

WHEELING JESUIT UNIVERSITY EMERGENCY RESPONSE MANUAL



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JESUIT
UNIVERSITY

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PREFACE

Wheeling Jesuit University Emergency Response Manual has been designed to provide a guide and framework for the University to deal with campus emergencies. An emergency is any unplanned event that can cause deaths, significant injuries to students, employees or the public; can shut down, disrupt operations, cause physical damage or environmental damage; or threaten the University's financial standing or public image. While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The University policies and procedures described herein are expected to be followed by faculty, staff and students whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of the University guidelines. Any exceptions to these management procedures due to the crisis situation will be conducted by those University officials directing and/or coordinating the emergency operations with the approval of the President.

MAJOR EMERGENCY GUIDELINES

PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of University and campus community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or Vice President in charge, may declare a University state of emergency and immediately implement these contingency guidelines. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

SCOPE

These procedures apply to all personnel, buildings and grounds owned and operated by the University, including off-campus property.

TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

Fire	Chemical or Radiation Spill
Flood	Explosion, Downed aircraft (crash) on campus
Tornado	Civil Disturbances or Demonstrations
Blizzard	Medical or First Aid (including pandemic flu)
Bomb threat	Violent or Criminal Behavior (Active Shooter on campus)
Utility Failure	Media Relations
Psychological Crisis	

EMERGENCY DEFINITIONS

EMERGENCY DIRECTOR: The University Vice President/Chief of Staff serves as the overall Emergency Director during any major emergency or disaster.

MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University.

MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services.

DISASTER: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential

DECLARATION OF UNIVERSITY STATE OF EMERGENCY

The authority to declare a University state of emergency rests with the University President or Vice President/Chief of Staff and, in their absence, their designee, as follows:

During the period of any University major emergency or disaster, the University Emergency Coordinators (see p. 8) shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property and maintain educational facilities. The Emergency Coordinators shall immediately consult with the President regarding the emergency.

Upon declaration of a state of emergency, the Emergency Coordinators will notify University Vice Presidents and members of the Emergency Resource Team. 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 (employee identification card, or student ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the law.

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

Wheeling Jesuit University utilizes E2Campus Alert. An emergency notification can be sent out via voice, text message and email to all students and employees who sign up for the alert messages.

The Director of Safety & Security is designated to send out the alert with Web Services Manager and Associate VP of IT as the back-up designees in that order.

CAMPUS EMERGENCY RESOURCE TEAM

The Team consists of the following personnel or designated alternates:

- **Emergency Director:** Vice President of the University/Chief of Staff
- **Emergency Coordinators:** Director of Safety & Security, Director of Facilities (Director of Human Resources if one of these is absent)
- **Damage Control:** Director of Facilities
- **Campus Safety and Security:** Director of Safety and Security
- **Postvention Coordinator:** Director of Counseling Services
- **Public Information/Communications:** Director of Public Relations Department
- **Environmental Health and Safety:** Director of Nuclear Medicine or Chemistry Department.
- **Medical and First Aid:** Director of Safety & Security
- **Ad Hoc:** Divisional Vice Presidents
- **Legal Advice:** General Counsel
- **Student Development:** Dean of Student Development
- **Ministries:** Director of Campus Ministry

Responsibilities of the Team members are as follows:

EMERGENCY DIRECTOR:

- Responsible for the overall direction of the University emergency response.
- Works with the Emergency Coordinators and others in assessing the emergency and preparing the University's specific response.
- Declares and ends, when appropriate, the campus state of emergency.

EMERGENCY COORDINATORS:

- Responsible for the overall coordination of the University emergency response on a 24-hour basis.
- Initiate immediate contact with the President, Emergency Resource Team and University Administration; begin assessment of the University's condition.
- Determine the type and magnitude of the emergency and direct the establishment of the appropriate command post.
- Direct the utilization of Campus Safety and Security, campus support services outside emergency services and, if necessary, student aides to maintain safety and order.
- Perform other related duties as may be directed by virtue of the campus emergency.

DAMAGE CONTROL:

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment.
- Provides vehicles, equipment and operators for movement of personnel and supplies; assigns vehicles, as required, to the Emergency Resource Team for emergency use.
- Obtains the assistance of utility companies, as required, for emergency operations.
- Furnishes emergency power and lighting systems as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site; coordinates with Building and Area Coordinators for liaison and necessary support.

CAMPUS SAFETY AND SECURITY:

- Maintains the Campus Safety and Security in a state of constant readiness.
- Notifies University administrators of major emergencies.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life, property and to safeguard records as necessary.
- Obtains assistance from the City, State and Federal Government for radiological monitoring and first aid as required.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.

POSTVENTION COORDINATOR:

- Provide overall direction to the interventions in the event of a catastrophe in accordance with the Emergency Manual.
- General responsibility for overall management and coordination of postvention response to a catastrophic emergency.
- Assigns responsibilities and monitors efforts and organization of tasks in conjunction with and supportive to the overall emergency response efforts.

COMMUNICATIONS:

- Provides and equips an alternate site as described in the EMERGENCY COMMAND POST section of this guide, Cellular Phone/Cable, TV reception, walkie-talkies.

