



Emergency Operations Plan

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Dean of Students

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UNIVERSITY STATEMENT

Preparedness to cope with the effects of an emergency situation includes many diverse but interrelated elements, which must be woven into an integrated emergency management system within the campus setting. Certain situations may also involve departments of local government and private support agencies.

Emergency situations necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to address proper response. Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort.

Planning for population protective action must be a cooperative effort to avert or minimize the effects of natural, technological, hazardous materials, civil, and/or attack-related disasters; to protect lives and property; and to restore the stricken area to its pre-disaster status with minimum social and economical disruption.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibility to University officials and department heads, specifying their roles during an emergency or disaster situation. It is developed and authorized pursuant to section 5502.271 and chapter 3750 of the Ohio Revised Code and Mount Vernon Nazarene University.

FORWARD

This plan provides Mount Vernon Nazarene University the basis for a systematic approach to the problems created by the threat or occurrences of emergency situations. It identifies the responsibilities, functions, and working relationships between and within the University and their various departments; governmental agencies; private support groups; and individual citizens.

The goals to be achieved by this plan are to save lives and protect property by developing programs and emergency operational capabilities that address mitigation, preparedness, response, and recovery for: natural, accidental and societal critical incidents.

Regular review of the Emergency Operations Plan (EOP) as well as safety committee meetings, training and open communication lines will serve to refine and clarify emergency responsibilities and contribute to the ongoing planning process.

DISCOVERY OF CRITICAL INCIDENT

There are three major types of crises:

- (1) Natural (earthquake, tornado, etc...)
- (2) Accidental (chemical spill) and
- (3) Societal (terrorist attack, active shooter, armed intruder, etc...)

The prevailing thought is that all three can happen without notice. When the discovery of a critical incident is made, the first responder (those who first arrive on the scene of an emergency) must be able to identify the situation as critical and decide whether or not to implement the Emergency Operations Plan (EOP). Listed below is the protocol that all first responders should attempt to follow if/when the EOP is activated:

1. Contact Campus Safety at 8686 and/or call 911 (9-911 or 911 from any campus phone).
2. Keep bystanders/onlookers as far away from the scene as possible.
3. Locate victim(s) and determine injuries.
4. Identify potential witnesses, keep them separated and furnish them with a voluntary statement form to generate as much information as possible relevant to the incident.
5. Maintain telephone or radio communication with Campus Safety providing as much detail as possible.
6. Assure that all internal notifications have been made to the Emergency Response Team.

TYPES OF EMERGENCIES/LEVELS OF RESPONSE – There are three levels or types of emergencies:

- LEVEL 1 – MINOR INCIDENT: a local event with limited impact which does not affect the overall functional capability of Mount Vernon Nazarene University. Planning and response is carried out at a limited local level (individual room). The EOP would not be activated.
- LEVEL 2 – EMERGENCY: a serious event that significantly disrupts one or more operations of Mount Vernon Nazarene University. The EOP would be activated to the extent necessary.
- LEVEL 3 – DISASTER: a very serious event that impairs or halts the operation of Mount Vernon Nazarene University. The EOP is fully activated. Once the gravity of the situation is determined and the decision has been made to activate the Emergency Operation Plan (EOP), the following persons will be notified in a timely manner.

INTERNAL NOTIFICATIONS

- | | |
|--|-----------|
| • President – Henry Spaulding | Ext. 4100 |
| • Vice President for Student Life – Joe Noonan | Ext. 4601 |
| • Vice President for University Relations – Scott Peterson | Ext. 4131 |
| • Facilities Supervisor – Denny Taylor | Ext. 4431 |
| • Health Services – Denise Smith | Ext. 4632 |
| • Dean of Students – Aaron Quinn | Ext. 4605 |
| • Human Resources – Alan Shafer | Ext. 4402 |

EXTERNAL NOTIFICATIONS

Listed below are possible resources for various emergency situations encountered by Mount Vernon Nazarene University:

<u>Department</u>	<u>Phone #</u>
• Knox County EMT	911
• American Red Cross	740-397-6300
• Knox Co. Sheriff	740-397-3333
• Poison Control	800-222-1222
• Columbia Gas	800-344-4077
• BCI (Bureau of Criminal Investigation)	740-354-5645
• Ohio State Highway Patrol	877-772-8765
• AEP (electric)	800-277-2177
• Mount Vernon Fire Department	740-393-9515
• Mount Vernon High School	740-393-5900
• Knox County Career Center	740-397-5820
• Mount Vernon Police Department	740-397-2222

BASIC PLAN

I. Purpose

The purpose of this plan is to predetermine, to the extent possible, actions to be taken by Mount Vernon Nazarene University to possibly prevent avoidable emergency situations and to respond quickly and adequately in order to protect lives and property.

II. Applicability

- A. To fulfill its intended purpose, this plan must be kept current and personnel responsible for implementation should be well acquainted with the plan and recommend improvements or changes that are considered appropriate.
- B. Each group responsible for and operating in an emergency shall be given opportunity for input into the plan through meetings, planning sessions, and incident evaluations.
- C. It shall be the responsibility of each department head to see that all personnel under him/her are kept well informed of the plan.
- D. The Safety Director shall be responsible for the maintenance and implementation of the Emergency Operations Plan (EOP).
- E. The Safety Director shall be responsible for the maintenance and staffing of the Emergency Operations Center (EOC).

III. Concept of Operations

A. The primary goals of emergency management are to save lives and protect property by developing appropriate capabilities. Reaching these goals is facilitated by dividing emergency management activities in the following categories: mitigation, preparedness, response, and recovery.

