.

## **Higher Education Act**

The Higher Education Act is the federal law that governs the administration of federal student aid programs like Federal Direct Loans and other federally supported funded grants and loans. Snow College's qualifications and awards of federal funds are also tied to the institution complying with the Federal CLERY Act and Title IX and the institution's drug and alcohol policy. For more information relating to the HEOA Act contact Snow College Financial Aid at 435-283-7130 / 435-283-7313 or email them at [financialaid@snow.edu](mailto:financialaid@snow.edu).

# **Federal Laws or Acts relating to Snow College/Campus Safety**

## Line of Authority:

Snow College President or his/her designee has full authority to oversee operations at the college. Deans and directors have authority to oversee their departments and divisions under the direction of their Vice President or cabinet member.

Snow College employees should always notify the Public Information Office when a member of the media contacts them about anything related to the college.

The Public Information Office takes responsibility for issuing public statements during any and all emergencies.

Please advise one of the following people in the event of an emergency:

| <b>Position</b>                | <b>Home #</b> | <b>Office #</b> | <b>Cellular #</b> |
|--------------------------------|---------------|-----------------|-------------------|
| Public Information             |               | 435-283-7013    | 435-851-1230      |
| Public Safety                  |               | 435-283-7170    | 435-340-0676      |
| Public Safety                  |               | 435-283-7172    | 435-340-1311      |
| President                      |               | 435-283-7010    |                   |
| Safety Manger-Richfield        | 435-326-4597  | 435-893-2235    | 435-979-1945      |
| VP for Student Success         | 435-527-1361  | 435-893-2216    | 435-979-2778      |
| VP for Administration Services |               | 435-283-7200    |                   |
| VP of Academics                |               | 435-283-7300    |                   |

### ***During an emergency:***

All information should reach the President. If the President is not available, reach one of the people above.

The President will decide how to handle the media strategy. The Public Information Officer or Vice President will take responsibility in his/her absence.

The media should only be given facts. Do not guess, exaggerate, offer personal information or sensationalize. Be aware of the privacy rules and strict limitations regarding the release of information about Snow College students. Never argue with a member of the media. Refer them to one of the people above for information.

Official statements from the college should come through the President or the Public Information office. The Public Information officer will insure that information that needs to be released gets released and information that should not be released remains private.

If you have personal knowledge of the situation, share that knowledge with Public Safety officials, the President's office and Public Information officer.

## **Public Information – Line of Authority**

## BOMB THREAT / SUSPICIOUS PACKAGE

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

1. **STAY CALM.**
2. **If a suspicious object or potential bomb is discovered: DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL Public Safety at 340-1311/0676 or 911.**
  - a. Be sure to include the location and appearance of the object when reporting.
  - b. Alert others in the area about the object and take actions to prevent others from entering the area.
  - c. Wash hands with soap and water to prevent spreading potentially infectious material to face or skin.
  - d. Notify supervisor or a law enforcement official.
  - e. If possible, create a list of persons who were in the room or area when suspicious letter/package was recognized to provide to law enforcement officials.
3. **If a phone call bomb threat is received:**
  - a. Try to obtain as much information as possible from the caller by using the "Bomb Threat Check List" (located on the following page).
  - b. DO NOT put the caller on hold. DO NOT attempt to transfer the call.
  - c. DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON. If possible, have someone else use another phone to call 911.
  - d. Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made.
  - e. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.
  - f. After hanging up, immediately dial Public Safety at 340-1311/0676 or 911.
  - g. Notify your supervisor.
  - h. Follow orders to evacuate from College Administrators or Police and wait for further instructions.
  - i. Instructors should account for students.

