



ARKANSAS STATE UNIVERSITY  
**EMERGENCY**  
ACTION PLAN



ARKANSAS STATE  
UNIVERSITY

OFFICE OF  
EMERGENCY MANAGEMENT

**2024**

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## Introduction to Emergency Action Plans

The purpose of an emergency action plan (EAP) is to provide campus members with the immediate procedures and information needed to respond to various crisis, emergency, and disaster situations. The Office of Emergency Management furnishes EAPs to increase uniformity, consistency, and overall confidence in the event of an emergency scenario. However, EAPs are part of pre-incident planning periods. While every effort is made to be as inclusive and specific as possible in the creation of this document, assumptions are made, and actual incident needs and procedures may vary dependent upon incident variables. While every attempt should be made to follow this EAP, the Office of Emergency Management encourages campus members to use logic, reason, and critical thinking in their application of these procedures to their specific incidents.

## Reporting Procedure

Emergencies **should always** be reported to the appropriate personnel. No one can tend to the situation if they have not been made aware of its existence. It is the responsibility of campus members to report any emergency or incident, even if it is resolved before a report is made.

A-State has reporting policies required by Federal law and Arkansas law, and we count on the reporting of incidents to fulfill our reporting compliance requirements.

## Public Statements

Public statements should only be made upon approval by the university's Division of Communications and Marketing. Please remember that you are acting as a representative of A-State. Employees are expected to comply with all applicable standards and policies in terms of public statements. This includes statements made verbally, on social media platforms, or other dissemination means. Individuals seeking comments on family members must consult either the Dean of Students, the Associate Vice Chancellor for Human Resources, and/or their liaison.

## Failure to Comply

Anyone failing to comply with the provisions and instructions contained within this document without a reasonable explanation could be subject to disciplinary action in accordance with all applicable university policies, state law, and federal law.

## Emergency Contact Information

A-State External Emergency Contacts	
Agency	Phone Number
University Police Department	870-972-2093
Arkansas Division of Emergency Management	501-683-6700
Arkansas State Police Troop C (Jonesboro)	870-935-7302
Arkansas State University Office of Emergency Management	870-972-2862
Craighead County Office of Emergency Management	870-933-4575
Craighead County Sheriff's Department	870-935-5553
Emerson Ambulance	870-935-5577
Jonesboro E911 Dispatch	870-336-7199
Jonesboro Fire Department	870-932-2428
Jonesboro Police Department	870-935-5657
Medic One Ambulance	870-972-8484
NEA Baptist Memorial Hospital	870-936-1000
St. Bernard's Medical Center	870-207-4100

## Important A-State Numbers

A-State Emergency Management.....	(870) 972-2862
A-State Environmental Health and Safety .....	(870) 972-3644
A-State Facilities Management.....	(870) 972-2066
A-State Human Resources .....	(870) 972-3454
A-State Risk Management .....	(870) 972-2817
A-State Student Affairs .....	(870) 972-2048
A-State Student Conduct .....	(870) 972-2034
A-State Title IX.....	(870) 972-2015
A-State University Housing .....	(870) 972-2042
A-State Wilson Counseling Center .....	(870) 972-2318
A-State Worker’s Compensation .....	(870) 972-3709
University Police Department Dispatch Center .....	(870) 972-2093

**NOTE:** These numbers are intended for normal business hours (8:00 a.m. to 5:00 p.m.). If it is after these hours, please contact the University Police Department Dispatch Center at the number listed above for after-hours assistance.

## Access and Functional Needs

### Scope

Individuals with Access and Functional Needs (AFNs) must be accounted for in preparedness and mitigation planning. This section is dedicated to considering how to be inclusive to campus members and guests that have AFNs.

### Emergency Considerations

Depending upon the needs, following this plan directly may not be the best option for individuals with AFNs. For example, an individual using a wheelchair may not be able to evacuate using their nearest exit, as it would be necessary to use one of the facility's accessibility ramps and elevator. Others may need physical assistance to be guided to the evacuation assembly area, carried to the assembly area, or even helped to lockdown. For fire evacuations, stairwells are a good option for temporary refuge, as they are fire-rated spaces and can serve as a fire barrier until first responders arrive. However, it is always important to speak clearly, calmly, and quickly to those you are trying to help. You shouldn't "scoop and run" with someone who has AFNs, as this will likely only cause them to panic more. Work with them, not as them.





# Building Evacuation Protocol

## Scope

There are several hazardous situations that could call for an evacuation. The most common would be a fire in or near a facility, rising flood waters, or an evacuation order issued by local police, fire, or other authority having jurisdiction. When an evacuation is necessary, remain calm and follow any orders given in addition to this protocol.

If the emergency is limited to a facility only, occupants should exit the facility at their nearest emergency exit. Once outside, evacuees should proceed to the designated evacuation assembly area of the building. If evacuation from the Arkansas State University campus becomes necessary, please follow the Campus/Area Evacuation Protocol.

