

University of Arkansas – Fort Smith



Emergency Action Plan

May 2014

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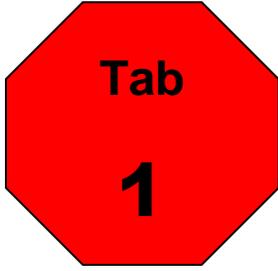
Purpose

This policy is designed to identify procedures and responsibilities in order to protect the general well-being of the University community and visitors.

Scope

This Emergency Action Plan is a campus-level plan that applies to all University of Arkansas-Fort Smith administrators, faculty, staff, students, and visitors.

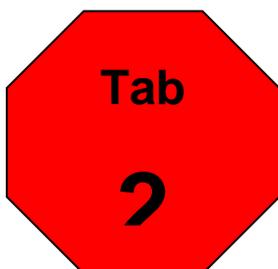
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MEDICAL OR PSYCHOLOGICAL EMERGENCY

1. For any severe accident or incident, IMMEDIATELY GET ASSISTANCE. Call 911 to request assistance from Emergency Medical Services (EMS).
2. After placing the call to 911, notify University Police at 788-7140.
3. Be prepared to provide the following information:
 - a. Nature of the medical emergency (type of injury, number of people injured)
 - b. Location of the emergency (building and specific room number)
 - c. Your name and the telephone number from which you are calling
 - d. If possible, stay on the phone until released by the University Police dispatcher

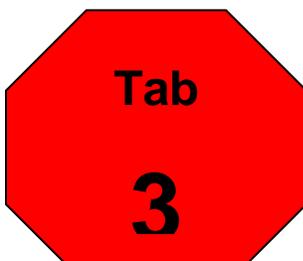
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FIRE

1. In case of fire, call 911 to alert the fire department.
2. After placing the call to 911, notify University Police at 788-7140.
3. Know the locations of fire exits in the building. Know the location of fire extinguishers and alarm systems and how to use each.
4. If the fire is in the beginning stage (small flame), immediately contact the Fort Smith Fire Department by dialing 911 and the University Police. Promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher. Do not attempt to extinguish fires beyond the incipient stage (small or beginning stage).
5. For large fires, evacuate all rooms and close all doors to confine the fire and reduce oxygen. Do not lock the doors.
6. When the building evacuation alarm is sounded, be sure to follow the proper evacuation procedures:
 - a. Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - b. Assist the disabled in exiting the building. Elevators are reserved for disabled persons to use, but elevators should not be used in case of fire.
 - c. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - d. Assist emergency crews as requested. An Emergency Operations Center may be set up near the emergency site. Stay clear of this area unless you have official business there.
 - e. Do not return to the building until the “all clear” notice is given by University Police.
7. If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for emergency crews. It may be necessary to break the window in order to place a marker in the window. If a window is not available, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews to your location. Remember not to panic.

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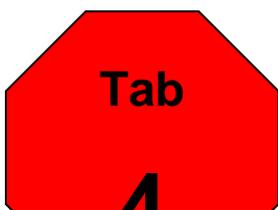


CRIMINAL BEHAVIOR

University Police are located in Plant Operations Suite 130, adjacent to 51st Street. They provide assistance and protection 24 hours a day, seven days a week on a year-round basis.

1. If you are the victim or a witness to any on-campus offense, if you observe a suspicious person on campus or observe a person with a concealed weapon, promptly notify 911 for the Fort Smith Police Department to report the incident.
2. After placing the call to 911, notify University Police at 788-7140.
3. Be prepared to provide the following information when reporting the incident:
 - a. Nature of the incident
 - b. Location of the incident (be specific)
 - c. Description of the person(s) involved
 - d. Description of the property involved
4. Be prepared to assist officers when they arrive by supplying them with additional information as requested. Ask others to cooperate as well.

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SUSPICIOUS ACTIVITY

Suspicious activity should be reported to University Police at 788-7140.

