



Emergency Preparedness Guide



Arkansas State University-Newport places great emphasis upon a safe environment in which to learn that ensures that students, family members and employees remain secure. Emergencies ranging from active shooter to floods, hurricanes to influenza, earthquakes to tornadoes occur without warning. Preparation is the key to safeguarding the general welfare of members of the campus community.

Planning for natural disasters and emergencies must be a priority for educational institutions regardless of its size or location. ASU-Newport takes safety and environmental issues very seriously and realizes that advanced preparedness is pivotal to saving lives in the event of a disaster.

Sandra Massey, Ed.D.
Chancellor



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General Information

The purpose of this guide is to assist ASUN community members and visitors. Emergencies may be any crisis including inclement weather, medical emergencies, criminal incident, utility failure, fire and damaged property. ASUN campuses are safe; however we recognize that like any location, we are not immune from emergencies that affect members of our community.

If an emergency situation occurs, 911 should always be called first UNLESS you know that your particular emergency requires contact with someone else listed on the EMERGENCY CONTACT LIST. This guide is to be used whenever information is needed quickly. ASUN community members should become familiar with this guide as prior planning is essential. Everyone should familiarize themselves with the facilities they use and know where fire extinguishers, exits and shelter areas are located.

School Messenger Notification

School Messenger is ASU-Newport's (ASUN) emergency notification system that allows college officials to send news, alerts and instructions simultaneously to the ASUN community using landline phones, text messaging, e-mail and voice messages. This notification system provides the college an immediate way to notify individuals through multiple points of contact.

School Messenger complements tools the college already has in place to respond to a range of emergencies that may include public safety incidents, weather related closings, environmental health crises and other emergency situations. In the event of an actual emergency the college will use any of the above mentioned methods and also include Web announcements, automated message line, local radio and television stations announcements to relay critical information.

All students are automatically enrolled in to the School Messenger notification system upon enrolling for courses. Faculty and staff are enrolled after requesting to be added upon requesting it through Human Resources. Students may request to be taken out of the School Messenger list upon requesting it through ASUN's Information Technology (I.T) department.



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Emergency Contact Numbers

Police Contacts:	Phone Numbers:	Campus Contacts:
ASU-Newport (ASUN)	870-512-7866	870-512-7802
Newport Police	870-523-2721 or (911)	
ASUN-Jonesboro	870-932-2176	870-680-8715
Jonesboro Police	870-935-5562 or (911)	
ASUN-Marked Tree	870-358-2117	870-358-8610
Marked Tree Police	870-358-2024 or (911)	

Crimes on Campus Procedure

It is the responsibility of all faculty, staff and students to help keep ASUN safe by reporting crime and suspicious activities. If criminal activity or suspicious individuals are observed on campus, please use the following procedure to report.

If you witness, or have reason to believe, there is a crime in progress on campus, immediately call the appropriate campus phone number listed above:

The following will need to be provided:

- Describe the nature of the incident
- Provide time and location of the incident
- Description of suspects
- Any Injuries
- Description of property involved, if possible
- Direct Police to any evidence

Violence on Campus/Active Shooter Procedure

If you become aware of violence on campus, take the following actions:

1. If possible, get away from the area as fast as possible.
2. Report the incident to the main campus number depending on the ASUN campus location. For immediate threats call 9-911 from a campus phone or 911 from a cell phone.
3. Evacuate to a safe area away from the danger and take protective cover. If possible, tell others to do the same.
4. If it is not safe to evacuate, go to the nearest room and do the following:
 - Close, lock, and barricade the door
 - Block windows if possible



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- Close blinds or curtains
 - Turn off the lights, and dim computer screens
 - Stay away from doors and windows
 - Keep calm, quiet and out of sight
 - Silence all cell phones and radios
 - Take cover behind heavy objects
 - Stay in place until assistance arrives
5. If caught in an open area in a building, you may have to fight back. This is dangerous, but depending on the situation, this could be your best option.
 6. Once police arrive, obey all commands. Police may instruct you to show your hands. This is done for safety reasons, and once circumstances are evaluated by the police, they will give further directions.

Concerning Behavior

Behaviors of concern most often go unreported until a crisis event occurs. Afterward, people come forward with pieces of information that, when looking back, may have been clues to a larger issue. This information, when viewed collectively, may be helpful in preventing unfortunate events and initiating assistance to an individual. ASUN is committed to a pro-active approach and needs your help.