1. **Mitigation or Pre-Emergency Phase** is any action taken to eliminate or reduce the probability of an emergency or disaster. Examples of Mitigation are:

- a. Building Codes
- b. Disaster Insurance
- c. Public Education
- d. Risk Evaluations
- e. Statutes and Ordinances

2. **Preparedness or Readiness Phase** is any activity taken in advance of an emergency that facilitates the implementation of a coordinated response. Examples of Preparedness are:

- a. Emergency Warning Systems
- b. Emergency Operations Center
- c. Emergency Operations Plan
- d. Emergency Exercises

3. **Response or Emergency Phase** is any action taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery. Examples of Response are:

- a. Emergency Medical Assistance
- b. Law Enforcement Response
- c. Fire and Rescue Response
- d. Evacuation
- e. Emergency Sheltering
- f. Emergency Operations Center Activation

4. **Recovery Phase**

- a. Damage Assessment
- b. Debris Clearance
- c. Decontamination
- d. Counseling
- e. Disaster Assistance
- f. Temporary Housing
- g. Reconstruction

IV. Execution of Basic Plan

- A. The VP for Student Life shall be responsible for emergency operations at Mount Vernon Nazarene University.
1. The Knox County Emergency Management Agency Director furnishes primary assistance to him/her if requested, and is responsible by law for the coordination of disaster operations in the entire county.
 2. The American Red Cross, under its congressional charter, will extend assistance to individuals and families in need as a result of natural or manmade disaster.
 3. The National Weather Service has the responsibility for, and is the source of, forecasts and warnings of impending weather.
 4. The Incident Command System (ICS) shall be used for the chain-of-command during events. (*See Appendix 1*)
- B. The heads of the various departments shall be responsible for developing plans for their departments' assigned emergency operations, and for developing standard operating procedures and implementing documents where necessary.
1. The immediate operations and functions of all departments and agencies engaged or assisting in emergency operations will be directed toward the protection of life and property, the distribution of food, water, clothing, and the provision of shelter.
- C. Decision-Making Body. The basic participants charged with the major authority and making of decisions when the Emergency Operations Center (EOC) is activated are:
1. President
 2. Vice President for Student Life
 3. Vice President for University Relations
 4. Dean of Students
 5. Facilities Director
 6. Director of Health Services

Each department shall be under the command of the highest ranking official present.

- D. Emergency Operations Center (EOC). The EOC will be the headquarters of the Emergency Response Team (ERT) during emergency/disaster situations. **Its primary location will be the Morrison Facilities building.** (The secondary location will be the Ariel Arena Athletic Department Conference Room). The following is a list of rules governing the use of the EOC.
1. To be activated by the President or his/her designee, if situation warrants, who gets a quick picture of the situation from the public safety official in charge and starts emergency public information activities. This person is also the one to phase out the EOC activities when situation warrants.
 2. Emergency Response Team shall staff the EOC as needed.
 3. The Safety Director will maintain current EOC staffing rosters and building information.
 4. From this EOC, all emergency workers will register for work.

V. How to obtain local assistance.

- A. When the emergency exceeds the internal resources of the University, the President may request assistance through Knox County Emergency Management Agency.
- B. Campus Safety shall be responsible for providing protection and security measures for the University.
 - 1. When circumstances exceed the Campus Safety's capacity, the Knox County Sheriff's Department shall be contacted for assistance.
 - 2. When circumstances exceed the Sheriff's Department capacity, they shall request for state assistance through the Knox County EMA.

VI. How to obtain state assistance

- A. When the disaster is of a magnitude sufficient to surpass local capabilities, state resources are committed as the situation demands. Request for state assistance should be made by the President through the Knox County EMA.
- B. When requesting assistance, the following information should be furnished to the Knox County EMA:
 - 1. Description of disaster
 - 2. General area and number of people affected by disaster.
 - 3. Estimate of damages to public and private property, roads, and utilities.

MEDIA PLAN

The Vice President for University Relations will be responsible for making media releases to all appropriate agencies during emergency situations on campus. The President shall make the final approval before being released.

I. Weather Emergencies

- A. The VP for University Relations shall obtain information related to the closing (i.e., date, time, length)
- B. The VP for University Relations shall send obtained information to the appropriate media sources.
- C. The VP for University Relations shall maintain communications with other members of the Emergency Response Team for further updates.

WORKING WITH MEDIA

- I. You do not have to answer questions that do not pertain to your situation. If asked, repeat your official statement.
- II. Never, ever, repeat a negative or an accusation back to the reporter.
- III. Never, ever say “No comment.” You can say, “I cannot talk about this at this time, but I will be glad to share information with you when I can.” Try to say when that will be.
- IV. Speak in short, direct sentences. Do not volunteer information beyond what the reporter is asking.
- V. Stay calm. In an interview you can show your concern, but stay calm. You must assure your audiences that you are working diligently to overcome the crisis and ensure that it will not happen again. Histrionics belie that ability.
- VI. Never lie. Ever. You may say, “I don’t know,” or “I cannot say at this time.”
- VII. Never speculate. Reporters love to get you to answer questions about hypothetical situations. Do not fall into this trap. You may respond to such an attempt by saying that your primary focus right now is on the situation at hand, and repeat your statement.
- VIII. Don’t go off half-cocked. Everything you say to a reporter can be quoted, so don’t start speaking until you know what you’re talking about and what you want to say. Make sure you know your agenda before you ever open your mouth. But figure out that agenda quickly; you do need to speak.
- IX. Stick to your values. What does your company believe in and stand for? Make sure those principles are known and followed by all employees. Let them guide you through tough times. You must do the right thing before you talk about it. If you want positive publicity, make sure your actions warrant it, and once you take action, show reporters what you’re doing.
- X. Be very careful about speaking in absolutes before all the facts are in. If you ignore this warning, you may wind up retracting your statements, which damages your credibility.

*Notes taken from CASE conference on 8/7/99
cac*

EMERGENCY CLOSING

I. Purpose

The purpose of this plan is to establish procedures and guidelines for the emergency closing of Mount Vernon Nazarene University.

