



Emergency Procedures

In all emergencies call Campus Safety and Security
563-387-2111 and/or 911.

Luther College Emergency Communication System
will activate in the event of an emergency. Notifications are sent via
phone, email, cell phone, text, Twitter, and Facebook, and are avail-
able online at *emergency.luther.edu*.

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Phone Numbers

In all emergencies, dial 2111 and/or 9-911. Emergency phones are located in many campus parking lots and at building entrances for use as needed.

Call 2111 and/or 9-911 to report an incident. When calling:

- Give your name.
- Give your extension number.
- Give building name and room number or other specific location.
- Describe the condition clearly and accurately.
- Do not hang up until instructed to do so. Other information may be needed.

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible department and keep the 9-911 lines free for emergencies.

Campus Safety and Security	ext. 2111
Decorah Police Department	563-382-3667
Facilities Services.....	ext. 1146 or 2111 (after hours)
Health Services.....	ext. 1045

When calling from a campus phone to an off-campus number, dial "9" then number. For example, 9-911 or 9-382-3667.

When calling from a mobile or cellular phone, dial the area code and number. For example, 563-382-3667 or 563-387-2111.

When calling from a campus phone to another campus phone, dial the extension only. For example, ext. 2111.

All campus office phone numbers start with 563-387-XXXX. All campus residence hall room phone numbers start with 563-382-XXXX.

Notes

Emergency Procedures Guide

This guide has been prepared for you as a quick reference during emergency conditions on campus. You will be most effective in an emergency when you are prepared. Please take a few moments to review this material.

This document is not meant to cover every emergency situation that may arise. If you are unsure of what to do in a particular emergency, please ask your supervisor or contact Campus Safety and Security, 563-387-2111 from cell phone. Be sure to check with your supervisor or residence hall director for emergency guidelines and policies that are specific to your building.

In an emergency, faculty, staff, residence life personnel, and supervisors have the responsibility to give instructions to students and staff, close and lock doors, and provide other required safety and first-aid measures unless otherwise directed by Security or other properly identified emergency personnel. Know at least two ways out of your building.

EMERGENCY RESPONDERS

In addition to Campus Safety and Security, Luther has other groups that support emergency preparedness and response. These groups include our Emergency Response Team, Emergency Communication Team, and Emergency Support Team.

The Emergency Response Team (ERT): The ERT is comprised of campus management staff having a direct operational role during emergency operations.

The composition of the ERT includes:

- Vice president and dean for student life
- Director of campus safety and security
- Chief communications officer
- Director of facilities services
- Director of residence life
- Coordinator of campus news services
- Executive director of library and information services

*The director of the Emergency Response Team shall be the vice president and dean for student life or his/her designee.

The ERT meets to prepare for emergency situations and when an emergency could arise or is occurring. Working in concert with law enforcement and fire officials, they will evaluate the circumstances and make appropriate decisions on the steps that will be taken.

The Emergency Communication Team (ECT): The ECT supports the Emergency Response Team and provides communication to the campus community regarding emergency situations and updates as necessary.

The Emergency Support Team (EST): The EST supports the Emergency Response Team in emergency response and provides expertise as needed in specific situations.

PERSONS WITH DISABILITIES

Individuals with a disability should follow the same emergency procedures as outlined in this document insofar as he/she is able. If requested, accompany and assist persons with disabilities who need assistance. If you have questions or need further information, call Campus Safety and Security, ext. 2111.

LUTHER WEBSITE AND LOCAL MEDIA

Check the Luther website, www.luther.edu, for emergency information. In the event the website is down, check the college's emergency site, <http://emergency.luther.edu>.

You may also want to check the local radio stations, 100.5 and 104.7 FM, and 1240 AM.

Medical Emergencies

If it is safe to do so, stay with the seriously injured person until help arrives. Do not move the person unless they are in a threatening situation. If the victim must be moved, move as a unit, always supporting the head and the neck. Do not bend or twist the victim's body. Do not approach victims of electrocution or toxic exposure unless they clearly are away from the hazard.

Call ext. 2111 and/or 9-911. Be prepared to give the following information:

- Where is the emergency?
- What happened?
- How many victims need help?
- What is being done?
- Give as much information about the victim(s) as you can provide.

Do not hang up until instructed to do so by the dispatcher (to avoid giving incomplete information).

Be aware of people in your area who are CPR trained, EMTs and/or first responders. For more information on first aid procedures, contact Health Services, ext. 1045. Community health issues will be coordinated by Health Services in conjunction with public health authorities.

Armed Subject

Armed subject—any person in possession of a gun, knife, blunt object, or other potentially dangerous object who intends to cause harm to others.

