

SINTE GLESKA UNIVERSITY

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CAMPUS SAFETY & SECURITY MANAGEMENT PLAN

Sinte Gleska University

**CAMPUS SAFETY & SECURITY
MANAGEMENT PLAN**

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SGU SAFETY & SECURITY

Welcome to Sinte Gleska University!! We value the safety of our students, staff and visitors, and strive to make the university a safe place to learn, work and visit. Campus safety at Sinte Gleska University is a high priority. Security measures are in place to ensure the safety of everyone.

Events emerging as man-made, natural or accidental disaster situations may produce a crisis. The overall goal in addressing a crisis are to ensure human safety and to return to a normal University operations as soon as possible. These procedures have been developed to inform and aid everyone on campus to be safe and secure.

With the updating of this SGU plan, University facilities and assets are now identified within four (4) zone areas. These include campus-based properties and those off-campus (Highway 18 through Mission, S.D., SGU Horse Ranch northwest of Mission, S.D. and the SGU Bison herd pastures). Each facility within each zone is numbered. Students and staff should make time to become familiar with the zone maps and make every effort to report safety/security incidents by the affected zone and building(s). Students and staff should also be familiar with the University's "Crisis Notification Tree" (pg. 11). Understanding and utilizing this information will make emergency responses more efficient.

The SGU Security Department is committed to the immediate safety and security of students, staff and guests. When a disaster or crisis situation emerges beyond the skills and resources of the campus security department, professionally-trained law enforcement personnel and emergency responders will be notified as quickly as possible. Again, your understanding and cooperation in emergency situations will ideally produce the best results for maximum safety and security.

SECTION 1

INTRODUCTION

Each year, students and staff are placed at risk by a variety of hazards. Natural and man-made emergencies have created a new understanding about the need for emergency preparedness.

These procedures are designed to enhance security for student, staff and visitors of the Sinte Gleska University by preventing, detecting, responding to and recovering from emergencies. All staff at the Sinte Gleska University should read the Emergency Operation Plan and practice the procedures whenever possible.

Emergencies, also called hazards, threats, or incidents, are typically divided into two categories: Man-made Emergencies and Natural Emergencies:

MAN-MADE:

- ❖ Bomb Threats
- ❖ Assaults
- ❖ Riots
- ❖ Fires
- ❖ Shootings
- ❖ Gangs

NATURAL EMERGENCIES:

- ❖ Tornadoes
- ❖ Wild Animal Attacks
- ❖ Wild Fires
- ❖ Wild & Domestic Animal Attacks
- ❖ Blizzards

QUICK REFERENCE GUIDE (beginning pg. 15)

This document provides general procedures for following emergency situations:

- ❖ INTRUDER
- ❖ BOMB THREAT
- ❖ TORNADO
- ❖ FIRE
- ❖ EXPLOSION

Instructions on how to respond to specific types of emergencies are referred to as “Incident-Specific Protocols.” In the Quick Reference Guide, there is additional information when dealing with Medical Emergencies, Accidents, Chemical/Hazardous Materials Spills, Suspicious Behavior, Suspected Weapons, Sexual Assaults, Riots/Protests, Winter Weather, Severe Thunderstorms, and Suspicious Packages.

SECTION 2**ROLES AND RESPONSIBILITIES**

Understanding who will lead the operations during the emergency is critical. Assigning roles and responsibilities ensures that required tasks are accomplished, and also reduces the chaos of the emergency scene and eliminates duplication of effort. This section identifies the roles and responsibilities of staff before, during and after an emergency.

Building Administrators are responsible for providing leadership and updating contact information for said building. Acting on notification of incidents and contacting other buildings in vicinity of that building.

SAFETY MANAGEMENT TEAM

MEDIA COORDINATOR

The identified media coordinator or his/her designee will arrange for a media staging away from the incident area. He/she will keep the media away from staff, students and/or visitors there during the time of the incident. The Media Coordinator will NOT give interviews or any information to the media.

MEDIA INFORMATION RELEASE

The Sinte Gleska University President or his/her designee shall manage media communication after consulting with local Law Enforcement and the Board of Regents.

The university president or his/her designee will gather **FACTS** about the situation. **No SPECULATIVE** information should be communicated. Avoid long sentences that can be taken out of context by the media. A short interview should be given when giving information to the media.

OPERATION & MAINTENANCE

The identified individual or his/her designee shall be responsible for the physical securing of the building and address the design elements of the building(s) with the local fire department, police department, showing blue prints of the building, shutoff valves, locks, bars on doors and windows, gates, fencing and any other information pertaining to the buildings, as well as assist ambulance personnel with the quickest and easiest routes in emergency medical situations.

TRANSPORTATION COORDINATOR

The identified individual or his/her designee shall be responsible for the organization of university vehicle drivers and any and all vehicles needed after the incident to transport students.

INFORMATION AND OR TECHNOLOGY

If any audio, video or written information is captured during an incident. The information and technology personnel or his/her designee shall be responsible for securing any and all evidence captured by audio or video. He/she shall be responsible for such evidence until such time it is turned over to the police as evidence.

