Safety protocols

La Sierra University is committed to providing a safe and healthful environment for its students, employees and visitors. The following safety protocols are an outline of appropriate responses to emergencies that may occur on campus. Click on one of the following scenarios to read recommended action steps.

Key phone numbers:

- **Emergency assistance: 911** (from a campus phone, dial 9 911)
- La Sierra University Campus Security: 951-785-2222 (from a campus phone dial extension 2222)

Safety Protocols:

- Bomb threat
- Disruptive individual
- Explosions
- Hazardous spills
- Injury / serious illness
- Power failure
- Shooting
- Suspicious individuals
- Weapons

Bomb threat protocol

- 1. If you receive a bomb threat, ask the caller the following information:
 - When is the bomb going to explode?
 - Where is it located?
 - 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 and address? Note the caller's sex, age, voice, accents, and any background noises.
- Call 9-911 from a campus phone. DO NOT USE A HAND-HELD RADIO OR CELL PHONE TO REPORT THE THREAT, as these devices could trigger the explosion.
- 3. Call Security at 785-2222.
- 4. Security will notify campus via e-mail; voice mail; or in person to empty a given building if necessary.
- 5. If an evacuation is necessary please conduct a cursory review of your area as you exit looking for unusual or suspicious packages or objects and report this information the Security as soon as

Emergency Preparedness Information:

• Pandemic Flu

Personal Safety Tips:

- Report any suspicious behavior immediately to the La Sierra University Security Office (785-2222) or the Riverside Police Department at 951-787-7911
- If you would like an escort while on campus, contact the Security Office (x2222).
- When walking to or from campus, walk with confidence; show that you are aware and in control.
- Ensure that your cell phone is charged before you leave campus.
- Walk with at least one other person.
- Use well lit, well traveled routes; use shuttle buses and public transportation after dark.
- When approaching your car or your door, get your keys out in advance; don't fumble for your keys at the door.
- Consider carrying a small, readily available high-intensity flashlight.
- If you feel that you are being followed, look directly at the person -- awareness is often a deterrent.
- If a follower persists, head toward a well lit, occupied area and call the police (911).
- Call and let someone know that you are leaving, your travel route, and when they should expect to hear from you that you have arrived.

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- 6. DO NOT TURN LIGHTS ON OR OFF. Leave doors and windows open.
- 7. Safety Building Coordinators should do a headcount to determine everyone exited safely and contact Security with that information.
- 8. NO re-entry into the building is permitted until authorized by the Police or the Fire Department.

Disruptive individual protocol

- 1. Take appropriate action if:
 - An individual makes threats of physical harm to you, others, or themselves.
 - The individual has a weapon. Refer to weapons protocol.
 - An individual behaves in a bizarre manner or exhibits unstable behavior patterns.
 - The individual appears to be intoxicated or under the influence of a controlled substance.
- 2. Contact the Security Office at x 2222 or by cell phone 951-785-2222. Give your name and campus location with a brief explanation of the situation. Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.
- 3. Express your authority with non-verbal cues:
 - Sit or stand erect
 - Square your shoulders
 - Smile and make eve contact
 - Speak clearly and distinctly
 - Maintain a constant voice volume -- not too loud
- 4. Cues to avoid:
 - Do not touch your face
 - Observe the individuals personal space -- do not stand too close
 - Do not touch the person
 - Do not slouch, glare or sigh at the individual
- 5. Anger management tactics:
 - Get their attention: Use their name, ask them to sit down
 - Acknowledge their feelings: Paraphrase what they say so they will know you are listening
 - Get them moving: Offer a chair, move them to a private area if possible
 - Offer assistance: Use the word "we" to include them in the solution process
 - Tell them exactly what you can do for them and when
 - Offer an alternative if appropriate
 - Advise co-workers of the potential problem if possible
 - Call for aid immediately if you sense the situation is getting out of hand

Explosions protocol

Explosion prevention

- 1. If a gas leak or toxic fumes are detected in the building, evacuate the affected area immediately.
- 2. Ventilate the area by opening a window, even slightly, when inclement weather exists.
- 3. Immediately call Security at x 22224. Upon evacuation, the Safety Building Coordinators will perform headcounts to determine if everyone exited safely and notify Security of the results.

Explosion in building

- 1. Report any explosion immediately by dialing 9-911 from a campus phone or by calling Security at x2222 or 785-2222.
- 2. DO NOT USE A CELL PHONE OR HAND-HELD RADIO in case there is a bomb that could be detonated by the radio signal.
- 3. Close doors to reduce the spread of a fire but do not lock doors or touch the light switch.
- 4. Evacuate the building and do not re-enter until cleared by the Fire Department or the Police Department. Maintain a minimum distance of 300 feet from the building.
- 5. Building Monitors will perform headcounts to determine if everyone exited safely and notify Security of the results.