If an armed subject is actively or imminently causing death or serious physical injury, the following actions are recommended:

If you are located in a building and it is possible to exit safely, follow these steps:

- Exit the building as quickly as possible and away from the immediate path of danger.
- Notify anyone you may encounter to exit immediately.
- While exiting, do not run in a straight line. If possible, use walls, furniture or other objects to block you from the armed subject.
- Once outside, use trees, vehicles, or other objects to block you from view.
- When you are away from the immediate area of danger, summon help in any way possible and warn others.
- If communication is possible, call Decorah police, 9-911, or Luther Campus Safety and Security, ext. 2111, providing specific information on your location, the number of armed subjects, and names of persons who may be involved and persons with injuries.
- Take protective cover. Stay there until assistance arrives.

If you are located in a building and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office. Do not stay in an open hallway.
- Do not sound the fire alarm as this may signal occupants to evacuate the building and thereby put them in harm's way.
- Close and lock the door.
- Turn off the lights.
- Barricade yourself in the room with furniture or anything else to secure the door.
- Seek protective cover. Stay low to the floor.
- Stay away from windows.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- If communication is possible from an on-campus phone, call Decorah police, 9-911, or Luther Campus Safety and Security, ext. 2111, providing specific information on your location, the number of armed subjects and names of persons who may be involved and persons with injuries.
- If using a cell phone, call Decorah police, 911, or Luther Campus Safety and Security, 563-387-2111. It is recommended that you preprogram these numbers into your cell phone. Silence the phone to avoid detection in the event of a call.
- Wait for the local police or campus security to assist you out of the building.

If you are located outside a building and it appears that you can get away safely, follow these steps:

- Run away from the threat as fast as you can.
- Do not run in a straight line. Use buildings, trees, vehicles, or other objects to block you from view.
- When you are away from the immediate area of danger, summon help in any way possible and warn others.
- If communication is possible, call Decorah police, 9-911, or Luther Campus Safety and Security, ext. 2111, providing specific information on your location, the number of armed subjects, and names of persons who may be involved and persons with injuries.
- Take protective cover. Stay there until assistance arrives.

If you are located outside a building and running away is not a safe option, consider one of the following recommendations:

- Quickly assess the area and find a good place to hide.
- If death or serious physical injury is being caused to others and you are unable to run or hide, you can choose to "play dead" among the victims.
- You can fight back. This is dangerous, but in some situations it may be the only option. Look for objects you might use as a weapon to defend yourself.
- If you are caught by an armed subject and are not going to fight back, do not look your captor in the eyes. Obey all commands.
- Once the local police or campus security arrives, follow their instructions.

Behavioral Concerns

Contact Campus Safety and Security, ext. 2111, and/or 9-911, in the event of crisis situations such as the following. Campus Safety and Security and/or the police will make appropriate contacts and referrals.

- Alcohol and other drug use emergencies
- Disruptive behavior
- Discipline issues
- Mental health/behavioral incidents or concerns
- Physical injuries
- Sexual assault
- Suspicious activity of a concerning nature
- Threats to public welfare

If you see behaviors that may lead to a crisis, call ext. 2111.

Chemical Spills

For situations that threaten fire or explosion and spills in which hazardous vapors are present, sound the building fire alarm. If you have bodily contact with the spilled material, immediately remove any contaminated clothing and flush all areas affected with large amounts of water (with the exception of chemicals that react with water). Be aware of hazardous materials in your area.

Call Campus Safety and Security, ext. 2111 and/or 9-911.

- Identify yourself and the reason you are calling.
- Identify the exact location of the emergency.
- Identify the nature of the emergency.
- Identify any injuries or symptoms observed.
- Identify all hazardous materials involved, that you are aware of.

Evacuate the building, maintaining a safe distance and leave a clear access for arriving emergency personnel. Do not return to the area until instructed to do so by emergency personnel. Be available to advise emergency response personnel when they arrive. Someone responsible for the room or building should be present to provide details of the incident.

Notify emergency personnel of those injured or exposed to the effects of the spill and any action taken or needed. (Example: safety shower, medical attention, etc.).

Criminal Activity

If you observe a crime or behavior that you suspect is criminal, immediately notify Campus Safety and Security, ext. 2111 and/or 9-911. Do not approach or attempt to apprehend the person(s) involved. Be prepared to provide as much of the following information as possible:

- What is the person doing?
- Has anyone been injured?
- How many people are involved?
- Where is it happening?

- What are the physical descriptions of those involved, and what are they wearing?
- Are weapons involved?
- If a vehicle is involved, what is the vehicle description and what is the license plate number?
- In which direction did they travel?

