



DOANE UNIVERSITY

Events Security Plan

Updated: May 2017

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I. Security Plan

a. Purpose

i. The purpose of this plan is to ensure guests, camps or renters are empowered with knowledge so they can provide support to the community of Doane University by being proactive in preventing incidents and energetically reactive to emergencies if they occur while on campus. Security of the campus is a community wide goal and responsibility that requires guest support to be successful.

ii. Security Plan Video`

1. This video is an overview of campus safety and security measures.

Guests are asked to review this video prior to their arrival on campus.

a. [Link](#)

b. Guests Responsibilities

i. Guest may be bound by rental agreements or contracts when visiting Doane. In cases where there is no written agreement, the same standards of safety expectations and reporting are still required.

ii. Guests are further responsible for assisting the campus by making reasonable safe decisions on campus and alerting Doane or local authorities if in need of assistance.

iii. Most times, guests are using facilities and grounds on campus without the direct involvement of a Doane employee. In those cases, guests should take the time to confirm they have contact information with them for the Doane Events Staff, Public Safety Office or local authorities.

iv. All guests are empowered to call 911 (or 9-911 from a campus phone) if an emergency occurs that may result in loss of life or structural damage. When

seconds count, we need guest assistance in contacting local authorities and if possible, campus resources simultaneously.

c. Reporting

i. Primary to our ability to proactively safeguard the campus is active guests who report issues, suspicions and incidents immediately. Examples are:

1. Any crime
2. Injuries
3. Damaged property or equipment
4. Suspicious activity
5. Rumors of crimes
6. Any issue related to sexual violence or misconduct

ii. Several offices on campus can assist guests when they report an incident to include the *Public Safety Office* and the *Events Department*. Both can assist with properly documenting the incident and apply resources to prevent or respond to issues.

iii. Incidents that involve crimes or suspected crimes that occur on Doane University property must be reported, regardless if a Doane guest or student were involved.

IMPORTANT: The University has federal reporting requirements that mandate accurate reporting, investigations and follow-up. The failure of guests to report incidents immediately may result in the loss of future privileges.

d. Securing Facilities

i. Due to the size of the campus, it is impossible for one office or department to protect the property of Doane University without guest support. Guests should do the following:

1. Securing personal valuables that may be easy targets for thieves while on campus.
 - a. Note: Doane University is not responsible for the loss of property due to theft, damage or act of God while on our property.
2. Report issues with doors or door locks in your area. You can make a report to doanesafetyoffice@doane.edu or facilities@doane.edu. In most cases, doors with lock or security issues go unreported for long periods of time. Doane University has hundreds of doors, locks and windows on campus. Your assistance is appreciated.
3. Do not prop open doors or leave them unlocked for others. This convenience can open a door to criminals.
4. Guests do not have access to buildings they are not approved to utilize. This is important to note as guest leaders make emergency plans. Most buildings on campus have hours when they are locked. Residence halls are locked 24/7. Guests should not attempt to gain entry to a locked building during an emergency. Prior planning will ensure there is not wasted time or effort if this occurs.

e. Keys

- i. Key control is a priority security responsibility for the campus.
 1. Guests are financially responsible for all keys they have signed for. The loss of a key can result in the loss of property or could be used in the commission of a crime. Report lost or stolen keys immediately to doanesafetyoffice@doane.edu or facilities@doane.edu.
 2. Do not leave keys unsecured.

3. Only use keys for the locations that you have coordinated use.

Unauthorized access into locations using keys given for other purposes will result in loss of privileges or the ability to host future events.

4. Returning Keys

- a. Campus keys should be returned to the person who gave them to you. Please, do not leave them unsecured or laying in a room.

There are drop boxes located at the facilities department building (Martin Building) as well as our residence halls. Please call the events staff when you are ready to turn in keys OR make a plan when you pick them up to arrange a secure drop off location.

Keys that become missing due to being left in a room or unsecured area will be charged to the host or person who signed for the keys.

- f. Identification

- i. Guests are asked to have a form of State issued identification on them at all times. In the event of an emergency, the identification will be used to validate your presence is permitted on campus. This identification must be presented to Doane staff members upon request when on campus. Guests that refuse may be asked to leave campus.

- g. Parking (August/May)

- i. Guests are asked to coordinate parking with the Event staff when booking events.
- ii. Guests are not permitted to park in lots marked “faculty/staff” during posted times. Parking maps for guests can be found online at www.doane.edu/parkingmaps.
- iii. Requests for alternate parking should be sent to doanesafetyoffice@doane.edu.