PUBLIC INFORMATION:

- Establishes liaison with the news media for dissemination of information as requested by the President.
- Establishes liaison with local radio and TV services for the Public announcements.
- Arranges for photographic and audio visual services.
- Advises the President, or Vice President in charge, of all news concerning the extent of disaster affecting the campus.
- Prepares news releases for approval and release to media concerning the emergency.
- Escorts all media personnel visits.

ENVIRONMENTAL HEALTH AND SAFETY:

- Provides technical and safety assistance to reduce hazards prior to and during emergency or disaster.
- Investigate and evaluate campus hazards to environmental health and industrial safety.
- Establish initial claims and maintains liaison with all insurance carriers, claims adjusters and individual claimants and refers any claims to the Vice President of Finance.

MEDICAL AND FIRST AID:

- Directs and coordinates medical and first aid services as indicated by the campus emergency, and in conjunction with outside emergency services as required.
- Maintains liaison with the campus handicapped community and other specialized personnel or students.

AD HOC

- Where appropriate, direct efforts and response of Department Heads under their control.
- Assess short and long term impact of crisis on respective areas of responsibility.
- Assigned specific areas of responsibility to assist in damage control, Campus Safety and Security, communications, public information, environmental health and safety, medical and first aid.

LEGAL ADVICE:

- Provide legal advice to the President and Emergency Coordinators concerning response issues

STUDENT DEVELOPMENT:

- Provide assistance to the Emergency coordinators concerning student affairs.

MINISTRIES:

- Provide spiritual assistance and comfort to the community and assist in trauma counseling as may be needed.

EMERGENCY COMMAND POST

When a major emergency occurs, or is imminent, it shall be the responsibility of the Director of Campus Safety and Security in conjunction with the Director of Facilities to set up and staff an appropriate Emergency Post.

FIELD COMMAND POST

If the emergency involves only one building or a small part of the campus, a Campus Safety and Security vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer or dispatcher is to staff the Command Post at all times until the emergency ends.

Field Emergency Command Post Equipment should include:

- Small office with a desk, chairs, and telephone.
- Barricades and barrier tape, and signs for the scene
- Two portable hand radios
- Cellular phones
- Portable public address system
- First Aid kit
- Campus telephone directory and local telephone directories.
- Bull Horn
- Portable Television

GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus, the Command Post is to be set up in the NTTCC Conference Room. If this site is unavailable, the Emergency Coordinators are to select a location. A marshaling area for outside and local agency assistance shall be established by the Director of Facilities and the Director of Campus Safety and Security for operations of the combined on-site Emergency Resource Team. A conference room, with facilities for emergency teams or media crews designed to accommodate multiple telephone and/or electrical appliances, should be established.

GENERAL RESPONSIBILITIES

ADMINISTRATORS, DEANS AND DEPARTMENT HEADS

will have the following responsibilities prior to and during an emergency.

Emergency Preparedness (prior to)

- Safety information shall be distributed to all employees and appropriate student leaders with follow-up discussions, on-the-job training or explanations as required. Contact the Director of Safety and Security.
- Time shall be allowed for training employees and appropriate student leaders in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures.

Emergency Situations (during)

- Inform all employees under their direction of the emergency condition.
- Account for all personnel; report to Campus Safety and Security missing or unaccounted for personnel.
- Evaluate impact on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- Maintain emergency telephone communications with officials, from their own activity area (or from an alternate site if necessary).

FACULTY AND SUPERVISORS

The Director of Campus Safety & Security will offer and conduct annual training to all administrators, faculty and staff concerning emergency procedures and evacuation. Each faculty member and staff supervisor has the responsibility to:

- Educate their students and/or employees concerning University 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 estimate their assigned building, facility or activity in order to determine the impact a major emergency could have on their facility. Report all safety hazards. Work orders, to reduce hazards and to minimize accidents, should be promptly submitted to the Physical Plant Department.
- **IMPORTANT:** Inform students, staff and faculty to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area, outside the building. A headcount will be taken and all missing or unaccounted for personnel should be reported to Campus Safety and Security.

EMERGENCY BUILDING COORDINATORS

Every Administrator, Dean and Department Head will appoint a specific person as Building Coordinator for each building or residence hall under their control. In the event of a building emergency, Building Coordinators will have the following responsibilities:

- Coordinate the evacuation of the building during the emergency.
- Take the headcount at the designated assembly point outside the building and assist in accounting for all building occupants.
- Help keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Provide assistance to emergency personnel as required.

In preparation for an emergency, Building Coordinators will:

- Familiarize themselves with the building occupants.
- Be aware of all building exits.
- Coordinate the evacuation of the building during fire drills.
- Know area assembly points outside the building.
- Designate an alternate in their absence.
- Attend Campus Safety and Security Training and Information Sessions with alternates.

Training sessions for Building Coordinators include instruction in the following:

- Emphasis on discipline and control, not speed – keep to the right on stairs.
- Emergency exit routes and alternates.
- Assistance to the handicapped.
- Equipment shut off – doors closed.
- Proper use of fire extinguishers.
- Alarms and locations.
- W.F.D. Equipment response locations – emergency personnel procedure.

