



POLICY AND PROCEDURE

Procedure:	EMERGENCY PROCEDURES
Policy No.:	4.21
Department:	Business Affairs
Contact:	Director of Environmental Health, Safety and Security

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Policy

As a member institution of the Nevada System of Higher Education, Great Basin College is committed to the safety and security of all employees, faculty, students, and visitors. The responsibilities, procedures and practices stated in the emergency procedures policy apply to all Great Basin College employees, faculty, students and visitors. All employees will be held responsible for implementation of any and all necessary emergency procedures. Each employee will conduct himself or herself in a manner that adheres to the practices and program guidelines to ensure the safety of all.

An essential component of this commitment is the establishment, training, and implementation of an emergency procedures program. The program will specify procedures and practices directed to maintain a reasonable level of emergency procedures awareness in the workplace and outline the necessary procedures to follow during an emergency. The responsibilities, procedures and practices stated in the Emergency Procedure program apply to all Great Basin College faculty, staff, students and visitors at its Elko campus and centers located in Battle Mountain, Ely, Pahrump and Winnemucca, as well as its satellite locations throughout rural Nevada.

Procedure

1.0 Specific Responsibilities of Staff

1.1 President. During any emergency situation the president of Great Basin College will always be the final decision maker. The safety of the president must always be a primary consideration in any action taken and any attempt to visit the problem area. When normal management practices are in place the president will delegate to the vice president for business affairs or the vice president for student and academic affairs or the center director the oversight of any emergency response and action.

1.2 Vice President for Business Affairs. The vice president for business affairs shall oversee the functions of the controller's office, environmental health, safety and security department, computer services and buildings and grounds departments. As such, the VPBA will have primary oversight responsibility for all aspects of the emergency procedures program. The VPBA will ensure that all activities are conducted in a manner that protects the assets of the college and the faculty, staff, students, and public. In the absence of the president, the vice president for business affairs may be assigned the oversight of all aspects of the emergency procedures program. The vice president for business affairs or designee will be an involved member of the emergency response team. The VPBA will assist in any manner necessary to provide financial assistance to the emergency response staff including providing of departmental purchase orders and verbal approval of BCN level purchase orders. The VPBA will be kept informed of any and all situations so as to better provide financial coverage and safekeeping of college resources.

1.3 Vice President for Student and Academic Affairs. The vice president for student and academic affairs shall oversee the three academic deans and their full-time and part-time faculty and will have primary oversight responsibility to ensure that all members of the faculty understand the emergency procedures program. The vice president for student and academic affairs will have responsibility for ensuring that faculty conducts safety training in those classroom types requiring safety (e.g., welding, mill shop, art classes, and science labs). In the absence of the president, the vice president for student and academic affairs may be assigned the oversight of all aspects of the emergency procedures program.

1.4 Vice President for Student and Academic Affairs. The vice president for student and academic affairs shall oversee the functions of all staff working in the area of student services and student housing and will have primary responsibility to ensure that all student activities on campus and within the community are organized in a safe manner. The VPSAA will have the responsibility for ensuring that any relocation or cancelling of courses in classrooms or buildings affected by the emergency is organized and all students are notified of any changes. The VPSAA is also responsible for ensuring students in campus housing are relocated to safe locations if student housing buildings are affected by the emergency. In the absence of the president and the vice president for business affairs the vice president for student and academic affairs may be assigned the oversight of all aspects of the emergency procedures program. During any campus emergency affecting those locations that student records are stored the vice president for student and academic affairs will assign staff members to secure all student files from loss or damage.

1.5 Dean of Business & Technology. The dean will be responsible for assisting the vice presidents to ensure the safety of all faculty, staff, and students. Should the president, vice presidents, and the administrator in charge be

absent from the campus, the dean may be assigned the oversight of all aspects of the emergency procedures program.

1.6 Dean of Health Sciences and Human Services. The dean will be responsible for assisting the vice presidents to ensure the safety of all faculty, staff, and students. Should the president, vice presidents, and administrator in charge be absent from the campus, the dean may be assigned the oversight of all aspects of the emergency procedures program.

1.7 Dean of Arts and Letters. The dean will be responsible for assisting the vice presidents to ensure the safety of all faculty, staff, and students. Should the president, vice presidents, and administrator in charge be absent from the campus, the dean may be assigned the oversight of all aspects of the emergency procedures program.

1.8 Center Directors The director for each center location shall oversee the functions of the center's security and the buildings and grounds staff and will have primary oversight responsibility for all aspects of the emergency procedures program. The center director will ensure that all activities are conducted in a manner that protects the faculty, staff, students, and public. In the event of an emergency, the center director will be the primary coordinator for all campus operations working with the responding emergency personnel. When the center director can safely take the time to make notification, they will notify the Vice Presidents and the Director of Environmental Health, Safety & Security.

1.9 Director of Environmental Health, Safety and Security. The director of EHS&S will be responsible for developing, planning, administering, and coordinating the emergency procedures program. The director will be responsible for ensuring that the program is updated and implemented to include any new departments, buildings or procedures. The director will be responsible for ensuring the program is designed to include all campuses and centers in the Great Basin College system. The director in conjunction with the Building & Grounds Director will be responsible for coordinating the campus response to any emergency situation. The director will be the primary coordinator between city and county emergency personnel and Great Basin College emergency response staff.

1.10 Director of Facilities. The Director of buildings and grounds will oversee the implementation of any emergency response, building access closure and the coordination of all service shut offs with utility providers as necessary. The director of buildings and grounds will also coordinate with the director of environmental health, safety & security to ensure buildings have been inspected and are safe before faculty, staff and students may re-occupy after the emergency.

1.11 Director of Communications/Public Information Officer (PIO). In the event of an emergency situation, the GBC president, one of the vice presidents and/or the director of communications/public information officer will be the Great Basin College spokesperson(s). The Director of communications/public information officer will oversee media relations, press releases, and public relations notifications. The Director of Communications/PIO will receive emergency information updates from the vice president for business affairs, the Director of Facilities, the director of environmental health, safety & security or the center director.

1.12 Director of Computer Services. The director will be an involved member of the emergency response team. It will be the director's duties to ensure the redundancy and backing up of all critical systems on a regular basis. Upon receiving the approval to reoccupy any building that was evacuated, it will be the director's priority to restore full computer services to all necessary offices as soon as possible. In the event a building may not be reoccupied, the director of computer services will be responsible for assisting with relocation of faculty and staff and setting up of temporary office and classroom locations. The director of computer services will coordinate with the members of the Elko SCS office for service shut down and restart.

1.13 Faculty Senate President. The faculty senate president will work with the Deans during those times when one or more buildings will be unusable for any period of time. The senate president will assist in coordinating the relocating of postponed classes and notification of affected faculty.

2.0 Emergency Evacuation Procedures

2.1 Reasons for Evacuation. During any emergency the option of evacuation should be considered as a possible alternative for the safety of all persons in the area. Evacuation should only be considered if remaining inside is not safe. There will be certain types of emergencies that require all persons to remain inside should the outside area be determined to be unsafe.