SECTION 3

PREVENTION AND PREPARENESS**Prevention**

Many incidents can be prevented when staff can:

- Communicate with other staff members
- Open a discussion with individual about problems he/she faces (private)
- Encourage proper communication about the different types of hazards

Prepare

- Study these procedures and know in advance how to respond
- Learn evacuation routes
- Learn phone numbers to emergency personnel
- Learn where fire alarms are located
- Learn how to use fire extinguishers
- Learn what is in emergency first aid kits
- Learn how to use first aid kits
- Learn C.P.R.
- Know where the A.E.D. is located and how to use the A.E.D.
- What department to call for what situation that has or is occurring
- Keep your cell phone charged at all times while on university property

SAFETY/SECURITY ALERT CHART

ALERT

SECURITY RESPONSE

PUBLIC RESPONSE

HIGH	<p>SCHOOL SHOOTING, EXPLOSIONS, BOMB THREAT, CHEMICAL SPILL, TORNADO, RIOTS, SEXUAL ASSAULT, SHOOTING IN COMMUNITY</p>	<p>HIGH VISIBILITY</p>	<p>PHYSICAL CHECK ON BUILDINGS, LOCKING DOORS & WINDOWS ON UNSECURED BUILDING, ASSISTING POLICE, FIRE & AMBULANCE</p>	<p>LOCK DOWN BUILDING</p> <hr/> <p>FOLLOW SAFETY PLAN</p> <hr/> <p>KEEP COMMUNICATION WITH SECURITY</p> <hr/> <p>DO NOT USE LANDLINE PHONE OR CELL.</p> <hr/> <p>IN THE EVENT OF A BOMB THREAT</p>
MEDIUM	<p>WEATHER, WILD FIRE, INTOXICATED INDIVIDUAL, INCIDENT AT LOCAL SCHOOLS OR COMMUNITY, DISORDERLY CONDUCT, MEDICAL EMERGENCIES, FLOODS, ANIMAL ATTACK (DOG), ASSAULT, WEAPON</p>	<p>VISIBILITY</p>	<p>HEIGHTENED OBSERVATION ON VEHICLES AND INDIVIDUALS, PHYSICAL BUILDING CHECKS</p> <hr/> <p>ASSIST EMERGENCY PERSONNEL</p>	<p>LOCK BUILDING ENTRANCE DOORS</p> <hr/> <p>LOCK WINDOWS TO BUILDING</p> <hr/> <p>GIVE BASIC FIRST AID IF NEEDED</p> <hr/> <p>FOLLOW SAFETY PLAN</p>
LOW	<p>EVERY DAY OCCURRENCES</p>	<p>NORMAL DAY TO DAY OPERATIONS</p> <p>OBSERVATION OF BUILDINGS & INDIVIDUALS, WEATHER,</p> <p>NORMAL SECURITY CHECKS ON BUILDINGS</p>		<p>NORMAL DAY TO DAY OPERATIONS</p>

SECTION 4

DETECTION AND COMMUNICATION**Detecting Internal Threats**

The most likely means through which an emergency will come to the attention of the Sinte Gleska University and emergency responders is through the quick action of alert staff members and students. Staff members and or anyone who identifies a potential threat should act quickly to the identified problem. Some areas identified are:

- Electrical emergencies, Indoor and Outdoor
- Disorderly conduct from staff, student or visitor
- Fires
- Explosions
- Smoke
- Burning Odors
- Fumes
- Fights
- Medical situations
- Suspicious packages
- Fluids
- Protruding wires from ground, packages, backpacks etc...
- Alcohol and or drug use by staff, students or visitors
- Suspicious persons
- Vandalism or other crimes in progress
- Fluid leaks of any kind
- WEAPONS (guns, knives, bats, chains or anything that can be used)

A crisis requiring an immediate response from the Police Department, Fire Department, Ambulance Service, etc., should follow a “**crisis notification tree.**” This will cause less chaos for everyone. All departments needing to be contacted shall be notified by carrying out the procedure below.

SGU CRISIS NOTIFICATION TREE

- ❖ Employee or staff member NOTIFIES CAMPUS SECURITY DEPARTMENT
- ❖ STAFF THEN notifies SUPERVISOR immediately after call for help
- ❖ SUPERVISOR notifies the PROVOST OR A VICE PRESIDENT
- ❖ PROVOST notifies UNIVERSITY PRESIDENT
- ❖ UNIVERSITY PRESIDENT informs the University BOARD OF REGENTS

****Staff members may be required to write a detailed incident report****

Detecting External Threats

Most external threats can be monitored via:

- ❖ TV News
- ❖ Radio Stations
- ❖ Weather Radio
- ❖ In Person Observation

Listed below are external threats but not limited to:

- Winter Weather Advisories
- Winter Warnings
- Winter Blizzards
- Tornados
- Extreme Heat Wave
- Elevated Terrorists Threat(s)
- Wild Animal
- Domestic Animal

Some external threats may at times require a Shelter-In Place. In the event that a Shelter-In Place is needed, the available methods of communication include landline phone, cell phone, internet, two-way radio, or in-person. Everyone should remain in the building. If individual is in the parking lot and the threat is weather-related, people should be informed to move into the building as fast and safe as possible. If it is animal-related, people should be advised to stay in their vehicles.

If the crisis involves the evacuation of the building, people should follow the emergency exit plan for the building. However, not every emergency in or near the building leads to an evacuation. Some emergencies such as tornados, civil disturbances, or individuals with a weapon may cause the reverse of an evacuation. Staff, students and/or visitors may be asked to immediately return inside the building.

