



**MOUNT MARTY**  
UNIVERSITY

**Emergency Action Plans**

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## Emergency Services

Mount Marty University is committed to providing a safe campus environment for students, faculty, staff, and visitors. Please read this information to familiarize yourself with our emergency response procedures. In the event of an emergency, time is critical to ensure the health and safety of yourself and others. Your knowledge and quick action could save lives. If you have any questions, please contact campus safety at 605-661-9883. This plan may be found online at [mountmarty.edu/emergencyplan](http://mountmarty.edu/emergencyplan)

### On Campus

Campus Safety .....	605-661-9883
Fire/Police/Ambulance .....	911
Counseling Center .....	605-668-1518
Operations On Call.....	605-661-7813

### Reporting Emergencies:

- Call 911.
- Remain calm and clearly state, "This is an emergency."
- Describe the nature of emergency.
- Give the number from which you are calling.
- Identify location of the emergency.
- Be prepared to provide as much information as possible.
- Do not hang up until instructed to do so unless there is an immediate threat to your health and safety.

**Sign up to receive text messages for important communication in the event of an emergency through the Campus Alert Notification System via the MMU portal.**

### Other Services

Yankton Fire.....	605-668-5228
Yankton Police.....	605-668-5210
Yankton Sheriff.....	605-668-3567
Yankton Ambulance.....	605-668-9033
Avera Sacred Heart Hospital.....	605-668-8000
Sacred Heart Monastery.....	605-668-6000

## Utility Emergencies

**For all utility emergencies, notify operations at 605-668-1500 and campus safety at 605-661-9883.**

If directed to evacuate, follow the same directions for the building evacuation.

### Power outage

- Never touch fallen electrical wires or exposed electrical wiring.
- Do not use elevators. Know the location of the nearest exit if evacuation of the building is required. Exit using the stairways.
- Seek out persons needing assistance.

### Gas leak

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Do not switch lights on or off.
- Do not take time to open windows or close doors.
- Do not use elevators.
- DO NOT re-enter the building until authorized to do so by university officials.

### People trapped in elevator

- If you are trapped, use the emergency phone in the elevator or push the alarm button. You can also use a wireless phone to call for help.
- Wait for help to arrive. Remain calm.
- If you discover trapped people, talk to them and try to keep them calm until an officer or other help arrives.

**Do not attempt to climb out of the elevator if trapped.**

### Flooding or water break

- If flooding occurs, stop using all electrical devices.

### Water line/sewer failure

In the event of a water line/sewer failure, remain calm and follow these steps:

- Notify operations at 605-668-1500. Advise them of the severity and location of the problem. Indicate if any people or objects are in imminent danger.
- Use extreme caution if any electrical appliances/outlets are near the water. Stop using all electrical equipment.
- If the source of the water is known and you are confident you can stop it safely (i.e., unclog the drain, turn off the water), do so cautiously.
- Assist with protecting objects from water damage by removing them from the area.

## **Hazardous Materials (spills, fumes and vapors)**

### **Procedures**

When a spill does occur, it is necessary to take prompt and appropriate action. Contact operations at 605-668-1500 and campus safety at 605-661-9883.

### **Spill procedures**

- Notify others in your area that a spill has occurred.
- Evacuate the room, floor, or building as necessary. Do not hesitate to pull the fire alarm if necessary to evacuate the building.
- For flammable materials, turn off all ignition sources.
- Close doors to the area where the spill occurred.
- Limit access to the area.
- Stand by the area outside the building until help arrives, a minimum of 300 feet away.

### **Provide the following when reporting a spill:**

- Personal injuries, if any.
- Location of the spill (building and room number).
- Name of material(s) involved (spell clearly and slowly).
- The amount of material spilled.
- Immediate actions taken.
- How spill occurred (if known or suspected).
- Who first noticed spill and at what time.
- Call-back number(s).

