

Huntington College Crisis Management Plan

Last Revised: January 2004

HUNTINGTON COLLEGE
CRISIS MANAGEMENT PLAN

Table of Contents

	Page
Introduction & Purpose	1
Objectives	1
First Point of Alert	1
Definition of a Crisis	2
Crisis Governance	2
Christian Response	2
Maintaining the Plan	3
Declaration of Campus State of Emergency	3
Crisis Command Post	3
Crisis Management Team – List	4
Crisis Response Teams – List	5
Building Coordinators	6
Crisis Management Director	7
Crisis Management Team – Function	8
Crisis Response Teams – Functions	9-17
Campus Concerns Response Team	9
Command Post Support Response Team	10
Facilities & Business Systems Response Team	11-12
Notification & Comfort Response Team	13
Public Information Response Team	14-15
Supplemental Services Response Team	16
Vital Human Services Response Team	17
Evacuation Procedures	18
Medical and First Aid Services	19
Specific Emergency Procedures	20-28
Bomb Threat	20
Chemical or Radiation Spill	21
Earthquake	22
Explosion, Air Craft Down (Crash) on Campus	23

Fire	24
Hostage Situation	25
Room Contamination by Aerosolization	25
Suspicious Letters and Packages	25
Tornado	26
Violent or Criminal Behavior	28
Designated Safety Areas on Campus	27
APPENDIX A - Emergency Assistance	29
APPENDIX B - Facts About Anthrax and Other Biological Threats	30
APPENDIX C - How to Identify Suspicious Packages and Letters	30
APPENDIX D - Crisis Response Teams – Contact Numbers	31-37
Campus Concerns Response Team	31
Command Post Support Response Team	32
Facilities & Business Systems Response Team	33
Notification & Comfort Response Team	34
Public Information Response Team	35
Supplemental Services Response Team	36
Vital Human Services Response Team	37
APPENDIX E - Notification Tree	38
Index	39

HUNTINGTON COLLEGE CRISIS MANAGEMENT PLAN

INTRODUCTION & PURPOSE

This plan outlines the procedures to be used on campus in a crisis situation. It defines a number of crisis response teams, responsibilities of the various teams, communication channels, guidelines for a variety of emergency situations, and vital contact information for internal and external resources.

The plan does not encompass all types of crisis situations; however, the advanced planning done in its preparation and related training should help facilitate calm, quick and thorough responses should a crisis situation arise.

OBJECTIVES

The objectives of the crisis management plan:

- Minimizing loss of life or injury
- Minimizing damage to property
- Meeting the vital human service needs of students and employees
- Protecting documents and records
- Restoring regular operations of the College
- Communicating accurate facts to constituents and the public
- Ensuring that the College's response is timely, effective, responsible and compassionate – and is perceived as such

FIRST POINT OF ALERT

The first point of alert in a crisis situation should normally be to the Maintenance Office ext. 4053 (359-4053 from off-campus) or if no immediate answer, to the Maintenance “on call” number 224-0933.

The Maintenance staff person will immediately contact appropriate emergency personnel, the Vice President for Business & Finance, the Vice President & Dean of the College, and the President.

DEFINITION OF A CRISIS

A crisis is any situation or event that has a real or potential major impact on, or significant disruption to, the operations of the campus as a whole. Examples of such situations may include: environmental crises such as severe damaging storms, tornado touch down, extreme snow and ice conditions, or earthquake; accidental crises such as campus-wide utility failure, large-scale building fire, or major explosion or chemical spill; or behavioral crises such as bomb threats, threatening criminal actions, violent demonstration, or hostage situations.

Generally a crisis does not include student or employee disciplinary incidents, an individual accidental injury or isolated damages to facilities. Such situations will be handled through normal operating procedures unless there is some unusual aspect to the situation that would impact the entire campus and need to be handled as a crisis.

CRISIS GOVERNANCE

The President has designated a Crisis Management Team including the Senior Leader Team and individuals in key roles for helping the College respond to a crisis.

It is understood that if it is necessary to utilize off-campus emergency agencies to control the crisis, the College will request immediate assistance from local police and fire departments, the Huntington County Emergency Management Team, the Indiana State Police and/or the County Health Department. Once such assistance has been obtained, the College will delegate authority as appropriate to the senior command officers of these agencies.

CHRISTIAN RESPONSE

A crisis situation will likely generate more public exposure for the College than hundreds of “good news” stories. The College will be under close scrutiny with respect to how well Christian principles are followed.

As a Christian institution, Huntington College has a responsibility to respond to a crisis in a way that reflects our faith commitment and our love for one another as a Christian community. The College is committed to act prayerfully in a crisis with evident compassion, responsibility, honesty and integrity, in a way that will honor God and serve to impact our world for Christ.

MAINTAINING THE PLAN

The Crisis Management Plan will be reviewed and revised on a periodic basis – or any time deemed necessary by a significant change in College operations or structure. Training sessions for appropriate employees, staff, and students will be conducted periodically to ensure the awareness of the plan and to test readiness and functionality of the plan.