1. Student incidents of concerning behavior should be reported immediately to a member of the ASUN Administration. Concerning behaviors may also be reported by completing the following ASUN campus incident form on the Department of Safety Portal page.
2. Staff or Faculty Behavior Concerns should be reported to the ASUN Office of Human Resources at 870-512-7874
3. For IMMEDIATE Threats contact Campus Police or your local police department at 9-911 from a campus phone or 911 from a cell phone.



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Fire

Advance Planning is Essential!

1. Know the location of fire extinguishers in your area ahead of time and how to use them.
2. Know the locations of the fire alarm pull stations.
3. Be familiar with at least two fire exits in your area in case one is blocked or unusable.
4. Be familiar with where campus assembly areas are located.
5. Contact ASUN's Department of Safety at 870-358-8614 for fire extinguisher training for your department or office.

Upon Discovery of a Small Fire

1. Immediately locate the nearest fire extinguisher.
2. Remember the PASS method:
P= Pull the pin.
A= Aim at the base of the flame.
S= Squeeze the handle.
S= Sweep from side to side
3. Aim 8 to 10 feet from the fire, promptly direct the charge of the fire extinguisher toward the base of the flames. Remember, most fire extinguishers discharge their contents for only 30 seconds or less. Get help if necessary.
4. Immediately call the main campus number in which you are located or call 9-911 from a campus phone.
5. Evacuate and call for help if a small fire cannot be extinguished.

Upon Discovery of a Large Fire

1. Activate the fire alarm and give verbal alarm, FIRE!
2. Call 9-911 from a campus phone and the main number for the campus you are located.
3. Evacuate the building, alerting people as you go. Seek and assist persons in your area who have limited mobility or may need additional assistance.
4. Close all doors leading to the main hallways and any stairwells to prevent further spread of fire.
5. Once outside, move to your designated emergency assembly area which should be in an open area a safe distance away from the affected building(s).
6. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.



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7. Listen for further instructions from Fire Department personnel, police, or college representatives. Do not re-enter the building until authorization has been given by Fire Department or police personnel. See the GENERAL EVACUATION PROCEDURES section of this document.

General Building Evacuation

The time to become familiar with emergency procedures is before an emergency!

If a building evacuation occurs, every classroom or department should have a specific pre-determined area where employees or students meet and check in with their supervisor or instructor. Police, Fire Department or other emergency response personnel should immediately be notified of missing persons so a search can be made.

Some emergencies may require evacuation of the building. In this event:

1. Fire alarms or voice commands may be used to initiate the evacuation.
2. Safely stop what you are doing.
3. Remain calm and orderly. Gather your immediate belongings. It may be hours before you are allowed back in the building.
4. Exit the building through the nearest marked exit and alert others to do the same.
5. If safe to do so, assist individuals who need assistance.
6. Once outside, move to your designated emergency assembly area which should be in an open area a safe distance from the affected building(s).
7. Report any missing individuals to the Assembly Area Leader, Fire Department personnel, Police or college representatives.
8. Listen for further instructions from the Assembly Area Leader, Fire Department personnel, Police, or college representatives. Do not re-enter the building until authorization has been given by Fire Department or police personnel.



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Severe Weather

ASU-Newport's Severe Weather Procedure will be activated when a tornado warning is issued by the National Weather Service for a particular county in which an ASUN campus is located. Audible alert systems are located near each campus and may be heard during a severe weather event. ASUN will utilize the School Messenger emergency notification system in the event a severe weather warning is issued for any one of the ASUN campuses.

Upon receiving a severe weather alert, campuses need to communicate the alert to their classes that are in session.

1. When a tornado warning is issued by the National Weather Service, individuals on campus should immediately proceed to an interior indoor location. Please assist students and visitors as needed.
 - When walking down stairs be cautious of others, and use the handrails to avoid trips and falls.
 - Consider obtaining a flashlight to be stored in your area.
 - When safe to do so, employees are to provide assistance to disabled individuals and others in need of help.
 - Go to an interior hallway in the lowest level of the building and take shelter using available cover.
 - Close hallway doors as you leave to shield corridors from flying debris.
 - Avoid areas with glass such as windows, skylights, doors, etc.
 - Stay away from electrical appliances.
 - Stay calm and alert
 - Listen for alert warnings or further instructions communicated by police, first responders, the ASUN phone system or outdoor audible alert system.
 - Use the telephone for emergency calls only.
2. Encourage students and visitors to take cover in sheltered areas.
3. If there are people who decide they want to remain outside, employees are not responsible for forcing them into shelter areas.



