



Campus Emergency Procedures Guide

Table of Contents

PREFACE	3
INTRODUCTION.....	3
DECLARATION OF A CAMPUS STATE OF EMERGENCY	3
RESPONSIBILITIES	4
EMERGENCY NOTIFICATION SYSTEMS.....	4
Outdoor Warning sirens.....	4
Reporting emergencies	5
TYPES OF EMERGENCIES	5
Fire	5
Earthquakes.....	6
Tornado	6
Campus Lockdown.....	8
Active Shooter.....	9
Bomb Threat.....	10
EMERGENCY SHELTERS	11
BUILDING EVACUATION PROCEDURES	12
Evacuation Guidelines for People with Disabilities.....	12

Preface

This Emergency Procedures Guide has been designed to provide a contingency manual for the College community in order to plan for campus emergencies. While the guide does not cover every conceivable situation, it does supply the basic guidelines necessary to cope with most campus emergencies.

Preparation is critical to be effective in emergencies. All college personnel should become familiar with the Handbook's contents. These procedures apply to all personnel, buildings and grounds owned and operated by Berea College to include those peripheral areas adjoining the College.

Introduction

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of College and campus community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or his designates may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types or magnitudes. The procedures are designed to minimize damage and prepare for a quick return to business.

Declaration of a Campus State of Emergency

The authority to declare a campus "state of emergency" rests with the College President or his designate as follows:

Public Safety shall immediately consult with the President regarding the emergency and the possible need for declaration of a campus state of emergency.

When this declaration is made only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other ID.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest.

During the period of any campus major emergency, Public Safety, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property and protect and maintain educational facilities.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus Public Safety Department will be allowed to enter the immediate disaster area.

Responsibilities

Each faculty and staff Supervisor has the responsibility to:

- Educate themselves concerning College emergency procedures
- Educate their students and/or employees concerning College emergency procedures, as well as evacuation procedures for their building and/or activity.
- Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- Evaluate survey and/or estimate their assigned building facility or activity in order to determine the impact a fire, earthquake or tornado could have on their facility. Report all safety hazards to Public Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Facilities Management.

IMPORTANT: Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.

Emergency Notification Systems

There are several mass emergency notification systems in place at Berea College. These systems are intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

E2 Campus

This is a mass notification system that uses email, text messaging and voice mail to notify the campus of threatening weather, or campus wide emergency.

In order to receive the emergency notifications you must be registered with the system. You can find directions to register on the Department of Public Safety Web Page at www.berea.edu/publicsafety/campusinfo/e2campus-subscribing.asp

Outdoor Warning sirens

Outdoor warning sirens are used to notify the entire community of threatening weather or community emergency. The sirens will broadcast a siren sound followed by a voice command that should indicate the type of emergency and the action that you will need to take. The Sirens are tested monthly and are located throughout the entire

Berea Community. There are three outdoor sirens on campus and Public Safety does have the ability to access the siren to broadcast campus wide emergency messages.

Reporting emergencies

CAMPUS EMERGENCY SERVICE -----3333

IN AN EMERGENCY IN WHICH CAMPUS SAFETY AND SECURITY CANNOT BE REACHED, -----
911

When calling, stay calm and carefully explain the problem and location to the Safety and Security Dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO.

Types of Emergencies

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or ambulance personnel. Your judgment often determines whether an incident is an emergency. If you consider a situation to be an emergency, the procedures in this booklet should be followed. If in doubt, err on the side of safety!

Types of emergencies covered by this manual are:

Fire

Earthquake

Tornado and inclement weather

Bomb/Bomb threat

Chemical /Hazardous Material incident

Fire

In all cases when a faculty, staff, or student, becomes aware of fire and or smoke, the Fire Department MUST be notified immediately. Go to the nearest safe location and activate the fire alarm system at the pull station, or shout the alarm as you evacuate the building. If possible, telephone 911 after you exit the building and give them the following information:

1. Name of the building.
2. Location of the fire within the building.
3. A description of the fire and (if known) how it started.

If you become trapped in a building during a fire:

1. Stay calm, and take steps to protect yourself.
2. If possible, move to a room with an outside window.
3. If there is a telephone, call 911 and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
4. Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
5. Stuff clothing or towels around the cracks in the door to help keep smoke out of your refuge.