- iv. Guest vehicles parked in faculty/staff or restricted parking locations are subject to towing.
- v. Guest are not authorized to use Doane power sources for recreational vehicles or equipment without the Universities prior permission. Requests should be sent to facilities@doane.edu.
- vi. Summer Months Parking (June/July)
 - 1. Please coordinate with the Events staff for parking needs during the summer.
 - 2. The campus has several construction projects and events during the summer! Vehicles parked in areas that need to be vacated may be towed without warning and at the owner's expense.
- vii. Link: [Guest Map](#)
- h. Local Support Agencies
 - i. Crete Police Department – [1945 Forest Ave, Crete, NE 68333](#)
 - 1. 911
 - 2. Non Emergency – (402) 826-4311
 - ii. Crete Area Medical Center – [2910 Betten Dr, Crete, NE 68333](#)
 - 1. (402) 826-2102
- i. Emergency procedures
 - i. Guests should familiarize themselves with the campus procedures for responding to emergency incidents on campus.
 - ii. Note: Guests are not able to sign up for the campus emergency alert system so it is imperative they have contact information for the events staff, sponsor or host.
 - iii. Emergency Types (see incident action plans)
 - 1. Medical
 - a. Call 911 immediately

- b. Alert Doane staff if someone was injured on our property
2. Severe Weather Shelter
- a. Locate shelters prior to need
 - b. Stay advised of updated weather issues via smartphone
 - c. Advise guests for your event where shelters are located prior to your event starting and inform them of the safest path to the shelter
 - d. In the event of an alarm or alert, remain clam, stop activities and move to your shelter
 - e. At the shelter area confirm all your guests are accounted for
 - f. Contact a Doane staff member to advise them of your situation and if you have accounted for all your guests
 - g. Remain in shelter until advised to move
3. Evacuations
- a. Locate exits prior to your event. Exits are clearly marked in each building.
 - b. Alert your guests of your rally point in the event you must evacuate the building
 - c. Take all alarms seriously! Guests are required to leave the building when alarms sound unless notified by a Doane staff member that the alarms are being tested.
 - d. If an alarm sounds or if you are informed of a reason to evacuate the building, move calmly to the nearest exit and your rally point
 - e. Alert a Doane staff member once you have reached your rally point and have accounted for all your guests
4. Active Killer

- a. Report all concerns or issues that may lead to a violent threat.

This should include issues that have occurred off-campus that could become a problem here. Help us be proactive in developing a preventative plan

- b. Doane supports and utilizes the “*Run/Hide/Fight*” method for addressing active killers.

- c. See Incident Action Plan steps

5. Bomb Threats

- a. See Department of Homeland Security Checklist

6. Hazardous Materials

- a. Report suspicions of hazardous materials to the Facilities department immediately.