## Expectations

All campus members should maintain their university identification on their person at all times. To prepare for an emergency, all students and employees should:

- 1) Review and understand the evacuation plan and protocol(s),
- 2) Review evacuation routes and assembly areas,
- 3) Recognize the audible and visual fire notification systems (if present),
- 4) Identify alternate evacuation routes if the main route(s) is inaccessible,
- 5) Maintain awareness of the location of students, employees, and guests.

## Protocol

The immediate priority in an evacuation is to remove yourself from the area of danger.

- 1) Remain calm and proceed to your nearest emergency exit. Close doors behind you.
- 2) If you encounter individuals as you exit, direct them to the nearest emergency exit. If you encounter individuals unable to evacuate, assist as much as possible without putting yourself in danger. If you are unable to safely assist, document their location for first responders.
  - a. If possible, move those with accessibility needs, injuries, or other needs preventing evacuation to a stairwell corridor.
- 3) Proceed outdoors to the evacuation assembly area of the facility.
- 4) Notify University Police by calling (870) 972-2093.
  - a. Notify the dispatcher of your specific location and reason for evacuation (e.g., fire alarm, gas smell, etc.)
  - b. Employees should assist students/guests to the appropriate assembly area.
- 5) Begin to account for all individuals. Report missing individuals to first responders.
  - a. **DO NOT re-enter the building at any time for any reason.**
- 6) Await to re-enter until cleared by first responders.

# Campus or Area Evacuation Protocol

## Scope

A campus or area evacuation may be ordered by campus emergency personnel or another authority having jurisdiction (AHJ). An incident such as a hazardous materials release may prompt an evacuation order. If an authorized entity orders an area evacuation, it is important to comply with this order. Appendix B of this document contains the evacuation map and routes to exit campus.

## Protocol

- 1) Use an authorized Arkansas State University media source to verify/review instructions.
  - a. These sources will include:
    - i. A-State Alerts (text, email, and/or public address)
    - ii. A-State Website (<https://www.AState.edu>)
    - iii. A-State Facebook (<https://www.facebook.com/ArkansasState>)
    - iv. A-State X (<https://twitter.com/ArkansasState>)
  - b. Review the appropriate section of this plan to identify specific emergency action steps.
    - i. Appendix B contains the evacuation map and routes to exit campus.
- 2) Help direct individuals to assembly areas and encourage them to follow evacuation orders.
  - a. Do not jeopardize your personal safety.
- 3) If the situation worsens and/or you have followed steps 1 and 2, evacuate yourself.
- 4) Use your best judgment, and if at any time you fear for your safety, follow evacuation orders immediately.
- 5) For emergencies, contact **University Police** at (870) 972-2093. If the line is busy, hang up and dial 911.

# Shelter-in-Place Protocol

## Scope

Sheltering in place might be used in emergencies such as severe storms, hazardous materials incidents, earthquakes, or other situations unless evacuation is directed by emergency personnel. When the decision is made to take shelter inside the facility, the occupants should remain in the building until an official A-State communication or authority having jurisdiction states otherwise. Any campus members outside the facility may be brought in and accounted for, assuming it is safe to do so.

## Protocol

If a shelter-in-place order is issued, you should immediately follow these steps to protect yourself and your fellow campus members:

- 1) Use an authorized Arkansas State University media source to verify/review instructions.
  - a. These sources will include:
    - i. A-State Alerts (text, email, and/or public address)
    - ii. A-State Website (<https://www.AState.edu>)
    - iii. A-State Facebook (<https://www.facebook.com/ArkansasState>)
    - iv. A-State X (<https://twitter.com/ArkansasState>)
  - b. Review the appropriate section of this plan to identify specific emergency action steps.
- 2) Help direct individuals to safe and sturdy portions of the building and encourage them to follow shelter orders.
  - a. Do not jeopardize your personal safety.
  - b. For emergencies, contact **University Police** at (870) 972-2093. If the line is busy, hang up and dial 911.
- 3) Do not leave the area of shelter until cleared by an official A-State communication (see #1).

# Lockdown Protocol

## Scope

Lockdown orders may be given when emergency personnel have a reasonable belief that there is a human threat to human life or safety. Lockdown orders focus specifically on active, human threats that often involve some level of violence or reckless behavior. When the decision is made to take shelter inside the facility, occupants should remain in the building until an official A-State communication or authority having jurisdiction states otherwise. Furthermore, campus members should take steps to secure their position, such as locking doors and fortifying any points of entry. Any campus members outside the facility **should not** be brought in once a lockdown order is issued. This ensures an effective lockdown of the facility to prevent access by an active threat.

