

Section 8: Emergency Response Protocol

Emergency Response Protocol

Response Grid for CF's and Head Residents

*All occurrences need to be documented appropriately, both on the incident report and in duty log.

	911	Campus Safety Ext. 8888	Res Life Staff Member on Call 381-1096	Area Coordinator	Documentation
Absent CF on duty*			Immediately		Incident Report
Bodily fluid spill*--cover with Sorbit		Immediately			Incident Report
Critical Work Order*		Immediately	Within a few hours	Immediately During business hours	
Death of a student*	Immediately	Immediately	Immediately	Immediately	Incident Report
Fire*	Immediately	Immediately	Immediately	As determined by Res Life member on call	Incident Report
Fire Alarm*		Immediately		Leave a voicemail or email message	
Injured Student (non-critical)		Immediately	Inform ASAP		
Injured Student (critical)*	Immediately	Immediately	Immediately	As determined by Res Life member on call	Incident Report
Lost Resident's Keys		Immediately If temporary Re-core requested			
Lost Staff Keys			Immediately	As determined by Res Life member on call	
Physical Assault/Fight*	Immediately If weapons	Immediately	Immediately	As determined by Res Life member on call	Incident Report
Power Loss		Immediately		Leave a voicemail or email message	
Severe Weather	See Manual for protocol				
Sexual Assault*	See Manual for protocol				
Sick Student (non-critical)				Inform by next business day	
Sick Student (critical)*		Immediately	Immediately	As determined by Res Life member on call	Incident Report
Suicide Attempt*	Immediately	Immediately	Immediately	As determined by Res Life member on call	Incident Report
Suicide Ideation or Threat*			Immediately	As determined by Res Life member on call	Incident Report
Vandalism*		Immediately		Leave a voicemail or email message	Incident Report

Potential Emergencies (In Alphabetical Order)

Bias Incident

Definitions:

Hate Crime: A criminal offense committed against person(s) or property that is motivated by the offender's bias against a person's or group's actual or perceived race, religion, ethnicity, national origin, disability, gender, age, or sexual orientation.

Bias-Related Incident: An expression of hostility against person(s) or property based on the perpetrator's bias against a person's or group's actual or perceived race, religion, ethnicity, national origin, disability, gender, age or sexual orientation. Depending upon the circumstances, a bias related incident may or may not be a crime.

1. Make sure the victim is safe.
2. Remove them from potentially dangerous situations as quickly as possible.
3. Respect student confidentiality by letting the victim know that you will only be reporting their information to a Residential Life professional staff member, and not with faculty or students.
 - a. If you need to process your experience, you can feel free to talk with a counselor, health services staff or chaplain as they are bound by confidentiality and are safe to share with in order to protect the victim. All other campus resources are not confidential.
4. If the victim **is in immediate danger**, the **situation is escalating**, or if there is **evidence that needs to be documented/collected** call Campus Safety and AC on Duty immediately.
 - a. Inform the victim that the College's bias response team will respond.
 - b. Write a report immediately following the incident.
5. If the victim is **not in immediate danger**, encourage them to report the incident to Campus Safety and offer your assistance in the process.
 - a. If the victim does not want to report to Campus Safety, inform the victim that you are mandated to report crime. Inform the victim that the College's bias response team will respond.
 - b. Write a report immediately following the conversation.

Death of a Student

1. Secure the area
2. Assess the condition of the person
3. Call 911, Campus Safety, and the Residential Life Staff Member on call, and respond as directed
4. Maintain the security and confidentiality of the situation. Bear in mind that the area could potentially be a crime scene, so be careful when disrupting the victim's immediate surrounding area.

Fire

Fire Sighted. No Alarm.

1. Activate nearest fire alarm.
2. Dial 911 and give specific details. If fire has spread dangerously, leave building immediately.
3. Assist others in evacuating the building as you exit.
4. Report to a predetermined location to meet staff.

Emergency Response Protocol

5. Contact Campus Safety and AD on call as soon as possible. With Head Resident, assess situation and proceed as directed (by Campus Safety and AD on call as needed and available).
6. Re-enter building once a Campus Safety officer has given all clear.

Fire Alarm

1. Call Campus Safety.
2. Assist others in evacuating the building as you exit.
3. Report to a predetermined location to meet staff.
4. With Campus Safety, assess the situation and proceed as directed.
5. Re-enter building once a Campus Safety officer has given all clear.

