

# **Emergency Management Plan**



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UNIVERSITY®**

# Emergency Management Plan

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## **I. SUMMARY**

The Marshall University Emergency Preparedness Plan provides a management framework for responding to major emergencies that may threaten the health and safety of the University community, or disrupt its programs and operations. The Emergency Plan applies to a broad range of emergency events, including such incidents as fires or explosions, hazardous material releases, extended power outages, floods, or mass casualty events.

The Emergency Plan establishes an **Emergency Management Team (EMT)** that ascertains the scope of an incident and advises the University President. The Emergency Management Team establishes response strategies and tactics, deploys resources, and initiates the emergency recovery process.

Emergency response actions are guided by Marshall University's **overriding emergency goals, which are to:**

- 1. Protect life safety**
- 2. Secure critical infrastructures and facilities**
- 3. Resume the teaching and research program**

**Department Emergency Plans** are developed in each Marshall University administrative and academic unit. These documents outline strategies for protecting department personnel and programs.

## **II. PURPOSE**

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. 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.

Through the use of appendices, this Emergency Management Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident. These include emergency instructions and references in a concise format for the individuals to manage University resources.

## **III. SCOPE**

The Marshall University Emergency Management Plan guides emergency preparedness, response, and recovery actions. It applies to a broad range of emergency incidents, which are classified according to their severity and potential impact:

**An emergency event at Marshall University may be designated as a Level 1, Level 2, or Level 3 event.**

**Level 1** A minor, localized department or building incident that is quickly resolved with existing University resources or limited outside help.

A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area.

Level 1 incidents generally do not require activation of the Emergency Plan. Impacted personnel or departments coordinate directly with the Marshall University Police Department, the Health and Safety Department, and/or Physical Plant to resolve Level 1 conditions. In some incidents, University Communications will be asked to assist in the preparation of bulletins, press releases, or other public announcements.

**Level 2** A major emergency that disrupts sizable portions of the campus community. Level 2 emergency may require assistance from external organizations. These events may escalate quickly, and have serious consequences for mission-critical functions and/or life safety.

Level 2 incidents may require activation of the Emergency Plan, as determined by the President or his/her designee.

Examples: Building fire, major chemical spill, extensive power or utility outage, severe flooding, or any existing or imminent external emergency that may affect University personnel or operations.

**Level 3** A disaster involving the entire campus and surrounding community. The effects of the emergency are wide-ranging and complex, and normal University operations are suspended. A timely resolution of disaster conditions requires University-wide coordination and extensive coordination with external jurisdictions.

Upon a determination by the President or his/her designee that a Level 3 incident exists, the Emergency Plan is automatically activated.

Examples: Major flood, terrorist attack.

#### **IV. EMERGENCY OPERATIONS CENTER (EOC)**

(Protected Information)

In developing emergency-specific action plans and policies, the Emergency Management Team (EMT) will be guided by these goals. Naturally, the circumstances of a particular emergency event may require some adjustments, but the following emergency response priorities will generally be observed:

**LIFE SAFETY, INFRASTRUCTURE, AND PROGRAM PRIORITIES:**

**1. Dependent Populations**

(e.g., student residents; occupied classrooms; offices; event venues)

**2. Buildings Critical to Health and Safety**

(e.g., medical facilities; sites with potential hazards from chemical, biological or radioactive materials; police buildings; emergency shelters; food supply locations)

**3. System that Sustains the Emergency Response**

(e.g., energy systems and utilities; communication hubs; computer networks; transportation systems)

**4. Classroom and Research Buildings (unoccupied)**

(e.g., primary lecture halls and classrooms; specialized laboratories and research sites; libraries and special collections)

**5. Administrative Buildings (unoccupied)**

All Marshall management personnel (i.e., senior administrative officers, deans, department chairs, directors, laboratory and facility managers) are considered essential personnel during major emergencies or disasters, and their emergency roles and responsibilities are specified in their respective Department Emergency Plans.

Departmental emergency plans are developed in each Marshall University administrative and academic unit. These documents outline strategies for protecting department personnel and programs.

**V. RESPONSE PROCEDURES**

1. The emergency management organization responds to the variety of emergencies and disasters that could confront the University. The emergency management organization consists of certain executives, administrative officials, field forces of existing departments and offices, special forces of volunteer groups and others, and specified private resources.

Upon the occurrence or threat of an emergency situation or disaster, the emergency management organization, the Marshall University Emergency Management Plan (EMP) and Emergency Operations Center (EOC) are activated in whole or part as appropriate to the circumstances. In time of disaster such actions will be taken in response to the declaration of a state of emergency by the university president or his/her designee. Such occurrences or threats are classified according to an Emergency Action Level Classification System to facilitate staged actions and the degree of response. Minimum EOC staffing, public warning and communications watches occur under less severe

classifications, whereas full EOC staffing, public protective actions and complete response mobilization occur under the most severe classifications.

The University responds using existing resources supplemented by local volunteer and public organizations. Immediate disaster assessment (with reports to state government if necessary) occurs concurrently with response activities. All such response activities are coordinated through the EOC to assure effective response and recovery.

For those situations where response is beyond the capability of Marshall University due to the severity or the need for special equipment or resources, the President may request city or county resource aid. Supplemental assistance may also be requested directly from the state. The governor may declare a disaster, emergency, or incident that requires activation of state assistance (pursuant to the Marshall University Emergency Management Plan). A state EOC is established for the coordination with the local EOC's when response is beyond the capability of state and local resources, supplemental assistance from the federal government may be provided until full recovery is achieved.

## **VI. EMERGENCY MANAGEMENT ORGANIZATION**

### General

1. The overall responsibility for emergency preparedness rests with government on all levels, including all agencies of state, county and city in coordination with Marshall University; private and volunteer personnel; public officers and employees; and all other persons or groups having duties or responsibilities under this plan or pursuant to a lawful order or directive.
2. The general nature of most emergency situations and disasters requires prompt responses and effective actions to cope with the situation. Such a reaction can be obtained from existing agencies of government, supplemented as necessary from volunteer and private resources. For this reason, such governmental agencies constitute the emergency services forces and the basic framework of the emergency management organization.
3. Although existing governmental agencies and the University satisfy some of the requirements for emergency organizations, many do not normally operate in a manner suitable for emergency operations and must realign their structure for such activities. In addition, existing governmental agencies cannot accomplish all necessary emergency functions and must be augmented by the private sector.
4. State and local disaster relief forces and emergency services forces will be formed with maximum utilization of all personnel resources. University, legal and governmental resources will be augmented by selected individuals and organizations from the private sector. Special-purpose units having no pre-disaster counterparts designed to serve in such units

are detached from their regular agencies or department when these units are mobilized.

