

Morthland College



Emergency Management Handbook 2017–2018 Academic Year

Board-approved August 7, 2017

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Emergency Contact Numbers:

General Emergency:	911
WF Fire Dept (non Emergency)	618.937.1234
WF Police (non Emergency)	618.937.3502

Morthland College Emergency Contact Numbers

Will Sisk – MC Facilities Manager	618.927.0431
Roger Melvin Plumbing	618.439.3916
Roger Loyd Electric	618.625.5377
	618.927.0255

I. Preparations for Emergency Response

An audit of campus resources will be maintained and regularly updated by Director of Physical Plant.

Director of Physical Plant will construct and maintain information boxes for each building to include floor plans, utility and sprinkler system connections, rosters of staff or students living and working in the building, maps, keys, flashlights and batteries.

Director of Physical Plant will negotiate agreements with local contractors and equipment providers to provide services to the College before other customers in the case of a natural disaster affecting the larger community.

Copies of the Emergency Response Plan will be kept in the Morthland College Main Office and available online on the Morthland College web page.

The Emergency Response Plan will be tested and evaluated on a regular basis. The Director of Physical Plant will coordinate this testing.

Note: For the purposes of this document when referring to staff, faculty, or students; visitors to campus amenities are included and will be provided the same instructions and first responder assistance.

II. General Emergency Response

IN CASE OF AN EMERGENCY DIAL: 911

Calmly State . . .

1. Your name.
2. The building and room location of the emergency.
3. The nature of the emergency: fire, chemical spill, poisoning, etc.
4. Whether any injuries have occurred.
5. Hazards present that may be a threat to responders (chemicals stored on shelves, armed person, etc.).
6. A phone number and location at the scene where you can be reached.

While waiting for assistance, stay calm. The dispatcher will contact the necessary emergency services. The dispatcher may ask you to stay on the phone. Do not hang up until told to do so by dispatcher.

IF THE SITUATION REQUIRES:

An information/command center will be established so that people may know where to seek accurate information, report problems or volunteer assistance. The campus will be notified of the location and contact information for the command center.

Access to the incident area will be limited and managed by Morthland College Director of Campus Safety or Administration Person.

The College President, in consultation with the Provost may declare the college closed temporarily when circumstances warrant. In the absence of the president and inability to contact him/her, the provost may close the college temporarily.

The Emergency Response Team will coordinate campus response to a critical incident or emergency. This team includes: College President, Executive Vice President, Provost, Director of Campus Safety, VP of Business Operations, Dean of Student Affairs, and Dean of Academic Affairs. Additional personnel (e.g. Director of Dining Services, Director of Residence Life) will be included when their operations are affected. The College President will act as Team Leader.

III. Identified Emergency Response

BOMB THREAT.

1. Bomb threat usually occurs by telephone. Try to keep the caller on the line as long as possible.
2. Persons receiving a bomb threat will notify Morthland College Campus Safety.
3. A checklist provided by Campus Safety is to be used in case of a bomb threat. Offices likely to receive a bomb threat (e.g. Reception, Academic Affairs, Student Affairs, Campus Safety, Information Desk, President's Office) should have a copy of the checklist on file (available at http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf).
4. In the case of written threats, correspondence and envelopes should be saved with as little handling as possible so as not to disturb fingerprints or trace evidence.
5. If you spot a suspicious object, package, etc., report it to Campus Safety, but under no circumstances should you touch it, move it, or tamper with it in any way.
6. The Director of Morthland College Campus Safety will decide if immediate evacuation is warranted. If so, evacuation is initiated by activating the audible fire alarm. Campus Safety will assume control of the building, keeping individuals at least 1000 feet away.
7. The following agencies may supplement the Emergency Response Team that responds to all bomb threats:
 - Morthland College Campus Safety
 - West Frankfort Police
 - West Frankfort Fire Department
 - Franklin County Sherriff Department
8. The Emergency Response Team will assess the threat and appropriate members of the team will direct the search of the facility.
9. A 30 minute buffer period will be established before and after a specific detonation time. During this period, no personnel will occupy the threatened facility.
10. Communications will be by NON-ELECTRONIC (cell phones, walkie-talkies) means in order to prevent detonation.
11. The building may be reentered only when cleared by police personnel.

