

# DOANE UNIVERSITY

## Events Security Plan

Updated: 2026

For Event Groups, Camps, Renters, and Summer Programs

# I. Security Plan

## A. Purpose

Welcome to Doane University. We're glad you're here, and we want your time on campus to be safe, productive, and enjoyable. This plan exists to give you the knowledge and tools to do just that.

Campus safety is a shared responsibility. The more informed and engaged our guests are, the safer our community becomes for everyone. Whether you're here for a day-long event, a summer camp, or an extended rental, this plan is your go-to reference for handling safety and security situations on campus.

Please take a few minutes to read through this guide before your event begins. It could make a real difference when seconds count.

## B. Guest Responsibilities

As a guest of Doane University, you are expected to:

- Operate in accordance with your rental agreement or any applicable event contract.
- Make reasonable, safety-conscious decisions while on campus.
- Alert Doane staff or local authorities if you need assistance or observe a problem.
- Have contact information for Events Staff, the Public Safety Office, and local emergency services readily available.
- Call 911 (or 9-911 from a campus phone) immediately if there is any risk to life or significant property damage.

In most cases, guests use campus facilities without a Doane employee present. That means your awareness and quick action can be critical.

## C. Reporting

Proactive reporting is one of the most important things guests can do to keep campus safe. Please report the following immediately:

- Any crime or suspected crime
- Injuries — minor or serious
- Damaged property or equipment
- Suspicious persons or activity
- Rumors of criminal activity
- Any incident involving sexual violence or misconduct

### **IMPORTANT — Federal Reporting Requirements**

Doane University has federal obligations that require accurate and timely reporting of incidents on campus property. Failure to report may result in loss of future event privileges.

Report to: Events Staff, Public Safety Office, or call 911 if an emergency.

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## D. Securing Facilities

Given the size of our campus, facility security depends heavily on guest participation. Please do your part by following these guidelines:

- Keep personal valuables secured. Doane is not responsible for lost, stolen, or damaged property.
- Report door or lock issues to [doanesafetyoffice@doane.edu](mailto:doanesafetyoffice@doane.edu) or [facilities@doane.edu](mailto:facilities@doane.edu).
- Never prop open exterior doors or allow unknown individuals to enter behind you.
- Access is limited to buildings you have been assigned. Do not attempt to enter locked or unassigned buildings — even during an emergency. Plan ahead with your Events coordinator.

## E. Key Control

Keys represent a significant security responsibility. Please treat them accordingly:

- You are financially responsible for all keys signed out to your group.
- Report lost or stolen keys immediately to [doanesafetyoffice@doane.edu](mailto:doanesafetyoffice@doane.edu) or [facilities@doane.edu](mailto:facilities@doane.edu).
- Use keys only for designated locations. Unauthorized access may result in loss of future privileges.
- Return keys to the person who issued them, or use the drop boxes at the Martin Building or residence halls. Contact Events Staff to confirm your return plan when you check out.

## F. Identification

All guests are asked to carry a valid, state-issued photo ID at all times. Doane staff may request identification to confirm your presence on campus is authorized. Guests who decline may be asked to leave.

## G. Parking

### Academic Year (August/May)

- Coordinate parking with Events Staff when booking your event.
- Faculty/staff lots are off-limits to guests during posted hours.
- Alternate parking requests: [doanesafetyoffice@doane.edu](mailto:doanesafetyoffice@doane.edu).
- Vehicles in restricted areas are subject to towing at the owner's expense.
- Do not use Doane power sources for RVs or equipment without prior authorization from [facilities@doane.edu](mailto:facilities@doane.edu).

### Summer Months (June/July)

- Coordinate all parking needs with Events Staff — the campus hosts multiple events and ongoing construction projects during the summer.
- Vehicles parked in areas that need to be cleared may be towed without warning.

## H. Local Support Agencies

Agency	Contact
Crete Police Department (Emergency)	911
Crete Police (Non-Emergency)	(402) 826-4311
Crete Area Medical Center	(402) 826-2102
Address: Crete Area Medical Center	2910 Betten Dr, Crete, NE 68333
Address: Crete Police	1945 Forest Ave, Crete, NE 68333

## I. Emergency Preparedness Overview

Guests are not automatically enrolled in Doane's emergency alert system, so personal preparation is essential. Make sure you:

- Save key contact numbers in your phone before your event begins.
- Monitor local weather alerts via a smartphone weather app.
- Know the locations of your designated shelter area and evacuation rally point.
- Brief your group on emergency procedures when you arrive.