## Protocol

If a lockdown order is issued, you should immediately follow these steps to protect yourself and your fellow campus member:

- 1) Use an authorized Arkansas State University media source to verify/review instructions.
  - a. These sources will include:
    - i. A-State Alerts (text, email, and/or public address)
    - ii. A-State Website (<https://www.AState.edu>)
    - iii. A-State Facebook (<https://www.facebook.com/ArkansasState>)
    - iv. A-State X (<https://twitter.com/ArkansasState>)
- 2) Immediately begin moving to a secure area of your facility.
  - a. You should:
    - i. Lock your doors.
    - ii. Fortify with physical barriers (desks, cabinets, furniture, etc.)
    - iii. Construct multiple layers of defense.
- 3) Remain quiet and silence all electronic devices.
- 4) Help direct individuals to safe and sturdy portions of the building and encourage them to follow lockdown orders.
  - a. Do not jeopardize your personal safety.
  - b. You should not leave the building/area of shelter. **For emergencies, contact University Police at (870) 972-2093.** If the line is busy, hang up and dial 911.
  - c. The QuikTip app can also be utilized to alert University Police via text.
    - i. Be sure to include your location and any information that would be helpful for responders.
- 5) Do not leave your secure area for any reason until an all-clear is given via an authorized A-State Communication (see #1).
  - a. If your secure area is compromised by an active threat, follow the procedures established by the “Active Threats” hazard response guide of this document.

# Active Threats

## Scope

Active Threats are considered to be human hazards that are generally intended to provoke a response or cause harm to others. Depending on the situation, a lockdown order may be given.

## General Procedures

It is important to use the information you know to determine your response. General guidance for active threats uses the “run, hide, or fight” response process. Simply put, if you feel like you can run from the threat, do so. If you feel as if this would put you at an increased risk of danger, hide using appropriate protocols. Lastly, if you are faced with a threat, attempt to fight it off.

As soon as possible, alert University Police at (870) 972-2093. If speaking to police might reveal your location to the threat, attempt to text an individual outside of your building and instruct them to call that number and report the threat to police. The QuikTip app can also be utilized to alert University Police via text. Be sure to include your location and any information that would be helpful for responders.

## Armed Intruder

An armed intruder is defined as an unwanted or unwelcome individual who gains access to the facility with a weapon (firearm, knife, club, etc.). In most instances, this individual’s goal is to inflict as much harm as possible as quickly as possible. Follow these guidelines:

- 1) **Do Not** confront the individual. If you are confronted, try to remain calm and de-escalate the situation, if possible. You may be forced to fight the threat.
- 2) Notify University Police at (870) 972-2093.
- 3) Follow Lockdown Protocol.
- 4) Secure yourself in the closest room. Turn lights off and ensure doors are locked. Moving beyond the room/space you are currently in is dangerous and not advised.
  - a. You should:
    - i. Lock Doors.
    - ii. Fortify with physical barriers (desks, cabinets, etc.)
    - iii. Construct multiple layers of defense.
- 5) Be tactful in the information you release – try to wait for official university communications.
- 6) Do not stand down until given the all-clear by University Police or another authority having jurisdiction (such as Arkansas State Police, Jonesboro Police Department, etc.)
  - a. Note: Do not stand down until you are certain the order is from an authorized agency/individual.

## Bomb Threat

A bomb threat is usually made over the phone. A copy of the Bomb Threat Checklist is made available in Appendix A. The checklist is used to get details from the caller that might help responders find the device, determine when the device is supposed to explode, and possibly figure out who the caller is.

When the caller is finished, immediately contact University Police at (870) 972-2093. If other individuals are available, have them contact the police while the person who originally answered the phone continues to talk to the individual. If no objective information is being given, or if you feel your safety is threatened, you should also evacuate.

You should activate a fire alarm pull station to engage the fire alarm system. This will prompt an evacuation. Campus members should then follow the Building Evacuation Protocol.

The Bomb Threat Checklist is available in Appendix A of this plan. Follow these procedures:

- 1) Using the Bomb Threat Checklist, collect information.
  - a. Attempt to be subtle and not further disturb the subject.
  - b. While collecting information, move to step 2.
- 2) Have another individual alert University Police immediately.
  - a. Their number is (870) 972-2093.
- 3) Activate the fire notification system by triggering the pull station.
  - a. This will prompt an evacuation from the threatened building.



*Example of a Fire Alarm Pull Station*

- 4) Implement the Building Evacuation Protocol.
- 5) Once outside, proceed to the evacuation assembly area for that facility.

## Civil Unrest

Civil unrest, including demonstrations, are often politically motivated and emotionally charged events. It is important to use extreme caution if you engage with campus members and/or guests participating in these events. Engaging can potentially incite violence or otherwise stir unrest within the group. Furthermore, denying or restricting access can be part of a larger legal issue. For any case of suspected or anticipated civil unrest, follow these procedures:

- 1) Collect as much information as possible without verbally engaging with demonstrators.
- 2) Immediately report any incident or suspected future incident to the University Police Department at (870) 972-2093.
- 3) Proactively protect valuable assets. If these assets can safely be moved to a more secure position, do so.
- 4) If violence begins to occur, immediately report these actions to University Police.
- 5) If a fire, bomb threat, or explosion occurs, activate the fire alarm pull station to trigger an evacuation.
  - a. Follow the Building Evacuation Protocol.
- 6) Follow all directions of the local authorities. Refrain from engaging with demonstrators.
- 7) Be tactful in the information you release – try to wait for official university communications.