Evacuation may become necessary for several reasons which may include but, not be limited to, fire, gas leak, bomb threat, a violent person, earthquake or a major water leak. Depending on the emergency the decision to evacuate one classroom, a portion of the building or the entire building may need to be made by those persons in the immediate area prior to the arrival of emergency personnel. For example, if the fire alarm is ringing all persons **MUST** immediately leave the building and gather at to the building evacuation meeting point.

2.2 Authority to Evacuate. Those persons who have the authority to authorize and/or order an evacuation of an entire building are listed below. It is understood that any evacuation will only occur when faculty, staff and students maybe in immediate danger. Evacuation of a classroom, lab, and section of a building or entire building may be ordered by the faculty member on site. Evacuation of more of the campus than a single building shall be authorized by:

- Police or Fire Incident Commander
- GBC President
- Vice President for Business Affairs
- Vice President for Student and Academic Affairs
- Campus Director
- Dean of Health Science and Human Services
- Dean of Business and Technology
- Dean of Arts & Letters
- Director of Environmental Health, Safety & Security
- Director of Buildings & Grounds
- Security Officers

In the event none of those persons listed above are present on campus then the faculty present in the affected buildings will make the final decision to ensure the safety of all building occupants.

2.3 Building and/or Campus Evacuation. There could be several causes for the evacuation of one building, several buildings or the campus. The causes may include, but not be limited to, extreme weather conditions, power outages, natural gas leak and damages from earthquake, fire or flood, or health hazards. Building evacuation may occur when one or more buildings are no longer safe to enter or to work in. Campus evacuation will only occur when a large portion or the entire campus is affected such as in an extreme weather condition, fire, and earthquake or power outage. Authority to close all or part of the campus is limited to the following:

- Police or fire incident commander
- GBC president
- Vice President for Business Affairs
- Vice president for Student and Academic Affairs

In the event the president is not on the campus, the Vice President for Business Affairs will be the person responsible for assessing the situation and making the decision to close. If neither the President or the VPBA is available to make the decision, the next available member of executive management that is on campus will be responsible for assessing the situation and making the decision to close. If the incident causing the consideration of evacuation should occur when none of the executive management is on campus, then the persons listed below will be responsible for notifying those members of management who can be located.

- Director of Environmental Health, Safety and Security
- Director of Facilities
- Deans
- Security Officer

2.4 Evacuation Implementation. Once the determination to evacuate has been made, it will be the responsibility of the director of environmental health, safety and security and director of buildings and grounds to facilitate the closure of each building affected in a safe and orderly manner. Regardless of time of day or day of week, all buildings and grounds, security and safety staff will be subject to being held on overtime or to being called in.

The Director of Communications/PIO will be notified and will be prepared to handle all media requests for information. The Director will also be responsible for ensuring all social media and website information is updated as soon as new information about the situation is available.

The Vice President for Business Affairs will be notified that systems and funds will need to be placed into readiness for quick response. The Vice President will contact the human resources department so they may provide staff contact information and begin to advise staff whether they should come in and assist with reopening or to remain home until further notice. The human resources staff will be responsible for ensuring that all confidential files are secured or make arrangements to relocate them to an off campus secure location.

The Director of Computer Services will be notified, and if not on campus, should respond to assist in any information retrieval, system backup and system shutdown, if and when that would become necessary.

The Vice President for Student and Academic Affairs, deans and faculty senate president will be notified so that they may begin to notify faculty of the closure. It is the responsibility of each vice president to notify their deans, directors and support staff. The Vice President for Student and Academic Affairs will notify staff to relocate and/or secure all student records and files.

The chairperson(s) of the classified council will be notified so that they may begin to contact classified staff to advise whether they should come in and assist with reopening or to remain home until further notice.

2.5 Evacuation Procedures. Once notified of an evacuation order, if there is safely time to do so, each faculty member will request that students shut down any and all equipment in use in the room (e.g., computers, welders, battery testers, lab equipment). Faculty and students should take their personal items such as coats, backpacks, cell phones, and keys because they may not be able to return to the building. All students will wait for the faculty to check the exit doorway for heat, flame, hazards or any other obstructions to a safe exit. If the exit is safe the students will proceed to the hallway and toward the nearest unobstructed building exit. The faculty member will be the last person to exit the room. Once outside they will remain together and proceed to the building evacuation meeting point, in order to double check for anyone who might still be in the building. **NO ONE IS PERMITTED TO DEPART THE CAMPUS UNTIL EVERYONE IS GIVEN THE OKAY.**

Once each class is gathered at the building evacuation point, the instructor will verify that ALL students, aides and staff exited the building safely. If any person is unaccounted for, the instructor will notify GBC security, the campus director or the emergency response incident commander. No instructor or student should re-enter the building to search for a missing person. This may only cause the emergency crews to have two victims. The instructor should be ready to provide emergency personnel with the following information:

- Full name and any nickname of the missing person
- What was the person wearing?
- A physical description of the person
- The classroom the person was in (name and location)?
- What time was the person last seen?
- What location the person was last seen?
- Did the person start to leave the room with other students and became separated?
- Was the person hurt?

All students and faculty should remain at the emergency evacuation point away from buildings until Great Basin College executive management determine if everyone will be able to resume normal activities or should depart the campus. If the decision is made to send everyone home, no person will be permitted back into the building to retrieve anything including books, car keys or coats until such time as the incident is over and the emergency personnel have verified buildings may be accessed safely.

3.0 Specific Incident Procedures

3.1 General. Any call for emergency assistance at the Elko Campus, should be directed to the on-duty security cell phone (775-934-4923) or the campus switchboard (dial 0), the switchboard operator will contact the director of environmental health, safety and security, the director of facilities, and/or security officers, depending on the day of the week and time of day. GBC center locations should immediately notify the front desk staff and center director. If you feel the need to summon the ambulance, police or fire department, dial 9-911 from any office phone. Even if you phone the 911 dispatcher, you should also notify security or the center front desk so that on-campus staff may respond and provide assistance until emergency crews arrive. Under normal workday circumstances both on-campus and local emergency personnel will respond quickly. Remember if this request occurs as a result of a citywide event such as an earthquake or power outage, the responses may be delayed.

It is the responsibility of all faculty and staff to know the location of all the building exits, the fire alarm pull stations, the nearest fire extinguishers to their classroom or office and the building emergency layout map. It is suggested that this information be reviewed during the first few meetings of class each semester so that all students know how to safely exit a building should an emergency situation occur.

