



SEVERE WEATHER



MEDICAL EMERGENCY



BOMB THREAT/  
SUSPICIOUS PACKAGE



FIRE



SHELTER-IN-PLACE/  
LOCK DOWN



ACTIVE SHOOTER



HAZMAT

*University of Arkansas Rich Mountain*

# EMERGENCY PROCEDURES



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# REPORTING EMERGENCIES

## Report emergencies to:

**CAMPUS SECURITY.....EXT. 1700**  
**Fire/Police Departments.....911**

## Emergency Contact Numbers:

David Dilbeck_____	479.216.2652
Chad Fielding_____	870.403.4514
Raul Toribio_____	479.216.6243
Jason Wood_____	479.216.8728

Mena Fire Department_____	479.394.1238
Mena Police Department_____	479.394.1212
Mena Water/Maintenance_____	479.394.8331
Poison Control Center_____	800.222.1222

## When calling:

- Stay calm
- Carefully explain the problem and location
- Do not hang up until told to do so

Statements to the media will be made by the Administration.

# **DISTURBANCES**

## **BOMB THREAT**

REMAIN CALM—KEEP CALLER ON PHONE

Ask the caller:

1. Where is the bomb?
2. When is it set to go off?
3. What kind of bomb is it?
4. What does it look like?

Try to determine:

1. Age of caller
2. Sex of caller
3. Speech pattern and/or accent
4. Background noise
5. Familiarity of the voice
6. Time of call

- Have someone call 911 and contact the Administration of the College.
- The Administration or Campus Security may order an evacuation.
- Follow procedures as posted.
- DO NOT re-enter the building until an “all clear” is given.

For detailed information, see Bomb Threat Procedures Checklist in Appendix.

## **PHYSICAL DISTURBANCE / FIGHT**

- Request the individual to leave campus
- Call 911, if necessary
- Contact the Administration or Campus Security

# **DISTURBANCES**

## **GUNFIRE / LOCKDOWN**

A lockdown is a protective action to safeguard students, faculty, staff, and visitors when a threat exists near or on campus.

- Call 911
- Contact Administration
- Go to nearest classroom, office, or secure room away from incident
- Lock door, if possible
- Close blinds
- Move away from windows and doors
- Remain quiet—turn off radios and silence cell phones
- Physical Plant locks outside doors, if necessary
- Follow directions of local authorities

[Active Shooter Training Video](#)

## **HOSTAGE SITUATION**

- Call 911
- Contact the Administration or Campus Security
- Follow “Lockdown” procedures

# **EARTHQUAKE**

## **INDOORS**

- Seek refuge in a doorway or under a desk or table
- Follow evacuation procedures when shaking stops
- Assist injured following Medical Procedures
- DO NOT reenter the building

## **OUTDOORS**

- Move away from buildings and utility poles
- Avoid downed utility lines
- DO NOT enter buildings
- Assist injured following Medical Procedures
- Clear streets and sidewalks for emergency vehicles

## **UTILITIES**

Physical Plant Department will shut off gas, electricity, and water.

## **FIRE AND RESCUE**

- Mena Fire, Police, and Physical Plant personnel will extinguish fires and direct rescue operations
- Contact 911 authorities and follow directions