## General Terrorism

Due to the dense population of Arkansas State University, there is an increased possibility of having to respond to terrorism. Any suspected act of terrorism not explicitly covered in this manual should be immediately reported to University Police at (870) 972-2093.

## Hostage Situation

If a hostage situation occurs, it is important to remain calm, maintain space, and not engage. This individual is likely emotionally unstable, and great care must be taken to not trigger a more dangerous reaction. Follow these guidelines:

- 1) Immediately notify University Police at (870) 972-2093.
- 2) Attempt to leave the area if safe to do so.
- 3) If not, secure yourself in the closest room. Turn lights off and ensure doors are locked.
  - a. You should:
    - i. Lock doors.
    - ii. Fortify with physical barriers (desks, cabinets, etc.)
    - iii. Construct multiple layers of defense.
  - b. Note: Due to the unknown location of the intruder, moving beyond the room/space you are currently in is dangerous and not advised.
- 4) Be tactful in the information you release – try to wait for official university communications.
- 5) Do not stand down until given the all-clear by University Police or another authority having jurisdiction (such as Arkansas State Police, Jonesboro Police Department, etc.)
  - a. Note: Do not stand down until you are certain the order is from an authorized agency/individual.

## Suspicious Objects

A suspicious object could be mail, a package, a backpack, etc., that seems to be out of place. These objects should immediately be reported to University Police at (870) 972-2093. Include specific details about the package. If a suspicious object is found, do not touch or move it. Establish a 100-foot buffer between people and the object. **Do not** use communication devices (radio, phone, etc.) near the object.



## Earthquakes

Earthquakes generally occur without warning. Northeast Arkansas is in a high-risk zone for a devastating earthquake due to its proximity to the New Madrid Seismic Zone. Be mindful that first responders are going to be regionally overwhelmed, and it is likely that critical infrastructure will be heavily damaged.

Individuals should remain calm and follow these guidelines:

### Indoors:

- 1) Drop to the ground.
- 2) Cover your head using a sturdy material, such as sheltering under a table.
- 3) Hold on until the shaking stops.
  - a. Note: stay away from unsecured objects, such as cabinets and bookshelves.
- 4) Once the shaking has stopped, implement the Building Evacuation Protocol if safe to do so.

### Outdoors:

- 1) Remain in the open, away from buildings, trees, and power lines.
- 2) Proceed to the building's evacuation assembly area, if safe to do so.

After the shaking stops, be mindful that aftershocks are likely to occur. Anyone outside the building should not re-enter the building until cleared by the appropriate personnel.



# Fire

## Scope

Fires are possible due to intentional, accidental, or mechanical incidents. Most buildings are equipped with a fire notification system. This system contains devices monitoring parameters that might indicate a fire, such as heat and smoke. When these parameters are met, the fire notification system will trigger fire alarms throughout the facility to warn of the hazard and advise evacuation. Always report activations to University Police.

## Response

To respond to a fire hazard, it is important to identify what you know about the situation:

### Small Fire

- 1) For a small fire, activate the fire notification system using the fire alarm pull station.



*Example of a Fire Alarm Pull Station*

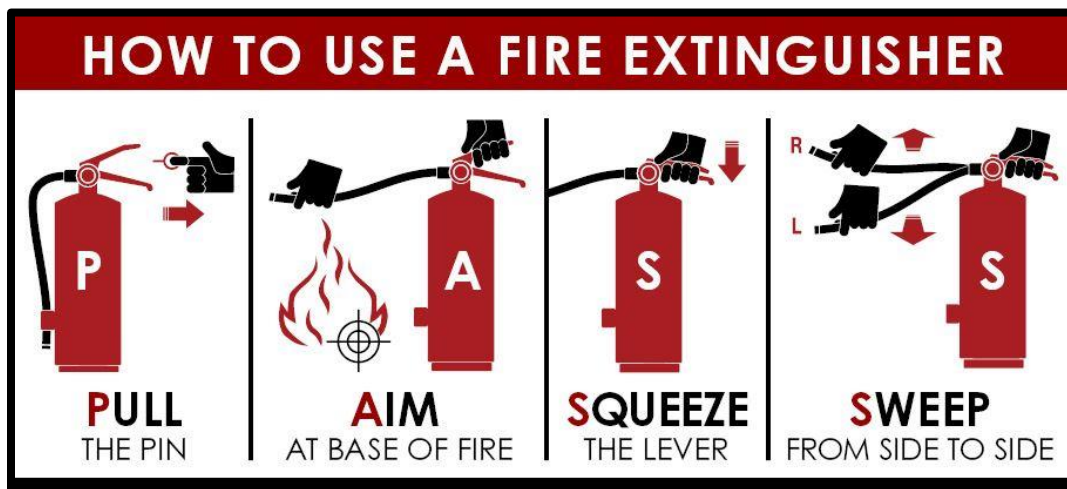
- 2) Ensure another bystander contacts University Police at (870) 972-2093 to be connected with a dispatcher. If no one else is available, pause your efforts to contact UPD yourself.
- 3) Next, attempt to locate and use a portable fire extinguisher.
  - a. These are generally found in hallways/common spaces.
  - b. Use the P.A.S.S. method (Pull-Aim-Squeeze-Sweep) to try to contain the fire.
- 4) Follow Building Evacuation Protocol.

