

# EMERGENCY PROCEDURES GUIDE



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# EMERGENCY PROCEDURES GUIDE

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This guide provides a quick reference for responding to emergencies on campus.

Please take a few moments to review this material and become familiar with what you should do for yourself and others in an emergency. Please remember that Marquette University Police Department responds to all campus emergencies.

The university maintains an Emergency Management Plan to address large-scale emergency situations, and various committees and departments have knowledge and training to manage crisis situations that may occur in the campus area.

Recipients of this guide should become familiar with its contents, and all new employees should be provided a copy during orientation. Additional copies of this guide are available from the Office of Environmental Health and Safety and the Office of Risk Management.

In some sections of the guide, informational blanks have been provided and should be filled in immediately. Once the blanks are filled in and the procedures have been reviewed, the guide should be kept in a readily accessible location, preferably near your telephone.

This document is not meant to cover every emergency situation that may arise. If you are unsure of what you need to do in your building, please contact the Marquette University Police Department at (414) 288-6800.

Take note of any safety signs and evacuation routes that may be posted in buildings. In the event of an emergency, follow the instructions of supervisors and members of the crisis response teams.



# CRIMINAL ACTIVITY or SUSPICIOUS ACTIVITY

## On or Off Campus

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If you observe a crime in progress or you observe behavior that you suspect is criminal, immediately notify the Marquette University Police Department at (414) 288-1911 (on campus x8-1911). Please be prepared to provide as much of the following information as possible:

- WHAT is happening?
  - Are weapons involved?
- WHERE is it occurring?
- WHO is involved?
  - How many people are involved?
  - Describe, if possible, the height, hair color, facial features and clothing of those involved.
  - Describe the vehicles involved, if any, including: vehicle description (model, color, year) and license plate number.
- If vehicles are involved, WHERE are they headed? Cite direction.
- Has anyone been injured?

Do not approach or attempt to apprehend the person(s) involved. If possible, stay on the phone with the Marquette University Police Department dispatcher until officers arrive on the scene. You can provide additional information as it becomes available or as the situation changes.

# SUSPICIOUS PACKAGE

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If a suspicious package is received, notify Marquette University Police Department immediately at (414) 288-1911 (on campus x8-1911).

Tips for identifying suspicious packages:

- No return address
- Insufficient postage
- The addressee is not familiar with the name or address of the sender
- The addressee is not expecting a package
- Return address and postmark are not in the same geographic area
- Grease stains or discolored paper
- Strange odors
- Foreign Mail, Air Mail, or Special Delivery
- Restrictive markings such as confidential, personal, etc.
- Excessive postage
- Incorrect titles
- Titles but no names
- Misspelling common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or foil
- Excessive securing material such as masking tape or string
- Visual distractions



You can download a poster about suspicious packages to post in your office mailroom by going to:



# **BOMB THREATS**

In most cases, bomb threats will be received by telephone. The person who



# MEDICAL EMERGENCIES

1. Do not move a seriously injured person unless he/she is in a life-threatening situation.

**NOTE:**



2. Call Marquette University Police Department immediately at (414) 288-1911 (on campus x8-1911). Be prepared to give the following information:

- Where is the emergency?
- What happened?
- Information about the victim's condition
- Number of victims
- What is currently being done?

DO NOT hang up until instructed to do so by the dispatcher.

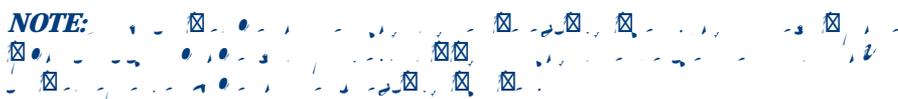
3. Stay with the victim until help arrives.
4. Perform rescue breathing and/or CPR to your level of training.
5. Stop severe bleeding with direct pressure.
6. Keep the victim warm.
7. Persons in your area who are trained in CPR should be listed below:

