

# EMERGENCY PROCEDURES

## Purpose:

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of University and community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President or his designee may declare a state of emergency, and these contingency guidelines may be implemented. There are three types of emergencies that may result in the implementation of this plan. They are as follows:

- Large scale Natural / Manmade disasters.
- Large scale disorder.
- Pandemic Events.

Since an emergency may be sudden and without warning, the procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

## Scope:

These procedures apply to all personnel, buildings and grounds to include those peripheral areas adjoining the University.

## Media Communications:

The Marketing & Communication Director has been established as the media liaison for the university. All employees should refer media inquiries to this office located on the third floor of Merritt Administration Building (231) 2015.

In the event of an emergency situation, do not address the media until cleared to do so. This is to prevent misinformation and violation of confidentiality laws. Please refer media personnel to the Marketing & Communication Director. After doing so please notify the Director of Communication of the contact as soon as possible. (231) 2015

## Campus Emergency Resource Team:

Emergency Director:	President of Anderson University
Emergency Coordinator:	To be named by the President, depending upon the nature of the emergency.
Assistants to Coordinator:	To be named by the President, depending upon the nature of the emergency.
Damage Control:	Director of Physical Plant
Campus Safety:	Director of Campus Safety
Information:	Director of Marketing and Communications

## Emergency Preparedness Program

The university has a Crisis Management Team which does extensive planning for potential emergencies. These plans are reviewed annually and updated as needed.

### TYPES OF EMERGENCIES

Bomb Threat	Page 8 ... 9
Chemical Spill	Page 10
Utility Failure	Page 10
Fire / Explosion	Page 11 .. 12
Tornado / Severe Inclement Weather	Page 13 .. 14
Medical Emergencies / Personal Injury	Page 15 .. 16
Psychological Crisis / Violent Behavior	Page 17

**Campus Alerts** on incidents on campus are provided to the campus community through email, phone tree, and the university hot line. (The campus is exploring other methods such as "campus siren" for quick mass communications.)

### CAMPUS TELEPHONE NUMBER OF IMPORTANCE DURING CRISIS

	Area Code (864)	On Campus
Abney Gym	231	2029
Academic Affairs Vice President	231	2145
Admissions	231	2030
Book Store	231	2010
Business Office	231	2130
Campus Ministries	231	2077
Campus Safety	231	2060
Counseling Director	622	6074
Finance & Administration Vice President	231	2066
Health Center	622	6063 / 6064
Institutional Advancement Vice President	231	2068
IS Department Information Officer	231	2017
Marketing & Communication Director	231	2015
Physical Plant Director	622	6001
President	231	2100
Rainey Fine Arts Center	231	2125
Residence Life	622	6011
Student Development Vice President	231	2075
Support Services Director	231	2177
Switchboard (On Campus Dial ("0"))	231	2000
Thrift Library	231	2049

## Bomb Threats:

Anderson University is not immune to bomb threats. Some threats may be made as pranks. ALL BOMB THREATS MUST BE TREATED AS A SERIOUS MATTER. Upon receiving a bomb threat Campus Safety, along with local law enforcement agencies, will evaluate the validity of the threat. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision to make except by the proper authorities as listed below. The procedures described below should be *implemented regardless of whether the bomb threat appears real or not.*

All Personnel should respond in the following manner:

### Suspicious item:

- If you find a suspicious item, DO NOT TOUCH IT.
- Clear the area
- Notify Campus Safety immediately. (231) 2060. Be sure to include the location and the appearance of the object when reporting.

### Phone Call:

- Try to obtain as much information as possible from the caller. Use the Bomb Threat Checklist on the next page.
- If the threat is immediate, evacuate the building.
- Notify Campus Safety immediately

**Important:** After evacuation, Do not re-enter the building until instructed to do so by appropriate personnel (Campus Safety or other emergency personnel.)

# Bomb Threat Checklist

Be Calm, Be Courteous, Listen, Do Not Interrupt

Exact words of the caller:

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Questions to ask:

- ✓ When is the bomb going to explode? \_\_\_\_\_
- ✓ Where is the bomb right now? \_\_\_\_\_
- ✓ What kind of bomb is it? \_\_\_\_\_
- ✓ What does it look like? \_\_\_\_\_
- ✓ Why did you place it? \_\_\_\_\_
- ✓ Where are you calling from? \_\_\_\_\_
- ✓ Who are you? \_\_\_\_\_