# EVACUATION

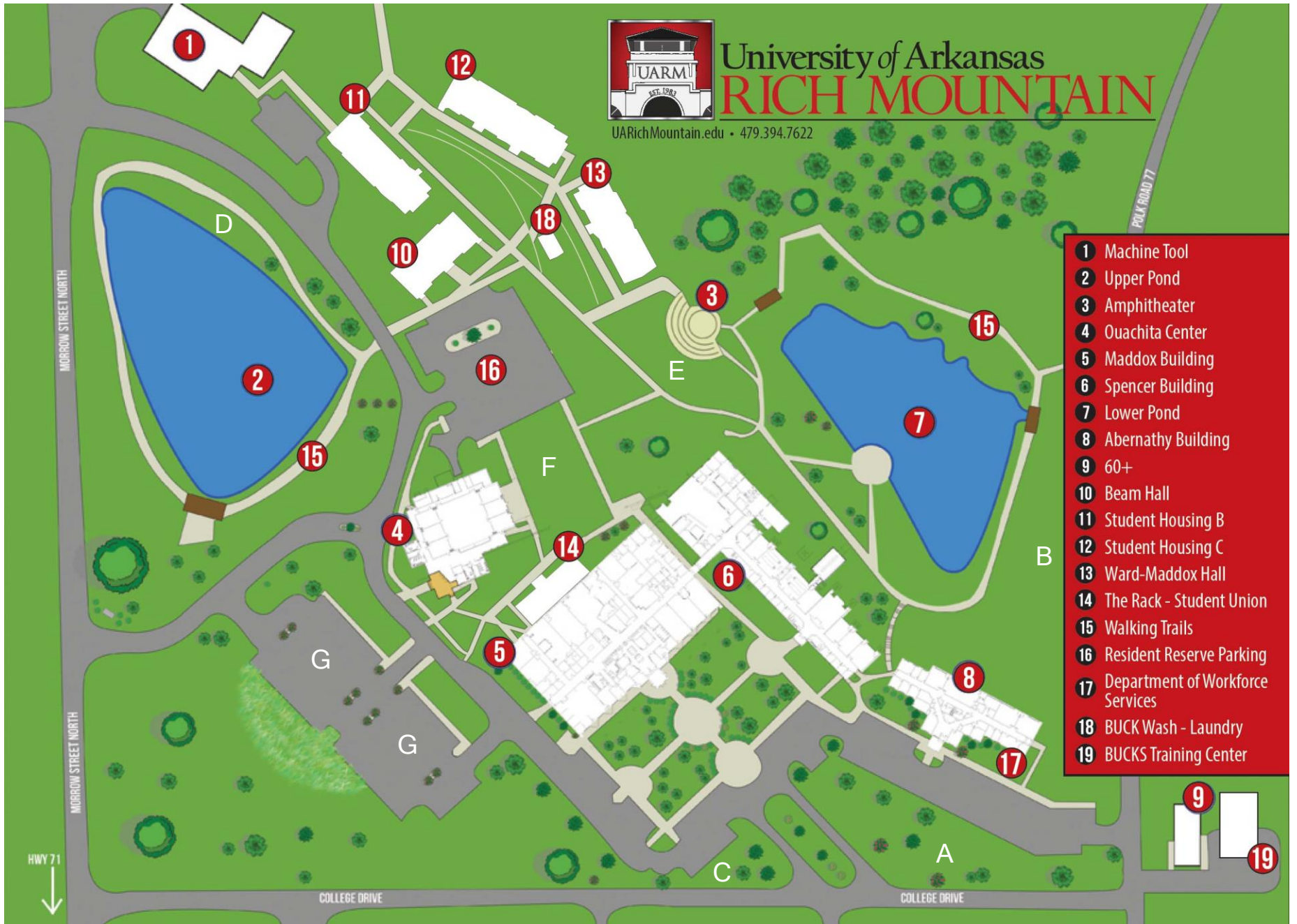
## BUILDING EVACUATION

- Evacuate building(s) as per posted procedures (see campus map below)
  - 1. Abernathy Building safe areas**  
Lawn areas in front of and behind Abernathy building (areas A and B)
  - 2. Spencer Building safe areas**  
Lawn areas in front of and behind Abernathy building and near the amphitheater (areas A, B, and E)
  - 3. Maddox Building safe areas**  
Lawn area in front of and behind Maddox building and parking lot to the side of Maddox building (areas C, F, and G)
  - 4. Ouachita Center safe areas**  
Lawn area behind Ouachita Center and parking lot in front of Ouachita Center (areas F and G)
  - 5. Machine Tool/Maintenance Building, Beam Hall, & Student Housing B safe areas**  
Lawn area near upper pond (area D)
  - 6. Ward-Maddox Hall & Student Housing C safe areas**  
Lawn area near amphitheater (area E)
  - 7. Bucks Training Center safe areas**  
Lawn in front of Abernathy building (area A)
- Assist people with disabilities
- Clear streets and sidewalks for emergency vehicles
- Staff should be last individuals out. Do not reenter the building.
- Follow directions of 911 authorities
- DO NOT reenter buildings until “all clear” is given

## CAMPUS-WIDE EVACUATION

- Students, faculty, and non-emergency staff shall use personal vehicles to leave campus unless vehicle is in a danger zone
- Clear streets and sidewalks for emergency vehicles
- Follow directions of 911 authorities  
DO NOT reenter buildings until “all clear” is given