Meeting Locations in Case of Fire

Arbor View Apartments

Staff – Outside East building, near Head Resident entrance
Students – 100 feet from building in parking lot

Carlson International Center

Staff - Outside South entrance to Prairie View parking lot
Students – Across road towards Prairie View parking lot

Norelius Hall

Staff – Outside student access entrance in parking lot
Students – Across circle drive in Red parking lot

Southwest Hall

Staff – Between Prairie View Hall and Mattson Hall
Students – In the Prairie View parking lot

College View Apartments

Staff – West entrance, outside multi-purpose room
Students – In parking lot 100 feet from building

Complex (Sorensen, Gibbs & North)

Staff – By entrance to North
Students – Across parking lot by fire pit

Sohre Hall

Staff - By Sohre sign
Students – Across circle drive

Uhler Hall

Staff - East end of courtyard, near HR
Students – Move to visitor parking lot

Pittman Hall

Staff – By Pittman sign
Students – Across circle drive

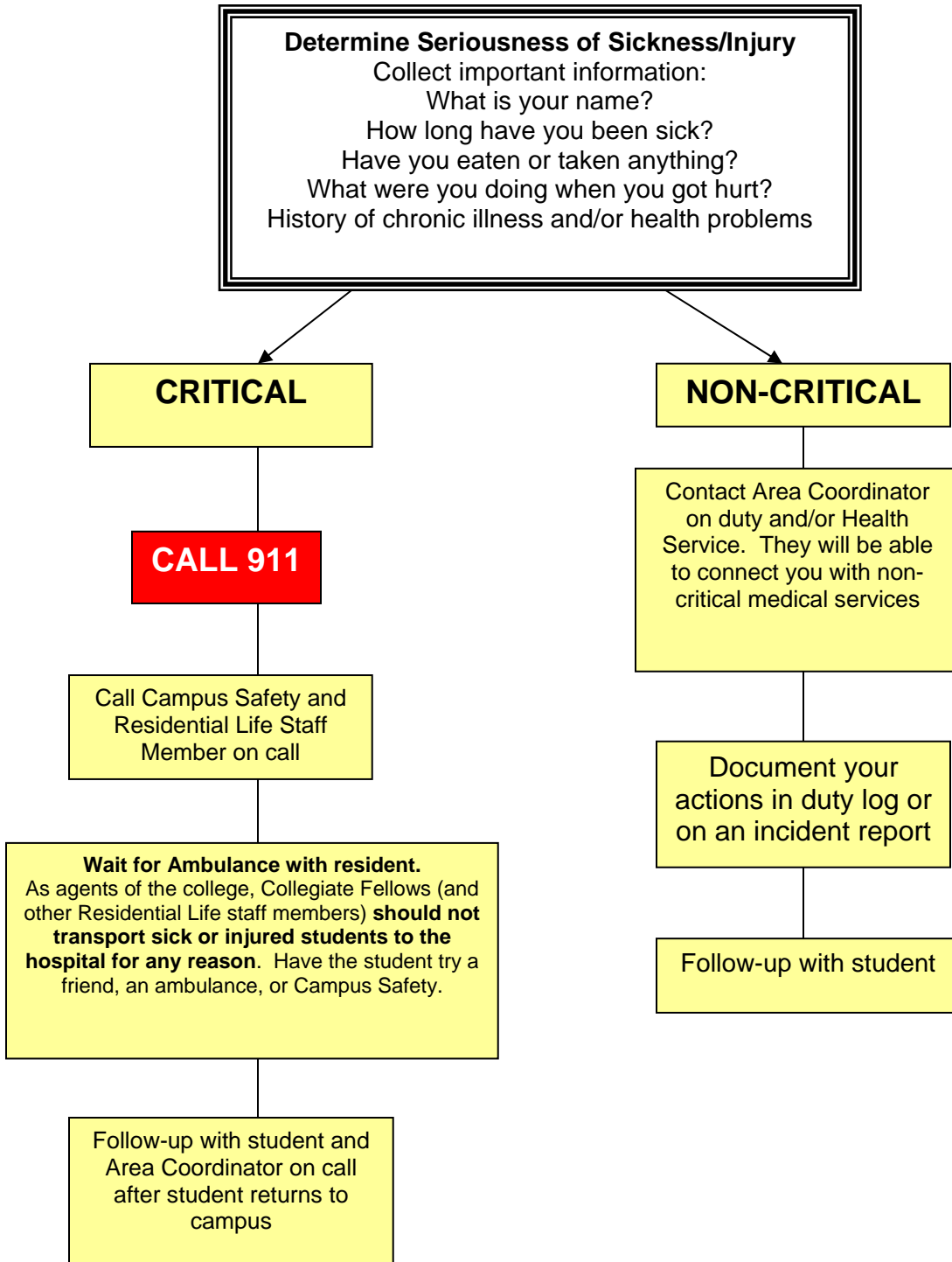
Prairie View Hall

Staff – Outside main entrance
Students – Across road to Fine Arts building

Rundstrom Hall

Staff – By Rundstrom sign
Students – 100 feet from building up hill

Injured or Sick Student



Physical Assault

Including domestic abuse and relationship violence.