## Caller's Voice

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Adult	<input type="checkbox"/>	Juvenile	<input type="checkbox"/>
Accent	<input type="checkbox"/>	Well Spoken	<input type="checkbox"/>	Irrational	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>
Foul	<input type="checkbox"/>	Calm	<input type="checkbox"/>	Angry	<input type="checkbox"/>	Excited	<input type="checkbox"/>
Slow	<input type="checkbox"/>	Rapid	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Loud	<input type="checkbox"/>
Laughter	<input type="checkbox"/>	Crying	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Slurred	<input type="checkbox"/>
Nasal	<input type="checkbox"/>	Speech Impediment	<input type="checkbox"/>	Unusual Breathing	<input type="checkbox"/>	Raspy	<input type="checkbox"/>
Clearing Throat	<input type="checkbox"/>	Deep	<input type="checkbox"/>	High	<input type="checkbox"/>	Disguised	<input type="checkbox"/>
Cracking Voice	<input type="checkbox"/>	Familiar	<input type="checkbox"/>	Taped	<input type="checkbox"/>	Message Read	<input type="checkbox"/>

If the voice was familiar, who did it sound like? \_\_\_\_\_

Did the caller indicate knowledge of AU? YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, Explain: \_\_\_\_\_

## Background Sounds

Street Noises	<input type="checkbox"/>	Dishes	<input type="checkbox"/>	Voices	<input type="checkbox"/>	Aircraft	<input type="checkbox"/>
Music	<input type="checkbox"/>	House Noises	<input type="checkbox"/>	Motor	<input type="checkbox"/>	Long Distance	<input type="checkbox"/>
Quiet	<input type="checkbox"/>	Office Machinery	<input type="checkbox"/>	Animal Noises	<input type="checkbox"/>	Children	<input type="checkbox"/>
Static	<input type="checkbox"/>	Factory Machinery	<input type="checkbox"/>	PA System	<input type="checkbox"/>	Other	<input type="checkbox"/>

Noise Description: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Time Received: \_\_\_\_\_ Time Ended \_\_\_\_\_

## HAZARDOUS MATERIALS (CHEMICAL/BIOLOGICAL/RADIOLOGICAL)

### Chemical Spills Procedures

It is the responsibility of faculty, staff, and students to know the proper procedures and precautions of the chemicals and material they work with.

#### For Major Spills:

- Call 2060 so that Campus Safety can notify the Physical Plant, Health Services, Fire Department and other departments of importance.
- Do not enter the contaminated area.
- Alert people in the area to evacuate.
- Remove any injured personnel to fresh air or nearest emergency shower/eyewash unless there is danger of further injury.
- If spilled material is flammable, turn off ignition and heat sources. Close doors to affected area.
- Locate appropriate material safety data sheets and/or chemical dictionary.
- Have persons knowledgeable of area assist emergency personnel.

#### For Minor Spills:

- Alert people in the immediate area of the spill, and avoid breathing vapors from the spill.
- Put on protective equipment, including eye protection, suitable gloves, and long-sleeve lab coat.
- Confine spill to small area. Use appropriate kit to neutralize and absorb inorganic acids and bases.
- Collect residue and place it in appropriate container, and dispose of as chemical waste.
- For other chemicals, use appropriate kit or absorb the spill with vermiculite, dry sand, or absorbent pads.

### Biological (Blood) Spills Procedures:

Only personnel that are *trained* in blood borne pathogen cleanup should clean areas that have been contaminated by blood or body fluids. Established protocols should be followed per their training. For blood or body fluid spills in residence halls, academic buildings, administrative buildings, or on any outside surface such as walkways, contact Campus Safety at (231)2060.

### Utility Failure

Utility Failure may be electrical, water, gas, telephone, heat and air conditioning. In the event that the campus loses utilities, follow the following procedures.

- Report the problem to the physical plant (622) 6002
- After hours, call Campus Safety (231) 2060
- If the source of the problem is known report that as well

## Fire / Explosion

Be prepared for fires. Know the location of the fire extinguisher pull station, exits, and evacuation routes in your area.

### Immediate Actions:

#### Fire:

- Close all doors to their area
- Everyone will evacuate to the predetermined Assembly Area

#### Explosions:

- Take cover
- Assist the Injured
- Evacuate to Assembly Area
- Know the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them

#### Small Fire Procedures:

- Avoid personal injury and excessive risks.
- Alert people in the immediate area and activate the alarm.
- Call 2060. Give specific details of fire location.
- Smother fire or use the nearest fire extinguisher if you feel comfortable doing so AND have been properly trained.
- Always keep your back to the exit so that you do not become trapped by a fire.
- Avoid smoke and fumes by staying low.
- Campus safety will respond to the scene to assist in building evacuation and to meet and assist the Fire Department.
- Once the Fire Department has arrived, the responding Incident Commander will take charge of all rescue and suppression activities.
- DO NOT re-enter the building until advised by Campus Safety or other emergency personnel.

