The Quick Reference Guide to
EMERGENCY PROCEDURES
AND SAFETY INFORMATION

Your building coordinator is

Beloit College Security - Ext. 2355

Never assume someone else is calling an emergency number.

12/15
Serious water damage can occur from a number of sources: broken pipes, clogged drains, damaged skylights, windows, or construction errors.

IF A WATER LEAK OCCURS:

1. Remain calm.
2. Call Beloit College Security at extension 2355. Report the exact location and severity of the leak.
3. If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident in your ability to stop it (i.e., unclog the drain, turn off the water, etc.), do so.
5. Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

FLOODING AND WATER DAMAGE
IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING:

1. Remain calm.
2. Call Beloit College Security at extension 2355.
3. Provide assistance to others in your immediate area who may be unfamiliar with the space.
4. If requested, accompany and assist persons with disabilities who appear to need assistance.
5. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
6. If you are in an elevator, stay calm. Use the emergency button or telephone to alert Beloit College Security at extension 2355.
7. If instructed to evacuate, proceed cautiously to the nearest clear exit.
8. Planning for such situations includes having a flashlight available.
A tornado warning is the sounding of the emergency sirens for three to five minutes. A warning indicates a tornado has been sighted by ground observers or has appeared on radar within Rock County.

IF A TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA:

1. Stay inside and be alert for falling objects.
2. Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases.
3. Proceed to a below-ground-level or central hallway of the building if possible.
4. **Do not use elevators.**
5. If requested, accompany and assist persons with disabilities who appear to need assistance.
6. Remain in the safe area until the tornado warning has expired.
7. Listen to weather radio.
8. Planning includes identifying the appropriate places in your building to seek shelter should a tornado occur.

**TORNADO/SEvere WEATHER**
Chemicals, leaking gas, faulty boilers, or falling aircraft could all be the cause of life-endangering explosions.

IF AN EXPLOSION OCCURS:
1. Remain calm.
2. Be prepared for possible further explosions.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. Wait for instructions from campus security, police, or fire department personnel. If evacuation is ordered, proceed to one of the designated exits.
5. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, exposure, etc.).
6. Open doors carefully. Watch for falling objects.
7. **Do not use elevators.**
8. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
9. Do not use matches, lighters, or turn on light switches.
10. Avoid using the telephones.
IF SOMEONE BECOMES ILL OR IS INJURED AND REQUIRES IMMEDIATE ASSISTANCE:

1. Unless trained, do not attempt to render any first aid before trained assistance arrives.
2. Before rendering any assistance, observe the individual and the surrounding area and check for any outside substance that may pose a hazard to anyone rendering assistance (drugs, hazardous, or infectious materials, etc.)
3. Call Beloit College Security at extension 2355 who will provide or arrange required services.
4. Do not attempt to move a person who has fallen and appears to be in pain.
5. Limit your communication with the ill or injured person to quiet reassurances.
6. After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
7. If the victim is a faculty or a staff member, notify the victim's supervisor or a co-worker. If the victim is a student, notify the Dean of Students Office or Student Engagement and Leadership.
8. Planning for such emergencies includes being trained in emergency first aid procedures and CPR.
IF YOU SUSPECT AN INFECTIOUS OR HAZARDOUS MATERIAL THREAT:

1. Remain calm. While most threats turn out to be hoaxes, it is important to take all threats seriously.

2. In the case of a threat of infectious material, remain in the room and immediately close all doors and windows. Move away from the suspected item (usually an envelope or package).

3. In the case of a threat of hazardous material (or a chemical spill), resist the urge to rush in; others cannot be helped until the situation has been fully assessed.

4. Secure the scene. Without entering the immediate hazard area, isolate the area and assure the safety of people and the environment. Keep everyone away from the scene.

5. Call Beloit College Security at extension 2355 and indicate you have observed a potential hazardous or infectious material accident. Let them know how you observed the substance and that you possibly have been exposed. Remain on the line until the dispatcher lets you know it is OK to hang up.

6. If you have been exposed to a powder or other substance, do not touch your face or attempt to clean the desk or counter top. If a sink is available in the area, wash your hands, arms, and face with soap and warm water.

7. Wait for instructions from emergency responders.

INFECTIONOUS OR HAZARDOUS MATERIALS
The Beloit College Office of Security provides safe escorts for students, faculty, and staff. These escorts are only provided for safety and security reasons.

**WHAT ARE THE BOUNDARIES?**

Beloit College Security will escort you anywhere on campus.

