



# **Emergency Operations Plan**

**January 2019**

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## INTRODUCTION

This Emergency Operations Plan (EOP) provides the basis for a systematic approach to the problems created by threat and emergency situations. It identifies the responsibilities and relationships between MVNU and its departments, governmental agencies, private support groups, and citizens. This EOP is a statement of policy regarding emergency management and assigns tasks and responsibility to MVNU officials and department heads, specifying their roles during an emergency or disaster. It is developed and authorized pursuant to the Ohio Revised Code and MVNU.

The goals to be achieved by this EOP are to save lives and protect property by developing programs and operational capabilities that address mitigation, preparedness, response, and recovery for natural, accidental, and societal critical incidents. Regular review of this EOP, as well as safety committee meetings, training and open communication lines, will serve to refine and clarify responsibilities and contribute to ongoing planning process.

## DISCOVERY OF CRITICAL INCIDENT

There are 3 major types of crises:

1. Natural (earthquake, tornado, etc.).
2. Accidental (chemical spill, etc.).
3. Societal (terrorist attack, active shooter, armed intruder, etc.)

When a critical incident is discovered, the first responder must be able to identify the situation as critical and decide whether or not to implement the EOP. Listed below is the protocol that all first responders should attempt to follow if/when the EOP is activated:

1. Contact Campus Safety at 740-399-8686 (or ext. 8686 from any campus phone).
2. Call 911 (or 9-911 from any campus phone).
3. Keep bystanders/onlookers as far away from the scene as possible.
4. Locate victim(s) and determine injuries.
5. Identify potential witnesses, keep them separated, and furnish them with a voluntary statement form to generate as much information as possible relevant to the incident.
6. Maintain communication with Campus Safety, providing as much detail as possible.
7. Assure that all internal notifications have been made to the ERT.

Types of emergencies/levels of response:

- **LEVEL 1 – MINOR INCIDENT:** A local event with limited impact which does not affect the overall functional capability of MVNU. Planning and response is carried out at a limited local level (individual). *The EOP would not be activated.*
- **LEVEL 2 – EMERGENCY:** A serious event that significantly disrupts one or more operations of MVNU. *The EOP would be activated to the extent necessary.*
- **LEVEL 3 – DISASTER:** A very serious event that impairs or halts the operation of MVNU. *The EOP is fully activated.*

## INTERNAL NOTIFICATIONS

- President – Henry Spaulding Ext. 4101
- Vice President for Academic Affairs (VPAA) – Barney Cochran Ext. 4201
- Vice President for Finance (VPF) – Bob Hamill Ext. 4401
- Vice President for GPS (VPGPS) – Eric Stetler Ext. 4706
- Vice President for Student Life (VPSL) – Tracy Waal Ext. 4601
- Vice President for University Relations (VPUR) – James Smith Ext. 4131
- Campus Safety Coordinator (CSC) – Tony Edwards Ext. 4441
- Coordinator of Student Health Services – Denise Smith Ext. 4632
- Director of Business Services – Steve Jenkins Ext. 4409
- Director of Facilities Operations – Tony Edwards Ext. 4441
- Information Technology – John Walchle Ext. 5501

## EXTERNAL NOTIFICATIONS

- Knox County Emergency Management System 911
- American Red Cross 740-397-6300
- AEP (electric) 800-277-2177
- BCI (Bureau of Criminal Investigation) 740-354-5645
- Columbia Gas 800-344-4077
- Knox County Career Center 740-397-5820
- Knox County Sheriff 740-397-3333
- Mount Vernon Fire Department 740-393-9515
- Mount Vernon High School 740-393-5900
- Mount Vernon Police Department 740-397-2222
- Ohio State Highway Patrol 877-772-8765
- Poison Control 800-222-1222

## **BASIC PLAN**

**Purpose:** To determine actions to be taken by MVNU to prevent emergency situations and respond adequately to protect lives and property.

**Applicability:**

- a. The EOP must be kept current, and personnel responsible for implementation should be acquainted with the plan and recommend changes that are considered appropriate.
- b. Each group responsible for and operating in an emergency shall be given opportunity for input into the EOP through meetings, planning sessions, and incident evaluations.
- c. It shall be the responsibility of each department head to see that all personnel under him/her are kept informed of the EOP.
- d. The CSC, in consultation with the VPSL, shall be responsible for the maintenance and implementation of the EOP.
- e. The CSC shall be responsible for the maintenance and staffing of the Emergency Operations Center (EOC).

**Operations:** The primary goals of emergency management are to save lives and protect property by developing appropriate capabilities. Reaching these goals is facilitated by dividing activities in these categories: mitigation, preparedness, response, and recovery.