A list of identified Building Coordinators will be maintained in both the Office of Safety & Security and Human Resources.

EVACUATION PROCEDURES

BUILDING EVACUATION

- All building evacuations will occur when an alarm sounds and/or upon verification by Campus Safety and Security or Supervisor.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.**
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- **DO NOT** return to an evacuated building unless told to do so by a University official.

CAMPUS EVACUATION

- Evacuation of all or part of the campus grounds will be announced by Campus Safety and Security as directed by the University Vice President/Chief of Staff.
- All persons (students and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

IMPORTANT:

- **After any evacuation, report to your designated area assembly point established by the Building Coordinator**
- **Remain in one area – Do not use this as a time to visit. Headcounts will be taken to determine if any remain inside the building.**
- **The Building Coordinator will report any missing or unaccounted for Personnel to Safety & Security.**
- **DO NOT** return to an evacuated building unless told to do so by a University Official.

UNIVERSITY NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at the University. In the event of a campus emergency the University will utilize the **E CAMPUS 2 ALERT** to send out a text message to all of those who are signed up for the program. E-mail is a secondary means of communication. These systems are intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. In the event that telephone and/or e-mail communications are out, field communications will be utilized. Campus Safety and Security Communications Center will be relocated in the Emergency Command Center. Primary site 116/118 NTTCC, Secondary site CET President's Conference Room

The Safety and Security department is the focal point for a two-way transmission of official emergency telephone communications to University administrators. Each University administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.

In the event of a campus emergency, the officer or dispatcher on duty will notify the Director of Campus Safety and Security at extension 4453 or 2486 who will then direct the notification process through the phone notification system. If unavailable, the back-up to the Director of Campus Safety & Security is the Web Services Manager at extension 8181, then the Associate Vice President of IT at the same extension, 8181.

CAMPUS EMERGENCY BROADCAST PROCEDURE

The Campus Safety and Security Department has established an emergency broadcast procedure as follows:

If an emergency is in progress, and more personnel are needed, a request for all Physical Plant to report to a specific location, determined by Campus Safety and Security, will be broadcast on the Physical Plant radio. The broadcast is to begin and end with the announcement, "THIS IS AN EMERGENCY BROADCAST." The type of emergency is specified. The broadcast is repeated twice.

SAMPLE BROADCAST

'THIS IS AN EMERGENCY BROADCAST'

'THIS IS A FIRE EMERGENCY BROADCAST'

'ALL PHYSICAL PLANT DEPARTMENT SUPERVISORS REPORT TO THE ASSIGNED AREA'

'THIS IS AN EMERGENCY BROADCAST'

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING AN EMERGENCY

PHYSICAL PLANT OPERATION

Skilled workers are available from Physical Plant at all times during normal working hours and are on call 24-hours per day, seven days a week. They are capable of providing the following emergency services:

- UTILITIES: Repairs to water, gas, electric and sewage systems.
- STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, back hoe, fork lift, etc.
- TRANSPORTATION: Vans, light trucks, and tractors.

An EMERGENCY READY ROOM is available. Contact Physical Plant for information.

The Director of Facilities or his designee will determine if contractors are necessary to affect repairs.

SPECIFIC EMERGENCY PROCEDURES

8 DISASTER RESPONSE STEPS

1. DISASTER ALERT

If you have advanced warning:

- People come first, provide assistance. Note needs of people with disabilities.
- Move or secure vital records/high priority items if it can be done safely.
- Screw plywood over windows or use tape to reduce shattering.
- Verify master switch shut-off (water, gas, electricity) by trained staff.
- Move items away from windows and below-ground storage into water-resistant areas:
 - Flooding: move items to higher floors.
- Wrap shelves, cabinets, other storage units in heavy plastic sealed with waterproof tape.
- Move outdoor objects indoors or secure.
- Take with you lists of staff, institutional/public officials, insurance and financial data, inventory, emergency plan and supplies.
- Appoint a staff contact to give instructions on returning to work.

2. SAFETY FIRST

- Remain calm, reassuring. Alert staff to potential hazards.
- Look for loose or downed power lines. Avoid area. Report problems to local utility.
- Look for electrical system damage: sparks, broken/frayed wires, smell of burning insulation. Turn off electricity at main switch if you can without risk.
- Shut off water.
- If you smell gas or hear blowing or hissing, open a window and immediately leave the building. Turn off gas at main valve if trained to do so. Call gas company at once.
- **DO NOT REENTER THE BUILDING** until declared safe by Campus Safety and Security or emergency management officials.
- **DO NOT DRIVE THRU FLOODED ROADWAYS.**

3. GETTING STARTED OFF-SITE

- Gather staff off-site to assign tasks and review salvage priorities. Create a team big enough for the work.
- Establish a "Command Center" with office equipment (computers, photocopier) and communications tools (walkie-talkies, cellular phones).
- Create a secure salvage area with locks, fans, tables, shelves, plastic sheeting, drying materials and clean water.
- Notify emergency officials of the extent of damage. Contact peer institutions or professional groups for help.
- Appoint a media liaison to report conditions and need for help/volunteers. You may have to limit access to collections. Verify financial resources: amount and terms of insurance, government assistance, potential outside funding.
- Contact service providers for generator, freezer, drying or freeze-drying services and refrigerated trucking.
- Arrange for repairs to security system.