FIRES

In the event of a fire,

- Contain the fire by closing all doors as you leave
- Activate the nearest alarm pull station
- Report the fire by dialing 911
- Evaluate the building using the nearest fire exit and maintain a minimum distance of 50 feet from the building.

Do not reenter the building until given an all clear by administration persons.

In the event of a fire, the Director of Campus Safety, Provost and other administration persons will coordinate with the West Frankfort Fire Department to determine appropriate action.

HAZARDOUS MATERIAL INCIDENT

Spills or releases of hazardous materials should be reported immediately to Campus Safety who will contact the appropriate persons. For spills in laboratories, per the Campus Chemical Hygiene Plan, clear the area, pull the fire alarm, and evacuate the lab.

- Isolate the hazard area and keep personnel away who are not directly involved with the emergency response.
- Remove all people from the incident area and building to a minimum distance of 100 feet.
- When evacuating the area and/or buildings, direct evacuees upwind to remain clear of fumes or smoke in the incident area.
- All laboratories shall have a decal on the door which identifies the person in charge. This individual or his/her supervisor should be contacted to determine exactly what hazard might be encountered.
- Material Safety Data Sheets (MSDS) should be located for known hazards.
- If the person in charge or his/her supervisor cannot be contacted and if the room must be entered to determine the nature of the incident, call Campus Safety.
- Be alert for any posted signs indicating a hazard or hazardous properties of materials
- If a rescue operation is required, contact Campus Safety.

- Lists of emergency equipment and its storage areas should be kept by Campus Safety and in all areas or buildings where hazardous materials are used.

CIVIL DISOBEDIENCE

A civil disobedience will usually take the form of an organized public demonstration of disapproval or disagreement with an idea or course of action. In many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the College.
- Obstructing access to offices, buildings, or other College facilities.
- Threat of physical harm to persons or damage to College facilities.
- Willful demonstrations within the interior of any College building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any College room, building or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any College property, equipment, or facilities.

If any of the above conditions exist, the Director of Campus Safety should be notified and will be responsible for contacting and informing the Emergency Response Team. Depending on the nature of the protest, the appropriate procedures listed below should be followed:

Peaceful, Non-obstructive Protest

Generally, peaceful protests (especially those staged by students, faculty, staff or alumni) should not be interrupted. Protestors should not be provoked and College business should continue as normally as possible. If protestors are asked to leave but refuse to leave by regular facility closing time one of the following actions will be taken:

1. Arrangements will be made by College officials to monitor the situation during non-business hours.
2. Determination will be made to treat the violation of regular closing hours as a disruptive protest.

Non-violent, Disruptive Protest Blocking Access to College Facilities or Interfering with the Operation of the College

The appropriate member of the Emergency Response Team will go to the area and ask the protestors to leave or discontinue disruptive activities. If the protestors are students and persist in disruptive activity, the following statement will be read by a selected College administrator:

I am _____, speaking on behalf of Morthland College. The Code of Responsibility, Section VII states: "It is the responsibility of students to respect the property and rights of others. Therefore, students will not engage in any form of activity which results in or might naturally result in (1) damage to property (2) interference with the normal activities of the College." Individuals here present violating these rules may be subject to disciplinary action, up to suspension from the College.

If the protestors are not students or if student protestors persist in disruptive behavior after the above administrative message is read, the Emergency Response Team may request law enforcement to clear the area.

Violent, Disruptive Protest in Which Injury to Persons or Damage to Property Appears Imminent:

During Business Hours: Campus Safety should be notified immediately. Campus Safety will contact the Emergency Response Team, which will determine any further actions.

After Business Hours: Campus Safety should be notified immediately. Campus Safety will investigate the disruption and will inform the Emergency Response Team. If necessary, the Director of Campus Safety or designee will call for assistance from the West Frankfort Police Department or other law enforcement agencies.

