

Bethany College Emergency Procedures for Students

The following Emergency Procedures for Students are meant to inform, prepare, and help Bethany students in case of emergency.

Bethany College has established an Emergency Response Plan for campus leaders to deal with emergencies which might threaten the college's resources or the physical safety of Bethany community members, including students, staff, and faculty.

Emergency Contact Information

- 911
- Office of Student Life: ext. 8161
- Residence Life: ext. 3030
- Campus Safety Office: ext. 1010 or 785-906-0218

Reporting an Emergency

In order to assist the operator in processing the call quickly and efficiently, stay calm and stay on the line until you are told to hang up. Please be prepared to give the following information:

- What you saw, heard, found.
- Exact location of the incident.
- The phone number of the phone you are using.
- Details of the situation.
- Your name and location.

Please report:

- Fires, even if they seem minor or controllable.
- Threats.
- Suspicious situations, objects, or people.
- Criminal acts, such as theft.
- Acts of violence.

Emergency Notification System

Bethany College has established Swede Alerts in order to inform students of emergencies. Swede Alerts are sent automatically to all college email accounts.

Students are encouraged to sign up for text messaging Swede Alerts and Swede Alerts to personal email accounts. Go to www.bethanylb.edu and click on "My Bethany." After you log in, click on the link under "Emergency Alerts" to sign up.

During an emergency, Bethany College also may communicate by sending voicemails and by posting information to the Bethany College Web site. Local television and radio stations may be notified.

Class cancellations will be listed on the class cancellation hotline, ext. 6361. College closing, early dismissal, or event cancellations will be communicated to the campus community and to the public.

Evacuation Procedures

- Leave the building if an alarm sounds, or if you are told to by a college official.
- Exit through the closest marked exit. Do not use elevators.
- Alert others to follow you out of the building.
- Proceed to a clear area at least 500 feet away from the building.
- Don't return to an evacuated building unless a college official instructs you to do so.

Severe Weather

A *severe thunderstorm watch* means that conditions exist for a severe storm to develop; a *severe thunderstorm warning* means a severe storm in the area has been indicated on radar.

- Take shelter inside a building.
- Stay away from windows.

A *tornado watch* means that conditions exist for a tornado to develop; a *tornado warning* means a tornado has been sighted in the area or has been indicated on radar. Lindsborg has a tornado siren to use in case of a tornado warning.

- Follow tornado evacuation plans, which are posted on the walls of every building on campus.
- Evacuate if you are in Presser Hall auditorium or Stroble-Gibson Gymnasium.
- Take shelter underground, in a basement. If that isn't possible, take cover under heavy furniture on the ground floor in the center of the building.
- Stay away from windows.

Medical Emergency

- Call or shout for help.
- Keep the victim still and comfortable. Do not move the victim.
- Give aid as you are able. Only qualified personnel should provide CPR.

Fire

- Activate the alarm if you discover fire.
- Evacuate the building if you hear an alarm.
- Don't use elevators or lock doors as you evacuate.
- If there is smoke, stay near the floor or crawl.
- If you are trapped, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor. Shout at regular intervals. If you have a cell phone, call or text.

Utility Failure

- Call Residence Life (ext. 3030) or Student Life (ext. 8160) if the failure is not dangerous.
- Activate the alarm if an emergency exists, such as a gas leak.
- Evacuate the building if you hear an alarm.
- Use the emergency alarm if you are trapped in an elevator.
- If there is a plumbing failure or flooding, stop use of all electrical equipment. Immediately evacuate and call for assistance.
- If you smell gas, immediately evacuate and call for assistance. Do not switch lights on or off or use any electrical equipment.

Earthquake

- Take shelter in a doorway, or under a desk or table.
- Move away from buildings, utility poles, and power lines.
- Be prepared for aftershocks.
- Evacuate buildings as soon as you are able.

Terrorism

- If you are taken hostage, be patient: time is on your side. Avoid drastic actions. Follow instructions. Be alert and observant. Don't speak unless spoken to. Be prepared to answer the police on the phone. If medications, first aid, or restroom privileges are needed by anyone, say so. If there is gunfire or an explosion, take cover immediately using all available concealment.

Explosion

- Take cover under a table or desk.
- Evacuate buildings as soon as you are able.