**Mitigation Phase:** Any action taken to eliminate or reduce the probability of an emergency or disaster. Examples include:

- a. Building Codes
- b. Disaster Insurance
- c. Public Education
- d. Risk Evaluations
- e. Statutes and Ordinances

**Preparedness Phase:** Any activity taken in advance of an emergency that facilitates implementation of a coordinated response. Examples include:

- a. Emergency Warning Systems
- b. EOC
- c. EOP
- d. Emergency Exercises

**Response Phase:** Any action taken immediately before/during/after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery. Examples include:

- a. Emergency Medical Assistance
- b. Law Enforcement Response
- c. Fire and Rescue Response
- d. Evacuation
- e. Emergency Sheltering
- f. EOC Activation

## **Recovery Phase:**

- a. Damage Assessment
- b. Debris Clearance
- c. Decontamination
- d. Counseling
- e. Disaster Assistance
- f. Temporary Housing
- g. Reconstruction

**EOP Execution:** The VPSL, in consultation with the President, shall be responsible for emergency operations at MVNU.

- a. The Knox County Emergency Management Agency Director furnishes primary assistance to MVNU and is responsible, by law, for the coordination of disaster operations in Knox County.
- b. The American Red Cross will extend assistance to individuals and families in need as a result of natural or man-made disaster.
- c. The National Weather Service is the source of forecasts and warnings of impending weather.
- d. The Incident Command System (ICS) shall be used for the chain-of-command (*see Appendix D*).

Department heads shall be responsible for developing plans for their departments' assigned emergency operations. The immediate operations and functions of all departments and agencies engaged or assisting in emergency operations will be directed toward the protection of life and property, the distribution of food, water, clothing, and the provision of shelter.

Each department shall be under the command of the highest ranking official present. The participants of the Emergency Response Team (ERT) charged with the major authority and making of decisions when the EOC is activated are:

- a. President and all Vice Presidents (collectively, MVNU Administrators)
- b. CSC
- c. Director of Facilities Operations
- d. Coordinator of Student Health Services

The EOC will be the headquarters of the ERT, with the Morrison Facilities Building as the primary location and the Ariel Arena Athletic Department Conference Room as the secondary location. These rules govern EOC use:

- a. The EOC is activated by the President (or designee).
- b. ERT shall staff the EOC, as needed.
- c. The CSC will maintain EOC staffing rosters and building information.
- d. All emergency workers will register for work from the EOC.

## **How to Obtain Local Assistance:**

- a. When the emergency exceeds the internal resources of MVNU, the President may request assistance through Knox County Emergency Management Agency (EMA).
- b. Campus Safety is responsible for providing protection and security measures for MVNU.
- c. When circumstances exceed Campus Safety capacity, the Knox County Sheriff's Department shall be contacted for assistance.

- d. When circumstances exceed the Sheriff's Department capacity, they shall request for state assistance through the Knox County EMA.

**How to Obtain State Assistance:**

- a. When the disaster is of a magnitude sufficient to surpass local capabilities, state resources are committed as the situation demands. Request for state assistance should be made by the President through the Knox County EMA.
- b. When requesting assistance, the following should be furnished to the Knox County EMA:
  - Description of disaster.
  - General area and number of people affected by disaster.
  - Estimate of damages to public and private property, roads, and utilities.

## **MEDIA PLAN**

The VPUR, in consultation with the President, will be responsible for media releases during non-weather, emergency situations on campus. The President shall make the final approval before release.

### **Weather Emergencies:**

- a. The VPAA shall obtain information related to the closing (i.e., date, time, length).
- b. The VPAA shall send obtained information to the appropriate media sources.
- c. The VPAA shall maintain communications with other members of the ERT for further updates.

### **Emergencies Other Than Weather:**

- a. The VPUR shall obtain information related to the closing (i.e., date, time, length).
- b. The VPUR shall send obtained information to the appropriate media sources.
- c. The VPUR shall maintain communications with other members of the ERT for further updates.

**Working with Media:** The President (or designee) will be the MVNU representative to the media and communicate the official statement. The VPUR shall obtain information related to the closing (i.e., date, time, length). The following instructions should be followed:

- a. Do not answer questions that do not pertain to your situation.
- b. If asked, repeat your official statement.
- c. Never repeat a negative or an accusation back to the reporter.
- d. Speak in short, direct sentences.
- e. Do not volunteer information beyond what the reporter is asking.
- f. Stay calm and assure your audience that you are working diligently to overcome the crisis.
- g. Never lie, but you may say, "I don't know," or "I cannot say at this time."
- h. Never speculate. Reporters love to get you to answer questions about hypothetical situations. Do not fall into this trap. You may respond to such an attempt by saying that your primary focus right now is on the situation at hand.
- i. Speak cautiously. Everything you say can be quoted, so do not start speaking until you know what you are talking about and what you want to say. Know your agenda before you speak.
- j. Stick to MVNU values. Ensure that these principles are known and followed by employees.
- k. Be very careful about speaking in absolutes before all the facts are in.
- l. Never say "No comment." You can say –
  - We are obtaining information related to the closing (i.e., date, time, length).
  - "The President will make an official statement as soon as possible."
  - "I cannot talk about this at this time but will be glad to share information when I can."