3.2 Medical. All Elko campus safety and security officers are CPR and first aid trained. Staff at Ely, Battle Mountain, Pahrump and Winnemucca should be trained in CPR and first aid. The security patrol vehicles contain first response/emergency accident response equipment. For minor injuries each building is equipped with a first aid kit, which the responding staff may use to take care of the injury. If the injury is major the responding staff will check the victim, render as much aid as necessary to stop any serious trauma from becoming worse, then keep the person(s) comfortable and safe until the ambulance team arrives. Unless the injured/ill person is in immediate danger from an incident, such as inside a burning building, they should not be moved until emergency crews are able to stabilize the person. The injured person should not be left alone. If at all possible, a second person should be sent outside to meet the responding staff/ambulance team. If the victim requires CPR every staff member should know where the closest Automatic External Defibrillator (AED) is located in their building and should send a person to pick it up and assist with the attaching it to the victim.

If the accident victim is a student or guest, the responding security staff or center staff will document the circumstances of the injury. They will inspect the area of the accident to ensure there is no physical cause of the accident. If the accident victim is faculty or staff, the responding staff will document the circumstances of the injury. It will be the responsibility of the employee to file worker's compensation paperwork with the human resources office as soon as possible after treatment. If the person is injured seriously enough to require medical treatment the director of environmental health, safety & security must be notified as soon as possible after the ambulance has stabilized and transported them. If the person is an employee, human resources must also be notified. It will be the decision of the director of environmental health, safety & security and the human resources staff if the situation requires a notification to Nevada OSHA.

3.3 Fires. If a small fire occurs, such as in a wastebasket, and the faculty or staff member present has been trained on the proper use of a fire extinguisher, then an attempt should be made to extinguish the fire. At no time should employees place themselves or others in danger when putting out a fire. Even if the attempt to extinguish the fire is successful, the security and safety staff or campus director should be notified of the incident.

No employee should attempt to put out a large fire. Faculty, staff and students should (if it's safe to do so) shut down all equipment, including but not limited to computers, electronic testing equipment, welders, diesel engines, gas lines, fans, and lab equipment. Staff and students should exit the classroom/lab through the safest door, being sure that all windows and doors are closed but not locked, to slow the spread of the fire. Faculty should be the last to leave any classroom or lab, being sure that everyone else is out. Any disabled person should be assisted to exit the building. Persons in all other classrooms/offices should be notified of the situation and the need to evacuate. On the way out of the building the instructor will activate the fire pull station, then meet the rest of the class outside at the building evacuation point. The instructor will use the attendance sheet to verify that all staff and students are safely out of the building. **NO FACULTY, STAFF OR STUDENT WILL RETURN TO THE INSIDE OF THE BUILDING FOR ANY REASON** until the emergency response personnel have declared the emergency over and the building safe to re-enter. If any person is unaccounted for, the director of health, safety and security, director of facilities, or security officers should be notified immediately so that emergency response personnel may begin a search. The faculty, students, and staff should be prepared to answer the following questions:

- Full name and any nickname of the missing person
- What the person was wearing?
- A physical description of the person
- The classroom the person was in (name and location)?
- What time the person last seen?
- What location the person was last seen?
- Did the person start to leave the room with other students and became separated?
- Was the person hurt?

If the fire alarm sounds evacuation is mandatory by all faculty, staff, and students, all building occupants will proceed to the building evacuation point, verify that all members of their class or office are present then wait for further instructions from the executive management, security staff, or fire and police officers. It will be the decision of emergency response personnel, in conjunction with Great Basin College executive management, to determine if the building(s) may be re-occupied or if faculty, staff and students should be released to depart the campus.

3.4 Bomb Threats. If you should receive a bomb threat via phone it is important to remain calm, listen carefully and ask the following questions.

- When is the bomb going to explode?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you personally place the bomb?
- Why?
- What is your address?
- What is your name?

Do not hang up on the caller; continue to talk with the person as long as they will stay on the phone. While talking with the caller, take careful note of the time, the caller's voice, any background noises and unusual sounds. If possible while you are on the call attempt, to have a fellow staff member notify Great Basin College security/ campus director request that they contact the police department. Once the caller terminates the call, write down exactly what they told you. **DO NOT PARAPHRASE.** The police will use what the caller stated to determine the validity of the call. To the best of your ability, try to determine the following:

- Was the voice familiar?
- What ethnic origin was the caller (e.g. White, Black, Indian, or Hispanic)?
- What sex was the caller?
- What age was the caller?
- Was the voice calm, angry, or excited?
- What type of voice: soft, loud, slurred, deep?
- Were you, a specific employee or the college, threatened?
- What sounds did you hear in the background (e.g. traffic, music, airplane, and other noises)?

If you receive a bomb threat by email do not change, alter or delete the screen. Leave the message on your computer, print it out, but do not reply or pass the threat on. Contact Great Basin College security or campus director and request the police department. Upon the arrival of the director or security and the police, provide as much assistance as possible including access to all passwords and levels of your computer as necessary.

If you receive a bomb threat by U. S. Mail, Fed Ex, UPS Overnight or any other letter carrier service, do not handle the envelope or letter any more than you already have. Place it on a clean flat surface and be sure that no one touches it. Fingerprints, DNA, residual powder, handwriting and other trace evidence may be located on the paper by the police.

If a person enters the building claiming to have a bomb with him/her, or threatening to place a bomb at that building or on campus, attempt to keep the person near the entry door. Notify Great Basin College security or the campus director immediately and as discretely as possible. If you are able to have a co-worker make the calls and phone 9-911 for the Police, attempt to keep the person outside or at the reception area until security or the campus director arrive. Talk with the person making the threat and listen to exactly what they are telling you. Ask him/her:

- Why he/she would want to use a bomb here?
- Where is the bomb?
- Take note of how the person looks
- What he/she is wearing (blue jeans, jacket, shirt type, etc.)
- Do they have a package, backpack or briefcase?

If the person leaves, observe if he/she is walking or what type of vehicle they leave in. If possible, write down the make, model, color and license plate number. Check the areas the person was in, and search for any items moved or anything left behind. Do not touch anything suspicious, evacuate the area and notify Great Basin College security or the campus director.

3.5 Searching for a Bomb. In the event a bomb threat is received the faculty and staff will be expected to assist in the search of the building. Great Basin College security or the campus director and the police will respond. However, the police do not know what the building normally contains, what deliveries have been received and

whether things that appear to be out of place are moved for a class or represent a warning sign. Only those persons who work in each classroom will be able to identify items that do not belong.

When asked to search a room after receiving a bomb threat, the room should be visually divided into thirds from floor to ceiling. You should not change the lighting that is or is not on in the room. If the lights are off, they stay off. If the lights are on, they stay on. Light switches can be used as the trigger.

- Start by standing at the door way and observing the room looking for anything odd or out of place.
- Then the first third that should be searched is the floor and up the walls, a third of the room height. Look under desks, under tables, behind planters, behind storage shelving, etc.
- Once this is complete start the second third, which is the center of the walls and room. What items are upright in the room, what hangs down from the ceiling into the room, what is behind doors, along windows, look through windows, on shelves, etc?
- After this section has been completed start the last third.
- Look on top of bookcases and shelves, lighting fixtures and the ceiling itself. When checking the ceiling we do not expect you to remove ceiling tiles and search above the suspended ceiling instead, look for tiles missing or out of place. If you find one do you remember an employee working in the area that day? If not, this could be a cause for concern and should be reported to the police.