Earthquakes

During an earthquake remain calm and quickly follow the steps outlined below.

- IF INDOORS seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- IF OUTDOORS move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety at ext.3333 if on campus, or 985-3333 if off campus. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to Public Safety or Facilities Management
NOTE: Gas leaks and power failures create special hazards
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- ASSIST THE DISABLED IN EXITING THE BUILDING!
- DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.

Tornado

ALL HAZARDS WARNING SIGNALS

Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune into local radio and TV stations to determine the nature of the emergency.

SEVERE THUNDERSTORMS

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms.

TORNADO WATCH

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. ***Under watch conditions stay informed by listening to radio or television.***

TORNADO WARNING

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. ***If the warning is for your area you should take shelter immediately!***

- During periods of adverse weather conditions, when you hear this alarm, enter the occupied college building nearest you at the time and immediately go to the basement or lowest level. As you go, alert anyone you see that the alarm has sounded and that they should proceed to a sheltered area in that building.
- In the basement or lowest level seek protection in a room or along a sturdy wall toward the South/Southwest Section of the building. NOTE: In our area, tornadoes usually approach from the Southwest. If a tornado strikes a building, it is the debris thrown toward the North end that can cause injury.
- Keep away from windows and exterior walls.
- Once danger has passed, a signal will be broadcast over the alarm system. This will be a repeat verbal "all clear". If you do not hear this "all clear" signal, remain in your shelter until you are notified by a person in authority. In the event that the tornado strikes and causes damage and disruption of campus systems, you should still remain in your shelter until notified otherwise. Another tornado or other storm activity could follow the first assault.
- It is your responsibility to act in a controlled manner, exercising care and concern for the welfare of all individuals who may be sheltered with you.
- In the event that you seem to be cut off from the outside, stay calm, perform necessary first aid, under direction of trained persons, if possible, and be assured that response teams of the College, City, County and State are already in action.
- In the aftermath of a tornado strike, stay away from damaged sites and do not attempt to enter damaged buildings.
Try not leave campus until you have reported to your place of employment or residence

Campus Lockdown

A lock-down will be used to protect building occupants in the case of an emergency requiring residents of a building to stay safely sheltered where they are located once an emergency is identified and declared by the President, or appropriate delegate, unless there is a specific threat within the building that requires them to exit.

All campus buildings will be locked to prevent entrance from the outside. Exit from the buildings will still be possible by pushing the crash bars. Students and personnel should not exit the building unless the situation in the building requires escape.

Exterior entrances of buildings will be locked by the facilities personnel, staff, or faculty who have access to door lock hardware. Faculty or staff members with keys to offices may have the capability to lock entrances to buildings. Public Safety may not be available to assist in the locking of the buildings if an emergency exists on campus.

Students in residence halls must remain in their rooms with the door locked.

Staff will remain in their offices, or a secure area, preferably without windows, with the door locked.

Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.

The implementation of campus lock-down status will be communicated via the following means:

An emergency message will be transmitted via E2 Campus

A system broadcast message may also be sent out over the outdoor warning system.

All students, faculty and staff must remain in the building they are currently in until such time as the lock-down status is removed. Notification of an "All-Clear" will be transmitted through all available communications methods.

Access to campus by outside constituents may be denied during the emergency.

You should be able to monitor continuous updates via the above means of communication.

Active Shooter

If notified of an “active shooter,” take the following steps:

1. Protect yourself. Take cover immediately, Lock or barricade yourself and others inside a secure area.
2. Call 911. Remain out of sight if possible. Report the suspect(s) movement to the 911 Dispatcher and provide description(s) if possible.
3. Evacuate if safe to do so or if instructed to do so by emergency responders.

If an active shooter is outside the building:

- Turn off all the lights and close and lock the doors and windows(close window blinds)
- If you can do so safely, get all occupants on the floor and out of the line of sight and fire
- Move to a core area of the building if safe to do so and remain until the “All Clear” is given by Public Safety, rescuers or other alert systems. Be aware that unknown or unfamiliar voices may be false and intentionally giving false assurance. If you have suspicions, do not change status.