II. Situations and Assumptions

A. Situation

Mount Vernon Nazarene University is a post-secondary education facility subject to many different situations and emergencies where the university may need to temporarily close down. It is essential that a written plan is established and followed.

B. Assumptions

Mount Vernon Nazarene University shall follow this plan in order to assist in the determination of when to close the university.

III. Decision

A. Weather Emergencies

VP for Student Life or his/her designee shall decide whether the University will close during all weather-related emergencies.

B. All Other Emergencies

The decision will be made by the VP for Student Life or his/her designee.

IV. Notification

A. On Campus

1. E-Mail
2. Voice Mail
3. NIXLE – mass emergency communication system
4. Public Access Television Channel
5. Knox County Alert system
6. WNZR – 90.9 FM (University Radio Station)

B. Off Campus

- | | |
|--------------------|---------------------|
| 1. WQIO – 93.7 FM | MOUNT VERNON, OH |
| 2. WNKO – 101.7 FM | NEWARK, OH |
| 3. WWBK – 98.3 FM | MOUNT VERNON, OH |
| 4. WSNY – 95 FM | COLUMBUS, OH |
| 5. REWIND - 103.5 | UPPER ARLINGTON, OH |

V. Response

A. Weather Emergencies

1. When the University is closed due to inclement weather, the only personnel that are required to report are Food Service, Facilities (Housekeeping, Maintenance, Grounds) and Campus Safety.
2. The personnel required to report should attempt to arrive at their normally scheduled start time. However, they should exercise good judgment in determining their ability to report.

B. All Other Emergencies

1. When the University is closed due to an emergency situation other than weather, the EOC will determine key personnel that need to report.
2. All key personnel shall report directly to the EOC for further instructions.

BOMB THREAT

I. Purpose

The purpose of this policy is to establish guidelines to be followed in the event of a bomb threat or the discovery of a bomb at Mount Vernon Nazarene University.

II. Situation

Mount Vernon Nazarene University is a post-secondary education facility subject to many outside influences including the threat of a bomb. Although such threats may or may not be real in nature, they must be treated as if they are real. Failure to heed such warnings could result in a major loss of life and/or property damage.

III. Dispatch and Notification

Note: Portable radios and cellular phones should not be used for communications due to the possibility that they could detonate the bomb.

A. Campus Safety

1. Shall send an officer to the location and begin an immediate evacuation.
2. Shall contact the Safety Director.
3. Shall contact Mount Vernon Police Department and the Knox County Sheriff Department if needed.

B. Safety Director

1. Shall contact the Knox County "911" Center.
2. Shall place the Fire Department and EMS on standby.
3. Shall notify the University Administration.
4. Shall complete a critical incident report.

C. Administration Notification

1. President
2. Vice President for Student Life
3. Vice President for University Relations
4. Facilities Director

BOMB THREAT RESPONSE

A. Threat

1. Upon receiving a bomb threat, the affected building shall be evacuated immediately.
2. All occupants shall be evacuated to a minimum of 300 feet away from the building.
3. Campus Safety shall secure the area around the building, allowing no one to enter the perimeter.
4. Facilities shall turn off gas to the building.
5. No searches shall be conducted for at least half an hour before or after the detonation time, if one was given.
6. The decision to re-occupy the building will be made after the University Administrators, Campus Safety and the Fire Department have decided it is safe to reenter.

B. Discovery of a Bomb

1. If a bomb or strange object is located all emergency personnel shall evacuate the area immediately.
2. The location and description of the object shall be reported.
3. The EOC shall be activated.
4. All surrounding buildings within a 300 foot area shall be evacuated.
5. Campus Safety shall contact the nearest bomb disposal unit.
6. Only the Bomb Disposal Unit shall be allowed into the building.
7. The decision to re-occupy the building will be made after the University Administrators, Campus Safety, Fire Dept. and the Bomb Disposal Unit have decided it is safe to re-enter.

BOMB THREAT PHONE REPORT

Date and time call was received: _____

Telephone number threat came in on: _____

Your name: _____

Exact words of caller: _____

ASK THESE QUESTIONS – IN THIS ORDER

Where is the bomb? Exactly? _____

What does it look like? _____

When is it going to explode? _____

How do you deactivate it? _____

Why was it put there? _____

DESCRIPTION OF CALLER'S VOICE

Male _____ Female _____ Young _____ Middle age _____

Tone of voice

Accent or impediment

Background noises _____

Is voice familiar? If so, who did it sound like?

Remarks: _____

Taken from Academic Impressions Crisis Conference handouts 2/10/05

CHEMICAL/RADIOLOGICAL EMERGENCIES

The purpose of this plan is to provide University personnel with information to assist in the decision making process when faced with a chemical or radiological emergency.

I. Situations and Assumptions

A. Situations

Mount Vernon Nazarene University is a post-secondary education facility subject to many different kinds of emergencies including the possibility of a chemical or radiological emergency. It is apparent that with the storage and use of chemicals on campus as well as chemical traffic on SR 586, that there is a high risk of the University being affected by an accidental release.

B. Assumptions

Mount Vernon Nazarene University in conjunction with the local emergency agencies shall follow this plan in order to control the situation and protect the lives of the people on campus.

II. On Campus Chemical Emergency

A. Inside Buildings

1. The fire alarm shall be activated and the building shall be evacuated.
2. All occupants shall be evacuated to a safe location upwind from the incident.
3. Fire Department, Campus Safety and Knox County EMA shall be notified.
4. The EOC shall be activated.
5. Campus Safety shall secure the area from a safe distance to prevent people from entering the area.
6. The University shall assist the Fire Department in determining what kind of chemical is leaking.
7. Facilities shall shut down all necessary equipment and utilities.
8. The Fire Department shall be in control of all chemical emergencies.