Crime Prevention

In your office or room:

- Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter a room and steal your property.
- Do not leave messages on your door indicating that you are away and when you will be back.
- If someone asks to use your phone for an emergency call, offer to dial the telephone for them instead of allowing access.
- Do not put your address on your key ring.
- Do not leave money out or store it in your office or room. Large amounts of money should be kept in a bank account.
- Call Campus Safety and Security at ext. 2111, immediately if you are the victim of a theft from your office or room, or to report suspicious persons or activity.

When walking:

- Walk in well-lit areas of the campus at night.
- Walk in pairs and be aware of your surroundings.
- Walk purposefully, know where you are going, and project a no-nonsense image.
- Be aware of the location of the emergency blue phones.
- For an escort on campus, call Campus Security at ext. 2111.

Protecting your auto or bicycle:

- Always lock your car.
- Lock bikes to bike racks with hardened-alloy locks and chains or U-lock locks.
- Do not leave tempting valuables or property visible inside the car. Lock these items in your trunk.

Protecting yourself when driving:

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Do not stop to help occupants of stopped or disabled cars. Continue driving to the nearest phone and call assistance for them or use your cellular phone.
- If your car breaks down, raise the hood, then lock yourself into your car. Use your cellular phone to call for help if you have one. If someone stops and offers your help, remain in your car and ask them to phone for help if you do not have a cellular phone and/or service. Do not worry about seeming rude.
- If traveling a great distance and you stop at a rest area at night, attempt to park in a well-lit area. Be extra careful and be aware of your surroundings and the other people at the rest stop.

Fire/Explosion

Upon discovering a fire, explosion, or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm box. IT DOES NOT AUTOMATICALLY NOTIFY THE FIRE DEPARTMENT OR SECURITY.

Call ext. 2111 and/or 9-911 from a room phone, and 563-387-2111 and/or 911 with a cell phone, and be prepared to give

- Building name
- Room number
- Floor
- Description of fire/explosion

Do not use elevators during a fire emergency.

When the fire alarm sounds, complete evacuation is required. Walk, do not run, to the nearest identified exit and proceed out of the building. If the identified stairway contains smoke or fumes, use an alternate exit. Close doors and windows as you leave, if safe to do so. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

Leave the building and move away from it, leaving entry-way, roadways, and walks open for arriving fire equipment. Do not return to the building until directed to do so by emergency personnel. All persons should move a safe distance from the building. If you cannot move far enough away from the building on your own, request assistance from emergency personnel.

Security will assist emergency personnel. Building staff may be needed to allow emergency personnel access to affected areas and should make themselves available upon arrival of the fire department.

Everyone must follow the orders of the emergency personnel when they arrive.

Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.

As a precaution, make sure you are aware of the safety equipment in your building and report potential hazards or fire prevention concerns to Campus Safety and Security, ext. 2111.

Hazardous Odors/Leaks

Report any suspected gas leak to Campus Safety and Security, ext. 2111, and/or 9-911.

Be prepared to provide the following information:

- Your name
- Building name
- Nature of the incident
- Floor or area affected
- The name of the chemical or gas
- Room number

Should you detect any hazardous odors or an odor of gas, dial Campus Safety and Security, ext. 2111.

In the event of gas leaks from gas cylinders or piping:

- Evacuate the area and dial Campus Safety and Security, ext. 2111, and/or 9-911, and wait for further instructions.

If it is an explosive gas (i.e. natural gas), do not use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones,

elevator cards, etc., can all initiate a spark with resultant explosions.

Confine any fire or fumes to the extent that you can by closing any doors to the affected area, if you can safely do so. In case of a threat of hazardous material, or a chemical spill, do not enter the area. This will help limit the impact of the leak or fire.

Notify others in the immediate vicinity, if you can safely do so.

EVACUATION

If it is necessary to evacuate the building, activate the building's fire alarm and leave the building. **Because of the danger of generating a spark, do not activate the fire alarm if the odor or leak is an explosive gas such as natural gas.** If it is an explosive gas, such as natural gas, exit lower or upper floors via the stairwell. Do not use elevators.

Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.

Notify others in the immediate vicinity.

Upon exiting the building, maintain a safe distance from the building.

Leave adequate room for emergency personnel at the scene.

Do not return to the building until given approval by emergency personnel.

If you have information about the source of the odor or leak, report in person to emergency personnel.

Sheltering in Place

If an incident occurs outdoors, the buildings around you become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors. Thus, to "shelter-in-place" means to make a shelter in the building you are in. If you are outdoors, proceed to the closest building quickly or follow instructions from emergency personnel on the scene. Should this type of situation arise, a shelter in place notification will be sent to the community through our emergency notification system. To shelter in place, close all exterior doors, shut and lock all windows, turn off air conditioners and fans, close off ventilation systems if you are able (college staff will turn off building ventilation systems as quickly as possible when necessary) and place a rolled up towel under the door to the room. Monitor your cell phone and email for further instructions and additional updates. A subsequent notification will be sent when it is no longer necessary to shelter in place.