Means of Communication: Announcements will be made using the following but not limited to:

- ❖ Internet
- ❖ FM Radio: KINI 96.1, KOYA 88.1, MAGIC 93 93.7
- ❖ TV: KELOLAND, RST Channel 93

LOCAL EMERGENCY RESPONDERS

TITLE	NAME	PHONE#
RST POLICE 2266	Chief Admin M. Enno	605-747-
RST POLICE	Capt. of Police C. Waln	605-747-2266
BIA FIRE DEPT	Ray Heart	605-747-2700
MISSION FIRE DEPT		605-856-4435
TODD COUNTY SHERIFF	Carl Hunger	605-856-4411
RST E.P.P.	Bill Giroux	605-747-2559
TODD CO. E.M.A.	Kara Walking	605-429-3246
HAZ-MAT ROSEBUD	Chuck Mack HIS	605-747-2231
INDIAN HEALTH	C.E.O	605-747-2231
RST AMBULANCE SVC.	Eric Emery	605-747-2237
RST TRIBAL PRESIDENT	William Kindle	605-747-2381

SECTION 5

SINTE GLESKA UNIVERSITY

QUICK REFERENCE GUIDE

- 1.).....**ARMED INTRUDER**
- 2.).....**BOMB THREAT**
- 3.).....**TORNADO**
- 4.).....**FIRE**
- 5.).....**EXPLOSIONS**
- 6.).....**RATTLE SNAKE BITE**
- 7.).....**ANIMAL ATTACK**
- 8.).....**DOG BITE**

BUILDING SAFETY PLAN

OVERVIEW

The purpose of this guide is to provide employees of the Sinte Gleska University with a QUICK REFERENCE GUIDE as to what procedures to follow in the event of a crisis. The overall goal is to return to a normal routine as soon as possible. Events such as a sudden death of a staff member or student, natural or accidental disaster, may produce a crisis for staff and students.

This guide outlines basic steps to use in a crisis. These procedures may not cover every situation that might develop; it may not always be possible to follow every step provided in this guide.

Sinte Gleska University Crisis Team

This is a supportive service that can help Sinte Gleska University assist, plan and intervene in a crisis affecting staff and/or students. Team members will assist building supervisors in directing crisis resolution. The following are the zone team members for Sinte Gleska University.

Team Leader: _____

Zone #1 Team Member: _____

Zone #2 Team Member: _____

Zone #3 Team Member: _____

Zone #4 Team Member: _____

Rosebud Police Department	605-747-2266
Rosebud Ambulance Service	605-747-2237
Rosebud Indian Health Service/Hospital	605-747-2231
Mission Fire Department	605-856-4435
Todd County Sheriff	605-856-4411

GENERAL COMMUNICATIONS PLAN

1. Employee or staff member contacts Emergency Responders or other department needed.
2. Staff contacts security
3. Staff member contacts his/her supervisor
4. Supervisor contacts the SGU University Provost or a Vice President
5. Provost notifies the SGU President or his/her designee
6. University President or his/her designee informs the SGU Board of Regents
7. The University President or his/her designee will:
 - a. Serve as the official spokesperson or designate a spokesperson.
 - b. Coordinate any arrangements that need to be made with the press before any media release is disseminated.
 - c. Notify Sinte Gleska University Board of Regents about press release (s).

NOTE: The notification process is as follows

- ❖ Employee
- ❖ Security
- ❖ Supervisor
- ❖ SGU Provost or a Vice President
- ❖ SGU President
- ❖ SGU Board of Regents
- ❖ Media

ARMED INTRUDER

ARMED INTRUDER IN YOUR BUILDING: (Gun, Knife or anything that can be used as a weapon) you have three options to choose from:

1. **RUN**
2. **HIDE**
3. **FIGHT**

IF YOU **RUN**:

1. Run **AWAY** from the **threat**.
2. Run **OUT** of the building. Make sure you check you're surrounding **before** running outside.
3. When you no longer see the threat:
 - a. Call the **POLICE** (your name, location, injury if any)
 - b. Call the other building(s) if you have the number(s) after calling the police.
 - c. Notify Security

IF YOU **HIDE**:

- Lock room door. Use any method necessary to lock the door. Once doors are locked and closed, **DO NOT OPEN FOR ANYONE**.
- Turn off room lights.
- Move everyone to safest place in the room (away from windows).
- Account for everyone and note anyone missing.
- Try to remain **CALM**.
- Give first-aid if needed.
- Keep cell phones quiet!!!
- Keep **QUIET!!!**
- **DO NOT** peek out of doors or windows!!! (stay out of sight)

****NOTE****

If you cannot secure your location (room), run away from the threat. If running outside, quickly assess the surrounding outside looking for other armed men/women, run in the direction of Police or Emergency Responders. **If police are present, run with hands over your head. This will identify you as a victim.**

If you run into the threat, FIGHT!!!
DO NOT GIVE UP!!!

BOMB THREAT

1. If a threat is found written on paper or written on a wall, inform a staff member immediately. **DO NOT** use cell phone, landline phone or two-way radio. Do **NOT** turn any lights off in the building or any electrical devices. Notify Security and other buildings immediately via in person.
2. If the threat is phones in via landline or cellphone, the person receiving the call should engage the caller in a conversation to get as much information as possible.
3. The building supervisor shall notify the police, then notify the university president or provost, and he/she shall initiate a full campus evacuation.
4. Any staff or individuals who find or see a suspicious box, container or package should NOT touch the item. Report the findings immediately to the building Supervisor, Instructor, Security, President or Provost. Wait for the Police and let them handle the item found.