When dealing with suspicious devices like letters, parcels or packages, unclaimed backpacks, briefcases, etc., avoid handling them to remain safe and to preserve possible evidence. The following factors may indicate a bomb or hazardous device. You should be suspicious of the following:

- Excessive postage or weight
- Markings such as "confidential", "personal", etc.
- Oily stains, discoloration or odor
- Hand written or poorly typed address
- Marked with any threatening language
- Shows a city or state in the postmark that does not match the return address
- Incorrect title or a title with no name
- Powdery substance felt through or appearing on the package or envelope
- Protruding wires or aluminum foil
- Excessive packaging material such as tape, string, etc.
- Rigid lopsided or uneven envelopes
- Misspelling of common words
- Ticking sound

**Call Police: Ephraim Dispatch 435-835-2345 Richfield Dispatch 435-896-6471**

## Suspicious Packages - Items

## **CAMPUS WATCH PROGRAM: Ephraim & Richfield Campuses**

### **CRIME PREVENTION TIPS PROTECT YOURSELF AND YOUR BELONGINGS**

#### **Protect Your Valuables**

1. Lock your dorm room, office when vacant, your car, keeping valuables out of sight.
2. Protect your purse, briefcase, and book bag at all times.
3. Don't carry large amounts of cash. Front pockets are safer for a wallet. Don't keep large amounts of money in office desks!
4. Record all serial numbers, model numbers and make of all valuables (i.e. Computers, laptops, calculators, bicycles, vehicle, etc. including college owned equipment).

#### **Personal Property Marking & Log. Ephraim & Richfield Campuses**

You can mark and/or log your valuables with the Campus Police. The item(s) will remain on file in case the property is stolen. This will aid in the recovery of your property.

#### **Protect Yourself**

1. Avoid studying and working alone in isolated areas. Let others know where you are and an approximate time when you will be finished.
2. Always walk with another person or group.
3. Walk on designated walkways that are well lit.
4. Avoid shortcuts through the park, vacant lots, and other deserted places.
5. Learn the locations of the blue light emergency telephones on campus and how they work.
6. Be alert and aware of your surroundings when walking outdoors. Always walk with confidence. Show that you are aware and in control. Body language works.

#### **Snow College Crime Prevention Programs**

##### **Campus Watch Program. Ephraim & Richfield Campuses**

The campus watch program is a pro-active group of concerned students, faculty, and staff members interested in preventing criminal activity in and around campus. This program is designed to organize the campus community to look out for one another and report suspicious activity to police. The program also educates our college community on how to better protect themselves against being the victims of criminal acts.

##### **Student Housing Watch. Ephraim Campus**

Volunteer residential assistants or coordinators work directly with Snow College Public Safety and Ephraim Police to organize this residential crime prevention program. The volunteers provide residents with updated crime prevention and crime awareness information. Neighbors are encouraged to watch out for one another and maintain a communication link with the police.

##### **Person Safety Escort Program. Ephraim Campus**

Any student, staff or faculty member can request a Safety Escort from an on-duty Campus Security agent between the hours of 6:30 pm and 1:30 am, by calling Campus Security at 435-340-8021. An agent will respond and escort you to your destination on or near to campus.

**Access to these Crime Prevention Programs:** Ephraim Campus~283-7170  
Richfield Campus~893-2235

**Active Shooter Safety tips and awareness:** Go to the Public safety web page within the Snow College web page and click on "Shots fired". Must be accessed on the college computer system.

*The college's Annual Security Report is located on the Snow College web page under "Public Safety".*

