

# EMERGENCY RESPONSE GUIDE

8000.UMARY.EDU • 701-355-8000



UNIVERSITY  
*of* MARY

The University of Mary exists to serve the religious, academic, and cultural needs of the people in this region and beyond. Our communal life is inspired by the Rule of St. Benedict, from which we take our six Benedictine Values: community, respect for persons, prayer, service, moderation, and hospitality. A common theme of the rule is readiness: being ready to welcome the stranger, for God to work in our life together, or to be obedient. At the University of Mary, we are committed to being ready. This emergency response guide is intended to help the members of our community to be ready to respond to emergencies as they may arise. It provides information that will help prevent injury, save lives, and protect property during emergency events. An effective response depends upon an informed campus community that is familiar with basic procedures and is able to respond to an emergency. All members of the campus community should familiarize themselves with the contents of this document and keep it easily accessible at all times.

## Reporting Emergencies

### Calling from Campus Phone:

- Emergency Dispatch ..... **911**
- Campus Safety and Security ..... **8000**
- Residence Director on Call..... **701-425-5242**

### Calling from Non-Campus Phone:

- Emergency Dispatch ..... **911**
- Campus Safety and Security ..... **701-355-8000**
- Residence Director on Call..... **701-425-5242**

## Media Inquiries

The Office of Public Affairs is the source of official University information in an emergency situation. University employees and students should refrain from public comment and instead direct all media inquiries to **701-355-8063**.

## Emergency Notification

The time and method of the emergency notification will be dependent on the origin and nature of the campus-wide emergency.

### Text Messaging

For the safety of our community, the most up-to-date mobile/cell number provided by students and employees will be automatically enrolled in our Emergency Notification System (ENS). Being enrolled in our ENS allows students and employees to receive communication for all emergency notifications (including inclement weather/school closures). Those wishing personally to assume the risk of missing emergency notifications may opt out of ENS text notifications, by texting "stop" in response to the first text notification. Those without a mobile/cell number or who OPT out of text notifications will receive emergency notifications via UMary email only.

### Email

All employees and students will receive email notifications from our Emergency Notification System (including inclement weather/school closure updates).

### Website

In the event of an ongoing campus emergency (including inclement weather/school closure updates), regular updates will be provided on the following webpage: **8000.umary.edu**.

# ACTIVE SHOOTER | LOCKDOWN

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An active shooter is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area, most often using firearms and following no pattern or method in the selection of victims. When an active shooter is posing a threat of or causing deadly harm:

## Run

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- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be located
- Call **911** and Campus Safety and Security at **701-355-8000** when you are safe

## Hide

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- Hide in an area out of the shooter's view
- Lock the door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet
- Call **911** if it is safe to do so

## Fight

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- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions; your life depends on it

## Lockdown

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University officials may order a lockdown due to conditions that present an immediate threat of death, such as an active shooter. If you are ordered to lockdown:

1. Move to the closest building
2. Close windows, window coverings, and doors and stay away from them
3. Lock or barricade doors if possible and take cover to protect yourself
4. Turn off lighting, if possible
5. Remain quiet and in place until notified by University officials
6. Silence cell phones and do not use them unless you are in contact with University officials or emergency personnel

## When Law Enforcement Officials Arrive

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The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured.

Additionally:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling; do not ask questions when evacuating
- Once you have reached a safe area, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned; do not leave the area until law enforcement authorities have instructed you to do so

If asked, provide the following information to law enforcement:

- Location of the active shooter
- The number of shooters
- Physical description of the shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

# BOMB | BIOLOGICAL | CHEMICAL THREATS

## If a threat is received by phone,

remain calm and try to get as much information as possible.

