

MARIAN UNIVERSITY EMERGENCY RESPONSE PLAN

INTRODUCTION

An emergency is "any unplanned event that can cause deaths or significant injuries to employees, students or the public; or that can shut down Marian, disrupt operations, cause physical or environmental damage, or threaten the facility's financial standing or public image (a Federal Emergency Management Agency (*FEMA*) definition). Obviously, numerous events can be "emergencies" or crises; and each will be handled according to this plan. The plan itself has three components: 1) alert notification of the emergency, 2) initial emergency response from key departments, and 3) activation of crisis management team.

EMERGENCY NOTIFICATION

Marian University produced a Quick Reference guide that guides campus personnel on what to do and who to notify in the case of an emergency or crisis. The **Quick Reference card can be obtained by contacting the office of the Dean of Students.** (See Appendix One).update

In the event of a crisis situation, all media and external contacts will be handled or referred to the Office of University Relations, ext. 8115. If you cannot reach anyone at that number, contact via cell phone at (920) 602-2041.

The Director of University Relations will, in close contact with the President, and Legal Counsel, help resolve the situation and contact the media and external contacts with information pertaining to the crisis.

Connect Ed Emergency Notification will also be utilized in the event of an emergency. Faculty, staff and students will be notified via a text message on their telephone along with an e-mail if such information has been previously supplied to Marian.

DEPARTMENT RESPONSE

After being notified of an emergency the department receiving the emergency notification will respond and assess the situation. The following departments will have a departmental plan for responding to crises or major emergencies, which may affect their area:

- _ Counseling
- _ Health Services
- _ Student Life
- _ Technology, Telecommunications and Information Services
- _ Campus Services (Facilities)
- _ Campus Safety

Other departments should also have a departmental emergency plan in place. Department plans should guide persons within the department in their response to a reported emergency. These plans should include the basics of how the department will handle the emergency, individual responsibilities (if appropriate), and list those to be notified. The department head (*or designee*) and/or the Director of Campus Services will be responsible for assessing the impact of the emergency. If in their judgment the emergency has significantly wide ranging effects, then they will notify the President (*or designee*) of their findings and possibly recommend assembling a crisis management team.

CRISIS MANAGEMENT TEAM

The crisis management team will be assembled should the President, President (*or designee*) determine the situation is an emergency or a crisis. The recommended team will consist of the following individuals:

- _ President
- _ Campus Safety Supervisor
- _ Dean of Students
- _ Director of Auxiliary Support Services
- _ Director of Campus Services (Facilities)
- _ Director of IT
- _ Director of Public Relations
- _ Director of Student Services
- _ Interim Vice President of Academics

OTHERS AS NEEDED

- _ Director of Campus Ministry
- _ Director of Counseling
- _ Director of Health Services
- _ Director of Human Resources
- _ Campus Safety Supervisor
- _ Faculty Senate Chair

The following management process for crisis situations will be followed:

1. The President must be informed immediately when the incident is reported.
2. The President will inform the Office of University Relations to contact members of the crisis management team and set up a meeting. Team members must be ready to respond quickly.
3. Team meeting. Review all known information provided by the appropriate team members with direct information. If all members of the team cannot meet a teleconference call will be initiated, or a substitute will attend the meeting.
4. The team will decide on a course of action, proper response, public statement, and appropriate activities.
5. Investigation. A single office will be designated to investigate the issue, and all staff members will work through that office. (*Note: The office designated to investigate the issue will maintain documents that describe the actions taken.*)
6. Media contact. All media contact and external inquiries will be handled by the Office of University Relations x8115. Refer all inquiries to that office.
7. Communication. As events develop or change, the team will communicate clearly before further action or further statements are issued.

DISASTER RECOVERY PLAN

The Disaster Recovery Plan Council will continue with the following members:

- _ President
- _ Campus Safety Supervisor
- _ Dean of Students
- _ Director of Auxiliary Support Services
- _ Director of Campus Services (Facilities)
- _ Director of IT
- _ Director of Public Relations
- _ Director of Student Services
- _ Interim Vice President of Academics

OTHERS AS NEEDED

- _ Director of Campus Ministry
- _ Director of Counseling
- _ Director of Health Services
- _ Director of Human Resources
- _ Campus Safety Supervisor
- _ Faculty Senate Chair

The Council will assemble following each crisis to evaluate how the situation was handled and make recommendations to better handle similar situations in the future.

The Crisis Committee will assemble at least once per year to review the overall campus plan, individual department plans, and to evaluate trainings and emergency notification literature.