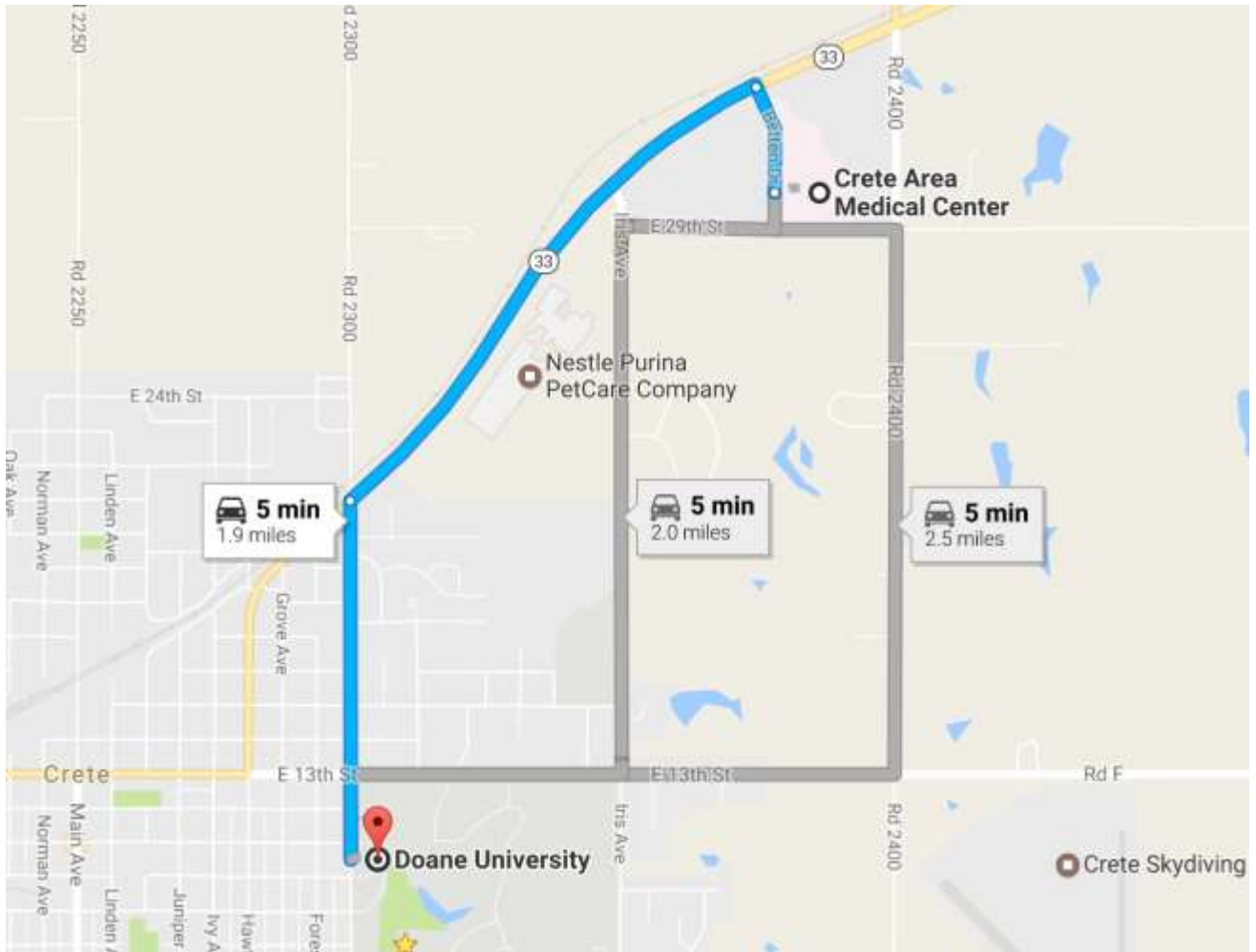
- b. See Incident Action Plan for Hazardous Materials

II. Incident Action Plans

a. Medical Emergency

Goal: To review plans in the event of a medical emergency on campus.	
Objective: To ensure proactive planning and quick reaction to medical emergencies on campus.	
Communication Resources:	
<ul style="list-style-type: none"> • Guests should utilize personal cell phones for emergency calls. The campus has limited land-line phones available in public spaces • Guests should ensure they have saved key contact information prior to their event on personal cell phones 	
Key Contacts:	
<ul style="list-style-type: none"> • Local EMS – 911 or 9-911 from a campus phone • Doane Events – (402)826-6775 (events@doane.edu) • Public Safety Office – (402)826-8669 (doanesafetyoffice@doane.edu) • Doane Facilities – (402)826-8653 (facilities@doane.edu) 	
Guest Action/s:	
1	Prior to events, ensure you have a communications plan for contacting local EMS
2	Prior to events, identify others that have additional special needs or health conditions. Asking those questions ahead of time will assist EMS in providing the appropriate support as soon as possible when they arrive.
3	During an health emergency: <ul style="list-style-type: none"> • Remain calm • Call 911 • Provide the details of the incident and your specific location to the dispatcher • Stay on the phone until you are told to hang-up • Send someone to a nearby roadway or entrance to signal EMS responders and direct them to the person in need • Contact one of the Doane Key Contacts (listed above) to alert them to the emergency situation
References	