1. Check caller ID, if available
2. Use another line to call **911**
3. Complete **Bomb Threat Card**
4. Use **\*57** to assist Burleigh County Sheriff's Department or your local law enforcement in tracing the call

## If a threat is received by email:

1. Do not delete the message and leave it open
2. If you are not in immediate danger, call **911** and Campus Safety and Security (**701-355-8000**)
3. Follow police and Campus Safety and Security instructions

## If a threat is received in a handwritten note:

1. Handle as minimally as possible
2. Keep the message and envelope and give them to the police

## If a suspicious object, device or bomb is located:

1. **DO NOT TOUCH THE OBJECT!**
2. Notify the Campus Safety and Security office of object and location by calling **701-355-8177**
3. If instructed to do so, please begin evacuating all people out of the immediate area
4. Continue evacuating all floors above & below the object

## Bomb Threat Information Form

### Date/Time/Phone

Time:\_\_\_\_\_ Date:\_\_\_\_\_

Number/Extension call was received:\_\_\_\_\_

### Exact Wording of the Threat

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex of Caller:\_\_\_\_\_ Age of Caller:\_\_\_\_\_

Length of Call:\_\_\_\_\_ Race of Caller:\_\_\_\_\_

### Questions to Ask

1. When is the bomb going to explode?\_\_\_\_\_
2. Where is it right now?\_\_\_\_\_
3. What does it look like?\_\_\_\_\_
4. What kind of bomb is it?\_\_\_\_\_
5. What will cause it to explode?\_\_\_\_\_
6. Did you place the bomb?\_\_\_\_\_
7. Why?\_\_\_\_\_
8. What is your address?\_\_\_\_\_
9. What is your name?\_\_\_\_\_

### Caller's Voice

- |                                  |                                   |                                   |  |
|----------------------------------|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Accent  | <input type="checkbox"/> Distant  | <input type="checkbox"/> Angry    | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Excited  | <input type="checkbox"/> Familiar | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal  | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Ragged   | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying  | <input type="checkbox"/> Laughter | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Intoxicated     |
| <input type="checkbox"/> Deep    | <input type="checkbox"/> Loud     | <input type="checkbox"/> Rapid    | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Muffled | <input type="checkbox"/> Slow     | <input type="checkbox"/> Nasal    |  |

### Background Noises

- |                                 |  |  |                                 |
|---------------------------------|--|--|---------------------------------|
| <input type="checkbox"/> Static | <input type="checkbox"/> House Noises  | <input type="checkbox"/> Office Machinery  | <input type="checkbox"/> Music  |
| <input type="checkbox"/> Echoes | <input type="checkbox"/> PA System     | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Clear  | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Motor  |
| <input type="checkbox"/> Local  | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Other?            |                                 |

### Threat Language

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Taped      | <input type="checkbox"/> Message read by threat-maker |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Foul/Offensive               |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well Spoken/Educated         |

### Report Call Immediately

Call taker: Please fill out YOUR information in the space provided below.

Date:\_\_\_\_\_ Name:\_\_\_\_\_

Office:\_\_\_\_\_ Phone #:\_\_\_\_\_

# CRIMINAL ACTIVITY

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## Acts of Violence

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After making sure you are safe, call **911** and Campus Safety and Security (**701-355-8000**) immediately. Be prepared to provide the following information:

1. Exact location of the incident
2. Exact location of any victims
3. Number of suspect(s) involved
4. Description of suspect(s) – sex, race, height, weight, hair color, age, clothing, etc.
5. Direction of travel of suspect(s) and how they fled the scene – on foot or vehicle
6. Vehicle description
7. Your name, current location and telephone number

**Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.**

## Sexual Assault

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After making sure you are safe, call **911** immediately and Campus Safety and Security (**701-355-8000**). Be prepared to provide the information included in the section on Acts of Violence. In addition:

1. Get medical treatment promptly
2. Do not shower or change clothing – important physical evidence can be gathered after an assault
3. Seek support and counseling from the University's contracted Mental Health Crisis Line **701-530-7195** or **800-327-7195** or the Abused Adult Resource Center/ Rape Crisis Line **701-222-8370** or **866-341-7009**
4. After your immediate needs have been met, the University strongly recommends submitting a [Title IX Misconduct Report Form \(online form\)](#)

The University of Mary will not take student conduct action or any other retaliatory measure against a student who reports a sexual assault in good faith.