Efforts should be made to secure positive identification of protestors to facilitate subsequent investigation. Efforts should be made to videotape any police action for future reference.

CRIMINAL ACTION OR THREAT

Critical incidents with an individual should be reported by calling 911 immediately. In the event you may witness a situation that may involve criminal activity, do not attempt to apprehend or interfere with the criminal except in case of self-protection.

The first officer on the scene will categorize the incident with the information available, evacuation or containment decisions will be made, a command post will be set up, communication links will be implemented, and the College Emergency Response Team will be summoned to the command post.

Campus Safety will implement the appropriate standard operating procedure as indicated by the initial report and the reporting officer's assessment of the situation upon arriving at the scene. Campus-wide announcements are made via broadcast email and text messages. Trustees are notified by the President.

This situation will student, faculty, and staff adherence to directives. Students will stay in either dorm rooms or classrooms until notified otherwise by the proper authority. Faculty and staff will confine themselves to either offices or the first available safe haven. Physical Plant personnel out in the field will be notified of the incident and given emergency response directives by either their supervisor or campus safety.

As appropriate, mutual aid, special police tactical units and emergency medical units will be alerted and summoned by the Campus Safety, and the President will prepare media response, including the establishment of a media center, if necessary. Legal action will be pursued through arrest and/or referral to another appropriate agency.

DEATH ON CAMPUS

Upon discovery of a death on campus, the following procedures are implemented.

1. Notify the police via 911.
2. Campus Safety will secure the area until police investigations are complete and the body may be removed.
3. Campus Safety and Physical Plant will cooperate on any necessary restoration of the area.

Death of a Student: The Emergency Response Team convenes and insures that the following steps are taken.

1. Parents or guardians are notified and/or contacted by College officials who express condolences on behalf of the College community.
2. Close friends and associates of the student (e.g. roommate, romantic partner) are notified personally before a campus-wide announcement is made. Special services (e.g. relocating the roommate, academic relief) will be offered.
3. Resident Assistant is notified before a campus-wide announcement is made.
4. Campus Communications prepares media response, including the establishment of a media center, if necessary.
5. Campus-wide announcements are made via broadcast email and voicemail messages. Trustees are notified by the President.
6. A campus gathering is planned on the day or evening of the campus-wide notification.
7. The Chaplain meets with close friends and associates to plan a campus memorial service. This plan should be made in consultation with the family who are given the option to participate in planning and attending the memorial, as they prefer. If the family attends campus services, a reception may be planned to allow the campus community to greet the family and offer condolences.
8. The Dean of Students Affairs gathers and disseminates information on funeral or memorial services planned by the family. If possible, a representative of the College should attend family funeral services.
9. The Dean of Records should be notified so that campus departments may adjust records and make appropriate refunds.
10. The Registrar designates the student's entry in the College database as "deceased" to prevent inappropriate mailings from campus offices and records grades of WA on the academic transcript.
11. Resident Assistant assists with collecting personal items from the deceased's residence hall/dorm room and returns library books, athletic equipment, etc.

12. Academic relief and counseling services are offered to roommates and friends of the deceased.
13. A note is filed for Commencement services for the deceased's class year as a reminder to mention the deceased in the Baccalaureate Service and publications where appropriate.
14. A death announcement is included in the Morthland College Newsletter.
15. Follow-up programming may be offered by the Counseling Center on issues associated with the death (e.g. grief, understanding suicide, etc.)

Death of an Employee on Campus: The Emergency Response Team convenes and insures that the following steps are taken.