Map of Doane University to Crete Area Medical Center



b. Shelter Weather - Tornado

Goal: To review plans for this location in the event of an incident (e.g., Tornado) that requires guests, students and guests to seek shelter.	
Objective: Guests, Students and Guests safely locating shelter immediately following or in anticipation of a shelter situation. Note: For incidents regarding violent threats, see “Active Killer” annex.	
Communication Resources:	
<ul style="list-style-type: none"> • Weather alerts – Smartphone carriers should subscribe to local, State and Federal weather alerts • Community – Community members are encouraged to remind fellow guests and students about impending weather issues they are aware of • Local Siren (Tornado) – The city of Crete does have an audible tornado alarm. HOWEVER, some facilities on campus significantly reduce the sound of the alarm. Again, community member should take personal responsibility for their safety by keeping updated on weather in our community. 	
Key Contacts:	
<ul style="list-style-type: none"> • Local EMS – 911 or 9-911 from a campus phone • Doane Events – (402)826-6775 (events@doane.edu) • Public Safety Office – (402)826-8669 (doanesafetyoffice@doane.edu) • Doane Facilities – (402)826-8653 (facilities@doane.edu) 	
Guest Action/s:	
1	Review personal opportunities to sign up for weather alerts (see above)
2	Once notified that severe weather is a possibility while you are on campus, seek out the nearest severe weather shelter so you can easily find it if seconds matter later
3	Take the time prior to severe weather to alert fellow community members of the possibility of needing to find a shelter. Tell them where the shelter is located.
4	Take note of how many guests, students or guests are in your area. Take responsibility for those that are under your supervision or may need your support. You may need to account for them at a later time.
5	Identify guests, students or guests who may need additional support or consideration (e.g., limited mobility, hearing issues or elderly). Make a specific plan for who will assist in notifying those with special needs and the best path towards safety for them.
6	<p>Before a tornado:</p> <ul style="list-style-type: none"> • To begin preparing, you should build an emergency kit and make a office communications plan. • Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials. • Be alert to changing weather conditions. Look for approaching storms. • Look for the following danger signs: <ul style="list-style-type: none"> • Dark, often greenish sky • Large hail • A large, dark, low-lying cloud (particularly if rotating) • Loud roar, similar to a freight train. • If you see approaching storms or any of the danger signs, be prepared to take shelter immediately. • Tornado Facts • Quick facts you should know about tornadoes: <ul style="list-style-type: none"> • They may strike quickly, with little or no warning. • They may appear nearly transparent until dust and debris are picked up or a cloud

	<p>forms in the funnel.</p> <ul style="list-style-type: none"> • The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction. • The average forward speed of a tornado is 30 mph, but may vary from stationary to 70 mph. • Tornadoes can accompany tropical storms and hurricanes as they move onto land. • Waterspouts are tornadoes that form over water. • Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months. • Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer. • Tornadoes are most likely to occur between 3 pm and 9 pm, but can occur at any time. • Know the Terms • Familiarize yourself with these terms to help identify a tornado hazard: <ul style="list-style-type: none"> ○ Tornado Watch - Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio or television for information. ○ Tornado Warning - A tornado has been sighted or indicated by weather radar. Take shelter immediately.
6	<p>When a tornado strikes or is about to do the following:</p> <ul style="list-style-type: none"> • A structure (e.g. residence, small building, school, nursing office, hospital, factory, shopping center, high-rise building) <ul style="list-style-type: none"> ○ Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. ○ In a high-rise building, go to a small interior room or hallway on the lowest floor possible. ○ Put on sturdy shoes. ○ Do not open windows. • A manufactured office or office <ul style="list-style-type: none"> ○ Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Mobile offices, even if tied down, offer little protection from tornadoes. • The outside with no shelter <ul style="list-style-type: none"> ○ If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include: ○ Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. ○ Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible. ○ Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible. ○ In all situations: <ul style="list-style-type: none"> ▪ Do not get under an overpass or bridge. You are safer in a low, flat

	<p>location.</p> <ul style="list-style-type: none"> ▪ Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. ▪ Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
7	<p>After a tornado</p> <ul style="list-style-type: none"> • Listen to local officials for updates and instructions. • Check-in with office and friends by texting or using social media. • Watch out for debris and downed power lines. • If you are trapped, do not move about or kick up dust. Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you. • Stay out of damaged buildings and offices until local authorities indicate it is safe. • Photograph the damage to your property in order to assist in filing an insurance claim. • Do what you can to prevent further damage to your property, (e.g., putting a tarp on a damaged roof), as insurance may not cover additional damage that occurs after the storm. <p>If your office is without power, use flashlights or battery-powered lanterns rather than candles to prevent accidental fires.</p>
References	<p>https://www.ready.gov/tornadoes</p>