## EMERGENCY CLOSING

**Purpose:** To establish guidelines for emergency closing of MVNU.

**Situation:** MVNU is subject to situations, in which it may need to close temporarily. MVNU shall follow the EOP to assist in the determination of when to close.

**Weather Emergencies:** The VPAA, in consultation with the President (or designee), shall decide whether MVNU will close during all weather-related emergencies.

**All Other Emergencies:** The VPSL in consultation with the President (or designee) will decide whether MVNU will close during emergencies other than weather.

### **On-Campus Notifications:**

- a. E-Mail
- b. Voice Mail
- c. MVNU website
- d. NIXLE – mass emergency communication system
- e. Public Access Television Channel
- f. Knox County Alert system
- g. WNZR – 90.9 FM (MVNU Radio Station)

### **Off-Campus Notifications:**

- a. WQIO – 93.7 FM.....MOUNT VERNON, OH
- b. WNKO – 101.7 FM .....NEWARK, OH
- c. WWBK – 98.3 FM.....MOUNT VERNON, OH
- d. WSNY – 95 FM.....COLUMBUS, OH
- e. REWIND – 103.5 ..... UPPER ARLINGTON, OH
- f. Academic Affairs has a list of radio/TV stations to contact for weather closings.

### **Personnel Responsibilities:**

**Weather Emergencies:** When MVNU is closed due to inclement weather, the following personnel are required to report: Food Service, Facilities (Housekeeping, Maintenance, and Grounds), Campus Safety, and those designated as essential by their supervisor. Personnel should arrive at their normally scheduled start time, unless instructed otherwise. They should exercise good judgment in determining their ability to report and contact supervisor if unable to report to work.

**All Other Emergencies:** When MVNU is closed due to an emergency situation other than weather, the EOC will determine key personnel who need to report. All key personnel shall report directly to EOC for further instructions.

## **BOMB THREAT**

**Purpose:** To establish guidelines in the event of a bomb threat or the discovery of a bomb at MVNU.

**Situation:** MVNU is subject to outside influences, including a bomb threat.

**Dispatch & Notification:** Portable radios and cellular phones should not be used for communications, due to the possibility that they could detonate the bomb.

### **Campus Safety:**

- a. Contact the Knox County "911" Center.
- b. Send an officer to the location and begin an immediate evacuation.
- c. Contact the CSC.
- d. Contact Mount Vernon PD and the Knox County Sheriff Department.

### **CSC:**

- a. Contact the Knox County "911" Center if not yet contacted.
- b. Place the Fire Department and EMS on standby.
- c. Notify MVNU Administrators
- d. Notify the Director of Facilities Operation
- e. Complete a critical incident report.

### **Response:**

- a. Upon receiving a bomb threat, the affected building shall be evacuated immediately.
- b. Call 911.
- c. All occupants shall be evacuated to a minimum of 300 feet away from the building.
- d. Campus Safety shall secure the area around the building, allowing no one to enter the perimeter.
- e. Facilities shall turn off gas to the building.
- f. No searches shall be conducted for at least 30 minutes before/after the detonation time, if one was given.
- g. The decision to re-occupy the building will be made after MVNU Administrators, Campus Safety, and the Fire Department have decided it is safe to re-enter.

### **Discovery of a Bomb:**

- a. If a bomb or strange object is located, all emergency personnel shall evacuate the area.
- b. Call 911.
- c. The location and description of the object shall be reported.
- d. The EOC shall be activated.
- e. All surrounding buildings within a 300 foot area shall be evacuated.
- f. Campus Safety shall contact the nearest bomb disposal unit.
- g. Only the Bomb Disposal Unit shall be allowed into the building.
- h. The decision to re-occupy the building will be made after MVNU Administrators, Campus Safety, Fire Department, and the Bomb Disposal Unit decide it is safer.

## **BOMB THREAT PHONE REPORT**

Date and time call received: \_\_\_\_\_

Telephone number threat came in on: \_\_\_\_\_

Your name: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

### **Ask These Questions & Record Answers – in this Order**

Where is the bomb? \_\_\_\_\_

\_\_\_\_\_

What does it look like? \_\_\_\_\_

\_\_\_\_\_

When is it going to explode? \_\_\_\_\_

\_\_\_\_\_

How do you deactivate it? \_\_\_\_\_

\_\_\_\_\_

Why was it put there? \_\_\_\_\_

\_\_\_\_\_

### **Description of Caller's Voice**

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle Age \_\_\_\_\_

Tone of voice: \_\_\_\_\_

Accent or impediment: \_\_\_\_\_

Background noises: \_\_\_\_\_

Is voice familiar? If so, who did it sound like? \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

## **CHEMICAL/RADIOLOGICAL EMERGENCIES**

**Purpose:** To provide MVNU personnel with information to assist in the decision making process when faced with a chemical or radiological emergency.

