

CAMPUS EMERGENCY PROCEDURES GUIDE



CARTHAGE
COLLEGE

INTRODUCTION


This guide provides recommended emergency responses for your quick reference. Faculty and staff should make themselves familiar with the information and procedures outlined in this guide. Please refer to the detailed procedures on the Public website for complete event-specific information.

www.carthage.edu/safety

Phone: 262-551-5911

The College maintains a comprehensive, all-hazards Emergency Operations Plan to address large-scale or complex emergency events. Individuals with defined roles in this operational plan have received training in support of the campus efforts to mitigate harm to our community members and assist in the restoration of normal operations.

As a general rule, if you feel threatened or unsafe on or near campus, please call our Office of Public Safety at campus extension **5911** or **262-551-5911**.



CAMPUS
Emergency
Communications



CAMPUS EMERGENCY COMMUNICATIONS

Carthage maintains an Emergency Notification System, providing communication on various platforms when emergency alerts or communications are required. All employees and students are automatically included in the system, and the end user is prompted via the College network to update his or her contact information on a regular basis. Designated Carthage emergency managers may broadcast messages via text, voicemail, multiple email accounts, or phone numbers as directed by each end user's self-selected contact profile.

In addition, utilizing the speakers in each desktop campus telephone, our Public Safety office may make public announcements repeating the emergency message. Each campus telephone becomes a speaker in a large public address system for this purpose.

The Public Safety office is linked to a statewide emergency weather/threat announcement network. Our Public Safety personnel receive community threat announcements of all types at the same time as local law enforcement.

Active Threat
Active Shooter



ACTIVE THREAT ACTIVE SHOOTER

If you receive an emergency notification or observe someone with a weapon with intent to cause harm, please:

- **GET OUT** – If safe to do so, exit the building, seek a safe hiding place, and call Public Safety.
- **LOCK OUT/HIDE OUT** – If you cannot exit, try to lock yourself in a room.
 - Stack furniture to block the door.
 - Turn off the lights.
 - Seek a protective shelter.
 - Stay away from windows.
 - Remain quiet/silence electronic devices.
- **TAKE OUT** – If confronted by the shooter, you must take out the threat.
 - Be committed — you are fighting for your life.
 - Act as a group, if possible, to overwhelm the threat.
 - Be ruthless and do not stop until the threat is neutralized.

If left undisturbed while hiding, wait for law enforcement to provide the “All-Clear.”

- Keep your hands visible to law enforcement responders.
- Follow instructions provided to evacuate the building.
- Remain calm. Do not make quick movements toward the officer.
- Walk to the assembly point designated by the responders.



FIRE ALARM –
Fire in a Campus
Building



FIRE ALARM — FIRE IN A CAMPUS BUILDING

■ IN CASE OF FIRE

- Contain the fire by closing all doors when you exit.
- Activate the nearest fire alarm pull station.
- Report the fire to Campus Security, ext. 5911 or 262-551-5911.
- Evacuate the building by the nearest fire exit.

■ IF THE FIRE ALARM SOUNDS WHEN IN A BUILDING

- Ensure that students leave the building in an orderly fashion.
- Do not use the elevator.
- Close all doors when you exit.
- In the case of smoke, crawl, keeping low to the floor.

■ ONCE OUTSIDE

- Do not re-enter the building.
- Follow the instructions of the on-scene emergency responder.
- Walk to the designated assembly point.
- If possible, keep your class together for a head count.

Bomb Threat



BOMB THREAT

Historically, Carthage has not received bomb threats. These are usually performed with the intent to avoid or disrupt a planned activity. Most bomb threats are received by phone. If you receive such a threat, please follow these guidelines.

- Remain calm. Attempt to transfer the call to Public Safety, ext. 5911 or 262-551-5911.
- If the caller refuses to allow you to transfer the call, attempt to gain as much information as possible.
- Do not place the caller on hold.
- Pay attention to the caller and his/her words and speech: Does the caller have any distinguishing voice characteristics, such as an accent, stuttering, or mispronunciations?
- Is the caller angry, excited, irrational, or agitated?
- Does the caller sound like a man or woman, young, old, or middle-aged?
- If you have caller ID, note the phone number of the caller.
- Listen for background noises (traffic, train whistle, music, radio, TV, children, airplanes, etc.).
- It is important to document all that you know and hear — use the Bomb Threat Checklist.
- Call Public Safety at ext. 5911 or 262-551-5911 from another phone.
- Do not evacuate the building until told to do so by the Public Safety staff.