If you see or suspect physical abuse or violent contact you need to respond. Campus Safety and/or the Residential Life Staff member on call can be contacted for consultation if you are uncertain.

1. Call Campus Safety and the Residential Life Staff member on call. **If the conflict involves a weapon, call 911 first**, then Campus Safety and Residential Life Staff member on call. Respond as directed.
2. Do not attempt to intervene.

Power Loss

1. Contact Campus Safety and Residential Life Staff Member on-call.
2. Proceed as directed.

Severe Weather Watch or Warning

During a severe weather **WATCH**:

1. You will be notified by either the Residential Life Staff Member on-call or telecommunications via voicemail.
2. Be prepared for further information, an all clear, or the watch to expire.

During a severe weather **WARNING**:

1. You will be notified by either the Residential Life Staff Member on-call or telecommunications via voicemail, Campus Safety, the civil defense siren, radio or television.
2. Direct students to the nearest severe weather shelter location (see following page).
3. Wait for an all clear before leaving shelter - even if sirens have stopped.

Severe Weather Alert & Response

Important Information

State of Minnesota
County: Nicollet
City: St. Peter
Nearest Larger City: Mankato

Radio Stations

KRBI	105.5 FM	St. Peter
KDOG	96.7 FM	Mankato
KEEZ	99.1 FM	Mankato
KYSM	103.5 FM	Mankato
WCCO	830 AM	MPLS/St. Paul

Television Stations

Channel 4	Minneapolis/St. Paul
Channel 5	Minneapolis/St. Paul
Channel 11	Minneapolis/St. Paul
Channel 12	Mankato

Definitions

Civil Defense Sirens: In Minnesota, the sirens are ONE METHOD of notifying residents of the presence of a Severe Weather Warning. Sirens are designed for persons who are outdoors. Persons indoors are expected to be aware of the weather and to turn to an appropriate media channel for further information. If the siren has sounded and stopped, it should NOT be construed as an all clear. Rather, wait for the media to issue the all clear.

Severe Weather: In Minnesota, severe weather takes different forms depending on the season. In late spring through fall, severe weather can include thunderstorms, tornadoes, hail and straight-line winds.

Severe Weather WATCH: Conditions are right for severe weather to occur.

Severe Weather WARNING: Severe weather has been confirmed and is moving in a direction that jeopardizes the local area. GO TO SAFETY IMMEDIATELY!

Straight Line Winds: Tornado strength winds that do not rotate but blow in straight lines.

Severe Thunderstorms: Rainstorms that include thunder and lightning, as well as the possibility of various sizes of hail.

Tornado: Conditions are right for a tornado when a hot humid air mass collides with a cold air mass. Wind speeds of a tornado can reach 200 MPH.

Severe Weather Response

Be aware of your location and the location of the storm shelter in the building you are in.

IF SEVERE WEATHER WATCH IS ISSUED:

- Listen to local radio and TV stations for further updates.
- Be alert to changing weather conditions.

IF SEVERE WEATHER WARNING IS ISSUED:

1. If you are inside, go to the safe place in the building
2. If you are outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area.
3. If you are in a motor vehicle, get out immediately and head for safety.

SEVERE WEATHER SHELTER LOCATIONS

Student Residences

Arbor View Apartments	Laundry Rooms/Lower Level Bathrooms
College View Apartments	1st Floor Hallway Bathrooms
Gibbs Hall	Interior Hallway
Houses	Basement
International Center	Basement Hallway
Norelius Hall	Basement and Stairwells
North Hall	Interior Hallway and Stairwell
Pittman Hall	Basement and Interior Hallways
Prairie View Hall	Fine Arts Building - Basement
Rundstrom Hall	Laundry Room
Sohre Hall	Basement and Interior Hallways
Sorensen Hall	Basement Kitchen/Laundry Rooms
Southwest Hall	Basement Interior Hallways
Uhler Hall	Interior Hallways

Academic and Administrative Buildings

Social Science	Basement - North End of Building
Bernadotte Library	Basement - AV Classrooms
Dining Center	Basement - Interior Hallway
Administration	Basement - Interior Rooms without Windows
Christ Chapel	Basement - Hallway
Confer/Vickner	Basement - Rooms without Windows
Mattson Hall	Interior Hallways
Schaefer Fine Arts	1st Floor - Rooms without Windows
Student Union	Basement - bathrooms or go to Dining Service Basement
Lund Center	Basement - Locker Rooms
Nobel Hall	Basement - Interior Hallways
Old Main	Basement - Interior Hallways
Olin Hall	Basement - Interior Hallways
Swanson Tennis	Bathrooms

Sexual Assault

From the Gustie Guide: What is Sexual Assault?