1. Next of kin are notified and/or contacted by College officials who express condolences on behalf of the College community.
2. Close friends and associates of the employee (e.g. supervisor, coworkers) are notified personally before a campus-wide announcement is made. Special services (e.g. rescheduling duties) will be offered.
3. Campus Communications prepares media response, including the establishment of a media center, if necessary. (See section 2E, Emergency Response Plan).
4. Campus-wide announcements are made via broadcast email and voicemail messages. Trustees are notified by the President, if appropriate.
5. Human Resources gather and disseminates information on funeral or memorial services planned by the family. If possible, a representative of the College should attend family funeral services.
6. Human Resources designates the employee's entry in the College database as "deceased".
7. Human Resources assists with collecting personal items from the deceased's office, workspace or locker.
8. In the case of faculty, a remembrance is read on the floor of the faculty meeting and entered into the minutes.
9. A death announcement is included in the Morthland College Newsletter, if appropriate.
10. Follow-up programming may be offered by the Student Counseling Center or the contracted Employee Assistance Program on issues associated with the death (e.g. grief, understanding suicide, etc.).

FOOD POISONING

Incidents of suspected food poisoning will be reported to the Campus Safety and Director of Heritage House, if deemed to be an issue of public health beyond personal privacy, the Dean of Students Affairs.

Suspected Food Poisoning

1. Campus Safety and Director of Food Service will work to confirm or deny food poisoning.
2. Campus Safety (or designate) will notify Dean of Student Affairs and Franklin County Health Department of possible food poisoning.
3. Director of Food Service (or designate) and campus Safety will investigate currently served food products in campus dining facilities and eating houses, removing and holding anything deemed questionable.
4. Campus Safety, in cooperation with College Communications, will make a public statement outlining the investigation and corrective action taken.

Confirmed Food Poisoning ~ Source Unknown

1. Campus Safety staff notifies Dean of Student Affairs and Franklin County Health Department of confirmed food poisoning.
2. Campus Safety (or designate) convenes Emergency Response Team.
3. Campus Safety (or designate) will notify Dean of Student Affairs and Franklin County Health Department of possible food poisoning.
4. Director of Heritage House (or designate) and Campus Safety will investigate currently served food products in campus dining facilities and eating houses, removing and holding anything deemed questionable.
5. Campus Safety, in cooperation with College Communications, will make a public statement outlining the investigation and corrective action taken.

Confirmed Food Poisoning~ Campus Supplied Food Source

1. Campus Safety staff notifies Dean of Students Affairs and Franklin County Health Department of confirmed food poisoning.
2. Campus Safety (or designate) convenes Emergency Response Team.
3. Campus Safety (or designate) alerts specific campus food provider
4. Campus food provider will immediately remove and hold all food/products under investigation.
5. Campus food provider will cooperate with Franklin County Health Department investigation/
6. Campus food provider will submit lists of customers/consumers during previous 48 hours to Campus Safety.
7. Campus Safety, in cooperation with College Communications, will make a public statement outlining the investigation and corrective action taken.

SEVERE WEATHER (E.G. HURRICANE, ICE STORM, ETC.)

When advance warning is available, the Campus Safety, the Provost and the Vice President of Business Affairs will respond to plan, educate and inform the campus community. Students, faculty and staff will be given instructions via campus-wide email and texting.

Weather related cancelations will be made available on the college website and through the texting system.

WATER CONTAMINATION

In case of contamination of the municipal water system contact Campus Safety. Physical Plant personnel will coordinate the purchase of drinking water

IV. Incident Follow-up

Upon resolution of an emergency situation, Morthland College Emergency Response Team and other participating departments or agencies will debrief and evaluate incident response.

Accident Reports:

1. All injuries and illnesses related to an emergency incident or response should be reported. Use Morthland College Accident Report forms. These should be available from your supervisor or human resources office.
2. Fill out appropriate section of the Accident Report within 24 hours of the injury or illness and give it to your supervisor. If you need assistance, talk to your supervisor or human resources personnel.
3. The Director of Operations will be responsible for notifying insurance carriers in the event of an emergency. This notification should take place as soon as possible since insurance carriers may be able to assist in providing financial resources and recovery equipment.
4. Replacement of Emergency Equipment (Contact Campus Safety)
 - Replace discharged fire extinguishers.
 - Replace used fire blankets.
 - Refill water reservoirs in any used, non-piped eye washes.
 - Replace spill kit supplies.
 - Replace any used first aid supplies, including chemical-specific antidotes.