## **Campus Safety – Crime Prevention – Annual Security Report**

## EMERGENCY NUMBERS

### Emergency Fire, Police, Sheriff, Utah Highway Patrol, EMS, Ambulance, and Rescue: Call 911

| <u>Law Enforcement and Safety</u> | <u>Office</u>  | <u>Dispatch</u> | <u>Other / Cell</u> |
|-----------------------------------|--|-----------------|---------------------|
| Snow College Public Safety        | 283-7170 <i>or</i> 7172  | 835-2345        | 340-0676 / 340-1311 |
| Ephraim City Police               | 283-4602   | 835-2345        | 911                 |
| Sanpete Sheriff Office            | 835-2191   | 835-2345        | 911                 |
| Ephraim Medical Response          |  | 835-2345        | 911                 |
| Ephraim Fire Department           |  | 835-2345        | 911                 |
| Utah Highway Patrol               | 435-896-6471   | 435-896-6471    | 911                 |
| Poison Control                    | 1-800-456-7707   | 835-2345        | 911                 |
| Sanpete Valley Hospital           | 462-2441   |                 |                     |
| Gunnison Valley Hospital          | 528-7246   |                 |                     |
| Vehicle Lock-out                  | 283-4033 (Jorgensen Chev.)<br>283-4854 (Steve's Keys)<br>283-4011 (Pearson Tire) |                 |                     |

**Report a Crime or Ethical concern anonymously** 1-888-399-0376 or [www.ethicspoint.com](http://www.ethicspoint.com)

## OTHER IMPORTANT NUMBERS

| <u>Snow College</u>                               | <u>Office</u>                   | <u>Dispatch</u> | <u>Other</u>        |
|---|---------------------------------|-----------------|---------------------|
| General Information                               | 283-7000                        |                 | 283-7001            |
| Public Safety                                     | 283-7170                        | 835-2345        | (Cell) 435-340-0676 |
| Public Safety                                     | 283-7172                        | 835-2345        | (Cell) 435-340-1311 |
| Campus Security ( <i>Student Security Agent</i> ) | 283-7171                        |                 | (Cell) 435-340-8021 |
| Fire Marshall                                     | 283-7220                        |                 |                     |
| VP of Student Success                             | 283-2216                        |                 | 283-7000            |
| Wellness Center                                   | 283-7136                        |                 | 283-7136            |
| Wellness Student Help Line                        | 283-7283 (or Text 435-776-5583) |                 |                     |
| Director of Student Life                          | 283-7127                        |                 | 283-7121            |
| Student Life                                      | 283-7121                        |                 |                     |
| President's Office                                | 283-7010                        |                 |                     |
| Snow College Public Information                   | 283-7013                        |                 | 851-1230            |
| Campus Building Maintenance                       | 283-7220                        |                 |                     |
| Phones on-Campus-Repairs                          | 283-7238                        |                 |                     |
| Computer Help Desk                                | 283-7088                        |                 |                     |
| Director of Athletics                             | 283-7037                        |                 | 283-7020            |
| Student Housing Director                          | 283-7169                        |                 |                     |
| On Campus Emergency Housing                       | 283-7628 (cell)                 |                 |                     |
| Registration                                      | 283-7146                        |                 | 283-7143            |
| Financial Aid                                     | 283-7133                        |                 |                     |
| Advisement  | 283-7313                        |                 |                     |
| Cashiers  | 283-7294                        |                 |                     |
| Book Store  | 283-7211                        |                 |                     |
| Cafeteria   | 283-7274                        |                 |                     |
| Library   | 283-7363                        |                 |                     |
| Testing Center                                    | 283-7197                        |                 |                     |
| Risk Manager                                      | 283-7120                        |                 |                     |
| Blue Stakes                                       |                                 |                 | 1-800-662-4111      |
| Emergency Manager                                 | 283-7170                        |                 | 435-340-0676        |

## Important Telephone Numbers – Ephraim Campus

## EMERGENCY NUMBERS

### Emergency Fire, Police, Sheriff, Utah Highway Patrol, EMS, Ambulance, and Rescue: Call 911

| <u>Law Enforcement and Safety</u> | <u>Office</u>  | <u>Dispatch</u> | <u>Other</u> |
|-----------------------------------|----------------|-----------------|--------------|
| Snow College Public Safety        | 283-7170       | 835-2345 (Cell) | 435-340-0676 |
| Snow College Public Safety        | 283-7172       | 835-2345 (Cell) | 435-340-1311 |
| Richfield Campus Safety Manager   | 893-2235       |                 | 979-1945     |
| Sevier Valley Hospital            | 896-8271       |                 |              |
| Richfield City Police             | 896-8484       | 896-6471        | 911          |
| Sevier Co. Sheriff Office         | 896-2600       | 896-6471        | 911          |
| Sevier Co. Medical Response       |                | 896-6471        | 911          |
| Richfield City Fire Department    | 896-5479       | 896-6471        | 911          |
| Utah Highway Patrol               | 896-6471       | 896-6471        | 911          |
| Poison Control                    | 1-800-456-7707 | 896-6471        | 911          |

