

## **EMERGENCIES**

In an emergency, the President, Academic Dean, Financial Aid Director, or Operations Administrator should be notified immediately. In the event the police or fire departments must be notified, unless otherwise indicated, the President or her designee will make the decision. The following guidelines are to be used for the emergency at hand.

### **Bomb Threats**

The person receiving a bomb threat should report it immediately to the President or Academic Dean. If it is decided to evacuate the building and notify the police, the fire alarm for the building will be activated. Normal fire evacuation procedures and routes will be followed as posted at appropriate exits.

### **Armed Intruder**

You should only exit the building if you feel you are safely able to do so and feel you have no better option. If in a room, turn out the lights, lock and/or barricade the door. Silence all mobile devices. If in an open area, take cover wherever you can (e.g., behind furniture or file cabinets). Once secured, if you are able, quietly call 911. Stay away from all windows. Try to remain quiet and calm, and wait for the police to instruct you to evacuate. When evacuating the building, have your hands visible at all times and have nothing in your hands.

### **Earthquakes**

Earthquakes and their aftershocks most often occur without warning. If earth tremors are felt, do not wait to be escorted to a protected area. If possible go to an inside hallway or get under a desk, table, or doorway. Kneel to the ground protecting the back of your head with your arms. If outside, lie down or crouch to the ground protecting your head with your arms, and stay clear of all buildings and power lines. Do not smoke. Most importantly, do not move around until the "all clear" is announced.

### **Fires**

If flames or smoke are observed, pull the fire alarm. Extinguish the fire only if you can do so safely and quickly. The President or Academic Dean should be notified immediately. The building should be evacuated using the stairs any time the alarm is activated. All occupants are to proceed to the designated meeting area: the northeast corner of Lucas and 16<sup>th</sup> Street. The President or Academic Dean is responsible for clearing the building and checking each floor to assure that no one is still in the building. Evacuation will proceed as posted at the nearest appropriate exit. After the fire alarm is turned off, the occupants will be escorted back into the building by the President or Academic Dean. Any student who leaves the area is to notify the President or Academic Dean prior to leaving.

### **Injuries/Medical Emergencies**

If any person in the campus community is injured or has a medical emergency, notify the Reception Desk. If medical attention is warranted and the person can be safely moved, the President or her designee is responsible for seeing that the injured person is transported to the Emergency Room of a hospital. If the injured person cannot be safely moved, an ambulance will be called. In any case, as soon as practical, the President will be notified. Parents or guardians will be notified in case of serious medical emergencies.

### **Tornadoes**

When a tornado warning is issued, and after consultation with the President, the following procedures are to be used. Campus personnel will be notified by the President or her designee that a tornado warning is in effect and that a tornado has been seen in the area. Using the stairs, all occupants should report to the designated areas in the basement and wait until the crisis has passed.

If a tornado hits without warning and it is not possible to get to the basement, all occupants should go to rooms and corridors in the innermost part of the building. Close all doors, crouch near the floor, head down, protecting the back of your head with your arms. Occupants should stay away from any windows. The President or her designee will be responsible for notifying Siba occupants when the crisis has passed and they are permitted to return to their regular area of the building.