### Operating a Fire Extinguisher

(Pass)

Pull the pin;

Aim the extinguisher hose at the base of the fire;

Squeeze the lever;

Sweep from side to side.

#### During an Alarm:

- Do not panic, but remain calm.
- Close door to your area if you are the last to exit.
- Walk to nearest exit. **DO NOT USE ELEVATORS.**
- If area is smoky, get on hands and knees crawl to the nearest exit.
- After leaving the building, assemble at the designated area.

### **If You are Trapped in a Building:**

- If a window is available, place light colored article of clothing (shirt, coat, bed sheet, pillow case etc.) outside a window as a marker for rescue crews.
- If there is no window, stay near the floor where the air will be less toxic. Shout and yell as loud as you can at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**
- Check to see if the door is warm. If it is warm do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.

### **Emergency Systems:**

For information concerning evacuation drills, fire alarms, and other emergency systems, please contact:

- Campus Safety Office; (231) 2060
- Residence Life; (622) 6011
- Physical Plant ; (622) 6001

## Tornado

### Severe Inclement Weather

In the event of severe weather conditions, you should monitor local weather. Campus Safety will notify the campus of threatening weather when possible to do so.

**Tornadoes Watch** is a forecast of the possibility tornadoes and severe thunderstorms in the area.

- During a tornado watch, normal activities should continue with precautions.
- Charge your mobile phone up in the event power is lost.
- Have a flashlight with fresh batteries.
- Campus Safety will follow conditions and alert pertinent personnel.
- Upon receiving notification of a tornado watch, **YOU** should also stay tuned to television: WYFF-TV (channel 4 locally) WSPA-TV (channel 7 locally) and local radio station: WRIX 103.1 FM, for the latest information.

**Tornado Warning** is issued when a tornado has been sighted in the area.

- Campus Safety personnel with the assistance of Student Development and Area Coordinators will alert campus personnel.
- All personnel in classroom buildings or in other university buildings should proceed to take shelter on the lowest floor level, interior hallways or other areas which are free from exterior windows and glass.
- **AVOID** top floors, food service areas, auditoriums, gyms or other buildings with wide, free span roof. (See page 14)
- Do not attempt to leave a shelter area until the "ALL CLEAR" signal has been received.

**The decision to suspend classes / University closing for severe inclement weather will be made by the Senior Vice President of Academic Affairs and Academic Dean. Notification will be by:**

- University email
- 24-hour hotline, 864-622-6057
- WYFF-TV (channel 4 locally)
- WSPA-TV (channel 7 locally)
- WRIX 103.1 FM

## SHELTERS ..... SEVERE WEATHER - TORNADO - HIGH DAMAGING WINDS

DO NOT ATTEMPT TO LEAVE THE ASSIGNED SHELTER UNTIL NOTIFY OF "ALL CLEAR SIGNAL". THIS APPLIES TO ALL PERSONNEL.

**Abney Athletic Center:** Basement hallway and rooms without windows,  
(DO NOT GO ON GYM FLOOR)

**Vandiver Hall:** Bottom level hallway

**Pratt Hall:** Basement

**Merritt Administration Building:** Bottom hallway at entrance to the dining hall,  
(DO NOT GO IN DINING ROOM OR MERRITT THEATER!)

**Denmark:** Basement / Laundry room

**Johnston Building:** Basement

**Thrift Library:** Basement (Area past restrooms thru double doors to area marked by South Wall)

**Admissions:** Basement

**Johnston Hall:** Basement.

**Anderson Central (Financial Aid):** Inter Office spaces / Basement of Johnston Hall.

**Evening Admissions:** Inter Office spaces / Admissions Basement

**Watkins Teaching Center:** Basement level hallway and basement rooms without windows

**Rainey Fine Arts Center:** Interior hallways and basement,  
(DO NOT GO IN THEATERS OR STAGE AREA.)

**North Rouse:** Laundry room and hallway near Laundry room

**South Rouse:** Basement Hallway

**Lawton:** Suites 1A, 1B, 1C

**Kingsley Hall:** Hallway on first floor near room 14

**Village:** First floor hallways

**Village Basement:** Offices without windows or inner shop area away from doors and windows

**Inner Campus (Bookstore, Post Office, Information Services, College of Education, Student Center,):** Hallway between Post Office and Office of Education.

