

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).

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, Provost, 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, Provost (*or designee*) determine that the situation is an emergency or a crisis. The recommended team will consist of the following individuals:

- _ President
- _ Provost
- _ Dean of Students
- _ Director of Auxiliary Support Services
- _ Director of Campus Services (Facilities)
- _ Director of IT
- _ Director of Public Relations
- _ Director of Student Services

OTHERS AS NEEDED

- _ Vice President of Academics
- _ 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 Provost must be informed immediately when the incident is reported.
2. The Provost 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
- _ Provost
- _ Dean of Students
- _ Director of Auxiliary Support Services
- _ Director of Campus Services (Facilities)
- _ Director of IT
- _ Director of Public Relations
- _ Director of Student Services

OTHERS AS NEEDED

- _ Vice President of Academics
- _ 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.

APPENDIX ONE

QUICK REFERENCE CARD MATERIALS RECOMMENDED ACTION FOR SPECIFIC EMERGENCIES

EMERGENCY CAMPUS NUMBERS

If the situation is life or limb threatening, please call 9-911.

Police	9-911
Campus Security (On Campus)	x 8950
Campus Security (Off Campus)	923-8950
University Switchboard	923-7600
University Health Nurse	923-7615

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

1. Campus Security x 8950
2. Dean of Students 920-251-6059 (cell)
3. Director of Facilities 920-948-1603 (cell)

MORE DETAILED INFORMATION CAN BE FOUND IN THE MARIAN UNIVERSITY EMERGENCY RESPONSE PLAN at <http://info.marianUniversity.edu/>

STUDENT CRISIS

If the situation is life or limb threatening, please call 9-911.

Then:

1. Call Campus Security (On Campus) x 8950
Campus Security (Off Campus) 923-8950
2. Contact the Dean of Students 920-251-6059 (cell)

EXAMPLES OF CRISIS:

- Alcohol and other drug use emergencies
- Disruptive behavior in the classroom
- Death of a student, friend, or family member
- Discipline issues
- Mental health/behavioral incidents or concerns
- Physical injury
- Sexual assault
- Threats to public welfare

Counseling is also available if needed in the Student Development Center x 8799
or Campus Ministry x 7624

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FIRE

When the building fire alarm sounds EVACUATE the building immediately and CALL 9 – 911

Then:

- | | |
|-------------------------------------|---------------------|
| 1. Call Campus Security (On Campus) | x 8950 |
| Campus Security (Off Campus) | 923-8950 |
| 2. Dean of Students | 920-251-6059 (cell) |
| 3. Director of Facilities | 920-948-1603 (cell) |

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HAZARDOUS SUBSTANCES/FUMES/VAPORS

Any spill of hazardous substances, suspected toxic fumes and/or vapors must be reported immediately to:
9-911

- Persons should be evacuated from the affected area at once.
- Seal off the contaminated area to prevent further contamination until the arrival of a trained responder.
- Persons who may have been contaminated should seek medical attention immediately.

- | | |
|-------------------------------------|---------------------|
| 1. Call Campus Security (On Campus) | x 8950 |
| Campus Security (Off Campus) | 923-8950 |
| 2. Dean of Students | 920-251-6059 (cell) |
| 3. Director of Facilities | 920-948-1603 (cell) |

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BOMB THREAT

1. Remain calm and do not panic!
2. If a written message is received, keep track of the following info:
 - 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
 - e. Who has touched it
 - f. Have any previous threats been received
3. If the threat is received over the phone – see the checklist above to gather information.
4. **CALL 9-911**
5. Contact the following Marian University officials immediately after evacuation:

1. Campus Security (On Campus)	x 8950
Campus Security (Off Campus)	923-8950
2. Dean of Students	920-251-6059 (cell)
3. Director of Facilities	920-948-1603 (cell)

Date received: _____ Time received: _____

Person receiving the call: _____

Exact Words of the 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 _____

Accent _____ Race _____ Estimated Age _____

Speech (check applicable boxes)

slow excited disguised angry

rapid loud broken crying

normal lisp sincere slurred

*if voice is familiar whom did it sound like? _____

Background sounds (check applicable boxes)

street noises house noises voices

clear static local

music office machinery factory machinery

other _____

Threat language

well spoken irrational incoherent

taped other _____

Time caller hung up _____

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SEVERE WEATHER / TORNADO

Severe weather – Tune into KFIZ (AM1450) or K107 (FM107.1)

www.weather.com

Tornado Watch -

- Is an indication of where and when the probabilities are highest that severe weather or a tornado could occur.

Tornado Warning -

- When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities as well as sounding a continuous emergency siren signal.

Mobile Units are not safe. Evacuate immediately to the Hornung Student Center for safety. Stay away from all windows and move to an indoor hallway, the Palen Room, music facility office, and/or all restrooms.

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MECHANICAL/UTILITY FAILURES & IT PROBLEMS

If the situation is life or limb threatening, please call 9-911.

Then contact:

- | | |
|--------------------------------|---------------------|
| 1. Campus Security (On Campus) | x 8950 |
| Campus Security (Off Campus) | 923-8950 |
| 2. Director of Facilities | 920-948-1603 (cell) |

Mechanical Failures	923-8787 or submit work request electronically
Utility Failures	923-8787 or submit work request electronically
Building Repairs	923-8787 or submit work request electronically
IT/Help Desk Problems	923-8947 or submit helpdesk ticket electronically

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MEDICAL/COMMUNITY HEALTH EMERGENCY

If the situation is life or limb threatening, please call 9-911.

Any non-emergency injuries or illnesses should be reported to the Health Nurse:

On Campus	x 7615
Off Campus	923-7615

The health nurse can also be reached by paging:

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
- Hornung Student Center in the Lobby

Several departments have First Aid Kits available for use by qualified personnel only.

Always use protective equipment when in contact with bodily fluids and/or blood. The kits can be obtained from both the Health Nurse and Campus Security.

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HOSTAGE/VIOLENT INTRUDER

CALL 9-911 immediately!

Then:

- | | |
|-------------------------------------|---------------------|
| 1. Call Campus Security (On Campus) | x 8950 |
| Campus Security (Off Campus) | 923-8950 |
| 2. Dean of Students | 920-251-6059 (cell) |

Counseling is also available if needed in the:

Student Development Center x 8799
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