### **Fumes and vapors**

- You may be overcome by fumes or vapors. Immediately evacuate the area.
- Some dangerous gases do not have an odor. Do not let your safety be guided by your sense of smell.
- Never enter a room or building from which a strong odor or vapor is being emitted.
- Avoid using elevators.
- Do NOT re-enter affected building or area until authorized by university officials.

## **Serious Injury/Medical Emergency/Accident**

### **Procedures**

When reporting an accident or medical emergency, call 911 to get help immediately. Say, "This is a medical emergency." Also notify campus safety at 605-661-9883.

### **In the event of an accident involving injury or illness:**

- If life-threatening, seek emergency medical treatment. Do not move the victim unless he/she is in danger.
- Stay on the phone until instructed to hang up.
- Provide as much information as possible, including:
  - Location of the emergency.
  - Nature and cause of the medical emergency/situation.
  - Medical observations: Is the victim conscious?
  - Breathing? Severely bleeding? Other victims?
  - Phone number from which you are calling.
  - Other hazards that may be present.
- Remain calm.
- Employees must notify human resources as quickly as possible for any on-the-job injury or illness. If it is not an emergency, the supervisor should be notified before the employee seeks medical treatment.

### **Accident prevention**

- Slips, trips and falls can lead to serious injury. If you spill a liquid or discover a wet floor, please clean it up immediately or contact operations at 605-668-1500 (weekdays) or 605-661-7813 (nights and weekends) for assistance. Report all other trip and fall hazards – holes in sidewalk, loose carpet, etc. – to operations at 605-668-1500.

### **Blood, body fluid, or infectious exposures**

An exposure means a specific eye, mouth or other mucous membrane or non-intact skin was in contact with blood or other potentially infectious materials.

If you are exposed:

- Immediately WASH area with soap and water or eye wash for 15 minutes as applicable.
- Notify your supervisor or faculty member.
- Obtain medical help.
- Contact operations at 605-668-1500 (weekdays) or 605-661-7813 (nights and weekends) for assistance coordinating clean up.

## **Fire**

All alarms should be taken seriously. If you hear an alarm, evacuate the building following evacuation signs and head toward designated meeting areas.

### **If fire or smoke is discovered anywhere on or about the campus:**

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. DO NOT attempt to retrieve valuables or use elevators.
- Pull the nearest fire alarm. Follow evacuation signs heading toward designated meeting areas and call 911.
- Call the operations office at 605-668-1500 during office hours. After hours, call campus security at 605-661-9883.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

### **Keep in mind**

- The universal sign for a person trapped in a burning building is to hang clothing or a sheet out the window of the room you are trapped in. The firefighters will know where you are trapped. (Place the red placard in this booklet in the window indicating you need assistance.)
- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building alone. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!!!
- Accountability is a very key concern for the Fire Department. When evacuating you should always go to a designated meeting area so that you can be accounted for.
- All employees are responsible for encouraging others to evacuate while on their own evacuation route.
- Instructors and supervisors are responsible for informing the designated building representative if someone is missing from their class or office.

## Fire Evacuation Locations

### Designated Assembly Areas

<b>For Emergencies Here:</b>	<b>General Evacuation Area:</b>	<b>Poor Weather:</b>
Bede Hall	Picnic Gazebo on North side of building	Benedict's Cafe
Whitby Hall/Residential	Peace chapel doors/gate	Benedict's Cafe
Marian Auditorium	West lawn from auditorium	Benedict's Cafe
Gregory Hall	Picnic gazebo on North side of Bede	Benedict's Cafe
Corbey Hall	Roncalli parking lot	Roncalli Student Center
Roncalli Student Center	Sculpture courtyard/ Picnic Gazebo	Avera Science and Nursing/ Corbey Hall
Benedict's Cafe	Sculpture courtyard	Avera Science and Nursing Center
Scholastica Learning Center	Sculpture courtyard	Avera Science and Nursing Center
Avera Science and Nursing Center	Sculpture courtyard	Benedict's Cafe
Cimpl Arena	East arena parking lot	Roncalli Welcome Center
Fieldhouse	Flagpole East of Fieldhouse	Scholastica Learning Center
Rickenbach Suites	Flagpole East of Fieldhouse	Scholastica Learning Center