Hazardous spills protocol

- 1. Any spill of a suspected hazardous substance should be reported immediately to the Director of Security at x 2222 or to Security at 951-785-2222. If they are unavailable, contact Physical Plant at x2113. The appropriate public safety departments will be notified and state and federal guidelines for the disposal of hazardous waste will be followed.
- All students and staff should evacuate the area immediately while avoiding direct contact with the spill. If any student or staff has had direct contact with the hazardous substance on their footwear or clothing, the contaminated article should be removed as common sense and prudence dictates to avoid spreading the contaminant throughout the building. Close the door as you depart to contain the spill.
- 3. Pull the fire alarm if building evacuation is necessary because:
 - the spill is flowing out the room
 - a chemical reaction creates a fire
- 4. Never touch, taste or smell a suspected hazardous materials spill to try to identify it.
- 5. Persons who have been contaminated should inform a responsible party that medical attention is needed and identify their location. Avoid physical contact with others.
- 6. Full sets of Material Safety Data Sheets (MSDS) are maintained in Palmer Hall, Price Science Complex, Physical Plant, Alumni Pavilion, Visual Art Center and Physics for referral in clean up and first-aid measures. These buildings on campus have a set of MSDS sheets located in the storage areas where the various chemicals are stored for reference in the event of a spill.

Injury / serious illness protocol

- 1. If the medical condition appears to be an emergency, dial 9-911 or call Security at x 2222 or cell phone 951-785-2222. Do not leave the person alone unless absolutely necessary.
- 2. During the school year, contact the nurse at the Student Health Services Office at x 2200
- 3. If the Health Services Office is not staffed, call 911.
- 4. Personal safety is the first priority for those coming in contact with the injured party. Use personal protective equipment (latex or rubber gloves) if coming in contact with the victim's body fluids or blood. Emergency blood spill kits are available at the Health Services Office.
- 5. An Incident Report will be filed by the Security officer.
- 6. The individual is to fill out the Accident Incident report form within 72 hours and forward to the Director of Risk Management.

Power failure protocol

- 1. If the power fails in your building, please contact Physical Plant at 785-2113. If it is after hours or on a weekend, contact Security at 785-2222.
- 2. Never attempt to reset a tripped breaker in an electrical panel yourself.
- 3. As information about the expected length of the outage becomes available, Physical Plant will inform the community by e-mail and voice mail.
- 4. The decision to close the campus in the face of an extended power failure rests with the President or the designee of the President.
- 5. If power lines are on the ground, contact Security immediately at 785-2222 to secure the area.

Active Shooter protocol

- If you witness any armed individual on campus at any time, immediately contact Security at 785-2222. If the individual is acting in a hostile or belligerent manner, contact 9-911 and then call Security.
- 2. If the shooter is outside the building:
 - Turn off all the lights and close and lock all windows and doors.
 - If you can do so safely, get all students on the floor and out of the line of fire.
 - Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized known voice.
 - If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
 - Unknown or unfamiliar voices may be false and designed to give false assurances.
- 3. If the shooter is inside the building:
 - If it is possible to flee the area safely and avoid danger, do so.
 - Contact 9-911 and Security (785-2222) with your location if possible.
 - If flight is impossible, lock all doors and secure yourself in your space.
 - Get down on the floor or under a desk and remain silent.
 - Get students on the floor and out of the line of fire.
 - Wait for the "all clear" instruction.
- 4. If the shooter comes into your class or office:
 - There is no one procedure the authorities can recommend in this situation.
 - Attempt to get the word out to other staff if possible, and call 9-911 if that seems practical.
 - Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
 - Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
 - Remember, there may be more than one active shooter.
 - Wait for the "all clear" instruction.
 - In a shooting situation, the LSU Security Office is in charge until emergency safety officers are on the scene.
 - Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
 - In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

Suspicious individuals protocol

- 1. Report a suspicious looking individual or activity to the Security Office at 785-2222. Give your location, name and reason for calling. Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair and any other distinguishing features. If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.
- 2. If you suspect the person is armed or see a weapon, contact Security and report the situation. If the individual is acting disruptive refer to the Disruptive Individual protocol on the following page.
- 3. Do not approach a suspect individual yourself. Contact Security as quickly as possible while monitoring the location of the person if feasible.

Weapons protocol

1. A "weapon" means any objects, devices or instruments designed or capable of producing bodily harm or that may be used to inflict self-injury. Weapons of all type and description are prohibited from the La Sierra University campus.

Items defined as weapons include but are not limited to:

- Firearms, whether loaded or unloaded, pellet guns, BB guns, air guns and stun guns -- this includes antique and curio weapons
- Ammunition; poisons; chains; arrows
- Knives, blades, clubs, metal knuckles, nun-chucks, throwing stars, bayonets, swords or other double-edged weapons
- Explosives, fireworks, mace and other propellants
- Any object that has been modified to serve as a weapon
- 2. Any student, faculty or staff member should immediately notify Security if they become aware of the presence of a weapon on campus.
- 3. If a weapon is found unattended, immediately contact Security. Do not attempt to pick up or handle any firearm as it could be loaded and discharge unexpectedly. If possible stay with the weapon until Security can respond.
- 4. No student, faculty or staff member should use, possess or distribute any object or device that has the appearance of a weapon or any device that is a facsimile of a real weapon.
- 5. Any firearm found or confiscated on campus will be referred to the Riverside Police Department to perform a serial number check to determine if the weapon is stolen or was involved in a felony.