

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 Safety & EM – 572-6522

Fire Emergency	Psychological Distress	Medical Emergency	Bomb Threat	Severe Weather
<ul style="list-style-type: none"> • Alert people in the area • Activate the nearest fire alarm • Close doors behind you • Leave the building • Call UNIVERSITY 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 	<ul style="list-style-type: none"> • Call the Health & Counseling Services at X-5650 during regular business hours 8:15 a.m. - 4:30 p.m. or after hours contact UNIVERSITY POLICE (911) (who will then contact the Director of Health & Counseling.) • Do not ignore the situation. • Do not feel responsible for handling alone <p><i>Note: There are psychological consequences to each and every emergency. The Health & Counseling staff is available (X-5650) to assist in these situations.</i></p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Not fully conscious • Breathing problems • Heart or chest pain • Severe bleeding • Poisoning (alcohol/drug emergencies are included) • <u>CALL UNIVERSITY POLICE (911).</u> 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, UNIVERSITY POLICE officer or EMT when they arrive <p><i>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.</i></p>	<ul style="list-style-type: none"> • Remain calm • Accept the threat as real • Get as much information from the caller as possible • Record all information given • Evacuate area immediately • Contact UNIVERSITY POLICE at (911) • Follow instructions from UNIVERSITY POLICE • Give description of suspicious persons or packages to UNIVERSITY 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 UNIVERSITY POLICE • Do not re-enter building until cleared by UNIVERSITY POLICE 	<ul style="list-style-type: none"> • Be aware of threatening weather • Seek shelter inside • Do not go outside • Pay attention to local weather and campus emergency announcements <p>Dorm shelter areas: <i>Kentucky Hall, Commonwealth Hall, University Suites, Callahan Hall - Move to the lowest interior corridor.</i></p> <p><i>Norse Hall, Woodcrest Apartments, Northern Terrace - 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.)</i></p> <p>GENERAL RULES -</p> <ul style="list-style-type: none"> • 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 <p>IF OUTSIDE –</p> <ul style="list-style-type: none"> • 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

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Civil Disturbance Or Demonstration	Earthquake/Structural Collapse	Evacuation	Utility Outage	Shelter-in-Place
<ul style="list-style-type: none"> • Contact UNIVERSITY 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 UNIVERSITY POLICE if you witness a violent act • Do not attempt to remove demonstrators • Do not interfere with UNIVERSITY POLICE 	<p>INSIDE</p> <ul style="list-style-type: none"> • 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 <p>OUTSIDE</p> <ul style="list-style-type: none"> • Move to an open area away from building structures • Watch for fallen streetlights, trees, and flying glass <p>AFTER THE INCIDENT</p> <ul style="list-style-type: none"> • Remain calm • Be prepared for after-shock • 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 UNIVERSITY 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Evacuate area if there is a hazardous condition • Contact Operations & Maintenance at x5660 during normal business hours or UNIVERSITY POLICE (911) afterwards • Do not ignore utility problems • Do not assume someone else has called in a problem 	<p>In the unlikely event of a chemical or biological release you may be asked to seek shelter in your dorm.</p> <ul style="list-style-type: none"> • Turn off heating or air conditioning in your dorm • Do not use elevators • <i>Kentucky, Commonwealth, Callahan and University Suites</i> residents should seek shelter in the hallway on floors above ground level. <i>Woodcrest, Norse Hall, and Northern Terrace</i> 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. <i>It is suggested that students keep a small battery powered radio in their apartment for emergencies</i> • Once the emergency is over you will be instructed on what to do by University and emergency personnel