



EMERGENCY RESPONSE GUIDE

FIRE



Exit the building immediately.

Set off the building alarm as you leave.

Call for others to evacuate as you leave the building.

Call 911 first; then call Maranatha Security at 920-285-9316

Do not re-enter until authorized to do so.

BOMB THREAT



Treat the threat as legitimate.

Stay calm. Do not get excited. Do not excite others.

Write down everything about the call: Exact message given, gender of voice, etc.

Call 911.

Call Maranatha Security at 920-285-9316.

Follow the directions of the Campus Authority relative to building evacuation, relocation, etc.

If you relocate to a nearby building, stay away from windows.

Re-enter an evacuated building only after authorities have given the all-clear signal.

Do not use portable radios or cell phones in the threatened area.

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Take this guide with you in an emergency.

1. Get safe.
2. Call 911 in case of fire or life-threatening crisis.
3. In all cases, call Maranatha Security at 920-285-9316.

HOSTAGE SITUATION



ASSAILANT ACTIVE SHOOTER



If you are able to leave the situation without placing yourself or another hostage in danger, do so. Go to a safe location.

Call 911 and follow the directions of the dispatcher.

Call Maranatha Security at 920-285-9316.

Stay calm. Be patient.

The first 45 minutes are the most dangerous. The captor probably does not want to harm people and create a worse situation.

The captor will probably be very emotional. Maintain eye-contact. Treat the captor with respect.

If you need medical attention, be sure to tell the captor.

TORNADO



SUSPICIOUS PERSON



A **tornado watch** means a tornado is possible. No immediate action is required.

A **tornado warning** means a funnel cloud has been sighted. Sirens will sound and immediate action should be taken to move to a designated safer area if you are so directed. Do not shelter in the main gym, fitness center gym, or modulars W, X, Y or Z.

Stay Safe: If directed to go to a safe area, find an inside hallway or restroom that does not have any outside doors or windows or a basement area that is not exposed to any outside windows. Sit down and protect your face and head. Remain in your safe area until you have been given the all-clear signal.

Call 911 to report life-threatening conditions.
Call Maranatha Security at 920-285-9316 to report damages or emergencies caused by the storm.

In case of threatening or suspicious behavior:

Leave the area and seek assistance.

Report your concern immediately to the Student Life Office or Campus Security.

Be prepared to give a description of the individual, his/her location, and the type of suspicious activity observed.

If there is reason to believe the person poses an immediate threat, leave the area and call 911 immediately, then call Maranatha Security at 920-285-9316.

In case of non-threatening behavior:

Trust your instincts and maintain appropriate distance.

Ask if you can be of assistance.

Direct the individual to the appropriate office for help.

Do not tell him/her you are alone.

Plan an escape route.

EXPLOSION



Chemicals, leaking gas, faulty boilers, train derailment, or falling aircraft could all be the cause of life endangering explosions.

Get Safe.

Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.

Be prepared for possible further explosions.

Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

Call 911.

Call Maranatha Security at 920-285-9316.

When the building evacuation alarm is sounded or when you are told by University officials to leave, walk quickly to the nearest marked exit and advise others to do the same. Assist those with disabilities in exiting the building.

Open doors carefully and watch for falling objects.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Report to your Emergency Assembly Point as soon as possible.

Follow any instructions from police or fire personnel.

SUSPICIOUS PACKAGE OR OBJECT



If you receive or observe a letter or a package whose appearance is somehow suspect, do the following:

Do not handle, move, or open the package/object.

Do not accidentally activate device in package/object.

Do not use cell phones or radio equipment within 100 feet of object.

Do not operate any power switches.

Leave the room/area calmly, notifying others to leave the room also, and closing doors behind as you go.

Do not activate the fire alarm.

Notify others in the building to evacuate.

Do not allow reentry into the area/office suite where the package is located.

Call 911; then call Maranatha Security at 920-285-9316.

At first opportunity, wash your hands with soap and water.

Follow all police and fire personnel instructions.

GAS LEAK



Stop all activities immediately and evacuate the building.

Call 911.

Call Maranatha Security at 920-285-9316.

Notify others to leave.

Do not turn on or off any lights or electrical devices (computers, etc.); do not unplug electrical devices; do not use cell phones, two-way radios or other electronics.

Do not use elevators.

Move at least the length of a football field from the building.

You may relocate to another building but must stay away from exterior windows and doors.

Re-enter the building **only after** Maranatha Facilities Management personnel or some other authority gives the all clear.

WE Energies emergency contact (gas leak):
800-261-5325.

CHEMICAL SPILLS



Stay safe. If the spill or leak involves potentially life threatening conditions (toxic fumes, explosion hazard, potential for poisoning), or if the spill or leak involves an unknown substance, move away from the site and keep others away. Do not walk into or touch the spilled substance. Do not inhale gases, fumes, or smoke.

If material is flammable, turn off open flames and isolate other ignition sources if you can do so safely.

Stop the source immediately and prevent the spill from spreading if possible to do so safely.

In cases of corrosive chemical exposure to the eyes or skin, carefully assist the affected person to the nearest eyewash/bodywash station. Flush for 15 minutes and advise individual to seek medical care; or, in cases of severe and damaging contamination, call 911.

Report uncontrolled leaking or spillage of hazardous chemical materials to Maranatha Security(920-285-9316) if campus personnel at the site are unable to respond to the situation. When reporting, be sure to give your name, the location of the problem, and the identity, if known, of the material(s) involved.

If a building emergency exists, activate the fire alarm, clear the building, and do not re-enter the building until given clearance by appropriate personnel.

FLOODING



If flooding occurs because of a plumbing failure or other water source, stop using all electrical devices in the vicinity of the flooding.

Immediately notify Facilities Management of the exact location at 920-285-9314. If no answer, call Maranatha Security at 920-285-9316.

Do not enter water that is in contact with electrical devices or outlets.

Move vital equipment, records, chemicals, laboratory experiments, and electrical equipment out of danger in the affected area **only if** it is safe to do so. If in doubt, wait for an authority to determine if it is safe or not.

If you know the source of the water and are confident of your ability to stop it, do so.

POWER OUTAGE DOWNED LINES



Power Outage:

Stay calm. If you must leave your area, move carefully.
Call Maranatha Security at 920-285-9316.
Do not try to use an elevator.

Downed Power Lines:

Stay at least 100 feet from the area of the downed lines.
Call 911.
Call Maranatha Security at 920-285-9316.

Downed power lines are extremely dangerous. They can create a lethal arc when least expected. You cannot tell by looking or listening if the line is charged, and you never know when a dead line might become charged. Stay away from the line.

BLOOD/BODY FLUID CLEAN UP



Contact custodial for clean up in these situations.

Blood spill clean up kits and directions are located in custodial areas of most buildings on campus.

You **must** wear the appropriate personal protective equipment when cleaning up blood or bodily fluids.

To prevent contracting infectious or life-threatening disease, do **not** engage in cleaning up blood or other body fluids if you are not sure of the appropriate procedures.

TRAIN DERAILMENT



Get safe.

Call 911.

Call Maranatha Security at 920-285-9316.

Stay away from the site of the derailment.

Follow the directions of the Campus Authority or local authorities.