



Ferrum College
"Not Self, But Others"

Emergency Procedures And Safety Information

Revised August 8, 2008

Ferrum College Police Department
Emergency: 540-365-4444 (X4444)
Police Cell Phone: 540-493-2804

► *You can get a copy of this information in an easy-to-use flip chart from the Human Resources office in John Wesley Hall, Room 205*

Emergency Contact List

NOTES: If your cell phone service is not in the 540 area code, you will need to dial 540 to reach any of the listed numbers. If calling from a campus phone, you must dial 9 to get an outside line. Calling from campus phone to campus phone does not require dialing 9.

Important Phone Numbers

Jennifer L. Braaten, President	(9) 365-4202 (X4202)
Bobby W. Thompson, Senior Vice President & Treasurer	(9) 365-4233 (X4233)
Leslie T. Lambert, Provost & Vice President for Academic Affairs	(90) 365-4207 (X4207)
H. Lee King, Vice President for Institutional Advancement	(9) 365-4211 (X4211)
Douglas E. Clark, Vice President of Enrollment Management	(9) 365-4551 (X4551)
Andrea Zuschin, Dean of Student Affairs	(9) 365-4456 (X4456)
Christine Stinson, Chief Information Officer	(9) 365-4508 (X4508)
C. Wesley Astin, Dean of the Chapel and Religious Life	(9) 365-4286 (X4286)
Debbie Hogan, Chief of Police	(9) 365-4255 (X4255)
Chip Phillips, Director of Emergency Services and Safety	(9) 365-4317 (X4317)
Physical Plant	(9) 365-4250 (X4250)

After normal business hours and on weekends, contact College Police. They will contact appropriate personnel, including SASH Coordinator.

Emergency Alert System-IMPORTANT

Ferrum College will alert you to an emergency/imminent threat in the following ways:

COLLEGE POLICE EMERGENCY	X4444
College Police Cell Phone	(9) 493-2804
Franklin County Emergency Services	(9) 911
College Police Office	(9) 365-4255 (X4255)
Ferrum Community Health Center	(9) 365-4469
Franklin County Sheriff's Office (Dispatch)	(9) 483-3000
Carilion Franklin Memorial Hospital	(9) 483-5277
Poison Control Center	(9) 1-800-222-1222

EMERGENCY CALL BOXES are located: 1) between Susannah Wesley and Riddick Halls, 2) at North Basset near the tennis courts. **Push button for direct connection to College Police.**

SASH Coordinator can be contacted through the College Police or by calling X 4460 during regular business hours

- Outside SIREN (a slow wailing tone) will be activated.
 - **Seek shelter and remain there until additional information is received.** Do not assume the end of the siren wail indicates an “all clear” condition!
- Text messages will also be sent to those individuals who have registered their cell phones with e2Campus.
 - For additional information on how to subscribe to e2Campus, go to <http://www.ferrum.edu/e2campus/> or visit the College's website for a link to e2Campus.
- Campus-wide e-mail will be sent to faculty, staff, and students via their Ferrum College email address.
- Information will be posted on the College's website www.ferrum.edu.
- Ferrum College Emergency News Blog at <http://ferrumemergency.blogspot.com/>. To be used in the event College website is down.
- Voice message will be placed on extension 5555 of the campus emergency phone
 - It can be accessed by cell phone by calling 540-365-5555.
- Verbal instructions will be passed along, either in person or by phone tree, by Residence Hall Educators (RHEs), Resident Assistants (RAs), and others as instructed.

If you have information relevant to this threat, immediately call (9) 911 to report it.

Once the threat has been contained, an “all clear” will be communicated by the same methods as listed above except *the siren tone will NOT be sounded to indicate “all clear.”*

Siren and other emergency plan testing will take place on a regular basis. We will announce any testing in advance of the event.

Illness or Injury Requiring Immediate Medical Assistance

Planning for such emergencies includes being trained in emergency first aid and AED procedures and CPR.

1. Call (9) 911 to contact Franklin County Emergency Services.
2. Call College Police at X 4444.
3. Unless trained, do not attempt to render any first aid before trained assistance arrives.
4. Do not attempt to move a person who has fallen and appears to be in pain.

5. Limit your communication with ill or injured person to quiet reassurances.
6. After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
7. Report such incidents as follows:
 - a. Student-call Residence Education at X 4461
 - b. Guest-call Business Office at X 4233
 - c. Employee-call Human Resources at X4235

Bodily Fluids/Bloodborne Pathogens

Bloodborne Pathogens (BBPs) are microorganisms, like HIV and the hepatitis B virus, that are carried in the blood and bodily fluids visibly contaminated with blood, including saliva, semen, vaginal secretions, and other such material where it is difficult to differentiate between bodily fluids. Vomit, urine, and feces are not considered hazardous unless they contain blood.