4. STABILIZE THE BUILDING AND ENVIRONMENT

- Some building contents may be contaminated. Do not enter without current tetanus shot, protective gloves/clothing, hard hat and NIOSH-approved respiratory mask.
- Identify and repair structural hazards. Brace shelves. Remove debris from floor.
- Reduce temperature and relative humidity at once to prevent mold outbreak. Ideal targets are less than 70° F/45%RH.
- If warm outside, use coldest air conditioning setting; cover broken windows with plastic.
- In cool, low-humidity weather open windows, use circulating fans. If mold is already present, do not circulate air.
- Do not turn on heat unless required for human comfort.
- Remove standing water and empty items containing water; remove wet carpets and furnishings.
- If everything is soaked, use commercial dehumidification except in historic buildings.
- Purchase needed supplies.

5. DOCUMENTATION

- Once it is safe to enter the building, make a preliminary tour of all affected areas. Wear protective clothing.
- Do not move objects or collections without documenting their condition.
- Use a digital or phone camera or video camera to record conditions of collections and structure. Make sure images clearly record damage. Supplement with better quality photos when necessary.
- Make notes and voice recordings to accompany photographs.
- Assign staff to keep written records of contacts with insurance agents and other investigators, and staff decisions on retrieval and salvage.
- Make visual, written and voice records for each step of salvage procedures.

6. RETRIEVAL AND PROTECTION

- Leave undamaged items in place if the environment is stable and area secure. If not, move them to a secure, environmentally controlled area.
- If no part of the building is dry, protect all objects with loose plastic sheeting.
- When moving collections, give priority to undamaged items and those on-loan. Separate undamaged from damaged items.
- Until salvage begins, maintain each group in the same condition you found it; i.e., keep wet items wet, dry items dry, and damp items damp.
- Retrieve all pieces of broken objects and label them.
- Check items daily for mold. If mold is found, handle objects with extreme care and isolate them.

7. DAMAGE ASSESSMENT

- Notify insurance representative or risk manager. You may need an on-site evaluation before taking action.
- Make a rough estimate of the type of materials affected and the extent and nature of damage. A detailed evaluation can slow recovery now.
- Look for threats to worker safety or collections. Determine status of security systems.
- Look for evidence of mold. Note how long the materials have been wet and the current inside temperature and relative humidity.
- SEE DOCUMENTATION SECTION. Documenting the damage is essential for insurance and will help you with recovery.

8. SALVAGE PRIORITIES

- Establish salvage priorities by groups of materials, not item-by-item. A library might use subject areas or call numbers; an archives, record groups; and a museum, material groupings.
- Focus first protection efforts and salvage work on:
 - Vital institutional information; employee and accounting records, accession lists, shelf list and database backups.
 - Items on loan from individuals or other institutions.
 - Collections that most directly support the institution's mission.
 - Collections that are unique, most used, most vital for research, most representative of subject area, least replaceable or most valuable.
 - Items most prone to continued damage if untreated.
 - Materials most likely to be successfully salvaged.

FIRE EMERGENCY RESPONSE PROCEDURE

In All cases of Fire call ext. 2911 - - The Fire Department will be notified immediately.

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through Safety and Security at ext. 2486.
2. Activate the building alarm.
3. If a minor fire appears controllable, IMMEDIATELY contact the emergency number. Then, promptly direct the charge of the fire extinguisher toward the base of the flame.
4. On large fires that do not appear controllable, IMMEDIATELY contact the emergency number. Then, evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS.
5. When the building alarm is sounded, initiate **Building Evacuation Procedures**.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

ONLY THE FIRE DEPARTMENT CAN CLEAR A FIRE ALARM. DO NOT RETURN TO ANY BUILDING BEFORE IT IS DECLARED SAFE BY THE FIRE DEPARTMENT.

FIRE ALARM SYSTEMS

1. All Pull Stations ring at SIMPLEX and the Wheeling Fire Department and Campus Safety are notified.
2. All Sprinkler or Automatic Heat Detector activated alarms ring in at SIMPLEX and the Wheeling Fire Department and Campus Safety are notified.

FLOOD

When flood warnings from the National Weather Bureau indicate that a major flood is imminent, the President of the University may call for early dismissal of employees or may announce cancellation of work through local radio stations.

In the event of major flood damage or a disaster, the Emergency Resource Team will direct Emergency Response operations as described in this guide on page 8.

TORNADO

A tornado may strike without warning, causing severe damage and/or injury. In the event of major tornado damage or a tornado disaster, the Emergency Resource Team will direct Emergency Response operations as described in this guide.

BLIZZARD

In the event of blizzard warnings or conditions, the President may call for early dismissal of employees or announce cancellations of work through local radio stations.

The Physical Plant Department will maintain 24-hour snow removal operations throughout the storm.

