

EMERGENCY PROCEDURES

EMERGENCY NUMBERS

City Police

Emergency 911

(After calling 911, call campus security response team at 432-9238)

Non-Emergency 441-6000

Nebraska Wesleyan University

Campus Security (24/7)

432-9238

Fire

Alarm Tests

We are required to test all alarm systems on a quarterly basis. These tests will consist of short burst of ringing alarm.

Alarm Signals

When an alarm does sound for an extended time (as opposed to test bursts), assume the worst. The building needs to be evacuated immediately. This includes all offices and classrooms. DO NOT wait to determine the cause or source of alarm. Remember that although false alarms may be an inconvenience, they also provided a great opportunity to test our evacuation and reporting procedures. However, if you see fire and/or smoke, call the Fire Department at 9-911.

Security

All departments may have records and/or equipment which they need to put in a safe place should a fire alarm sound. Each department should develop a procedure for securing these items. Departments may also have equipment which should be turned off or unplugged in case of fire. This special need should be planned for in advance and carried out quickly if the fire alarm sounds. At the start of the fall semester these procedures should be reviewed and communicated to all department personnel.

In any case, this procedure should not take any longer than 60 seconds; then the building needs to be evacuated.

Building Re-entry

Do not assume the building is safe to re-enter until the all clear is communicated by physical plant department personnel.

Medical Emergency Procedures

Life-threatening situations: call 911 for assistance. After calling 911, call campus security response team at 432-9238. Notify Nancy Newman, R.N., Director of Student Health and Wellness (2375) or Kim McLaughlin (2377).

Student Emergency Procedures

1. If Wesleyan is in session, contact Student Health (2375). If there is no answer, call the Student Affairs Office (2154).
2. After hours, Residence Hall students must contact the Residence Life Coordinator or Peer Assistant. Then Nancy Newman must be contacted at her home phone. (466-6564).
3. If emergency room treatment for students is advised by the physician or Nancy, she will arrange to have the Nebraska Wesleyan physician's meet the student at the recommended hospital or the physician's office.
4. All emergency room, x-ray and laboratory charges are the responsibility of the student. If Nancy is not available or not consulted prior to going to the emergency room, the Nebraska Wesleyan physician on-call will not see the student in the emergency room. In this case, the student must pay the emergency room physician charges, as well as all other related expenses.

NOTE: Nebraska Wesleyan University's physicians are not obligated to consult by phone or in person unless the arrangements are made through Nancy Newman or Kim McLaughlin.

5. Students may see the University physician, without charge, in the Student Health and Wellness Center, from 10 to 11:15 a.m. Monday and Wednesday or 2:45-4:45 p.m. Tuesday and Thursday when Wesleyan is in session. No Doctors on Friday.
6. Students may consult with the University psychologists, without additional charge by contacting the University Career Center to arrange an appointment.

In addition to item four above, Nebraska Wesleyan University provides an accident insurance program for each full-time student and students studying abroad. This is a basic "accident only" policy which is excess coverage, meaning it is applicable after the benefits under a primary carrier have been applied. The student can then go to Student Health, where an additional claim form and assistance with filling a claim can be obtained.

Procedures for Closing the University Because Of Weather Conditions or Other Emergencies

Lincoln Campus:

The decision to close the University because of dangerous or threatening weather conditions is made by the President in consultation with the Vice President for Finance and Administration (VPF&A). The Director of the Physical Plant will monitor weather conditions and in the event of severe weather will make a recommendation to the Vice President for Finance and Administration as to whether the University should close. The Vice President for Finance and Administration will consult with the Provost and Vice President for Academic Affairs prior to advising the President and will inform the Administrative Council of the President's decision. In the absence of the Vice President for Finance and Administration, the responsibility to advise the President and inform the Administrative Council will transfer to the Provost and Vice President for Academic Affairs.

When a decision to close the University is made, the Vice President for Finance and Administration will contact the Manager of Public Relations who will notify radio and television stations and post the announcement on the Nebraska Wesleyan University web site. A decision to close should be made by 6:00 a.m. for daytime closing and by 2:00 p.m. for cancellation of evening classes and events (including weekends).

Since Nebraska Wesleyan University is a residential campus, the residence halls and the student center will remain open during University closings, and walks will be shoveled for safety by the night or morning snow removal emergency crew. The Library and the Weary Center, at the discretion of the Directors, will offer limited hours of operation for students on campus. Library hours will be announced through a recorded message on the main Library telephone line. Weary Center hours will be announced on the main Weary Center telephone line and will be posted on the front doors of the Weary Center. Athletic practices will take place during hours that the Weary Center is open for students on campus. The Athletic Director and Vice President for Student Affairs will determine if intercollegiate athletic contests are postponed or cancelled due to weather, and the Sports Information Director will follow procedures already established for notifying the media. A "calling tree" has been established for each Division of the University. The Vice President of each Division is responsible for activating this notification system.