WARNING: *Treat all blood and other potentially infectious materials as if they ARE infectious.*

If you encounter blood or other bodily fluids, do not attempt to clean it up unless you have been properly trained for BloodBorne Pathogens clean-up and have the proper personal protective equipment to do so.

All Housekeeping staff, Athletic staff, Ras, RHEs, and others trained in First Aid have received the proper training. If necessary, call for Housekeeping assistance at X 4250.

Report potential exposure to BBPs to Ferrum Community Health Center at 540-365-4469, Emergency Services and Safety at X4317, or to Human Resources at X4235.

SUICIDE THREAT

If someone threatens suicide, *DON'T LEAVE THAT PERSON ALONE!!!*

1. Call College Police immediately at X 4444 or 540-365-4444.
Police will respond and will immediately alert the appropriate people.

You MUST call immediately, even if student asks you not to call!

2. Remain with student until response team member arrives. DO NOT LEAVE THE PERSON ALONE!
3. Show and acknowledge that you take the person seriously.
4. Accept, understand and support his/her feelings.
5. Explain that, with help, things can be better.

Water Leaks

Serious water damage might result from broken pipes, clogged drains, damaged skylights or windows, or construction errors.

1. Remain calm.
2. Notify the Physical Plant Office at **X 4250** immediately. If after office hours, notify the College Police at **X4444**.
3. Report the exact location and severity of the leak.
4. **If there are electrical devices or outlets near the leak, use extreme caution. Do not attempt to disconnect electrical devices if you or they are standing in water. Evacuate the area.**
5. If you know the source of the water and are confident of your ability to stop it safely (i.e., unclog the drain, turn off the water, etc.), do so.
6. Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

Tornado/Severe Weather Warning

A **tornado watch** indicates that conditions are favorable for the formation of a tornado in the area. In the event a tornado watch has been issued for our area, remain calm and stay inside. Pay careful attention to local radio, TV and Internet reports in the event the watch is upgraded to a tornado warning.

A **tornado warning** indicates that a tornado has actually been sighted or indicated by radar and is occurring or imminent in the warning area. If you are alerted (see Flip Chart page for information on **Emergency Alert System**) to a **tornado warning** you should take the following steps:

- Seek immediate shelter. Take your cell phone with you.
- Assist persons who need help if requested.
- Go to a below-ground level or lowest level of the building. Do not use elevators.
- If there is no below-ground level, go to an interior hallway away from exterior windows.
- Close all doors to rooms with exterior windows.
- Stay away from windows, mirrors, glass and unsecured furniture such as filing cabinets, desks and bookcases.
- Use your arms to protect your head and neck.
- Remain in the safe area until the threat has passed. Notification of the end of the warning period will be communicated as listed above. Should power be lost, the notification will be via word of mouth, moving from building to building.
- If outdoors during a tornado, seek immediate shelter. If shelter is not available, lie in a ditch or low lying area. Use your arms to protect your head and neck.

Explosions

Chemicals, leaking gas, faulty boilers, or vehicle crashes could all be causes of life endangering explosions.

1. Remain calm.
2. Be prepared for possible further explosions.
3. Do not use possible ignition sources such as matches, lighters, or phones.
4. Do not use elevators.
5. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
6. Open doors carefully. Watch for falling objects.
7. Do not move seriously injured persons unless they are in obvious immediate danger (fire, building collapse, etc.)
8. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
9. Be guided by College Police, Local Police or Fire Department personnel.
10. If evacuation is ordered, proceed to one of the designated exits.
11. Do not return until instructed by College Police, Local Police or Fire Department personnel to do so.
12. If outside, stay up-wind.

Alcohol Misuse

Symptoms of Alcohol Poisoning

- Person is unconscious or semiconscious and won't wake up
- Skin is cold, clammy, pale or bluish color
- Respirations are slow and/or irregular – less than 8 per minute
- Person throws up while “sleeping” or while passed out and does not awaken after throwing up

If a Person is Suffering From Acute Alcohol Intoxication or Alcohol Poisoning

1. If they are having difficulty breathing, are injured, or show any of the symptoms of alcohol poisoning listed above, **GET HELP!** *Call (9) 911, THEN call College Police X 4444.*
2. **DO NOT** leave the person alone. Turn them over onto their side to prevent choking should they throw up.
3. If they have a fever and/or chills, call College Police at X 4444. If during regular business hours, call Ferrum Community Health Center at 540-365-4469 for advice.
4. If they are exhibiting threatening behavior, acting paranoid, or become violent, contact College Police at X 4444.

