

## **EMERGENCY POLICIES AND PROCEDURES**

### **Accident or Illness**

You should report any illness or accident to your RA. If illness or accident prevents your return to the residence hall after a weekend or other period away from campus, your RA or the Residence Life Manager should be notified.

### **In Case of Emergency**

In case of life-threatening emergencies, call 911. If possible, also contact the staff member on duty. For non-life-threatening emergency situations please contact a Residence Life staff member and the Frontier County Sheriff's Office.

### **Fire Alarms**

State law, as well as residence hall policy, requires that all students leave their room and/or public areas when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to NCTA disciplinary action and/or civil action. If the fire alarm sounds, take the following action:

1. Leave lights on.
2. Wear a coat or blanket and hard soled shoes.
3. Leave room, close and lock the door.
4. Go to the exit. Walk swiftly and do not run or push.
5. Assemble outside of the hall at a safe distance from the building (in extreme weather conditions, waiting in the lobby of the nearest hall).
6. Do not return to the hall until an all-clear signal has been given by a campus official.

### **Smoke Detectors**

Smoke detectors are provided for your safety in each room and should not be tampered with or disconnected.

1. Smoke detectors become activated when too many combustible particles accumulate in the air.
2. A loud, high pitched noise will alert you to evacuate.
3. If you determine that there is no fire or danger, air out your room/apartment by opening a window and fanning the smoke detector to stop the alarm. Do not open your door to the hall, as it could set off the fire alarm for the whole building. It is important that you be aware that the smoke detector does not automatically alert the fire department.
4. If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please fill out a work request form.
5. It is a serious violation to disconnect or tamper with a smoke detector. Disciplinary action will be taken if detectors are found damaged or removed due to vandalism.

### **Tornado Alarms and Shelters**

When you hear the continuous siren, you should go to the tornado safety area of your hall or nearest area of cover. Seek shelter at the lowest available floor, clear of all windows. Do not use elevators. Tune your radio to the local station for updated weather information. The following is a list of the shelter areas in the residence halls:

Aggie Central..... 1<sup>st</sup> Floor inner hallway

Aggie West..... Communal shower areas  
East Traditional Hall..... Basement  
West Traditional Hall..... Basement

**NCTA Missing Person Policy**  
**Revised: 02/28/13**

The purpose of this policy is to establish procedures for the Nebraska College of Technical Agriculture to respond to and assist with reports of missing students. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be deemed a “missing person” if the university is notified a person is missing for more than 24 hours without any known reason, or which is contrary to his/her usual behavioral pattern, or within the 24 hour period if there is unusual circumstances.

- A. Procedures for designation of an emergency contact
1. Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. This individual will further be updated as to the progress of the investigation into the missing person. This designated emergency contact will remain in effect until changed or revoked by the student.
  2. If a student decides to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at 308-367-5247, or at their office located on the first floor of Ag Hall.
  3. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contacts they have listed.
- B. Procedures for notification that a student is missing
1. Any individual who believes a residential student may be missing must notify either the Office of Residence Life at 308-367-5247, or the Frontier County Sheriff’s Office at 308-367-4411, as soon as possible.
  2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local Law Enforcement. All campus departments will work with these agencies to assist them in their investigation. The Office of Residence Life or the Frontier County Sheriff’s Office will work together to gather all essential information about the residential student to determine the validity and credibility of the report.
  3. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Frontier County Sheriff’s Office will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case.

4. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.
5. The University's Administrative and Emergency Operation Teams will also be notified at this time.

C. Campus communications about missing students

The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the University's Office of Residence Life. All inquiries to the University regarding the missing student's case, or information provided to any individual about a missing student, shall be referred to the Office of the Dean who shall refer such inquiries and information to the lead investigating agency.

Prior to providing any information about a missing student, University employees shall consult with the Office of the Dean and investigating law enforcement authorities to ensure that communications do not hinder the investigation.