**HOW DO I ARRANGE AN ESCORT?**

Call Beloit College Security at extension 2355.

**WHAT ARE THE HOURS OF OPERATION?**

The Beloit College Office of Security will provide on campus escorts 24 hours a day, 365 days of the year.

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**SAFETY/ESCORT SERVICE**
IF A CHEMICAL SPILL OCCURS:
1.  If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
2.  Call Beloit College Security at extension 2355.
3.  If there is any possible danger, evacuate your area.
4.  If requested, accompany and assist persons with disabilities who appear to need assistance.

IF A CHEMICAL FIRE OCCURS:
1.  Remain calm.
2.  Call Beloit College Security at extension 2355 and pull an alarm station.
3.  Never allow the fire to come between you and an exit.
4.  Evacuate the building. Close doors and windows behind you to confine the fire. Proceed to an exit.
5.  If requested, accompany or assist persons with disabilities who appear to need assistance.
6.  Do not break windows; oxygen feeds a fire.
7.  Do not attempt to save possessions at the risk of personal injury.
8.  Do not return to the emergency area until instructed to do so by campus security, police, or fire department personnel.
9.  All chemical spills and fires, no matter how small, should be reported to Beloit College Security at extension 2355.
IN ADVANCE EVERYONE SHOULD:
1. Understand the evacuation plan for their area.
2. Know at least two ways out of the building.
3. Recognize the sound of fire alarm.

WHEN YOU HEAR THE FIRE ALARM OR ARE TOLD TO EVACUATE THE BUILDING:
1. Remain calm.
2. Leave quickly.
3. Try to make sure that everyone in the immediate area hears the alarm and evacuates the area.
4. As you exit, quickly check nearby restrooms, copier rooms, storage rooms, and other areas for occupants who may not have heard the evacuation signal.
5. If requested, accompany and assist persons with disabilities who appear to need assistance.
6. Take with you essential personal items ONLY. Do not attempt to take large or heavy objects.
7. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
8. **Do not use elevators.**
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move at least 100 feet away from the structure or as instructed by campus security, police, or fire department officials.
11. Return to the building only when instructed to do so by campus security, police, or fire officials.

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BUILDING EVACUATION PROCEDURES
It is possible, although highly unlikely, that someone on campus may receive a threatening telephone call, letter, or a suspicious parcel, or discover a suspicious object somewhere on the campus grounds.

**IF YOU RECEIVE A TELEPHONE THREAT:**

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
3. Use the Explosive Device Data Record on the back of this page to question the caller in a polite and non-interrogative manner. Use any means to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about the device, the validity of the threat, or the identity of the caller.
4. Upon completion of the call, IMMEDIATELY notify Beloit College Security at extension 2355 and complete the Explosive Device Data Record as soon as possible while the incident is fresh in your memory.
5. If a threat has been received by another individual and he/she is relaying the information to you, use the Explosive Device Data Record to get as much information from them as possible.

**IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON CAMPUS:**

1. Keep anyone from handling it or going near it.
2. Do not use portable radio equipment within 100 feet of the suspicious item. The signal from the device may interfere with any electronic detonation device.
3. Call Beloit College Security at extension 2355 IMMEDIATELY.
4. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by the safety and security officer.
5. Remain calm. Do not discuss the threat with others.
6. Be guided by security, administration, or other safety personnel instructions.

Note: A suspicious item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

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**BOMB THREATS AND SUSPICIOUS OBJECTS**
EXPLOSIVE DEVICE DATA RECORD
(Copy this page for convenient use)

QUESTIONS TO ASK:
1. When is the explosive device set to explode?
2. Where is it right now?
3. What does it look like?
4. What will cause it to explode?
5. Did you place the explosive device?
6. Why?
7. What is your address?
8. What is your name?

EXACT WORDING OF THE THREAT:
__________________________________
__________________________________
__________________________________
__________________________________

SEX OF THE CALLER: ___________________
VOICE INFLECTION (NOTABLE ACCENTS): ______
AGE: ______________________________
LENGTH OF CALL: ______________________
NUMBER AT WHICH CALL WAS RECEIVED: ______

THREAT LANGUAGE:
Message read by caller
Remarks: ______________________________
____________________________________
____________________________________

IDENTIFY NUMBER:
Check your caller I.D. screen. Write down the caller’s phone number if it is available. ____________________________

CALLER’S VOICE:

BACKGROUND SOUNDS:

IMMEDIATELY CALL BELOIT COLLEGE SECURITY AT EXTENSION 2355
Give responding officers this sheet.