## FIRE

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1. Upon discovering a fire, explosion or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm.
2. Call Marquette University Police Department at (414) 288-1911 (on campus x8-1911) and be prepared to provide:
  - Building name
  - Location of fire/smoke
  - Type of incident (chemicals present, etc.)
3. Do not use elevators during a fire emergency.
4. When a fire alarm sounds, evacuation is required. Walk, do not run, to the nearest stairway exit and proceed to the ground level. If a stairway contains smoke, use an alternate stairway exit. If possible, close doors and windows as you leave. ***The alarm may not sound continuously in your building.*** If the alarm stops, continue the evacuation and keep others from entering.
5. After exiting move at least 100 feet from the building, leaving the drives and walkways open for emergency personnel. Do not return to the building until directed to do so by Marquette University Police Department officers or fire department personnel. Persons with disabilities who are unable to move away from the building should request assistance from emergency personnel.
6. Notify firefighters on the scene if you suspect someone may be trapped inside the building.
7. Marquette University Police Department officers will work with the responding fire department personnel to provide access to any affected areas.
8. Report potential hazards or refer fire prevention questions to Marquette's Office of Environmental Health and Safety at (414) 288-8411 (on campus x8-8411).

### **NOTE:**



# **CHEMICAL SPILLS (IMMEDIATE DANGER)**

**Chemical Spills**

**Hazardous Odors or Leaks**

## ***Hazardous Odors or Leaks (continued)***

### **E. AC. A ION:**

- If it is necessary to evacuate the building, activate the building's fire alarm and leave the building. **NOTE:** If you are in a room with a window, close the window and the door to the room.
- If it is an explosive gas, such as natural gas, exit lower or upper floors via the stairwell. Do not use an elevator.
- Notify others in the immediate vicinity and tell them to evacuate.
- Upon exiting the building, move a safe distance from the building (at least 100 feet away). Persons with disabilities should move as far as possible from the building and request assistance if needed.
- Remain upwind of any fumes.
- Leave adequate room for police and other emergency responders.
- Do not return to the building until it is cleared by Marquette University Police Department, police or fire department personnel.
- If you have information about the source of the odor or leak, report in person to any Marquette University Police Department, police or fire department personnel at the scene.

### **PERSONS WITH DISABILITIES**

Individuals with a disability that prevents them from evacuating an affected floor or the building should go to an Area of Rescue (AOR). DO NOT go to an AOR close to the leak. If you cannot get to an AOR or if there is no AOR in your building, please follow the guidelines listed below.

- If you cannot exit the building without assistance, a staff person or a student should assist you in getting to a safe place. If this is not possible, call Marquette University Police Department immediately at (414) 288-1911 (on campus x8-1911) and advise them of your location and follow their instructions.
- Proceed to a safe place away from the incident, such as a room near stairs.
- Go to a room with a phone and a window, if possible.
- Note the room number.
- Close the door.
- Call (414) 288-1911 (on campus x8-1911). A Marquette University Police Department dispatcher will verify/confirm the room number.
- If there is no phone, close the door and go to the window.

The person assisting persons with disabilities should inform emergency personnel that a person with a disability is in the room.

## UTILITY FAILURES

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Report any utility failure to Marquette University Police Department at (414) 288-1911 (on campus x8-1911). Facilities Services will be contacted.

Be prepared to provide the following information:

1. Your name
2. Phone number where you can be reached
3. Building name
4. Nature of the incident
5. Floor(s) or area affected
6. Room number

### **ELEC ICAL FAIL. E**

- Facilities Services personnel will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator will provide limited electricity to crucial areas of the building, inclusive of emergency lighting.
- Turn off all electrical equipment, including computers. Do not turn any electrical equipment on without the approval of your supervisor or the facility manager.
- Buildings with battery-powered emergency lighting will have a limited amount of emergency lighting. Evacuate the building when the emergency lighting comes on. This is especially important if there is limited or no natural lighting available along your exit path. DO NOT re-enter the building until all power has been restored.
- Be mindful that elevators will not function in a power failure. Use the stairs when evacuating the building.
- If you are trapped in an elevator, use the elevator's emergency phone to call Marquette University Police Department. If there is no emergency phone in the elevator, activate the elevator's emergency alarm button.

### **EAM LEAK,**

- If the steam leak is inside a building, evacuate the area and close the door behind you. Steam can cause severe burns and displace oxygen. Moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Evacuate the building immediately.

*(continued on next page)*

## **A E LEAK, /FLOODING**

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity; thus, electric shock is a strong possibility.
- Immediately cease use of all electrical equipment.