- a. The emergency management organization of this emergency jurisdiction consists of all departments, offices and resources of Marshall University; and applicable volunteer and private resources.

## **A. President and Executive Group**

The University President directs and coordinates through various administrators and officers the specific activities of University offices and departments.

The Executive Group consists of the President, Chief of Staff, General Counsel, Senior Vice President for Academic Affairs/Provost, and the Senior Vice President for Finance and Administration. Additional officials may be added to the group dependent upon the circumstances.

The Executive Group's role is that of making policy and major decisions.

Typically, this would be centered on planning and preparation prior to and the recovery from the incident, its long-term effects of the incident and the need to restore the University to normal operations (continuity of operations planning and recovery management).

All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rest with the President and Executive Group. After consulting with the University Incident Commander and appropriate members of the Executive Group, the President or his/her designee shall be responsible for declaring any major institutional emergency.

In the event of the declaration of an emergency, the Executive Group will assemble in a place designated by the President that is independent from the Emergency Operations Center.

The chain of command for this executive authority is:

1. University President
2. Chief of Staff
3. General Counsel
4. Senior Vice President for Academic Affairs/Provost
5. Senior Vice President for Finance and Administration

## **B. Emergency Management Team**

Overall direction and authority for the Emergency Management Team (EMT) of the University lies with the Director of Public Safety. The Director of Public Safety will act as Incident Commander and will direct response actions to save

lives and protect. All available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this framework. The Incident Commander reserves the right to appoint others to this group dependent upon the nature of the emergency.

The Emergency Management Coordinator will be the Director of Health and Safety. This person is responsible for coordination of emergency planning and training and preparation of the Emergency Management Plan along with its annual updating. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency. This position is responsible for maintaining the Emergency Management Plan

The Vice President of Information Technology will serve as a key element in the communication and information distribution system within the University. This position will provide the Emergency Management Team with the information needed to protect and maintain this system.

The Vice President of Communications and Marketing will serve as the EOC coordinator of public information. Internal campus status bulletins and external press briefings will be managed through this position to the Communications Group. This coordinator will be responsible for the scheduling of informational updates and the information to be released to the campus and community in coordination with the Executive Group.

The Emergency Management Team (EMT) will be responsible for these duties:

1. Activate emergency personnel and resources.
2. Organize and maintain Emergency Operation Center (EOC) operations.
3. Formulate and review operational guidelines.
4. Provide overall direction and coordination of disaster response, efficient communication, and recovery.
5. Maintain liaison with the city, county and state.
6. Provide for the health and safety of persons and property.
7. Recommend protective actions based on knowledge and advice of the emergency response forces, EOC operations group representatives, the executive group, and other University departments and government agencies.
8. Request additional disaster assistance, if necessary.

### **C. Telecommunications Group**

The Telecommunications Group is directed by the Assistant Vice President of Information Technology and consists of the Networks and Telecommunications Group, Computing Services Group, and other appropriate staff members. This group will be responsible for the following tasks:

1. Coordinate communications for Emergency Operations Center (EOC) staff personnel and their emergency services forces.
2. Establish and maintain communications between the EOC and all affected agencies.
3. Coordinate communications with private industry, commercial systems, utilities and other parties.
4. Establish communications with the field command post, if activated.

### **D. Operations Group**

The Operations Group consists of an appointed University Police liaison, the Director of Residence Services, and the Director of Physical Plant.

The Director of Physical Plant is responsible for management of the University's physical resources, including assessment, procurement and distribution.

The Director of Facilities Planning and Management will be responsible for the management of any issues involving new buildings under construction.

The University Police liaison will assist the Director of Public Safety with liaison with local, state and federal emergency management organizations, individuals and resources.

### **E. Warning and Public Information Group**

Warning services are directed by the Director of Communications and consists of the University Police dispatch and University Communications staff. The Director of Communications will be receiving information from the Vice President of Communications and Marketing, who is serving in the Emergency Operation Center (EOC).

The Director of Communications, in cooperation with the University Police and other appropriate staff, is responsible for preparing and implementing the Warning and Public Information Group. The tasks are as follows:

1. Assume responsibility for Public Warning and Information and take action through established procedures.

2. Function as the 24-hour warning entry point, assessing information and relaying it to key decision-makers.
3. Provide immediate public warning on a 24-hour basis.
4. Provide updates and notification to key officials and the public.
5. Establish and supervise a public information center to disseminate news releases to the media in a coordinated and timely fashion.
6. Develop and maintain a file of emergency public information releases to cover possible disaster contingencies.
7. Hold press briefings and issue news releases based on information provided by the EOC staff and other sources so they are accurate and complete. Obtain approval from the President or designee before release.
8. Provide coordination among the news media and agencies having emergency functions.
9. Establish a system for handling public inquiry.

#### **F. Human Services Group**

The Human Services Group is directed by the Director of Human Resource Services. Liaison personnel will be assigned from Public Safety, Residence Services, Sodexo Food Services, Admissions, Registrar's Office, Athletics, American Red Cross, and any other outside agencies working with the University as a human services provider.

The Dean of Student Affairs will work in conjunction with the Director of Human Resource Services in this group to help facilitate the needs of the students.

The Human Services Group will:

1. Coordinate all agencies providing human services.
2. Provide food and clothing to the displaced population and to emergency workers.
3. Establish and operate shelters and reception center as appropriate.
4. Coordinate development of evacuation and emergency routes. Provide transportation for emergency workers, evacuees and the public.

## **G. Field Forces**

Law Enforcement Field Forces are directed by the University Police sergeant and accountable to the Director of Public Safety.

Law Enforcement Field Services will:

1. Support the warning system and assign officials. Warn key officials and the public of impending disaster.
2. Support the Communications Group. Provide an adequate emergency communications system. Request additional radio telephones when implemented.
3. Maintain law and order and provided security at the EOC, Public Information Center and disaster site(s).
4. Implement and support, through the housing and food services, evacuation and sheltering procedures. See Human Services Group.
5. Account for safety of population.
6. Control ingress and egress to emergency and disaster area(s) and enforce curfew restrictions.
7. Perform rescue and first aid.
8. Provide evacuation, traffic control and security personnel. Support such activity through local law enforcement.

Fire Services Field forces are directed by the City of Huntington fire chief (or delegate thereof) and consists of the City of Huntington Fire Department and other local fire agencies through existing mutual aid agreements. The University will request assistance from the City of Huntington Fire Department for the preparation and implementation of Fire Services Groups.