Date: _____________________________ Name: ________________________________
Phone number: _____________________ Position/title: _________________________
IF YOU DISCOVER FIRE OR SMOKE:
1. Pull the Fire Alarm. Go to the nearest exit, find the manual fire alarm pull station and pull it. This alerts others in the building.
2. Call Security 608-363-2355 and inform them about the fire.
3. Remove anyone from immediate danger, if possible close the door or doors to help contain the smoke and fire.
4. Evacuate the building. Proceed to a safe stairwell and begin to evacuate, unless told to do otherwise by emergency personnel.
5. If leaving a room, feel the door with the back of your hand before opening it and do not open any door that appears hot.
6. Do not return to your area for personal belongings.
7. If you are in an elevator when the alarm sounds, do not push the “emergency stop” button.
8. Return to the building only when instructed by campus security staff, police, or fire department officials.

IF YOU ARE TRAPPED IN YOUR OFFICE/ROOM:
1. Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
2. Close as many doors as possible between you and the fire.
3. Use telephone to notify security (2355) of your problem and location.
4. If you are trapped in an area and need oxygen, only break the window as a last resort.
5. Use caution when breaking the window.

RESPONSE TO AUDIBLE FIRE ALARMS:
1. If the audible alarm sounds, evacuate the building immediately.
2. Do not use elevators.
3. If requested, accompany and assist persons with disabilities who appear to need assistance.
4. Leave all parcels and personal property inside.
5. Remain approximately 100 feet from the exits to help facilitate clear access to the building for the fire department.
6. Return to the building only when instructed to do so by campus security staff, police, or fire department officials.

IF YOU CATCH ON FIRE: DO NOT RUN!
1. STOP where you are.
2. DROP to the ground, and
3. ROLL over and over to smother flames.

FIRE
Campus violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for campus violence education and a safer, healthier campus for everyone.

**EXAMPLES OF CAMPUS VIOLENCE**
- Threats, direct or implied.
- Physical conduct that results in harm to people or property.
- Conduct which harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating or hostile environment.

**POTENTIAL WARNING SIGNS**
- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

**RISK FACTORS THAT CONTRIBUTE TO CAMPUS VIOLENCE**
- Termination of employment
- Disciplinary actions
- Ongoing conflicts between employees
- Domestic or family violence
- Financial problems

**CAMPUS VIOLENCE PREVENTION**
- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Do not hesitate to call for help.
CRIME PREVENTION

IN YOUR OFFICE OR ROOM:
1. Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
2. If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
3. Do not put your address on your key ring.
4. Do not leave money out or store it in your office or room. Large amounts of money should be kept in a bank account.
5. Call Beloit College Security at extension 2355 immediately if you are the victim of a theft from your office or room and to report suspicious persons or activity.

WHEN WALKING:
1. Walk in well-lighted areas of the campus at night.
2. Walk in pairs and be aware of your surroundings.
3. Walk purposefully, know where you are going, and project a no-nonsense image.
4. Be aware of the location of the Emergency Blue phones.
5. For information on a campus escort service, call Beloit College Security at extension 2355.

PROTECTING YOUR AUTO OR BICYCLE:
1. Always lock your car.
2. Lock bikes to bike racks with hardened alloy locks and chains or U-shaped locks.
3. Do not leave tempting valuables or property visible inside the car. Lock these items in your trunk.

PROTECTING YOURSELF WHEN DRIVING:
1. Look into your car before getting in. Lock doors and roll up windows once inside for protection.
2. Do not stop to help occupants of stopped or disabled cars. Continue driving to the nearest phone and call assistance for them.
3. Raise the hood, then lock yourself into your car if your car breaks down. If someone stops and offers you help remain in your car and ask them to phone for help. Do not worry about seeming rude.
4. 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.

SAFETY FIRST:
In all cases, trust your instincts. If the situation does not seem right, do something. Call for help or leave the area, then call.

CRIME PREVENTION
Depression is a treatable illness that involves both mind and body. Faculty and staff can seek help from Family Service Association of Beloit 608-365-1244 or the crisis number at 608-757-5075. If you are concerned about a student please call John at ext. 2350 or Teresa at ext. 2660.