**Situations:** MVNU is subject to the possibility of a chemical or radiological emergency, given the storage/use of chemicals on campus and chemical traffic on SR 586.

**Assumptions:** MVNU in conjunction with the local emergency agencies shall follow the EOP to control the situation and protect the lives of the people on campus.

### **On-Campus Chemical Emergency:**

#### **Inside Buildings**

- a. The fire alarm shall be activated and the building shall be evacuated.
- b. All occupants shall be evacuated to a safe location upwind from the incident.
- c. Fire Department, Campus Safety, and Knox County EMA shall be notified.
- d. The EOC shall be activated.
- e. Campus Safety shall secure the area to prevent people from entering the area.
- f. MVNU shall assist the Fire Department in determining what kind of chemical is leaking.
- g. Facilities shall shut down all necessary equipment and utilities.
- h. The Fire Department shall be in control of all chemical emergencies.

#### **Outside of Buildings**

- a. Fire Department, Campus Safety, Sheriff's Department, and EMS shall be notified.
- b. The EOC shall be activated.
- c. The local EMA director shall be notified.
- d. A determination for evacuation or shelter in place shall be made.
- e. MVNU shall assist the Fire Department in determining what kind of chemical is leaking.
- f. Facilities shall shut down all necessary equipment and utilities.
- g. Campus Safety shall secure the area to prevent people from entering the area.
- h. The Fire Department shall be in control of all chemical emergencies.

### **Off-Campus Chemical Emergency:**

#### **Notifications**

- a. Campus Safety
- b. CSC
- c. President
- d. VPSL

#### **Response**

- a. Campus Safety shall be notified.
- b. The EOC shall be activated.
- c. The EOC shall contact local EMA director for information on the emergency.
- d. Evacuation or shelter in place shall be determined.

- e. MVNU population shall be notified as to evacuate or shelter in place.
- f. Facilities shall shut down all necessary equipment and utilities.
- g. MVNU shall follow direction of the Knox County EMA.
- h. CSC will complete a critical incident report.

## EVACUATION AND SHELTER IN PLACE

**Purpose:** To establish procedures and guidelines in the event of an emergency and determine whether it warrants sheltering in place or an evacuation.

**Situation:** MVNU's intention is to establish a safe and organized plan for sheltering persons in place or the evacuation of persons on the campus during an emergency situation.

**Assumptions:** MVNU shall follow this plan to carry out a safe and organized procedure.

**Decision:** The nature of the emergency shall determine the decision to shelter or evacuate. The VPSL, in consultation with the President, and other emergency officials shall coordinate this decision.

### **Evacuation:**

- a. All persons to be evacuated shall be notified to go to a designated staging area and wait for further instructions.
- b. The Mount Vernon City School system shall be contacted for the use of their buses if the evacuees need to be transported to an off campus location.
- c. If the evacuation is from one campus building to another, all evacuees shall be notified of the building in which they should report.
- d. MVNU administration and officials shall be notified that an evacuation has begun.
- e. The designated evacuation shelter shall be notified so that they can prepare for the situation.
- f. Knox County 911 center shall be notified that an evacuation has begun.
- g. The Knox County EMA Director shall be notified if needed.
- h. All other emergency agencies shall be notified for assistance if needed.

### **Response:**

- a. All available personnel shall respond to assist in the evacuation procedure.
- b. The evacuation process will require a door to door check of the facility that is being evacuated.
- c. Should any occupant refuse to evacuate, continue the evacuation. Time permitting, return to the occupant, obtain his/her name, advise that disciplinary action will be taken, and advise him/her about the hazards of not evacuating.
- d. In the event that physically challenged individuals are involved in the evacuation efforts, all efforts shall be made to assist them to safety.
- e. The evacuation process shall be conducted in a calm and orderly fashion.
- f. All evacuees shall be directed to a designated staging area.
- g. Once at the staging area, names shall be taken for accountability purposes.
- h. The evacuees shall be transported to an off campus evacuation shelter or assisted to an on campus site depending on the nature of the emergency incident.
- i. Once at the evacuation shelter site, names should be taken again for accountability purposes.
- j. Depending on the length of the evacuation, auxiliary support services may be deployed to provide food, water, showers, medical and health care products.
- k. All evacuees shall be updated as often as possible on the extent of the emergency and length of time they will be at the shelter.
- l. All MVNU employees and administration shall be updated as well.

