

BHSU Emergency Procedures

Emergency: Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with normal activities and which, therefore, requires immediate attention and remedial action.

Critical Emergency:

From on-campus phone 9.911
From off-campus phone 911

BHSU Public Safety:

From on-campus phone 9.641.6988
From off-campus phone 641.6988

BHSU Facilities Services:

From on-campus phone 9.642.6244
From off-campus phone 642.6244

BHSU Emergency Alert System

Please register for the BHSU emergency alert system. Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your BHSU Yellow Jacket email account. After you receive your authorization code, access the website at www.everbridge.net to register for the BHSU emergency alert system. Once registered, you will receive alert messages in the event of an emergency and closures (weather or other).

Duty to Report

Any person, having knowledge of a crime, or alleged crime, is required by SDC22-11-12 to disclose the names of those involved. This report must be made to **BHSU Public Safety** or Spearfish Police at 605.642.1305. Information should also be given to the Vice President for Student Life at 605.642.6599.

Fire

Call 911

- Activate nearest fire alarm and evacuate.
- Do not use elevators.
- Do not attempt to retrieve valuables.
- Do not re-enter building until authorized by emergency personnel.

Shooting

Call 911. Tell operator "This is an emergency."

- Be assertive; escape if possible.
- Follow directions of authorities.
- DO NOT hang up until told unless immediate safety is threatened.
- Notify **BHSU Public Safety**.
- Campus Public Safety will declare a partial or entire "lockdown".
- During lockdown, remain in location until told.
- Barricade or lock doors if possible.
- Instruct others to get on the floor away from windows and doors.
- Turn lights off; remain quiet.
- Remain in lockdown mode until "all clear" is given by officials.

Medical Emergency

Call 911 and provide as much information as requested.

- Do not move individual; keep victim still.
- Protect victim from any disturbances.
- Wait for emergency personnel to arrive.
- Do not leave victim alone if possible.
- If trained, locate and use the nearest Automatic External Defibrillator (AED).

Suspicious Person

- Do not let anyone into a locked building/office or allow anyone to "tailgate" into the building behind you.
- Do not confront the person or block the person's exit.
- **Call 911** and provide as much information as possible.

Suspicious Object

- Do not touch or disturb object.
- **Call 911** and provide as much information as possible.
- Be prepared to evacuate.

BHSU Public Safety offers a safe walk across campus to anyone who requests by calling 641-6988.

Threatening/Disruptive Behavior

Call BHSU Public Safety.

If immediate danger, **call 911**.

- Secure area by locking or barricading door using any means available.
- Stay behind solid objects away from door.
- Follow all directions of authorities.

Rape/Sexual Assault

- If you are the victim of sexual assault, report incident immediately; **call 911**.
- Do not shower.
- Provide as much information as requested.
- Report assault to **BHSU Public Safety**.

Evacuation Information

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purses, wallets, cell phones, etc.).
- Use nearest exit; if blocked use alternate exit.
- Do not use elevators.
- Assist persons with disabilities or special needs.
- Account for individuals.

Tornado/Weather Response

Tornado Watch means conditions are right for tornado; remain alert to weather conditions.

Tornado Warning means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of a tornado.

In Spearfish area Civil Defense sirens will sound whenever there is a tornado warning.

- Go to internal, lowest area of safety: hallways or basement away from windows or glass.
- Do not use elevators during tornado warning. Persons with mobility concerns: go to a safe place during tornado watch; do not wait for warning.
- Close doors including main corridors.
- Crouch near floor or under heavy, well-supported objects; cover your head.
- If outside, lie down in a low area such as a ditch; cover your head.
- Be alert for fire; use fire plan as needed.

Utility Problem

In case of water, power, heat or cooling outages, **call BHSU Facilities Services**.

- Remain alert for further instructions.

Hazardous Material Spill

Call BHSU Facilities Services.

- Be alert for further instructions.
- If hazardous material spill is in the Spearfish area, evacuation of the campus may be necessary.
- Follow directions of authorities.



For detailed information or preventive information:
www.BHSU.edu/Safety