Severe Weather

Know the location of the nearest emergency shelter. Check with your immediate supervisor or residence hall director for the location of emergency area of refuge. Generally, you should use the lowest level away from windows.

SEVERE THUNDERSTORM WATCH

(Weather conditions are right for a severe thunderstorm.)

Continue with normal activities, but continue to monitor the situation.

SEVERE THUNDERSTORM WARNING

(Severe thunderstorms are occurring.)

The city's emergency siren may sound a steady tone for three minutes or longer if there is danger in the immediate area. Move to a place of shelter.

Remain indoors and away from windows until the severe storm passes.

Report any injuries and damage by dialing ext. 2111 and/or 9-911.

Be prepared to give the following information:

- Your name
- Building name
- Type of injury or damage
- Location of any injured person(s) or building damage
- Room number you are calling from

TORNADO WATCH

(Weather conditions are right for a tornado.)

Continue with normal activities, but continue to monitor the situation.

TORNADO WARNING

(Radar or weather spotters have identified a tornado.)

The city's emergency siren will sound a steady tone for three minutes or longer if there is danger in the immediate area.

Take the following actions:

- Use center hallways, bathrooms, or rooms away from windows. If time and space permit, move to lower floors. Stay away from windows and doors. Cover yourself when possible to protect against flying debris. Take a portable radio, flashlight and cell phone if you can. Stay out of auditoriums, gymnasiums and other structures with wide, free-span roofs.
- After the storm passes, leave badly damaged buildings, if it is safe to do so. Do not use the elevators.
- If it is not safe or possible to leave the area, stay and wait for assistance.
- Do not attempt to return to the building unless directed to do so by emergency personnel.
- Do not turn on or off any utilities or other equipment.
- Report all injuries and damage to Campus Safety and Security, ext. 2111, and/or 9-911.

Be prepared to give the following information:

- Your name
- Building name
- Type of injury or damage
- Location of any injured person(s) or building damage
- Room number you are calling from

RADIO STATIONS AND WEBSITES FOR INFORMATION

Decorah Radio Stations—100.5 and 104.7 FM, and 1240 AM

Website—emergency.luther.edu

Suspicious Mail

Any person who receives or identifies suspicious mail should leave the item alone and not move it.

Immediately contact Campus Safety and Security, ext. 2111.

Tips for identifying suspicious packages:

- Stains or discoloration
- Leakage
- Unusual odor
- Item has been opened and a suspicious substance is visible
- Restrictive markings, such as confidential, personal, etc.
- Excessive postage
- Excessive securing material, such as masking tape, string, etc.
- Handwritten or poorly typed address
- Incorrect titles
- Titles but no names
- Misspellings of common words
- No return address
- Address to someone no longer with your organization or otherwise outdated
- City or state in the postmark that does not match the return address
- Excessive weight
- Rigid envelope
- Noise
- Lopsided or uneven envelope
- Protruding wires and/or tin foil
- Other irregularities that arouse suspicion on the part of the recipient

Utility Failure

Report utility failure to Facilities Services, ext. 1146. If it is after normal business hours, call Welcome Center, ext. 2000, or Campus Safety and Security, ext. 2111.

Be prepared to provide the following information:

- Your name
- Phone number where you can be reached
- Building name
- Nature of the incident
- Floor(s) or area affected
- Room number

ELECTRICAL FAILURE

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 for emergency lighting.

Elevators will not function in a power failure. Use the stairs if you evacuate the building. If you are trapped in an elevator, use the elevator's emergency phone to notify Campus Security, ext. 2111. If there is no emergency phone in the elevator, trigger the elevator's emergency alarm button.

If an emergency situation occurs that disrupts the information technology equipment, contact the Help Desk, ext. 1000.

STEAM LEAKS

If the steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, and displace oxygen, and moisture from steam can conduct electricity.

A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

WATER LEAKS/FLOODING

In the event of water leaks, try to contain the leakage 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 and therefore, electric shock is possible. Do not enter flooded rooms.

Immediately cease use of all electrical equipment.

Bomb Threats

Any person on campus who receives a bomb threat via telephone call, voice mail, email message, letter, or other communication should proceed as follows.