B. Outside of Buildings

1. Fire Department, Campus Safety, Sheriff's Department and EMS shall be notified.
2. The EOC shall be activated.
3. Local EMA director shall be notified.
4. A determination for evacuation or shelter in place shall be made.
5. The University shall assist the Fire Department in determining what kind of chemical is leaking.
6. Facilities shall shut down all necessary equipment and utilities.
7. Campus Safety shall secure the area from a safe distance to prevent people from entering the area.
8. The Fire Department shall be in control of all chemical emergencies.

III. Off Campus Chemical Emergency

A. University Notification

1. Campus Safety shall be notified.
2. Safety Director shall be notified.
3. President shall be notified.
4. VP for Student Life shall be notified.

B. Response

1. The EOC shall be activated.
2. The EOC shall contact local EMA director for information on the emergency.
3. Evacuation or shelter in place shall be determined.
4. University population shall be notified as to evacuate or shelter in place.
5. Facilities shall shut down all necessary equipment and utilities.
6. University shall follow direction of the Knox County EMA.
7. Safety Director will complete a critical incident report.

EVACUATION AND SHELTER IN PLACE

I. Purpose

The purpose of this plan is to establish procedures and guidelines in the event of an emergency and whether it warrants sheltering in place or an evacuation.

II. Situations and Assumptions

A. Situation

Mount Vernon Nazarene University is a post-secondary education facility subject to many different kinds of emergencies. It is the University's intention to establish a safe and organized plan for sheltering persons in place or the evacuation of persons on the campus during an emergency situation.

B. Assumptions

Mount Vernon Nazarene University shall follow this plan as much as possible in order to carry out a safe and organized procedure.

C. Decision

The nature or type of emergency shall determine the decision to shelter in place or to evacuate. The VP for Student Life and other emergency officials shall coordinate this decision.

III. Evacuation

A. Notification

1. All persons to be evacuated shall be notified to go to a designated staging area and wait for further instructions.
2. The Mount Vernon City School system shall be contacted for the use of their buses if the evacuees need to be transported to an off campus location.
3. If the evacuation is from one campus building to another all evacuees shall be notified of which building to report to.
4. The University Administration and Officials shall be notified that an evacuation has begun.
5. The designated evacuation shelter shall be notified so that they can prepare for the situation.
6. Knox County 911 center shall be notified that an evacuation has begun.
7. The Knox County EMA Director shall be notified if needed.
8. All other emergency agencies shall be notified for assistance if needed.

B. Response

1. All available personnel shall respond to assist in the evacuation procedure.
2. The evacuation process will require a door to door check of the facility that is being evacuated.
3. Should any occupant refuse to evacuate, continue the evacuation and, time permitting, return to the refusal site, obtain name and advise disciplinary action will be taken, also advise regarding the hazards of not evacuating.
4. In the event that physically challenged individuals are involved in the evacuation efforts, all efforts shall be made to assist them to safety.
5. The evacuation process shall be conducted in a calm and orderly fashion.
6. All evacuees shall be directed to a designated staging area.
7. Once at the staging area, names shall be taken for accountability purposes.
8. The evacuees shall be transported to an off campus evacuation shelter or assisted to an on campus site depending on the nature of the emergency incident.
9. Once at the evacuation shelter site, names should be taken again for accountability purposes.
10. Depending on the length of the evacuation, auxiliary support services may be deployed to provide food, water, showers, medical and health care products.
11. All evacuees shall be updated as often as possible on the extent of the emergency and length of time they will be at the shelter.
12. All university employees and administration shall be updated as well.

C. Recovery

1. All evacuees shall be transported back to the campus or to where they were originally evacuated.
2. The University shall assure that all student and University needs are taken care of and that order is restored.
3. The VP for University Relations shall provide news releases.
4. The University Chaplain will be notified if deemed necessary.
5. The Safety Director will complete a critical incident report.

IV. Sheltering in Place

A. Notification

1. All affected persons shall be notified that a Shelter in Place has been instituted.
2. The Knox County 911 Center shall be notified that a Shelter in Place has been instituted.
3. The Knox County EMA Director shall be notified if needed.
4. The University Administration and Officials shall be notified that a Shelter in Place has been instituted.
5. All other emergency agencies shall be notified for assistance if needed.

B. Response

1. All affected persons shall be notified that a Shelter in Place has been instituted.
2. All assigned University personnel shall assist in the notification of the affected buildings.
3. Facilities shall assist by shutting down all ventilation systems in the affected area if needed.
4. All affected persons shall be instructed to keep windows and doors closed and to seal cracks around the doors and windows with towels or sheets.
5. The VP for University Relations shall provide news releases.
6. All persons need to remain calm until the emergency is over.
7. Assigned emergency personnel will give the all clear directly to the sheltered persons when the emergency is over.

C. Recovery

1. The medical condition of all affected person shall be checked.
2. Facilities shall assure that all HVAC units and other utilities have been turned back on.
3. The VP for University Relations shall provide news releases.
4. The Chaplain's Office will be notified if deemed necessary.
5. The Safety Director will complete a critical incident report.

FIRE EMERGENCIES

I. Purpose

The purpose of this plan is to establish procedures and guidelines to be followed in the event of a fire emergency at Mount Vernon Nazarene University.

II. Situation and Assumptions

A. Situation

Mount Vernon University is a post-secondary education facility with many kinds of potential emergencies including possibility of fire. It is the University's intention to develop a plan of action in the event of a fire in a University owned building.

B. Assumptions

Mount Vernon Nazarene University shall follow this plan in the event of a fire.