Tornado Alert

Tornado Watch:

This indicates there is a chance of dangerous weather with damaging winds.

Tornado Warning Signal:

Continuous High-Pitched Civil Defense Siren. This indicates a tornado has been sighted. Go to your shelter area at once. Each building on campus has a map at the entrance giving the buildings shelter location. If there is not time, curl up on the floor and protect yourself. Lie face down, draw your knees up under you, and cover the back of your head with your hands.

- Have your shelter picked out in advance.
- Remain in place of shelter until you receive the all clear signal (the sirens stop) or until you are sure the tornado has passed.
- Seek inside shelter in the basement or in the center of a building of substantial construction.
- Avoid wide span roofs (auditoriums and gymnasiums).
- Stay away from windows, close draperies and move away from areas with exterior windows or glass.
- Stay close to the floor and cover your upper body and head with jackets, blankets, pillows, etc.
- Do not enter or use elevators during tornado alerts.

Escort Service

Security Officers will escort faculty, staff, students, or visitors across campus, upon request. Please call the security cell phone at 432-9238 to make escort arrangements. If you are working in any campus building after posted building hours or on the weekend, please call Security Officers (432-9238) and advise them of the time you will be entering and leaving the building. Security Officers will need this information should there be a need to evacuate the building.

Utility Failure

In the event of a major electrical failure occurring during regular working hours (8a.m.-5p.m., Monday through Friday), immediately notify Maintenance (2321).

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, please notify Security Service Officers 432-9238.

During utility failure, corridors and stairs may be too dark for safe use. It is therefore advisable to remain calm and stay where you are until lighting is restored.

Violent or Criminal Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations of activities and promptly report them. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify campus security at 432-9238 and report the incident. Campus Security cell phone is answered 24/7. Be prepared to provide information such as:

- a. Location
- b. Time
- c. Description of individuals involved

NOTE: When calling to report criminal activity, identify yourself and a number where you can be reached.

Theft of University equipment and personal belongings should be reported by you to the Lincoln Police Department, then to the Campus Security Officers (432-9238). Please be able to report:

- a. Nature of the incident
- b. Location of the incident
- c. Description of items stolen

Please secure your personal belongings in a safe, out-of-sight place. Do not leave expensive portable pieces of University equipment in unlocked, unattended places.

Bomb Threat Procedures

Nebraska Wesleyan will not evacuate a building which is subject to a bomb threat until a designated official of Nebraska Wesleyan or an official of the Fire Department, Police Department, or the Fire Marshall's Office request that the building be evacuated.

A bomb threat will be handled as low-key, swiftly, carefully and with the least amount of publicity as possible.

The Director of Physical Plant will file a written report with the Police and Fire Departments following any bomb threat.

The following procedures will be followed if you receive a bomb threat:

1. Keep the caller on the line as long as possible and record the message if possible.
2. Ask the caller to tell you when and where the bomb will go off.
3. Listen for any strange or peculiar background noises such as motors running, background music, the type of music, and any other noises which might give even a remote clue as to the place from which the call is being made.
4. Listen closely to the voice (male/female), voice quality, accents and speech impediments.
5. Record everything the caller says as well as personal observation about the caller.
6. Immediately notify Director of Physical Plant at 450-9329. If unable to reach the Director of Physical Plant, notify the Vice President for Finance 499-2541. If unable to reach the Vice President notify the Controller 429-3246 or 465-2116. If unable to notify the Controller notify the Asst VP Human Resource 465-2117 or 601-2117.
7. Be prepared to be interviewed by official emergency personnel.

The Director of Physical Plant will:

1. Notify the following the Lincoln Fire Department, the appropriate Wesleyan officials, and the Physical Plant Emergency Response Team requesting that the appropriate building search begin.
2. Not dismiss classes or evacuate offices unless instructed to do so. Faculty will take attendance immediately.
3. Organize custodians and maintenance personnel for a search of the building. The search can be accomplished best by persons familiar with the building.
4. Custodial and maintenance personnel will search hallways, restrooms, stairwells, utility closets, and areas outside the building.
5. The Director of Physical Plant will have office personnel search their immediate office area, and faculty members search their office areas and classrooms.

6. Custodial and maintenance personnel will report their findings to the Director of Physical Plant.
7. The faculty and staff will search and examine classrooms or offices for anything out of the ordinary, i.e., extra briefcases, boxes, other containers which may contain a bomb. If something does appear unusual, **do not touch it**; the area is to be evacuated and the Fire Department notified.
8. The Director of Physical plan will report back to the Fire Department the findings of the search.
9. Provide “all clear” to all instructors or staff when “all clear” has been given by the emergency personnel.
10. Report any problems experienced in the notification process back to the Vice President for Finance.