- A. All Luther College personnel receiving a bomb threat by telephone call should:
 1. Remain calm and listen carefully.
 2. Keep the caller on the line as long as possible. For example, ask the caller to repeat the message: "I'm sorry, what did you say?"
 3. Identify and record the number from the display on the phone, if available.
 4. Record every word spoken by the person.
 5. Gather as much information as possible.
 6. Call Campus Safety and Security, ext. 2111.
 7. Fill out the attached Bomb Threat Checklist as soon as possible.
 8. Give the checklist to responding Campus Safety and Security staff or law enforcement personnel.
- B. All Luther College personnel receiving a message by voice mail, email message, letter, or other communication should:
 1. Call Campus Safety and Security immediately, ext. 2111.

If the bomb threat is received via written communication, do not handle the communication any more than is absolutely necessary and turn the document over to the police when they arrive. The police will want to know the following information:

 - Who found it?
 - Who else was present?
 - Where was it found or how was it delivered?
 - When was it found or delivered?

- Who has touched it?
 - Have any previous threats been received?
2. A Campus Safety and Security officer will obtain the information about the bomb threat. The officer will immediately notify the Emergency Response Team Chairperson (or the designee). In the event security is unable to contact the Emergency Response Team chairperson (or the designee) within a reasonable time frame, security will confer with the Decorah Police Department for a ruling on an action plan.
 3. The president and vice presidents will evaluate the situation and determine what action will be taken.
 4. The Emergency Response Team will carry out this plan of action.
 5. Security may request people working in the area to assist in sweeping the building. This may be done because people working in the area will be most familiar with what does and does not belong. If a suspicious package or object is located, do not touch it. Immediately notify Campus Safety and Security, ext. 2111.

EMERGENCY RESPONSE TEAM PLANS OF ACTION

A. Evacuation

1. Welcome Center operator will call Facilities Services to report location of bomb threat, direct facilities personnel to report to designated area, and tune facilities radios to channel 7 for instructions and communication.
2. Welcome Center operator will contact the Campus News Office which will activate the Emergency Communication System, distributing instructions for the given situation.

B. Evacuation of an academic building (Monday–Friday, during regular office hours)

1. Faculty will instruct students to take book bags and any personal belongings, if easily accessible, and exit the building.
2. Faculty will instruct students to stay calm and walk as quickly as possible to the closest exit. Faculty will instruct students to maintain safe distance from the threatened building.
3. The designated areas of refuge are:
 - Upper Campus (Library lawn) for: Campus House, Center for Faith and Life, Center for the Arts, Dahl Centennial Union, Facilities Services, Gjerset House, Jenson-Noble Hall, Koren, Korsrud, Loyalty Hall, Main, Norby House, Ockham House, Olin, Preus Library, Sampson Hoffland Laboratories, Sperati Guest House
 - Lower Campus (football field) for: Regents Center, Storre Theatre
4. Faculty will instruct students to remain in designated area until receiving further instructions.
5. Faculty, staff, and students will be notified about the bomb threat through the emergency notification system. Updates will be posted on the Luther webpage or at *emergency.luther.edu*.
6. Students should await instructions from their professors concerning continuation of their classes. Classes may resume in the following locations:
 - Center for Faith and Life—Main Hall/Recital Hall/Qualley
 - Regents Center—Concourse, north and south lobby, lower hallway

- Dahl Centennial Union—CAF (between 1:30 and 4:30 p.m.)/Marty's/Oneota Market/Union Lounge
 - Preus Library – Lobby area
7. Decorah police and Luther staff will sweep the threatened building.
 8. When search has been completed, police will notify the president (or the designee).
 9. President (or the designee) will go to the designated area to provide further instructions.
- C. Evacuation of residence halls (Monday–Friday, during regular office hours)
1. Welcome Center operator will call contact person from residence hall staffing list and instructs first person contacted to pull the fire alarm and begin evacuation. The contacted person will call director of residence life to advise of evacuation.
 2. Security and residence hall staff immediately go to fire alarm enunciator panel area in residence hall being evacuated. RAs direct and escort students to designated area as determined by security. All persons will be instructed to maintain safe distance from threatened building. The designated areas of refuge are:
 - Upper Campus (Library lawn) for: Baker Village, Brandt Hall, College Apartments, Dieseth Hall, Larsen Hall, Miller Hall, Olson Hall, Prairie Houses, Ylvisaker Hall
 - Lower Campus (football field) for: Farwell Hall
 3. Decorah police and Luther staff will sweep the threatened building.
 4. When search has been completed, police will notify the president (or the designee).
 5. President (or the designee) will go to the designated area to provide further instructions.
- D. Evacuation of entire campus
1. Welcome Center operator will contact the Campus News Office which will activate the Emergency Communication System.
 2. Security or designated personnel scan Library lawn.
 3. Persons will be instructed to evacuate to Library lawn. Persons will be instructed to bring personal belongings, if easily accessible, when leaving the area.
 4. Emergency Response Team chairperson (or the designee) will provide further instructions at the Library lawn regarding resuming activities.
 - a. If needed, instructions will be provided to evacuate to Decorah High School for refuge. Instructions will be provided of availability and transportation to Decorah High School gymnasiums as an area of refuge.
 5. Decorah police and Luther staff will sweep the campus. Building order will be determined by police and Emergency Response Team chairperson as potential area for refuge.
 6. When search has been completed in each building, a report will be given to the Command Center, located in the Dahl Centennial Union. Person in charge at the Command Center will update building checklist.
 7. As buildings are cleared, Emergency Response Team chairperson (or the designee) will notify people that they can return to that building.