Key University personnel will keep the following services in operation throughout the storm:

- Campus Safety and Security 24-hours a day
- Health Center as scheduled or part time
- Power Plant 24 hours a day
- Food Service as scheduled

ACCIDENT ON CAMPUS FOR RADIOACTIVE SHIPMENTS AND/OR DELIVERIES

- I. Radioactive materials are periodically delivered to the nuclear medicine laboratory. These procedures should be followed when a delivery package is damaged or when abnormal radiation conditions are suspected:
 - A. During a delivery the Safety & Security officer who escorts the courier into the laboratory will visually inspect the package. If the package is damaged, wet or crushed it must not be accepted. The Safety & Security officer will never handle any delivery.
 - B. If at any time abnormal radiation conditions are suspected, the Safety & Security officer will not remain in the department and will immediately contact the Director of Nuclear Medicine and the Director of Campus Safety & Security. The Safety & Security officer will maintain a safe area around the department until qualified personnel arrive.
 - C. The Director of Nuclear Medicine will proceed as trained and will notify the appropriate authorities.

Emergency phone numbers and procedures are posted in the office of the Director of Nuclear Medicine.
 - D. Emergency phone numbers and procedures are posed in the office of
 - E. Safety & Security will notify the appropriate personnel in the Department of Nuclear Medicine.

EMERGENCY INVOLVING MOTOR VEHICLES ACTING AS CARRIERS OF RADIOACTIVE MATERIALS

Because of the nature of these kinds of emergencies, the following is a completely self-contained set of instructions that will be carried in every vehicle used while transporting radioactive substances. These instructions are to be read and followed by all personnel in the event of an emergency.

If there should be an accident in the vicinity of campus involving a vehicle that is transporting radioactive materials, the following procedures should be consulted. These procedures have been compiled by the independent companies who are carriers of radioactive materials.

- A. Immediate notification is to be given by telephoning the following in order: Local Police and/or Highway Patrol, Radiation Protection Officer. The caller must relate his/her name, location, what happened, when, where, who was involved, and what was done to confine or control the radioactive material and keep bystanders away while calls are being made.

1. PHONE NUMBERS; POLICE 9-1-1 FIRE DEPT. 9-1-1
2. NUCLEAR PHARMACIST (Radiation Protection Officer) or on-call:
OFFICE: 412-261-6200 HOME: 412-364-0979
ANSWERING SERVICE: 412-261-6200

- B. All traffic should be detoured around the scene of the accident. If this is not possible, vehicles should be moved the shortest distance necessary to clear the right-of-way. If radioactive material is spilled, passage through areas should be prevented unless absolutely necessary. If the right-of-way must be cleared before assistance has arrived, the spill should be washed to shoulders of right-of-way with minimum dispersal of wash water, or covered with at least 4 inches of earth or sand.

- C. If radioactivity has escaped its primary container, the nearest Nuclear Regulatory Commission Office should be notified as soon as possible.

PHONE: NRC 24 hour Operational Center - 301-951-0550

- D. The area of the accident should be restricted. The public should be kept as far from the scene as is practical. Local authorities should make only necessary entries and investigations into the accident area. No attempt should be made to open or examine contained material. No attempt should be made to clean up any debris or material involved in the accident prior to the arrival of experienced help.

- E. Any persons who have had possible contact with the radioactive material should be segregated and confined until they can be examined further. The names and addresses of those involved should be obtained.
- F. Contaminated injured should be removed from the area of the accident with as little contact as possible and held at a transfer point. All life-saving measures should be performed promptly, but elective first aid and surgical procedures should be delayed until advised or help can be obtained from a physician familiar with radiation medicine. Except in extreme emergency, patients should not be moved to local hospital or doctor's office before a radiological survey has been made.
- G. If the accident involves fire, attempts to extinguish it should be made from as great a distance as possible. The fire should be treated as one involving toxic chemicals. Suspected material should not be handled until it has been monitored and releases by monitoring personnel. Clothing and tools used at the fire should be segregated until the monitoring teams can check them.
- H. Eating, drinking, or smoking in the area of the accident should be prohibited. Food or drinking water that may have come in contact with material from the accident should not be used.
- I. Careful attention and considerations should be given in matters of public relations to:
 - 1. Transmission of information to the public by press, radio, television and
 - 2. Tactful handling of volunteers and crowds or curious onlookers.

EMERGENCY PROCEDURES

FOR MALLINKRODT

1-412-281-2400

EMERGENCY PROCEDURES

FOR CARDINAL HEALTH

RADIOACTIVE DELIVERIES

1-800-878-2833

CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material is reported immediately to Safety and Security, ext. 2911.
2. When reporting, be specific about the nature of the involved material and exact location. Safety and Security will contact the on-site HAZARDOUS CONTAINMENT TEAM, set up through the Physical Plant Department. MSDS sheets may be obtained from Campus Safety and Security.
3. The key person at the scene should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the HAZARDOUS CONTAINMENT TEAM.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to medical personnel arriving on the scene. First aid and medical treatment will be directed by Campus Safety and Security in conjunction with Health Services. * Cleanup, directed by the Physical Plant Department, through the HAZARDOUS COMMUNICATION COORDINATOR, should be started at once.*
5. If an emergency exists, activate the building alarm and report the emergency by phone.
6. When the building evacuation alarm is sounded, initiate **Building Evacuation Procedures**.