When performing a search, remember that you need to search quickly but slow down enough to ensure that everything possible was checked.

- What are you searching for?
- Take note of everything that is out of place.
- Take note of anything unusual. Bombs can be placed in any type of container, from a vehicle to a briefcase to a Pepsi can. That is why when searching you are not just looking for something unusual, you are looking for what is out of place in that room.
- If a large box was delivered by UPS and UPS normally is delivered to the bookstore, then it would be unusual if it was delivered to the controller's office, report the item.
- If there are new items in one of the classrooms and you have not purchased any or received donations from known persons, report the item.
- If furniture is moved from one room to another and none of you authorized it, report the changes.
- During your search if you find that the storage area is not organized like it normally would be, report the change.

Do not move, pick up, touch or otherwise alter anything you believe to be unusual or suspicious. Report your findings immediately to the police who will then check out those items reported. If at all possible, report your findings, in person, at a staging area outside of the building. Use of pagers, cellular phones and two-way radios may be dangerous, as these are common triggering devices. All communication should be via telephone or in person. All pagers, cellular phones and two-way radios should be turned off immediately upon being notified of a bomb threat. Do not turn on or off any electrical switches; leave lights, heating, air conditioning and appliances on or off as you found them. If a room is dark, begin your search with the aid of a flashlight; do not plug in a portable light. Electrical switches can also be triggering devices.

Once your assigned room is completely searched, report in person to the command post to advise Great Basin College security or the campus director and the police that you have completed your search, what you found or did not find and that you are out of the building safely.

3.6 Hazardous Materials Spills. Toxic or hazardous materials are any substance, which endanger the health and safety of faculty, staff, students, guests or the environment. Depending on the quantity as well as the inherent hazard of the release materials, hazardous spills can be broadly classified as incidental or non-incidental spills. Spills consist of the release of liquids, solids, waste products, gases, fumes or vapors when found outside of their normal containers.

An incidental spill is one that does not cause a health or safety hazard to employees and students and does not need to be cleaned up immediately to prevent serious injury, serious illness, death or a hazard to the environment. If the spill is of the type and size which can be absorbed, neutralized or otherwise controlled at the time of the release by employees in the immediate release area, it will be considered an incidental spill. Incidental spills will not be reported as emergency response situations. This is a situation where the faculty overseeing the class must be notified to ensure that the proper cleanup procedures are followed. Also, the faculty member should contact the director of

environmental health, safety & security so the situation may be reviewed and suggestions made to prevent a reoccurrence.

The proper response should be:

- Verbally notify everyone in the area that a spill has occurred.
- Refer to the label or material safety data sheet for hazard cleanup information.
- Use the appropriate personal protective equipment.
- Confine the spill. If a liquid, use absorbent materials to remove the contamination. If dry, carefully scoop, sweep or otherwise pick up the material without causing it to become airborne.
- If the spill is in the eyes, flush with cool water for 15 minutes. If on the skin, flush with water then thoroughly wash with soap and water. If the contaminant is on clothing, it must be removed and washed. Seek medical assistance/evaluation based on the level of contamination and the directions on the material safety data sheet.

A non-incident spill is a spill that requires a response effort from outside the immediate release area by other designated responders (i.e., trained emergency responders, fire department, hazardous cleanup company, etc.). This is an incident that may result in an uncontrolled release which may cause high levels of exposure to toxic substances, or which poses danger to faculty, staff, students, guests or the environment. An incident of this type requires immediate attention, at which time the "Emergency Response" actions will begin:

- Employees will turn off all power equipment and fuel sources.
- If it is safe to do so, employees will wear Personal Protective Equipment (PPE) and contain the area of the spill, damming liquids, turning on hood fans to vent fumes, closing windows/doors.
- All faculty, staff and students will follow the evacuation procedures and exit the area.
- Material safety data sheets will be located for the item(s) spilled so that responding personnel will have the cleanup information readily available.

Emergency response personnel should evaluate any person injured or directly exposed to the spill to determine if treatment at the emergency room is required.

Notification procedures will be initiated to include the department chair of the involved department, the director of environmental health, safety and security, buildings and grounds, Vice-President for business affairs, and the Vice-President for Student and academic affairs.

Once the non-incident spill is contained and the hazard removed a review of the cause of the incident will be conducted by the director of environmental health, safety and security, all faculty involved in the situation, the department chairperson and the appropriate vice president. The sole intent of this review will be to determine the procedures, which caused the spill so that changes may be instituted to avoid a reoccurrence.

3.7 Suspicious Mail. In all offices both administrative and faculty mail is a routine part of every day. The arriving mail is delivered to the controller's office where staff sorts it into individual mailboxes. At this stage the mail is only given a casual inspection for unusual condition because there is no way to know what has been ordered or requested. Once the mail is picked up and taken to each office, it is the responsibility of the faculty and staff member to inspect the individual envelopes for anything that may be out of place or suspicious.

Although the campuses of Great Basin College are not high on the list of most terrorist organizations, there may be occasions to have concern for specific individuals. Each year we deny students a grade or degree for incomplete coursework. We may terminate staff or not hire a person who interviewed poorly. In the minds of some people, any one of these reasons would be enough to send hate mail or worse.

There are certain things you should look for and take note of:

- Is the envelope excessively heavy?
- Is it taped excessively?
- Does it have any batteries or wiring attached?
- Are there oil or grease stains on the outside?
- Is there any unusual powder or residue?
- Is the mail from an unknown source?
- Is the address handwritten without a return address?

Remember that unusual mail could indicate either hazardous chemicals or a mail bomb. The most important thing to remember if you have a suspicious envelope is to not handle it or pass the envelope around to check it.

If you notice a suspicious envelope please lay it down. Immediately contact the Security Department, Center Director or Director of Facilities phoning 775-934.4923. Take note of everyone inside the room at the time you discover the envelope and list their names for the responding person(s). Once you have made notification, wash your hands with soap and water.

3.8 Dealing with Violence in the Workplace. Even though Great Basin College is located in small towns that remain relatively quiet in comparison to the larger cities in Nevada, the potential is always present for a problem to occur. An employee can come to work upset or become upset as a result of a review or a specific problem, which occurs during work. A family member may try to remove a student or employee. A person may want to cause harm to the State of Nevada and sees Great Basin College as the best place to take action.

The best method to assist fellow employees is to keep open lines of communication. All staff from the President to the faculty to the classified staff need to feel comfortable working with each other and have their problems acknowledged and addressed as they bring them forth.

It is important that each person be given respect and his or her ideas and suggestions treated equally. One of the causes of workplace violence is constant harassment of a person. Harassment may be evidenced by constantly telling a person they are not doing a good job or embarrassing them in front of others. Not acknowledging their contributions to the college or listening to their suggestions may also indicate it. Everyone's ideas should be acknowledged and considered with respect and courtesy. Regardless of which suggestions are used and which are not, any person who takes the time and effort to make a suggestion should receive feedback in the form of constructive assistance so that they have a better understanding of what is expected in the future.