III. All Fires

A. Immediate Action

1. Make sure Fire Department has been notified
2. Make sure all occupants have evacuated the building
3. Notify Campus Safety
4. Assist any injured victims and notify EMS
5. Notify Safety Director
6. EOC to be activated (if needed)

B. Notification

1. President
2. Vice President for Student Life
3. Director of Facilities
4. Vice President for University Relations
5. Dean of Students
6. Health Services Director

IV. Residence Hall Fires

A. Response

1. Campus Safety shall assist in evacuation procedures and securing the scene.
2. Facilities shall assist in shutting down all utilities.
3. Residence Life Coordinator and Dean of Students shall assist in finding temporary housing for displaced students.
4. VP for Student Life and Dean of Students shall assist students in notification to families.
5. Health Services shall assist in the treatment of injuries and supplying health care products.
6. The VP for University Relations shall provide news releases.

B. Recovery

1. Campus Safety shall secure the area and the building.
2. Safety Director shall determine if the building is safe to re-enter.
3. Facilities shall be responsible for the initial damage assessment.
4. Housekeeping shall be responsible for cleanup of small-scale damages.
5. Residence Life Coordinator and the Dean of Students shall be responsible for obtaining permanent housing if needed.
6. Asst. VP for Auxiliaries Services shall be responsible for notification of insurance.
7. The Chaplain's office will be notified if deemed necessary.
8. The Safety Director will complete a critical incident report.

FIRE*

8/1/2016

Should you discover a fire remember **RACE**:

- **R**emove anyone from immediate danger.
- **A**ctivate the fire alarm system by pulling the nearest fire alarm pull station, then call Campus Safety at ext. 4000.
- **C**ontain the fire by closing doors.
- **E**vacuate the building.

All buildings are equipped with fire alarm systems which activate at certain temperature levels or smoke conditions, however many small fires will require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated:

- Evacuate IMMEDIATELY in a calm, orderly manner.
- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
- After evacuating the building, proceed to the designated assembly area for that particular building. Supervisors, faculty and residence hall area coordinators will take a head count at the evacuation area and notify Campus Safety of anyone unaccounted for. Be prepared to move to another location if this area is deemed to be close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire. Remember **PASS**:

- **P**ull the pin from the fire extinguisher.
- **A**im the fire extinguisher at the base of the fire.
- **S**queeze the handles together and
- **S**weep the spray from side to side across the base of the flames.

If the fire is not put out by the first fire extinguisher used, EVACUATE the building. DO NOT attempt to use a second fire extinguisher.

FLOODS

I. Purpose

The purpose of this plan is to establish procedures and guidelines to be followed in the event of a domestic water system or natural flood emergency.

II. Situation and Assumptions

A. Situation

1. The University is situated on a high elevation so the imminent threat of flooding is unlikely.
2. The University has several small ditches and streams that do have the possibility of flooding.

DOMESTIC FLOODING

III. Minor Domestic Flooding

A. Notification

1. Facilities
2. Housekeeping
3. Safety Director (If Life Safety Devices are affected).
4. Academic Dean (If Academic Building).
5. Residence Life Director (If Resident Hall is involved).

B. Response

1. Facilities shall repair leaks and isolate utilities.
2. Housekeeping for water removal and cleaning.
3. Safety Director (If Life Safety Devices are affected).
4. Academic Dean (If Academic Building).
5. Residence Life Director (If Resident Hall is involved).

C. Response

1. Facilities shall assess damage if any.
2. Academic Dean to relocate classes if needed.
3. Residence Life Director shall find temporary housing if needed.

IV. Major Domestic Flooding

A. Notification

1. Facilities
2. Safety Director
3. Vice President – Student Life
4. Housekeeping
5. Academic Dean (If Academic Building)
6. Residence Life Director (If Resident Hall)

B. Response

1. Facilities shall repair leaks and isolate utilities.
2. Housekeeping for water removal and cleaning.
3. Safety Director to maintain fire and life safety devices.

4. EOC to be activated.
5. Academic Dean (If Academic Building)
6. Residence Life Director (If Resident Hall involved)

C. Recovery

1. Facilities shall assess damages.
2. Safety Director shall assess damages to fire and life safety devices.
3. EOC to assist in support operations.
4. Academic Dean to relocate classes if needed.
5. Residence Life Director to find temporary or permanent housing for residence if needed.
6. Vice President - Student Life to contact insurance personnel.

NATURAL GAS LEAKS

I. Purpose

The purpose of this plan is to establish procedures and guidelines to be followed during a natural gas leak at Mount Vernon Nazarene University.

II. Situations and Assumptions

A. Situation

Mount Vernon Nazarene University has a high potential for a natural gas leak on its campus. The University operates and maintains numerous natural, gas-fired boilers, forced air furnaces and cooking equipment in its buildings. There are numerous secondary gas feeds that run through the campus property as well.

III. Notification

A. Campus Safety

1. Shall notify the VP for Student Life
2. Shall notify Facilities

B. Safety Director

1. Shall place the Fire Department on standby.
2. Shall place the EMS on standby if needed.
3. Shall notify the Knox County "911" Center.

4. Shall notify the Gas Company if needed.
5. Shall notify the University Administration.

C. Administration

1. President
2. Vice President for University Relations
3. Vice President for Student Life
4. Director of Facilities
5. Dean of Students

IV. Response

NOTE: All potential sources of ignition are prohibited in the affected leak areas. This includes but is not limited to Radios, Cell Phones, Cigarettes, Lighters, Vehicle Engines, Flashlights, etc.

A. Campus Safety

1. Shall respond to the affected building or area and begin an immediate evacuation.
2. Shall keep everyone upwind of the affected areas.
3. Shall secure the perimeter of the area and allow no one to enter.
4. Shall assist in evacuating other buildings and areas if needed.

B. Safety Director

1. Shall maintain communications with Fire Department.
2. Shall maintain communications with Director of Maintenance.
3. Shall maintain communications with the Gas Company.

ACTIVE SHOOTER

I. Purpose

The purpose of this plan is to establish procedures and guidelines in the event that an Active Shooter situation would arise on the campus of Mount Vernon Nazarene University.