Fire Services Field Forces will:

1. Give support, through the Marshall University Police, and adequate communications system. (See Telecommunications Group.)
2. Perform rescue and triage.
3. Coordinate Hazardous Materials operations with the University Health and Safety Department.
4. Provide protective action recommendations.
5. Coordinate operations with the University Police.

## **H. Health Services Group**

Health Services Group is directed by the Associate Dean for Student Affairs and consists of the Student Health Services Director, Marshall Chair of Family and Community Health, Residence Services Management Representative, Cabell-Huntington Health Department Director, and Cabell County Emergency Services Director. The Health Service Group will be responsible for:

1. Publicize and enforce health safety measures.
2. Coordinate the use of all health personnel, transportation and equipment for emergency medical and health services.
3. Coordinate environmental health/sanitation operations.
4. Coordinate the investigation and control of communicable diseases.
5. Coordinate emergency mortuary services.
6. Monitor exposure to contaminants and advise on appropriate countermeasures.
7. Coordinate crisis counseling.
8. Coordinate critical incident and debriefing teams for victims as well as workers.
9. Assist fire and rescue personnel with triage duties.

## **VII. RECOVERY**

### **A. Cost Recovery**

One of the final EOC actions may be to appoint an “Emergency Cost Recovery Work Group.” The composition of the work group will be related to the nature and magnitude of the emergency, but will include a core membership representing:

1. University President
2. Chief of Staff
3. General Counsel
4. Senior Vice President for Academic Affairs/Provost
5. Senior Vice President for Finance and Administration

All academic and administrative departments should have advance copies of internal cost and loss documentation forms in their Emergency Management Plans to help prepare them for the post-event claims process. Additional materials and guidance documents from external funding

sources, such as the Federal Emergency Management Agency (FEMA), or other agencies will be distributed as needed.

## **B. Business Resumption**

Marshall University's business contingency planning process will be focused on the following core activities:

1. Identification of local mission-critical processes, based on the primary mission(s) and business function(s) of each unit.
2. Development of procedures for recovering all or part of the highest priority functions giving specific failure scenarios and time horizons.
  - Determination of whether each process could be suspended or degraded, or whether it must be fully functional.
  - Identification of alternate work sites or other temporary facilities for the most critical functions.
  - Ongoing back-up of critical data and protection of critical equipment.
3. Assignment of local business resumption roles, responsibilities, and authority.
4. Procedures for recovering impact operations.
5. Criteria for returning to normal business.

Schools and departments are expected to continue to review and identify mission-critical functions, and maintain an updated plan that specifies how they will provide for those functions in the context of different emergency scenarios. The following questions have been distributed to each department to provide specific guidance for recovery planning on their constituent departments:

1. What are your department's business interdependencies? What do you need from other departments to perform critical functions? Which departments depend on you to perform their critical functions?
2. Are there days or weeks or months of the year when a major emergency would be even more disruptive than at other times?
3. Is your essential data backed up regularly? Would the information be accessible if your building was closed, or if the University network was down?
4. Do your department and its constituent departments have documented disaster recovery procedures in place?
5. Has your department and the constituent departments named a Disaster Recovery Team of key individuals who would coordinate the restoration of business operations?

- Are the members of the Recovery Team aware of their disaster recovery roles and responsibilities?
  - Do these essential personnel live nearby? How would you notify them to come into work?
6. Is there a process for tracking the cost of business recovery (including funds spent on overtime, special materials/supplies, temporary personnel, etc.) and a mechanism for distinguishing emergency recovery costs from other business expenditures?
- Are special vendor/contractor arrangements necessary for your department(s) to insure continuity of services?
  - Does your department have a Purchasing Card System account for emergency purchases?
  - If only 50% of your staff/faculty could return to work, could you open?
  - Can some employees telecommute during a disaster? What can you do now to plan for that?
  - If Marshall University had volunteer workers available after a disaster, what skills would be needed in your department?
7. What equipment is necessary for the department to perform its functions?
- How would you replace equipment within hours or days to be able to resume normal business?
  - If your department couldn't use its office space to operate, how much space would you need to relocate? What kinds of equipment are essential for performing your unit's critical functions?

### **C. Plan Re-Assessment**

Immediately following the cessation of Level 2 or Level 3 emergency operations, a survey of EMT members, Field Operations Centers, and other campus constituents will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan should be modified as a result of the emergency experience. The Emergency Management Plan steering committee will prepare a written "Post-Emergency Summary Report" compiling post-event observation, and will coordinate appropriate Emergency Plan Revisions.

Strengthening the emergency recovery plan will ensure that Marshall University's Emergency Plans address all three phases of an emergency-Preparedness, Response, and Recovery – in order to protect both the safety and the program goals of the entire campus community.

## APPENDIX

### INCIDENT PLANS

#### A. WEATHER EMERGENCIES

Generally it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible.

In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public—as expeditiously and as comprehensively as possible in the following ways:

1. Television stations in Huntington and Charleston will be notified.
2. Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
3. Time permitting; newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after deadlines of newspapers.
4. The Office of Communications will communicate the specific details of the delay or closing to the Office of Public Safety at (304) 696-HELP.
5. The Office of Communications will place the delay or closing message on the Huntington campus AUDIX system (696-6245) as well as the university response number (696-3170). The delay or closing will also be posted on the Marshall University webpage.

NOTE: This section applies only to the Huntington campus and all releases should make it clear that it relates only to the Huntington campus. The Marshall University Graduate College (South Charleston campus) weather-related policy will be managed by the Vice President for Regional Operations, and all releases from that office should make clear that it applies only to the South Charleston campus. The South Charleston phone number is (304) 746-2500. See below for information on MUGC (South Charleston) procedures.

#### Definitions:

**University Closed:** All classes suspended and offices closed.

**Classes Cancelled:** All classes suspended; offices open.

**Delay Code A:** Means a delay in the opening of classes BUT no delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees are expected to report to work at their normal starting times unless they feel that travel is unsafe. If an employee feels that he/she cannot travel safely to work, they may charge accrued annual leave for the portion of the workday from 8:00 a.m. (or their normal start time) until their arrival at work.

**Delay Code B:** Means a delay in the opening of classes AND a delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees do not have to report to their

offices until the stated delay time. If they believe they cannot travel to work safely by the stated delay time, they may charge accrued annual leave for the work hours from the stated delay time until they can next report to work.

Class operation under delays: Under both categories of delay, students should go to the class that would begin at the stated time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.