Primary and Secondary buildings of refuge

Primary buildings: 1. Center for Faith and Life, 2. Regents Center

Secondary buildings: 1. Dahl Centennial Union, 2. Preus Library

Primary building for communication: Dahl Centennial Union

- E. Evacuation during special events (such as Homecoming, Commencement, *Christmas at Luther*, sporting events, etc.)
1. Announcement postponing/canceling the event is made. If unable to communicate with people, Emergency Response Team chairperson (or the designee) will determine if fire alarm should be pulled.
 - a. Action if event is postponed: All persons will be instructed to move to a designated building. If during *Christmas at Luther*, choirs will move to the Regents Center (main gym), audience will move to the Regents Center (Sports and Recreation Center). All persons will be instructed to maintain safe distance from the threatened area. Emergency Response Team chairperson (or the designee) will instruct persons to remain in designated building until receiving further instructions, i.e., timeframe for reentering building, etc.
 - b. Action if event is canceled: Off-campus people will be instructed to leave campus in an orderly fashion. Student will be instructed to return to their residence halls. All persons will be instructed to maintain safe distance from the threatened area.
 2. Decorah police and Luther staff will sweep the threatened building.
 3. When search has been completed, police will notify the Emergency Response Team chairperson (or the designee). If event is postponed, police will notify Emergency Response Team chairperson when the building is safe for reentry.
- F. Evacuation after hours (5 p.m. to 8 a.m. weekdays, anytime on weekends or holidays)

Residence Hall

1. Welcome Center operator calls contact person from residence hall staffing list and instructs first person contacted to pull the fire alarm and begin evacuation. The contacted person calls director of residence life to advise of evacuation.
2. Campus Safety and Security and residence hall staff immediately go to fire alarm enunciator panel area in residence hall being evacuated. RAs direct and escort students to designated building as determined by Campus Safety and Security. All persons will be instructed to maintain safe distance from threatened building.
3. Campus Safety and Security calls on-duty custodian via radio to open designated building of refuge. In event custodian is not available, Heating Plant operator is called. Custodian/Heating Plant operator will walk through the designated building looking for unusual objects out of place.
4. Welcome Center operator calls director of campus safety and security, director of facilities services, manager of trade services, and campus news coordinator. Facilities Services personnel on call and other available facilities personnel will be instructed to report to campus.
5. Decorah police and Luther staff will sweep the threatened building.

6. When search has been completed, police will notify the president (or the designee).
7. President (or the designee) will go to the designated building to provide further instructions.

Academic Building

1. Security immediately goes to threatened building and pulls fire alarm. Off-campus people will be instructed to leave campus in an orderly fashion. Students will be instructed to return to their residence halls. All persons will be instructed to maintain safe distance from the threatened area.
2. Welcome Center operator calls director of safety and security services, director of facilities services, manager of trade services, and campus news coordinator. Facilities Services personnel on call and other available facilities personnel will be instructed to report to campus.
3. Decorah police and Luther staff will sweep the threatened building.
4. When search has been completed, police will notify the president (or the designee).
5. President (or the designee) will go to the designated building to provide further instructions.

If threat is in Dahl Centennial Union ONLY

Welcome Center operator transfers calls to Facilities Services Building and moves operation to that building.