CHECKLIST

TIME: _____

DATE: _____

If called in, **DO NOT** hang up the phone!!! Record the exact words used by the caller.

CHECK TO SEE IF THERE IS A CALL BACK NUMBER ON THE PHONE BEING USED:

Using a calm voice, ask the following questions:

- **WHAT TIME IS THE BOMB GOING TO EXPLODE?** _____
- **WHERE IS THE BOMB LOCATED?** _____
- **WHAT DOES THE BOMB LOOK LIKE?** _____
- **WHY ARE YOU DOING THIS?** _____

Evaluate the voice of the caller, looking for:

- **MALE** _____ **FEMALE** _____ **CHILD** _____ **AGE** _____
- **ACCENT** _____ **SPEECH** _____ **INTOXICATED** _____
- **OTHERS TALKING IN THE BACKGROUND** _____
- **TRAFFIC** _____
- **OTHER** _____

TORNADO

Every office with an AM/FM radio will monitor the weather condition on radio station(s) KINI radio 96.1, KOYA radio 88.1 FM, and KWYR 93.7 FM. Television station KELOLAND, and or WEATHER CHANNEL. Office personnel shall use the internet to monitor any and all weather via the internet. The individual who first hears the warning shall contact security, then use the department, then the transportation department.

NOTE – if module occupants or other buildings that do not have a basement, cannot make it to an identified safe zone , shelter in place by finding the smallest room in your building. Cover you heads with your hands or any other object that will protect you. Wail for the all clear or help.

EXTERIOR ROOMS: If NO shelter below ground (basement)

1. Stay Calm!!!
2. Account for all students
3. Move everyone into the hallway or smallest room nearest you
4. Stay away from windows and doors
5. If in a hallway, kneel down facing the wall (in the direction of approaching storm)
6. Place arms over your head (protecting your head)
7. Wait for an ALL CLEAR announcement.

INTERIOR ROOMS: If NO shelter below ground (basement)

1. Stay Calm!!!
2. Account for all students
3. If there is a room inside of the interior room, go to that room. If not:
4. Stay away from all windows
5. Kneel down with heads facing the wall (in the direction of approaching storm)
6. Place arms over your head (protecting your head)
7. Wait for an “ALL CLEAR” announcement

FIRE

- ❖ If you witness a fire or smoke, and the fire alarm is not activated yet:
 1. Pull the nearest fire alarm
 2. Report flames, smoke, or odor to other staff member(s) & security
 3. DO NOT use elevators
 4. Exit the building using fire escapes route
 5. Evacuate the building

OFFICE PERSONNEL

- ❖ If fire alarms are not activated, pull the nearest fire alarm.
- ❖ Evacuate the building
- ❖ DO NOT use elevators
- ❖ Follow the University's Crisis Notification Tree

STAFF/INSTRUCTORS

- ❖ Notify security and use the Crisis Notification Tree
 1. Turn off room lights
 2. Feel the door before you open it. A hot door means fire is on the other side.
(Use alternate fire escape route if necessary)
 3. Close room door after you leave the room
 4. Ensure all students are evacuated from your room
 5. Account for all students in your room
 6. DO NOT use elevator (if building has one)

IF TRAPPED INSIDE YOUR CLASSROOM:

1. Seal the sides, bottom and top of door with a wet cloth or tape. This will prevent smoke from entering your room.
2. If smoke fills your room, stay low the floor to escape the smoke.
3. Locate your secondary escape route and evacuate the building
4. Locate a window if in a single story building and use, if escape routes are blocked.
5. Students check in with a staff member, staff check in with other staff

EXPLOSIONS

IF AN EXPLOSION OCCURS, INSTRUCT EVERYONE TO STAY AWAY FROM:

1. Windows
2. Mirrors
3. Overhead fixtures
4. Filing cabinets
5. Bookcases
6. Electrical equipment

- ** Prepare for second and third explosions
- ** Watch for falling objects
- ** When it appears safe, exit the building
- ** Prepare mentally for what you might see
- ** Be prepared to give first aid

STAFF: Contact Security then follow the University's Crisis Notification Tree

RATTLE SNAKE BITE

RATTLESNAKES

Rattlesnakes...the common rattler here is the Prairie Rattler.

1. Rattlesnakes give birth to very poisonous young. The young snakes have less control over the amount of venom they inject and simply inject all their venom, which might be a lethal dose.
 2. The rattle is located at the end of their tails and is used as a warning device. If the rattle absorbs enough water in wet weather, the rattle will not make noise.
 3. The signs and symptoms of a Rattlesnake bite are:
 - Lip tingling
 - Dizziness
 - Vomiting
 - Shock
 - Paralysis
 - Massive hemorrhage or bleeding
 4. Bites often occur when humans startle the snake or provoke it.
 5. Leave rattlesnake alone. The speed coiled snake can strike is literally faster than the human eye can follow.
1. Stay calm, call 9-1-1. The less you agitate the bitten site, the less likely the venom will spread
 2. Keep the area that has been bitten below the heart. Keep the limb immobilized.
 3. Treat for shock and keep victim warm
 4. Because of swelling, remove bracelets, rings, boots, etc.
 5. Apply a light constricting band about 2'' above and below the bite. This band could be a handkerchief or shredded clothing.
 6. Wash the bite with soap and water.
 7. Stay calm and avoid unnecessary exertion, which will stimulate circulation of the poison.
 8. Get the victim to medical care for anti-venom, which will provide the greatest relief from the toxic effects.