Exceptions with regard to employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled despite the particular delay code publication.

### **Clarification:**

Information about closings, cancellations, or delays will ordinarily be disseminated to area radio and television stations. These outlets may, however, publish the University's notification incorrectly. Therefore, the authoritatively correct statement of the University's condition (Huntington) is stipulated to be the message on the AUDIX system (696-6245) or the message available at the University response number (696-3170).

### **Staff and Administrative Personnel:**

The university will be completely closed only rarely and in extreme situations since it is essential that public safety be maintained, that buildings and equipment be protected and that services be provided for those students housed in campus facilities. Therefore, under Classes Cancelled, above, all university staff and administrative employees will be expected to report to work, unless notified otherwise.

In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of university property and/or facilities.

Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain home. Those who do should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed to them.

In the event a building, or section of a building is closed (because of heat loss, power outage, etc.) employees working in that affected area will be permitted to take their work to another area or building on campus. Or, in the consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.

In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news compensatory time, or a non-pay situation will be determined by the President and communicated through supervisors.

Supervisors must take steps to ensure offices and work situations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

### **Faculty:**

Once operations are resumed, deans and departmental chairs must take steps to ensure that faculty meet their scheduled classes or substitutes are secured so that class schedules are met.

### **Decision Making:**

Decisions on closing and/or delays will be made jointly by the Senior Vice President for Academic Affairs and the Senior Vice President for Finance and Administration following the consultation with other appropriated officials, including the President. Should only one of those two vice presidents be available, that person will make the decision.

Every effort will be made to reach decisions to allow time for adequate notification to the news media, and in turn those affected.

### **Marshall University Graduate College (South Charleston campus) and Other Education Centers:**

#### **General Policy:**

Because weather conditions can vary substantially, it is possible that classes will be delayed or cancelled at some locations and not others. The Vice President for Regional Operations, in consultation with staff at other learning centers, will decide on class cancellations.

1. Marshall University Graduate College - South Charleston Campus: Since MUGC classes do not generally meet until late afternoon, an effort will be made to decide about classes by noon. Notification of delays of cancellations at the South Charleston Campus will be announced by (a) local media, (b) MUGC telephone systems and (c) University web site. Any delay will be placed on the MUGC automated switchboard. Students may check the status of their classes by calling the MUGC telephone system (746-2500) or checking the Graduate College web site.
2. Point Pleasant, Beckley, Teays Valley, and Other Educational Centers: Procedures for delayed openings and class cancellations are similar to those for the MUGC. At Point Pleasant, Beckley, and Teays Valley local media will provide information regarding cancellations. In addition, each site has a weather hot line: (a) Point Pleasant, 674-7239; (b) Beckley, 252-0719; (c) Teays Valley, 757-7223.
3. Remote Locations and Other Educational Centers: Because the Marshall University Graduate College may have several classes meeting on an irregular schedule in a geographically dispersed area throughout the semester, decisions about whether to meet during inclement weather will be made by the instructor. Those decisions will be transmitted to students by e-mail or other methods as agreed by students and the instructor.

## Definitions:

MUGC Closed: All classes canceled and offices closed.

MUGC Classes Cancelled: All Classes cancelled. Details provided by site.

MUGC Delay: A delay in the beginning of non-class activities, e.g. a two-hour delay would mean normal work day would begin at 10:00 a.m. rather than 8:00 a.m.

## **B. TOXIC CHEMICAL SPILL OR RELEASE**

When ever a toxic solid, liquid or vapor is unintentionally released on University property every effort will be made to protect students, employees, visitors, and members of units and agencies responding to the incident.

### **Level 1 Chemical Release**

- Each department that works with chemicals will employ its own containment/spill procedures in the event of unintentional release of less than 1 liter of a chemical that is not considered to be extremely toxic.
- At the onset of a release, the affected department must notify the Marshall University Police Department and the Health and Safety Department of the type and approximate amount of chemical released.
- The Health and Safety Department will provide additional support if necessary.

### **Level 2 Chemical Release**

- If a release cannot be abated with on-site procedures, the Marshall University Police Department or the Health and Safety Department will assist in determination of the need to begin evacuation and request off-campus emergency response based on toxicity and quantity.

### **Level 3 Chemical Release**

- If a chemical release is extremely toxic and/or too large to be handled locally, the affected department will notify the Marshall University Police Department (696-4357) and/or the Huntington Fire Department (911) and supply the following information:
  1. Nature of emergency and exact location.
  2. Name and position with the University.
- Activate the fire alarm to evacuate the building. Occupants should remain at a safe distance, up wind, until the authority having jurisdiction declared the building safe to re-enter. The Health and Safety Department shall notify off-campus response units if needed.
- A level 3 emergency will be declared by the President or his/her designee.

### C. FIRE AND/OR SMOKE

All fire and/or smoke conditions must be reported to the Marshall University Police Department (696-4357) or to the Huntington Fire Department (911) immediately. The person making the report must provide the following information.

1. Nature of fire or smoke and exact location.
2. Name and position with the University.
3. Activate the building fire alarm. (M.U. personnel will insure complete evacuation.)

The following procedures should be followed once the alarm has been activated:

- a. Everyone must evacuate the building in a neat and orderly fashion.
- b. Elevators are not to be used to evacuate the building. Persons should use the nearest clear exit or stairwell.
- c. Handicapped persons are to be assisted along the exit route to the nearest exit that is not blocked by fire or smoke.
- d. Persons confined to wheelchairs above or below the ground floor shall be assisted to the nearest stairwell and wait for evacuation by the City Fire Department. If an immediate threat to life exists, then these individuals will be evacuated by whatever means necessary.
- e. Persons are to move a safe distance away from the building.
- f. Reentry to the building is strictly prohibited until advised it is safe to do so by the Fire Department or the Marshall University Police Department.
- g. **PERSONS ARE ADVISED NOT TO ASSUME THAT AN ALARM IS FALSE.**  
The fire alarm system will be used to evacuate a building for any type of emergency.

The Office of Public Safety will:

- Respond to alarm site.
- Assist the fire department in any means required.
- Notify the Department of Health and Safety of the nature and extent of the incident.

The Department of Health and Safety will:

- Immediately respond to the site, and assist both Marshall University Police Department and the fire department in securing the site.
- Gather information regarding the number and extent of any injuries, extent of property damage, and the probable cause of the incident.

#### **D. LOSS OF BUILDING UTILITIES**

- The loss or disruption of electricity, telephone, potable water, natural gas, sanitary disposal, or other building utilities may severely limit or curtail classroom, research or staff activities.
- Staff activities will be determined by the appropriate supervisor or departmental chair.