## Weapons

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If you suspect a person is carrying a weapon on campus, alert Campus Safety and Security (**701-355-8000**) immediately. Report the following information:

1. Where is/are the person(s)
2. What is happening
3. Physical and clothing description
4. Type of weapon
5. Vehicle description and license plate number (if applicable)
6. Where last seen or direction of travel

**Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.**

## Suspicious Person/Illegal Activity

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If you believe you are witnessing a crime call **911** and Campus Safety and Security (**701-355-8000**). If a person seems suspicious, trust your instincts and call Campus Safety and Security (**701-355-8000**). Report everything you observed about the crime or suspicious person including:

1. Where the suspected crime or person is located
2. What the person(s) is/are doing
3. Description of the person(s) involved
4. If you saw any weapons
5. Vehicle description
6. Direction of travel

**Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.**

## Medical Emergency

If you become aware of a person who is seriously injured, call **911** and Campus Safety and Security (**701-355-8000**). Be prepared to provide the following information:

1. Exact location of the injured person
2. Condition of the injured person – level of consciousness, breathing, blood loss, legal or illegal drug and alcohol use, apparent nature of the injuries
3. Name, address, phone number(s) of the injured person if possible
4. Your name, address, phone number

## Alcohol Poisoning

If you suspect someone is experiencing alcohol poisoning, call **911**, Campus Safety and Security (**701-355-8000**), and the Residence Director on Call (**701-425-5242**). Be prepared to provide the following information:

1. Exact location of the person
2. As much as you know about the injured person – level of consciousness, breathing, vomiting, what they drank and how much, heartbeat, warm or cool skin
3. Name, address, phone number(s) of the injured person if possible
4. Your name, address, phone number

If possible, place the person on their **left side** with their left arm **over their head**. The University of Mary provides amnesty from the student conduct process for students who are experiencing alcohol poisoning, as well as those who seek help for the student.

## Drug Overdose

If you suspect someone is experiencing a drug overdose, call **911**. Be prepared to provide the following:

1. Exact location of the person
2. As much as you know about the injured person – level of consciousness, breathing, vomiting, what they consumed and how much, heartbeat, warm or cool skin
3. Name, address, phone number(s) of the injured person if possible
4. Your name, address, phone number

There is **NARCAN** in each **AED container** on campus. If you feel comfortable, you can administer the **NARCAN** through the nostrils (**1 spray in each nostril**) every **3-4 minutes** until emergency personnel arrive. The University of Mary provides amnesty from the student conduct process for students who are experiencing a drug overdose, as well as those who seek help for the student. Additionally, the North Dakota Century Code's Good Samaritan Act protects those providing aid from criminal prosecution.

## Suicide Ideation or Attempt

If someone is threatening suicide, call Campus Safety and Security (**701-355-8000**). Be prepared to provide the following information:

1. Exact location of the suicidal person
2. Suicidal person's name, address, phone number (if known)
3. Your name, current location, address and phone number
4. Your relationship to the suicidal person
5. What the suicidal person said or did to make you think he/she is suicidal
6. Are you aware of the suicidal person's plan?
7. Does the suicidal person have any weapons and, if so, what type?
8. Has the suicidal person threatened anyone?

Suicide prevention assistance is available by calling **988** or the University's contracted Mental Health Crisis Line (**701-530-7195**) or (**1-800-327-7195**).

## Mental Health Crisis

A mental health crisis could be an emergency, or it could simply be a highly emotional time for a member of our community. If you become aware of a person who is experiencing a mental health crisis, call Campus Safety and Security (**701-355-8000**) and the Residence Director on call (**701-425-5242**). These individuals are trained to respond on behalf of the University and talk with those experiencing a mental health crisis while providing guidance and support. If it is safe to do so, please remain with the person until help arrives.

