

EMERGENCY QUICK REFERENCE GUIDE

MEDICAL EMERGENCIES

Please remember to use personal protective equipment such as gloves and airway devices. For medical emergencies, perform the following actions within the scope of your abilities and training:

Heart Attack

- Check the scene for danger or hazards
- Check to see if the victim's airway is open, if he/she is breathing, and if he/she has a heartbeat
- Call, or have someone call, **911**
- Call Campus Safety **402.984.8064**
- Locate an Automated External Defibrillator (AED), if immediately available
- Start CPR (if indicated) until person recovers, or instructed to stop

Burns

- Remove victim from source of burn
- Flush the area with large amounts of cool water (DO NOT USE ICE)
- Do not apply creams or lotions
- Call **911**
- Call Campus Safety **402.984.8064**

Bleeding

- Use gloves or other personal protective gear
- Apply firm but gentle pressure to the wound with a clean cloth
- Immobilize the body part
- Call **911**
- Call Campus Safety **402.984.8064**

FIRE

- Activate the nearest fire alarm pull station
- Call **911** and state your location on campus, exactly where the fire is located, and if there are any injuries
- Call Campus Safety **402.984.8064**
- Warn others to evacuate and help those needing assistance in the immediate area
- Contain the fire by closing doors as you leave
- Go to the nearest exit in the building
- Do not use elevators
- Do not re-enter the building until directed to do so by emergency personnel
- If it falls within the scope of your abilities and training, then deploy a fire extinguisher if immediately available

BUILDING EVACUATIONS

- When a fire alarm is activated the evacuation of the building is mandatory
- Know the evacuation routes in all of the buildings you frequent
- Do not use elevators
- Take personal belongings and weather-appropriate clothing

- If time permits, secure any hazardous materials or functioning equipment prior to leaving your area
- Go to the nearest emergency exit for the building
- Do not re-enter the building until you are directed to do so by emergency personnel
- Call Campus Safety **402.984.8064** to make sure they are aware of the alarm

WEATHER EMERGENCIES

Severe storms, tornadoes, and hurricanes constitute weather emergencies. For weather emergencies:

- Go to a designated tornado shelter
- If there is not a designated shelter in the building, go to lowest level and seek shelter near the center of building
- Stay away from windows
- Monitor local television, radio stations, and NOAA weather radio for announcements
- Monitor other media outlets such as internet and weather channels for information
- If caught outdoors, lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors

POWER OUTAGE

- Remain calm and provide assistance to others if necessary
- Move cautiously to a lighted area
- Exits may be indicated by lighted signs if the emergency power is operating
- Turn off and unplug computers and other voltage-sensitive equipment
- Call Campus Safety **402.984.8064** once you have moved to a safe location and state your location on campus

ACTIVE SHOOTER

- If the shooter is in your building, exit the building immediately if safe to do so.
- If the shooter is not in your building or if it is not safe to exit the building, get behind closed doors in a locked or barricaded room.
- Call **911** and state your location on campus
- Do not hang up on the dispatcher
- Call Campus Safety **402.984.8064**
- Stay away from windows
- Remain calm
- Follow all directions given to you by emergency personnel
- When exiting the building, keep your hands raised in front of you so that responding police see that you are not the shooter
- Do not attempt to confront the shooter, unless as a last resort action

SUSPICIOUS ACTIVITY

- Do not confront the person exhibiting the behavior
- Do not let anyone into a locked room or building
- Do not block a person's access to an exit
- Call **911** and state your location on campus
- Describe suspicious behavior by stating what you saw, where it happened, when it happened, why it is suspicious to you, and how you can be contacted for further information
- Call Campus Safety **402.984.8064**

SUSPICIOUS PACKAGES

- Do not touch, open, or disturb the package or object
- Leave the package on a desk or in an area where it can be monitored and left undisturbed
- Call **911** and state your location on campus
- Call Campus Safety **402.984.8064**
- Look for misspelled words, no return address, excessive postage, foreign country origination, poorly typed or written, protruding wires, oddly shaped, rigidity or bulkiness, strange odors, wrong title with name or addressed to title only, stains, and excessive tape or string
- Do not use any wireless devices within 500 feet of the package or object
- Be prepared to evacuate
- Meet with officers immediately upon arrival
- Be prepared to evacuate

HAZARDOUS MATERIALS

For a hazardous materials spill, incident, or release for which assistance is required:

- If indoors, close the doors in order to isolate the area and move to a safe location
- Call **911** and state your location on campus
- Provide as much information as possible to the dispatcher, including the name and quantity of the material, the specific room number, and whether anyone is injured or exposed to the material
- Call Campus Safety **402.984.8064**
- Do not leave the safe area you are calling from as you may need to be decontaminated

VAPORS, FUMES, AND GAS LEAKS

If you detect natural gas, fumes, or vapors:

- Do not pull fire alarms
- Don't touch light switches or electrical equipment
- Call **911** and state your location on campus
- Call Campus Safety **402.984.8064**
- Clear the area immediately
- Provide as much information as possible to the dispatcher, including what the smell is, where it is coming from, and if there are any injuries

BOMB THREATS

- Remain calm
- Get as much information as possible from the caller
- Take notes about the call such as caller demeanor, tone of voice, or any other information that is pertinent
- Call **911** and state your location on campus
- Call Campus Safety **402.984.8064**

FLOODING

Flooding can occur due to major rain storms, water main breaks, and other situations. In case of imminent or actual flooding:

- If you can do so safely, secure vital equipment, records, and hazardous materials
- Shut off non-essential electrical equipment
- Call **911** and state your location on campus
- Move all personnel to a safe area, away from the affected building
- Call Campus Safety **402.984.8064**
- Wait for instructions from Campus Safety or Facilities employees
- Do not re-enter the building until you are directed to do so by emergency personnel

IMPORTANT NOTES

- DO make sure you are aware of anyone with disabilities in your immediate area
- DO know all of the exits closest to you in any building you enter
- DO keep a copy of this information readily available
- DO understand your roles and responsibilities during an incident
- DO make sure to share the emergency procedures and shared widely to the college community
- DON'T speak to the media, direct them to OMC
- DON'T ever open doors that are hot to the touch
- DO avoid smoke in every emergency situation
- DO remain calm at all times

SAFETY REMINDERS

- Always safely secure your personal items/valuables
- Close and lock doors and windows in your room and on your vehicle
- Call Campus Safety **402.984.8064** if you see concerns that need to be reported