*Cleanup report will be submitted to government agencies through the Physical Plant Department and the Health Services Department. Any reports should be submitted immediately.

EXPLOSION, DOWNED AIRCRAFT (CRASH) ON CAMPUS

In the event of an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion have subsided, notify Safety and Security at...2911...give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When the building alarm is sounded or when told to leave by University officials, initiate **Building Evacuation Procedures**.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call Campus Safety and Security on extension 2911.
2. Any person receiving a phone call bomb threat should ask the caller:
 - a) When is the bomb going to explode?
 - b) Where is the bomb located?
 - c) What kind of bomb is it?
 - d) What does it look like?
 - e) Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a) Time of call.
 - b) Age and sex of caller.
 - c) Speech pattern, accent, possible sender nationality, etc.
 - d) Emotional state of the caller.
 - e) Background noise.
 - f) If you have an answering machine, press record.
4. Immediately notify Campus Safety and Security and report the incident.
5. Campus Safety and Security will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Safety and Security. **DO NOT TOUCH THE OBJECT**. Do not open drawers, cabinets or turn lights on or off.
6. Activate the building alarm and initiate **Building Evacuation Procedures**

NOTE: A copy of this should be beside every phone that has an outside extension.

CIVIL DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

INTERFERENCE with the normal operation of the University.

PREVENTION of access to offices, buildings or other University facilities.

THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, the Director of Campus Safety and Security should be notified and will be responsible for contacting and informing the President and the Deans. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

Generally, demonstrations of this kind should not be interrupted. Demonstrators would not be obstructed or provoked and efforts would be made to conduct University business as normally as possible. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

1. Arrangements will be made by the Director of Safety and Security to monitor the situation during non-business hours, or
2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see section B).

B. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

1. The Dean for Student Development will consider having a photographer, equipped with a camcorder, available.
2. Key University personnel and student leaders will be asked by the Dean for Student Development to go to the area and persuade the demonstrators to desist.
3. The Dean for Student Development, or her designee, will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
4. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Attachment A). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
5. Efforts should be made to secure positive identification of demonstrators in violation, to facilitate later testimony, including photographs or video tape, if deemed advisable.
6. After consultation with the President and Director of Safety and Security by the Dean for Student Development, the need for intervention by the Wheeling Police Department will be determined.
7. If determination is made to seek the intervention of the Wheeling Police, the demonstrators should be so informed. Upon arrival of the Wheeling Police, the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

C. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs, or appears imminent, Campus Safety and Security should be immediately notified and will immediately notify the local Police Department. Campus Safety and Security will investigate and report to the Director of Campus Safety and Security and the Dean for Student Development.

The Dean for Student Development will:

1. Report the circumstances to the President and Executive Vice President of the University.
2. Notify Key Administrators.
3. Notify the Director of Public Affairs.
4. Arrange for a photographer to video tape the demonstrators.
5. After consultation with the President and the Director of Safety and Security, determine the need for assistance from the Wheeling Police Department. Safety and Security will provide an officer with a radio for communication between the University and the Wheeling Police Department.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:30am through 5:00pm, Monday through Friday) immediately notify Physical Plant at ext. 2241.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holiday, notify Campus Safety and Security at ext.2911. Campus Safety and Security will notify on-call Physical Plant personnel.
3. If an emergency exists, activate the building alarm and report the emergency by phone.
4. **Initiate Building Evacuation Procedures.**

Additional Information and Procedures

Always observe steps “1” and “2” above whenever the following utility emergencies arise.

ELECTRICAL/LIGHT FAILURE:

At present, campus building lighting may not provide sufficient illumination in corridors and stairways for safe exiting. It is therefore advisable to have a flashlight and portable radio available for emergencies.

ELEVATOR FAILURE:

If you are trapped in an elevator, use the emergency phone to notify Campus Safety and Security. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify Campus Safety and Security at ext. 2911. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** REMEMBER electrical arcing can trigger an explosion: Notify Campus Safety and Security ext. 2911.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, immediately notify Campus Safety and Security at ext. 2911 or Physical Plant at ext. 2241 and, if necessary, cease all operations and vacate the area.

VIOLENT OR CRIMINAL BEHAVIOR (Active Shooter on Campus)

The Safety and Security office is located in the Swint Annex building and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense....**AVOID RISKS:**

1. Promptly notify Campus Safety and Security at ext. 2911 as soon as possible and report the incident, including the following:
 - a) Nature of the incident.
 - b) Location of the incident.
 - c) Description of person(s) involved.
 - d) Description of property involved.
2. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
3. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. Lock your door and call 911. After the disturbance, seek emergency first aid if necessary.
4. **WHAT TO DO IF TAKEN HOSTAGE:**
 - a) Be patient. Time is on your side. Avoid drastic action. Cooperate.
 - b) The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't make mistakes which could hazard your well-being.
 - c) Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
 - d) Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - e) Be observant. You may be released or escape. The potential safety of others may depend on your memory.
 - f) Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.
5. **WHAT TO DO IF THERE IS AN ACTIVE SHOOTER ON CAMPUS:**
 - a) CALL 9-1-1