# FIRE

## MAJOR FIRE

- Activate fire alarm
- Call 911
- Contact Administration
- Evacuate building(s) as per posted procedures (see campus map above)
  - 1. Abernathy Building safe areas**  
Lawn areas in front of and behind Abernathy building (areas A and B)
  - 2. Spencer Building safe areas**  
Lawn areas in front of and behind Abernathy building and near the amphitheater (areas A, B, and E)
  - 3. Maddox Building safe areas**  
Lawn area in front of and behind Maddox building and parking lot to the side of Maddox building (areas C, F, and G)
  - 4. Ouachita Center safe areas**  
Lawn area behind Ouachita Center and parking lot in front of Ouachita Center (areas F and G)
  - 5. Machine Tool/Maintenance Building, Beam Hall, & Student Housing B safe areas**  
Lawn area near upper pond (area D)
  - 6. Ward-Maddox Hall & Student Housing C safe areas**  
Lawn area near amphitheater (area E)
  - 7. Bucks Training Center safe areas**  
Lawn in front of Abernathy building (area A)
- Assist people with disabilities
- Close but do not lock doors
- Clear streets and sidewalks for emergency vehicles
- Assist injured following Medical Procedures
- Follow directions of 911 authorities
- DO NOT reenter buildings until “all clear” is given

## MINOR FIRE

- Direct fire extinguisher toward base of flame
- Contact Administration or Campus Security
- Call 911, if necessary
- Evacuate building, if necessary, as per posted procedures
- Assist injured following Medical Procedures

# FIRE PULL LOCATIONS

## **ABERNATHY:**

- Main entrance by room 330
- Side entrance between offices 301 and 303
- Main entrance into Work Force Office

## **SPENCER:**

- Inside exterior door leading to Abernathy, near room 258
- Inside Lecture Hall, room 247, at exterior doors
- Outside men's room at main entrance
- Inside Chancellor's office, room 221
- Outside Administrative suite
- Exterior side door Library storage room 212
- Exterior door Library, near computer lab
- Ramp between Spencer and Maddox Buildings

## **MADDOX:**

- Main entrance in Tower Room vestibule
- Main hallway outside of Tower Room
- Side entrance near room classroom 102
- Inside classroom 107 by exterior door
- Exterior door near classroom 115
- Inside kitchen, room 123
- Inside Student Union at exterior door
- Exterior door across from side entrance to bookstore and near room 148
- Ramp / Main hallway to Spencer Building
- Exterior Door in Business Office

## **OUACHITA CENTER:**

- Outside office 402
- Exterior side lobby door
- Exterior doors at room 408 and 409
- Exterior door at end of hallway near storage room
- Outside kitchen
- Back entrance door to side hallway

## **MAINTENANCE / MACHINE TOOL:**

- Maintenance Shop area
- Interior hallway
- Machine Tool classroom

## **CULINARY ARTS:**

- Exterior back wall in lab

# **FIRE EXTINGUISHER LOCATIONS**

## **ABERNATHY:**

- Angled right hallway across from room 328
- Inside staff lounge room 317
- Outside men's restroom
- Side entrance by office 301
- Exterior door at main entrance to Work Force
- On back wall near storage area in Work Force

## **SPENCER:**

- Main entrance at men's rest room
- Outside Library at bottom of ramp
- Administrative suite kitchen, room 222A
- Inside staff lounge, room 228
- Inside Science classroom 229
- Inside Science classroom 235
- SSS storage room 202
- Library between rooms 210 and 213
- Outside SSS tutoring lab room 205

## **MADDOX:**

- Outside Tower Room office 138
- Outside Nursing classroom 102
- Wall between rooms 109 and 113
- Grill / Kitchen, room 126
- Exterior Student Union door
- Inside TV Station room 146
- Main hallway near classroom 158
- Business Office, outside office 162

## **OUACHITA CENTER:**

- Between restrooms, Maddox side of building
- End of hallway near storage room
- Outside kitchen in hallway
- Hallway between rooms 404 and 405