Report a Crime or Ethical concern anonymously 1-888-399-0376 or [www.ethicspoint.com](http://www.ethicspoint.com)

## OTHER IMPORTANT NUMBERS

| <u>Snow College:</u>            | <u>Office</u>                   | <u>Dispatch</u> | <u>Other</u>   |
|---------------------------------|---------------------------------|-----------------|----------------|
| General Information             | 283-7000/896-8202               |                 | 896-8202       |
| Public Safety                   | 283-7170                        | 835-2345        | 435-340-0676   |
| Public Safety                   | 283-7172                        | 835-2345        | 435-340-1311   |
| Safety Manager                  | 893-2235                        |                 | 979-1945       |
| Safety Officer/Fire Marshall    | 893-2235                        |                 | 979-1945       |
| VP of Student Success           | 435-283-7100/893-2216           |                 |                |
| Student Life                    | 893-2259                        |                 |                |
| Wellness Center                 | 283-7136                        |                 | 893-2216       |
| Wellness Student Help Line      | 283-7283 (or Text 435-776-5583) |                 |                |
| Director of Student Activities  | 893-2259                        |                 | 893-2216       |
| Student Life                    | 893-2216                        |                 | 893-2259       |
| President's Office              | 283-7010                        |                 |                |
| Snow College Public Information | 283-7013                        |                 | 851-1230       |
| Campus Building Maintenance     | 893-2235                        |                 |                |
| Phones On-Campus Repairs        | 893-2201                        |                 |                |
| Computer Help Desk              | 893-2201                        |                 |                |
| Registration                    | 893-2211                        |                 |                |
| Financial Aid                   | 893-2205/2234                   |                 |                |
| Advisement                      | 893-2205/2234                   |                 | 893-2205       |
| Cashiers                        | 893-2249                        |                 |                |
| Book Store                      | 893-2204                        |                 |                |
| Library                         | 893-2219                        |                 |                |
| Sevier Valley Center            | 893-2283                        | Tickets         | 893-2223       |
| Testing Center                  | 893-2239                        |                 |                |
| Risk Manager                    | 283-7170                        |                 | 435-340-0676   |
| Power Company Emergency Number  | UP&L                            |                 | 896-4434       |
| Water Company Emergency Number: | Richfield City                  |                 | 896-6439       |
| Gas Company Emergency Number:   | Questar                         |                 | 896-8206       |
| Gas Line Breaks:                |                                 |                 | 1-800-541-2824 |
| Blue Stakes                     |                                 |                 | 1-800-662-4111 |
| Emergency Manager               | 283-7170                        |                 | 435-340-0676   |