1. Report any attempts to test or conduct reconnaissance of security operations at critical infrastructure/key resource facilities, high profile venues, or sector-specific events.
2. Report any persons showing an uncommon interest in security measures or personnel, entry points or access controls, or perimeter barriers such as fences or walls.
3. Report any persons showing uncommon interest in photographing or videotaping critical infrastructure/key resource facilities, networks, or systems.
4. Report any theft of or missing official University identification documents, uniforms, credentials, or vehicles necessary for accessing critical infrastructure/key resource facilities, or sector-specific events.
5. Report all suspicious attempts to recruit employees or persons knowledgeable about key personnel or critical infrastructure/key resource facilities, networks, or systems.
6. Report any theft, purchase, or suspicious means of obtaining plans, blueprints, alarm system schematics, or similar physical security-related or sensitive information related to a facility with critical infrastructure or key resource facilities and systems.
7. Report any discovery of documents (particularly foreign language products) containing pictures or drawings of critical infrastructure/key resource facilities or systems.
8. Report any persons near critical infrastructure/key resource facilities who do not fit the surrounding environment, such as individuals wearing improper attire for conditions or those not normally in the area such as homeless persons, street vendors, demonstrators, or street sweepers.
9. Report pedestrian surveillance near critical infrastructure/key resource facilities involving any surveillance activity of sensitive operations, including photography, videotaping, or extensive note-taking/use of audio recorder (regardless of the number of individuals involved), or mobile surveillance by cars, trucks, motorcycles, boats, or small aircraft.

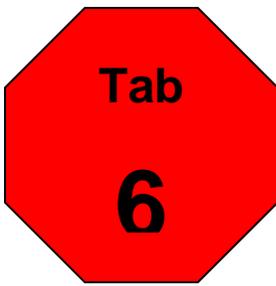
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UTILITY FAILURE OR EMERGENCY

1. In the event of a major utility failure or if there is potential danger to building occupants, notify Plant Operations immediately at 788-7171 or University Police at 788-7140.
2. Follow the standard evacuation procedures if a building emergency exists:
 - a. Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - b. Assist the disabled in exiting the building. Elevators are reserved for disabled persons to use, but elevators should not be used in case of fire.
 - c. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - d. Assist emergency crews as requested. An Emergency Operations Center may be set up near the emergency site. Stay clear of this area unless you have official business there.
 - e. Do not return to the building until the “all clear” notice is given by University Police.
3. Always observe the following procedures if utility emergencies arise:
 - a. **Electrical/Light Failure** – Campus buildings may not provide sufficient illumination in corridors and stairs for safe exiting. Notify Plant Operations at 788-7171. If after 5 p.m., University Police at 788-7140.
 - b. **Elevator Failure** – If you are trapped in an elevator, use the emergency phone to notify University Police at 788-7140. If the elevator does not have an emergency phone, turn on the emergency alarm, located on the front panel to signal for assistance.
 - c. **Natural Gas Leak** – Cease all operations. Do not switch on lights or any electrical equipment. Notify Plant Operations at 788-7171. If after 5 p.m., notify University Police at 788-7140.
 - d. **Plumbing Failure/Flooding** – Cease using all electrical equipment and vacate the area. Notify Plant Operations at 788-7171. If after 5 p.m., call University Police at 788-7140.
 - e. **Ventilation Issue** – If smoke or other noxious odors are emitting from the ventilation system, cease all operations and vacate the area. Immediately call the Fire Department at 911 and then University Police at 788-7140.

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NATURAL DISASTER – TORNADO

TORNADO WATCH

Definition: Prevailing conditions could produce a tornado.

1. Review actions to take should the situation change to a “Tornado Warning” or if a funnel cloud is sighted.
2. Ensure no physical restrictions exist that would prevent free movement to your nearest best available shelter. Clear any blocked doors, aisles, etc.
3. Do not phone University Police or the Campus operator for information. Keep the phone lines clear for emergency messages.

TORNADO WARNING

Definition: Either a visual or radar sighting of a tornado in or threatening our area.

1. University Police will contact the Chancellor or designee
2. Chancellor or designee will notify cabinet members.
3. Cabinet members will notify persons within their departments to begin evacuating to the suggested shelter locations.
4. Lions Alert will also be activated by appropriate personnel to ensure Campus wide notification
5. University Police will drive through Campus and Sebastian Commons sounding the siren of the police vehicle to attract attention and direct persons to designated shelters.
6. If the event occurs during the evening, night, or weekend hours, University Police will contact the Sebastian Commons staff member on duty to notify the resident assistants to evacuate the residents to the best available shelter areas. University Police will ensure shelter locations on campus are open.
7. Take cover. Proceed to the nearest best available shelter. Do not use elevators. Stay away from windows and other glass. Avoid auditoriums and gymnasiums with large, poorly supported roofs.
8. In multi-story buildings, move to the basement or ground level. Inner hallways are usually the safe areas.
9. If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.
10. Do not phone University Police or the Campus operator for information. Keep the phone lines clear for emergency messages.
11. If you cannot reach one of the best available shelter areas, go to the nearest building. Find an area away from windows, preferably one in the interior portion of the building and use overhead cover (heavy desk, work table, or counter). Remain there until emergency personnel declare the situation safe.
12. If you are caught outside away from any shelter, utilize the following suggestions:
 - a. Try to locate a depression in the ground, ditch, culvert, or other low area.