All individuals assigned responsibilities with the Crisis Management Team are to keep at their disposal current detailed procedures to carry out their responsibilities.

DECLARATION OF CAMPUS STATE OF EMERGENCY

In a crisis situation, the President, the Vice President & Dean of the College, or the Vice President for Business & Finance may declare a campus state-of-emergency.

When such a declaration is made, only registered students, faculty, staff, contracted service providers, emergency personnel and authorized members of the media are authorized to be present on campus.

Contracted service providers will be identifiable by passes issued by the Maintenance Department. Emergency personnel will be identifiable by uniform or badge. Authorized members of the media (e.g. television, radio or newspaper reporters) will be identifiable by passes issued by the Public Information Response Team.

Those who cannot present proper identification, (registration or employee identification card, or other I.D. passes) showing their legitimate business on campus, will be asked to leave the premises. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

CRISIS COMMAND POST

When a crisis occurs, the Crisis Management Director will notify the Command Post Support Response Team Leader as to the need to set up and staff a Crisis Command Post. The **first choice of location for the command post will be the second floor of the Administration Annex.** If the Administration Annex has been incapacitated by the crisis, the secondary location for the command post will be the Hiner Lecture Hall on the second floor of the Science Hall. At least one member of the Command Post Support Response Team will staff the command post at all times until the crisis period ends.

If the crisis involves a single building or a small portion of the campus, the Crisis Management Director may elect to have a College vehicle placed as near the scene of the crisis as is reasonably possible to serve as a field command post. At least one member of the Command Post Support Response Team will staff the field command post at all times until the crisis period ends.

CRISIS MANAGEMENT TEAM

Crisis Management Director: President-**Blair Dowden**

First Alternate: Vice President & Dean of the College- Norris Friesen

Second Alternate: Vice President for Business & Finance-Tom Ayers

Campus Concerns: Vice President & Dean of the College-**Norris Friesen**

Alternate: Professor of Physics-Jerry Smith

Command Post Support: Vice President for Advancement-**Ned Kiser**

Alternate: Administrative Assistant to the President-Barbara Thompson

Facilities & Business Systems: Vice President for Business & Finance-**Tom Ayers**

Alternate: Controller-Jerry White

Public Information: Executive Director of Public Relations-**John Paff**

Alternate: Managing Director of Advancement-Troy Irick

Notification & Comfort: Dean of Christian Faith & Life – **Bill Fisher**

Alternate: Vice President for Enrollment Management & Marketing-Jeff Berggren

Supplemental Services: Vice President for Enrollment Management & Marketing-**Jeff Berggren**

Alternate: Assistant Director of Enrollment-Nate Perry

Vital Human Services: Vice President for Student Development-**Ron Coffey**

Alternate: Assistant Dean of Student Development-Martha Smith

CRISIS RESPONSE TEAMS

CAMPUS CONCERNS

Norris Friesen, Leader

Jerry Smith, alternate

Chaney Bergdall

Denise Brauchla

Dwight Brautigam

Ann McPherrin

Cathy Trout

COMMAND POST SUPPORT

Ned Kiser, Leader

Barbara Thompson, alternate

Vickie Allen

Darlene Fairchild

Beth Lahr

Rich McConnell

Tracy Taufmann

Margi Roush

Pete Schownir

FACILITIES & BUSINESS SYSTEMS

Tom Ayers, Leader

Jerry White, alternate

Gary Campbell

Jerry Gressley

Shelia Hacker

Julie Hendryx

NOTIFICATION & COMFORT

Bill Fisher, Leader

Jeff Berggren, alternate

Karol Caley

Nicole Fain

Luke Fetters

Jodi Fiedler

David Kiningham

Dave Rahn

PUBLIC INFORMATION

John Paff, Leader

Troy Irick, alternate

Julie Babb

Ella Burnett

Lance Clark

Bethany Doyle

Linda Taylor

SUPPLEMENTAL SERVICES

Jeff Berggren, Leader

Nate Perry, alternate

Mike Frame

Sandy Marion

Carlene Peters

VITAL HUMAN SERVICES

Ron Coffey, Leader

Martha Smith, alternate

Ken Akins

Jesse Brown

Cynthia Buff

Donna Heck

Joanne Miller

Margaret Pasko

Gary Turner

Kevin Vanden Akker

BUILDING COORDINATORS

Administrative Annex—Beth Lahr
Becker Hall—Shelia Hacker
Forester Village—Dusty Abshire
Habecker Dining Commons—Ken Akins
Huntington Union Building—Karol Caley
Library—Bob Kaehr
Loew-Brenn—Denise Brauchla
Maintenance Building – Susan Stong
Merillat Centre for the Arts—Steve Pozezanac
Merillat Physical Education Recreation Center—Gary Turner
Residence Halls
 Baker Hall—Kate Magro
 Hardy Hall—Jenni Shaffer
 Meadows Hall —Joanne Miller
 Miller Hall —Joanne Miller
 Roush Hall —Kate Magro
 Wright Hall —Dusty Abshire
Science Building—Juanita Schrod