## Fire | Explosion

Familiarize yourself with the locations of fire extinguishers and all exits in your building. If you see or smell smoke or fire, do the following:

1. Call **911** and activate the building's fire alarms at a **red pull station**
2. Always assume that an emergency exists if fire alarms are sounded
3. Get out of the building; all rooms must be evacuated; walk quickly to the nearest exit; **do not use elevators**
4. Test doors to see if they are hot; if they are hot, the fire may be blocking your exit; seal the crack under the door with clothing or towels, preferably wet
5. If you cannot exit the building, open a door or window in the room and hang clothing, a sheet or a towel outside to attract the attention of emergency rescue personnel; if possible, wait for a rescuer to come get you; if smoke is present, stay close to the floor
6. Once outside, stay at least **500 feet** from the building and out of the way of emergency personnel

## Weather

### Tornado

If the National Weather Service issues a tornado warning for the Bismarck area, please do the following:

1. Go to the **lowest level** of the building you are in and stay away from **windows** and **exterior doors**
2. Get under a sturdy table or object
3. Monitor emergency weather statements and developments on a battery-operated radio or mobile/cell phone app since violent storms can often lead to power outages
4. Stay sheltered until warning expires or you are advised the storm system has passed
5. If caught outside, lie flat in the nearest ditch, ravine or culvert with hands and arms shielding your head.
6. If in an automobile, abandon the vehicle and follow guidelines for outdoor shelter.

### Tornado Watch

- Conditions are right for tornadoes to develop.
- Be prepared to take cover.

### Tornado Warning

- A funnel cloud has been sighted or indicated in the vicinity
- Take cover

**Note\*** Information on tornado watches and warnings is available from radio station KFYZ-550 or the KFYZ television station in Bismarck, ND

### Blizzard

If you are not on campus and would be traveling to reach campus, weather-related updates, including any announcements about canceled classes or closing the campus, will be sent via text & email notification through the **emergency notification system**. Updates will also be posted to [8000.umary.edu](http://8000.umary.edu).

## Utility Failure

### Gas Leaks

If you detect or are aware of a gas leak, follow these instructions:

1. Stop what you are doing and evacuate the area
2. Do not switch on any electrical equipment, as that could cause an explosion
3. Call **911** and Campus Safety and Security **(701-355-8000)** immediately
4. If in a residence hall, call the Residence Director on call **(701-425-5242)**

### Plumbing Problems/Flooding

In the event of plumbing problems or flooding:

1. Do not use any electrical equipment
2. If the leak is a small plumbing problem, call the Physical Plant **(701-355-8310)**; if in a residence hall, call the Residence Director on call **(701-425-5242)**
3. If a pipe has burst or rainfall is causing building flooding, call Campus Safety and Security **(701-355-8000)** and vacate the area if necessary

### Power Outages

Report power outages to Physical Plant personnel **(701-355-8310)** during regular business hours and to Campus Safety and Security **(701-355-8000)** after hours. If necessary, the University will send text & email notifications through the **emergency notification system** as soon as possible.

# EVACUATION | SHELTER-IN-PLACE

## Evacuation

Evacuation procedures may vary depending on the nature of the emergency. Buildings will be evacuated when a fire alarm sounds or with University officials' notification. Evacuation assembly points have been determined for all buildings. Review all assembly locations and be prepared for the following:

1. Activate the fire alarm if University officials tell you to do so, or it is apparent people will be in harm's way if they do not leave (i.e., fire)
2. When the building's fire alarm is sounded or when you are told to leave by University officials, walk quickly to the nearest marked exit. **Do not use elevators. Do not take time to shut down computers**
3. Once outside, move clear of the building
4. Do not return to the evacuated building until advised to do so by University officials
5. Be ready to assist people with disabilities who may have difficulty evacuating

## Shelter-in-Place

Shelter-in-place orders are issued when it is safer for you to be sheltered indoors than for you to evacuate. To shelter-in-place is to seek safety within the nearest building or the building one already occupies. Examples of a shelter-in-place range from a tornado to a physical threat on or near campus.

If you are ordered to shelter-in-place:

1. Seek safety within the nearest building or the building one already occupies
2. If possible, account for all the people in your **designated area**
3. Close windows and doors and stay away from them
4. Remain in place until notified by University officials

## To alert visually impaired persons

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going and warn him/her of obstacles.

## To alert persons with hearing limitations

- Turn lights on/off to gain the person's attention, indicate directions with gestures, or write a note.

## To alert persons using crutches, canes, walkers, or wheelchairs

- Do not attempt to carry people during an evacuation.
- Give priority assistance to people with electrical respirators.
- Persons on the ground level may need minimal assistance but offer them your arm and assist them outside.