ACTIONS TO AVOID

1. **Do not** apply a tourniquet. Such action can result in the loss of the limb.
2. **Never** try to suck out the venom by mouth. You can try the suction cup in a snakebite kit if it does not delay other needed treatment.
3. **Do not** cut the bite. This will increase the spread of venom throughout the body.

ANIMAL ATTACK

If attacked by an animal:

1. Stay calm
2. Get to safe location
3. Notify security
4. Treat injury with basic first aid
5. Call emergency personnel (Ambulance) if needed
6. Notify police
7. Identify the animal:
 - Breed (if domestic K-9 dog")
 - Height
 - Color
 - Weight
 - Owner (if possible)
 - Direction animal went (if it left the area)

DOG BITE

Superficial wound, scrape or gash

1. Clean with running water and then hydrogen peroxide or alcohol
2. Apply antibiotic
3. Cover with bandage

Puncture Wound

1. Let the puncture bleed for a few minutes (if not gushing out)
 - If the puncture is gushing or if the puncture is on the head, neck area, control bleeding and call the ambulance right away.
2. Cleanse the puncture site using running water using mild soap
 - **DO NOT** use rubbing alcohol or hydrogen peroxide. This can show the healing process.
3. Normally puncture wounds do not need to be bandaged. But if you choose to bandage, make sure the bandage is clean.

SECTION 6

INCIDENT SPECIFIC PROTOCOLS**FIRES**

Adopting simple measures can prevent fires:

- ❖ Do not smoke or use candles in buildings
- ❖ Electrical cords near paper, draperies or anything flammable
- ❖ Halogen lights can heat up. Use surge protectors to prevent overloading
- ❖ Unplug electrical appliances at night before leaving the room
- ❖ Extreme caution should be use with open flames in science laboratories
- ❖ Store flammable materials in appropriate containers
- ❖ Limit the use of extension cords
- ❖ Keep hallways, stairwells and closets free of debris and paper

PREPARATION – Preparation should be taken to mitigate the damaging effects should a fire occur.

- ❖ Become familiar with the Universities fire safety features and know the location of:
 1. Fire alarms
 2. Fire escape routes and alternate routes
 3. Fire extinguishers
 4. How to deploy a fire extinguisher

Familiarize yourself with the fire extinguisher and its content. Fire extinguishers are most commonly used for “paper fires”. There are fire extinguishers designated for electrical fires also. Know what type of fire extinguishers are in your building. The use of an inappropriate fire extinguisher may result in injury to the user and can actually intensify the fire. Extinguishers should be used on small fires only.

RESPONSE

- ❖ In the event of a fire, pull the nearest fire alarm and place the call to the police department or the fire department. Notify campus security.
- ❖ Report burning odors and or smoke
- ❖ Before exiting your room or opening your door: First feel the door, start at the bottom working your way up the door. If the door is hot, DO NOT exit the room. Fire is on the other side
- ❖ If the door is cool, exit the room following the fire escape route
- ❖ Shut off the lights in your room after you exit
- ❖ Once outside of the building, stay 150 feet from the building
- ❖ Activate the University's "Crisis Notification Tree"

TRAPPED inside of the building

- ❖ Stay calm
- ❖ Seal the top, bottom and sides of the door using wet clothing. Tape will also work. This procedure will keep toxic fumes and smoke out of the room
- ❖ If flames from the fire are in the same room, stay close to the floor to escape the flames. (smoke inhalations kills more people then flames from a fire)
- ❖ Cover your mouth/nose with cloth. This will help the inhalation of smoke
- ❖ Look for and use the secondary fire escape route
- ❖ If in a single story building, use the window as your escape route
- ❖ Activate the University's "Crisis Notification Tree"

EXPLOSIONS

If an explosion occurs....

- ❖ Instruct everyone to stay away from:
 - Windows
 - Mirrors
 - Overhead Fixtures
 - Filing Cabinets
 - Book Cases
 - Electrical Equipment

- ❖ Try to remain calm

- ❖ Watch for a possible second and a third explosion

- ❖ Watch for falling objects

- ❖ When it appears to be safe, quickly exit the building

- ❖ Keep mouth and nose covered to avoid inhalation of smoke/fumes

- ❖ Give first aid if needed

- ❖ Prepare mentally for gruesome sights you may see on the way out

- ❖ Place call to proper authority

- ❖ Notify Security

- ❖ Activate the University's "Crisis Notification Tree"

BOMB THREAT

THREAT VIA PHONE CALL

If you receive a bomb threat by audible means, attempt to get as much information as possible.