Duties:

- a) Emergency Preparedness
 1. Annually distribute building evacuation information to all employees in the building
 2. Maintain an up-to-date roster of employees working in the building
 3. Know the location of fire extinguishers and first aid equipment in the building
 4. Be familiar with the Crisis Management Plan and keep a copy of the plan readily available

- b) In an Emergency and/or Crisis
 1. Call the Maintenance Office ext. 4053 (359-4053) or if no immediate answer, the “on-call” number 224-0933
 2. In a crisis, contact the Crisis Management Director for direction
 3. Inform all employees working in the building of the emergency/crisis condition
 4. Initiate building evacuation when appropriate and take attendance
 5. Maintain emergency telephone communications with officials (from an alternate site if building evacuation is necessary)

CRISIS MANAGEMENT DIRECTOR

Role

The function of the Crisis Management Director is to direct the College's response to the crisis. This includes mobilizing the Crisis Management Team and their respective response teams as appropriate and coordinating their activities.

Who

The President (Blair Dowden) is designated as the Crisis Management Director. In the absence of the President, the Vice President & Dean of the College (Norris Friesen) will serve as the Crisis Management Director. In the absence of the President and the Vice President & Dean of the College, the Vice President for Business & Finance (Tom Ayers) will serve in this capacity.

Where

The Crisis Management Team will meet in the President's Office Conference Room in the Administration Annex (alternate location will be the Hiner Lecture Hall on the second floor of the Science Hall)

Duties

The duties of the Crisis Management Director include:

- a) Alerting and assigning duties to Crisis Management Team members as may be required to respond to the particular crisis
- b) Mobilizing Crisis Response Teams as needed and coordinating their activities
- c) Establishing a crisis command post with the assistance of the Command Post Support Response Team
- d) Assessing the nature and magnitude of the crisis
- e) Declaring and ending, when appropriate, a campus state-of-emergency
- f) Performing other related duties as may be needed by virtue of the crisis
- g) Calling the Crisis Management Team together periodically to brief any new members, make adjustments in members assigned to response teams, review supporting data, phone numbers, plan appendices for accuracy, and revise the plan if needed

CRISIS MANAGEMENT TEAM

Role

The function of the Crisis Management Team is to advise and assist the President in managing the College's response in a time of crisis. Members of the team will oversee response teams charged with specific duties to assist in the crisis management effort. As directed by the President, members will mobilize their respective response teams and proceed to the Command Post for consultation.

Who: (see chart on page 6)

Where

President's Conference Room on the second floor of the Administration Annex (alternate location will be the Hiner Lecture Hall on second floor of the Science Hall)

Duties

1. Pre-crisis responsibilities
 - b) Keeping a current copy of this Crisis Management Plan at home and in the office
 - c) Notifying the Crisis Management Director of any needed revisions to the Crisis Management Plan
 - d) Attending periodic review meetings
 - e) Making sure response team members know and understand their responsibilities
 - f) Maintaining appropriate resources for use by the response team to use in a crisis
2. During a crisis
 - a) Mobilizing his/her response team as directed by the Crisis Management Director
 - b) Keeping response team members informed about the nature of the crisis
 - c) Providing oversight and direction to his/her response team as needed
 - d) Keeping the Crisis Management Director well informed as events develop
3. Post-crisis Responsibilities
 - a) Seeing that all resources and operations pertaining to his/her response team are restored to normal status
 - b) Reviewing how well the Crisis Management Plan worked and working to update the plan as needed

CAMPUS CONCERNS RESPONSE TEAM

Role:

The function of the Campus Concerns Response Team is to coordinate the flow of information to the campus community and to assist the Crisis Management Director in assuring the campus community that the College is responding quickly, sensitively, and appropriately to the human dimensions of the crisis.

Who: (see chart on page 6)

Where:

The Becker Hall first floor conference room

Duties:

The duties of the Campus Concerns Response Team include:

- a) Setting up an information station for students, faculty and staff to receive information and updates on the crisis situation
- b) Continually providing updates regarding the campus situation to students, faculty and staff
- c) Arranging the format and program for any campus-wide meeting(s) during and immediately following the crisis
- d) Planning and implementing strategies to assist students and employees in coping with the shock associated with the crisis such as prayer times, special chapels, memorial services, grief counseling, etc.
- e) Ensuring that the campus community feels that the College is responding fully and appropriately to the human dimensions of the crisis
- f) Ensuring that the Crisis Management Director is kept well informed of events as they develop

COMMAND POST SUPPORT RESPONSE TEAM

Role:

The Command Post Support Response Team is responsible for providing supportive services to the Crisis Management Director in a time of crisis. This includes assisting in the immediate communication of the crisis to members of the Crisis Management Team and the establishment of a Crisis Command Post.