- b. Cover your head and lie flat facing the ground.
- c. If you are near a bridge or overpass, leave your vehicle and climb as close to the upper portion of the incline as possible.
- d. Do not stay in your vehicle or try to outrun a tornado using your vehicle.
- e. Before leaving your shelter area wait until authorized personnel have declared the situation safe.

SUGGESTED SHELTER LOCATIONS

All First Floor Areas

(maps are posted at all entrances/exits and stairwells in all buildings)

1. Annex 51 – Hallway, restrooms
2. Baldor Technology Center - Hallway, restrooms
3. Ballman-Speer Building – Hallways, restrooms
4. Breedlove Building – Hallway
5. Business Center – First floor hallway, locker rooms, restrooms, interior offices
6. Business and Profession Institute/Flanders Business Center– Hallway, restrooms
7. Fitness Center – Hallway
8. Fullerton Administration Building – North wall restrooms
9. Gardner Building– Hallway
10. Holt – Hallways
11. Library – Men’s RR 132, Women’s RR 130, Stairwell D (all locations on the 1st floor)
12. Math Science – Hallways, interior restrooms
13. Memorial Classroom Building – First floor hallway
14. Pendergraft Health Sciences Center – Interior hallway, restrooms
15. Plant Operations – Hallway
16. Sebastian Commons (emergency only, no time to evacuate) – Hallways of each unit, bathrooms
17. Smith-Pendergraft Campus Center – Hallways, restrooms, inner offices, and work areas
18. Stubblefield Center – Hallways, locker rooms
19. Vines Building – Hallway

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NATURAL DISASTER – WINTER STORMS

A winter storm watch means severe winter weather is possible. A winter storm warning means severe weather is expected. A traveler's advisory means that conditions may make driving difficult or dangerous.

1. The University of Arkansas – Fort Smith will remain open during severe winter storms; however, occasions may occur when weather-related conditions necessitate that the University announce a delayed arrival time, an early dismissal time, or remain open for essential personnel only.
 - a. Campus closing decision must be made no later than 6:30 a.m. for day classes and no later than 3:00 p.m. for evening classes (those classes starting 4 p.m. or later).
2. Employees and commuting students must use their best judgment in determining their personal safety when traveling between home and Campus.
 - a. An employee who arrives to work within two hours of his/her scheduled start time will be given credit for a full day's attendance.
 - b. An employee who is unable to get to work because of weather-related conditions, even though the University is open, may use annual leave, make-up the time missed, or take the day without pay.
 - c. If classes have not been cancelled, commuting students who feel it is unsafe to travel to Campus must clear their absence or make up work with the instructors whose classes will be missed.
3. Local radio and television stations make regular announcements of any closure or work schedule changes due to weather or emergency conditions.
4. During off-duty hours (9 p.m. to 6 a.m.), delayed openings or closing of the Campus will be transmitted to the news media, Lions Alert, the University Cable Channel, and the University web site.

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NATURAL DISASTER – EARTHQUAKE

1. Remain calm.
2. If indoors, seek refuge in a doorway or under a desk or table.
3. Stay away from glass windows, shelves, and heavy equipment.
4. If outdoors, move quickly away from buildings, utility poles, and other structures. NOTE: Always avoid power or utility lines as they may be energized.
5. Know your assembly location and proceed there as soon as it is safe to do so.
6. If you are in an automobile, stop in the safest place possible, preferably away from power lines, trees, overpasses, and bridges. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
7. After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services at 911. Do not panic, but protect yourself at all times and be prepared for aftershocks.
8. Report damaged facilities to Plant Operations at 788-7171. If after 5 p.m., contact University Police at 788-7140. NOTE: Gas leaks and power failures create special hazards.
9. If an emergency exists, activate the building alarm. In that case, report the emergency by phone to 911. After placing the call to 911, contact University Police at 788-7140.
10. When the building evacuation alarm is sounded, be sure to follow the proper evacuation procedures:
 - a. Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - b. Assist the disabled in exiting the building. Elevators are reserved for disabled persons to use, but elevators should not be used in case of earthquake.
 - c. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - d. Assist emergency crews as requested. An Emergency Operations Center may be set up near the emergency site, stay clear of this area unless you have official business there.
 - e. Do not return to the building until the “all clear” notice is given by University Police personnel.