II. Situations and Assumptions

A. Situation

Mount Vernon Nazarene University is a post-secondary education facility subject to many outside influences including the threat of a hostile intruder. There has been an increase not only in the number but the severity of violent incidents in schools in the past few years. It is vital that MVNU be prepared in case there is a similar incident here.

B. Assumptions

Mount Vernon Nazarene University shall follow the Active Shooter's plan in order to control the situation and protect the lives of the people on campus.

III. Notification

A. Campus Safety

1. Shall send an officer to the site of the intruder.
2. Shall contact Mount Vernon P.D. and Knox County Sherriff's Department if needed.
3. Shall contact the Safety Director.

B. Safety Director

1. Shall contact the Knox County "911" Center.
2. Shall place the EMS on standby.
3. Shall contact the Knox County EMA Director.
4. Shall contact the University Administration.

C. Administration Notification

1. President
2. Vice President for University Relations
3. Vice President for Student Life
4. Director of Facilities
5. Dean of Students

IV. Response

A. Campus Safety

1. Should assume the situation is hostile beginning with their approach of the scene. Observations are critical and will add to the information gathering process.
2. Campus Safety shall respond to the affected building or area and secure the perimeter so no one can enter or leave the building or area.

3. Campus Safety shall acquire as much information about the situation as possible and relay it back to the dispatcher or officer in charge as soon as possible.
4. Campus Safety should follow department protocol as much as possible until the Safety Director or designee arrives on the scene.
5. Campus Safety should try to determine whether there are any injuries and relay that back to the dispatcher or the EMS as soon as possible.
6. Campus Safety should try to obtain information relating to hostages, if any, and how many people may be in the building.
7. Campus Safety shall request assistance from the Knox County Sheriff's Department and the Knox County EMA if needed.

B. Safety Director

1. Shall request that the EOC be activated.
2. Shall maintain communications with Campus Safety and other law enforcement agencies.
3. Shall determine whether evacuation or sheltering in place is needed.
4. Shall maintain communications with the Knox County EMA director for future assistance.
5. Shall maintain communications with Knox County "911" Center.
6. Shall maintain communications with Knox County EMS Director.
7. Shall maintain communications with University Officials and Administration.
8. Shall maintain communications with the VP for University Relations in maintaining news releases.
9. Shall maintain control of the EOC until crisis is over.

V. Recovery

A. Campus Safety

1. Shall secure the crime scene and all evidence.
2. Shall restore and maintain order on campus.
3. Shall request assistance from the Knox County Sheriff's Department and the Knox Co. EMA.

B. Safety Director

1. Shall assure that all injured person are receiving prompt medical attention.
2. Shall notify all other University Officials needed to complete the recovery phase.
3. Shall maintain control of the EOC until Recovery Phase is complete.

C. Other University Officials

1. The Director of Health Services shall provide assistance to all injured victims.

2. The Director of Health Services shall contact a Critical Incident Debriefing Team and assist all victims that are in need of counseling.
3. The Director of Facilities shall complete a damage assessment and make any repairs if needed.
4. The VP for University Relations shall release a final statement of events and all other pertinent information to the media.
5. The Chaplain's Office will be contacted for support purposes.

VIOLENT CRIME/HOSTAGE SITUATION

The guidelines below are suggestions only. Employees are expected to exercise their best judgment in dealing with a crisis situation in order to ensure their personal safety and the safety of the campus community.

- I. Emergency Response Team Procedures
 - A. Campus Security personnel will activate the EOC, contact Emergency Response Team members and call 911 immediately.
 - B. Make every attempt to move campus community to a safe area, away from the crime scene and/or hostage situation. If possible, lock down all unaffected buildings to limit suspect's movement.
 - C. Gather as many facts as possible for law enforcement personnel. A member of the ERT should keep legible notes on: times, communications, names, witnesses, actions taken, etc.
 - D. Have floor plans available for affected buildings.
 - E. Contact the Chaplain's Office for support purposes.

BIO-TERRORISM

- I. Purpose

The purpose of this plan is to establish procedures and guidelines in the event of a Bio-Terrorist incident at Mount Vernon Nazarene University.

- II. Situation and Assumptions

- A. Situation

Mount Vernon Nazarene University is a post-secondary education facility subject to many outside influences including the threat of various types of Bio-Terrorist acts. There has been an increase not only in number but the severity of terrorist acts in the United States over the past few years. These acts of terrorism have not been limited to any one location or organization. Therefore it is vital that MVNU be prepared for such possible acts of terrorism.

B. Assumptions

Mount Vernon Nazarene University Officials shall follow this plan in order to control the situation and protect the lives of the people on campus.

ANTHRAX

NOTE: All communication during this type of incident shall be communicated via telephone lines. Avoid radio transmissions as much as possible in order to reduce the risk of panic. Anthrax organisms can cause infection in the skin, gastrointestinal system or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur. However, prompt recognition and treatment can be effective.

I. Notification

A. Campus Safety

1. Shall send an officer to the location of the incident.
2. Shall contact the Mount Vernon Police Department and Knox County Sheriff's Department for assistance if needed.
3. Shall contact other law enforcement agencies if needed.
4. Shall contact the Safety Director.

B. Safety Director

1. Shall contact other agencies as the situation warrants.
2. Shall notify the University Administration.
3. Shall notify the Knox County Health Department if needed.

C. Administration Notification

1. President
2. VP for Student Life
3. VP for University Relations
4. Director of Facilities
5. Dean of Students
6. Residence Life Director
7. Director of Health Services

[Unopened Letter or Package]

II. Response

A. Campus Safety

1. If suspicious package of letter is received or found the officer shall go to the scene and obtain pertinent information.
2. The officer shall don his/her personal protective equipment if warranted.
3. The officer shall double bag the item along with his/her personal protective equipment in a sealable bag and transport it to the Knox County Health Department.
4. The officer and anyone else who may have contacted the package should wash their hands as soon as possible with soap and water.
5. The officer shall record all names, addresses and phone numbers of any person involved or possibly involved in the incident.