Sexual assault is any physical contact of a sexual nature which occurs by force or coercion or which is directed at a person who is physically helpless or mentally impaired or incapacitated. Mental incapacitation includes intoxication. Sexual assault is not limited to sexual intercourse (2009-2010 Gustavus Guide).

What is the Gustavus Sexual Assault Response Team (SART)?

The Gustavus Sexual Assault Response Team is the first contact in any sexual assault case that involves Gustavus students. Gustavus has gathered a team of professional staff members who are trained and prepared to respond to incidents of sexual assault, past or present. SART members provide assessment, referral, and follow-up in a confidential manner. They are trained to provide resource information, survivor support, and can assist the survivor in navigating reporting options and follow-up care.

What do I do if a student discloses that they have experienced sexual assault, past or present?

Step 1: Attend to the survivor.

- Believe them, be supportive and non judgmental.
- DO NOT blame them in any way for being assaulted.
- Ask before you touch them.
- Attend to the immediate safety and welfare needs of the individual.
- Listen to them.
- Recognize your own limitations.
- Understand that it is very common that you will experience effects from supporting them in their experience.

Step 2: Determine urgency of the incident.

- If the need is **immediate** (the assault happened within 72 hours), talk with the survivor about immediately contacting a SART member and **proceed to Step 3**.
- If the need is **not immediate**, work with the survivor to assist in selecting a SART member to construct an appropriate response plan.
- If the report comes from a secondary source, contact a SART member for the secondary source to talk with.

Step 3: Call a SART member for assistance.

- Professional and student staff of the College are mandated reporters and must refer students to the Sexual Assault Response Team member (SART).
- Contact Campus Safety to contact a SART member. **NOTE:** Do not give any identifying information to Campus Safety about the survivor in order to protect his/her confidentiality.

Step 4: Respect confidentiality.

- Respect student confidentiality by letting the survivor know that you will only be reporting to a SART member and not sharing information with other staff, faculty, or students.
- The SART member will work with the survivor to report any necessary information, freeing staff from any reporting responsibilities.
- If you need to process your experience, you can feel free to talk with a counselor, health services staff or chaplain as they are bound by confidentiality and are safe to share with in order to protect the survivor. All other campus resources are not confidential.

Suicide/Attempted Suicide/Suicidal Ideation

Remember your Area Coordinator and Campus Safety are trained to facilitate interventions for suicide/self-harm instances and their assistance should be immediately sought. In the event that an Area Coordinator is not immediately available, and the situation deems immediate emergency services, do not hesitate to call 911. If the situation permits, utilize another person nearby to assist with phone calls while you calmly talk with the person of concern and strive to maintain safety for each person involved.

In no way are you expected to know everything about emergency interventions. The following is intended to be a helpful aid to assist you in establishing a safety/intervention plan based on the severity of the situation and the individual's immediate needs.

Situation	Notify	Intervention
Injury or suspected overdose has occurred	Campus Safety, Res Life Staff Member on call	911 and Emergency Room referral
Non-injury but restraint was required to maintain safety	Campus Safety, Res Life Staff Member on call	911 and Emergency Room referral
Non-injury, no restraint needed, but suicide ideation, intent and plan reported	Res Life Staff Member on call, Campus Safety	911 and Emergency Room referral
Non-injury, no restraint needed, suicidal ideation reported but no plan reported or suspected	Res Life Staff Member on call, Campus Safety	Attempt immediate referral to Counseling Center. If referral is refused, seek consultation with Counseling Center and/or Area Coordinator.

Please Note

- If you feel uncomfortable, or if you know you are not equipped to deal with the situation at hand, call for support right away.
- You must share information if a person discloses it to you in a potential suicide situation – don't promise confidentiality.
- Do what you can – call for backup (Residential Life Staff Member on call, Campus Safety, Counseling Center staff, Area Coordinators, Head Residents, Chaplain, Dean on call)

Indicators of Increased Suicide Risk

- Direct verbal communication of intent
- Suicide plans exist
- Plan is concrete, specific, detailed
- Method is selected
- Method is lethal
- Time and place are set
- Preparations for death (suicide note, giving away possessions, finances in order)
- Provisions made to prevent rescue
- Precipitant events (contagion effect, acute command hallucinations, any other significant, recent, acute, and/or negative life change/event – real or perceived)