CAMPUS EMERGENCY PROCEDURES

Public Safety Telephone Numbers: **Emergency (402) 280-2911 • Non-Emergency (402) 280-2104**
www.creighton.edu/publicsafety

ACTIVE SHOOTER:

- If you are in an open area, move quickly away from the sound of gunshots and relocate to a safer area.
- If inside, lock or secure the door if possible.
- If the door has no lock, use desks or heavy objects to create a barricade.
- If safe to do so, notify Public Safety at **(402) 280-2911** and provide details.
- Turn off lights, close blinds, and silence all electronic devices. Remain quiet and calm.
- Emergency responders will notify you when the danger has passed.

BOMB THREATS:

If you receive a bomb threat, contact Public Safety immediately at **(402) 280-2911**. Public Safety Officers will respond, assess the situation, and take appropriate action.

CHEMICAL SPILLS:

If you encounter chemical spills, evacuate the immediate area and contact Public Safety at **(402) 280-2911**. Report the chemical(s) involved, if known. While waiting for Public Safety Officers to arrive, ensure that no one enters the contaminated area.

CRIME IN PROGRESS:

If you observe a suspicious person, suspicious activity, or crime in progress, contact Public Safety immediately at **(402) 280-2911** and describe the action taking place. If possible, give a complete physical description of the individual(s) involved. **DO NOT ATTEMPT TO APPREHEND SOMEONE OR PUT YOURSELF AT RISK. PUBLIC SAFETY OFFICERS WILL RESPOND IMMEDIATELY.**

CUALERT:

CUAlert is the University's emergency notification system which allows the University to contact faculty, staff, and students with time-sensitive information during an ongoing crisis or emergency situation using voice, email, and text messaging. Community members are urged to enroll in CUAlert at ***www.creighton.edu/cualert***.

FIRE:

Flame or Smoke:

- If flame or smoke is detected, activate a fire alarm pull station.
- Evacuate the building.
- Contact Public Safety at **(402) 280-2911** and provide all information requested.

During Evacuation:

- Go to the nearest exit.
- DO NOT use the elevator.
- Keep low to the floor if smoke is present.
- Once outside, keep away from the building and listen for information about where to gather in the event that a census of building occupants is needed.
- Do not re-enter until an all clear is announced by authorized staff.

When Evacuation is Not Possible:

- As you leave your room to enter a hallway or stairwell, feel the door knob before opening your door.
- If the knob is hot, do not open the door. Remain in the room.
- If heat or heavy smoke prevents your evacuation, close the door and remain in your room.
- Seal the door with wet towels. Hang a white object (towel or sheet) out the window to attract attention.
- Do not leave the window open all the way.
- Call Public Safety at **(402) 280-2911** to report your status. Wait for help to arrive.

MEDICAL:

Life Threatening Situations:

- Contact Public Safety at **(402) 280-2911** and indicate that the incident is life threatening. Provide all information requested. Public Safety will immediately summon a rescue squad and guide it to your location. An officer will also respond directly to your location to render assistance.
- Do not attempt to move an injured person unless absolutely necessary.
- If the victim is not breathing, administer CPR if you are trained. Use an AED if available.

THE CLOSEST AVAILABLE AED UNIT IS LOCATED _____

Non-Life Threatening Situations:

Contact Public Safety at **(402) 280-2104** and provide all information requested. Public Safety will provide transportation to an employee health facility or Creighton University Medical Center, summon a rescue squad, contact a health aide, or provide necessary assistance.

TORNADO:

Watch:

A watch is in effect when the National Weather Service reports that conditions are such that a tornado COULD develop. Turn on a radio or television to monitor further developments.

Warning:

Civil Defense Sirens will sound when a tornado has been sighted or detected by radar. Seek shelter immediately in the designated area of your building. A CUAlert will be issued. Remain in the shelter until an all-clear has been issued on the radio or television.

A SHELTER FOR _____

IS LOCATED _____

UNIVERSITY CLOSING:

Should the University close due to snowstorms or other events, a CUAlert will be issued to convey that information. Closing information is also immediately posted on the University's Weather Hotline at **(402) 280-5800**. A notice will also be posted on the University's website. Closing decisions that involve a delayed start or all-day closing are also broadcast over local radio and television stations.

VIOLENCE ON CAMPUS:

Immediately report any instance or threat of violence to Public Safety at **(402) 280-2911**. If you anticipate a confrontation with another person that could possibly lead to violence contact Public Safety at **(402) 280-2104**. Appropriate personnel will respond and take steps as required to resolve the issue.

Creighton
UNIVERSITY

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