SIGNS OF DEPRESSION

- Withdrawal from usual activities and social environment.
- Loss of pleasure from previously satisfying activities.
- Difficulty with sleep: too much, too little, repeated wakening.
- Difficulty concentrating, making decisions, changes in academic or career performance.
- Feelings of guilt.
- Feelings of worthlessness, low self-esteem.
- Rejection sensitivity.
- Irritability, poor tolerance for minor difficulties.
- Low mood, crying.
- Persistent body aches, a leaden feeling.
- Themes of death in creative pursuits, thoughts, and/or Internet materials.
- Substance abuse.

TAKE VERY SERIOUSLY ANY OF THE FOLLOWING

- A stated plan for suicide.
- Suicidal thoughts or wishing for accidental death.
- Feelings of wanting to harm oneself.
- History of suicidal attempts or gestures.
- Giving away prized possessions.
- Verbal Threats: “You’d be better off if I were dead.”
- Unusual purchases of suicidal tools, weapons, rope, and/or medication.
- Preoccupation with themes of death or suicide on the Internet or in creative pursuits.
- Bizarre and disorganized thinking, speaking, or behavior.
- Unexpected happiness following depression that may signal a decision to commit suicide.
- Agitation.

All of these merit further investigation. Asking a person about them will not activate them to commit suicide. Get more information and then get help. If a person has a plan to hurt him or herself, stay with the person while seeking help.

DEPRESSION/MENTAL HEALTH
PREVENTION:

These steps may help prevent the spread of the respiratory illnesses such as the flu:

1. Get a flu shot. When you are vaccinated, it reduces your chances of getting the seasonal flu. Since the flu season can last through May, even January is not too late to get a flu shot; however, it takes two weeks after a flu shot to develop adequate immunity.

2. Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away immediately after you use it. You can also cough into the bend of your elbow.

3. Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too. Most respiratory illness is spread by droplets, which can travel 3 feet. Staying three feet away from others when you are ill is a good rule.

4. If you get the flu or have some other contagious illness, stay home from work, school, and social gatherings. In this way you will help prevent others from catching your illness and you will recover sooner.

5. Try not to touch your eyes, nose, or mouth. Germs often spread this way.

6. Use bug spray with DEET to repel insects. Insects, like mosquitoes and ticks, may carry diseases that can pass to humans.

Hand hygiene is the most effective way to prevent illness. Hand hygiene includes washing your hands with soap and water for at least 15 seconds, using warm, running water. If hands are visibly soiled this is the best option.

If soap and water are not available, use an antibacterial hand cleaner. Choose alcohol hand rubs with 60 – 95% alcohol (usually listed as isopropyl, ethanol, or propanol).

Glycerol or other skin conditioning agents are helpful additives. Read the directions and use the hand rub appropriately. Apply to all surfaces of hands and under your fingernails. Continue rubbing until dry; it should take 10 -15 seconds if you have used an adequate amount. When used properly these sanitizers reduce the transmission of disease-causing germs.

STAY INFORMED

Rely upon accurate information if an infectious disease outbreak occurs. Check with any one of the following sources for more information:

State of Wisconsin Web site:  
http://www.Wisconsin.gov

Information about the pandemic flu is available at  
http://www.pandemicflu.gov

The Centers for Disease Control and Prevention (CDC) Hotline at: 1-800-CDC-INFO (1-800-232-4636) or http://www.cdc.gov. This line is available in English and Spanish, 24 hours a day, 7 days a week.

U.S. Department of Health and Human Services  
http://www.hhs.gov

Listen to local and national radio, watch news reports on television, and read your newspaper and other sources of printed and Web-based information.

Talk to your local health care providers and public health officials. Beloit College students may contact the Health Center at extension 2331. Rock County Health Department can be reached at 608-364-2010.
WHAT TO DO IF A STUDENT DISCUSSES SEXUAL ASSAULT/MISCONDUCT WITH YOU

1. If a student has already explicitly told you that they or another person on campus has been sexually assaulted or experienced sexual misconduct, let them know that you are obligated to report this to John Winkelmann, Associate Dean of Students and Director of Residential Life or Cecil Youngblood, Associate Dean of Inclusive Living and Learning and Title IX Coordinator. (Proceed to step 4).

2. If a conversation with a student is heading in the direction that you think may be about a sexual assault or misconduct, stop the student and explain you are a mandatory reporter. Ask if the student wishes to continue the conversation.