## **Bomb Threat**

### **Procedures**

If you receive a threatening call warning of a bomb or other physical harm, do not hang up. Have another person call 911 while you try to obtain information. Engage the caller in a conversation as long as possible. (Refer to checklist on next page.) Also call campus safety at 605-661-9883.

***Take notes or record: do not rely on memory.***

- What is the specific threat?
- Is the voice familiar in any way?
- Male or female, young or old?
- Tone of speech: calm, angry, accent, stutter?
- Are there any background sounds?

**If it is a bomb threat, ask the following as well:**

- When will the bomb explode?
- Where is it located?
- What does it look like? What kind is it?
- Is there more than one?
- What will cause it to explode?
- Who placed the bomb?
- Why was the bomb placed?
- Try to get the caller's name and address.

The president's office will determine whether to evacuate based on the information and circumstances surrounding the threat.

**If instructed to evacuate:**

- Follow directions and remain calm.
- Walk to the nearest exit and make sure others are evacuating.
- Evacuate 200+ yards from the area that may contain the bomb.
- Be alert for anything unusual on the evacuation route. If you see something that appears suspicious, DO NOT move, jar or touch the object or anything attached to it. Notify campus safety.

Complete the following form if you receive a phone call indicating a bomb threat.

**Complete all possible items immediately following the call:**

1. Time call received: \_\_\_\_\_

2. Time call terminated: \_\_\_\_\_

3. Caller's name and address (if known): \_\_\_\_\_

\_\_\_\_\_

4. Incoming phone number: \_\_\_\_\_

5. Person receiving call: \_\_\_\_\_

Office: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **Evacuation/Shelter-In-Place**

### **Evacuation procedures**

***In an emergency – Police/Fire/Ambulance – dial 911 and notify Campus Safety at 605-661-9883.***

1. WHEN ORDERED TO EVACUATE OR WHEN ALARMS ARE ACTIVATED, ALWAYS LEAVE IMMEDIATELY. Evacuation notices will be announced via the Campus Alert Notification (CAN) System.
  - Unless ordered otherwise by officials, facilities personnel or designee (building managers may be designated) shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. Treat all alarms as warning of an actual emergency situation.
  - All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of operations personnel and emergency response personnel.
  - Operations personnel or designee shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated areas for evacuation assistance, any others who may be anywhere in the building and any other relevant information on the emergency situation.
2. EXIT QUICKLY AND CALMLY USING NEAREST EMERGENCY ESCAPE ROUTES AND MARKED EXITS AND PROCEED TO SAFE ASSEMBLY LOCATIONS. DO NOT USE ELEVATORS.
  - Do not attempt to use elevators during an emergency. Use only stairways in an evacuation.
  - Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by university officials.
  - If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.
  - If possible and safe, turn off laboratory gases and exhaust fans; close doors/windows as you exit.
3. ASSIST PERSONS REQUIRING EVACUATION ASSISTANCE TO GET TO DESIGNATED AREAS FOR EVACUATION ASSISTANCE. BE ALERT FOR TRAPPED, INJURED, OR OTHER PERSONS NEEDING ASSISTANCE.
4. DO NOT return to an evacuated building unless told to do so by a university official.

### **Shelter-In-Place**

Shelter-in-place directives may be issued by authorized personnel or through the campus alert notification system. If advised, persons should:

- Remain in the building until further direction is received from a university official.
- Close windows and doors.

