



EMERGENCY
Reference Guide

**SIMPSON
COLLEGE**



General Information

An emergency is any situation—actual or imminent—that endangers the safety and lives of Simpson College students/employees/visitors, or the security of the Simpson campus and property.

This guide is designed as a quick reference to help you respond immediately and effectively to a wide range of emergency situations. More detailed information is available in the college's Emergency Preparedness Plan.

- Students, faculty, and staff should always follow the directives given by campus security, Indianola Police Department, Indianola Fire Department, or other emergency responders.
- During emergency conditions avoid making telephone calls (including cell phone calls) except for calls of an emergency nature.
- If you evacuate your building, notify Campus Security (1711), including notification of your location.
- If you have a disability that would require special accommodation in an emergency, please notify your manager, instructor, CA, Human Resources or Campus Security ahead of time. All information will be kept confidential.
- Program Simpson College Campus Security's telephone number into your cell phone: 515-961-1711.
- Time is critical in responding to any emergency—and safety of people always comes first, before protection of property.

CAMPUS SECURITY: 515-961-1711



Building Evacuation Procedure

If you hear an evacuation alarm or are verbally told to evacuate the building:

- Remain calm.
- Leave quickly.
- Listen to and follow all instructions.
- As you exit, quickly check nearby restrooms, copier rooms, storage rooms, and other areas for occupants who may not have heard the evacuation signal.
- Notify Campus Security or emergency officials of anyone needing assistance.
- Take with you ONLY essential personal items. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go.
- **DO NOT USE ELEVATORS.**
- Once outside do not block exits or emergency vehicle access. Move at least 500 feet away from the building or to a specific location as directed by Campus Security or other emergency personnel.
- Stay together as a group.
- Do not attempt to re-enter the building or area until advised by officials that it is safe to do so.

CAMPUS SECURITY: **515-961-1711**



Fire

To report a fire, or if you see or smell significant smoke, follow the RACE acronym:

1.

- R - RESCUE** anyone in immediate danger from the fire, if it does not endanger your life.
- A - ALARM** sound the alarm by pulling the nearest pull station and activating the fire alarm system.
- C - CONTAIN** the fire by closing all doors and windows.
- E - EXTINGUISH** the fire with a fire extinguisher, or **EVACUATE** the area if the fire is too large for a fire extinguisher.

2.

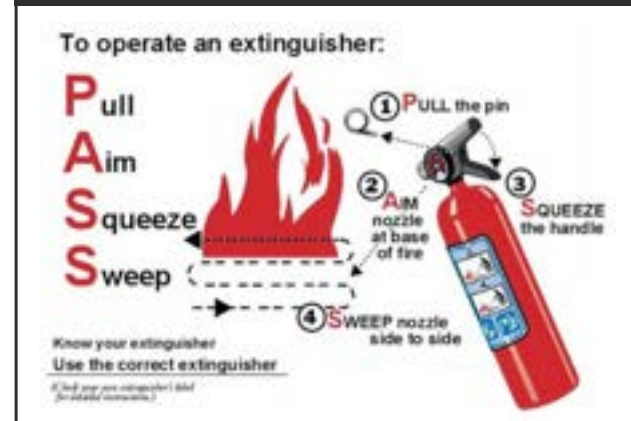
CALL 911 & CAMPUS SECURITY: 515-961-1711

After reporting a fire, or if the alarm sounds:

- > Close doors as you leave the room/area.
- > Immediately leave the building by the closest exit or as directed.
- > Do not use elevators.
- > Notify Campus Security or emergency officials of anyone needing assistance.
- > Once outside do not block exits or emergency vehicle access. Move at least 500 feet away from the building or to a specific location as directed by Campus Security or other emergency personnel.
- > Stay together as a group.
- > Do not attempt to re-enter the building or area until advised by officials that it is safe to do so.

NOTE: Do not attempt to extinguish a fire unless you have 1) reported it and 2) can do so safely without putting yourself or those around you in greater danger.

