



## EMERGENCY PROCEDURES QUICK LIST

### SHELTER-IN-PLACE

*(Hostile Intruder, External Hazardous Materials Release)*

- Remain calm.
- If it is possible to flee the area safely and avoid danger, do so.
- Notify anyone you encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until help arrives.
- Call UNL Police Department or 9-1-1 with your location if possible.
- If you cannot get through by phone and have text message capability, text University Police at 69050. Enter the letters UNLPD, then type your message. Dispatch will receive and respond to the message.
- If flight is impossible, secure yourself in your space. Barricade doors and block windows. Turn off all the lights, close blinds and close and lock all windows and lock and barricade all doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets may protect you from bullets).
- Keep calm, quiet and out of sight.
- Active shooter silence cell phones (mute or turn off cell phone ringer). Consider turning off radios and computer monitors.
- Do not answer the door. If you do not recognize the voice that is giving instructions, do not change your status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders—let them come to you.
- Remain where you are until you receive further instruction by a first responder or authorized known voice.

### EVACUATION

*(Fire, External Hazardous Materials Release)*

- Always evacuate if the fire alarm sounds.
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone, NCard, etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance moving.
- Be ready to be guided by additional instructions.

### BOMB THREATS

- Listen carefully to the details of the threat and try to keep the caller talking until you are able to get the answers to the following questions:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - What is your name?
  - Jot down whether the caller is male or female; any distinctive voice characteristics the caller may have (i.e., accent, slurring, key words used) and any background noise you may hear.
- When the caller hangs up, dial \*57 to activate a trace and follow the prompts.
- After activating the trace, call University Police at 402.472.2222 and advise the dispatcher of all the information you learned from the caller concerning the bomb and its location. Be sure to give the dispatcher your name, office location, and telephone extension. Do not hang up until the dispatcher releases you.
- After you contact University Police, remain quiet about the threat and stay where you are until contacted by University Police.
- University Police, in cooperation with Fire Department, will give the order to evacuate the building if necessary.

**DO NOT HANDLE SUSPICIOUS OBJECTS  
OR PACKAGES**



<http://police.unl.edu>

*Continued on other side*

# Dial 2 for Blue 402.472.2222



## EMERGENCY PROCEDURES QUICK LIST

### POLICE

- Identify yourself by giving name, address, location and the phone number from where you are calling and can be contacted.
- Briefly describe the problem or emergency.
- Unless directed to do otherwise, remain on the line at or near the location of the incident.
- If you are not sure whom to call, dial 402.472.2222. A University Police dispatcher will assist you.

### FIRE

- If you notice fire, smoke, or any evidence of fire, activate the building fire alarm.
- Call 9-1-1 to give the location and description of the fire.
- Attempt rescue efforts only if there is no immediate danger to you.
- Close all doors and windows in the vicinity of the fire.
- Go to the nearest exit and leave the building.
- DO NOT USE THE ELEVATORS.
- Once outside, proceed to the designated assembly area.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

### AMBULANCE

- Give exact location where ambulance is needed.
- Give a brief description of emergency, including number of victim(s), unconscious/conscious, breathing on their own, CPR in progress.
- If a heart condition is suspected, be sure to advise operator.

### NOTIFICATION PROCEDURES FOR SERIOUS INCIDENTS

- Notifications about serious incidents on campus are sent using the following methods:
- UNL Alert (<http://unlalert.unl.edu>)
- E-mail
- UNL main Web site: <http://unl.edu>

- Campus radio station KRNU 90.3
- Public and private media outlets

### IF YOU RECEIVE A UNL ALERT, PLEASE SHARE THE INFORMATION IMMEDIATELY

### WEATHER EXTREMES

- Listen to the latest National Weather Service warnings and bulletins on radio and television.

### During a Tornado

- When sirens activate, move to the lowest, interior area of building or designated tornado shelter.
- Stay away from windows.
- Stay near inside wall when possible.
- Keep calm. Even though a warning is issued, the chance of a tornado striking your building or location is slight.

### During a Winter Storm

- If conditions worsen during the day, the administration may decide to close the university early. When a decision is made to close, you will be notified through UNL Alert, campus email, and UNL's Web site.
- Decisions to close for the day are usually communicated by 6 a.m.
- If roads leading to your home are closed, use caution in determining whether to travel home.

### THREAT ASSESSMENT PARTNERSHIP

- **YOU HAVE THE POWER TO REPORT:**
- Harassing or stalking behavior.
- Hostile, negative or disruptive behavior that elicits fear or discomfort.
- The sighting of a weapon.
- Any disturbed or unusual behavior raising safety concerns.
- Any communications of harm to one's self—suicide threats.
- Any threatening or intimidating contacts in person, written or electronic.
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- Call University Police at 2-2222.



<http://police.unl.edu>

*Continued on other side*

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