Everyone has the occasional bad day or becomes angry at work once in a while. This is not the same as someone who is consistently angry, blaming other people for problems which occur or are always trying to manipulate the situation. If this type of employee works at Great Basin College, the department head needs to evaluate the situation and approach the employee to try and discuss the problem(s). The department head also needs to advise their dean or vice president and the Vice President for Business Affairs who has oversight of human resources that a problem may exist with an employee.

Should an employee or visitor become extremely upset and become either verbally or physically violent, it will become the responsibility of the faculty/staff member or department head to contact Great Basin College security immediately on the Elko Campus. All other centers should contact the center director and if necessary, the local police. When contacting security or the center director, the caller MUST explain exactly what the problem is, whether weapons are being used and/or visible, and the incident location. Does the staff know the person? What is their name? Security or the center director will respond immediately to the location of the incident while ensuring that the police department, if warranted, is requested to respond. Any class in session at the time must be advised to stay within their classroom and secure all doors. No one should be permitted to exit a classroom during any confrontation. The faculty/staff, while not placing themselves or others in danger, should try and keep the attention of the individual by remaining calm and talking with them. If the individual is willing to talk, listen to them, do not try and explain away any concerns they express. Just let them talk. If the individual is not willing to talk and is physically violent, the faculty/staff should verify that everyone (staff and students) is safely located in each of the classrooms away from the incident area. The faculty/staff should attempt to calm the individual by remaining calm and talking in an even tone, trying to ask the following questions:

- Who are they (if they are unknown)?
- Why are they doing this?
- Do they have any weapons?
- What do they want?
- Who would they like to talk to?
- What do they intend to do?

Upon the arrival of security or the center director, the faculty/staff should be advised to provide a description of the suspect(s) including answering the six questions above. The faculty should advise if any students may be involved or if they know what is causing the situation. If possible, given the circumstances of the incident, security or the director should be advised which rooms are occupied and which are not.

Security or the director should attempt to calmly talk the suspect into leaving the building. Every attempt should be made to avoid potential injury to the staff and students. Security or the director should ask the six questions listed above and let the suspect talk as much as they are willing to do so. If the person is only verbally upset and has not shown signs of physical violence, the Security staff should let them continue to talk and hear out their complaints. No attempt should be made to physically force the suspect to leave the area; as long as he/she is talking they are not causing injury to anyone.

Upon the arrival of the police, the faculty/staff should again be prepared to provide a description of the suspect(s) and explain what has occurred and who is/are involved if the person(s) are known. Security or the director should be prepared to permit the police to take over control of the situation and assist them in any manner possible.

Friends or family who arrived to pick up staff or students during this situation must be requested to remain outside the building. The Department head and buildings and ground or security will explain what is occurring and help the family to understand the students are safer taking cover inside their classroom than making an attempt to leave. Request that the family wait in a convenient, safe nearby site until such time as the upset/disturbed person is removed or restrained. In that way, as soon as the situation is under control and the staff and students can safely leave the building, family can be contacted.

3.9 Suspicious Person or Person with a Weapon. Any Great Basin College (GBC) employee receiving information of a person with a weapon on any GBC property should immediately contact the security department on the Elko Campus or the campus director on all other campuses. GBC does not have armed police officers on any campus so the security department or campus director should immediately contact the local police or sheriff for assistance.

Security or the campus director should attempt to determine:

- The location of the person with a weapon?
- Who is the person?
- Physical description of the person (height, hair color, physical features, clothing, etc.).
- What type of weapon(s) they may have?
- Has the person made any statement explaining why they are doing this or who they may be looking for?
- Any known problems in or out of class before.

Without endangering themselves or others security or the campus director will start providing direction to those outside the building of concern to move safely away. Depending on the circumstances nearby locations may be evacuated to a safer distance or the buildings may be ordered to shelter within until the police have arrived and assessed the situation.

Upon the arrival of the local police, all information that has been gathered should be provided to the officers. The security department or campus director will provide the officers with access keys as needed to all areas of the campus. Responding police officers will respond to the location of the suspect and attempt to stop any actions immediately upon arrival of the first group of officers to the campus.

As soon as reasonable security or the campus director will notify the director of environmental health, safety & security (EHS&S) and the GBC executive administrators (president, vice presidents, and deans). Should they be absent from the Elko campus the administrator in charge will be notified and will be responsible for contacting the executive administrators.

ACTIVE ASSAILANT IN A BUILDING, BUT NOT IN THE SAME LOCATION AS YOU.

If you are advised that an active assailant incident is occurring on campus or has taken place, you should do the following: Get to a safe place and get everyone to lie down, away from windows or "fields of fire".

- If you are calling from a college phone, dial 9-911 to contact the police or 934-4923 to contact security in Elko only.
- If you are calling from a cell phone, CALL "911." Identify your college campus or workplace and exact location. Remain calm and answer the police dispatcher's questions. They are trained to obtain the

necessary and required information for a proper emergency response. Stay on the phone only if it is safe to so do. If not, keep the phone on, so it can be monitored by the dispatcher.

- Instruct students and employees to (Shelter in Place) drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight but may not be bulletproof.
- Try to get inside or behind a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police.

CLASSROOM: IF SUSPECT IS OUTSIDE YOUR CLASSROOM.

- Duck and cover. Keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening. TURN ALL CELL PHONES TO SILENT MODE.
- If possible, report location of the assailant.
- Do not leave until contacted by Police or Security or you hear an “all is clear” announcement via the alarm system.

ASSAILANT IS IN THE SAME ROOM/AREA AS YOU.

- Faculty and students present should try to work as a team.
- Attempt to distract the suspect.
- Throw items at the suspect (books, backpacks, chairs, etc.)
- If you think you are capable, as a team try to rush or overtake the suspect.

Upon notification of the situation and once they are provided any information available from the police department, executive administrators, the director of EHS&S, and the campus director the director of EHS&S or the Vice President for Business Affairs will determine a timely warning statement and issue it via the Omnilert notification system. The Director of communications/ PIO will issue warnings on the campus social media, visix monitors and news outlets. The responding police agency or director of communications/PIO, on behalf of the executive administrators, will issue all informational statements, no other persons are authorized to release information on behalf of Great Basin College.

3.10 Timely Warning Notices. Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our campuses or in the areas adjacent to our campuses that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the recommendation of the director of environmental health, safety & security (EHS&S), the campus director or the local police agency. Timely warnings will be issued on a case-by-case basis when approved by the GBC executive administrators based on the available facts, the risk to the campus community, and the risk of compromising law enforcement efforts.

Timely warnings are considered for the following classifications of reported crimes:

- Criminal homicide
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Active Assailant

Timely warnings may also be issued for other reported crimes, emergencies or incidents as deemed appropriate under the circumstances.