Injured/Ill Person
**IN CLASSROOM
OR OFFICE**



INJURED OR ILL PERSON IN CLASSROOM OR OFFICE

Please follow this protocol if an individual becomes gravely ill or injured in your workplace. The Student Affairs staff and Athletic Training staff have separate protocols for these incidents in their areas. Every classroom building lobby and Public Safety also has an automated external defibrillator (AED) unit.

■ If the injury is believed to be life-threatening, call 911 for an ambulance and:

- Call Public Safety at ext. 5911 (or 262-551-5911 from a non-Carthage phone).
- Make the individual as comfortable as possible.
- Do not administer any medications.
- Maintain a conversation with the individual.
 - Ask if the individual has allergies.
 - Ask if the individual was exposed to any chemicals or known allergic triggers.
- Assist Public Safety staff when they arrive.

■ If the individual is unconscious:

- If not breathing, call 911, as well as Public Safety.
- If you are trained, administer CPR/first responder protocols.

Do not attempt to clean up any blood or other bodily fluids. Public Safety will contact EVS staff to complete the College blood-borne pathogens protocols.

If the injured person is an employee, please contact the Human Resources office at ext. 5774 or 262-551-5774 on the same day as the incident.

Violent or
Disruptive
Behavior



VIOLENT OR DISRUPTIVE BEHAVIOR

This protocol is designed to respond to potential threats of violence to individuals or damage to private or College property. Boorish or poor behavior such as cell phone use or inattentiveness are issues managed best by the individual faculty member or local manager.

■ If you or a fellow student or employee feel threatened by disruptive behavior:

- Call Public Safety at ext. 5911 or 262-551-5911 and ask for an immediate response.
- Stay on equal footing with the individual but do not crowd or come into physical contact.
- Remain calm. Speak in low tones.
- Offer the individual time to “cool down” outside the classroom or office.
- Always be respectful and, if possible, ask for mutual respect to be shown.
- Ask for specific complaints to be put in writing to be shared with your supervisor.
- If you feel the behavior may lead to violence, adjourn the class but remain with others at all times. Never walk alone directly back to your office.

After Public Safety has removed the individual or defused the situation, write down the pertinent facts including the names of all witnesses. This information will be important for the student or employee referral process. If the individual is a student, the behavior should be reported to the Dean of Students office (ext. 5800 or 262-551-5800) for follow-up. If the individual is an employee, report the incident to the Human Resources office (ext. 5774 or 262-551-5774).

SEVERE WEATHER –
Shelter in Place



SEVERE WEATHER — SHELTER IN PLACE

The College will provide information on severe weather responses via email, website, or Emergency Notification System. In the case of tornadoes, dangerous wind shears, or thunderstorms, the announcement may instruct faculty and staff to seek “Shelter in Place”. In the case of tornadoes, this action will be requested for warnings only — not watches.

- If a Shelter in Place announcement is received, inform your class or fellow employees of the matter.
- Turn off all electronic equipment in your classroom or office.
- Make safe any experiments and secure any chemicals.
- Move to the closest designated Shelter In Place area, usually on the lowest level away from glass.
- If necessary, organize assistance for those with ambulatory impairments.
- Remain in the shelter until an “All-Clear” message has been received.

Shelter locations are marked by signs. Please see the Public Safety webpage (www.carthage.edu/safety) to review the complete list of shelter locations. Public Safety maintains protocols to provide warnings to people on outdoor playing fields and guest groups on campus.

DIRECTORY

- PUBLIC SAFETY 262-551-5911
- KENOSHA POLICE NUMBERS
EMERGENCY 911
NON-EMERGENCY 262-656-1234
- KENOSHA COUNTY SHERIFF'S DEPARTMENT
EMERGENCY 911
NON-EMERGENCY 262-605-5100
- KENOSHA FIRE DEPARTMENT
EMERGENCY 911
NON-EMERGENCY 262-653-4100
- KENOSHA COUNTY EMERGENCY MANAGEMENT 262-605-7900
- DIVISION OF STUDENT AFFAIRS 262-551-5800
- OFFICE OF THE PROVOST 262-551-5850
- HUMAN RESOURCES 262-551-5774



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