## **Recovery:**

- a. Evacuees shall be transported back to campus or where they were originally evacuated.
- b. MVNU shall assure that student and MVNU needs are taken care of and order is restored.
- c. The VPUR, in consultation with the President, shall provide news releases.
- d. MVNU Chaplain will be notified, if necessary.
- e. The CSC will complete a critical incident report.

## **Sheltering in Place:**

### **Notification**

- a. All affected persons shall be notified that a Shelter in Place has been instituted.
- b. The Knox County 911 Center shall be notified that a Shelter in Place has been instituted.
- c. The Knox County EMA Director shall be notified if needed.
- d. MVNU Administration and Officials shall be notified if a Shelter in Place has been instituted.
- e. All other emergency agencies shall be notified for assistance if needed.

### **Response**

- a. All affected persons shall be notified that a Shelter in Place has been instituted.
- b. All assigned MVNU personnel shall assist in the notification of the affected buildings.
- c. Facilities shall assist by shutting down all ventilation systems in the affected area, if needed.
- d. All affected persons shall be instructed to keep windows/doors closed and seal cracks around the windows/doors with towels or sheets.
- e. The VPUR, in consultation with the President, shall provide news releases.
- f. All persons need to remain calm until the emergency is over.
- g. Assigned emergency personnel will give the all clear directly to sheltered persons, when the emergency is over.

### **Recovery**

- a. The medical condition of all affected person shall be checked.
- b. Facilities shall assure that all HVAC units and other utilities have been turned back on.
- c. The VPUR, in consultation with the President, shall provide news releases.
- d. The Chaplain's Office will be notified, if necessary.
- e. The CSC will complete a critical incident report.

## **FIRE EMERGENCIES**

**Purpose:** To establish procedures/guidelines to be followed in the event of a fire emergency.

**Situation:** It is MVNU's intention to develop this EOP, in the event of a fire in an MVNU building.

**Assumptions:** MVNU shall follow the EOP in the event of a fire.

### **All Fires:**

#### **Immediate Action**

- a. Call 911 to notify the Fire Department.
- b. Evacuate all occupants from the building.
- c. Notify Campus Safety.
- d. Assist any injured victims and notify EMS.
- e. Notify CSC.
- f. Activate EOC (if needed).

#### **Notification**

- a. MVNU Administrators
- b. Director of Facilities Operations
- c. Director of Residence Life
- d. Coordinator of Student Health Services

### **Residence Hall Fires:**

#### **Response**

- a. Campus Safety shall assist in evacuation procedures and securing the scene.
- b. Facilities shall assist in shutting down all utilities.
- c. The VPSL and Director of Residence Life shall assist in finding temporary housing for displaced students.
- d. The VPSL and Director of Residence Life shall assist students in notification to families.
- e. Health Services shall assist in the treatment of injuries and supplying health care products.
- f. The VPUR, in consultation with the President, shall provide news releases.

#### **Recovery**

- a. Campus Safety shall secure the area and the building.
- b. The CSC shall determine if the building is safe to re-enter.
- c. Facilities shall be responsible for the initial damage assessment.
- d. Housekeeping shall be responsible for cleanup of small-scale damages.
- e. The VPSL and Director of Residence Life are responsible for obtaining permanent housing for displaced students, if needed.
- f. Director of Business Services shall be responsible for notification of insurance
- g. The Chaplain's office will be notified if deemed necessary.
- h. The CSC will complete a critical incident report.

## **FIRE EMERGENCY ACTIONS**

Should you discover a fire remember **RACE**:

- **R**emove anyone from immediate danger
- **A**ctivate the fire alarm system by pulling the nearest fire alarm, then call Campus Safety (ext. 8686)
- **C**ontain the fire by closing doors
- **E**vacuate the building.

All buildings are equipped with fire alarm systems that activate at certain temperature levels or smoke conditions. However, small fires may require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated:

- a. Evacuate **IMMEDIATELY** in a calm, orderly manner.
- b. Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
- c. After evacuating the building, proceed to the designated assembly area for that building. Supervisors, faculty, and residence hall staff will take a head count at the evacuation area and notify Campus Safety of anyone unaccounted for. Be prepared to move to another location if this area is deemed to be close to the building.
- d. Keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- e. If you become trapped in a building during a fire, stay near the floor, as the air is less toxic. Shout for help at regular intervals to alert rescue crews of your location. Remain calm and do not panic.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire. Remember **PASS**:

- **P**ull the pin from the fire extinguisher
- **A**im the fire extinguisher at the base of the fire
- **S**queeze the handles together
- **S**weep the spray from side to side across the base of the flames

**If the fire is not put out by the 1st fire extinguisher used, EVACUATE the building. DO NOT attempt to use a 2<sup>nd</sup> extinguisher.**

## **FLOODS**

**Purpose:** To establish procedures and guidelines to be followed in the event of a domestic water system or natural flood emergency.

