

Mount Vernon Nazarene University  
**CAMPUS EMERGENCY PROCEDURES**

**This guide is intended to help Staff, Faculty and Students respond to emergency situations that may occur on the campus of Mount Vernon Nazarene University. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.**

**The College is committed to the safety and security of all members of the campus community. In times of emergency, the college will provide appropriate campus-wide response to assure life safety and minimize losses.**

**Emergency preparedness is also an individual responsibility. This guide will serve as a reference for efficient action during emergencies. All Staff, Faculty and Students should take the time to read and understand the contents before an emergency occurs.**

**In an emergency, correct and immediate action is important and instills in all present a feeling that things are under control. Know emergency procedures, have them available and use them.**

## **GAS LEAK**

**Emergency Phone Number  
Security --- 4000**

### **When Calling:**

- **Give your name**
- **Give your building and extension**
- **Describe the situation clearly and accurately**
- **Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)**

**In the event of a GAS LEAK, employees should take the following actions:**

- **Notify campus Security at extension 4000. Security will call the Physical Plant and Columbia Gas.**
- **The leak will be assessed to determine the appropriate course of action.**
- **Be prepared to calmly evacuate upon notice from a Security Officer.**

# **CHEMICAL/RADIATION SPILL**

**Emergency Phone Number**

**Security----4000**

**When Calling:**

- **Give your name**
- **Give your building and extension**
- **Describe the situation clearly and accurately**
- **Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)**

**In the event of a CHEMICAL OR RADIATION SPILL. Employees should take the following actions:**

- **Call campus Security at extension 4000 and advise them of the situation.**
- **Be specific about the nature of the involved material and exact location.**
- **Security will notify the proper emergency personnel.**
- **Keep all persons as far away from the accident scene as possible.**
- **Detain all persons involved in the accident. They will need to be examined by emergency personnel.**
- **Do not return to an evacuated building unless told to do so by Security.**

## **FIRST AID**

**Emergency Phone Number**

**Security ----4000**

**IN THE EVENT OF A LIFE THREATENING ILLNESS OR INJURY ON  
CAMPUS:**

**Emergency Squad----- 9-911**

**Security-----4000**

**IF IT IS NOT LIFE THREATENING:**

**Security -----4000**

**Nurse-----4632**

**Medical Assistant Pager-----1811 (After office hours)**

**When Calling:**

- **Give your name**
- **Give your building and extension**
- **Describe the situation clearly and accurately**
- **Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)**

**POWER OUTAGE**

**Emergency Phone Number**

**Security-----4000**

**When Calling:**

- **Give your name.**
- **Give your building and extension**
- **Describe the situation clearly and accurately**
- **Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)**

**In the event of a POWER OUTAGE, employees should take the following actions:**

- **Notify Campus Security at extension 4000**
- **If the building has an elevator, use the stairways and exit doors only. DO NOT use the elevators.**
- **If a power outage occurs in a dorm, the Resident Director will advise the Resident Assistants of the situation. The Resident Director and Resident Assistants will be responsible for maintaining order in the dorm.**

# **EVACUATION OF DISABLED**

**Emergency Phone Number**

**Security-----4000**

**When Calling:**

- **Give your name**
- **Give your building and extension**
- **Describe the situation clearly and accurately**
- **Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)**

## **VISUALLY IMPAIRED PERSONS:**

**In the event of an emergency, tell the person the nature of the emergency and guide him to a safe area.**

## **HEARING IMPAIRED PERSONS:**

**To warn a hearing impaired person of an emergency, get his attention with a gesture or a light tap on the arm or shoulder.**

**Write a note explaining the nature of the emergency.**

## **PERSONS USING CRUTCHES, CANES OR WALKERS:**

**If time permits, help guide the person to a safe area.**

**Carrying options, include using a two-person arm lock position, or have the person sit in a sturdy chair and carry them to a safe area.**

## **PERSONS IN WHEELCHAIRS:**

**Always consult with the person in the wheelchair regarding:**

- **The number of people necessary for assistance**
- **Ways of being moved from a wheelchair**
- **Whether to extend or bend extremities when lifting because of pain, catheter, braces, spasticity, etc.**
- **Being carried forward or backward on a flight of stairs**
- **The type of assistance necessary after evacuation**