c. Evacuations Fire

<p>Goal: Each year more than 2,500 people die and 12,600 are injured in fires in the United States, with direct property loss due to office fires estimated at \$7.3 billion annually. Fires can be prevented!</p>	
<p>Objective: To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames. Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.</p>	
<p>Communication Resources:</p> <ul style="list-style-type: none"> • Fire alarm systems are installed in all University buildings. FIND THE ALARM PULL STATIONS! Don't worry about running through a building to alert everyone. Pull a fire alarm station first! 	
<p>Key Contacts:</p> <ul style="list-style-type: none"> • Local EMS – 911 or 9-911 from a campus phone • Doane Events – (402)826-6775 (events@doane.edu) • Public Safety Office – (402)826-8669 (doanesafetyoffice@doane.edu) • Doane Facilities – (402)826-8653 (facilities@doane.edu) 	
<p>Guest Action/s:</p>	
1	<p>Before a fire:</p> <p>Create and Practice a Fire Escape Plan. In the event of a fire, remember that every second counts, so you and your office must always be prepared. Escape plans help you get out of your office quickly.</p> <p>Once each year, practice your office fire escape plan. Some tips to consider when preparing this plan include:</p> <ul style="list-style-type: none"> • Find two ways to get out of each room. • If the primary way is blocked by fire or smoke, you will need a second way out. A secondary route might be a window onto a neighboring roof or a collapsible ladder for escape from upper story windows. • Make sure that windows (if applicable) are not stuck, screens can be taken out quickly, and that security bars can be properly opened. • Practice feeling your way out of the office in the dark or with your eyes closed. • Windows and doors with security bars must have quick release devices to allow them to be opened immediately in an emergency. Make sure everyone in the office understands and practices how to properly operate and open locked or barred doors and windows.
2	<p>During a fire:</p> <ul style="list-style-type: none"> • Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling. • When the smoke alarm sounds, get out fast. You may have only seconds to escape safely. • If there is smoke blocking your door or first way out, use your second way out. • Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your way out. • Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use your second way out. • If there is smoke coming around the door, leave the door closed and use your second way out.

	<ul style="list-style-type: none"> • If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present. • If you can't get to someone needing assistance, leave the home and call 9-1-1 or the fire department. Tell the emergency operator where the person is located. • If pets are trapped inside your home, tell firefighters right away. • If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 9-1-1 or your fire department. Say where you are and signal for help at the window with a light-colored cloth or a flashlight. • If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by calling 9-1-1 or the fire department. <p>Escaping the Fire</p> <ul style="list-style-type: none"> • Make sure windows are not nailed or painted shut. Make sure security gratings on windows have a fire safety opening feature so they can be easily opened from the inside. • Teach office members to stay low to the floor (where the air is safer in a fire) when escaping from a fire. • Clean out storage areas. Do not let trash such as old newspapers and magazines accumulate. <p>Fire Escape Planning for Older Adults and People Access or Functional Needs</p> <ul style="list-style-type: none"> • If you use a walker or wheelchair, check all exits to be sure you get through the doorways. • Make any necessary accommodations, such as providing exit ramps and widening doorways, to facilitate an emergency escape. • Speak to your office members, building manager, or neighbors about your fire safety plan and practice it with them. • Contact your local fire department's non-emergency line and explain your special needs. Ask emergency providers to keep your special needs information on file.
References	<p>https://www.ready.gov/home-fires</p>

d. Active Killer

Goal: To allow guests the opportunity to take immediate life-saving actions in the event of a violent threat.	
Objective: To empower guests with skills to survive in the seconds and minutes of a violent threat until additional resources or support arrive.	
Communication Resources: <ul style="list-style-type: none"> • Personal cell phones. • Guests are not able to sign up for the campus emergency alert program. 	
Key Contacts: <ul style="list-style-type: none"> • Local EMS – 911 or 9-911 from a campus phone • Doane Events – (402)826-6775 (events@doane.edu) • Public Safety Office – (402)826-8669 (doanesafetyoffice@doane.edu) • Doane Facilities – (402)826-8653 (facilities@doane.edu) 	
Guest Action/s:	
1	<p>During an Incident</p> <ul style="list-style-type: none"> • The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify the Public Safety Office. • If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting an Enhanced LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder. • Individuals who are not in the immediate danger area should gather information about their classroom’s immediate situation. Account for all students or other individuals sheltered in their room. • Assess the ability to safely EVACUATE the building. • If there is no safe manner to EVACUATE the building, have others assist in conducting an Enhanced LOCKDOWN of the room. • Rooms in Enhanced LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT. • Unless evacuating, rooms in Enhanced LOCKDOWN, shall remain secured until personally given the “All Clear” by the Incident Commander or a law enforcement officer in uniform. • If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat. • If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes, making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.
	<p>Afterward the incident:</p> <ul style="list-style-type: none"> • After the active shooter or armed intruder(s) has been subdued, the Incident Commander in consultation with the law enforcement Incident Commander will announce an ALL CLEAR and EVACUATION and relocation to an alternate site for FAMILY REUNIFICATION.