## **MAINTENANCE / MACHINE TOOL:**

- Maintenance Shop area
- Interior hallway
- Machine Tool classroom

## **CULINARY ARTS:**

- Classroom, front wall
- Lab, back wall

# **GAS/CHEMICAL LEAK HAZARDOUS MATERIAL**

- Contact Physical Plant
- Call 911, if necessary
- Evacuate campus, if necessary, as per posted procedures
- If deemed necessary by the administration, students, faculty, and non-emergency staff shall use personal vehicles to leave campus unless vehicle is in a danger zone
- Clear streets and sidewalks for emergency vehicles
- Follow directions of 911 authorities
- DO NOT re-enter buildings until “all clear” is given

# MEDICAL

## ILLNESS / INJURY

- Call 911 if individual is unresponsive or if request is made by individual
- Contact Administration
- Contact Physical Plant for any cleanup of spills
- Individuals trained in CPR:
  - Jerod McCormick
  - Samantha
  - Casey Weil
  - Breezie Davis
  - Maria Sturluson
  - Luis Garcia
  - Will Sheffield
  - Jonathan Estes
  - Wyatt Stavinoha
  - Lane Gordon
  - Tracy Nealy
  - Sherry McCourtney
  - Kathy Mash
  - Mysti Gates
  - Brittany Quinn
  - Charla Hollin
  - Tammy Nelson

## Always Use Universal Precautions

- Wash hands before and after each contact
- Use gloves or clean clothes to apply pressure to a bleeding wound

## LOCATION OF FIRST AID KITS

Maddox Building:	Business Office
Spencer Building:	Faculty workroom
Abernathy Building:	Faculty workroom
Machine Tool/Maintenance:	Machine Tool classroom Maintenance Shop

## LOCATION OF DEFIBRILLATOR

Spencer Building: Angled wall across from campus law enforcement office

## EMOTIONAL / MENTAL DISTRESS

- Call 911 if person is in danger or threat to themselves or others
- Contact Chad Fielding or Terry Francis or Campus Security
- 
- Try to calm individual



# **SEVERE WEATHER**

## **INCLEMENT WEATHER**

When the college closes due to inclement weather, notification will be sent out via:

- Local radio station
- Television
- School-Cast notification
- College Website

## **TORNADO**

- Watch means that a tornado is possible
- Warning means that a tornado has been sighted
- A warning siren will sound when a tornado has been detected in the area
- Upon hearing a siren, move in a calm and orderly fashion to a posted “Severe Weather Shelter” location
- Assist injured following Medical Procedures
- An “all clear” will be announced by Administration and Physical Plant personnel

# Severe Weather Shelter Locations



## **Abernathy Building:**

Public Restrooms (2)  
Maintenance/Janitorial Office 334 (across from 333)  
SNAP office 328/333 (with rolldown window closed)  
Workforce Center Office 1  
Workforce Center Office 2  
Staff Lounge Room 317 Restroom  
GED Testing Center 315 (with doors closed)

## **Cosmetology Building:**

Massage Therapy Classroom 104

## **Culinary Arts Building:**

Proceed to Abernathy Building for shelter

## **Machine Tool/Maintenance Building:**

Physical Plant Director's Office Closet  
Restrooms (4) – Maintenance Area and Outside Classroom  
Machine Tool Closet between two offices

## **Ouachita Center:**

Proceed to Maddox Building for shelter

## **Spencer Building:**

SSS Storage Room 202  
Administrative Suite Kitchen 222A (with doors closed)  
Administrative Suite Workroom 219  
Administrative Suite Office 220  
Deputy Sherriff Office 225 Storage Room  
Staff Lounge 228 Restroom  
Lecture Hall 247 (sound/lighting booth near interior wall)

## **Maddox Building:**

Financial Aid File Room (behind offices 139 & 140)  
Office 135  
Staff Lounge 131  
Public Restrooms (4)  
Classroom 121  
Office 119  
Storage/Janitorial Room 117  
Office 103  
Office 104  
Office 105  
Storage Room 110D (inside pottery classroom)  
Mountain Range Grill (kitchen area)  
TV Station Room 146  
Office Suite 151-152  
Classroom 154  
Business Office Vault  
Mailroom 169

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*\* Refer to your local bomb threat emergency response plan for evacuation criteria*

### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: [OBP@cisa.dhs.gov](mailto:OBP@cisa.dhs.gov)



V2

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

**Other Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_