##### 1. PHYSICAL PLANT

- a. Upon notification, Physical Plant personnel shall respond to any loss of utilities during normal hours of operations.
- b. Physical Plant personnel will determine if Public Safety needs to respond for crowd or traffic control.
- c. Physical Plant personnel will restore utilities as soon as possible which may require a response from utility companies.

##### 2. DEPARTMENT OF PUBLIC SAFETY

- a. Will receive notification of utility outage at any time other than normal working hours.
- b. Will notify Physical Plant maintenance personnel who are “on-call”.
  1. Will respond to the scene if requested by Physical Plant.

In the event of a power loss or utility failure, notify **Physical Plant** during normal work hours at **696-6680** and **MUPD** for after hours at **696-HELP (4357)** or **64357** from campus phones.

#### **E. BOMB THREAT OR EXPLOSIVE DEVICE**

1. Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precautions must be taken in the case of a bomb threat or the presence of explosive devices. If anyone suspects an object to be a bomb or explosive device: **DO NOT TOUCH THE OBJECT...**Immediately report the location and the situation to Public Safety at 696-4357.
2. All bomb threats and suspected explosive devices must be reported to the Department of Public Safety (extension 64357).

Caller must provide:

1. Description of the object and exact location.
2. Title and department of the person supplying the information and other pertinent facts as requested.

3. Radio communications or cell phones WILL NOT be used in the vicinity of suspected bombs or explosive devices. It is essential that the object NOT BE MOVED OR TOUCHED. It is critical that deans and directors make all their staff members aware of bomb and explosive device threat procedures.

4. DEPARTMENT OF PUBLIC SAFETY

A. INITIAL INVESTIGATION

a. Upon notification of suspected bomb or explosive device, Public Safety will dispatch a sufficient number of officers and supervisors to the scene in accordance with the Department of Public Safety procedures.

b. Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstances at hand.

c. Staff and students will not handle any object suspected of being a bomb or explosive device. Off-campus emergency response groups may be contacted depending on the nature of the event.

B. BUILDING EVACUATION

a. The Department of Public Safety, upon receipt of information concerning a possible major interruption of Marshall University operations, will immediately notify the appropriate University offices.

b. The Department of Public Safety, after analyzing the situation, may establish an on-site command post.

c. Formal order to evacuate will be given by one of the following:

1. Department of Public Safety
2. University Health and Safety Department
3. Physical Plant
4. Huntington Fire Department.

d. Faculty and/or staff will direct immediate evacuation IF DANGER IS IMMINENT.

**F. SUSPICIOUS MAIL**

A. If you receive a suspicious letter or package:

1. Handle with care; do not shake or bump the item.
2. Do not open, smell, touch, or taste.
3. Isolate the item immediately.
4. Treat the item as suspect. Call the Department of Public Safety (696-4357).

B. If a letter or package is open and/or a threat is identified:

1. For a Bomb
  - Evacuate the building immediately.
  - Call the Department of Public Safety or the Fire Department.
2. For Radiological Agents
  - Limit your exposure.
  - Evacuate the area.
  - Call the Department of Public Safety.
3. For Biological or Chemical Agents
  - Isolate the item.
  - Evacuate the area.
  - Wash your hands with soap and water.
  - Call the Department of Public Safety.

## **G. COMMUNICABLE DISEASES**

Student Health Services, as an agent for Marshall University, monitors communicable disease cases that may affect the well-being of students' faculty and staff. In the event of a communicable disease event, SHS consults with and receives guidance from Cabell Huntington Health Department, Wayne County Health Department, WV Bureau for Public Health state health as well as the CDC (Center for Disease Control). The consulting agency is determined by the disease presented, the number of cases, and the guidelines and recommendations established by state and federal laws. Disease events are co-managed by the SHS and the consulting agency to ensure the safety of individual and the campus community. As an agent of Marshall University, SHS informs the university administration, faculty, staff and students, as needed to provide education to limit the impact of a communicable disease event. SHS works with the offices of public relations, the president and student affairs to create methods of communications such as the use of e-mail, faculty announcements, awareness statements for coaches and other administrative staff, articles for student newspapers and residence hall awareness campaign as recommended by Cabell Huntington Health Department, Wayne County Health Department, WV Bureau for Public Health or CDC.

Communicable diseases are defined as those diseases that can be transmitted from one person to another such as pandemic flu, tuberculosis, meningitis, chicken pox, SARS, hepatitis and others. Individuals contracting communicable disease should report the case to student health services immediately by calling 691-1176

SHS Services will work with Cabell Huntington Health Department and Wayne County Health Department to provide preventive measures to those who were exposed: such as immunization, distribution of antibiotics or antiviral medications as necessary to prevent further spread of the disease. If quarantine of exposed individuals is needed a building on campus will be dedicated for this purpose, food and other needed items will be provided by the campus food service or the Red Cross.

The following guidelines will be used in the management of communicable diseases:

## **H. Communicable Disease Response – Incident Action Plan (Example – Pandemic Flu)**

Pre-Level 1 Actions – This plan is intended to address a variety of communicable disease outbreaks. In the majority of situations, there will not be advance time to prepare for the first case of human to human transmission. It is therefore imperative that campus departments initiate various “pre-level 1” actions to assure that they are prepared in the event that an infectious disease is confirmed that may have the potential to spread to campus in a very short time frame. The following actions are recommended as “pre-level 1”.

**1. Quarantine** – the campus should determine the areas/buildings on campus which are suitable for use during quarantine and isolation. This list should be reviewed immediately upon a level 2 or 3 outbreak to confirm that the areas are available if needed.

**2. Essential personnel** – the campus should determine “who” the essential personnel are in the event of an infectious disease outbreak. This would include civil service staff to maintain or depopulate facilities staff, housing personnel, administrators, etc. The list of “non-essential” personnel should be prepared in addition to “call-off” notices that can be activated on short notice.

**3. All campus units** should review business continuity plans and/or review their individual unit responses to situations involving short staffing, class cancellations, 24 hour operations, event schedules and cancellation, emergency needs, etc.

**4. The Campus** should clearly communicate the status of essential vs. non-essential personnel.

**5. Assess the quantity** of N95 respirators and assure that an adequate supply is on hand.

**6. Campus units** with essential personnel should schedule them to receive fit test and training on respiratory protection from the Safety and Health Department.