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4. When you are off-campus or in buildings without designated shelters, move to a small room on lower levels, an interior hallway, a basement, or a tunnel. Avoid upper floors, large glass areas and windows.
5. Remain in sheltered areas until an “all clear” is communicated by Police or college personnel.

If Severe Weather Causes Damage

- Alert emergency response teams to any injured person.
- Do not go in damaged buildings or areas.
- Exit a building that smells of natural gas or chemical fumes.
- If you must be outdoors, watch for downed power lines and possible falling debris.
- Call 9-11 or the appropriate local police phone number to report hazards as well as damage.



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Severe Weather Shelter Areas

ASU-NEWPORT SEVERE WEATHER SHELTERS	
<i>Disclaimer: Because this list has not been verified by engineering or scientific study, ASUN does not warrant the ability of any shelter to protect against all possible storm threats. The shelters noted are what could be reasonably expected to provide some shelter from the average weather situations expected to be encountered in Arkansas.</i>	
NEWPORT CAMPUS	JONESBORO CAMPUS
Business and Transportation Technology Center	Main Building
Mens and Womens Restrooms	Mens and Womens Restrooms
Computer Lab 111	Hallway in front of Room 301
Larry N. Williams Student Community Center	Hallway from Room 212 to 207
Mens and Womens Restrooms	Culinary Arts
Arkansas Steel Conference Room A & B	Mens and Womens Restrooms
Arkansas Steel Electronic Conference Room	Work Room 503
Business Office File Room	Physical Plant
Business Office Vault	Main Building hallway between Rooms 212 and 217
Walton Hall	Nursing and Allied Health
Gymnasium 113A	Mens Restroom
Classrooms 123 and 125	Welding Lab
Classroom 129	<i>This building should not be occupied during a tornado warning</i>
Library AV Storage Room	Main Building Hallway in front of Room 301
Mens and Womens Locker Rooms	
Library Lab B	MARKED TREE CAMPUS
White River Hall	Building A (Main BLD)
Classroom 131	Learning Resource Center
Classroom 133	Mens and Womens Restrooms
Classroom 135	Biology Lab Hallway
Mens and Womens Restrooms	Cosmetology Office
Classroom A (Department of Workforce Services DWS)	Surgery Technology Classroom
Nursing Vault	Building B
Center for the Arts	Tool Supply Room
Mens and Womens Restrooms	Mens and Womens Restrooms
Auditorium Seating Floor	GED Hallway
Chancellors Conference Room	South Hallway by Fitness Room
High Voltage Lineman Technology	Building C
<i>This Building should NOT be occupied during a tornado</i>	Mens and Womens Restrooms
Warehouse	Uni-sex Bathroom on South End
<i>This Building should NOT be occupied during a tornado</i>	PLC Classroom
Truck Driving Range	Business Building
Mens and Womens Bathrooms	Mens and Womens Restrooms
Physical Plant	Collision Repair Technology
<i>This Building should NOT be occupied during a tornado warning</i>	Womens Bathroom
Diesel Mechanics Building	Physical Plant
Locker Area	Utility Closet
Grounds Building	
<i>This Building should NOT be occupied during a tornado warning</i>	



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Utility Failure/ Gas Leak/ Flooding

Power Outage:

Between the hours of 8:00 a.m. and 4:30 p.m. notify the Physical Plant for the ASUN campus in which you are located. After hours, notify Campus Police on the Newport campus at 870-512-7866. After hours at Marked Tree and Jonesboro, notify the campus administrator in the event of utility failure.

Newport Physical Plant	870-512-7705
Jonesboro Physical Plant	870-219-1928
Marked Tree Physical Plant	870-358-8638

1. Remain calm
2. If the area you are in is safe, then stay there until provided instructions.
3. If you can move safely to a better lighted area then do so and wait for further instructions.
4. Move away from equipment, in case the equipment starts up unexpectedly when the power comes on.
5. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately. For specific emergencies after hours, contact Campus Police or a campus supervisor depending upon the campus where you are located.
6. Provide assistance to others in your area that may be unfamiliar with the space.
7. All campus buildings are equipped with emergency equipment that will provide temporary lighting in main corridors and stairways.
8. If instructed to evacuate, proceed cautiously to the nearest exit and rally point. See the GENERAL EVACUATION PROCEDURES section of this document.

