



# BHSU-RC 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-RC Security:

From on-campus phone Ext.4220

From off-campus phone 605.718.4220

## BHSU-RC Facilities

Services: From on-campus phone

Ext. 4161 From off-campus phone

## Emergency Alert System

Please register for the BHSU-RC 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 home school e-mail account. After you receive your authorization code, access the website at

[www.everbridge.net](http://www.everbridge.net) to register for your BHSU-RC

emergency alert system. Once registered, you will receive alert messages in the event of an emergency and closures (weather or other). If you are not a

new student, please contact your home school or, if need be, the

BHSU Help Desk to set up your account. [BHSUHelpDesk@bhsu.edu](mailto:BHSUHelpDesk@bhsu.edu)

and phone number is 605-642-6580

## 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-RC Security](#) or Rapid City Police at 605.394.4131.

Information should also be given to the Executive Director at 605.718.4088.

## Medical Emergency

**Call 911** and provide as much information as requested. Then call [UC-RC Security](#).

- 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.

## 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.

## Threatening/Disruptive Behavior

**Call BHSU-RC Security or Executive Director.**

If immediate danger - **Call 911**. Then call [BHSU-RC Security](#).

- 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**. Then call [BHSU-RC Security](#).

- Do not shower.
- Provide as much information as requested.
- Report assault to [BHSU-RC Security or Executive Director](#).

## Shooting

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

## Hazardous Material Spill

**Call BHSU-RC Facilities Services.**

- Be alert for further instructions.
- If hazardous material spill is in the Rapid City area, evacuation of the campus may be necessary

## Suspicious Object

- Do not touch or disturb object.
- **Call 911** and provide as much information as possible. Then call [BHSU-RC Security](#). Be prepared to evacuate.
- 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.

## 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.

## 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. Then call [BHSU-RC Security](#).

## Utility Problem

- In case of water, power, heat or cooling outages, call **BHSU-RC Facilities Services**.
- Remain alert for further instructions.

## 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 the Rapid City 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.
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