**Continued On Next Page**

**Continued From Previous Page****Large Fire/Unknown Origin**

For a large fire that would not be easily suppressed with a fire extinguisher, or for a fire of unknown origin (fire alarm going off with no clear reason why):

- 1) Activate the fire notification system using the fire alarm pull station.
  - a. A visual reference is available on page 13.
- 2) Implement Building Evacuation Protocol.
- 3) While the fire alarm system should notify University Police, you should also call to notify the reason for evacuation (fire), the number of evacuees, any individuals remaining in the building, etc.



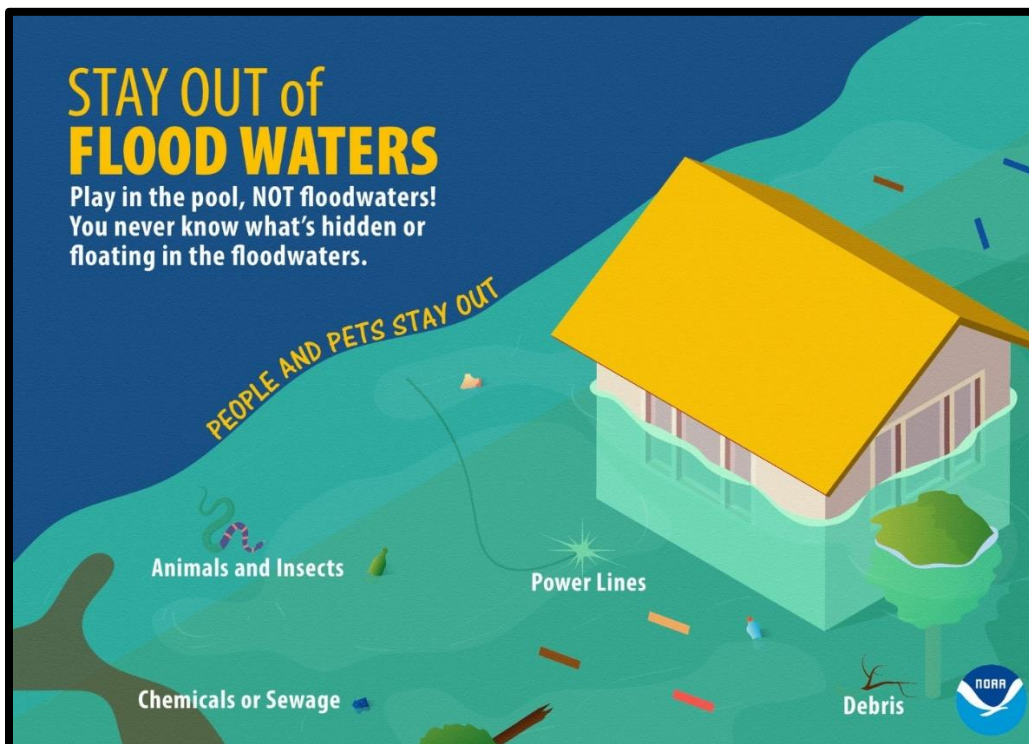
## Flooding/Excessive Water

### Scope

Flooding can occur due to excessive amounts of rainfall or a technological failure, such as a pipe bursting. For flooding issues, notify Facilities Management. If after hours, notify University Police.

### Response

- 1) If during business hours notify Facilities Management. If after, notify University Police.
  - a. Facilities Management: (870) 972-2066
  - b. University Police: (870) 972-2093
- 2) Identify the source, if safe to do so.
  - a. Be aware that floodwater can contain high amounts of bacteria and hazardous debris. It is unsafe to operate in floodwater without appropriate training and personal protective equipment.
- 3) Move equipment, furniture, etc. away from the flooding area to prevent damage.
  - a. If the area is already flooded, it is not safe to do this.
- 4) Use wet floor signs or other cautionary devices near the affected area.
- 5) If flooding is due to weather, send a report and pictures using this form:
  - a. [RedWolv.es/SevereWxReport](https://RedWolv.es/SevereWxReport)



## Hazardous Materials Incident

- 1) If occurring at or near the building, notify University Police at (870) 972-2093.
- 2) Remain inside the building until directed to evacuate by emergency personnel.
- 3) Members outside the building should quickly move into the building.
  - a. Note: If possibly contaminated by a hazardous agent, consideration should be given to how to separate contaminated individuals from others until decontamination methods can be implemented.
- 4) Depending on the incident, a Building Evacuation, Area Evacuation, or Campus Evacuation order may be issued. Until ordered to evacuate, you should implement the Shelter-in-Place Protocol.
- 5) Windows and doors should be shut.
- 6) All fans, air conditioners, and ventilators should be turned off, if possible.
- 7) Plastic sheeting and tape should be utilized to seal off gaps around windows and doors.