Gas Leak:

1. Cease all operations and immediately evacuate the area.
2. Do not use your cell phone until you have evacuated to a safe area.
3. Do not turn on or off any electrical appliances, lights, etc.
4. From a phone that is a safe distance away from the gas leak, call the Physical Plant for the campus that you are located.
5. Call 9-911 if you are using a campus phone or 911 from a cell phone.
6. Listen for further instructions from fire department personnel, police, or college representatives.
7. Do not re-enter the building until authorization has been given by Fire Department or police personnel.

Flooding:



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1. If flooding occurs due to a plumbing failure or other problem, stop using all electrical devices.
2. Notify the Physical Plant for the ASUN campus that you are located.

Newport Physical Plant	870-512-7705
Jonesboro Physical Plant	870-219-1928
Marked Tree Physical Plant	870-358-8638
3. If necessary evacuate the building. See the GENERAL EVACUATION PROCEDURES section of this document

Medical Emergency Procedure

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long term-health.

1. Call 9-911 from any campus phone or 911 from a cell phone.
2. Provide the emergency dispatcher the following information.
 - Your Name
 - Location of the medical emergency (Building and Room Number)
 - Nature of the illness/injury
 - Answer any questions the emergency operator might have.
 - Don't hang up until told to do so by the emergency operator.
3. Assign one person to meet emergency response personnel.
4. Wait for further instructions from police, 911 dispatch, or first responders.

Automated External Defibrillators (AED) are located on each ASUN campus.



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Chemical/Dangerous Spill/Decontamination

Chemical Spills:

If you encounter a dangerous spill and there are no trained individuals in the area, you should follow the outlined procedure.

1. Evacuate the area as needed.
2. Notify the Physical Plant for the ASUN campus that you are located.

Newport Physical Plant	870-512-7705
Jonesboro Physical Plant	870-219-1928
Marked Tree Physical Plant	870-358-8638
3. Inform a campus supervisor on the ASUN campus that you are located.
4. Call 9-911 from a campus phone or 911 from a cell phone.
5. Avoid direct contact with spilled material.
6. Seal the area off. Only trained personnel should be permitted to enter the zone.
7. If possible identify spilled substance.
8. If it is safe to do so, minimize the spill by shutting nozzles, turning off pumps and equipment, rolling drums on their side so the puncture is not leaking.
9. If the situation warrants, evacuate the area by activating the nearest fire alarm pull station.
10. All spills should be cleaned up under the direction of the Physical Plant.

Chemical Splash on Body/Eyes:

1. Remove contaminated clothing. Flush skin or eyes with water for at least 15 minutes.
2. For chemical splashes to the eyes. Hold eyelids open for flushing of the eyes for 15 minutes.
3. Make sure chemicals have not accumulated in the soles of shoes. This could be a potential long term exposure point.
4. Seek medical attention for all chemical splashes to the eyes by calling 9-911 from a campus phone or 911 from a cell phone.

Blood Spills:

1. Alert people in the immediate are of the spill.
2. Avoid direct contact with the spilled material.
3. Notify Custodial Services for the campus that you are located.

Newport Custodial Services	870-512-7705
Jonesboro Custodial Services	870-219-1928
Marked Tree Custodial Services	870-358-8638



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Personnel Decontamination:

1. Flush contaminated skin area(s) thoroughly with water, and wash repeatedly with mild soap and warm water.
2. If skin is lacerated by glassware or equipment that is contaminated, immediately wash the wounded area(s) under a stream of lukewarm water.
3. Remove and bag contaminated clothing.
4. Seek immediate medical attention when necessary.

Bomb Threat / Suspicious Package

Bomb Threat:

The majority of bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly and follow the outlined procedure below:

1. Remain calm. Pay close attention to all details.
2. Take notes and attempt to get the following information from the caller:
 - Who are you?
 - Why are you doing this?
 - Where has the bomb been placed?
 - What time is the bomb going to explode?
 - What type of bomb is it?
 - What does it look like?
 - What will cause the bomb to explode?
 - What is your name?
 - If possible, write down the number in the phone display.
3. Have a co-worker or another person call 911 on land line phone.
4. Inform a campus supervisor on the ASUN campus you are located.
5. Write down exactly what the caller says and have a co-worker relay information to Police.
6. Take note of background noises or anything that might help to determine the origin of the call.
7. Evacuate the building upon instruction from properly identified personnel or the appropriate campus supervisor. See the GENERAL EVACUATION PROCEDURES section of this document.