If an active shooter is inside the building:

- If it is possible to flee the area safely, do so
- Contact Public Safety at ext 3333 or call 911 with your location if possible. Use your cell phone or any phone available
- If flight is impossible, lock all doors and windows, securing yourself in the space out of the line of sight and fire,
- Get down on the floor or under a desk and remain silent out of the line of sight of a window or door window.
- Get others get on the floor and out of the line of fire/sight
- Should the fire alarm sound DO NOT ENTER hallway unless:
 1. You have firsthand knowledge that there is a fire in the building
 2. You have been advised by Public Safety to evacuate the building
 3. You receive the “All Clear” instruction from Public safety, rescue workers, or through telephone/computer systems

Bomb Threat

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Public Safety on extension 3333.

Any person receiving a phone call bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- When did you place the bomb?
- Why did you place the bomb?

Make note of:

- Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc. of caller,
- Emotional state of the caller.
- Any background noise or indication of others with caller.

Immediately notify Public Safety on extension 3333 to report the incident.

Public Safety officers and the City of Berea Fire Department will conduct a detailed bomb search.

Employees may be requested to make a cursory inspection of their area for suspicious objects and report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.

When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE DISABLED TO EXIT THE BUILDING! Remember that elevators are reserved for the Disabled persons use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

Once outside, move to an area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

Emergency Shelters

You may be required to Shelter in Place for events such as a Tornado, Severe Weather, Building Intruder, and Hazardous Materials Release events. When notified, you should seek **immediate** shelter inside a building or residence hall (preferably in a room with no windows). If you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

Shelter in Place:

1. Stay inside a building.
2. Seek inside shelter.
3. Seal off openings to your room if possible (HAZMAT event).
4. Remain in place until you are told that it is safe to leave.

How would I be notified?

1. You hear the All Hazards Emergency Warning Sirens.
2. You are informed through radio or television public service announcements.
3. You observe or sense dangerous conditions.
4. You receive notification from residence hall staff or emergency personnel.

Additional actions:

1. Close all doors and windows to the outside.
2. Do not use elevators as they may pump air into or out of the building (HAZMAT).
3. If possible, close and/or seal vents & ducts (HAZMAT event).
4. Do not go outside or attempt to leave campus unless you are specifically instructed to evacuate.

Information Sources

Tune to the Emergency Alert System station on your radio or television for further information.

Remain in place until police, fire, or other emergency response officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

Building Evacuation Procedures

BUILDING EVACUATION – Academic Buildings:

- Building evacuations should occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm as you exit the building.
- Be aware of persons with disabilities in your area who might require assistance.
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BUILDING EVACUATION- Residence Halls

- Building evacuation will occur when an alarm sounds continuously and/or upon notification by emergency personnel or hall staff. It is the responsibility of to know how to safely evacuate the residence hall. This includes being familiar with evacuation routes and the locations of exits, stairwells, phones and elevators.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm as you exit the building.
- Be aware of persons with disabilities who might require assistance

1. When the building evacuation alarm is sounded or when told to leave by a designated Emergency official, walk quickly to the nearest marked exit and ask others to do the same.
2. Alert others to the emergency and ask if they need help in evacuating.
3. Do not use elevators unless instructed to do so by emergency personnel.assistance in an emergency evacuation.
4. Once outside, move clear of the building allowing others to exit.
5. DO NOT return to an evacuated building until advised by emergency personnel.
6. Be prepared to render assistance if necessary.
7. IMPORTANT: After any evacuation remain as a group at your assembly point. Stay until a headcount is taken.

NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.

Evacuation Guidelines for People with Disabilities

In all emergencies once an evacuation has been ordered:

- **DO NOT** use elevators
- **Stay calm** and take steps to protect yourself
- If there is a working phone, call 911 or Public Safety at extension 3333 and tell them where you are. Also describe the help you need and tell them where you are moving to if you cannot stay where you are.

- If you must move, go to an enclosed exit stairway area to await emergency assistance.

When assisting persons with disabilities:

- Check on people with special needs during an evacuation
- Only attempt an emergency evacuation of such persons if they cannot wait for emergency services personnel or if you have had emergency assistance training
- Ask the person if there are special needs, items that the person must take with him or her, and how you can best provide help to the person