B. Safety Director

1. Shall assist Campus Safety in the evaluation and isolation of the incident.
2. Shall don personal protective equipment if warranted.
3. Shall coordinate the incident with all additional responding agencies.
4. Shall assist in the proper documentation of affected persons.
5. Shall maintain communications with University Officials and Administration.
6. Shall maintain communications with the VP for University Relations in maintaining news releases and information by parents, students and the public.

C. Director of Facilities

1. Shall be responsible for shutting down utilities as needed.
2. Shall be responsible for shutting down HVAC units as needed.
3. Shall provide assistance other agencies as needed.

D. Director of Health Services

1. Shall provide support services to all exposed persons.

[Visible powder, Spilled powder or a Report of Anthrax in heating or cooling systems]

A. Campus Safety

1. The officer shall don his/her personal protective equipment if warranted.
2. The officer shall request assistance from the Knox County Sheriff's Department.
3. The officer shall coordinate the incident with the Safety Director when possible.
4. The officer shall request assistance from other agencies if warranted.
5. The officer shall remove victims to an isolated area at least 100 yards upwind of the potential hazard.
6. The officer may need to increase the distance of the isolated area after further investigation of the incident and current weather conditions.
7. The officer shall request assistance from the Knox County Health Department if needed.
8. The officer shall have all affected persons systematically report to the campus safety office for decontamination procedures.
9. After decontamination is completed, the officer shall obtain names, addresses and telephone numbers of persons before letting them leave the isolation area.

B. Safety Director

1. Shall assist Campus Safety in the evaluation and isolation of the incident.
2. Shall don personal protective equipment if needed.
3. Shall activate the EOC if needed.
4. Shall coordinate the incident with all additional responding agencies.
5. Shall maintain communications with the Knox County Health Department.
6. Shall maintain communications with the local EMA Director.
7. Shall maintain communications with University Officials and Administration.
8. Shall assist in the proper documentation of affected persons.
9. Shall maintain communications with the VP for University Relations in maintaining news releases and information to parents, students and the public.

C. Director of Facilities

1. Shall be responsible for shutting down utilities as needed.
2. Shall be responsible for shutting down HVAC units as needed.
3. Shall provide assistance to other agencies as needed.

D. Vice-President for University Relations

1. Shall maintain communications with the Safety Director.
2. Shall be responsible for closing the University if situation warrants.
3. Shall maintain news releases and information to parents, students and the public.
4. Shall maintain communications with the President.

E. Resident Life Director

1. Shall be responsible for finding temporary or permanent housing for students if the situation warrants.
2. Shall maintain accountability of relocated students.

F. Director of Health Services

1. Shall provide support services to all exposed persons.
2. Shall provide health care products as needed for decontamination purposes.

III. Recovery

A. Campus Safety

1. Shall secure the crime scene and all evidence.
2. Shall restore and maintain order on campus.
3. Shall request assistance from the Knox County Sheriff's Department and the Knox County EMA if needed.
4. Shall coordinate with all other agencies involved in the incident.

B. Safety Director

1. Shall assure that all affected persons are receiving prompt medical attention
2. Shall notify all other University Officials needed to complete the recovery phase.
3. If activated, maintain control of the EOC until Recovery Phase is complete or until it is no longer needed.
4. Shall contact and coordinate with a Bio-Hazard decontamination company.
5. Shall issue a final report of the incident.

C. Director of Facilities

1. Shall assist in the recovery phase as needed.

D. Vice-President for University Relations

1. Shall maintain communications with the Safety Director on recovery efforts.
2. Shall be responsible for the reopening of the University when the situation warrants.
3. Shall maintain communications and news releases.
4. Shall maintain communications with the President.
5. Shall maintain communications with the insurance companies when warranted.

E. Residence Life Director

1. Shall coordinate assignment of revised room assignments as the situation warrants.

F. Director of Health Services

1. Shall continue to provide support services to all exposed persons.
2. Shall assist in obtaining counseling for the students as needed.
3. Shall assist the students in notifying their parents.

MEDICAL EMERGENCIES

If someone becomes ill or is injured and requires immediate assistance:

- Call 911 or Campus Safety 8686.
- Campus Safety will provide required services until emergency crews arrive.
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not attempt to move person who has fallen and appears to be in pain unless he/she is in immediate danger.
- Limit your communication with ill or injured persons to quiet reassurances.
- After the person's immediate needs have been taken care of; remain to assist the investigating officer with pertinent information about the incident.
- Planning for such emergencies includes being trained in emergency first aid and CPR.

BASIC LIFE SAVING TECHNIQUES

The guidelines below are suggestions only. Employees are expected to exercise their best judgment in dealing with critical situations in order to insure their personal safety and the safety of the campus community.

Controlling Excessive Bleeding

Uncontrolled bleeding initially causes weakness. If bleeding is not controlled within a short period, the victim will go into shock and possibly die. The average adult has about 5 liters of blood. Because the loss of just 1 liter poses a risk of death, it is critical that excessive bleeding be controlled in the shortest amount of time as possible.

I. Methods and Procedures to Control Bleeding

- A. Apply Direct Local Pressure – With a pair of latex gloves on, place direct pressure over the wound and press firmly.
- B. Maintain compression by wrapping the wound firmly with a pressure bandage.
- C. Elevate the wound above the level of the heart.
- D. If a large amount of bleeding still persists, apply pressure on the nearest pressure point to slow the flow of blood from the wound. A pressure point is a pulse for a major artery.
 - Use the brachial point for bleeding in the arm. The brachial is located on the inside of the arm underneath the bicep.
 - Use the femoral point for bleeding in the leg. The femoral is located in the upper thigh.