HOSTILE INTRUDER / ACTIVE SHOOTER ON CAMPUS

This is a **police response situation**. Safety & Security Officers are **not** trained or equipped to confront an armed suspect, but they will make every effort to help with the police response and take every action possible to assist with evacuation and intelligence of the situation. When a hostile person is actively causing death or serious bodily injury, or the threat of imminent death or serious bodily injury exists, we recommend the following:

HOSTILE INTRUDER INSIDE:

A Non-Residence Hall / Academic Building

- Faculty should immediately secure the students and themselves within a classroom. Administrators should respond in a similar fashion with staff and students in their offices.
- ***FOLLOW LOCKDOWN PROCEDURE.***

A Residence Hall

- Lock yourself in your room; if away from your room, immediately seek to join others in a room that can be locked.
- ***FOLLOW LOCKDOWN PROCEDURE.***

If you are caught in an open area INSIDE a Building

You are in an emergency situation – IMMEDIATELY initiate ***LOCKDOWN PROCEDURES*** for being ***Caught Out In the Open Inside a Building Or:***

- If you think you can safely make it out of the building by running, do so. Do not run in a straight line. Use any and all existing cover between you and the perpetrator.
- If the person is causing death or serious bodily injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- If you are in imminent danger, you may consider attacking the shooter. You must be committed to the actions you take, and your attack must be explosive and violent. You must do whatever it takes to survive. This is dangerous, but this could be your last option.
- If you decide not to fight back, attempt surrender and obey all commands.

If you are caught in an open area OUTSIDE of a building or on the grounds of the University

- If possible, get away from the threat. Do not run in a straight line - keep vehicles, bushes, trees, and anything that could possibly block your view between you and the perpetrator. Once you get away from the immediate area of danger, warn others to stay away; contact Campus Safety at X2486 and call 911 as soon as possible.
- If impossible to get away, seek cover behind a car, tree, bench, or building; if you are in the open and nothing is available, immediately lay on the ground as flat as possible.

When the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air. Do as ordered - this is done for safety reasons.

The above is only a guide and cannot cover every possible situation that might occur; it is a training tool that can minimize the number of injuries or death if put into action as soon as a situation develops.

LOCKDOWN

A lockdown of a particular building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than to remain inside and secure in place. By controlling entry, exit, and movement within a building, emergency personnel are better able to contain and handle threats. It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

NOTIFICATION TO LOCKDOWN

A notification to occupants in cases of lockdown will be sent from Campus Security. Each building on campus is unique and individuals may receive notification to lockdown through various means, including **ECAMPUS2 ALERT** or **EMERGENCY BROADCAST**.

LOCKDOWN PROCEDURE

If you are in a classroom, office, or private room inside a residence hall, remain there and do the following:

- Secure the door; if the door does not lock, barricade the door with tables, desks, and chairs.
- Secure and lock exterior windows; close curtains or blinds where possible.
- Cover any office windows that have a direct line of sight into the hallway.
- Turn off all lights.
- After you have secured the room, call Campus Safety at X2486 and call 911; then turn off all cell phones and audio equipment
- Stay low and quiet away from doors and windows; remain calm and stay together.
- Do not open the door once it has been secured until you are officially advised “all clear” or are certain emergency personnel are at the door.

CONSIDERATIONS

- **If Caught Out in the Open Inside a Building:** do not travel down corridors or assemble in large, unprotected, areas. Seek immediate protection - you must act quickly! Try to hide in a well hidden space, below / behind furniture, overturned tables, in stairwells, etc.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit. If a fire alarm is activated, do not evacuate; remain where you are..
- Follow instructions from emergency personnel *only*.

FOLLOWING THE LOCKDOWN

- Cooperate with emergency personnel to assist in an orderly fashion.
- Proceed to the designated areas as advised by emergency personnel. They may ask you to raise your hands as you evacuate; if so, do it immediately.
- Police may require individuals to remain available for questioning following the lockdown.

MEDICAL OR FIRST AID

Give your name, describe the nature and severity of the medical problem and the campus location of the victim. Medically trained personnel * should quickly perform the following steps:

- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- Ask victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses and give all information to paramedics.

In case of MINOR INJURY OR ILLNESS, provide first aid care.* Use only sterile first aid materials.

EVERY DEPARTMENT SHOULD HAVE AT LEAST ONE PERSON TRAINED IN FIRST AID AND CPR.

Training and certification are provided through the University's Health Services department.

*Only medically trained personnel should provide first aid treatment (i.e.; First Aid, CPR). Certifications should be renewed annually for CPR and every three years for First Aid.

