

# **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	Safety & Security Ext. 8888	Res Life Staff Member on Call 381-1096	Area Coordinator	Documentation
<b>Absent CF on duty*</b>			Immediately		Incident Report
<b>Bodily fluid spill*--cover with Sorbit</b>		Immediately			Incident Report
<b>Critical Work Order*</b>		Immediately	Within a few hours	Immediately During business hours	
<b>Death of a student*</b>	Immediately	Immediately	Immediately	Immediately	Incident Report
<b>Fire*</b>	Immediately	Immediately	Immediately	As determined by Res Life member on call	Incident Report
<b>Fire Alarm*</b>		Immediately		Leave a voicemail or email message	
<b>Injured Student (non-critical)</b>		Immediately	Inform ASAP		
<b>Injured Student (critical)*</b>	Immediately	Immediately	Immediately	As determined by Res Life member on call	Incident Report
<b>Lost Resident's Keys</b>		Immediately If temporary Re-core requested			
<b>Lost Staff Keys</b>			Immediately	As determined by Res Life member on call	
<b>Physical Assault/Fight*</b>	Immediately If weapons	Immediately	Immediately	As determined by Res Life member on call	Incident Report
<b>Power Loss</b>		Immediately		Leave a voicemail or email message	
<b>Severe Weather</b>	See Manual for protocol				
<b>Sexual Assault*</b>	See Manual for protocol				
<b>Sick Student (non-critical)</b>				Inform by next business day	
<b>Sick Student (critical)*</b>		Immediately	Immediately	As determined by Res Life member on call	Incident Report
<b>Suicide Attempt*</b>	Immediately	Immediately	Immediately	As determined by Res Life member on call	Incident Report
<b>Suicide Ideation or Threat*</b>			Immediately	As determined by Res Life member on call	Incident Report
<b>Vandalism*</b>		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. If the victim is **not in immediate danger**, encourage them to report the incident to Safety & Security and offer your assistance in the process.
  - a. If the victim does not want to report to Safety & Security, 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.
4. If the victim is **in immediate danger**, the **situation is escalating**, or if there is **evidence that needs to be documented/collected** call Safety & Security 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.

### **Death of a Student**

1. Secure the area
2. Assess the condition of the person
3. Call 911, Safety and Security, 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.
5. Contact Safety and Security and AD on call as soon as possible. With Head Resident, assess situation and proceed as directed (by Safety and Security and AD on call as needed and available).
6. Re-enter building once a Safety & Security officer has given all clear.

**Fire Alarm**

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

**Meeting Locations in Case of Fire**

**Arbor View**

Staff - Outside East building, near Head Resident entrance  
Students – 100 ft. from building

**International Center**

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

**Norelius**

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- Between Prairie View Hall and Mattson Hall

**College View**

Staff - West entrance, outside multi-purpose room  
Students – In College View parking lot 100 ft. from building