**Business Office:** Offices in the rear of main office, and storage room.

**Stringer Commons:** Bottom of stairwells of each building

**Sullivan Hall:** Bottom hallway at entrance to the Chapel area.  
(DO NOT GO INTO CHAPEL.)

**All Houses:** Inter hallways or closed spaces without windows.

**Orient yourselves to these areas in case of severe or emergency weather.**

REVISED: March 01, 2007 by the Anderson University Campus Safety Department

## Medical Emergencies & Personal Injury

When any student is in crisis, the entire Anderson University community may be affected. Therefore, coordinated action and support are necessary to minimize harmful consequences. There is an extensive network of campus and community resources available for help.

The following guidelines are written to empower students, faculty & staff to react calmly during a crisis situation and assist in getting help to the injured or ill.

### Life Threatening Event:

*Call 9-911 or Campus Safety (231) 2060*

- Tell the Dispatcher, "I need an ambulance at Anderson University."
- Tell the Dispatcher, "My name is..."
- Give your location: "I am at Anderson University and I am in the...building/center..."
- Tell them which entrance to use: "I am on the...floor. Use the...entrance."
- Wait, DO NOT HANG UP. Make sure that the Dispatcher has all the information they need.
- Call Campus Safety at (231) 2060 and notify them of the emergency and that an ambulance has been called
- If you are trained in CPR/First Aid follow the guidelines as set forth by your certification.

### Non-Life Threatening Event:

- Call Health Center at (622) 6063 or 6064
- Call Campus Safety at (231) 2060 and request help.
- Tell the Dispatcher, "My name is..."
- Give your location: "I am in the...building/center..."
- Tell them which entrance to use: "I am on the...floor. Use the...entrance."
- Wait, DO NOT HANG UP. Make sure that the Dispatcher has all the information they need.

### Health Services offered but not limited to:

- Diagnostic service referral
- Treatment for minor injuries/illnesses
- Blood pressure readings
- Immunization referral
- Counseling referral
- Walk-In Clinic
- Health Education Resources
- CPR/First Aid classes
- Acute illness observation
- Health Education Programming
- Limited CLIA waived testing

## Illness or Injury to Faculty

- Follow same directions for emergent or non-emergent illness/injury.

## Hospitalization:

- Health Services should be notified immediately if a student is hospitalized for any reason.
- When confidentiality permits, Health Services will notify:
  - The Chaplain, who may arrange for pastoral care in the hospital;
  - The parents, guardians or spouse to arrange for longer-term care as appropriate;
  - The VP of Student Development who will coordinate as appropriate.

**AMERICAN RED CROSS CPR & FIRST AID CLASSES ARE OFFERED THROUGHOUT THE YEAR TO STUDENTS & EMPLOYEES. CONTACT THE HEALTH CENTER TO SIGN UP [622-6063]**

## HAZARDOUS CONDITIONS:

- Anyone who identifies hazardous conditions or other problematic situations (such as fire risks or anticipated disturbances) should immediately advise Campus Safety at 231-2060 and the VP of Student Development at 231-2075. Those areas have institutional and legal responsibility for the safety and protection of people on campus.
- The Student Development Office or Area Coordinator (AC) on-call should be notified about all crises that involve students. These staff coordinates the notification of appropriate personnel and offices, provide consultation and support of those who are dealing directly with the crisis situation, and prepare a written summary of the situation for review.

## PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reaction or psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, bizarre behavior, delusions or complete withdrawal from others. Psychological crisis may occur in response to traumatic or tragic event(s) affecting the campus community. In addition, psychological crises may involve individuals in severe distress who are unable to manage themselves and may be creating a situation that is distressing to those around them.

Immediate danger or threat (ex. An individual is combative, has a weapon, has reported taking an overdose of medication, or has inflicted physical injury to self):

- Call Campus Safety at (231) 2060.

**Quick Response, but not an immediate danger:**

- Contact the counseling center at (622) 6074
- Call Campus Safety at (231) 2060.

**Suicidal Threats or Gestures:**

- DO NOT try to handle a situation on your own.
- Call Campus Safety or the counseling center at (622) 6074
- Do not leave the person alone
- Listen attentively to the person. Avoid giving advice or your opinion.

**Violent Threats or Situations:**

- Alerting Campus Safety to any potentially violent situations.
- DO NOT try to handle the situation on your own.
- Avoid being alone with a potentially violent individual.
- Be sure there is nothing between you and the exit.
- Keep your emotions under control.
- Do not touch or approach a potentially dangerous individual.

**The University Counseling Center Provides:**

**For Students:**

- Crisis intervention and debriefing
- Individual and group counseling
- Consultation
- Referral services

**For Faculty and Staff:**

- Crisis intervention and debriefing
- Referral services
- Consultation (in relation to students only)