Who: (see chart on page 6)

Where:

Location will be the second floor of the Administration Annex if available. Secondary location will be the Hiner Lecture Hall on the second floor of the Science Hall.

Duties:

The duties of the Command Post Support Response Team include:

- a) Alerting the members of the Crisis Management Team of the crisis as directed by the Crisis Management Director
- b) Alerting building coordinators of the crisis and relaying instructions to them
- c) Staffing a Crisis Command Post, including the routing of incoming calls and inquiries
- d) Establishing separate facilities for use by outside emergency teams and media including service for telephone and electrical appliances as appropriate
- e) Providing assistance to the Crisis Management Director as needed
- f) Making sure that resource materials are readily available at the Command Post, including multiple copies of the Crisis Management Plan, roster of currently enrolled students, employee roster, telephone directories, floor plans, etc.
- g) If a field command post is needed, arranging for the following equipment to be available:
 - i. Two portable hand radios with back-up batteries
 - ii. Portable public address system
 - iii. Two cellular phones
 - iv. Campus phone directory and local phone directory
 - v. Copy of Crisis Management Plan
- h) Providing the members of the Board of Trustees with information and updates on the crisis as directed by the President
- i) Providing church leaders with information and updates on the crisis as directed by the President
- j) Making arrangements for meetings and/or conference calls of the Board of Trustees as needed
- k) Ensuring the Crisis Management Director is kept well informed of events as they develop

FACILITIES & BUSINESS SYSTEMS RESPONSE TEAM

Role:

The Facilities & Business Systems Response Team is responsible for taking immediate action to minimize injury and loss of life, minimize damage to property, protect records and for working to immediately analyze and restore regular operational systems including communication, computing and business services.

Who: (see chart on page 6)

Where:

The conference room on first floor of the Science Hall

Duties:

The duties of the Facilities & Business Systems Response Team include:

Facilities:

- a) Taking immediate and appropriate action to protect life, property, and to safeguard records as necessary
- b) Notifying and coordinating activities with emergency service providers, outside contractors and governmental agencies as necessary
- c) Establishing an initial perimeter around the site to control access and traffic
- d) Providing fire prevention services as needed
- e) Providing equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection
- f) Providing vehicles, equipment and operators for movement of personnel and supplies
- g) Obtaining the assistance of utility companies as required
- h) Furnishing emergency power and lighting systems as required
- i) Monitoring campus emergency warning and evacuation systems
- j) Ensuring the Crisis Management Director is kept well informed of events as they develop

Business Systems:

- a) Contacting legal counsel for advice and service
- b) Maintaining and/or restoring communication services
- c) Arranging for off-site storage of necessary records and supplies

- d) Securing backup alternatives for critical computing operations
- e) Securing alternate office and/or classroom space as needed
- f) Maintaining and/or restoring financial and registration services
- g) Ensuring the Crisis Management Director is kept well informed of events as they develop

NOTIFICATION & COMFORT RESPONSE TEAM

Role:

The Notification & Comfort Response Team is responsible for providing comfort and assistance to the next of kin of any members of the campus community injured or killed in the crisis.

Who: (see chart on page 6)

Where:

Campus Ministries Office located on the first floor of the HUB

Duties:

The duties of the Notification & Comfort Response Team include:

- a) Working with local authorities to determine and carefully verify the identities of any persons injured or dead. Information required about the victims will include:
 - i. full name, age, student year, program of study
 - ii. local and home address
 - iii. parents/guardians/spouses names, address, phone number
 - iv. the position or function, if any, regarding the student's involvement in the crisis
 - v. photo of student/staff (consult with family prior to releasing)
 - vi. pastor's name, address and phone numbers
- b) Serving as primary liaison between the college and the families of any persons injured or killed
- c) Notifying next of kin of students or faculty and staff of death, serious injury, or other developments that warrant notification of family or relatives. This must be performed in a sensitive and factual manner. The team must:
 - i. Verify information about those involved in the crisis
 - ii. Make prompt, sensitive and appropriate notification to next of kin (after proper consultation with county coroner's office, hospital or appropriate authority and the Crisis Management Director)
- d) Handling any other details that may be related to family concerns, funerals, medical care, travel, accommodations or other areas in which the College should offer assistance
- e) Mobilizing appropriate personnel to assist the families, i.e. home church pastors
- f) Ensuring the Crisis Management Director is kept well informed of events as they develop

PUBLIC INFORMATION RESPONSE TEAM

Role:

The function of the Public Information Response Team is to coordinate dissemination of information about the crisis to the College's external audiences and to serve as liaison between the College and the media.