To use a fire extinguisher, use the following **PASS** system:





Tornado | Weather Emergency

In the event of a tornado warning the Indianola outdoor warning sirens will be sounded and you may also receive a SAFE Alert message. A warning indicates that a tornado has been sighted by ground observers or has appeared on radar within Warren County.

If a tornado warning has been issued for the campus area:

- > Stay inside and be alert for falling objects.
- > If you are in a building with a designated tornado shelter, proceed immediately to that area.
- > In other buildings seek the lowest level or central hallway of the building, away from windows.
- > **DO NOT USE ELEVATORS.**
- > Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets or bookcases.
- > Notify Campus Security or emergency officials of anyone needing assistance.
- > Remain in the safe area until the tornado warning has expired. A SAFE Alert will be sent designating that it is safe to leave shelter.

NOTE: Local warning sirens with a series of short blasts signal calls for volunteer fire/ambulance crews. Tests of the outdoor warning system are identified prior to and immediately following an indicated test.

CAMPUS SECURITY: **515-961-1711**



Medical Emergency

- **CALL 911.**
- Call Campus Security: 515-961-1711.
- Provide as much information as possible about the ill or injured patient and the location of the emergency to the above responders.
- Have someone remain with the ill or injured person while calls for assistance are being made and until emergency personnel arrive.
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not move the person who is ill or has been injured unless they are in imminent danger.
- Limit your communication with the ill or injured person to quiet reassurances.
- Keep the area clear and have someone watch for emergency responders to help direct them to the patient.
- If the medical emergency involves sexual misconduct, please seek medical attention and visit simpson.edu/campus-life/title-ix for additional resources, support, and reporting options.



Chemical Spill | Hazardous Material Incident

Refer to the Materials Safety Data Sheet (MSDS), kept in a notebook in each lab.

- Any spill resulting in personal exposure should be treated immediately according to the medication information in the MSDS:
 - Eye: Assist the person to the sink/eyewash station and flush eyes thoroughly with water for a minimum of 15 minutes.
 - Inhalation: Assist moving the person to fresh air.
 - Skin: Removed soaked clothing and flush thoroughly with water.
- Call Campus Security: 515-961-1711.
- In case of minor or moderate exposure refer or transport the victim to the Health Center.
- In case of severe exposure call 911.
- If a hazardous level of a volatile substance has been released pull fire alarm to evacuate building.

CAMPUS SECURITY: 515-961-1711



Active Threat | Violent Events

When an active threat or violent incident is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

1. RUN

- > Have an escape route and plan in mind.
- > Leave your belongings behind.
- > Evacuate regardless of whether others agree to follow.
- > Help others escape, if possible.
- > Do not attempt to move the wounded.
- > Prevent others from entering an area where the active threat may be.
- > Keep your hands visible.
- > Call 911 when you are safe.

2. HIDE

- > Hide in an area out of the threat's view.
- > Lock door or block entry to your hiding place.
- > Silence your cell phone (including vibrate mode) and remain quiet.

3. FIGHT

- > Fight as a last resort and only when your life is in imminent danger.
- > Attempt to incapacitate the threat.
- > Act with as much physical aggression as possible.
- > Improvise weapons or throw items at the active threat.
- > Commit to your actions...your life depends on it.

NOTE: Responding Police Officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

CAMPUS SECURITY: **515-961-1711**



Missing Student Protocol

In the event that a student is discovered to be missing for a period exceeding 24 hours a report should be made to one of the following College officials:

- Director of Campus Security
- Dean of Students
- Vice President for Student Planning and Development
- Director of Residence Life

Following receipt of a missing student report, College officials will notify the Indianola Police Department and Simpson College Campus Security.

If the student has designated an emergency contact person, the College will notify that individual. Simpson College students can confidentially designate an emergency contact person by completing the Emergency Notification information in their SC Connect portal. By law, the parent/guardian of students who are under 18 and not legally emancipated will be notified in the event that the student has been reported as missing for 24 hours.

CAMPUS SECURITY: 515-961-1711