DO NOT

- Allow an intoxicated person to drive a car, boat, bicycle or any vehicle!
- Leave an intoxicated person alone if unconscious or semiconscious!
- Put an intoxicated person in a cold shower!
- Give an intoxicated person food, liquid or medication to sober them up!
- Allow an intoxicated person to exercise!
- Laugh, make fun, or provoke an intoxicated person!

Response to a Fire or Smoke

Improper use of fire extinguishers can cause a fire to spread more quickly. RAs and RHEs are trained in proper use of fire extinguishers.

Activating the building fire alarm will cause the alarm horns to sound **BUT it does not automatically notify the fire department**. If a fire is detected or a burning odor or smoke is present:

Report the Fire

1. Sound the building alarm by pulling the fire alarm.
2. Call (9) 911. Report the exact location of the fire and, if known, what is burning.
3. **EVACUATE THE BUILDING.**

Respond to Audible Fire Alarms

If the audible fire alarm sounds **EVACUATE THE BUILDING.**

Chemical Spills

If using chemicals, know proper spill clean-up procedures or know who, in that area, is trained and responsible for spill clean-up.

FUMES

Fumes from spilled chemicals can, in confined areas, create an explosive/flammable atmosphere or an atmosphere that cannot support life. If there is any possible danger of this, **EVACUATE THE AREA AT ONCE.**

In the case of fire, call (9) 911 immediately. All chemical spills and fires, no matter how small, should be promptly reported to the Physical Plant X 4250. If after normal business hours, call College Police at X4444.

SKIN

If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water and, if necessary, call (9) 911.

Lockdown

“LOCKDOWN” means that you are to remain in your current indoor location. Do not exit or move from building to building. Exterior doors may be secured to keep unauthorized persons from entering a building.

DO NOT attempt to handle a dangerous or unpredictable situation on your own. Immediately seek safety, then notify College Police by calling X 4444 or 540-365-4444, or dial (9) 911 for local police.

You should keep your College ID with you at all times. In such an event as LOCKDOWN, you will be asked to provide it to law enforcement agencies that are called to respond.

If you are alerted (see Flip Chart page for information on **Emergency Alert System**) to a **LOCKDOWN** you should take the following steps:

- If inside a building, remain in that building.
- If outside, proceed immediately to the nearest building.
- Once inside move to a room with a locking door, if possible.

- Lock or barricade the door by whatever means possible, such as furniture, etc.
- If the door has a window, cover it any way possible.
- Keep away from all windows.
- Turn off lights, music, and remain quiet.
- Get on the floor and stay there--do not move around.
- Remain there and use methods listed on Flip Chart page on **Emergency Alert System** to obtain additional instructions.
 - You may be directed by law enforcement or emergency personnel to move to a safer area.
 - In some cases, individuals inside a building may be asked to gather in a central location.
 - Follow directions quickly and quietly.
- Once the situation is over, you will be notified by law enforcement or other emergency personnel that the LOCKDOWN is over and it is safe to leave.
 - Remain in the area until you are notified that you are no longer required to stay for purposes of investigation.

Emergency Evacuation

You may be required to evacuate your building because of fire, a bomb threat, conditions related to severe weather, a chemical spill or for other reasons.

You could be notified of the need to evacuate by several methods, including audible alarm and verbal instructions. See Flip Chart page for information on **Emergency Alert System**.

Advance Preparation

1. Review and understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your regular work/living space.
4. Participate in response training as appropriate.
5. Know those who live or work near you:
 - a. They might need your assistance to evacuate;
 - b. You can look for them outside to ensure they were safely evacuated.
6. Know that you must NEVER re-enter a building to find someone. Report any missing person to Police or Fire Department personnel.

To Evacuate the Building

1. Remain calm.
2. Proceed quickly to the nearest exit. Do not push or shove.
3. Do not use elevators. Hold handrails when you are walking on stairs.
4. Never allow the fire to come between you and an exit.
5. If you can safely do so, as you exit:
 - a. Close doors and windows behind you to confine the fire. Do not break windows since oxygen feeds a fire.
 - b. Quickly check nearby rooms, including restrooms, copier rooms, and storage rooms, for occupants who may not have heard the evacuation signal. Instruct them to leave the building immediately.
 - c. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
6. Take with you essential personal items only. Do not attempt to take large or heavy objects. Do not return to retrieve anything.
7. Once out of the building, move at least 300 feet away from the structure or as instructed by Police or Fire Department personnel.