### **Building Evacuation Locations**

#### **Designated Assembly Areas**

<b>For Emergencies Here:</b>	<b>General Evacuation Area:</b>	<b>Poor Weather:</b>
Bede Hall	Picnic Gazebo on North side of building	Benedict's Cafe
Whitby Hall/Residential	Peace chapel doors/gate	Peace Chapel
Marian Auditorium	West lawn from auditorium	Peace Chapel
Gregory Hall	Picnic gazebo on North side of Bede	Benedict's Cafe
Corbey Hall	Roncalli parking lot	SLC Hallway
Roncalli Student Center	Sculpture courtyard/ Picnic Gazebo	Avera Science and Nursing/ Corbey Hall
Benedict's Cafe	Sculpture courtyard	Avera Science and Nursing Center
Scholastica Learning Center	Sculpture courtyard	Avera Science and Nursing Center
Avera Science and Nursing Center	Sculpture courtyard	Benedict's Cafe
Cimpl Arena	East arena parking lot	Roncalli Welcome Center
Fieldhouse	Flagpole East of Fieldhouse	Scholastica Learning Center
Rickenbach Suites	Flagpole East of Fieldhouse	Scholastica Learning Center

## **Active Shooter/Gunfire**

### **Procedures**

If you see someone with a firearm or hear gunshots, secure your own safety and immediately remove yourself from the area, if possible. **In no circumstances should you instruct someone else as to what to do in the case of an active shooter. You may advise others as to what you plan to do, but do not give directives.**

### **Remain calm and call 911 to provide:**

- Your name, location, and telephone number from which you are calling.
- Description of the event and/or suspect(s), noting physical characteristics including:
  - hair color, height, weight and build.
  - race and gender, facial hair.
  - color of clothes, shoes or hat.
  - tattoos, piercings or scars.
  - Vehicle description with license plate number.
- Last known location of suspect(s) and direction of travel.
- Number and type of weapons observed.
- Number of shots fired and whether suspect is carrying ammunition.

### **If suspect is inside and you cannot escape:**

- Shelter with others in the area, then lock or barricade the door with furniture, filing cabinets, etc.
- Turn off lights, computer monitors, and radios.
- Silence cell phones.
- Hide: take cover under a desk, large piece of furniture, or behind a solid masonry wall – and avoid windows.
- Be very quiet, listen, and play dead if there are multiple victims.
- Call 911 if able.
- Be aware of CAN text messages for information.
- Do NOT open the door for anyone.

### **If suspect is outside and you are inside:**

- Shelter with others in area. Take immediate cover in a locked room.
- Call 911 if able.
- Attempt to rescue people ONLY if it can be accomplished without further endangering yourself or the persons inside a secured area.
- Be aware of CAN text messages for information.

### **If suspect is outside and you are outside:**

- Take immediate cover behind a tree, building, wall or automobile (near the engine for protection).

- If possible, try to safely enter a building and take cover inside.
- Call 911 if able.
- Be aware of CAN text messages for information.

## **Missing Persons**

A community member will be considered missing if a roommate, classmate, faculty member, family member or other campus personnel has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than campus safety, the employee receiving the report will ensure that campus safety is contacted immediately at 605-661-9883.

### **Procedures for designation of emergency contact information**

#### ***Students age 18 and above or emancipated minors:***

Students will be given the opportunity each summer during the registration process to designate a confidential contact person to be notified in the event the student is determined to be missing, and that only authorized campus officials in the furtherance of a missing person investigation may have access to this information. If a student does not provide the confidential contact information, emergency contact designee will remain in effect until changed or revoked by the student.

#### ***Students under the age of 18:***

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with campus procedures.

#### ***Staff and Faculty:***

Human resources will be contacted in the event of a missing staff or faculty member, and human resources or his/her designee will contact the emergency contacts on file.

