

SECTION 5

Quick Reference Guide

SINTE GLESKA UNIVERSITY QUICK REFERENCE GUIDE

- 1-----ARMED INTRUDER
- 2-----BOMB THREAT
- 3-----TORNADO
- 4-----FIRE
- 5-----EXPLOSIONS
- 6-----RATTLE SNAKE BITE
- 7-----ANIMAL ATTACK
- 8-----DOG BITE

BUILDING SAFETY PLAN

OVERVIEW

The purpose of this guide is to provide employees of the Sinte Gleska University with a **QUICK REFERENCE GUIDE** as to what procedures to follow in the event of a crisis. The overall goal is to return to a normal routine as soon as possible.

Events such as a sudden death of a staff member or student, natural or accidental disaster, may produce a crisis for staff and or students.

This guide outlines basic steps to use in a crisis. These procedures **may not cover every situation** that might develop and **it may not always be possible to follow every step** provided in this guide.

Sinte Gleska University Crisis Team

This is a supportive service that can help the Sinte Gleska University assist, plan and intervene in a crisis affecting staff and or students. Members of this team will assist building supervisors in directing crisis resolution. The following are the core crisis team members for the Sinte Gleska University:

Team Leader -
 Team Member -
 Team Member -
 Team Member -
 Team Member -

Rosebud Police Department	605-747-2266
Rosebud Ambulance Service	605-747-2237
Rosebud Indian Health Service/Hospital	605-747-2231
Mission Fire Department	605-856-4435
Todd County Sheriff	605-856-4411

GENERAL COMMUNICATION PLAN

1. Staff contacts emergency personnel or other department needed.
2. Staff contacts security
3. Staff member contacts his/her supervisor
4. Supervisor contact the University Provost
5. Provost notifies the University President or his/her designee
6. University President or his/her designee notifies the Board of Regents
7. The University President office or his/her designee will:
 - a. Serve as the official spokesperson or designate a spokesperson.
 - b. Coordinate any arrangements that need to be made with the press before any media release go out.
 - c. Notify Sinte Gleska University Board Regent about press release

NOTE: The notification process is as follows

- Employee
- Security
- Supervisor
- Provost
- President
- Board
- Media

ARMED INTRUDER

ARMED INTRUDER IN YOUR BUILDING: (Gun, Knife, anything that can be used as a weapon) You have three options to choose from:

1. **RUN**
2. **HIDE**
3. **FIGHT**

IF YOU RUN:

1. Run **AWAY** from the **threat**.
2. Run **OUT** of the building. Make sure you check your surrounding **before** running outside.
3. When you no longer see the threat:
 1. Call the POLICE (your name, location, injury if any)
 2. Call the other building(s) (if you have the numbers) after calling the police.
 3. Notify Security

IF YOU HIDE:

1. Lock room door. Use any method necessary to lock the door. (once doors are locked and closed, **DO NOT OPEN!!!** For anyone)
2. Turn off room lights.
3. Move everyone to safest place in the room (away from windows).
4. Account for everyone and note anyone missing .
5. Try to remain **CALM**
6. Give first-aid if needed.
7. Keep cell phones quiet!!!
8. Keep **QUIET!!!**
9. **DO NOT** peek out of doors or windows!!! (stay out of sight, help is on the way)

****NOTE**** If you cannot secure your location (room), Run away from the threat. If running outside, quickly assess the surrounding outside looking for other armed men/women, run in the direction of Police or rescue personnel. If police are present, run with hands over your head. This will identify you as a victim.

If you run into the threat ,FIGHT!!!
DO NOT GIVE UP!!!