8. Do not return to building until instructed to do so by Police or Fire Department personnel. Again, DO NOT re-enter the building to find a missing person.

Power Outage in Your Office or Building

Plan for such situations by having a flashlight and fresh batteries available. (While halls and stairwells are equipped with emergency lighting, it is temporary.) DO NOT use lighters or candles for light because of fire hazard.

1. Remain calm.
2. Call the Physical Plant at X 4250. If after hours, call the College Police at X 4444.
3. Initiate power outage protocols for critical operations such as fume hoods, boiler, etc.
4. Provide assistance to others in your immediate area who may be unfamiliar with the space or who may need help.
5. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
6. If you are in an elevator, stay calm and use emergency button or telephone to alert the College Police by calling X 4444 or call 540-365-4444 on your cell phone.
7. If instructed to evacuate, proceed cautiously to the nearest clear exit.

Downed Power Line

You cannot see or hear electricity unless it is arcing. Even if not arcing, a live downed electrical wire can energize anything around it, including telephone lines, guard rails, etc.

If you see a downed power line:

1. Move away. DO NOT attempt to move or touch anything.
2. Call (9) 911.
3. Warn others away.

If trapped in a vehicle by a downed power line, STAY IN THE VEHICLE AND WAIT FOR HELP!

If there is IMMEDIATE DANGER and you can't stay in the vehicle:

1. Remove all loose clothing.
2. Leave all articles in the vehicle, including purses.
3. Place both feet **together** on the running board or rocker panel of the vehicle.
4. Jump from the vehicle to the ground. **Both feet must hit the ground at the same time.**
5. Hop away from the vehicle. Hopping does not change the voltage potential. Walking with one foot in front of the other changes the voltage potential and leads to injury.

Crime Prevention, Campus Safety, Escort Service

RESIDENCE HALL OR OFFICE

1. Lock your door when you leave, even if you are just going down the hall.
2. Do not leave messages on your door indicating that you are away and when you will be back.
3. If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
4. Do not put your address or name on your key ring.
5. Do not leave keys in hiding places.
6. Call College Police at X 4444 to report suspicious persons or activity.

WALKING

1. Call College Police at X 4444 for an escort.
2. Keep a cell phone with you if possible.
3. Know locations of Emergency Call Boxes. See below for locations.
4. Avoid walking alone at night unless absolutely necessary.
5. If possible, let someone know where you are going.
6. Walk purposefully. Know where you are going and project a no-nonsense image.

AUTO OR BICYCLE

1. Always lock your car.
2. Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.
3. Do not leave tempting valuables or property visible inside the car. Lock them in the trunk.

DRIVING

1. **When entering your car**, have your keys ready as you walk to your car. Look inside before entering. Unlock and enter quickly, then immediately **re-lock all doors**. Keep your car windows rolled up.
2. **Stalled vehicle-others**. Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone or use your cell phone to call for assistance for them.
3. **Stalled vehicle-yours**. Raise the hood, then lock yourself inside your car. If available, use your cell phone to call for help. If someone stops and offers to help, remain in your car and leave your doors locked and windows up. Ask them to phone for help or say help is on the way. Do not worry about seeming rude.
4. **If followed**, drive to nearest police station or brightly lit business and ask for help.

ESCORT SERVICE

The College Police Department provides escort services to students, faculty, staff, and visitors who want to be accompanied when walking across campus. Call X 4444 or proceed to nearest call box.

EMERGENCY CALL BOXES are located: 1) between Susannah Wesley and Riddick Halls, 2) at North Basset near the tennis courts. **Push button for direct connection to College Police.**

The College Police Department is open 24 HOURS/DAY, 7 DAYS/WEEK.

Call College Police at X 4444 for detailed crime prevention information or visit their website at www.ferrum.edu/police/

VIOLENCE OR THREAT OF VIOLENCE

Violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. It is the responsibility of every student and employee on campus to report knowledge or suspicion of such problems as listed below.