### Terrorism (CBRN)

Many terroristic events involve hazardous materials that utilize chemical, biological, radiological, or nuclear (CBRN) elements. CBRN elements require a unique approach. Generally, if you suspect a CBRN event, you should isolate yourself away from the incident. However, certain situations may dictate that you shelter-in-place, especially if the incident did not happen in your facility. If you suspect a CBRN incident, make sure you contact University Police at (870) 972-2093 for further instruction. It may be necessary that you quarantine yourself to avoid cross-contamination with survivors and responders.

### Transportation Accident

If a transportation accident is significant enough to affect A-State, it is likely the incident involved some form of hazardous materials. In the south portion of campus, Union Pacific and Burlington Northern Santa Fe operate two railways. These railways transport materials that, if released into the surrounding area, could impact the normal operations of campus. Furthermore, two major highways operate on the border of the campus. An accidental or intentional release of these materials could present a serious hazard. Should this incident happen, the Shelter-in-Place Protocol should be utilized until further instruction from emergency management personnel is available.

## Medical Emergencies

Medical emergencies exist when a person is experiencing physiological symptoms that are not normal and require immediate care to prevent further injury, illness, or death. It is important to note that Arkansas law (AR Code § 17-95-101) provides liability exemptions to citizens that render aid in good and reasonable faith to help others. This legislation affords you protection if you try and render aid in an emergency (CPR, AEDs, Narcan, etc.). While campus members are not under a legal obligation to “render aid”, you have a duty to identify emergencies and at the least report them using 911.

### Important Resources:

A-State AED Map.....	( <a href="http://RedWolv.es/AEDsmap">RedWolv.es/AEDsmap</a> )
A-State Narcan Map.....	( <a href="http://RedWolv.es/NarcanMap">RedWolv.es/NarcanMap</a> )
Craighead County Health Unit .....	(611 East Washington, Jonesboro, AR 72401)
NEA Baptist Memorial Hospital .....	(4800 East Johnson Avenue, Jonesboro, AR 72401)
St. Bernard’s Medical Center .....	(225 East Washington Avenue, Jonesboro, AR 72401)
St. Bernard’s Red Wolf Urgent Care .....	(333B Red Wolf Boulevard, Jonesboro, AR 72401)
Student Health Center .....	(333B Red Wolf Boulevard, Jonesboro, AR 72401)
Wilson Counseling Center.....	(107 North Caraway Road, Jonesboro, AR 72401)

### Important Numbers

EMS .....	911
Student Health Center (non-emergency, appointment only) .....	(870) 972-2054
University Police Department.....	(870) 972-2093
Wilson Counseling Center.....	(870) 972-2318

## General Medical Response:

- 1) Identify the individual and their symptoms/condition/chief complaint.
- 2) Do not move the individual if there is apparent or possible trauma to the head or spine.
- 3) Ask a bystander to call UPD at (870) 972-2093 and notify them of the situation. They will dispatch an officer to assist ambulance personnel. Send a bystander outside ready to meet ambulance/UPD responders.
- 4) Stay with the individual and try to provide support and comfort.

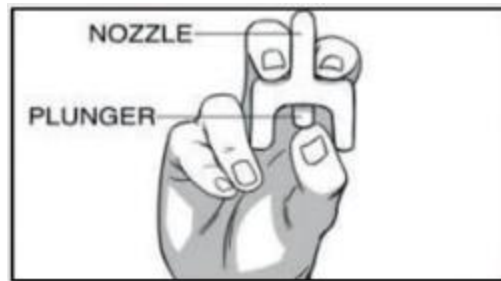
## Cardiac Medical Response:

*Use this checklist if you believe a cardiac episode is possible.*

- 1) Grab the Automated External Defibrillator (AED).
  - a. Campus AED locations at: [RedWolv.es/AEDsMap](http://RedWolv.es/AEDsMap)
- 2) Identify the individual and their symptoms/condition/chief complaint.
  - a. If the individual is conscious:
    - i. Ask a bystander to call UPD at (870) 972-2093 and notify them of the situation. They will dispatch an officer to assist ambulance personnel. Send someone outside ready to meet ambulance/UPD responders.
    - ii. Stay with the patient and try to provide support and comfort.
    - iii. **If at any time the individual becomes unconscious, move to Step B below:**
  - b. If the patient is unconscious:
    - i. Check for respirations (breaths).
    - ii. Check for a pulse (heartbeat).
    - iii. If neither is present, place the AED pads on the individual and turn the unit on.
      1. Only do so if you are trained and/or feel comfortable doing so.
      2. Depending on the AED unit, you may have to press the SHOCK button when prompted.
    - iv. Begin CPR if you are trained and feel comfortable doing so.
      1. You will use the AED and CPR on and off throughout the response.
        - a. Connect the AED first before CPR
    - v. While beginning CPR, have a bystander call UPD at (870) 972-2093.
      1. If no bystander is present, stop CPR temporarily to call UPD. If you can use the speaker mode on your phone, do so and continue CPR while talking to the dispatcher.
      2. UPD will dispatch an officer to assist ambulance personnel. Send someone outside ready to meet ambulance/UPD responders.
    - vi. Stay with the individual and try to provide support and comfort.
    - vii. Seek support and comfort services utilizing on-campus resources.

## Opiate Overdose Medical Response:

- 1) Retrieve the NARCAN<sup>®</sup> nasal spray box. Turn the handle and pull firmly until the red seal breaks.
  - a. Campus Narcan locations at: [RedWolv.es/NarcanMap](https://www.redwolv.es/NarcanMap)
- 2) Identify the patient and their symptoms/condition/chief complaint.
- 3) Ask a bystander to call UPD at (870) 972-2093 and notify them of the situation. They will dispatch an officer to assist ambulance personnel. Send someone outside ready to meet ambulance/UPD responders.
- 4) Administering the NARCAN<sup>®</sup> spray:
  - a. Lay the person on their back.
  - b. Remove NARCAN<sup>®</sup> from the box.
  - c. Hold the device with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle, pictured below:



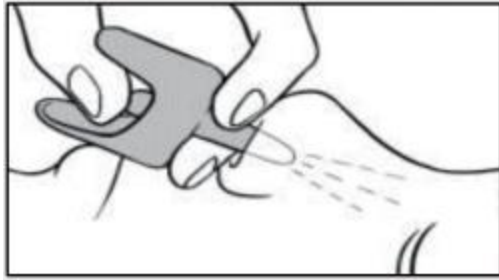
- d. Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose.



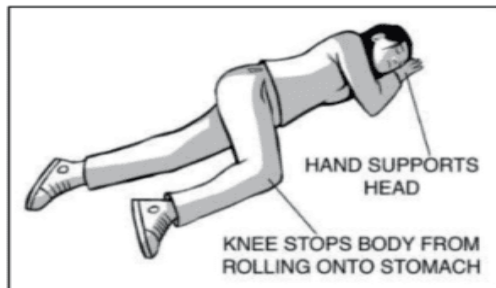
**Continued On Next Page**



- e. Press the plunger firmly to administer the dose.



- f. Move the person on their side (recovery position) after giving the dose.



- 5) If the patient is not breathing, give rescue breaths:
  - a. Clear the airway.
    - i. Make sure nothing is inside the mouth or throat blocking the airway.
  - b. Place one hand on the person's chin, tilt the head back, and pinch the nose closed.
  - c. Place your mouth over the person's mouth to make a seal and give two slow breaths.
  - d. Watch for the person's chest (not stomach) to rise.
  - e. Give one breath every five (5) seconds.
- 6) Stay with the individual and try to provide support and comfort until help arrives.

# Severe Weather

## Scope

Severe weather is a likely threat given the climate and geography of Jonesboro. Campus members need to be prepared for a wide variety of severe weather types, including lightning, hail, wind, flooding, winter weather, and tornadoes.

During severe weather, if windows are not felt to offer adequate protection, individuals should move to the lowest level and most interior room possible.

## Emergency Alerting

Campus members should use a variety of these means to receive weather information:

- National Oceanographic and Atmospheric Administration (NOAA) Weather Radio
- Local radio (ex. 104.9 FM, 91.9 FM, etc.)
- Live TV station broadcast
- CodeRED Alerts (available for Craighead County).
- A-State Alerts
- Weather Briefings (available upon request to A-State Emergency Management)
- Wireless Emergency Alerts (WEAs)

**Do not** rely upon these means:

- Outdoor sirens
- Word of mouth
- Visual Confirmation

## National Weather Service Products:

**Severe Thunderstorm Watch:** issued when conditions are favorable for the development of severe thunderstorms.

**Severe Thunderstorm Warning:** issued when either indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal to or exceeding 58 miles an hour.

**Tornado Watch:** all ingredients are present for potential tornadoes. However, at this point, the ingredients have not yet been combined.