Who: (see chart on page 6)

Where:

The second floor of the Administration Annex

Duties:

The duties of the Public Information Response Team include:

- a) Ensuring a timely flow of accurate information to the public and the media from one chief college spokesperson – generally the Public Information Team Leader or the President
- b) Being open and truthful in all communications while responding compassionately to the human dimensions of the crisis and being cognizant of the legal liability of the information contained in any statement to the media
- c) Preparing a brief initial statement that can quickly be handed, faxed, or dictated to news media as well as being posted on the College's website. Allowing this statement to stand until more information is available for preparation of more detailed remarks and then updating the statement periodically as new information warrants.
- d) Responding to calls from media and others requesting information while avoiding impromptu verbal responses
- e) Making arrangements with the Facilities & Business Systems Response Team for direction and reception of media visiting the campus with parking and meeting locations determined by the specifics of the situation
- f) Establishing liaison with the news media for any public announcements and the dissemination of information in consultation with the Crisis Management Director
- g) Establishing rules for media access and issuing media passes as appropriate
- h) Dispatching a photographer or members of the publications staff to the scene for documentation if appropriate
- i) Communicating details to the public regarding information about chapels, funerals, and memorial services
- j) In coordination with the Vital Human Services Response Team, communicating details to the public regarding donations being accepted related to vital human services
- k) Advising the Crisis Management Director of media reports related to the crisis

- l) Scheduling press conferences for the media as approved or directed by the Crisis Management Director
- m) Assisting the Campus Concerns Response Team in developing messages to inform the campus, parents, donors, neighbors and other constituents about the crisis and its resolution
- n) Ensuring the Crisis Management Director is kept well informed of events as they develop

SUPPLEMENTAL SERVICES RESPONSE TEAM

Role:

The Supplemental Services Response Team is responsible for providing assistance to the Crisis Management Director and/or any of the other response teams needing additional staffing support and for coordinating and dispatching volunteers in a time of crisis.

Who: (see chart on page 6)

Where:

Admissions Office on first floor of the HUB

Duties:

The duties of the Supplemental Services Response Team include:

- a) Immediately checking with the Crisis Management Director as to where additional staffing support is needed
- b) Dispatching staff to supplement the staff of other response teams as needed
- c) Recruiting additional staff from around the campus to assist in the time of crisis as needed
- d) Coordinating and dispatching volunteers to assist various response teams as needed
- e) Ensuring the Crisis Management Director is kept well informed of events as they develop

VITAL HUMAN SERVICES RESPONSE TEAM

Role:

The Vital Human Services Response Team is responsible for providing shelter, food and other basic needs for students, employees and volunteers in the event of a crisis.

Who: (see chart on page 6)

Where:

Student Development Office on second floor of HUB

Duties:

The duties of the Vital Human Services Response Team include:

- a) Informing Resident Directors, Resident Assistants and Campus Ministries Coordinators of the nature of the crisis and assisting them in meeting student needs
- b) Securing alternate housing for students as needed
- c) Arranging alternate food service as needed
- d) Working with the Facilities & Business Systems Response Team to see that utility problems are properly reported and resolved
- e) Securing and distributing supplies to meet other basic needs, such as clothing, blankets, medical supplies, etc.
- f) Assisting outside emergency agencies in providing first-aid as needed
- g) Making arrangements for transportation of students and staff to get medical attention as needed
- h) Arranging for the receipt of donations related to vital human services and coordinating with the Public Information Response Team any communication to the public regarding donations being accepted
- i) Ensuring the Crisis Management Director is kept well informed of events as they develop

EVACUATION PROCEDURES

Building Evacuation

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Police, Building Coordinator, Maintenance staff, Senior Leader or Crisis Management Director.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. Once outside, move to a clear area that is at least 500 feet away from the affected building and proceed to the pre-assigned assembly point. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- d. DO NOT return to an evacuated building unless told to do so by Campus Police, Building Coordinator, Maintenance staff or Senior Leader.
- e. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants.

Campus Evacuation

- a. The Crisis Management Director is responsible for announcing any evacuation of all or part of the campus.
- b. All students, staff and campus guests are to immediately vacate the site in question and relocate as directed.

MEDICAL AND FIRST AID SERVICES

Emergency Telephone Numbers: On-campus dial: **9-911** Off-campus dial: **911**

1. If serious injury or illness occurs on campus, immediately dial the emergency number. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
2. Call the Maintenance Office and report the situation.
3. In case of minor injury or illness, Red Cross trained personnel should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and give artificial respiration if necessary
 - d. Control serious bleeding by direct pressure on the wound
 - e. Continue to assist the victim until help arrives
 - f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics

*Only Red Cross trained personnel should provide first aid treatment (ie. First aid, CPR).

SPECIFIC EMERGENCY PROCEDURES

Bomb Threat:

1. If there is a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call (9) 911 or 911.
2. When notified of a bomb threat, the Building Coordinator will immediately notify the Vice President for Business & Finance (ext. 4002 or 4003) to report the incident and ask for direction on whether to evacuate the building or not. To evacuate the building, the firm alarm is to be pulled.
3. If an emergency exists, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the incident by phone to the maintenance department at 4053.
4. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same
5. Every incident should be taken seriously
6. Do not open drawers, cabinets, or turn lights on or off.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus Police, Building Director, Maintenance staff or Senior Leader.
9. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants

Chemical or Radiation Spill:

1. Any spillage of hazardous chemical or radioactive materials should be reported immediately to the Maintenance Office (ext. 4053 or 4052). Be specific about the nature of the involved material and exact location. The Maintenance Office will contact the necessary specialized authorized and medical personnel.
2. If an emergency exists, activate the building alarm. CAUTION: If an alarm fails to go off, report the emergency by telephone.
3. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
4. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas.
5. 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 Campus Police or Maintenance staff. Required first aid and cleanup by specialized authorities should be started at once.
6. 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.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Campus Police, Building Coordinator, Maintenance staff or Senior Leader.
8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants.