**Situation:** MVNU has properties that sit in federally-designated flood zones. Although the risk of major flooding is low, a substantial local flooding event could have a serious impact on MVNU operations.

### **Minor Domestic Flooding:**

#### **Notification**

- a. MVNU Administrators
- b. Facilities
- c. Housekeeping
- d. CSC (If Life Safety Devices are affected)
- e. VPAA and School Dean (if an academic building is involved)
- f. VPSL and Director of Residence Life (if a residential hall is involved)

#### **Response**

- a. Facilities shall repair leaks and isolate utilities.
- b. Housekeeping shall assist with water removal and cleaning.
- c. CSC (if Life Safety Devices are affected).
- d. VPAA and School Dean (if an academic building is involved).
- e. VPSL and Director of Residence Life (if a residential hall is involved).

#### **Recovery**

- a. Facilities shall assess damage.
- b. VPAA will relocate classes, if needed.
- c. VPSL & Director of Residence Life shall find temporary housing, if needed.

### **Major Domestic Flooding**

#### **Notification**

- a. Director of Facilities Operations
- b. CSC
- c. President
- d. Director Housekeeping
- e. VPAA and School Dean (if an academic building is involved)
- f. VPSL and Director of Residence Life (if a residential hall is involved)

#### **Response**

- a. Facilities shall repair leaks and isolate utilities.
- b. Housekeeping shall assist with water removal and cleaning.
- c. CSC to maintain fire and life safety devices.
- d. EOC to be activated.
- e. VPAA and School Dean (if an academic building is involved)

- f. VPSL and Director of Residence Life (is a residential hall is involved)

**Recovery**

- a. Facilities shall assess damages.
- b. CSC shall assess damages to fire and life safety devices.
- c. EOC to assist in support operations.
- d. VPAA to relocate classes if needed.
- e. The VPSL and Director of Residence Life shall assist in finding housing for displaced students.
- f. Director of Business Services to contact insurance personnel.

## **NATURAL GAS LEAKS**

**Purpose:** To establish guidelines to be followed during a natural gas leak at MVNU.

**Situation:** MVNU operates and maintains natural, gas-fired boilers, forced air furnaces, and cooking equipment. There are numerous secondary gas feeds that run through the campus property, as well.

### **Notification:**

#### **Campus Safety**

- a. Notify the CSC.
- b. Notify the VPSL.
- c. Notify the President.
- d. Notify the Director of Facilities Operations.
- e. Notify the Director of Residence Life

#### **CSC**

- a. Place the Fire Department on standby.
- b. Place the EMS on standby if needed.
- c. Notify the Knox County "911" Center.
- d. Notify the Gas Company if needed.
- e. Notify all Vice Presidents.

**Response:** All potential sources of ignition are prohibited in the affected leak areas, including, but not limited to radios, cell phones, cigarettes, lighters, vehicle engines, and flashlights.

#### **Campus Safety**

- a. Respond to the affected building or area and begin an immediate evacuation.
- b. Keep everyone upwind of the affected areas.
- c. Secure the perimeter of the area and allow no one to enter.
- d. Assist in evacuating other buildings and areas if needed.

#### **CSC**

- a. Maintain communications with the President.
- b. Maintain communications with Fire Department.
- c. Maintain communications with Director of Facilities Operations.
- d. Maintain communications with the Gas Company.

## ACTIVE SHOOTER

**Purpose:** To establish in the event that an Active Shooter situation arises on the campus of MVNU.

**Situation:** MVNU is subject to outside influences, including the threat of a hostile intruder.

**Assumptions:** MVNU shall follow the Active Shooter's plan to be able to control the situation and protect the lives of the people on campus.

### **Notification:**

#### **Campus Safety**

- a. Send an officer to the site of the intruder.
- b. Contact the CSC.
- c. Contact Mount Vernon PD
- d. Contact Knox County Sherriff's Department.
- e. Contact the CSC.
- f. Contact the President.

#### **CSC**

- a. Contact the Knox County "911" Center.
- b. Place the EMS on standby.
- c. Contact the Knox County EMA Director.
- d. Notify all Vice Presidents.
  - a. Notify the Director of Facilities Operations.
  - b. Notify the Director of Residence Life.

### **Response:**

#### **Campus Safety**

- a. Assume the situation is hostile beginning with their approach of the scene.
- b. Observations are critical and will add to the information gathering process.
- c. Respond to the affected area and secure the perimeter so no one can enter or leave.
- d. Acquire as much information about the situation as possible and relay it back to the dispatcher or officer in charge as soon as possible.
- e. Follow department protocol as much as possible until the CSC or designee arrives on the scene.
- f. Determine whether there are any injuries and relay that back to the dispatcher or the EMS as soon as possible.
- g. Obtain information relating to hostages, if any, and how many people may be in the building.
- h. Request assistance from the Knox County Sheriff's Department and the Knox County EMA.