### Key Contacts — Save These Now

Local EMS: 911 (or 9-911 from a campus phone)

Doane Events: (402) 826-6775 | [events@doane.edu](mailto:events@doane.edu)

Public Safety Office: (402) 826-8669 | [doanesafetyoffice@doane.edu](mailto:doanesafetyoffice@doane.edu)

Doane Facilities: (402) 826-8653 | [facilities@doane.edu](mailto:facilities@doane.edu)

## II. Incident Action Plans

All incidents follow the same basic framework:

1. Recognize the threat or hazard.
2. Act immediately based on the guidance below.
3. Call 911 for any life-safety emergency.
4. Notify Events Staff or the Public Safety Office.
5. Account for all members of your group.

Detailed guidance for each incident type follows.

### A. Medical Emergency

**CONDITION:** Injury, illness, or unresponsive person.

**ACTIONS:**

- Remain calm.
- Call 911. Provide your exact building name, room number, and the nature of the emergency.
- Stay on the line until the dispatcher tells you to hang up.
- Send someone outside to flag down and guide EMS responders to the scene.
- Notify Doane Events Staff or the Public Safety Office.
- Identify individuals with known medical conditions or special needs before your event starts — this helps EMS respond more effectively.

**STANDARD:** Rapid responder access. Scene is calm and controlled. All group members accounted for.

### B. Severe Weather — Tornado

**CONDITION:** Tornado watch, tornado warning, or severe storm.

**ACTIONS:**

- Do not wait for a siren. Monitor your weather app independently.
- Before a storm: identify shelter locations and brief your group on the route.
- Account for anyone with mobility, hearing, or other accessibility needs.
- On warning: move calmly and immediately to the lowest interior level of your building, away from windows.
- Remain sheltered until an official all-clear is issued.
- Contact Doane Events Staff and confirm your group is safe.

**STANDARD:** All occupants sheltered in interior/hardened areas. Group is accounted for.

#### Know the Difference

**Tornado Watch** — Conditions are favorable for tornadoes. Stay alert and be ready to move.

**Tornado Warning** — A tornado has been sighted or confirmed by radar. Take shelter immediately.

## C. Fire / Fire Alarm

**CONDITION:** Audible fire alarm, visible smoke, or open flame.

**ACTIONS:**

- Evacuate immediately. Do not investigate. Do not collect belongings.
- Pull the nearest fire alarm pull station if you detect fire and no alarm is sounding.
- Crawl low under smoke. Feel doors before opening — if hot, use your alternate exit.
- Move to your designated Rally Point (see Section III).
- Do not re-enter the building for any reason.
- Call 911.
- Notify Events Staff and provide accountability for your group.

**STANDARD:** Building cleared. Group accounted for at rally point. Emergency services notified.

## D. Active Killer / Violent Threat

**CONDITION:** Armed individual or active violent threat on or near campus.

**ACTIONS:**

- Call 911 immediately when it is safe to do so.
- Use RUN / HIDE / FIGHT — in that priority order.
- RUN: If you can safely evacuate, do so. Leave belongings. Move away from the threat.
- HIDE: If you cannot evacuate, move to the nearest room. Lock or barricade the door, turn off lights, silence phones, and stay out of sight.
- FIGHT: If the threat enters your location and there is no other option, use any means available to defend yourself and others.
- Remain secured until personally cleared by law enforcement in uniform or the Incident Commander.
- After the incident: assist injured individuals to EMS. Relocate to the designated assembly area.

**STANDARD:** Threat neutralized or contained. Group is accounted for. Law enforcement has cleared the scene.

## E. Secure — External Threat

**CONDITION:** Police activity or threat near campus (not yet inside buildings).

**ACTIONS:**

- Move inside the nearest accessible building.
- Ensure all exterior doors are closed and secured.
- Do not allow unknown individuals to enter.
- Await updates from law enforcement or Events Staff.

**STANDARD:** Buildings remain controlled-access. Group is inside and accounted for.

## F. Bomb Threat

**CONDITION:** Threat received by phone, written note, or email.

**ACTIONS:**

- If by phone: remain calm. Keep the caller on the line as long as possible.
- Do not hang up — even after the caller ends the call.
- Take note of exact words, voice characteristics, and any background sounds.
- Complete the DHS Bomb Threat Checklist (see Annex D) immediately after.
- From a different phone, call 911 and then Doane Public Safety.
- Do not use two-way radios or cell phones near any suspicious package.
- Do not touch or move any suspicious item.