**Important Telephone Numbers – Richfield Campus**

## CRISIS MANAGEMENT PLAN FLOW CHART

|                         |  |
|-------------------------|--|
| Traumatic Event Occurs  | Event happens on campus<br>Event happens off campus<br>Set up Incident Command System as needed  |
| Contact Proper People   | Contact designated authority<br>Contact alternate authority<br>Authority starts communication process<br>Set up Emergency Operation Center as needed by event<br>Activate Early Warning Systems(s) as needed |
| Event Verified/Document | Identify original source<br>Identify proper contacts<br>Verify/document all information<br>Define crisis impact for the college<br>Set up evacuation locations as needed                                     |
| Implement Comm. Process | Designate center of information/P.I.O.<br>Identify key players – i.e. Incident Command System<br>Information release given to clerical staff<br>Communicate w/department heads (optional)                    |
| Admin. Tasked Assigned  | Call crisis team meeting<br>Assess crisis situation<br>Initiate primary administrative actions<br>Contact others as needed<br>Make temporary "Safe room" assignments<br>Establish a timeline of expectations |
| Plan in Action/Monitor  | Communication of "at risk" individuals<br>Campus-wide information release<br>Release of information to community<br>Team monitors and responds to needs<br>Monitor to respond to additional needs            |
| Closure Process         | Crisis team meets at the end of the day<br>Re-evaluate timeline/tasks<br>"Safe rooms" return to status quo<br>Documentation provisions made<br>Delineate funeral/memorial and/or hospital tasks              |
| Evaluate/Document       | Team meets for final meeting<br>All documentation completed and filed<br>Training revisions implemented<br>Do an after incident action report to evaluate response   |

### **Crisis Team Members:**

|                                | <b><u>Work #</u></b> | <b><u>Cellular Ephraim</u></b> |
|--------------------------------|----------------------|--------------------------------|
| Public Safety                  | 283-7170 or 283-7172 | 340-0676 or 340-1311           |
| Director for Student Life      | 283-7127             |                                |
| Counseling & Wellness Director | 283-7136             | 340-0022                       |
| V.P. for Student Success       | 893-2216 or 283-7100 |                                |
| V.P. for Administration        | 283-7200             |                                |
| Public Information             | 283-7013             |                                |
| Housing & Facilities           | 283-7220             |                                |
| Residential Life               | 283-7280             |                                |

### **Richfield Campus:**

|                                |                      |                      |
|--------------------------------|----------------------|----------------------|
| Safety Manager                 | 893-2235             | 979-1945             |
| V.P. for Student Success       | 893-2216 or 283-7100 |                      |
| Counseling & Wellness Director | 283-7136             |                      |
| Public Safety                  | 283-7170 or 283-7172 | 340-0676 or 340-1311 |
| Public Information             | 283-7013             |                      |
| V.P. for Administration        | 283-7200             |                      |

### **Campus Security Authorities:**

#### **EPHRAIM CAMPUS**

|                               |                  |                        |           |
|-------------------------------|------------------|------------------------|-----------|
| Public Safety/Campus Police   | 283-7170 or 7172 | Bldg Maintenance       | 283-7220  |
| Fire Marshall                 | 283-7220         | Director of Athletics  | 283-7020  |
| V.P. for Student Success      | 893-2216         | Student Hsg Director   | 283-7169  |
| V.P. for Academics            | 283-7301         | Financial Aid Director | 283-7130  |
| V.P. for Administration       | 283-7200         | Library Director       | 283-7362  |
| Student Life Director         | 283-7127         | Risk Manager           | 283- 7120 |
| President's Office            | 283-7010         | Emergency Manager      | 283-7170  |
| Public Information            | 283-7013         | ADA Advisor            | 283-7321  |
| Student Success/Ac.Advisement | 283-7317         | Title IX Coordinator   | 283-7120  |

#### **RICHFIELD CAMPUS** *All listed on the Ephraim Campus plus:*

|                                |          |                 |          |
|--------------------------------|----------|-----------------|----------|
| Safety Manager                 | 893-2235 | Student Life    | 893-2216 |
| Safety Officer/Fire Marshall   | 893-2235 | Director of SVC | 893-2283 |
| Director of Student Activities | 893-2259 |                 |          |

## Crisis Plan/Team Members/Campus Security Authorities

## Workplace / School Violence - Intruder

Workplace/School violence may include: Third party intrusion, disgruntled employee or student, random act of aggression or violence, and/or criminal act. See Human Resource or Public Safety for additional information including the workplace/school violence awareness and prevention pamphlet! Also, go to the Snow College Website [www.snow.edu/studentlife/safety.html](http://www.snow.edu/studentlife/safety.html) to view a citizen awareness film called "Shots Fired on Campus".