COMMUNICABLE DISEASE (OUTBREAK)

Once the Health Services Department has determined the possibility of a communicable disease outbreak on campus, the following steps are taken:

- 1) The State Department of Public Health is immediately notified.
- 2) The Dean for Student Development is notified and will inform the President and the Vice President of Institutional Advancement for Media contact.
- 3) Representatives of the State Department of Public Health will arrive on campus. If an epidemic situation is confirmed, the State Department of Public Health will declare the campus to be under quarantine.
- 4) The Human Resource Department is notified.
- 5) The University community and the public are notified.
- 6) Immunization, if available for the specific disease, is administered by the State Department of Public Health to students and personnel according to age and/or possible exposure.
- 7) Persons providing essential services to the University must show proof of immunization or be provided with protective equipment before being allowed on campus.
- 8) The State Department of Public Health will determine when the quarantine may be lifted.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify Campus Safety and Security of the situation, ext. 2911; clearly state that you need immediate assistance, give your name, your location and the area involved.

A psychological crisis may also occur as the aftermath of a disaster. Any catastrophic event in a community creates emotional disequilibrium for both the community and individual members.

For some, the event, especially where loss of life is involved, may be so emotionally disruptive as to precipitate despair and self-destructive behavior. To respond to a psychological crisis precipitated by a catastrophic event, the President has appointed a POSTVENTION COORDINATOR, the Dean for Student Development and the following procedure has been established.

POSTVENTION COORDINATOR

The Postvention Coordinator has the general responsibility for the overall management of the psychological after-effects of a catastrophic event or disaster on the University community. The primary goals of the Postvention Coordinator are to:

- Reduce emotionality and restore the environment to its pre-catastrophic stability.
- Provide support services to those most directly affected by the tragedy.
- Reduce the influence of the event that may result in negative consequences.
- Coordinate and provide overall direction to the interventions of the various offices which will be called upon after a catastrophe.

Following is a list of specific areas of responsibility when a catastrophic event has occurred:

- | | |
|---|---------------------------------------|
| • Student notification of a catastrophic event | • Postvention support groups |
| • Guidelines for a memorial service | • Case finding coordination |
| • Guidelines for postponing academic responsibilities of students | • Community mental health |
| • Faculty and staff response | • Notification of parents |
| • Faculty and staff postvention Training | • Notification of families of victims |
| • RA training – training for peer educators | • Help for helpers |
| | • Community involvement |
| | • Memorials |
| | • Administrative response |

PUBLIC AFFAIRS

The University has two basic guidelines to observe in a crisis situation:

1. ONLY AUTHORIZED SPOKESPERSONS WILL MEET OR TALK WITH THE MEDIA.
2. ONLY FACTUAL INFORMATION IS RELEASED; NO SPECULATION IS TO BE OFFERED.

Other Guidelines:

1. During an emergency situation, all administrative and supervisory personnel are notified to report significant developments or pertinent information to the Emergency Coordinators or a designated spokesperson. They should be reminded not to speak to outsiders, especially to the media, on behalf of the University.
2. The Emergency Coordinators or spokesperson will keep the President, and those directly involved, abreast of conditions throughout the emergence situation. Complete details are made available to them, including what happened, how it began, what is happening now, what help has been called, etc.
3. The President, and others directly involved, shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT, ext. 8172.
5. Media personnel arriving on campus in response to an emergency will be advised to remain at the location designated by the Vice President of Advancement and a University spokesperson will meet and assist them.

ATTACHMENT A

Name & Title	Office Phone	Cell Phone
President Rev. James J. Fleming, SJ	304.243.2224	
Chief of Staff Mark Phillips	304.243.2232	412.720.1604
Chief Academic Officer Rob Phillips	304.243.2006	708.552.6872
Chief Financial Officer Stephen Criniti	304.243.2389	
Director of Campus Safety Stephen Habursky	304.243.4453 304.243.2486	304.639.6747
Director of Facilities Frank Connelly	304.243.2241	304.830.1016
Director of Human Resources Don Kaminski	304.243.8152 304.243.2639	
Dean of Students Christine Ohl-Gigliotti	304.243.2350 304.243.2237	412.951.1761
Exec. Director of Alum & Comm Kelly Klubert	304.243.8165	304.639.6352
University Legal Counsel Chris Riley – Dinsmore & Shohl	304.230.1700	304.230.1633
Campus Ministry James Brogan	304.243.2168	304.830.1026

DISASTER RESOURCES

TELEPHONE

WHEELING POLICE/FIRE/AMBULANCE

9-911

SAFETY & SECURITY EMERGENCY
DISPATCHER FOR
POLICE/FIRE/AMBULANCE

2911/2486

FACILITIES EMERGENCY DISPATCH

2241

STATE POLICE

304-238-1100

LOCAL AMBULANCE SERVICE:

Community Ambulance Service
Tri-State Ambulance and Paramedic Service
Emergency Medical Transport (EMT Ambulance)

911
304-233-4357
740-635-5555

LOCAL HOSPITALS:

Wheeling Hospital (304) 243-3300 - Emergency (304) 243-3280
Ohio Valley Medical Center (304) 234-0123 - Emergency (304) 234-8111
Reynolds Memorial Hospital (304) 845-3211 - Emergency (304) 843-3356

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University.) (In no event will the administration of this University accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

ATTACHMENT D

**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE
ASSISTANCE OF POLICE**

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University each of you is hereby suspended, subject to later review.

The Police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.