#### **CSC**

- a. Request that the EOC be activated.
- b. Maintain communications with Campus Safety, law enforcement agencies, and the President.
- c. Determine whether evacuation or sheltering in place is needed.
- d. Maintain communications with the Knox County EMA director for future assistance.

- e. Maintain communications with Knox County “911” Center.
- f. Maintain communications with Knox County EMS Director.
- g. Maintain communications with MVNU Officials and Administration.
- h. Maintain communications with the President, who will approve messaging for news releases with the VPUR.
- i. Maintain control of the EOC until crisis is over.

### **Recovery:**

#### **Campus Safety**

- a. Secure the crime scene and all evidence.
- b. Restore and maintain order on campus.
- c. Request assistance from the Knox County Sheriff’s Department and the Knox County EMA.

#### **CSC**

- a. Assure that all injured persons are receiving prompt medical attention.
- b. Notify all other MVNU Officials needed to complete the recovery phase.
- c. Maintain control of the EOC until Recovery Phase is complete.

#### **Other MVNU Officials**

- a. The Coordinator of Student Health Services shall provide assistance to injured victims.
- b. The Coordinator of Student Health Services shall contact a Critical Incident Debriefing Team and assist all victims that are in need of counseling.
- c. The Director of Facilities Operations shall complete a damage assessment and make any repairs.
- d. The President, through the VPUR, shall release a final statement of events and pertinent information to the media.
- e. The Chaplain’s Office will be contacted for support purposes.

## **VIOLENT CRIME/HOSTAGE SITUATION**

The guidelines below are suggestions only. Employees are expected to exercise good judgment in dealing with a crisis situation, to ensure their personal safety and the safety of the campus community.

### **ERT Procedures:**

- a. Campus Security personnel will activate the EOC, contact ERT members and call 911.
- b. Make every attempt to move the campus community to a safe area, away from the crime scene and/or hostage situation. If possible, lock down all unaffected buildings to limit the suspect's movement.
- c. Gather as many facts as possible for law enforcement personnel. A member of the ERT should keep notes with times, communications, names, witnesses, and actions taken.
- d. Have floor plans available for affected buildings.
- e. Contact the Chaplain's Office for support purposes.

## **BIO-TERRORISM**

**Purpose:** To establish guidelines in the event of a Bio-Terrorist incident at MVNU.

**Situation:** MVNU is subject to Bio-Terrorist acts; therefore, it is vital that MVNU be prepared.

**Assumptions:** MVNU Officials shall follow the EOP to control the situation and protect the lives of the people on campus.

## **ANTHRAX**

All communication during this type of incident shall be communicated via telephone. Avoid radio transmissions, to reduce the risk of panic. Anthrax organisms can cause infection in the skin, lungs, or gastrointestinal system. To do so, the organism must be rubbed into the skin, swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to anthrax spores by early treatment with antibiotics. Anthrax is not spread from one person to another. For anthrax to be effective as a covert agent, it must be aerosolized into small particles. This is difficult to do and requires technical skill and special equipment. If small particles are inhaled, life threatening lung infection can occur. However, prompt recognition and treatment can be effective.

### **Notification:**

#### **Campus Safety**

- a. Send an officer to the location of the incident.
- b. Contact the Mount Vernon PD and Knox County Sheriff's Department for assistance.
- c. Contact other law enforcement agencies if needed.
- d. Contact the CSC.

#### **CSC**

- a. Contact other agencies, as the situation warrants.
- b. Notify MVNU Administration.
- c. Notify the Knox County Health Department, if needed.
- d. Director of Facilities Operations
- e. Director of Residence Life
- f. Coordinator of Student Health Services

### **Unopened Letter or Package:**

#### **Campus Safety**

- a. If suspicious package of letter is received or found, the officer shall go to the scene and obtain pertinent information.
- b. The officer shall don protective equipment, if warranted.
- c. The officer shall double bag the item along with his/her personal protective equipment in a sealable bag and transport it to the Knox County Health Department.
- d. The officer and anyone else who may have contacted the package should wash their hands as soon as possible with soap and water.

- e. The officer shall record all names, addresses and phone numbers of any person involved or possibly involved in the incident.

## **CSC**

- a. Assist Campus Safety in the evaluation and isolation of the incident.
- b. Don personal protective equipment, if warranted.
- c. Coordinate the incident with all additional responding agencies.
- d. Assist in the proper documentation of affected persons.
- e. Maintain communications with the President and all Vice Presidents.
- f. Maintain communications with the President, who will approve messaging for the VPUR for news releases and information to parents, students, and the public.