**7. The Campus Emergency Operations Committee** will direct the campus response during an infectious disease outbreak. Individuals with copies of this document are encouraged to review it to assure they understand the protocols. Additional campus resources (experts in specific fields, unit resources, etc.) will work with the Emergency Management Team as part of the Incident Command System.

## Communicable Disease Response plan – Example – Pandemic Flu

### Description of Levels

1. Pre Planning up to and including confirmed cases of human-to-human transmission of avian flu.
2. Suspected case(s) on Campus or suspected/confirmed cases in WV/OH/KY area.
3. Confirmed case(s) on Campus (Only essential personnel required to report to campus).

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
1. Assessment Team (FMS, Safety and Health, Health Center and University Police)	<ol style="list-style-type: none"> <li>1. Brining in Director of Health Center as Incident Commander</li> <li>2. Monitoring situation</li> <li>3. Contact Media Relations</li> <li>4. Bringing in House/Dining for quarantine planning</li> <li>5. Essential personnel receive fit test &amp; training on respiratory protection from Safety &amp; Health</li> </ol>	Essential personnel receive N95 respirators from Safety & Health	1. Maintain contact amongst Assessment team.
2. Incident Commander (Director of Health Center)	<ol style="list-style-type: none"> <li>1. Communicate with Cabell County Health Department and Wayne County Health Department and <u>University Physicians and Surgeons</u> regarding planning and surveillance</li> <li>2. Communicate and benchmark with other College Health Services and Safety and Health Depts.</li> <li>3. Alert Advisory Group Coordinator</li> <li>4. Establish communication with deans regarding the status of preparedness.</li> <li>5. Update emergency action plan with Assessment Team &amp; Advisory Group Coordinator as situation evolves.</li> <li>6. In conjunction with the Advisory Group Coordinator, issue communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, town meetings)</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify Cabell Huntington Health Department and Wayne County Health Department.</li> <li>2. Notify Student Affairs and Counseling and Psychological Services (CAPS)</li> <li>3. Notify Housing &amp; Dining on number of potential contacts that may require isolation.</li> <li>4. Compose communications with Media Relations an the Advisory Group Coordinator for the campus community Regarding signs/symptoms, protocol for referral of suspected cases.</li> <li>5. Essential personnel receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise Advisory Group Coordinator to activate Emergency Operations (EOC)</li> <li>2. Recommend temporary closure of Building(s) and suspension of student and academic activities to Advisory Group Coordinator.</li> <li>3. Implement Emergency action Plan with Assessment Team &amp; Advisory Group Coordinator.</li> <li>4. Ensure that each Operations Group function is covered.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
3. University Police	<ol style="list-style-type: none"> <li>1. Health Center trains dispatchers, security, and police on avian flu.</li> <li>2. Alert Student Health Center if encountering individual(s) with flu-like symptoms.</li> <li>3. Essential personnel receive fit test and training on respirator protection from Safety and health</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement policy on transporting individual to hospitals.</li> <li>2. Essential personnel receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Secure buildings and post signage</li> <li>2. Assist Health Center</li> </ol>
4. Physical Plant	<ol style="list-style-type: none"> <li>1. Identify building ventilations systems.</li> <li>2. Essential personnel receive fit test and training on respiratory protection from EH&amp;S</li> </ol>	Essential personnel receive N95 respirators from EH&S	<ol style="list-style-type: none"> <li>1. Stand by to shut off utilities as directed by Incident Commander, if necessary.</li> </ol>
5. Safety and Health	<ol style="list-style-type: none"> <li>1. Assess respiratory protection plan and resources.</li> <li>2. Contact with hazardous material company for professional cleanup.</li> <li>3. Train and fit essential personnel for respirators.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for additional medical waste pickups.</li> <li>2. Distribute N95 to essential personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist w/notification of Emergency Coordinators</li> <li>2. Assist Health Care Center</li> </ol>
6. President's Office  Advisory group coordinator	<ol style="list-style-type: none"> <li>1. Receive information from Incident Commander</li> <li>2. Review content of internal and external public information bulletins and announcements. Work with Media Relations to select appropriate university spokesperson(s) for media reporting.</li> <li>3. Essential personnel receive fit test and training on respiratory protection from Safety and Health</li> <li>4. Consider restricting movement on and off campus for activities/athletic events.</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise Executive Management on response options.</li> <li>2. Activate EOC</li> <li>3. Receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide oversight for student, staff and faculty family notifications if appropriate.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
President's Office Executive management	<ol style="list-style-type: none"> <li>1. Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries.</li> <li>2. Receive fit test and training on respiratory protection from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluate information on institutional effects of the incident and set response priorities as appropriate.</li> <li>2. Essential personnel receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Authorize temporary suspension of classes or closure.</li> </ol>
7. Media Relations	<ol style="list-style-type: none"> <li>1. Draft internal and external bulletins and announcements, with the Advisory Group Coordinator.</li> </ol>	<ol style="list-style-type: none"> <li>1. Appoint liaison to interface with the Advisory Group.</li> <li>2. Write and record bulletins and up dates on the University's Emergency Information Hotlines.</li> <li>3. Write scripts for phone tree with approval from Advisory Group Coordinator.</li> <li>4. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander.</li> </ol>	<ol style="list-style-type: none"> <li>1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)</li> <li>2. Establish a Media Relations Center: coordinate press releases and manage news teams and interviews etc.</li> </ol>
8. Emergency Coordinators	NOT APPLICABLE	<ol style="list-style-type: none"> <li>1. Watch MU front page and disseminate information to Floor Marshals.</li> <li>2. Remain available for further instructions.</li> </ol>	Same as Level 2
9. Student Health Services	<ol style="list-style-type: none"> <li>1. Health Center trains EMS on avian flu.</li> <li>2. Notify Health Center if suspected cases are encountered.</li> <li>3. Essential personnel receive fit test and training on respiratory protection from Safety and Health</li> </ol>	NOT APPLICABLE	NOT APPLICABLE
10. Parking			Clear a parking lot at Marshall University for medical staging area.