   Example: “I am a mandatory reporter. This means that if we discuss an occurrence of sexual assault or misconduct involving you or any other present or former student of Beloit College, I am required to make a report to John Winkelmann, Associate Dean of Students and Director of Residential Life, or Cecil Youngblood, Associate Dean of Inclusive Living and Learning and Title IX Coordinator. One of these individuals will then contact you about a follow-up meeting and your next options. Do you want to continue the conversation?”

3. If the student does not wish to continue the conversation, let them know that there are confidential sources on campus that can have a conversation about a sexual assault/misconduct without making a report. These confidential sources are:
   a. Teresa Leopold, Associate Dean of Students and Trained Rape Crisis Counselor (Pearsons, 2nd floor, 608-363-2661)
   b. Tara Girard, Director of the Health Center (Porter Hall, 1st floor, 608-363-2331)
   c. Any Health Center Counselor (Porter Hall, 1st floor, 608-363-2643)

4. If the student wishes to continue the conversation, listen. Sometimes the best course of action is to simply hear what the student has to say and be there for them.
   a. Believe the student. It is not your place to judge or make a determination on the validity or accuracy of their statements. They have most likely gone through a huge ordeal just to get to the point of speaking to someone.
   b. Do not try to get more information out of the student; respect their decision to share as much or as little as they wish.
   c. Be patient.

5. Ask if the student knows what they would like to do next. In many cases, they may not know their options. If they would like more information on next steps, resources, and support services available, refer them to the PDF under “Support Resources” or to the Student Handbook both located at https://www.beloit.edu/studentlife/assault/.
   a. Tell the student that you will be report what they shared to John Winkelmann, Associate Dean of Students and Director of Residential Life, or Cecil Youngblood, Associate Dean of Inclusive Living and Learning and Title IX Coordinator and that one of these individuals will contact them for a follow-up meeting.
   b. Let the student know that they have the right to have another individual, such as yourself, accompany them when meeting with John or Cecil for follow-up.

Contact John Winkelmann (608-363-2350) or Cecil Youngblood (608-363-2404) in person or by phone to make a report.
Active Shooter events are unpredictable. Most active shooters do not have specific targets, so anyone can become a victim. Although an active shooter scenario is unlikely to occur at Beloit College, the best way to protect yourself against becoming a victim, is to think about what you would do now, before you find yourself involved in an active shooter scenario.

**Remember the word ESCAPE:**
- **E**vacuate quickly
- **S**ummon help
- **C**onceal yourself
- **A**ct now
- **P**revent entry
- **E**xert Effort

**Evacuate** The best option is to evacuate quickly. Run. Flee the area as quickly as possible. Run away, leave the room, leave the hallway, if on a lower level – exit through open windows. Your best chance of surviving an active shooter situation is to RUN. Put as much distance between you and the shooter as quickly as possible.

**Summon** help. Only after reaching a place of relative safety. Run, hide, barricade yourself in somewhere first, then summon help. Call 911, give the dispatcher your exact location and as much information about the incident as you can, the number of shooters, last direction of travel, description, etc. After you call 911, call campus Security 608-363-2355 and inform them about the situation, so they can help notify the rest of the campus community.

**Conceal** yourself. If you can't run away, hide. Hide in a closet, in an office, in a classroom, under a desk, behind a door, get out of sight, shut off the lights, and be as quiet as possible. Active shooters are normally not looking for any one person, so if you are not immediately visible, the shooter will be more likely to move on, looking for other targets.

**Act** now. Don't freeze. Do something. **Prevent** entry. Lock yourself into a room or barricade the door. Do anything you can do to shield yourself, delay the shooter from gaining access, or cause the shooter to move on looking for easier targets. Help is on the way, so anything that slows the shooter down, will save lives.

**Exert** effort. If the shooter is already in your immediate area and you can't run (running if at all possible is still the BEST option), or you can't hide or lock/barricade yourself/selves into a room, be prepared to take out or incapacitate the shooter. Distract the shooter – throw books, backpacks, trash receptacles, pens, hats, whatever you have available. Discharge a fire extinguisher at them or hit them with it. If necessary attack the shooter. Gang up on the shooter while you distract them as best you can. You are fighting for your life. Do whatever you can do to stop or deter the shooter.

When the police arrive, make sure they don't mistake you for the shooter. Put up your hands, Keep your hands up, don’t run at them, don’t scream and point. Follow the police officer's directions while keeping your hands visible.

Understand that the first responders are there to take out/incapacitate the shooter. They will not stop to assist you or the injured, their job is to save more lives by taking out the threat. More help is on the way to assist you.