## **SEVERE STORM / TORNADO**

**Periodically, Mount Vernon experiences storms with strong winds and driving rains. These types of storms cause flooding, falling trees and power outages.**

**In the event of a SEVERE STORM/TORNADO, take the following actions:**

- **Stay in the building**
- **Take shelter in an inner area or basement, if possible. Otherwise, take shelter under a table or desk.**
- **Keep away from overhead fixtures, windows, filing cabinets, and bookcases.**
- **Assist any disabled person in the area and find a safe place for them.**
- **If you are caught outside, move to an open area away from the buildings, trees, power lines, and roadways. Lie flat, preferably in a ditch or low lying area.**
- **Avoid all power lines that may be hanging or lying on the ground.**

### **IF AN EVACUATION IS ORDERED:**

- **Seek out any disabled or injured persons in the area and give assistance.**
- **Exit using the stairways. DO NOT use elevators.**
- **Beware of falling debris or electrical wires as you exit.**
- **Go to an open area away from buildings, trees, power lines and roadways.**

## **EXPLOSION**

**In the event of an EXPLOSION in the building, employees should take the following actions:**

- **Immediately take cover under tables, desks, or other such objects that will give protection against flying glass and debris.**
- **Call campus Security at Extension 4000**

- **Activate the building fire alarm system.**
- **Evacuate the immediate area of the explosion. Seek and assist any injured and disabled persons in evacuating the building. Exit using the stairways. DO NOT use the elevators.**
- **Once outside, move to at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.**
- **Wait for further instructions from campus security or other emergency personnel. Do not go back in the building until instructed to do so.**

## **FIRE**

**KNOW THE LOCATIONS OF FIRE EXTINGUISHERS IN YOUR AREA AND  
KNOW HOW TO USE THEM.**

### **UPON DISCOVERY OF A SMALL FIRE:**

- **If an appropriate fire extinguisher is available, follow the instructions on it. Direct the extinguisher at the base of the flames.**
- **If the fire is not easily extinguished. Pull the fire alarm and get help.**
- **Call the Fire Department 9-911**
- **Call Campus Security at Ext. 4000**

### **UPON DISCOVERY OF A LARGE FIRE:**

- **Pull emergency alarm and give verbal alarm.**
- **Call the Fire Department at 9-911**
- **Call Campus Security at Ext. 4000**
- **Evacuate the building, alerting people as you go. Assist any disabled persons in the area. Exit using the stairway. DO NOT use elevators.**
- **Make sure all doors leading to the main hallways are closed to prevent further spread of fire. DO NOT lock doors.**

- **Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.**
- **Wait for further instruction from campus security or emergency personnel. DO NOT go back into the building until instructed to do so.**
- **If someone's clothes are on fire, have him drop to the ground and roll. If necessary, smother the fire with a blanket, rug or heavy coat.**

## **BOMB THREAT**

**In the event you would receive a BOMB THREAT over the telephone, remain calm and follow these procedures:**

### **RECORD:**

- **Time received call \_\_\_\_\_ a.m. or p.m.**
- **Background sounds/noise.**
- **Did you recognize the voice?**
- **Male or Female?**
- **Did the person have an accent?**
- **Exact wording of the call.**

### **ASK:**

- **Where is the bomb located?**
- **What time is the bomb set to detonate? \_\_\_\_\_ a.m. or p.m.**
- **What does the bomb look like?**
- **What type of bomb is it?**
- **What will cause the bomb to explode?**
- **Is there more than one bomb? Where?**
- **Where are you now?**
- **What is your name? Address? Telephone Number?**

**Call Campus Security at extension 4000**

**Be prepared to evacuate the building upon further notice from a security officer or police.**

### **FOLLOW UP:**

**Emergency Phone Number**

**Security ----- 4000**

- **When Calling:**
- **Give your name.**
- **Give your building and extension.**
- **Describe the situation clearly and accurately.**
- **Do not hang up! Let the person you are calling end the conversation.**  
**(Other information may be needed.)**