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
11. Residence Services	<p>Enact Planning for Quarantine of students:</p> <ol style="list-style-type: none"> <li>1. Health Center trains essential personnel on risks and response.</li> <li>2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy.</li> <li>3. Notify current occupants in spaces that will be needed of the potential or need for them to move.</li> <li>4. Ensure emergency response menu is planned for various degrees of need.</li> <li>5. Stockpile additional food stuffs and water.</li> <li>6. Ensure food delivery process is planned and delivery supplies are on hand.</li> <li>7. Essential personnel receive fit test and training on respiratory protection from Safety and Health</li> </ol>	<p>Enact plan for quarantine of students:</p> <ol style="list-style-type: none"> <li>1. Set up Housing and Dining command center and recall essential personnel.</li> <li>2. Enact emergency phone contact tree.</li> <li>3. Identify meal delivery need and method for quarantined students.</li> <li>4. Communicate situation and needs to owners and landlords of rental properties.</li> <li>5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping.</li> <li>6. Essential personnel receive N95 masks from Safety and Health</li> <li>7. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses.</li> </ol>	<ol style="list-style-type: none"> <li>1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the <u>Cabell Huntington Health Department</u>.</li> </ol>
12. Dining Services	SEE ABOVE	SEE ABOVE	SEE ABOVE
13. Risk Management	<ol style="list-style-type: none"> <li>1. Identify risk exposure for which insurance can and cannot be obtained including associated financial impact.</li> <li>2. Identify steps that must be taken to monitor and protect insurance coverage.</li> <li>3. Benchmark risk management response and insurance coverage options with peer universities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate with insurance carriers on evolving campus issues.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess actual risk/ insurance claim issues.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
14. Medical Services	<ol style="list-style-type: none"> <li>1. Post on entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from affected counties to call SHS (691-1176)</li> <li>2. Isolated exam room</li> <li>3. Arrange for negative pressure machines</li> <li>4. Standard precautions in place</li> <li>5. Respiratory protection equipment in place</li> <li>6. In-service training for avian flu</li> <li>7. Follow State and County protocol for patient testing</li> <li>8. Monitor Health Care workers</li> <li>9. Essential personnel receive fit test and training on respirator protection from Safety and Health</li> <li>10. Policy on transporting individual to hospital.</li> </ol>	<ol style="list-style-type: none"> <li>1. Isolate and monitor suspected cases.</li> <li>2. Identify contacts of suspected case.</li> <li>3. Communicate with parents of suspected cases and explain procedure</li> <li>4. Initiate prophylaxis of contacts based on strength of patient presentation</li> <li>5. Update Incident Commander</li> <li>6. Establish phone triage lines for Student Health Services and CAPS</li> <li>7. CAPS initiate pre-event counseling for essential personnel</li> <li>8. Initiate poster, e-mail, campaign on self protection</li> <li>9. Essential personnel receive respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Isolation room in Health Center (negative pressure)</li> <li>2. Locating people contacted by patient.</li> <li>3. Arrange for screening of people who have had contact.</li> <li>4. Arrange for counseling services.</li> <li>5. Contact Coroner's office if necessary.</li> </ol>
15. Computing and Telecommunications	<ol style="list-style-type: none"> <li>1. Assess supplemental telecomm./computing hardware/software needs: <ul style="list-style-type: none"> <li>• Student Affairs</li> <li>• Health Services</li> <li>• Public Relations</li> <li>• Counseling Center</li> <li>• Human Resources</li> <li>• Telecommunications</li> </ul> </li> <li>2. Assess needs for webpage support</li> <li>3. Develop plan for adding volunteers to public e-mail addresses</li> <li>4. Develop plan for distributing telephone calls to homes or phone banks</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase/contract for supplemental telecommunications/computing hardware/software needs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Add additional phone lines to EOC, quarantine areas, and functional groups.</li> <li>2. Publish message from Public Relations on a periodic basis on Marshall University web's front page.</li> <li>3. Assist with email messages distribution</li> <li>4. Set up podium and microphones for media center</li> <li>5. Provide guidance for forwarding phones and setting up "bounce messages."</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
16. Student Affairs	<ol style="list-style-type: none"> <li>1. Health Center trains; Office International Studies (OIS). Resident Advisors and other offices within the Division on avian flu.</li> <li>2. <u>OIS</u> monitors student travelers entering from effected regions and assists with communication to international students and with their families.</li> <li>3. OIS formulates and rehearses plan to address needs/support for graduate and commuter students.</li> <li>4. Housefellows- formulate and rehearse plan to address needs/support for undergraduates</li> <li>5. Student Life- Formulate and rehearse plan to address needs/support for Greek organizations.</li> <li>6. Identify division personnel available for telephone support work.</li> <li>7. Receive fit test and training on respiratory protection from Safety and Health.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for monitoring/delivery of medications, other goods and services to isolated cases.</li> <li>2. Assist with relocation of students for quarantine</li> <li>3. Assist with telephone consultation and support</li> <li>4. Essential personnel receive respirators from Safety and Health.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify student events where confirmed patients have attended.</li> <li>2. Residential staff assists Health Center.</li> </ol>
17. Human Resources	<ol style="list-style-type: none"> <li>1. Identify essential personnel</li> <li>2. Monitor faculty and staff travelers entering from effected regions</li> <li>3. Prepare a call-off policy</li> <li>4. Identify personnel available for telephone support work</li> </ol>	Same as Level 1	Activate call-off policy

## **I. VIOLENT INCIDENTS**

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on the University Grounds or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

The Marshall University Police Department has adopted nationally accepted law enforcement response procedures to contain and terminate such treats, as quick as possible. The following instructions are intended for incidents that are of as emergent nature (i.e., imminent or in progress).

### **Immediate Action**

1. Secure the immediate area. Whether a classroom, residence hall room, office, or restroom:
  - Look or barricade the door, if able. Block the door using whatever is available- desks, tables, file cabinets, other furniture, books, etc.
  - After securing the door, stay behind solid objects away from the door as much as possible.
  - If the assailant enters your room and leaves, lock or barricade the door behind them.
  - If safe to do so, allow others to seek refuge with you.
  
2. Protective Actions. Take appropriate steps to reduce you vulnerability:
  - Close Blinds.
  - Block windows.
  - Turn off radios and computer monitors.
  - Silence cell phones.
  - Place signs in interior doors and windows, but remember assailant can see these as well.
  - Place signs in exterior windows to identify your location and the location of injured persons.
  - Keep people calm and quiet.
  - After securing the room, people should be positioned out of sight and behind items that might offer additional protection-walls, desks, file cabinets, bookshelves, etc.
  
3. Unsecured areas: If you find yourself in an open area, immediately seek protection:
  - Put something between you and the assailant.
  - Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
  - If in doubt, find the safest area available and secure it the best way that you can.