	<ul style="list-style-type: none"> • If staff or students are injured, assist them out of the building to the nearest emergency medical personnel. • The Incident Commander will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols. • The Incident Commander will request bus transportation or alternate transportation to the relocation site. • The Incident Commander will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site. • Those who remained secured in an Enhanced LOCKDOWN, will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport. • The Incident Commander will activate the crisis response team and active support procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site. The Incident Commander will debrief appropriate school personnel. • The President in consultation with law enforcement officials will determine when the school can resume normal activities and communicate the information to parents and the public.
Resources	https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf

e. Hazardous Materials Incident

<p>Goal: Chemicals are found everywhere. They purify drinking water, increase crop production and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use or disposal. You and your community are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you live, work or play. Hazardous materials in various forms can cause death, serious injury, long-lasting health effects and damage to buildings, homes and other property. Many products containing hazardous chemicals are used and stored in homes routinely. These products are also shipped daily on the nation's highways, railroads, waterways and pipelines. Chemical manufacturers are one source of hazardous materials, but there are many others, including service stations, hospitals and hazardous materials waste sites. Varying quantities of hazardous materials are manufactured, used or stored at an estimated 4.5 million facilities in the United States--from major industrial plants to local dry cleaning establishments or gardening supply stores. Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants.</p>	
<p>Objective: To prepare community members in the event of a Hazardous Materials Incident.</p>	
<p>Communication Resources:</p> <ul style="list-style-type: none"> • Personal cell phones 	
<p>Key Contacts:</p> <ul style="list-style-type: none"> • Local EMS – 911 or 9-911 from a campus phone • Doane Events – (402)826-6775 (events@doane.edu) • Public Safety Office – (402)826-8669 (doanesafetyoffice@doane.edu) • Doane Facilities – (402)826-8653 (facilities@doane.edu) 	
<p>Guest Action/s:</p>	
1	<p>Contact the Doane facilities department with any suspected chemical spills or an appropriate faculty member if the chemical is stored in a lab.</p>
2	<p>During an incident:</p>
Asked to evacuate	<ul style="list-style-type: none"> • Do so immediately. • Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures. • Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once. • If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans. • Take pre-assembled disaster supplies. • Remember to help your neighbors who may require special assistance--infants, elderly people and people with access and functional needs.
Caught Outside	<ul style="list-style-type: none"> • Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away. • Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. • Stay away from accident victims until the hazardous material has been identified.
In a motor vehicle	<ul style="list-style-type: none"> • Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.
Requested to stay indoors	<ul style="list-style-type: none"> • Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.

	<ul style="list-style-type: none"> • Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off. • Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside. • Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape. • Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap. • Use material to fill cracks and holes in the room, such as those around pipes. • If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.
3	<p>Shelter Safety for Sealed Rooms Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal breathing rate while resting. However, local officials are unlikely to recommend the public shelter in a sealed room for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area is the better protective action to take. Also you should ventilate the shelter when the emergency has passed to avoid breathing contaminated air still inside the shelter.</p>
References	<p>https://www.ready.gov/hazardous-materials-incidents</p>

f. Bomb Threat or Explosion

Goal: To prepare Doane community members in the event they receive a threat in person or via phone.	
Objective: Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.	
Communication Resources: <ul style="list-style-type: none"> • Personal cell phones 	
Key Contacts: <ul style="list-style-type: none"> • Local EMS – 911 or 9-911 from a campus phone • Doane Events – (402)826-6775 (events@doane.edu) • Public Safety Office – (402)826-8669 (doanesafetyoffice@doane.edu) • Doane Facilities – (402)826-8653 (facilities@doane.edu) 	
Guest Action/s:	
1	<p>If a threat is received by phone:</p> <ul style="list-style-type: none"> • Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. • Listen carefully. Be polite and show interest. • Try to keep the caller talking to learn more information. • If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. • If your phone has a display, copy the number and/or letters on the window display. • Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words. • Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.
References	https://www.dhs.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf
Resources	https://www.youtube.com/watch?v=pg7yVTBciWg