Timely warnings will be issued via the GBC alert system, posted on the home page of the GBC web site, posted via video signage, printed notices and personal contact. Warnings to faculty, staff and students will be issued through the Omnilert notification system. Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information. The Omnilert notification system includes notices by text messages to the cell phone listed in PeopleSoft and to each person's preferred email address.

3.11 Earthquakes. The potential for an earthquake in rural Nevada always exists. For that reason, the college staff should discuss dealing with earthquakes and the events associated with an earthquake. All staff and students should understand there may be movement of the ground, sounds made by the shifting of the ground (such as a roar or bang) and sounds made by things (furniture, books, computers, etc.) falling or sliding.

At the first sound or feel of an earthquake, each instructor should tell the students to "duck and cover". Instructors should also duck and cover under a desk or table. When the shaking and movement stop, instructors should ask that students remain in the duck and cover position while the instructors check the room to determine if anyone is hurt. Anyone that is hurt should receive immediate first aid. The instructor in the room can then begin to check the room and building to determine if it is safe to exit the room. If the outside exit door will open and the pathway outside the door is safe, the students should be told to exit as they do in a fire drill and move outside to an open area of the parking lot. If any faculty member or student is seriously injured, they should not be moved. One of the faculty or students should remain with that person until emergency personnel arrives. If the outside door is not safe or clear to use as an exit, the instructor should inspect the area from the classroom through the secondary exit to the other side of the building. If that pathway is safe, all students and staff should exit via that route and meet at the designated building meeting point. If this pathway is also blocked or unsafe, remain inside the room until rescue assistance arrives.

If there is a safe pathway for all the instructors, students and staff to exit, everyone should be kept as a group outside until such time as the department head can verify that every student, instructor and staff member is safe outside. If any person is not located, no student, instructor or staff member should return to the building to search for the missing person. The emergency personnel should be notified and they will return to the inside of the building to search. When reporting a person missing be ready to provide emergency personnel with the following information:

- Full name and any nickname of the missing person.
- What the person was wearing?
- A physical description of the person
- The classroom the person was in (name and location)?
- What time the person was last seen?
- What location the person was last seen?
- Did the person start to leave the room with other students and became separated?
- Was the person hurt?

As with all emergency evacuation possibilities, the instructors and staff in each room should determine who will be the person checking for injuries, who will check the exits, and who will be responsible for taking the class roster outside when exiting and verifying everyone is safe. All of these items should be discussed prior to any incident.

3.12 Floods. A flood in rural Nevada would be an extremely rare experience. However, there are times when individual storms will cause localized flooding. There are also situations other than the weather that could cause flooding. For example, cold winter weather which freezes pipes and a water line breaks or a fire sprinkler is set off. Although we do not need to plan for flooding as a low elevation area may, the college is still subject to water line breaks, heavy snowfall and similar problems.

If the cause of the water problem is a broken pipe or broken fire sprinkler, the first action should be to have the staff contact buildings and grounds staff to respond immediately. At the same time, instructors should begin to check all students in their room to be sure all are present. Once everyone is confirmed present, the students and staff should be kept inside the room, the door should be closed and towels placed along the bottom sill to stop any water from entering the room. If the water line break is in the room, then the instructor, students and staff should follow evacuation procedures, exiting through the door farthest from the broken line. All staff, students and instructors from that classroom should reassemble at the designated building meeting point. At that time one of the instructors should check the office and determine if any of the other classrooms are affected. If not, the class maybe safely moved to an indoor area. While students are being moved and buildings and grounds staff is responding, it would be helpful to

have unaffected staff use towels, mops, squeegees, etc. to control the water and move it toward a drain so damages are minor.

3.13 Chemical Accident (external and internal). Given the proximity of the college to the freeway, there is always the potential for an accident, which would begin on the freeway and roll down the slope. For this reason, the following action plan should be followed if the vehicle causes any type of fuel or chemical spill.

Any time there is a vehicle accident starting on or near the freeway and coming down the slope behind the child center and/or arts and music annexes, the instructor should keep all students and staff in a safe room until the severity of the accident can be determined. It will be the responsibility of the instructor or staff to phone buildings and grounds and security/safety and request that they respond and contact Elko police/fire. Upon arrival, buildings and grounds and security/safety will investigate the seriousness of the incident. Depending on the status of the vehicle and the type of contents or spillage, one of the following will occur.

- 1) The accident will be relatively minor and the contents of the vehicle will be non-toxic. All normal indoor activities may be resumed and all classes may return to their normal rooms. No one should be permitted to go outside until the accident is handled and the area is safe.
- 2) The accident will be serious and the contents of the vehicle will be non-toxic. All students and staff will remain in the classroom or office areas as a precaution; however, shelter within protection will not be necessary.
- 3) The accident will be serious and the contents of the vehicle will be hazardous chemicals. All instructors, students and staff will gather in the large lecture room farthest from the accident within each building and shelter within. No one will depart the building "shelter within room" until advised it is safe by emergency personnel (police or fire). No family will be allowed to pick up their family members until emergency personnel advise it is safe.
- 4) The accident will be serious plus a leak has caused a fire. All instructors, students and staff will begin fire evacuation using the emergency exit doors farthest from the fire only. Everyone will meet at the designated building evacuation point. Once everyone is accounted for and safe, the classes will move to a safe area of the parking lot to await emergency response personnel.

Once the emergency response personnel have determined that the situation is under control and safe, all instructors, students and staff may return to the building and resume normal activities. If emergency response personnel determine that it is unsafe to return to the building then the students will be permitted to depart the campus. The decisions will be made by the president and vice presidents whether the faculty and staff will be relocated or sent home for the remainder of the day.

The second problem with chemicals is if it is accidentally mixed or spilled or two chemicals were inadvertently mixed and a toxic substance was formed.

The mixing of two chemicals is covered during hazardous chemicals training in which all custodial staff are trained every year. It is extremely rare that chemicals would be mixed. If that should happen, all teachers, staff and students should follow immediate evacuation procedures. If the chemical incident is inside a building, each classroom should exit directly through the rooms outside door or the nearest exit door, and everyone should proceed to the designated building evacuation point. If the chemicals are outside, each classroom should remain inside; close all windows and doors and contact buildings and grounds and security/safety. Once the staff is advised that the area or, at least an exit path is safe, all classrooms should exit the building through the doors farthest from the chemicals. Everyone should proceed to the same location at the parking lot.

Because accidents do happen, the cleanup of a minor spill is discussed in hazardous chemical training. The cleaning chemicals in use at the college are relatively safe and should not pose a general threat to the instructors, students and staff, and cleaning is scheduled after hours the majority of the year. If a minor spill does occur the custodial staff should clean it up immediately. It will be the responsibility of the instructors and staff to be sure everyone is kept out of the area until the cleanup is completed.

4.0 Housing Emergencies/Safety

Safety and emergency procedures in GBC housing on the Elko campus are similar to procedures anywhere. However, the following Appendix highlights instructions for resident advisors for some of the special circumstances in housing.