- Write down phone number on caller I.D.
- Date
- Time
- Person taking the call
- Use information sheet provided below

Calmly engage the caller, ask the caller to repeat what he/she said. Be prepared to characterize the caller and any helpful information that will help as:

- Gender of caller
- Background noise
- If call is breaking up (will happen if she/he is in bad cell service area)

Questions to ask the caller:

- ❖ Who is this?
- ❖ Where is the bomb at?
- ❖ Is there more than one bomb?
- ❖ When is it going to explode?
- ❖ What does it look like?
- ❖ What kind of detonation device does it have?
- ❖ Did you place the bomb where it is located?
- ❖ Why?

Notify Security via in-person if possible.

After the caller hangs up, contact your supervisor

EVACUATE

- ❖ Try to keep calm
- ❖ Evacuate the building using the nearest exits
- ❖ Make sure everyone is at a minimum of 1500 feet away from the building
- ❖ Once the building is evacuated, the Police/Fire Department shall be the only department to clear and give the ok for staff and students to return into the building.

BOMB THREAT CHECKLIST

TIME _____ DATE _____

WHAT TIME IS THE BOMB GOING TO EXPLODE _____

WHERE IS THE BOMB LOCATED _____

WHAT DOES THE BOMB LOOK LIKE _____

IS THERE MORE THEN ONE BOMB _____

MALE _____ FEMALE _____ CHILD _____ AGE _____

ACCENT _____ SPEECH _____

INTOXICATED _____ OTHERS TALKING IN BACKGROUND _____

OTHER BACKGROUND NOISE _____

TRAFFIC _____

OTHER _____

NAME OF PERSON TAKING CALL _____

WRITTEN BOMB THREAT

If the event a bomb threat is written or found on a piece of paper or written on a wall:

DO NOT USE:

** Cell phones

** Two-way radios

** Landline phones

** Turn on any lights

** Any type of electrical devices (computers, phones, coffee pots, printers, etc.)

The reason for not using any electrical devices is because the electrical charge may detonate the bomb if this is the triggering system of the bomb. All communication at this point will have to be person-to-person communication.

Evacuate the building communication with others in the building via in person reporting. Notify nearby building via in person contact.

Once away from the building, an individual should make phone call to the Police Department and activate the University's Crisis Notification Tree

In the event that a person finds or observes a suspicious box, container, or package:

** **DO NOT** touch the box, container or package

** **DO NOT** use cell phone, two way radio or electronic devices

** Evacuate the building

** Report the findings to proper authority

** If you are a staff member, activate the University's Crisis Notification Tree

** **DO NOT** go back into the building once you leave.

MEDICAL EMERGENCIES

A good defense for medical emergencies is having medical information of students and staff beforehand. This information should be updated once a year. Key staff members should review this information in the beginning of each semester. This practice will identify staff and students with medical conditions such as, but not limited to:

- ❖ Heart Conditions
- ❖ High Blood Pressure
- ❖ Low Blood Pressure
- ❖ Seizures
- ❖ Asthma
- ❖ Diabetes
- ❖ Allergies
- ❖ Allergic reaction to insects

Staff should:

- ❖ Keep calm
- ❖ Respond accordingly to the crisis
- ❖ Know where the first aid kits are located
- ❖ Know how to use the first aid kit
- ❖ Know C.P.R. and where the A.E.D. is located and how to use it
- ❖ Activate the University's Crisis Notification Tree
- ❖ Call for help if necessary

ANIMAL ATTACK

OUTSIDE ATTACK

- ❖ Stay Calm
- ❖ Call Police
- ❖ DO NOT leave the building
- ❖ Designate one person to keep track of the animal from a safe distance
- ❖ Treat any and all injuries with first aid
- ❖ Call the Ambulance Service if needed
- ❖ Studies should continue on as usual
- ❖ Activate University's Crisis Notification Tree

IF THE ANIMAL ENTERS THE BUILDING

- ❖ Stay calm
- ❖ Close your door
- ❖ Call police
- ❖ Stay on the phone with police giving updates of animal activity
- ❖ Try to isolate the animal without putting yourself in danger
- ❖ If, need, evacuate the building & try trapping the animal inside
- ❖ Treat any and all injuries as soon as possible
- ❖ Call the Ambulance if needed
- ❖ Activate the University's Crisis Notification Tree

DOG BITES

When dealing with a dog bite, there are certain steps to take, but what to do depends upon the circumstances and severity of the injury.

SCRAPES OR GASH

Clean the wound with running water and then hydrogen peroxide or isopropyl alcohol. Apply topical antibiotic and cover with a bandage,

PUNCTURE WOUNDS

Don't be afraid to let the puncture wound bleed. Unless the individual has lost a lot of blood or it is gushing out forcefully, or the puncture is on the head or neck area (if so, call emergency personnel immediately), wait a few minutes. The flow of the blood out of the puncture(s) will help to cleanse the wound.

After a few minutes, see if you can stop the bleeding by using direct pressure on the injured site. Again, if the bleeding does not stop, call emergency personnel. If it does not stop, cleanse the wound by rinsing under running water and washing with mild soap.

Do not use rubbing alcohol, hydrogen peroxide, or iodine on the wound. The items can slow down the healing process. Puncture wounds do not normally need to be bandaged, but if you choose to, be sure to clean the wound thoroughly. Dog bites DO NOT normally leave debris or other objects in the wound which would need to be removed.

Notify the Police of the dog bite, even if the dog bite does NOT produce a puncture, gash or scrape. Provide a description of the dog - breed (if possible), color, height, weight, owner (if known). If the dog leaves the area, describe the direction the animal was last seen walking/running.