**STANDARD:** Threat documented. Authorities notified. Area cleared per law enforcement guidance.

## G. Hazardous Materials Incident

**CONDITION:** Suspected chemical spill, hazardous odor, or hazmat release.

**ACTIONS:**

- Contact Doane Facilities immediately. If in a lab, alert the faculty member or lab supervisor.
- If directed to evacuate: leave immediately. Follow designated routes. Do not use shortcuts.
- Move upwind, uphill, and upstream from the incident. Get at least one-half mile from the source.
- Do not touch spilled materials, airborne mists, or condensed deposits.
- If directed to shelter in place: close and lock all doors and windows. Turn off ventilation. Seal gaps under doors with wet towels. Remain in an above-ground interior room.
- Follow all instructions from local emergency officials.

**STANDARD:** Incident reported. Area cleared or sheltered per official guidance. Authorities on scene.

### III. Resource Annexes

#### Annex A — Key Contact List

Contact	Phone / Email
Local EMS (Emergency)	911 or 9-911 (campus phone)
Crete Police (Non-Emergency)	(402) 826-4311
Crete Area Medical Center	(402) 826-2102
Doane Events	(402) 826-6775   events@doane.edu
Public Safety Office	(402) 826-8669   doanesafetyoffice@doane.edu
Doane Facilities	(402) 826-8653   facilities@doane.edu

#### Annex B — Rally Points (Evacuation Assembly Areas)

Rally points are pre-designated meeting locations used during building evacuations. Before your event, identify your rally point, brief your group, and take a headcount once there.

Building	Rally Point
Art and Education	Smith Hall Parking Lot
Brodie Hall	Smith Hall Parking Lot
Butler Gym	Memorial Stadium Oneway
Conservatory	Art and Education Loop
Frees Hall	Southfield / Volleyball Area
Fuhrer Fieldhouse	Memorial Stadium Oneway
Gaylord	Martin Building East Side
Haddix	Ledon Field
Hansen Hall	Den Parking Lot
Communications Building	Haddix Parking Lot
Ledon	Haddix East Field
Lied Building	Den Parking Lot
Padour Walker	Perry Campus Center Patio
Perry Campus Center	Memorial Stadium Oneway
Sheldon Hall	Den Parking Lot
Memorial Stadium	Perry Campus Center Patio
Smith Hall	East Burrage Parking Lot

## Annex C — Shelter Locations (Severe Weather)

Shelter locations are marked with a severe weather sign inside each building. Ask Events Staff to point yours out when you arrive. General principle: lowest level, interior rooms, away from windows.

Building	Shelter Location(s)
Art and Education	Lower Level Hallway (East End), 1st Floor Restrooms, 1st Floor Hallway
Burrage Hall	Lower Level Laundry Area
Butler Gym	Lower Level Restrooms
Colonial Hall	Lower Level Laundry Area
Conservatory	Lower Level Restrooms and Hallway
Frees Hall	Lower Level Restrooms and Hallway
Fuhrer Fieldhouse	North Side Hallway/Restrooms, Locker Rooms A & B, South Equipment Room Hallway
Gaylord	Lower Level Hallway and Restrooms
Haddix	South and North Hallways, Main Level Restrooms
Hansen Hall	Lower Level Restrooms and Hallway
Communications Building	Lower Level Restrooms and Hallways
Ledon	Restrooms
Lied Building	Basement, West Stairwell
Perry Campus Center	Lower Level Restrooms, Mail Hallway
Padour Walker	Chapel, Lower Level Restrooms
Sheldon Hall	Lower Level Restrooms (3 locations)
Memorial Stadium	Restrooms
Smith Hall	Lower Level Restrooms

## Annex D — AED Locations

Automated External Defibrillators (AEDs) are available at the following locations. Note: some buildings are locked 24/7 and may not be accessible to all guests.

- Communications Building — hallway outside Heckman Auditorium
- Perry Campus Center — near the green desk outside the cafeteria
- Fuhrer Fieldhouse — just inside the west entrance
- Haddix — main floor, south end near the desk
- Sheldon Hall — just inside the main south entrance
- Smith Hall — near the RA desk on the main level
- Ledon Softball Field — concession stand

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AED Training Video: <https://www.youtube.com/watch?v=3uhZPzvyu10>

Thank you for being a partner in campus safety.  
If you have questions before your event, please  
contact Events Staff at (402) 826-6775.  
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