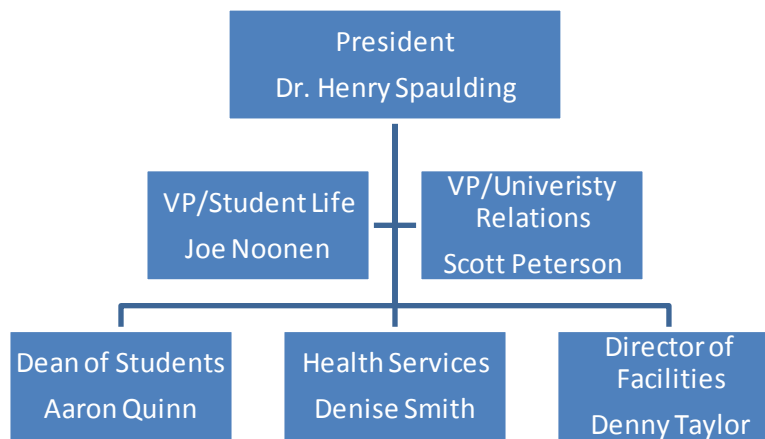
**Ninety-five percent of bleeding can be controlled by direct pressure combined with elevation.*

APPENDIX

- I. INCIDENT COMMAND SYSTEM
- II. GPS EMERGENCY RESPONSE PLAN
- III. CAMPUS MAP
- IV. FLOOR PLANS

INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is the model for command, control, and coordination of an emergency response. It provides a means to coordinate the efforts of individuals assigned to the Emergency Response Team (ERT) as they work toward the common goal of stabilizing emergency situations on campus while protecting: life, property and the environment.



RESPONSIBILITIES

President – declares a state of emergency on campus and is responsible for the overall direction of the ERT. The president will also officially declare an end to the incident/crisis and coordinate all de-briefing meetings.

VP for Student Life – responsible for coordinating the response of the ERT and ascertaining the scope of the incident/crisis. The Vice President will serve as the Incident Commander in the absence.

VP for University Relations - will maintain communication and direction with the Campus Safety Director as well as local emergency and media personnel.

Safety Director – monitors safety conditions and develops measures for ensuring the safety of all assigned personnel as well as students, faculty and staff.

Health Services – will ensure first aid is administered when necessary plausible; this individual will oversee the coordination of emergency medical treatment when absolutely necessary.

Facilities – identifies and assesses facility needs; coordinates repairs and alterations to university buildings and equipment. This individual will also gather and retain: blueprints for buildings on campus, master keys and information pertaining to the power sources of each building.



SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES (GPS)

EMERGENCY RESPONSE PLAN

CONFIDENTIAL- DO NOT COPY OR DISTRIBUTE

OVERVIEW

The purpose of this plan is to outline the communication processes and procedures to be followed in the event of a crisis at one of MVNU's extension sites. This plan is flexible and can be adapted to meet specific needs. While no plan can be developed to meet every emergency, the procedures outlined below form the basis of a coordinated plan to make the plan effective and accomplish these priorities:

- Priority 1 — Protection of Human Life
- Priority 2 — Protection of MVNU Assets
- Priority 3 — Maintenance of MVNU Services
- Priority 4 — Restoration of MVNU Operations

This crisis communication response plan is a GPS supplement to the Campus Emergency Response Plan, which can be viewed here: <http://www.mvnu.edu/services/safety/emergency-response-plan.pdf>.

COMMUNICATING INFORMATION DURING A CRISIS

In the event of a crisis, the first priority is to contact Director of Student Services for Graduate and Professional Studies immediately. If the Director of Student Services is unavailable, the Director of GPS Admissions should be contacted.

Eric Stetler
Director of Student Services, GPS
740-399-8326

Christy Robinson
Director of Student Services, GPS
614-595-1146

If a crisis should occur, the appropriate Site Operations Assistant (SOA) or any available site staff will be contacted to provide a comprehensive list of students in attendance at the site at the time of the crisis. This list will be used to contact students and provide vital information related to the crisis.

In the event that there is only one MVNU employee present at a GPS site during a crisis, additional GPS personnel who normally work at the affected site should be contacted immediately so that they can help to provide needed assistance to emergency responders (see list below).

In the event of a crisis, the Media Relations and Communications Team (MRCT) will determine a comprehensive plan of response as outlined in the Campus Emergency Response Plan .

The Site Operations Assistant (SOA) or any available site staff is expected to be the primary point of communication for both students and instructors at the site during a time of crisis until such time as a member of the MRCT arrives at the site. Only a member of the MRCT will communicate with external media on behalf of the university.

The SOA or any available site staff should also serve as the primary point of assistance for emergency responders. This assistance includes providing access to the physical site as well as helping emergency responders account for all individuals who were present at the site at the time of the crisis.

In the event that a crisis occurs at a time when neither the SOA nor site staff are present, the instructor(s) at the site will serve as the primary point(s) of assistance for any emergency responders. This assistance includes providing access to the physical site as well as helping responders account for all individuals who were present at the site at the time of the crisis. The instructor(s) present at the site during the time of the crisis will also be responsible for immediately notifying the Director of Student Services, GPS or the Director of GPS Admissions of the crisis as noted above.

GPS SITE STAFF			
SITE LOCATION	NAME	TITLE	EXT
MANSFIELD	Jonathan Dowdell	Site Operations Assistant	6100
	Audrey Sackman	Recruiter	6102
MOUNT VERNON	TBD	Site Operations Assistant	4702
NEW ALBANY	Deborah Lee	Site Operations Assistant	6000
	Michael Belton	Recruiter	6005
	Zachary Spoon	Recruiter	6002
NEWARK	Deborah Dalzell	Site Operations Assistant	6200
	Alexis McCullough	Applications Specialist	4736

18 August 2016