Earthquake:

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. 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.
3. 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.
4. If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.
5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
6. After the initial shock, evaluate the situation, and if emergency help is necessary, call (9) 911 or 911. Protect yourself at all times and be prepared for after-shocks.
7. 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.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Campus Police, Building Director, Maintenance staff or Senior Leader.
9. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants.

Explosion, Air Craft Down (Crash) On Campus:

In the event a mishap occurs such as 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. If necessary, or when directed to do so, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by phone to the Maintenance Office.
3. After the effects of the explosion and/or fire have subsided, call (9) 911 or 911 and notify the Vice President for Business & Finance and/or Maintenance Office. Give your name and describe the location and nature of the emergency.
4. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the handicapped in exiting the building. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus Police, Building Coordinator, Maintenance staff or Senior Leader.
8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants.

Fire:

In an emergency dial (9) 911 on-campus 911 off-campus
Maintenance Office: 4052, 4053 or 224-0933

1. PULL THE NEAREST FIRE ALARM

- Evacuate the building. CAUTION: If the alarm fails to go off, call 911 to report the fire to the fire department.
2. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
 3. Once at a safe location, contact the Maintenance Office immediately. Report your name, building and location of the fire.
 4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.
 5. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Campus Police, Building Director, Maintenance staff or Senior Leader.
 6. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the Building Coordinator to account for all building occupants.

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!

Hostage Situation:

1. Call the police: On-Campus: dial 9-911 Off-campus: dial 911
2. Notify Campus Police at 224-1412
3. Notify Maintenance Office: ext. 4052, 4053 or 224-9033
4. Stay calm and avoid taking risks that would endanger your safety and well-being or that of others.
5. Keep track of the following along with any other noteworthy information that may be of help to the police:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
6. Assist police officers as requested when they arrive on site.
7. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment.

Room Contamination By Aerosolization:

1. If possible, turn off all local fans or ventilation units in the area.
2. Alert others and evacuate the area immediately.
3. Close the door to the area and keep others out.
4. Call 9-911 from a campus phone or 911 from a non-campus phone.
5. Notify Maintenance Office at extension 4053 or 4052 or call 224-0933 and request that the air handling system be shutdown.
6. Notify the Building Coordinator and assist him/her in noting who was in the area at the time of the incident.

Suspicious Letters And Packages:

1. Do not handle a piece of mail that you suspect is contaminated.
2. Do not shake it, bump it, sniff it, or empty it.
3. Place the piece of mail in a plastic bag or container to prevent leakage. If no container is available, cover the mail with anything (cloth, trash can, etc.).
4. Alert nearby workers, leave the room, close the door, and keep others out of this area.
5. Do not try to clean up any powder that spills out of the piece of mail and cover any spilled contents immediately.
6. Go to the nearest sink and wash your hands with soap and water.
7. Call 9-911 from a campus phone or 911 from a non-campus phone.
8. Notify Maintenance Office at extension 4053 or 4052 or call 224-0933 and request that the air handling system be shutdown.
9. Notify the Building Coordinator and assist him/her in noting who was in the area at the time of the incident.

Tornado:

Severe Thunderstorm- characterized by high winds and dangerous lightening and thunder.

Tornado Watch—Means conditions are favorable to the development of tornadoes. Be alert to worsening conditions and be prepared to take shelter.

Tornado Warning—Means a tornado has actually been sighted or indicated on radar. The local signal is being sounded. **Take shelter immediately** and keep in mind:

1. Go to an interior hallway or room on the lowest floor of the building or to a designated shelter area
2. Stay away from windows, to avoid flying debris
3. AVOID auditoriums, gymnasiums and other large rooms, if possible

Designated Safety Areas on Campus:

- a. **Administration Annex:** Offices and classrooms in lower level
- b. **Art Annex:** Basement area
- c. **Baker Hall:** *Primary:* Restroom areas on each floor (lowest level is preferred)
Secondary: Basement storage area
- d. **Becker Hall:** Basement room A-6 and adjacent hall, northeast corner under stairway and the restrooms
- e. **Habecker Dining Commons:** Kitchen Area
- f. **Hardy Hall:** *Primary:* Basement Hallway and Restroom Area (stay out of the lower level lounge)
Secondary: Restroom areas on each floor (lowest level is preferred)
- g. **Huntington Union Building (HUB):** *Primary:* Lower Level restrooms or back hallway
Secondary: Back area of bookstore and bookstore office
- h. **Library:** Restrooms in basement
- i. **Loew-Brenn Hall:** *Primary:* Basement hallway or basement restrooms and under stairway (northeast corner)
Secondary: Restroom areas on each floor (lowest level is preferred)
- j. **Maintenance Building:** Storage Room in the Basement Area
- k. **Meadows Hall:** *Primary:* Restrooms on lowest level
Secondary: Restroom areas on each floor (lowest level is preferred)
- l. **Merillat Center for the Arts:** Lower level music and communications hallways
- m. **Merillat PERC:** Locker rooms and restrooms
- n. **Miller Hall:** *Primary:* Restrooms on lowest level
Secondary: Restroom areas on each floor (lowest level is preferred)
- o. **Roush Hall:** *Primary:* 1st Floor Lounge and Restroom Area
Secondary: Restroom areas on each floor (lowest level is preferred)
- p. **Science Building:** Basement hallways
- q. **United Brethren Headquarters:** Restrooms on lowest level
- r. **Wright Hall:** *Primary:* Hallway adjacent to laundry room (northeast corner)
Secondary: Restroom areas on each floor (lowest level is preferred)

Violent or Criminal Behavior:

1. Call the police: On-Campus: dial 9-911 Off-campus: dial 911
2. Notify Campus Police at 224-1412
3. Notify Maintenance Office: ext. 4052, 4053 or 224-0933
4. Stay calm and avoid taking risks that would endanger your safety and well-being or that of others
5. Keep track of the following along with any other noteworthy information that may be of help to the police:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
6. Assist police officers as requested when they arrive on site
7. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment

APPENDIX A

EMERGENCY ASSISTANCE

On-Campus

1. Emergency Services: dial 9-911 from on-campus
2. Campus Police: dial extension 4035 or cell phone 224-1412
3. Maintenance staff is available during normal working hours and on short notice at other times: dial extension 4052 or 4053 or dial 224-0933

Off-Campus

American Red Cross	356-2910
Cinergy/PSI Energy (electricity)	1-800-343-3525
Emergency Management/Civil Defense	358-4870
Environmental Emergencies	1-888-233-7745
Huntington City Police/Emergency	911 or 356-7110
Huntington County Sheriff	911 or 356-8316
Huntington Fire Department	911 or 356-3620
Huntington Health Department	358-3841
Huntington Street & Sanitation Department	356-4720
Huntington Water Works Plant	358-2309
Huntington Water Pollution Control	358-2313
Indiana Poison Center	1-800-222-1222
Indiana State Police (Emergency only)	356-8055
National Response Center (hazardous spills & releases)	1-800-424-8802
Parkview Huntington Hospital	911 or 355-3000
SBC Ameritech (local telephone)	1-800-480-8088
Vectren Energy (natural gas)	1-800-227-1376

APPENDIX B

FACTS ABOUT ANTHRAX AND OTHER BIOLOGICAL THREATS

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist.
- ***Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.***
- For anthrax to be effective as a covert agent, it must be aerosolized (sprayed) into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

APPENDIX C

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following; however, these must be taken in the context of the mail processing setting.

- Contains materials other than a letter – such as powder, liquid or anything else that is unusual
- May bear restricted endorsements such as “Personal” or “Private”
- There is no return address, an unusual address that makes no sense or an illegitimate address
- Addressee’s name or title may be inaccurate or is addressed to someone no longer at designated address
- May have excessive postage
- May feel rigid or appear uneven or lopsided
- May be sealed with excessive amounts of tape

**APPENDIX D
CRISIS RESPONSE TEAMS – CONTACT NUMBERS**

CAMPUS CONCERNS RESPONSE TEAM

	<u>OFFICE</u>
Norris Friesen (Leader)	359-4008
Jerry Smith (Alternate)	359-4207
Chaney Bergdall	359-4234
Denise Brauchla	359-4079
Dwight Brautigam	359-4223
Ann McPherren	359-4225
Cathy Trout	359-4009

COMMAND POST SUPPORT RESPONSE TEAM

OFFICE

Ned Kiser (Leader)	359-4044
Barbara Thompson (Alternate)	359-4049
Vickie Allen	359-4042
Darlene Fairchild	0/ 359-4069
Beth Lahr	359-4046
Rich McConnell	359-4043
Tracy Taufmann	359-4068
Margi Roush	359-4097
Pete Schownir	359-4045

FACILITIES & BUSINESS SYSTEMS RESPONSE TEAM

OFFICE

Tom Ayers (Leader)	359-4002
Jerry White (Alternate)	359-4006
Gary Campbell	359-4130
Jerry Gressley	359-4052
Shelia Hacker	359-4023
Julie Hendryx	359-4200