**Complex (North, GIBBS & Sorensen)**

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

**Sohre**

Staff - By Sohre sign  
Students – Across Circle Drive

**Uhler**

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

**Pittman**

Staff – By Pittman sign  
Students – Across Circle Drive

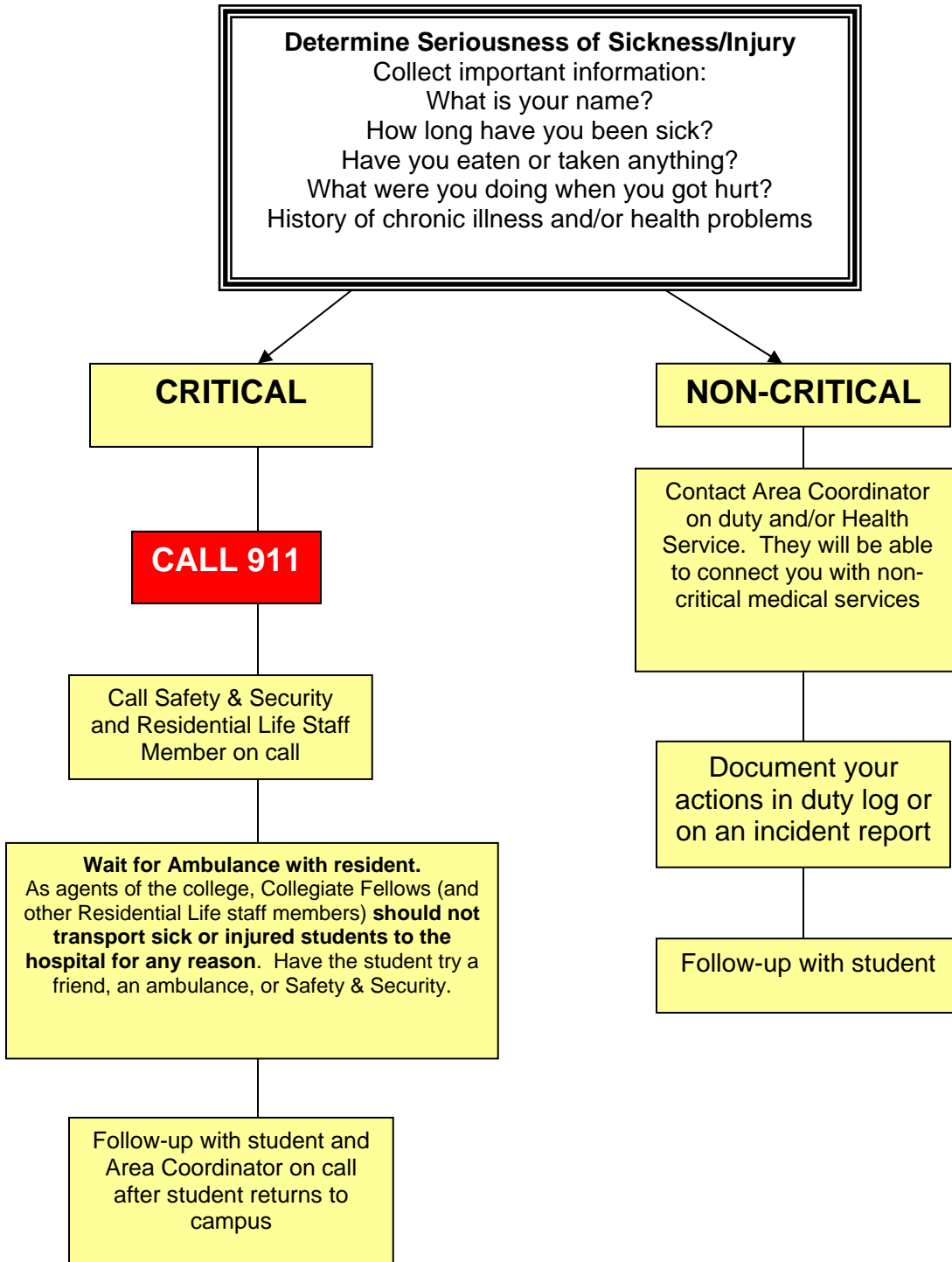
**Prairie View**

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

**Rundstrom**

Staff – By Rundstrom sign  
Students – Across Circle Drive

**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. Safety & Security and/or the Residential Life Staff member on call can be contacted for consultation if you are uncertain.

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

### **Power Loss**

1. Contact Safety and Security 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, Safety and Security, 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	Lower Level Apt. Bathrooms
College View Apartments	1st Floor Hallway Bathrooms
Houses	Basement
Gibbs Hall	Interior Hallway
International Center	Basement
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/Hostel
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 (2008-2009 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 victim 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 victim**

- 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 victim about immediately contacting a SART Team member and **proceed to Step 3**.
- If the need is **not immediate**, work with the victim 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 Team Member for Assistance**

- Professional and student staff of the College are mandated reports and must refer students to the Sexual Assault Response Team Member (SART).
- Call a SART member directly or, if immediate need exists, contact Safety and Security to contact a SART member. **NOTE:** Do not give any identifying information to Safety and Security about the victim in order to protect the victim's confidentiality.

#### **Step 4: Respect Confidentiality**

- Respect student confidentiality by letting the victim 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 victim 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 victim. All other campus resources are not confidential.



**Suicide/Attempted Suicide/Suicidal Ideation**

Remember your Area Coordinator and Safety & Security 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.

<b>Situation</b>	<b>Notify</b>	<b>Intervention</b>
Injury or suspected overdose has occurred	Safety & Security, Res Life Staff Member on call	911 and Emergency Room referral
Non-injury but restraint was required to maintain safety	Safety & Security, 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, Safety & Security	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, Safety & Security	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, Safety & Security, 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)