## Assembly Points and Reunification Sites

RESIDENCE HALLS	ASSEMBLY POINT	ASSEMBLY POINT (During Inclement Weather)
<ul style="list-style-type: none"><li>• Boniface Hall East</li><li>• Boniface Hall West</li><li>• Riverview</li></ul>	Parking lot east of Gary Tharaldson School of Business	Gary Tharaldson School of Business Foyer
<ul style="list-style-type: none"><li>• Greg Butler Hall</li><li>• Hillside Hall</li><li>• Roers Hall</li></ul>	The Shire (Lawn between Lumen Vitae University Center and Welder Library)	Chick's Place
<ul style="list-style-type: none"><li>• North Hall</li></ul>	North Hall courtyard lawn	Chick's Place
<ul style="list-style-type: none"><li>• Boyle/Deichert Halls</li><li>• Subiaco/Monte Cassino Apartments</li></ul>	Lawn/Parking lot B (between Boyle and Deichert Halls)	Fieldhouse
OTHER UNIVERSITY BUILDINGS	ASSEMBLY POINT	ASSEMBLY POINT (During Inclement Weather)
<ul style="list-style-type: none"><li>• Chesterton's</li></ul>	Lawn/Parking lot B (between Boyle and Deichert Halls)	Fieldhouse
<ul style="list-style-type: none"><li>• Benedictine Center for Servant Leadership</li><li>• Gary Tharaldson School of Business</li><li>• Welder Library</li></ul>	Parking lot east of Gary Tharaldson School of Business	McDowell Activity Center
<ul style="list-style-type: none"><li>• Richard A. Tschider Center for Health Science</li><li>• McDowell Activity Center</li><li>• Clairmont Center for Performing Arts</li><li>• Harold Miller Center</li><li>• Hamm School of Engineering</li><li>• Casey Center for Nursing Education</li></ul>	Parking lots east of Clairmont Center for Performing Arts and north of the McDowell Activity Center	Fieldhouse
<ul style="list-style-type: none"><li>• Fieldhouse</li></ul>	Parking lot directly north of the Fieldhouse	McDowell Activity Center
<ul style="list-style-type: none"><li>• Lumen Vitae University Center</li></ul>	Parking lots directly north of the McDowell Activity Center	Fieldhouse

### UNIVERSITY-WIDE

Should a University-wide evacuation occur, all students and staff will assemble at United Tribes Technical College.

**Note\*** The above assembly points are used when conducting our annual fire drills (fire drills occur once every semester, including summer term). **The map on the back page of this guide has marked all assembly points for reference.**

# CAMPUS MAP

 **Assembly Points**

 **Assembly Points**  
(During Inclement Weather)

**Note\***

To find the best assembly point for your location, refer to the table of assembly points on the previous page.



1. Boniface East Hall & The Liffrig School of Education and Behavioral Sciences
2. Benedictine Center for Servant Leadership & Our Lady of the Word Chapel
3. Our Lady of the Annunciation Chapel
4. Boniface West Hall, Riverview Hall, Guest Suites, & Saint Anne's Chapel
5. Harold Schafer Leadership Center
6. Gary Tharaldson School of Business
7. Greg Butler Hall
8. Welder Library
9. Roers Hall & Occursus Domini Chapel (Jacob's Well)

10. Hillside Hall
11. Richard A. Tschider Center for Health Science
12. McDowell Activity Center
13. Lumen Vitae University Center
14. Warford Grotto
15. The Lodge
16. Leach Center for Student Life (Chick's Place)
17. Clairmont Center for Performing Arts & Benet Chapel
18. Arno Gustin Hall
19. Harold J. Miller Center
20. Hamm School of Engineering (Upper Level)  
Saint Gianna School of Health Sciences (Lower Level)

21. Casey Center for Nursing Education
22. North Hall
23. Fieldhouse & Fitness Center
24. Boyle Hall
25. Deichert Hall
26. Subiaco Apartments
27. Monte Cassino Apartments
28. Chesterton's Campus Pub