**Tornado Warning:** when a tornado warning is issued, it means ingredients have started combining and rotation is visible. This rotation may be on the ground (tornado), but it may also be rotating within the clouds (funnel cloud). Rotation is often identified using radar (radar indicated), which is why tornado warnings sometimes don't produce a tornado. However, if a warning is issued, it means that rotation is visible and has the potential of touching down.

## Protocol

In addition to the protocols identified for each event on the next page, implement the Shelter-in-Place Protocol as necessary or instructed to reduce the risk of injury or death.

### Tornado Watch:

- 1) Upon confirmation, immediately alert others to the potential for tornadic activity and consider seeking shelter on the 1<sup>st</sup> floor of the Reng Student Union.
- 2) Continually monitor reputable sources for updates and developments.
- 3) Be proactive in seeking shelter and preparing for potential bad weather. Charge cell phones and review plans – consider altering them if necessary.

### Tornado Warning:

- 1) Immediately move to your facilities identified safe area. If none identified, move to the lowest level and most interior room. It is too late to evacuate to the Student Union.
  - a. Rooms with no windows and pipes (such as bathrooms) are good areas.
  - b. If safe to do so, alert others on your way to seeking shelter.
- 2) Cover head and vital organs. Use textbooks or other hard objects if possible.
- 3) All windows and doors should be firmly closed and locked if time allows.
- 4) Monitor developments using identified communications means. **DO NOT** stop sheltering just because an outdoor siren has stopped sounding.
- 5) Continue sheltering in place until receiving an all-clear via an official A-State communication.

### Winter Weather:

- 1) Leave faucets on with a slow drip and open sink cabinets.
- 2) Set your heat to 74° Fahrenheit to mitigate freezing water lines.
- 3) Identify hazardous conditions such as frozen sidewalks, impassable pavement, etc., and report to Facilities Management
- 4) In the event of a power failure or other building system failure, notify the Facilities Management Work Order Center.
  - a. Facilities Management: (870) 972-2066
- 5) If you observe damage related to the event, submit a weather report here:
  - a. [RedWolv.es/SevereWxReport](https://redwolv.es/SevereWxReport)

## Utility Failure

### Scope

Utility failures are generally divided into four categories: electric, sewer, gas, and water.

### Electric

Electrical infrastructure is generally not controlled by Facilities Management. Any outage should immediately be reported to Facilities Management during normal business operations, or otherwise reported to the University Police Department's Dispatch Center for off-hours. Be mindful when navigating the building.

### Sewer

For sewer issues, it is important to contact Facilities Management immediately. In most cases, these issues can be solved and cleaned without major interruption. Make sure to keep safely away from the impacted area to prevent health exposures. If a major issue develops, please also contact Environmental Health and Safety at (870) 972-2862.

### Gas

Gas has a distinctive smell similar to that of rotting eggs. Should you smell a strong gas odor, immediately pull the fire alarm pull station to initiate an evacuation. Call the University Police Department at (870) 972-2093 to alert responders to the reason for the activation. If the odor is faint or if you are unsure, please contact Environmental Health and Safety at (870) 972-2862.

### Water

If a water leak is present, call Facilities Management at (870) 972-2066 during regular business hours or the University Police Department's Dispatch Center at (870) 972-2093 during off-hours. You may also refer to the Flood/Excessive Water page for response protocols.

## Appendix A: Bomb Threat Checklist

If you receive a phone call from someone who is issuing threats about anything related to bombs, use the following checklist to gain appropriate information that could assist the police. Try your best to **remain calm, keep the caller on the phone, and take the caller seriously.**

### ASK THE CALLER

What is your name? \_\_\_\_\_  
 Where are you calling from? \_\_\_\_\_  
 Where is the bomb located? \_\_\_\_\_  
 When is the bomb to explode? \_\_\_\_\_  
 What does it look like? \_\_\_\_\_  
 What kind of bomb is it? \_\_\_\_\_  
 What will cause it to explode? \_\_\_\_\_  
 What is your address? \_\_\_\_\_

**If you can identify or if the caller states the following information, it can also be helpful:**

Sex of Caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_

### CALLER'S VOICE

Calm	Nasal	Slow	Raspy	Loud	Angry	Cracked
Slurred	Laughing	Normal	Lisp	Stutter	Excited	Rapid
Deep	Soft	Accent	Broken	Stressed	Disguised	Distinct
Sincere	Squeaky	Crying	Clearing Throat		Deep Breathing	

OTHER \_\_\_\_\_

### BACKGROUND SOUNDS

Street Noises	Factory Machinery	Animal Noises	Other Voices
P.A. System	Static	Music	Motor
Office Machinery	Long Distance Call	Local Call	

OTHER \_\_\_\_\_

Time Caller Hung Up/Length of Call \_\_\_\_\_  
 Department Receiving Call \_\_\_\_\_  
 Person Receiving Call \_\_\_\_\_

**PULL FIRE ALARM IMMEDIATELY UPON RECEIVING BOMB THREAT**

# Appendix B: Campus Evacuation Map