BOMB THREAT CHECKLIST

Note phone number: _____

Note exact wording of the threat: _____

Date and time of the call: _____

Ask and record the answers to the following questions:

When will the bomb explode? _____ Where is the bomb? _____

Which building is it in? _____ Who is this? _____

What kind of bomb is it? _____

Why are you doing this? _____

Note the following:

1. Background noise:

Surroundings

- | | | | | |
|---------------------------------------|------------------------------------|---------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> construction | <input type="checkbox"/> household | <input type="checkbox"/> office | <input type="checkbox"/> street | <input type="checkbox"/> other |
| <input type="checkbox"/> factory | <input type="checkbox"/> kitchen | <input type="checkbox"/> party | <input type="checkbox"/> traffic | |

Noises

- | | | | | |
|-----------------------------------|------------------------------------|--------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> animals | <input type="checkbox"/> machines | <input type="checkbox"/> quiet | <input type="checkbox"/> static | <input type="checkbox"/> voices |
| <input type="checkbox"/> bells | <input type="checkbox"/> music | <input type="checkbox"/> siren | <input type="checkbox"/> TV | <input type="checkbox"/> other |
| <input type="checkbox"/> laughter | <input type="checkbox"/> PA system | | | |

Telephone Call

- | | | | | |
|--|--|--------------------------------|--|--------------------------------------|
| <input type="checkbox"/> external call | <input type="checkbox"/> internal call | <input type="checkbox"/> local | <input type="checkbox"/> long distance | <input type="checkbox"/> phone booth |
|--|--|--------------------------------|--|--------------------------------------|

2. Caller's voice:

Voice Quality

- | | | | | |
|-----------------------------------|----------------------------------|---------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> breathy | <input type="checkbox"/> deep | <input type="checkbox"/> normal | <input type="checkbox"/> shouting | <input type="checkbox"/> squeaky/high |
| <input type="checkbox"/> broken | <input type="checkbox"/> excited | <input type="checkbox"/> ragged | <input type="checkbox"/> slow | <input type="checkbox"/> whispering |
| <input type="checkbox"/> calm | <input type="checkbox"/> loud | <input type="checkbox"/> rapid | <input type="checkbox"/> soft/quiet | <input type="checkbox"/> other |
| <input type="checkbox"/> cracking | <input type="checkbox"/> nasal | <input type="checkbox"/> raspy | | |

Caller is

- | | | | |
|--------------------------------|--------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> adult | <input type="checkbox"/> child | <input type="checkbox"/> female | <input type="checkbox"/> male |
|--------------------------------|--------------------------------|---------------------------------|-------------------------------|

Demeanor

- | | | | | |
|--|------------------------------------|--------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> angry | <input type="checkbox"/> disguised | <input type="checkbox"/> laughing | <input type="checkbox"/> irrational | <input type="checkbox"/> sincere |
| <input type="checkbox"/> clears throat | <input type="checkbox"/> giggling | <input type="checkbox"/> intoxicated | <input type="checkbox"/> righteous | <input type="checkbox"/> stressed |
| <input type="checkbox"/> crying | | | | |

Accent

- | | | | |
|------------------------------------|--|------------------------------------|--|
| <input type="checkbox"/> accented | <input type="checkbox"/> local accent | <input type="checkbox"/> no accent | <input type="checkbox"/> foreign: describe accent? |
| <input type="checkbox"/> distorted | <input type="checkbox"/> familiar? sounds like whom? | | |

Language

- | | | | | |
|-----------------------------------|---|----------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> distinct | <input type="checkbox"/> foreign language | <input type="checkbox"/> slurred | <input type="checkbox"/> uneducated | |
| <input type="checkbox"/> educated | <input type="checkbox"/> foul | <input type="checkbox"/> lisp | <input type="checkbox"/> stuttering | <input type="checkbox"/> other |

Message

- | | | |
|-------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> read | <input type="checkbox"/> spoken | <input type="checkbox"/> taped |
|-------------------------------|---------------------------------|--------------------------------|

Notes

BOMB THREAT CHECKLIST

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Noises

- | | | | | |
|-----------------------------------|------------------------------------|--------------------------------|---------------------------------|---------------------------------|
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| <input type="checkbox"/> bells | <input type="checkbox"/> music | <input type="checkbox"/> siren | <input type="checkbox"/> TV | <input type="checkbox"/> other |
| <input type="checkbox"/> laughter | <input type="checkbox"/> PA system | | | |

Telephone Call

- | | | | | |
|--|--|--------------------------------|--|--------------------------------------|
| <input type="checkbox"/> external call | <input type="checkbox"/> internal call | <input type="checkbox"/> local | <input type="checkbox"/> long distance | <input type="checkbox"/> phone booth |
|--|--|--------------------------------|--|--------------------------------------|

2. Caller's voice:

Voice Quality

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| <input type="checkbox"/> broken | <input type="checkbox"/> excited | <input type="checkbox"/> ragged | <input type="checkbox"/> slow | <input type="checkbox"/> whispering |
| <input type="checkbox"/> calm | <input type="checkbox"/> loud | <input type="checkbox"/> rapid | <input type="checkbox"/> soft/quiet | <input type="checkbox"/> other |
| <input type="checkbox"/> cracking | <input type="checkbox"/> nasal | <input type="checkbox"/> raspy | | |