DHS Bomb Threat Checklist

<div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT PROCEDURES</div> <p><i>This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.</i></p> <p>Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.</p> <p>If a bomb threat is received by phone:</p> <ol style="list-style-type: none"> 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. 2. Listen carefully. Be polite and show interest. 3. Try to keep the caller talking to learn more information. 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. 5. If your phone has a display, copy the number and/or letters on the window display. 6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words. 7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions. <p>If a bomb threat is received by handwritten note:</p> <ul style="list-style-type: none"> • Call _____ • Handle note as minimally as possible. <p>If a bomb threat is received by e-mail:</p> <ul style="list-style-type: none"> • Call _____ • Do not delete the message. <p>Signs of a suspicious package:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • No return address • Excessive postage • Stains • Strange odor • Strange sounds • Unexpected delivery </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Poorly handwritten • Misspelled words • Incorrect titles • Foreign postage • Restrictive notes </td> </tr> </table> <p>* Refer to your local bomb threat emergency response plan for evacuation criteria</p> <p>DO NOT:</p> <ul style="list-style-type: none"> • Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb. • Touch or move a suspicious package. 	<ul style="list-style-type: none"> • No return address • Excessive postage • Stains • Strange odor • Strange sounds • Unexpected delivery 	<ul style="list-style-type: none"> • Poorly handwritten • Misspelled words • Incorrect titles • Foreign postage • Restrictive notes 	<div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT CHECKLIST</div> <p>DATE: _____ TIME: _____</p> <p>TIME CALLER HUNG UP: _____ PHONE NUMBER WHERE CALL RECEIVED: _____</p> <div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.1em;">Ask Caller:</div> <ul style="list-style-type: none"> • Where is the bomb located? (building, floor, room, etc.) _____ • When will it go off? _____ • What does it look like? _____ • What kind of bomb is it? _____ • What will make it explode? _____ • Did you place the bomb? Yes No _____ • Why? _____ • What is your name? _____ <div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.1em;">Exact Words of Threat:</div> <p>_____</p> <p>_____</p> <p>_____</p> <div style="background-color: #003366; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.1em;">Information About Caller:</div> <ul style="list-style-type: none"> • Where is the caller located? (background/level of noise) _____ • Estimated age: _____ • Is voice familiar? If so, who does it sound like? _____ • Other points: _____ <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black; font-weight: normal; font-size: 0.9em;">Caller's Voice</th> <th style="text-align: left; border-bottom: 1px solid black; font-weight: normal; font-size: 0.9em;">Background Sounds</th> <th style="text-align: left; border-bottom: 1px solid black; font-weight: normal; font-size: 0.9em;">Threat Language</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top; font-size: 0.8em;"> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Crackling voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Laughter <input type="checkbox"/> Lip <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter </td> <td style="vertical-align: top; font-size: 0.8em;"> <input type="checkbox"/> Animal noises <input type="checkbox"/> House noises <input type="checkbox"/> Kitchen noises <input type="checkbox"/> Street noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long Distance </td> <td style="vertical-align: top; font-size: 0.8em;"> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped message <input type="checkbox"/> Imbational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken </td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> Other Information: _____ _____ _____ _____ </td> </tr> </tbody> </table>	Caller's Voice	Background Sounds	Threat Language	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Crackling voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Laughter <input type="checkbox"/> Lip <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<input type="checkbox"/> Animal noises <input type="checkbox"/> House noises <input type="checkbox"/> Kitchen noises <input type="checkbox"/> Street noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long Distance	<input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped message <input type="checkbox"/> Imbational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken	Other Information: _____ _____ _____ _____		
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Other Information: _____ _____ _____ _____												

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



III. Resource Annexes

- a. Contact List – The following are important resources for guests on campus. This list is not all inclusive. Guests should obtain contact information from staff or hosts (e.g., faculty member) prior to their event.
 - i. Local EMS – 911 or 9-911 from a campus phone
 - ii. Doane Events – (402)826-6775 (events@doane.edu)
 - iii. Public Safety Office – (402)826-8669 (doanesafetyoffice@doane.edu)
 - iv. Doane Facilities – (402)826-8653 (facilities@doane.edu)

- b. Rally Points – Rally points are locations pre-designated to meet if persons are evacuating from a building or location due to a threat. Rally points are nearby locations that do not interfere with any emergency response staging. Guests should:
- i. Identify the rally points prior to your event
 - ii. Discuss the location with your fellow guests
 - iii. Leaders should know names and numbers of those present. If an evacuation occurs that requires relocating to a rally point this will make it easier to confirm who made it out.
 - iv. Be prepared to share information on those that are unaccounted for or who are missing following evacuation to a rally point.
 - v. *Note: Guests do not have access to all buildings on campus. Plans should be made to rally at areas where all guests have the ability to enter.*