Note: Faculty **members** should require all book bags belonging to students be put on their desks. There should be no book bags unaccounted for. Faculty members will report their findings to the Director of Physical Plant. They should report any suspicious looking or acting people they may have observed prior to the bomb threat.

If you find a suspicious object:

1. Report the location and description of the object to the Physical Plant Office (2321). This information will be related to the appropriate emergency office.
2. The danger area should be identified and blocked off and the building evacuated immediately.
3. Re-entry into the building will be prohibited until the device has been removed/disarmed and the building declared safe for re-entry.
4. The Student Health and Wellness Center should be alerted to stand by should immediate medical attention be required.

If bomb threat is in a Residence Hall:

The above procedures with prevail with the Manager of Housing Operation, Resident Life Coordinator or Peer Assistant’s being the communication linkages.

Pandemic Flu

Nebraska Wesleyan University has joined companies, governments, and schools nationwide in preparing a plan to cope with a potential pandemic flu outbreak. Continue to watch NWU web page for updates.(www.nebrwesleyan.edu)

Alert Network

Purpose

The purpose of the Alert Network is to provide the maximum amount of time for persons on campus to seek shelter should the possibility of a natural disaster, such as a tornado, be imminent, or to respond to campus security or safety crises.

Weather Monitoring

The Business Office will be responsible for monitoring local news stations and weather alerts.

Communication

Each building will have a contact person (see next page for responsible positions) who will be responsible for alerting building residents. The Business Office will contact these individuals when there is a National Weather Service severe weather warning alert. It is suggested that each building be divided into communication zones, i.e., floors, departments, etc, and that one person be assigned as a representative of a zone for communication purposes.

Authority

If there should be a weather emergency, the named positions have the responsibility to alert persons occupying areas in their zones and these individuals have the authority to disrupt any organized activity and to require the participants to seek shelter.

Duties

During normal business hours, the Business Office will be responsible for triggering the Alert Network. The Residence Life Coordinators will be responsible during the evening, early morning hours and weekends for notifying Resident Assistants of any alert.

The Director of Physical Plant is responsible for securing any damaged buildings; for developing and maintaining appropriate materials to secure buildings; and for locating and turning off water, natural gas, and electricity, if required. The Grounds Manager is responsible for the removal of hazardous materials on the grounds and for barricading dangerous areas of buildings.

The Security Service is responsible during non-business hours for crowd control, if necessary; required security of any damaged buildings or equipment. The Security Service personnel shares in the responsibility with the Residence Life Coordinator during non-business hours of monitoring storm conditions; and is responsible for alerting persons involved in organized activities on campus other than the residence halls.

Each department shall be responsible for securing sensitive records prior to any evacuations of its area.

Alert Network Notice Positions

Smith Curtis Building

Mail Center/Copy Center: Print, Telecom, & Mail Services Supervisor	2121
1 st floor west classrooms, faculty offices suites	
Computer Service: Administrative Assistant	2341
1 st floor east classrooms, faculty offices suites	
Registrar's Office: Assistant to the Registrar	2238
Registrar's Office/2 nd floor east classrooms/faculty offices	
Admissions Office: Administrative Assistant for University	2142
Enrollment & Marketing, 2 nd floor west office suite/classrooms/faculty offices	
Advancement Office: Administrative Assistant to the Vice President	2127
3 rd floor east office suite/ classrooms/faculty offices	
Academic Affairs: Administrative Assistant to the Vice President	2107
3 rd floor west office suite/classrooms/faculty offices	
Computer Services: Manager of Administrative Computers	2256
Computer Rooms	

Olin Hall of Science

First floor: Staff Assistant-Physics Department	2246
Chair of the Physics Department (alternate)	2253
Second floor: Staff Assistant-Biology	2445
Chair of the Biology Department (alternate)	2451
Third floor: Staff Assistant-Chemistry Department	2257
Chair of the Chemistry Department (alternate)	2181

Lucas Building

Art Department: Chair of the Art Department	2228
Staff Assistant-Art Department (alternative)	2273

Student Center

Sodexo: (upper level)	2295
PrairieWolves Bookstore: Manager (lower level)	2294

Old Main

First floor: Secretary to the Humanities Division	2343
Second/third floors: Staff Assistant to the University's Ministries	2222/2434

Heating Plant: Team Leader 2320

Maintenance: Office Manager 2321

Fine Arts Building

Staff Assistant to the Music Department 2269

Speech and Theatre Building

Staff Assistant to the Communication and Theatre Department 2395

Library

Library Circulation Desk/Library Assistant for Public Service 2400

Weary Center

Assistant Athletic Director 2355

Director of the Weary Center (alternative) 2370

Residence Halls

Manager of Housing Operations 2161