Caller is

- | | | | |
|--------------------------------|--------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> adult | <input type="checkbox"/> child | <input type="checkbox"/> female | <input type="checkbox"/> male |
|--------------------------------|--------------------------------|---------------------------------|-------------------------------|

Demeanor

- | | | | | |
|--|------------------------------------|--------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> angry | <input type="checkbox"/> disguised | <input type="checkbox"/> laughing | <input type="checkbox"/> irrational | <input type="checkbox"/> sincere |
| <input type="checkbox"/> clears throat | <input type="checkbox"/> giggling | <input type="checkbox"/> intoxicated | <input type="checkbox"/> righteous | <input type="checkbox"/> stressed |
| <input type="checkbox"/> crying | | | | |

Accent

- | | | | |
|------------------------------------|--|------------------------------------|--|
| <input type="checkbox"/> accented | <input type="checkbox"/> local accent | <input type="checkbox"/> no accent | <input type="checkbox"/> foreign: describe accent? |
| <input type="checkbox"/> distorted | <input type="checkbox"/> familiar? sounds like whom? | | |

Language

- | | | | | |
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| <input type="checkbox"/> distinct | <input type="checkbox"/> foreign language | <input type="checkbox"/> slurred | <input type="checkbox"/> uneducated | |
| <input type="checkbox"/> educated | <input type="checkbox"/> foul | <input type="checkbox"/> lisp | <input type="checkbox"/> stuttering | <input type="checkbox"/> other |

Message

- | | | |
|-------------------------------|---------------------------------|--------------------------------|
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|-------------------------------|---------------------------------|--------------------------------|

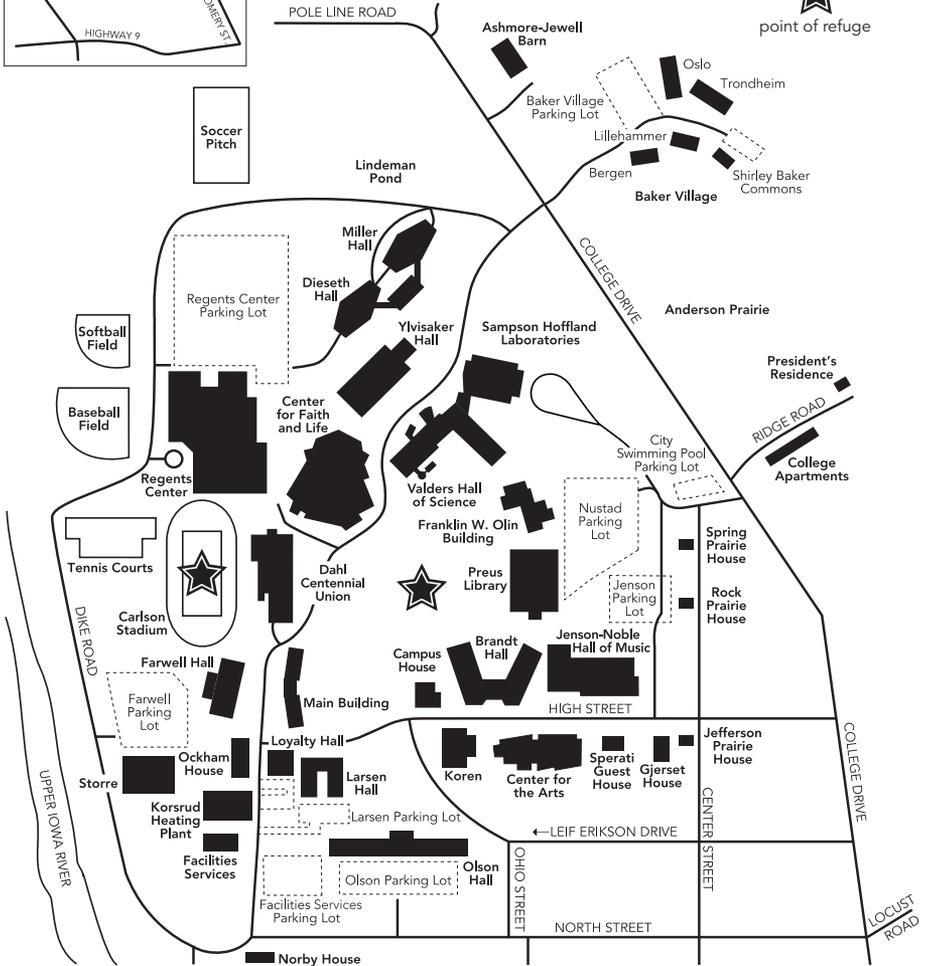


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