EMERGENCY CAMPUS NUMBERS

If the situation is life or limb threatening CALL 911

1. Campus Safety (*on campus*) x8950
Campus Safety (*off campus*) 923-8950
2. One Stop (*University Switchboard*) x8555
One Stop (*off campus*) 923-8555
3. University Health Nurse x7615

Regardless of the type of emergency, the following university officials need to be contacted:

1. Campus Safety..... x8950
2. Dean of Students (920) 251-6059 (*cell*)
3. Director of Facilities (920) 948-1603 (*cell*)

FIRE

When the building fire alarm sounds EVACUATE the building immediately and IN ALL CASES: CALL 911

1. Campus Safety (*on campus*) x8950
Campus Safety (*off campus*) 923-8950
2. One Stop (*University Switchboard*) x8555

- One Stop (*off campus*)..... 923-8555
3. Dean of Students (920) 251-6059 (*cell*)
4. Director of Facilities (920) 948-1603 (*cell*)

MEDICAL/COMMUNITY HEALTH

To report any life or limb threatening injury or illness CALL 911

1. Campus Safety (*on campus*) x8950
Campus Safety (*off campus*) 923-8950
2. One Stop (*University Switchboard*) x8555
One Stop (*off campus*) 923-8555

*Any non-emergency injuries or illnesses should be reported to the Health Nurse:
On campus: x7615 • Off campus: 923-7615 • Pager: (920) 801-4350*

Defibrillators (AED) can be found at the following locations:

Stayer Center near coat room • Gymnasium in the lobby •
Administration Bldg. in the lobby • Naber Hall in the lobby •
Hornung Student Center in the lobby • Agnes Center in the lobby •
Student Housing CY6

*Always use protective equipment when in contact with bodily fluids and/or blood.
First Aid Kits can be obtained from both the Health Nurse and Campus Safety.*

SEVERE WEATHER

Tune Into KRZ (AM1450) or K107 (FM107.1) or www.weather.com

Tornado Watch: An indication of possible severe weather. **Tornado Warning:** Severe weather/tornado sighting occurs.

STUDENT CRISIS

If the crisis is life or limb threatening CALL 911 immediately!

1. Campus Safety (*on campus*) x8950
Campus Safety (*off campus*) 923-8950
2. One Stop (*University Switchboard*) x8555
One Stop (*off campus*) 923-8555

3. Office of Student Life x7666

Counseling is also available if needed in the:

Student Development Center: x8799 or Campus Ministry: x7624

MECHANICAL/UTILITY FAILURES AND IT PROBLEMS

Any life or limb emergency related to the items listed below, CALL 911 immediately!

- | | | | |
|--|----------|---------------------------------|-----------------------|
| 1. Campus Safety (on campus) | x8950 | One Stop (off campus) | 923-8555 |
| Campus Safety (off campus) | 923-8950 | 3. Director of Facilities | (920) 948-1603 (cell) |
| 2. One Stop (University Switchboard) | x8555 | 4. IT/Help Desk problems | x8947 |

HOSTAGE/VIOLENT INTRUDER

CALL 911 immediately!

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|--|----------|--|-----------------------|
| 1. Campus Safety (on campus) | x8950 | One Stop (off campus) | 923-8555 |
| Campus Safety (off campus) | 923-8950 | 3. Dean of Students | (920) 251-6059 (cell) |
| 2. One Stop (University Switchboard) | x8555 | Counseling is also available if needed in the:
Student Development Center: x8799 or Campus Ministry: x7624 | |

HAZARDOUS SUBSTANCE FUMES/VAPORS

Any spill of hazardous substances, suspected toxic fumes and/or vapors must be reported immediately to: 911

Evacuate the affected area at once • Seal off the contaminated area • Persons contaminated should seek medical attention immediately

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|--|----------|---------------------------------|-----------------------|
| 1. Campus Safety (on campus) | x8950 | One Stop (off campus) | 923-8555 |
| Campus Safety (off campus) | 923-8950 | 3. Dean of Students | (920) 251-6059 (cell) |
| 2. One Stop (University Switchboard) | x8555 | 4. Director of Facilities | (920) 948-1603 (cell) |

BOMB THREAT

Date received _____ Time received _____ a.m. p.m. Person receiving the call _____ Time caller hung up _____ a.m. p.m.

Exact words of caller _____

Questions to ask:

1. When is the bomb going to explode? _____ 2. Where is the bomb right now? _____ 3. What kind of bomb is it? _____
4. What does it look like? _____ 5. Why did you place the bomb? _____ 6. Where are you calling from? _____
7. What is your name? _____ 8. What is your address? _____

Description of caller's voice:

Male Female Young Old Estimated age _____ Accent _____ Race _____ If voice is familiar whom did it sound like? _____

Speech (check applicable boxes): Slow Excited Disgusted Angry Rapid Loud Broken Crying Normal Lisp Sincere Slurred

Background Sounds (check applicable boxes):

Street noises House noises Voices Clear Static Local Music Office machinery Factory machinery Other _____

Threat Language (check applicable boxes):

Well spoken Irrational Incoherent Taped Other _____

1. Remain calm and do not panic!

2. If a written message is received, keep track of the following information:

- a. Who found the threat b. Who was present c. Where was the threat found or how
was it delivered d. When was it found or delivered

3. CALL 911

4. Contact the following Marian University officials immediately after evacuation:

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|------------------------------------|-----------------------|
| 1. Campus Safety (on campus) | x8950 |
| Campus Safety (off campus) | 923-8950 |
| 2. Dean of Students | (920) 251-6059 (cell) |
| 3. Director of Facilities | (920) 948-1603 (cell) |