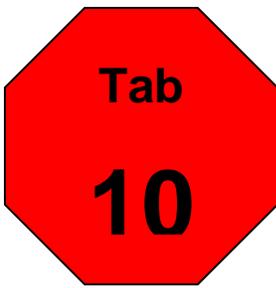
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CHEMICAL OR RADIATION SPILL

1. Report immediately any spill or leak of a hazardous chemical or radioactive material to 911.
2. After placing the call to 911, notify University Police at 788-7140.
3. Be prepared to provide the following information: the specific nature of the material involved and the exact location of the spill (building and specific room number).
4. Move away from the spill and help keep others away from the material. Do not walk into or touch any of the spilled substance (this includes attempting to smell the substance for identification purposes). Try not to inhale gases, fumes, or smoke.
5. Those who may be contaminated by the spill should avoid contact with others, remain in the vicinity, and provide necessary information to the University Police. Specialized or trained authorities will conduct first aid and clean up procedures as necessary.
6. The key person (could be the person reporting the spill or staff/faculty member) at the spill site should evacuate the affected area. This person should also seal off the area to prevent further contamination until the arrival of University Police and personnel from the Department of Environmental, Health, and Safety.
7. If a building emergency exists, activate the building alarm. In that case, report the emergency by phone to 911. After placing the call to 911, call the University Police at 788-7140.
8. When the building evacuation alarm is sounded, be sure to follow the proper evacuation procedures:
 - a. Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - b. Assist the disabled in exiting the building. Elevators are reserved for disabled persons to use, but elevators should not be used in case of fire.
 - c. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - d. Assist emergency crews as requested. An Emergency Operations Center may be set up near the emergency site, stay clear of this area unless you have official business there.
 - e. Do not return to the building until the “all clear” notice is given by University Police.

NOTE: After any evacuation, report to your designated campus area assembly location and notify University personnel of any person(s) still remaining in building.

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BOMB THREAT

IMPORTANT: Do not touch any suspicious object or potential bomb!

1. If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller.
2. If possible, use the following checklist to capture the actual message and any other background information. The ideal situation is to record the conversation, if at all possible.
3. Immediately call 911.
4. After calling 911, notify University Police at 788-7140.
5. Be prepared to give the following information: your name, your exact location (building and room number), telephone number, the exact words of the threat, and include any information regarding the location of the threat, time of the threat, and the time you received the call.
6. If you receive a bomb threat by any other means than the telephone, call campus police directly at 788-7140. Examples of this type of threat include: email, letter, a 3rd party threat, etc.
7. Do not evacuate the building and do not sound the alarm, wait for further instructions from law enforcement personnel. **This one is controversial because U.P.D. says the reason for this statement is that snipers sometimes call in false bomb threats so they can shoot targets as they evacuate the building.**
8. If you spot something out of the ordinary that appears suspicious, you should report it to campus police at 788-7140. Do not touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
9. Cease the use of all wireless transmission equipment (cellular phones, laptop computers, 2-way radios).
10. If the building is evacuated, move as far from the building as possible, at a minimum of 500 feet from the building. Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
11. Do not return to the building until the "all clear" notice is given by University Police.
12. In some cases, it will be necessary for law enforcement personnel to enlist persons from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as requested.

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BOMB THREAT CALL CHECKLIST

Exact time of call: _____

Telephone number that the call came in on: _____

Exact words of caller: _____

QUESTIONS TO ASK:

1. **When is the bomb going to detonate?** _____
2. **Where is the bomb located?** _____
3. **What kind of bomb is it?** _____
4. **What does it look like?** _____
5. **Why did you place the bomb at UA-Fort Smith?** _____
6. **What will cause it to detonate?** _____
7. **Where are you calling from?** _____
8. **What is your address?** _____
9. **What is your name?** _____

CALLER'S VOICE (circle all that apply):

Calm	Distinguished	Nasal	Angry	Broken
Stutter	Slow (hard to put words together)		Sincere	Rapid
Giggling	Deep	Crying	Excited	Loud
Stressed	Slurred/Intoxicated	Normal accent		

If accent, type or national origin: _____

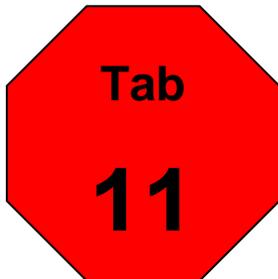
Is the voice familiar to you, who does it sound like? _____