4. Call 911. Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings-stay on the line until it is answered-do not hand up. Be prepared to provide the 911 operator with as much information as possible, such as the following:
  - What is happening?
  - Where you are located, including building name and room number.
  - Number of people at your specific location.
  - Injuries, if any, including the number of injured and types of injuries.
  - Your name and other information as requested.
5. Try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel.
6. What to report. Try to note as much as possible about the assailant, including:
  - Specific location and direction of the assailant.
  - Number of assailant(s).
  - Gender, race, and age of the assailant.
  - Language or commands used by the assailant.
  - Clothing color and style.
  - Physical features-i.e., heights, weight, facial hair, glasses.
  - Types of weapons-i.e., handguns, rifle, shotgun, explosives.
  - Description of any backpack or bag.
  - Do you recognize the assailant? Do you know their name?
  - What exactly did you hear-i.e., explosions, gunshots, etc?
7. Treat the Injured. The 911 operator will notify law enforcement and other emergency service (EMS) agencies-fire and rescue. EMS will respond to the site, but will not be able enter the area until it is secured by law enforcement. You may have to treat the injured as best as you can until the area is secure. Remember basic first aid:
  - For bleeding apply pressure and elevate. Many items can be used for this purpose-i.e., clothing, paper towels, feminine hygiene products, newspaper, etc.
  - Reassure those in the area that help will arrive-try to stay quiet and calm.
8. Un-securing the Area.
  - The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
  - Always consider the risk exposure by opening the door for any reason.
  - Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area.
  - Be aware that the assailant may bang on the door, yell for help, or attempt to entice you to open the door of a secured area.
  - If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

## **Law Enforcement Response**

Marshall University Police will immediately respond to the area, assisted by other local law enforcement agencies, if necessary. Remember:

1. Help is on the way. It is important for you to:
  - Remain inside the secured area.
  - Law enforcement will locate, contain, and stop the assailant.
  - The safest place for you to be is inside a secure room.
  - The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.
  
2. Injured Persons. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
  - You may need to explain this to others in order to calm them.
  - Once the threat is neutralized, officers will begin treatment and evacuation.
  
3. Evacuation. Responding officers will establish safe corridors for persons to evacuate.
  - This may be time consuming.
  - Remain in secure area until instructed otherwise.
  - You may be instructed to keep your hands on your heads.
  - You may be searched.
  - You may be escorted out of the building by law enforcement personnel-follow their directions.
  - After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
  - Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

## **Decision Maker(s)**

Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies to close all or a portion of the Grounds will be made by the Chief of Police or designee in consultation with the Executive Vice President and Chief Operating Officer or designee and other appropriate individuals in University administration. Information will be released to the Marshall University community as quickly as circumstances permit.

## **Subsequent Procedures/Information**

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees, and non-student alike. In many cases there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community

## **J. EARTHQUAKES**

When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, hanging or heavy objects that could fall. Stay under cover until the shaking stops. If you find yourself in the following situations here are some tips to keep you safe.

1. If in a high rise.
  - If you are not near a table, move against an interior wall.
2. If you are outdoors.
  - Move to a clear area, away from trees, signs, buildings, electrical poles, and overhead lines.
3. If you are on a sidewalk near buildings.
  - Duck into a doorway for protection from falling bricks, plaster, and other debris.
4. If you are driving.
  - Pull over to the side of the road and stop.
  - Avoid overpasses, power lines, and other hazards.
  - Stay inside the vehicle until the shaking is over.
5. If you're in a crowded store or other public place.
  - Do not rush for the exits.
  - Move away from display shelves containing objects that could fall.
6. If you're in a wheelchair.
  - Stay in it.
  - Move to cover, if possible, lock your wheels, and protect your arms.
7. If you are in a kitchen.
  - Move away from the refrigerator, stove, and overhead cabinets.
8. If you are in a stadium or theatre.
  - Stay in your seat and protect your head with your arms.
  - Do not try to leave until the shaking is over.
  - Then leave in a calm, orderly manner.
  - Avoid rushing towards the exits.

After the Earthquake- Be prepared for aftershocks, and plan where you will take cover when they occur.

- Assess personal injuries and/or any building damages and call **696-HELP (4357)** or **64357** from campus phones.
- Or call **911**

## **K. TORNADO**

When a Tornado warning has been issued, you may have very little time to prepare. Students, faculty and staff should follow these procedures. If a tornado is sighted near the university, call MU Police Department (696-4357) or 64357 from campus phones.

1. Seek shelter immediately
2. If you are inside a building: Go to the lowest level possible of the building. Use interior hallways away from building's exterior windows as a tornado shelter.
  - Close all doors to rooms with exterior windows.
  - Stay away from windows.
  - Use arms to protect head and neck in "drop and tuck" position.
3. If there is no time to get inside:
  - Lie in a ditch or low-lying area or crouch near a strong building.
  - Be aware of potential for flooding.
  - Use arms to protect head and neck in "drop and tuck" position.
  - Use jacket, cap, backpack or any similar items to protect face and eyes.

## **L. CRIME IN PROGRESS**

**Do Not** get involved with trying to prevent the crime unless it is self defense. Gather as much information as possible about the criminal/crime. If you can do so safely, take time to note height, weight, sex, race, age, clothing, vehicles and if the individual is armed or not.

- Call **696-HELP (4357)** or **64357** from campus phones
- Or call **911**

### **Calmly State:**

- ✓ Your Name (optional)
  - ✓ Type of Crime
  - ✓ Location of Crime
  - ✓ Your location
- Be prepared to answer any questions the dispatcher may ask you.

- If you are in a safe location, stay where you are until authorities arrive.
- If not, keep yourself safe by staying out of the way of the crime.

## M. PERSONAL INJURY

In case of an injured person immediately call **696-HELP (4357)** or **64357** from campus phones or call **911**.

### Calmly state:

- ✓ Name of Caller
  - ✓ Name of Injured
  - ✓ Nature of Injury
  - ✓ Location of Injured
  - ✓ Phone number at the scene
- Listen for Instructions from the 911 dispatcher.
  - Do not move an injured person unless their life will be in danger.
  - Administer First Aid if possible to the injured person. If possible, ask someone to find an individual who is trained in first aid.
  - Stay with the injured person until Emergency Medical Service arrives.

## N. BUILDING EVACUATION

- Evacuate the Building Immediately. Everyone **must** evacuate the building in a neat and orderly fashion. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate.
- Use the stairs to evacuate the building. **DO NOT USE THE ELEVATOR.**
- Persons are to move a safe distance away from the building and out of the way of emergency personnel.
- Stay upwind from smoke or chemical clouds.
- Stay with classmates, fellow university employees, etc. so that a head count may be taken.
- Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or MU Police Department.
- Call Safety and Health at **696-HELP (4357)** or **64357** from campus phones or call **911**.