# Northern Kentucky University
## University Housing Emergency Guide

University Housing staff should be contacted as soon as possible during, or after, an emergency.

**Emergency Contact Numbers:**
- University Police – 911 (572-7777)
- Operations & Maintenance – 572-5660, 572-5548
- Environmental Safety – 572-6522

### Fire Emergency
- Alert people in the area
- Activate the nearest fire alarm
- Leave the building
- Call CAMPUS POLICE (911)
- Assemble in area designated by your department
- Do not use elevators to exit building
- Do not ignore fire alarms
- Do not use fire extinguisher unless trained
- Do not fight fires that are larger than a small waste basket
- Close doors behind you
- Leave the building
- Call CAMPUS POLICE (911)
- Assemble in area designated by your department
- Do not ignore fire alarms
- Do not use fire extinguisher unless trained
- Do not fight fires that are larger than a small waste basket

**Note:** There are psychological consequences to each and every emergency. The Health & Counseling staff are available (X-5650) to assist in these situations.

### Psychological Distress
- Call the Health & Counseling Services at X-5650 during regular business hours 8:15 a.m. - 4:30 p.m. or after hours contact Campus Police (911) (who will then contact the Director of Health & Counseling.
- Do not ignore the situation.
- Do not feel responsible for handling alone

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### Medical Emergency
- Check the scene to make sure it is safe for you and the victim(s).
- Do not move the victim unless the scene is life threatening (ie. fire, imminent explosion).
- Do not provide first aid without first asking permission of victim.
- Check the victim for any life threatening emergencies, such as:
  - Not fully conscious
  - Breathing problems
  - Heart or chest pain
  - Severe bleeding
  - Poisoning (alcohol/drug emergencies are included)
- Call CAMPUS POLICE (911)
  - Give your name & phone #, describe the nature and severity of the medical problem, the campus location of the victim.
- Stay with the victim and continue to assist and monitor the victim until help arrives
- Follow the directions of the Campus Nurse, Campus Police officer or EMT when they arrive

**NOTE:** If victim is unconscious, consent is implied. If a conscious victim refuses care but your judgment tells you they need help – call Public Safety immediately (911) and wait for them to handle the situation.

### Bomb Threat
- Remain calm
- Accept the threat as real
- Get as much information from the caller as possible
- Record all information given
- Evacuate area immediately
- Contact CAMPUS POLICE at (911)
  - Follow instructions from CAMPUS POLICE
  - Give description of suspicious persons or packages to CAMPUS POLICE
  - Do not touch any suspicious package
  - Do not use radios or cell phones
  - Do not turn lights on or off
  - Do not leave campus without contacting CAMPUS POLICE
  - Do not re-enter building until cleared by CAMPUS POLICE

### Severe Weather
- Be aware of threatening weather
- Seek shelter inside
- Do not go outside
- Pay attention to local weather and campus emergency announcements

**Dorm shelter areas:**
- Kentucky Hall, Commonwealth Hall, University Suites, Callahan Hall - Move to the lowest interior corridor.
- Norse Hall, Woodcrest Apartments - Stay inside your apartment. Shelter in the bathroom. Cover yourself with a mattress or blankets. (Bathrooms make the best shelter areas because the pipes are secured to the ground.)

**General rules -**
- Do not go into large open areas
- Do not go near windows or outside doors
- Sit and cover your head
- Assist others after the storm has passed

If outside –
- Seek cover
- Lie flat in a depression if no cover available
- Do not enter storm drains or pipes
- Leave a vehicle
- Do not attempt to outrun the storm
# NORTHERN KENTUCKY UNIVERSITY UNIVERSITY HOUSING EMERGENCY GUIDE

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<table>
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<tr>
<th>Civil Disturbance Or Demonstration</th>
<th>Earthquake/Structural Collapse</th>
<th>Evacuation</th>
<th>Utility Outage</th>
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| *Contact CAMPUS POLICE (911) if a demonstration interferes with operations, prevents access to facilities, or presents a threat of physical harm.  
*Conduct normal business during peaceful demonstrations  
*Keep clear of demonstrations and avoid contact with demonstrators  
*Contact CAMPUS POLICE if you witness a violent act  
*Do not attempt to remove demonstrators  
*Do not interfere with CAMPUS POLICE | **Inside**  
*Watch for falling objects  
*Crawl under a table, counter, etc.  
*Get into a protective position by sitting on the floor and covering your head with your arms.  
*Stay away from windows, glass partitions and mirrors  
*Stay away from overhead fixtures  
*Stay away from cabinets, electrical appliances, hanging objects  
**Outside**  
*Move to an open area away from building structures  
*Watch for fallen streetlights, trees, and flying glass  
**After The Incident**  
*Remain calm  
*Be prepared for after-shocks  
*If evacuation is order, use the nearest and safest exit  
*DO NOT USE ELEVATORS  
*Do not move seriously injured persons unless they are in danger.  
Contact CAMPUS POLICE (911)  
*Open doors carefully  
*Watch for falling objects  
*Do not use matches/lighters or other sources of ignition  
*Avoid using telephones as emergency response personnel will need these  
*Contact a Residential official to report your condition | **All persons must evacuate a building when the alarm sounds**  
*Residents should be familiar with the designated evacuation location for their dorm  
*Immediately report anyone that may be trapped in a building  
*Do not take personal items  
*Close doors behind you  
*Do not go to restrooms  
*Do not return to your room for personal belongings  
*If smoke is present, stay low  
*Use stairway or horizontal exit to evacuate  
*DO NOT USE ELEVATORS!  
*Do not return to the building until cleared by Public Safety | **Evacuate area if there is a hazardous condition**  
*Contact Operations & Maintenance at x5660 during normal business hours or CAMPUS POLICE (911) afterwards  
*Do not ignore utility problems  
*Do not assume someone else has called in a problem | In the unlikely event of a chemical or biological release you may be asked to seek shelter in your dorm.  
*Turn off heating or air conditioning in your dorm  
*Do not use elevators  
*Kentucky, Commonwealth, Callahan and University Suites residents should seek shelter in the hallway on floors above ground level.  
*Woodcrest and Norse Hall residents should seek shelter in the bathroom of the apartment.  
*Use tape, plastic, clothes, etc. to seal off doorways and windows as best as possible  
*Wait for further instruction from Public Safety or other emergency personnel  
*Use phones only to report an emergency  
*Listen to news for further information. It is suggested that students keep a small battery powered radio in their apartment for emergencies  
*Once the emergency is over you will be instructed on what to do by University and emergency personnel |