NOTIFICATION & COMFORT RESPONSE TEAM

	<u>OFFICE</u>
Bill Fisher (Leader)	359-4031
Jeff Berggren (Alternate)	359-4016
Karol Caley	359-4076
Nicole Fain	359-4095
Luke Fetters	359-4151
Jodi Fiedler	359-4030
David Kiningham	359-4121 / 260/471-1950
Dave Rahn	359-4228

PUBLIC INFORMATION RESPONSE TEAM

	<u>OFFICE</u>
John Paff (Leader)	359-4051
Troy Irick (Alternate)	359-4044
Julie Babb	359-4048
Ella Burnet	359-4069
Lance Clark	359-4281
Bethany Doyle	359-4171
Linda Taylor	359-4047

SUPPLEMENTAL SERVICES RESPONSE TEAM

	<u>OFFICE</u>
Jeff Berggren (Leader)	359-4016
Nate Perry (Alternate)	359-4019
Mike Frame	359-4082
Sandy Marion	359-4000
Carlene Peters	359-4020

VITAL HUMAN SERVICES RESPONSE TEAM

	<u>OFFICE</u>
Ron Coffey (Leader)	359-4029
Martha Smith (Alternate)	359-4040
Ken Akins	359-4058
Jesse Brown	359-4028
Cynthia Buff	359-4212
Donna Heck	359-4092
Joanne Miller	359-4286
Margaret Pasko	359-4026
Gary Turner	359-4284
Kevin Vanden Akker	359-4287

APPENDIX E

NOTIFICATION TREE

Initiated by: **Blair Dowden, Norris Friesen, or Tom Ayers**

- ❖ Barbara Thompson, 4049 (Pam Rudy serves as backup)
 - Pam Rudy, 4003 (Shelia Hacker serves as backup)
 - Science Hall, Juanita Schrodts, 4211
 - Becker Hall, Shelia Hacker, 4023
 - UB Headquarters, Lori Garde, 4039
 - Tracy Taufmann, 4068
 - Annex, Beth Lahr, 4046
 - Merillat PERC, Gary Turner, 4284
 - HUB, Karol Caley, 4076
 - Cathy Trout, 4009
 - Library, Bob Kaehr, 4063
 - Merillat Fine Arts, Steve Pozezanac, 4260
 - Loew-Brenn Hall, Denise Brauchla, 4079
 - Margaret Pasko, 4026
 - Baker & Roush, Kate Magro, 3515
 - Hardy, Jenni Shaffer, 3571
 - Meadows & Miller, Joanne Miller, 4286
 - Wright & Forester Village, Dusty Abshire, 3647
 - Julie Hendryx, 4200
 - Habecker Dining Commons, Ken Akins, 4058
 - Maintenance, Susan Stong, 4053
 - MJV, Brenda Emley, 4073

** Juanita Schrodts should be advised if an all-campus email or voicemail is required.

INDEX

- Additional Services, 16, 36
- Air Craft Down, 23
- American Red Cross, 29
- Anthrax, 30
- Biological Threats, 30
- Bomb Threat, 20
- Building Coordinators, 6
- Building Evacuation, 18
- Business Systems, 11, 33
- Calling Tree, 39
- Campus Concerns Team, 9, 31
- Campus Evacuation, 18
- Central Command, 3
- Chemical Spill, 21
- Christian Response, 2
- Command Post Support Team, 10, 32
- Command Post, 3
- Communications, 14
- Crash, 23
- Criminal Behavior, 28
- Crisis Command Post, 3
- Crisis Director, 7
- Crisis Director's Duties, 7
- Crisis Governance, 2
- Crisis Management Director, 7
- Crisis Management Team, 4
- Crisis Management Team's Duties, 8
- Crisis Response Teams, 5
- Crisis Team List, 5
- Death Notification, 13
- Definition of a Crisis, 2
- Designated Safety Areas, 27
- Earthquake, 22
- Emergency Assistance, 29
- Emergency Preparedness, 6
- Evacuation Procedures, 18
- Explosion, 23
- Facilities & Business Systems Team, 11, 33
- Field Command Post, 3
- Fire Department, 29
- Fire, 24
- First Aid Services, 19
- First Alert, 1
- First Contact, 1
- Health Department, 29
- Hospital, 29
- Hostage Situation, 25
- Injury Notification, 13
- Management Team, 4
- Medical Services, 19
- Notification & Comfort Team, 13, 34
- Notification Tree, 38
- Off-Campus Assistance, 29
- Plan Maintenance, 3
- Plan Revisions, 3
- Poison Control, 29
- PR Team, 14, 35
- Public Information Team, 14, 35
- Radiation Spill, 21
- Room Contamination, 25
- Severe Thunderstorm, 26
- State-of-Emergency, 3
- Supplemental Services Team, 16, 36
- Suspicious Mail, 25, 30
- Suspicious Packages, 25, 30
- Telephone Numbers, 38
- Tornado Warning, 26
- Tornado Watch, 26
- Tornado, 26
- Updates to the Plan, 3
- Utilities, 29
- Violent Behavior, 28
- Vital Human Services Team, 17, 37
- Volunteers, 16