### Faculty & Staff Role in Preventing Workplace Violence:

- Be observant and report your concerns.
- Report incidents of threats or violence no matter how minor.
- Housing staff (RA) – be alert for problems or conflicts between residents.
- Listen to students – develop positive relationships. Plans to do violent acts often are discussed before the act.
- If you see or hear something, report something!

### Faculty & Staff Role when an Incident Occurs:

- Notify Police and Medical by Calling 911.
- Employees must notify Human Resources immediately.
- Protect your life and those around you.
- Remember to get out if the threat of violence occurs.
- Hide out if you cannot escape.
- Take out the violent person as a last resort to stop the violence and to survive.
- Use the Emergency Plan check list.
- Be a good witness. Write down everything you see and hear.
- Preserve all evidence.

### Intruder – “An unauthorized or suspicious person who enters the campus:

- Ephraim Campus – Notify Public Safety at 340-0676 or 340-0676 or 340-1311 and/or Ephraim Police at 835-2345, if necessary.
- Richfield Campus-Notify Safety Manager at 435-893-2235 and/or Richfield Police Dept. at 435-896-6471 and Public Safety at 340-0676 or 435-979-1945.
- Ask another staff or faculty member to accompany you before approaching intruder.
- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- If purpose is not legitimate, ask intruder to leave.
- Accompany intruder off campus.

### If intruder refuses to leave:

- Warn of consequences for staying on campus. Inform intruder that police will be or has been called.
- Notify Public Safety, Campus Police and Safety Manager or Local Police if intruder refuses to leave. Provide full description of intruder.
- Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons or packages, etc.).
- Be available to the police to describe the person, vehicle, etc.

### Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Provide details of situation, ask for assistance.
- Seal off area near hostage scene.
- Notify Public Safety, Police, and Safety Manager on Richfield Campus and Student Life Office on the involved campus.
- Give control of scene to police and hostage negotiation team. Upon recommendation of Police, perform lock-down or evacuate the building.
- Keep detailed notes of events and actions.

### If taken hostage:

- Follow instructions of hostage taker.
- Try to keep calm. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak; do not argue or make suggestions.

### If the situation turns into an Active Shooter:

- You must take action to escape, hide or stop the person.
- You must escape if possible, if you are unable to.
- You must find a safe place to hide out, if that is not possible.
- You must stop the actions of the shooter by using whatever force is needed.

Using a computer on campus, view "Active Shooter on Campus: at [www.snow.edu/studentlife/safety.html](http://www.snow.edu/studentlife/safety.html) and click on the "Shots Fired" close to the bottom of the page.

## Workplace / School Violence - Intruder

# Snow College

Risk Management Tracking # \_\_\_\_\_

## Accident-Injury-Incident or Damage Assessment Report

Date of Incident: \_\_\_\_\_ Location where incident happened: \_\_\_\_\_

Time incident happened: \_\_\_\_\_ Weather conditions if a factor: \_\_\_\_\_

What happened, provide a detailed description of the incident (use back of page if needed):

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Club activity Yes No College activity Yes No Work related: Yes No

If club or college activity, supervised by: \_\_\_\_\_

Did it happen on campus Yes No If yes, where: \_\_\_\_\_

Did it happen away from campus: Yes No If yes, where: \_\_\_\_\_

Name of the person making this report: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of reporting person: Employee Student Student Employee Visitor Other

Name of the person that was hurt or had lost or damaged property: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of person: Employee Student Student Employee Visitor Other

If employee or student employee, has supervisor been notified? Yes No

If employee, medical treatment at what location: \_\_\_\_\_

If employee, has a "Workers Comp Form" been completed & turned into H R: Yes No

List any witnesses or people that say it happen:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

List stolen or lost property: \_\_\_\_\_ Value: \_\_\_\_\_

Police called: Yes No If yes, Officer's name & case number: \_\_\_\_\_

Comments/Requests/Safety Concerns: \_\_\_\_\_

*Turn completed form into your supervisor, copy to H R or Risk Management or Public Safety.*