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# TORNADO OR SEVERE THUNDERSTORM

Familiarize yourself with the location of the nearest emergency shelter. Check with your facility manager or supervisor for the location of emergency shelters on campus.

**Severe Thunderstorm Watch**  
This means conditions are right for a severe thunderstorm. You should continue with normal activities, but monitor the situation.

**Severe Thunderstorm Warning**  
This means severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
- Report any injuries and damage to Marquette University Police Department by dialing (414) 288-1911 (on campus x8-1911).
- Be prepared to give the following information:
  1. Your name
  2. Building name
  3. Type of injury or damage
  4. The location of any injured person(s) or building damage
  5. Room number you are calling from

**Tornado Watch**  
This means conditions are right for a tornado. You should continue with normal activities, but monitor the situation.

**Tornado Warning**  
This means that a tornado has been identified in the area. The emergency siren

### ***Severe Weather (continued)***

- After the all clear has been issued, leave damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings.
- If you are surrounded by debris, be aware that removing some of it can cause other debris to shift. If it is not safe or possible to leave the area, stay there until assistance arrives.
- Do not attempt to return to a building unless directed to do so by Marquette University Police Department. Do not attempt to turn on or off any utilities.
- Report all injuries and damage to Marquette University Police Department at (414) 288-1911 (on campus x8-1911).
- Be prepared to give the following information:
  1. Your name
  2. Building name
  3. Type of injury or damage
  4. The location of any injured person(s) or building damage
  5. Room number you are calling from



#### **PERSONS WITH DISABILITIES**

Individuals with a disability should follow the same procedures as noted above. If you have questions or need further information, please call Marquette University Police Department at (414) 288-6800 (on campus x8-6800) for non-emergency inquiries or (414) 288-1911 (on campus x8-1911) for emergencies.

## CIVIL PROTESTS

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Protests are a protected form of free speech when the people involved are on public property, such as the sidewalks, the protest does not disrupt the flow of pedestrian traffic or access to campus buildings. All protests or demonstrations are subject to review to protect the rights and safety of others and to prevent damage to property.

Notify Marquette University Police Department at (414) 288-6800 (on campus x8-6800) of any protest or persons assembling so officers can monitor the situation and work with university officials responsible for implementing the campus demonstration protocol.

### **CAMPUS DEMONSTRATION PROTOCOL**

In most cases, campus protests such as marches, meetings, picketing and rallies are peaceful. A protest should not be disrupted unless one or more of the following conditions exists:

1. Disruption of the normal operations of the university;
2. Obstructing access to offices, buildings, or other university facilities;
3. Threat of physical harm to persons or damage to university facilities; and/or
4. Unauthorized entry into or occupation of any university room, building, or area of the campus or any unauthorized or improper use of any university property, equipment, or facilities.

If there is any threat of physical harm or property damage, call Marquette University Police Department at (414) 288-1911 (on campus x8-1911).

## INFECTIOUS DISEASE

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Notify Marquette University Police Department at (414) 288-6800 (on campus x8-6800) if you have or have been in contact with someone who has an infectious disease. Marquette University Police Department will promptly notify Marquette University Medical Clinic and other offices as appropriate.

Policies specific to each infectious disease (including, but not limited to, tuberculosis, meningitis, mumps, pertussis, varicella, influenza and pandemic influenza, SARS, food borne illness) are in place.

Any infectious disease outbreak requires a coordinated response between the university and the Milwaukee Health Department. The health department will direct the university response, including case isolation and treatment, student and staff notification, screening, access to clinical care and follow-up investigation.

# ACTIVE SHOOTER ON CAMPUS

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## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- Remain calm and follow officers' instructions. Avoid pointing, screaming, and/or yelling.
- Immediately raise hands and spread fingers. Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Do not stop to ask officers for help or direction when evacuating. Just proceed in the direction from which officers are entering the premises.

## INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT

- Location of the active shooter
- Physical description of the shooter(s)
- Number and type of weapons held by the shooter(s)
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**MARQUETTE UNIVERSITY POLICE DEPARTMENT  
EMERGENCY PROCEDURES**

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In an  
**EMERGENCY**  
call

**288-1911 (x8-1911)**

Advise Marquette University Police Department of the situation and follow the guidelines in this publication.

In  
non-emergency situations  
call

**288-6800 (x8-6800)**