Any background noise & what were they? _____

Name of person receiving the call: _____

Date of the call: _____

CALL 911 and THEN THE CAMPUS POLICE IMMEDIATELY @ 788-7140



SUSPICIOUS PARCELS AND LETTERS

1. Be wary of suspicious packages and letters.
2. Be suspicious of letters or packages exhibiting a combination of the following characteristics:
 - a. No return address or one that is illegible or incorrect
 - b. Excessive postage
 - c. Postmark that does not match the return address
 - d. Hand-written or poorly typed addresses
 - e. Misspelling of common words
 - f. Restrictive markings such as “confidential” or “personal”
 - g. Unusual weight, odd shape, or indication of a substance inside the envelope
 - h. Heavily taped exterior of the package or envelope
 - i. Addressed to someone no longer with the organization or otherwise outdated
 - j. Appearance that is stained or has a strange odor
3. Do not open any letter or package that appears suspicious.
4. Students who receive suspicious mail should contact University Police at 788-7140.
5. If the contents of a letter or package cause concern after opening, call University Police at 788-7140. Utilize the following suggestions:
 - a. If possible, carefully return the contents to the package or envelope.
 - b. Set the package and contents down in a clear space.
 - c. Do not attempt to investigate the contents and do not allow unqualified personnel to handle the contents or packaging.
 - d. Wash your hands with soap and water or sanitizing gel, if available.
 - e. Follow any other instructions given to you by University Police.

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EXPLOSION

1. Leave the building as soon as possible and activate the closest fire alarm.
2. Do not stop to retrieve personal possessions or make phone calls.
3. If objects are falling around you, get under a sturdy desk or table until the objects stop falling. Leave quickly, but watch out for weakened floors or stairs and more falling debris.
4. If there is a fire, utilize the following recommendations:
 - a. Stay low to the floor and exit the building as quickly as possible.
 - b. Do not use elevators.
 - c. Cover your nose and mouth with a wet cloth or handkerchief.
 - d. When approaching a closed door, use the back of your hand to feel the lower, middle, and upper parts of the door (never use the palm of your hand or fingers to test for heat).
 - e. Do not touch the handle with your bare hand. Use a shirt or other piece of clothing to turn the handle.
 - f. If the door is not hot, open it slowly and ensure the fire and/or smoke is not blocking your escape route before continuing. Be prepared to crawl as smoke, poisonous gases, and heat rise.
 - g. If the door is hot, do not open it. Try to escape through a window. If you are on a high floor, hang a white or light colored cloth or rag outside of the window to alert emergency responders of your location.
5. If you are trapped in debris, utilize the following recommendations:
 - a. Do not light a match.
 - b. Do not move about or kick up dust.
 - c. Cover your mouth with a handkerchief or clothing.
 - d. Rhythmically tap on a pipe or wall so emergency personnel can hear where you are.
 - e. Use a whistle if one is available.
 - f. Shout only as a last resort when you hear sounds and think someone will hear you. Shouting can cause the inhalation of dangerous amounts of dust.

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RESPONSE TO AN ACTIVE SHOOTER/HOSTILE INTRUDER

DEFINITION: One or more subjects who participate in a random or systematic shooting spree or any other demonstration of their intent to continuously harm others.

1. Remain calm
2. If ***an active shooter/hostile intruder is outside your building***, utilize the following suggestions:
 - a. Proceed to a room that can be locked or secured by some other means such as a door wedge or barricade materials.
 - b. Lock all doors and windows and turn off the lights.
 - c. If possible, get everyone down on the floor and ensure that no one is visible from outside the room.
 - d. Call 911 to advise the dispatcher of the situation and provide your location.
 - e. If you are able, then call the University Police at 788-7140 to advise the dispatcher of the situation and provide your location.
 - f. Remain in place until emergency personnel gives you the “all clear” notification.
 - g. Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
3. If ***an active shooter/hostile intruder is in the same building you are***, utilize the following suggestions:
 - a. Secure the room you are in by either the door lock, a wedge, or barricade material
 - b. Follow the same procedure listed under “active shooter/hostile intruder is outside your building”.
 - c. If you cannot secure the room, determine if there is a nearby location that can be safely reached and secured or if you can safely exit the building.
4. If ***an active shooter/hostile intruder enters your office or classroom***, utilize the following suggestions:
 - a. Try to remain calm.
 - b. Call 911, if possible, to alert police to the shooter’s location
 - c. Next call 788-7140 to alert University Police to the shooter’s location, if possible.
 - d. If you cannot speak, leave the line open so the dispatcher can hear what is taking place.
 - e. The dispatcher may be able to determine the location without speaking.
 - f. If there is absolutely no opportunity of escape or hiding, it might be possible to negotiate with the shooter.
 - g. Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted.



HOSTAGE SITUATION

1. If you are taken hostage, be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous.
3. **Follow instructions, be alert, and stay alive.**
4. The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well being.
5. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state.
6. Avoid appearing hostile. Maintain eye contact with the captor when possible, but do not stare.
7. Try to stay calm.
8. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
9. **Be observant.** You may be released or escape. The personal safety of others may depend on your memory.

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