Building	Rally Point
Art and Education	Smith Hall Parking Lot
Burrage Hall	East Burrage Parking Lot
Butler Gym	Memorial Stadium Oneway
Colonial Hall	East Burrage Parking Lot
Conservatory	Art and Education Loop
Frees Hall	Southfield/volleyball area
Fuhrer Fieldhouse	Memorial Stadium Oneway
Gaylord	Martin building east side
Haddix	Ledon field
Hansen Hall	Den Parking Lot
Communications Building	Haddix Parking Lot
Ledon	Haddix East field
Lied Building	Den Parking Lot
Perry Campus Center	Memorial Stadium Oneway
Padour Walker	Perry Campus Center Patio
Sheldon Hall	Den Parking Lot
Memorial Stadium	Perry Campus Center Patio
Smith Hall	East Burrage Parking Lot

c. Shelter Locations – Shelter locations are identified with a “severe weather” sign.

Building	Current Location
Art and Education	East Stairwell
Art and Education	Lower Level Hallway-East End
Art and Education	1st Floor Men's RR
Art and Education	1st Floor Women's RR
Art and Education	1st Floor Hallway
Burrage Hall	Lower Level Laundry Area
Butler Gym	Lower Level Men's RR
Butler Gym	Lower Level Women's RR
Colonial Hall	Lower Level Laundry Area
Conservatory	Lower Level Men's RR
Conservatory	Lower Level Women's RR
Conservatory	Lower Level Hallway
Frees Hall	Lower Level RR (3 Signs)
Frees Hall	Lower Level Hallway
Fuhrer Fieldhouse	North Side RR
Fuhrer Fieldhouse	North Side Hallway
Fuhrer Fieldhouse	South Side Equipment Room Hallway
Fuhrer Fieldhouse	Locker room A
Fuhrer Fieldhouse	Locker room B
Gaylord	Lower Level Hallway
Gaylord	Lower Level Hallway
Gaylord	Lower Level Men's RR
Gaylord	Lower Level Women's RR
Haddix	South Hallway
Haddix	North Hallway
Haddix	Main Level Men's RR
Haddix	Main Level Women's RR
Hansen Hall	Lower Level RR
Hansen Hall	Lower Level Hallway
Communications Building	Lower Level Men's RR
Communications Building	Lower Level Women's RR
Communications Building	Hallway
Communications Building	Hallway
Ledon	Men's RR
Ledon	Women's RR
Lied Building	Basement
Lied Building	West Stairwell
Perry Campus Center	Lower Level Men's RR
Perry Campus Center	Lower Level Women's RR

Perry Campus Center	Mail Hallway
Padour Walker	Chapel
Padour Walker	Lower Level Men's RR
Padour Walker	Lower Level Women's RR
Sheldon Hall	Lower Level RR
Sheldon Hall	Lower Level RR
Sheldon Hall	Lower Level RR
Memorial Stadium	Men's RR
Memorial Stadium	Women's RR
Smith Hall	Lower Level Women's RR
Smith Hall	Lower Level Men's RR

- d. AED Locations
 - i. Training Video: <https://www.youtube.com/watch?v=3uhZPzvyu10>
 - ii. Note: Guests may not have access to these locations during their stay. Several of these buildings (e.g., Residence Halls) are locked 24/7.
 - iii. Locations
 - 1. Communications building- outside of Heckman Auditorium in hall way
 - 2. Perry Campus Center- near the green desk outside of the cafeteria
 - 3. Fuhrer Field House- just inside the west entrance
 - 4. Haddix- Main floor, south end near the desk
 - 5. Sheldon Hall- just inside the main south entrance
 - 6. Smith Hall- near the RA desk on main level
 - 7. Ledon Softball field – Concession stand

e. Crisis Manager App

- i. Doane utilizes an app based smartphone program called “*Crisis Manager*”. The app places an easy to use emergency manual on your phone. To sign up for this program please do the following:
 1. Email the Public Safety Office with your request. Please use a subject line that mentions the *Crisis Manager* app. Email: doanesafetyoffice@doane.edu.
 2. Ensure you send us the email address/s you want to use (the program uses specific email addresses when downloading).
 3. Staff will enter your email address on the “approved” list.
 4. You will receive a “how to” manual with instructions on how to download on your smart phone.



Fig 1. Picture of app screen