ACCIDENTS

- ❖ Keep calm
- ❖ Call for help with appropriate emergency department
- ❖ Activate the University's Crisis Notification Tree
- ❖ Assess the crisis
- ❖ Give medical assistance where needed
- ❖ Request help from colleagues to assist with medical attention needed
- ❖ Designate a staff member to wait outside for emergency help to direct them to the location of the crisis
- ❖ **DO NOT** move victims unless he/she is in immediate danger of building collapse or other imminent life threatening situations
- ❖ Reassure victims help in on the way

After the crisis is over, you should write a detailed incident report of everything that happened. This should be written as soon as possible. This report should include the following information.

- Date
- Time
- Who was involved
- What happened
- Where it happened
- When it happened
- Why it happened
- Signed by you

This report should not contain your opinion. This report should contain only the facts of the crisis. It should also contain a detailed description of your actions from the time the crisis started and all the actions in detail of your response and activity.

CHEMICAL/HAZARDOUS MATERIAL SPILLS

- ❖ University maintenance staff should shut down all heating and cooking systems to prevent chemical in the air dispersing throughout the building
- ❖ University maintenance staff should contact all other classes in the building notifying them of the crisis
- ❖ Staff occupying the building should close and secure their doors and windows
- ❖ Depending on the severity of the crisis, staff should seal doors using tape and or plastic any vents in their room
- ❖ If the crisis is severe, staff should immediately evacuate the building. Avoid the area of the contamination
- ❖ Staff members who know what the chemicals are involved in the spill should relay this information to the responding hazardous material team.
- ❖ If a student or staff member or any other person show obvious signs and symptoms of exposure to the contamination, staff members should implement a basic decontamination process. The process shall be as follows:
 - Separate and isolate the individual
 - Wash with soap and water, shower if available
 - Call Emergency Personnel (Ambulance, HAZ MAT Team)
 - Bag his/her clothing in a plastic bag
 - Observe the individual until medical personnel arrive

Once the hazardous material team is on site, these responders shall evaluate the crisis and make the determination if the site is safe or if the building needs to be closed for hazardous material cleanup. If the crisis site is closed, the University's transportation department shall be notified and transportation shall be made available to students.

SUSPICIOUS BEHAVIORS

In the event a person observes suspicious behavior(s):

- ❖ Immediately report the suspicious behavior or activity to
 - Campus Security
 - Instructor
- ❖ Campus Security or the Instructor will notify the Law Enforcement as applicable
- ❖ Treat all possible threats seriously, no matter how minor the threats or activity look or seem
- ❖ Report immediately any person who may seem to be in an agitated state. This is often the first warning sign or someone who could become a threat.
- ❖ Be attentive to, and inquisitive about strangers. Ask wandering strangers or visitors roaming campus:
 - For their name
 - Who they are looking for
 - Who they are with (if with someone from the University)
 - Escort the individual to their destination
 - Contact another staff member and communicate your activity

When escorting a visitor or stranger on campus:

- Observe their clothing (an oversized coat could hide a lot)
- Make mental notes of
 - Height
 - Weight
 - Hair color
 - Skin color
 - Shoes
 - Voice
 - Nationality
- Is he/she nervous
- Is he/she casing (checking, looking at) certain areas while walking

Immediately after escorting the individual, write down your observation of the person. This information may come in handy later.

SUSPECTED WEAPONS

Anything can be used as a weapon. If you suspect a weapon on campus and the individual is NOT threatening:

- ❖ Notify Campus security
- ❖ Notify Instructor

- Stay Calm
- Make every effort to prevent the individual from becoming agitated
- DO NOT alert the individual you have suspicion (wait for Police)
- Try to communicate to other individuals in the vicinity of the threat
- Try to communicate to other staff to lock their doors

If the individual carrying a weapon finds out you know he/she is carrying a weapon:

- Stay Calm
- DO NOT agitate the individual
- Make every effort to de-escalate the situation
- DO NOT use profanity toward the individual
- Attempt to persuade the individual to leave before Law Enforcement arrives

SEXUAL ASSUALT

In the event a student or staff member is sexually assaulted:

- ❖ Be compassionate towards the individual
- ❖ DO NOT express judgment about situation

If the incident just occurred:

- Notify Law Enforcement Personnel immediately
- Reassure the individual that he/she is safe
- DO NOT let the individual shower or wash up
- DO NOT let the individual change clothes
- Encourage individual to go to the hospital

- ❖ Preserve student confidentiality

- ❖ Accompany the individual at all times until Law Enforcement arrives

- ❖ Write down any and all information the individual reveals to you concerning the incident

After Law Enforcement arrives and takes over on the incident, write a statement containing the following

- Date
- Time
- Name of Individual
- What
- Where
- When
- What your observation was of the individual
- Injuries you noticed

This will be a very traumatic event, not only for the individual, but also for you. Seek help to debrief the incident you just encountered as soon as possible.

RIOTS/PROTEST DISTURBANCE

If a **protest situation** occurs, the SGU Provost or a Vice President should attempt to de-escalate the situation by offering solutions for the protest.