Suspicious Package:

If you find or open a suspicious letter, package, box or container:

1. Inform a campus supervisor on the ASUN campus you are located.
2. Do not handle the package. Move away if you feel threatened and dial 9-911 from a campus phone or 911 from a cell phone.



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3. If you have opened a suspicious package or letter:
 - Leave the package or envelope in place and move away slowly.
 - Leave the room slowly and notify others to leave the room, closing doors behind you as you go.
 - Notify others in the building to evacuate to designated areas.
4. Do not operate any electrical switches.
5. Do not activate the fire alarm.
6. Do not allow reentry into the area where the package is located.
7. Follow instructions from Police or other recognized authorities.

Earthquake

If Indoors:

1. Move away from windows, filing cabinets, shelves, chemicals and other heavy objects which may fall.
2. Immediately **“Drop, cover, and hold”**:
 - Drop down on the floor; take cover under a table or sturdy desk and hold on until shaking stops.
 - If you are not near a table or sturdy desk, crouch against an interior wall or between seating rows in auditoriums, and cover your neck and head.
 - If you stand in a doorway, brace yourself against the frame, with your back to the door.
 - Wheelchair users: You should move to the safest location, apply the brake, and cover your head with your arms.
3. Stay under cover until the shaking has stopped.
8. Once the shaking has stopped, evacuate the building and call 9-911 from a campus phone or 911 from a cell phone. See the GENERAL EVACUATION PROCEDURES section of this document.
4. Once outside, move a safe distance away from any damaged structure. Keep roadways and walkways clear for emergency vehicles.
5. Wait for further instructions from police or other properly identified personnel. Do not re-enter the building until told to do so.



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If Outdoors:

1. If you are outside stay outside. Move away from trees, signs, buildings, electrical poles and wires.
2. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
3. Move away from fire and smoke.
4. Proceed to one of the emergency assembly areas designated for your campus.

After an Earthquake:

1. Check for injuries, give or seek first aid.
2. Be alert for safety hazards (fires, electrical, gas leaks, etc.).
3. Do not use telephones or use roadways unless absolutely necessary.
4. Be prepared for aftershocks.
5. Cooperate with emergency personnel, keep informed, and remain calm.

Aircraft Down (Crash) on Campus

In the event a tragedy occurs such as an explosion or a downed aircraft (crash) on campus, the College will take the following action:

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. Inform a campus supervisor on the ASUN campus you are located.
3. After the effects of the explosion and/or fire has subsided call 9-911 from a campus phone or 911 from a cell phone. Give your name and describe the location and details of the emergency.
4. If necessary, or when directed to do so, activate the building alarm.
5. When the building evacuation alarm is sounded or when told to leave by college officials walk quickly to the nearest marked exit and ask others to do the same.
6. Assist any persons unable to evacuate independently in exiting the building. Remember that elevators are reserved for persons with mobility needs.
7. Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. Do not re-enter the building until authorization has been given by fire department, police or college personnel.

###



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Appendix A

Campus Maps



**ASU-Newport Buildings and
 Emergency Evacuation
 Rally Points**

 -Emergency Rally Point


Newport Buildings

1. Walton Hall
2. White River Hall
3. High Voltage Lineman Technology
4. High Voltage Lineman Truck Shed
5. Physical Plant
6. Physical Plant Grounds Building
7. Center for the Arts
8. Dwelling
9. Physical Plant Warehouse
10. Student / Community Center
11. Business Transportation Technology
12. Diesel Technology Lab




ASUN
 ARKANSAS STATE UNIVERSITY - NEWPORT
 NEWPORT • JONESBORO • MARKED TREE

**ASU-Newport Emergency
 Evacuation Rally Points
 Newport**

-  -Emergency Rally Point
- Newport Buildings
- 13. Commercial Driver Training Classroom



**ASU-Newport Emergency
 Evacuation Rally Points
 Jonesboro Campus**

 -Emergency Rally Point

- Jonesboro Buildings
1. Main Building
 2. Hospitality
 3. Physical Plant
 4. Allied Health
 5. Welding Annex



**ASU-Newport Emergency
 Evacuation Rally Points
 Marked Tree**

 -Emergency Rally Point

Marked Tree Buildings

1. Main Building
2. Business Technology BLD D
3. Collision Repair Technology
4. Physical Plant
5. Building C
6. Building B