EXAMPLES OF TYPES OF VIOLENCE

- Threats, direct or implied
- Physical conduct that results in harm to people or property
- Conduct that harasses, disrupts, or interferes with another individual's performance
- Conduct that creates an intimidating, offensive, or hostile environment

POTENTIAL WARNING SIGNS

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame
- Intense jealousy

RISK FACTORS THAT CAN CONTRIBUTE TO VIOLENCE

- Mental/emotional problems
- Expulsion/suspension from class or termination of employment
- Ongoing conflicts between/among students, family members, faculty/staff, and others
- Disciplinary actions
- Financial problems
- Relationship issues

WORKPLACE VIOLENCE PREVENTION

- Be aware of what is going on around you at all times.
- If something just doesn't seem right, we need to know.
- Tell a faculty member, your RA or RHE, your supervisor, your advisor, Human Resources, Emergency Services and Safety or College Police when you notice unusual or suspicious behavior.

Safety is everyone's responsibility. Do not hesitate to call for help. That call could prevent injury or death.

THREATS TO CAMPUS

It is possible, although highly unlikely, that you could receive a threatening telephone call or letter, receive a suspicious parcel, or discover a suspicious object somewhere on the premises.

IF YOU RECEIVE A TELEPHONE THREAT

A telephone threat is defined as a call to notify the College or a specific person of a threat of violence or danger such as a location of a bomb or intent to shoot or kill someone on campus. If you receive such a call:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about the device, the validity of the threat, or the identity of the caller.
3. Use the Data Record information on the back page to question the caller in a polite and non-interrogative manner.
4. Upon completion of the call, immediately notify College Police at X 4444 and complete the Data Record as soon as possible while the incident is fresh in your memory.
5. If another individual has received a threat and he/she is relaying this information to you, use the Date Record to get as much information from them as possible.

WRITTEN THREAT/ SUSPICIOUS PARCEL

A **suspicious** item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive or otherwise harmful device. If you receive a written threat or a suspicious parcel or if you find a suspicious object anywhere on campus:

1. Remain calm.
2. Keep anyone from handling it or going near it.
3. Do not use portable radio equipment or a cell phone within 100 feet of the suspicious item.
4. Notify College Police at X 4444 immediately and follow their instructions. Do not discuss the threat with other persons except as instructed.
5. Promptly write down everything you can remember about receiving the letter or parcel or finding the object to provide to the police.

EARTHQUAKE

IF YOU ARE INSIDE

1. Stay calm.
2. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment. Watch for falling objects.
3. If possible, crawl under a table or desk, or stand in a doorway for protection.
4. Follow directions from resident education staff, an administrator, police, or emergency personnel.

IF YOU ARE OUTSIDE

1. Move to an open area away from buildings, trees, and power lines.
2. If forced to stand near a building, watch for falling objects.

IF YOU ARE IN AN AUTOMOBILE

1. Stop your vehicle in the nearest open area.
2. Stay in the vehicle until the shaking stops.

AFTER AN EARTHQUAKE

1. Remain calm.
2. Be prepared for aftershocks.
3. Be guided by emergency personnel. If building evacuation is ordered, proceed to the nearest clear exit.
4. Do not move seriously injured persons unless they are in obvious immediate danger (fire, building collapse, etc.).
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators, matches or lighters.
7. Avoid using wired telephones. Cell phones are OK.

Data Record

(Copy this page for convenient future use or download from website under "Safety")

Questions to Ask:

1	When is the explosive device set to explode?	6	Did you place the explosive device?
2	Where is it right now?	7	Why?
3	What does it look like?	8	What is your address?
4	What kind of explosive device is it?	9	What is your name?
5	What will cause it to explode?		

Exact Wording of the Threat:

Information about the Call:

Length of Call: _____ Time Received: _____ Date: _____ Number at which call was received: _____

Information about the Caller:

Sex: _____ Race/Nationality: _____ Age: _____ Other: _____

Caller's Voice (Check all that apply):

Calm	Soft	Distinct	Raspy	Clearing Throat
Angry	Loud	Slurred	Deep	Breathing deeply
Excited	Laughing	Nasal	High	Voice cracking
Slow	Crying	Stutter	Ragged	Voice disguised
Rapid	Normal	Lisp	Accent	Familiar

Background Sounds (Check all that apply):

Street noises	House noises	PA system	Music
Office noises	Factory noises	Animal voices	Human voices
Static	Clear	Phone booth/Cell	Other

Threat Language (Check all that apply):

Well-spoken (educated)	Incoherent or drunk	Foul	Irrational	Taped
Message read by threat maker				

Remarks:

IMMEDIATELY CALL COLLEGE POLICE AT X 4444. Give this sheet to the responding officer.