Date adopted: July 29, 2002

Revision approved by PC: March 21, 2007, February 8, 2011, December 10, 2013

Revision approved by PC: February 8, 2011

Leadership Council approved on February 27, 2020; will take to FS in March for information

Contact the assistant to the president for any questions, corrections, or additions.

APPENDIX

GBC Emergency Procedures (Housing)

Instructions for Resident Advisors

Always remember that you are the resident advisor which often places you in the first contact position, but you are not working alone. Feel free to call the housing coordinator, security officers or director of environmental health, safety & security for help and advice. There are times when as a resident advisor you are emotionally drained and may not want to deal with another problem or listen to another person. Let the housing coordinator know that, everyone needs a break occasionally. Crisis situations may or may not happen while you are at Great Basin College. Those that do happen may be different than described. This is only provided as a guideline. If one of our suggestions does not fit the person or situation, go with what you think is best or call for advice. Throughout these instructions the resident advisor is told to contact on-duty security. Please remember that security is not available 24/7/365, however, 911 services are. Do not be afraid to contact 911, then phone security and leave a message as an incident timestamp.

Medical Emergencies

- Step 1: Attempt to talk with the person. If they are able to respond, ask if they are ill or injured, how severely, do they want assistance? If they do not respond, gently shake them while telling them you are going to touch them and ask them to answer you.
- Step 2: If the person is unable to respond verbally, is unconscious, or not breathing, call **911 immediately**. Stay on the phone with the dispatcher or have another person stay on the phone until the dispatcher has all the questions answered. Tell the dispatcher if CPR has been started. Once the call to 911 is completed, contact on-duty Security to respond by phoning 934-4923.
- Step 3: If the person is unconscious or not breathing, determine if CPR is required. If so, begin CPR. When calling security advise them CPR is starting and to bring an Automatic External Defibrillator (AED) from their vehicle.
- Step 4: If the person is conscious and able to respond, offer to call 911. If they agree, call and give the dispatcher as much information as possible. Once the 911 call is completed or if 911 is refused, contact on-duty security at 934-4923. If you have emergency medical training begin assistance. If not, stay with the person, keep the person calm and in the same location.
- Step 5: Do not move any ill or injured person. You do not have the ability to stabilize any injured limbs. Keep them as comfortable as possible, cover with a sheet or blanket and wait with them until Security or emergency assistance arrives.
- Step 6: Do not transport any ill or injured resident in your personal vehicle. Should anything happen when in route you personally and the college may be held liable.

Suicide Intervention:

- Step 1: When you approach fellow students or employees try to become aware of their non-verbal communication as well as their verbal communication. This will help you to determine if a person is depressed or may be considering suicide; in either case you should notify the housing coordinator. Learn to listen to others, sometimes just letting them talk is the best thing. Become aware of:
- Persons using phrases like, “I just wish I were dead” or “I am tired of dealing with all this _____”.
 - A person may start to give away all their personal items that were some of their favorite things or prized items.
 - You note that someone has stopped attending any social situations; maybe they lock themselves in their bedroom.
 - Sleeping habits change and they either never sleep or sleep all the time as if to hide.

- Eating habits change or they stop eating.

While talking with the individual, attempt to determine if they are under the influence of alcohol or drugs. Ask if they should be on any prescriptions and did they take them as recommended in the last 24 hours? Ask if they have thought about suicide or attempted suicide in the past? Ask do they have a plan today? If they say yes, will they tell you the plan? Are they talking about actual methods to commit suicide? Do they have the pills, weapons, etc., that they are talking about using?

If you are uncomfortable with this discussion and unable to ask these questions, stay with the person and let them know you are concerned and would like to contact someone for them to speak with. While with the person call the housing coordinator cell phone or the director of environmental health, safety & security and request they respond. Explain that both are members of the campus behavioral intervention team and they may be able to provide assistance in this situation.

- Step 2: If the person is attempting suicide or fighting with you about it, contact **911 immediately**. Stay with the person until police officers and emergency staff arrive. Contact the housing coordinator and security after calling **911**.
- Step 3: If they are talking about suicide but do not have a plan and are not making the attempt at that time, contact the housing coordinator and phone security to advise them both of the conversation. Request the responding security officer contact the director to determine if she is available to respond. Suggest that this student may wish to speak with a couple of members of the campus behavioral intervention team. If neither the housing coordinator nor director of environmental health, safety & security are available contact the Vice-President for Student and Academic Affairs who will then contact other members of the campus behavioral intervention team.

Fire Alarms:

- Step 1: If the alarm sounds, always assume it is real and start evacuation immediately. Take your apartment key with you.
- Step 2: Phone 911 directly to advise there is an alarm sounding. If it is safe to do so, call from your apartment before evacuating. If not call from a phone in one of the other buildings. *Note: This is not true of Griswold Hall. Griswold is a monitored building and the alarm company will contact the Elko Fire Department.* After calling 911, contact the security cell phone and tell them you have an alarm and you will start the evacuation.
- Step 3: If it is safe for you to do so, knock on the doors of all apartments in the building. Be sure the residents respond. Check the door to determine if it is too hot to the touch or that smoke is not coming out.
- Step 4: Have all residents evacuate taking shoes, jackets (in the winter) and their keys and ID. As residents leave their apartments, have them close the front doors as a fire stop. Do not worry about locking doors. Residents must move quickly but safely. They do not have time to change clothes. They must leave immediately. All residents should assemble at the following locations: **College Parkway** should meet in the center BBQ area staying out of the drive lane. **Walnut Street** should meet on the sidewalk on Walnut, staying out of the street and parking lot. **Griswold Hall** should meet in the parking area behind the men's dorm rooms.
- Step 5: Do not let residents back into their apartments until Security has been able to speak with them and the Fire Department has given permission.

Security/Police Emergencies:

Great Basin College security is available day and evening hours and RA's should feel free to contact them anytime they have questions, tenant problems or need assistance. Security officers are staff members of Great Basin College and are not police officers. Therefore, they perform different functions and will handle situations differently. For example, if you need to enter an apartment without the tenant's permission security can do this with you where the

police cannot. If you have a party out of control and need to have non-tenants removed, security can help you break up the party but the police can and may arrest those refusing to leave or minors who are drinking.

- Step 1: If there is a clear and imminent threat of personal injury or a fight has already begun, you should contact both 911 and security.
- Step 2: If you suspect that drugs are being used/sold at a specific room but you did not actually see the transaction or the use, contact security. Let them watch the traffic to and from the room and if they agree with you, they will contact the police.
- Step 3: Should you find any of the campus property damaged but, you do not know who caused the damage, contact security. They will file a report, notify B & G for repairs and interview any witnesses. If the damage is major such as vehicles damaged, contact both security and the police.
- Step 4: If the police ask to contact a tenant please let the housing coordinator and security know. Should the tenant be willing to speak with the police then let them go ahead. Check to see if it is okay for you to accompany them. If it is, remain as a witness. If the police are asking for information or access to an apartment, explain you need to contact your supervisor and security and ask them to wait a few minutes.