If de-escalation attempts fail, and no solutions are found

- ❖ Notify Law Enforcement about protest activity and request their presence
- ❖ Instructors should consider canceling classes as a safety precaution

If a **riot** occurs:

- ❖ Notify Law Enforcement authorities
- ❖ Cancel all classes
- ❖ Leave University property immediately
- ❖ Contact your supervisor

WINTER WEATHER

In the event of winter weather and severe weather, Sinte Gleska University will consider the risk factors for students and staff. The National Weather Service may issue the following:

WINTER STORM WATCH – A Winter storm watch is issued when there is the potential for significant and hazardous winter weather with 48 hrs. This means, IT IS POSSIBLE. Hazardous winter weather is defined as:

- 5 inches of snow or sleet within a 12 hr. period
- 7 inches of snow or sleet within a 24 hr. period
- Enough ice or sleet to cause damage to trees or power lines

WINTER STORM WARNING – A winter storm warning is issued when a significant combination of hazardous winter weather is occurring or is imminent.

- 5 inches or more of snow/sleet within 12 hr. period
- 7 inches or more of snow/sleet within 24 hr. period
- Enough ice, sleet or snow to cause damage to trees and power lines

BLIZZARD WARNING – A blizzard warning means all of the following conditions are occurring or expected within the next 12-18 hours.

- Snow and blowing snow reducing visibility to a ¼ mile or less for 3 hours or longer.
- Sustained winds of 35 mph or greater or frequent gusts to 35 mph or greater. There is NO temperature requirement that must be met to achieve blizzard conditions.

WIND CHILL - A Wind Chill Advisory is issued when wind chills of 0 degrees to -5 degrees are expected. A Wind Chill Warning is issued when wind chill reach -5 degrees or higher.

SEVERE THUNDERSTORM WATCH

A **Severe Thunderstorm Watch** is issued when thunderstorms are a possible and near the watch area. It does NOT mean they will occur. It ONLY means it is possible. A severe thunderstorm is defined as:

- Winds of 58 mph or higher
- Hail 1 inch in diameter or larger

A **Severe Thunderstorm Warning** is issued when severe thunderstorms are occurring or imminent in the warning area. Severe Thunderstorm Warnings are defined as:

- Winds of 58 mph or higher
- Hail 1 inch in diameter or larger

TORNADO

A **Tornado Watch** is issued when severe thunderstorms and tornados are possible in or near a watch area. It does NOT mean they will occur. A watch means a tornado is POSSIBLE.

A **Tornado Warning** is issued when a tornado is imminent, or a tornado has been spotted by the National Weather Service or trained weather spotters, or local Law Enforcement or other trained weather spotters. If a tornado is issued:

- Seek shelter immediately underground or in a basement
- Stay away from doors and windows
- In a single story building, take shelter in the smallest interior room
- Face the wall in the direction of the storm
- Get in the kneeling position with head against the wall
- Cover your head with your hands
- Never try to outrun a tornado

SUSPICIOUS PACKAGES

Because of the nature of the University's operations, there are packages constantly being delivered to the University campus. The following are some indicators of a suspicious package:

- Mail from a foreign country
- Excessive postage
- Rigid
- Bulky
- Restrictive markings
- No return address
- Strange odor(s)
- Lopsided or protruding item
- Oily stains on wrapping
- Discoloration on wrapping
- Crystallization on wrapping

If you determine the package is suspicious:

- DO NOT OPEN
- DO NOT SHAKE
- DO NOT MOVE
- Report the package
- Keep others away from the package
- Wash your hands if you touched the package
- Prepare to meet with Law Enforcement Officers
- List of everyone in the room at the time the package was received
- Note who delivered the package

If the package or letter is leaking powder:

- ** DO NOT smell the powder
- ** Call you supervisor and Law Enforcement
- ** DO NOT try to clean up the powder
- ** Cover the package or letter with a plastic bag immediately
- ** Leave the room and close the door
- ** DO NOT let anyone else in the room, close and secure the room
- ** DO NOT touch your eyes, nose, or mouth if you came into contact with the powder

You can find more information via, internet by typing in:

www.usps.com/cpim/ftp/posters84.pdf

Section 7

ZONE & BUILDING MAP

ZONE #1



1. BUISNESS MANAGEMENT BUILDING
2. ADMINISTRATION BUILDING
3. STUDENT SERVICES
4. LAKOTA STUDIES TIPI
5. TIWAHE GLU KINI PI BUILDING
6. TECHNOLOGY BUILDING (A) – (B)
7. MULTIPURPOSE BUILDING
8. MUSEUM
9. MAINTENANCE

ZONE #2

1. ART INSTITUTE
2. SECURITY
3. STORAGE
4. TRANSPORTATION
5. SCIENCE CENTER
6. BOOKSTORE
7. GODFREY BUILDING
8. LIBRARY
9. STUDENT LOUNGE
10. LAKOTA STUDIES
11. ALLIED HEALTH
12. S.B. LAND INSTITUTE
13. RECRUITMENT
14. GREEN HOUSE
15. EARTH BUILDING
16. INSTITUTE TECH
17. SGU DAY CARE



ZONE #3



1. GED BUILDING (SOUTH OF PRO PAWN & DOLLAR STORE)
2. NURSING
3. VACANT
4. AMERICORP
5. MARCUS BUILDING
6. ADMIN BUILDING
7. ROCK SHOP
8. MAIN ART INSTITUTE

ZONE #4



1. SGU HOUSE (A) SGU BARN

LOCATED NORTHWEST OF MISSION