## Reporting Crime

### Procedures - Reporting crime

- Notify campus safety at 605-661-9883 immediately if you think a crime or suspicious activity is occurring.
- Be prepared to provide:
  - Nature of the incident
  - Location of the incident
  - Description of the person(s) involved
  - Description of the property involved
- Report things that appear out of place or any suspicious activity immediately.
- Be prepared to give accurate descriptions of race, age, gender, appearance, location, etc.

\*\*REMEMBER: Only you can decide which course of action is appropriate in each case.

## Threatening Individual

### Threatening individual - Workplace violence

A threatening individual is any person whom you determine to be a threat to you or those around you. The individual may have weapons or just make you suspicious because of their behavior. Trust your instincts and keep yourself safe by creating distance between you and the person(s).

- Notify campus safety at 605-661-9883 from a campus phone whether the individual poses an immediate threat to you or not. Be prepared to provide a situation assessment.
- Be realistic about your ability to protect yourself. Stay calm and avoid conflict. If possible, seek protection in a classroom/office that locks and has phone access, or leave the building immediately if safe to do so.

## Psychological Crisis

### A mental health emergency may include:

- Suicidal behavior.
- An individual threatening harm to himself/herself or others.
- A psychotic break characterized by sudden loss of contact with reality or bizarre behavior.
- An unusual or prolonged reaction to traumatic events.
- Any behavior that is unreasonably disturbing to the work environment.

### Response Actions

- Call 911. If concerned, call residence life on call line at 605-660-1578.

- Treat all suicidal comments seriously; never assume comments are made only to gain attention.
- Try not to act shocked, as this may cause further distress to the individual.
- Keep your own safety in mind at all times; maintain a safe distance.

## **Severe Weather**

### **Procedures**

In the event of severe weather warnings or events, classes may be canceled and university activities postponed. The president's office will notify employees, students and the general public through the CAN text messaging system.

### **Warning Signals**

Yankton has outdoor sirens that sound in the event of severe weather. When this occurs, tune into local radio and TV stations to determine the nature of the emergency.

### **Severe Thunderstorms**

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes can spawn from severe thunderstorms.

### **Tornado Watch**

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under watch conditions stay informed by listening to radio or television.

### **Tornado Warning**

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. If the warning is for your area, you should take shelter immediately! During periods of adverse weather conditions when you hear this alarm, enter the occupied college building nearest you at the time and immediately go to the basement or lowest level. As you go, alert anyone you see that the alarm has sounded and that they should proceed to the sheltered area in that building.

- Remain in your shelter until you are notified by university personnel. In the event that the tornado strikes and causes damage and disruption of campus systems, you should still remain in your shelter until notified otherwise. Another tornado or other storm activity could follow.
- It is your responsibility to act in a controlled manner, exercising care and concern for the welfare of all individuals who may be sheltered with you.
- In the event that you seem to be cut off from the outside, stay calm, perform necessary first aid under direction of trained persons, if possible, and be assured that response teams from the university and Yankton will be arriving.

- In the aftermath of a tornado strike, stay away from damaged sites and do not attempt to enter damaged buildings.

## Area of Refuge Locations

### Designated Assembly Areas

<b>For Emergencies Here:</b>	<b>General Evacuation Area:</b>	<b>Additional Area:</b>
Bede Hall	Bede 1st Floor Hallway - Close all doors	Marian Auditorium
Whitby Hall/Residential	Marian Auditorium	Bede 1st Floor Hallway
Marian Auditorium	Marian Auditorium	Bede 1st Floor Hallway
Gregory Hall	Marian Auditorium	Bede 1st Floor Hallway
Corbey Hall	1st Floor Hallways	
Roncalli Student Center	Roncalli Advancement Hallway	
Benedict's Cafe	Roncalli Advancement Hallway	
Scholastica Learning Center/Library	Roncalli Advancement Hallway	
Avera Science and Nursing Center	1st Floor Hallway	
Cimpl Arena	1st Floor Hallway	
Fieldhouse	Public Restroom and Locker Rooms	
Rickenbach Suites	1st Floor Hallway	