Suspected Drugs:

You think you smell marijuana...

- Step 1: If you know what marijuana smells like, attempt to identify the location of the room/apartment the smell is coming from. Determine if a party is in progress or the residents appear to be alone.
- Step 2: Contact the housing coordinator and security to discuss your findings.
- Step 3: The housing coordinator and director of environmental health, safety & security will determine how to proceed with the resident(s). They will make a recommendation to the Vice President for Student and Academic Affairs.

Use of other illegal drugs (cocaine, heroin, meth, acid, pills, etc.)

- Step 1: Notify the housing coordinator and director of environmental health, safety & security of what you have seen and heard and explain what you suspect. Advise them whether you think this is happening at the moment or when you think it is occurring.
- Step 2: If the use is occurring right now, contract the housing coordinator and security for approval to contact the police. Explain to police what you believe is happening.
- Step 3: When the police respond meet them to confirm your conversation and which residents are involved. Let the police determine how they will proceed. Keep the housing coordinator and security advised.

Overdose

- Step 1: Any possible overdose should be treated like a medical emergency. Call 911 to request the ambulance.
- Step 2: Ask the housing coordinator and security to respond.
- Step 3: Follow the same procedures you would for any medical situation until emergency personnel arrive.

Universal Precautions:

Under the Blood Borne Pathogens standard you should never clean up any bodily fluid (vomit, blood, etc.) without use of universal precautions such as gloves, safety glasses/goggles. Should you find an area that needs cleaning and sanitizing close off the area and then contact buildings & grounds to have custodians respond.

- Step 1: Determine, if possible, the cause of the blood or bodily fluid and begin medical emergency procedures if required. Before providing any assistance be sure to put on latex or non-latex nitrile gloves.
- Step 2: Once the initial illness or injury has been handled, determine if buildings & grounds staff are available to clean the area. If they are, ensure that the area of contamination is blocked off so others do not enter and wait for them to clean.
- Step 3: If buildings & grounds are not available be sure that you have on latex or rubber gloves and clean the area the best you can then sanitize it with rubbing alcohol or 10% solution of bleach to water. Use a bodily fluid clean up kit unless it is a large area of contamination.

Alcohol:

The dorms are State of Nevada property and as such alcohol is not permitted in the single student dorms. The Married and Family dorms require residents to be 21 or older and do permit alcohol in the apartments.

- Step 1: If you see alcohol being taken into an apartment or room, including beer and wine, contact the housing coordinator and/or security as soon as possible. Together you and the housing coordinator (or security) will speak to the residents regarding the alcohol policy and what you saw.
- Step 2: The legal drinking age in Nevada is 21 years and many of our residents are not 21; therefore, if you note that there is a party at one of the rooms and you believe minors are present, it is your responsibility to visit with the residents and observe for any use of alcohol.
- Step 3: If you see liquor, beer or wine request that the resident responsible for the room/apartment step outside to talk with you. Remind them of the policy and explain that you are required to notify the housing coordinator and security so it would be best for them to remain calm and stay at their residence until they arrive.
- Step 4: If the resident or their guests are intoxicated, and some or all of them are not willing to comply with your request do not argue with them. Leave the immediate area and phone security and the housing coordinator. Upon the arrival of security, escort them to the apartment/room where the party is. If security is not on duty at the time of the incident talk with the housing coordinator about contacting the police to assist you, do not place yourself in danger by trying to handle the party alone.
- Step 5: If the party has not already ended before security arrives, they will ask everyone to leave. Should residents or guests argue with you or refuse to leave, security may call the police to assist. Upon the police arriving explain the circumstances to them then let them handle the situation. Resident(s) may be asked by security or the police to pour any visible liquor, beer or wine down the drain or place it into the dumpster while you and security are present. Security may confiscate the alcohol as evidence until the housing coordinator has time to determine the appropriate discipline.
- Step 6: Once the police have attempted to end the party, if any of the residents or guests refuse to cooperate, it is possible they may be arrested. If that is the case keep track of who is arrested and why they are being arrested (minor in possession of alcohol, serving a minor, disturbing the peace, etc.). The housing coordinator will need to know all this information as soon as possible.

Excessive Alcohol Use:

Should you be contacted by a resident regarding an ill student or note that one of the residents is extremely ill and you believe it may be a result of excess alcohol and/or alcohol poisoning check for signs of alcohol.

- Step 1: Is the resident/guest slurring their speech, having trouble walking, not breathing normally, unable to understand or answer questions, semi-conscious?
- Step 2: Check to see if the resident/guest has any known physical problems (medication they did not take, diabetes, epilepsy, etc.). Do they need you to call 911 and security?

- Step 3: If they do not have a known medical condition, attempt to determine how much alcohol they have consumed and if they have taken anything else, over the counter medicine, prescription medicine or something illegal. Let them know that you need to know so you can get them medical help.
- Step 4: Call 911 and request the ambulance. Give them as much information as you can obtain from the person or from witnesses. After calling 911 call security and the housing coordinator requesting, they respond. Stay with the resident/guest until emergency help arrives. Do not take them anywhere in your vehicle.

Physical Assault/Battery:

- Step 1: Determine what (if any) injuries have occurred and talk to the victim about placing a call to 911 for an ambulance so they can be checked. Let them know you need to let the housing coordinator and security know what has happened.
- Step 2: Stay with the victim and offer emotional support. Try to have the victim talk about the situation and explain what happened. Recommend that you call the police so they can take a report and determine who may have caused the assault/battery.
- Step 3: If the victim tells you how, when, why and who was involved in the assault/battery it is not your job to find or confront the other persons. Wait with the victim until the housing coordinator, security and police arrive and tell them what you have been told. Let them handle the follow-up and any interviews of witnesses that need to be done.
- Step 4: Help the victim to feel comfortable and safe over the next several days including arranging for a different room/apartment if that will help. If they have friends or family that they would like to contact help them do so, including offering the use of a campus phone.

Sexual Assault:

Understand that a person telling you they have been sexually assaulted is a very upsetting, emotional and personal statement. This is something you must handle in as confidential manner as possible.

- Step 1: Provide a safe place for the victim and stay with them to provide emotional support. Ask the victim to try and tell you what happened but do not force them to talk about it. Find out if they have any physical injuries that need immediate medical attention. If the victim has injuries and agrees, call 911 for an ambulance.
- Step 2: Let the victim know that you will keep this as confidential as possible; however, you would like their permission to call the housing coordinator and director of environmental health, safety & security. If they give the okay, make those calls. If they do not give their okay, explain that you are required by your job to notify those two persons when anyone has been assaulted. Assure them that at this time no one else will be told.
- Step 3: Talk to the victim about calling the police. Explain to them that they are the victim and that the police need to know so they can handle the person who caused the assault. It was not something they did wrong; they are not the bad person in this situation. If they agree, call 911 for the police.
- Step 4: If they do not agree, talk with the victim about the Committee to Aid Abused Women organization and the options of calling them to provide assistance, counseling and legal advice.