## **Director of Director of Facilities Operations**

- a. Shut down utilities, as needed.
- b. Shut down HVAC units, as needed.
- c. Provide assistance other agencies, as needed.

## **Coordinator of Student Health Services**

- a. Provide support services to all exposed persons.

## **Visible Powder, Spilled Powder, or Report of Anthrax in HVAC Systems:**

### **Campus Safety Personnel**

- a. Don personal protective equipment, if warranted.
- b. Request assistance from the Knox County Sheriff's Department.
- c. Coordinate the incident with the CSC when possible.
- d. Request assistance from other agencies, if warranted.
- e. Remove victims to an isolated area at least 100 yards upwind of the potential hazard.
- f. Increase the distance of the isolated area after investigation of the incident and weather conditions.
- g. Request assistance from the Knox County Health Department, if needed.
- h. Have affected persons systematically report to Campus Safety for decontamination procedures.
- i. After decontamination is completed, obtain names, addresses and telephone numbers of persons before letting them leave the isolation area.

## **CSC**

- a. Assist Campus Safety in the evaluation and isolation of the incident.
- b. Don personal protective equipment, if needed.
- c. Activate the EOC, if needed.
- d. Assist in the proper documentation of affected persons.
- e. Coordinate the incident with all additional responding agencies.
- f. Maintain communications with the Knox County Health Department.
- g. Maintain communications with the local EMA Director.
- h. Maintain communications with the President and all Vice Presidents.

- i. Maintain communications with the President, who will approve messaging for the VPUR for news releases and information to parents, students, and the public.

### **Director of Director of Facilities Operations**

- a. Shut down utilities, as needed.
- b. Shut down HVAC units, as needed.
- c. Provide assistance to other agencies, as needed.

### **VPSL**

- a. Maintain communications with the CSC.
- b. Close MVNU (in consultation with the President), if the situation warrants.
- c. Maintain news releases & information to parents, students, and the public, in consultation with the President.
- d. Maintain communications with the President.

### **Director of Resident Life (in consultation with the VPSL)**

- a. Find temporary or permanent housing for students, if the situation warrants.
- b. Maintain accountability of relocated students.

### **Coordinator of Student Health Services**

- a. Provide support services to all exposed persons.
- b. Provide health care products as needed for decontamination purposes.

### **Recovery:**

#### **Campus Safety**

- a. Secure the crime scene and all evidence.
- b. Restore and maintain order on campus.
- c. Request assistance from the Knox County Sheriff's Department and the Knox County EMA.
- d. Coordinate with all other agencies involved in the incident.

#### **CSC**

- a. Assure that all affected persons are receiving prompt medical attention.
- b. Notify all other MVNU Officials needed to complete the recovery phase.
- c. Maintain control of the EOC until Recovery Phase is complete or until no longer needed.
- d. Contact and coordinate with a Bio-Hazard decontamination company.
- e. Issue a final report of the incident.

### **Director of Director of Facilities Operations**

- a. Assist in the recovery phase.

### **VPSL**

- a. Maintain communications with the CSC on recovery efforts.
- b. Reopen MVNU (in consultation with the President) when the situation warrants.
- c. Maintain communications with the President, who will approve messaging for the VPUR for news releases.
- d. Maintain communications with the insurance companies, when warranted.

**Director of Resident Life (in consultation with the VPSL)**

- a. Coordinate assignment of revised room assignments as the situation warrants.

**Coordinator of Student Health Services**

- a. Continue to provide support services to all exposed persons.
- b. Assist in obtaining counseling for the students, as needed.
- c. Assist the students in notifying their parents.

## **MEDICAL EMERGENCIES**

If someone becomes ill or is injured and requires immediate assistance:

- a. Call 911 or Campus Safety at 740-399-8686 or ext. 8686 from on campus.
- b. Campus Safety will provide required services until emergency crews arrive.
- c. Unless trained, do not attempt to render any first aid before trained assistance arrives.
- d. Do not attempt to move person who has fallen and appears to be in pain unless he/she is in immediate danger.
- e. Limit your communication with ill or injured persons to quiet reassurances.
- f. After the person's immediate needs are met; remain to assist the investigating officer with pertinent information about the incident.
- g. Planning for such emergencies includes being trained in emergency first aid and CPR.

## **BASIC LIFE SAVING TECHNIQUES**

Employees are expected to exercise their best judgment in dealing with critical situations in order to insure their personal safety and the safety of the campus community.

**Controlling Excessive Bleeding:** Uncontrolled bleeding initially causes weakness. If bleeding is not controlled within a short period, the victim will go into shock and possibly die. The average adult has about 5 liters of blood. Because the loss of just 1 liter poses a risk of death, it is critical that excessive bleeding be controlled in the shortest amount of time as possible.

### **Methods and Procedures to Control Bleeding:**

- a. Apply direct local pressure – wearing a pair of latex gloves, place direct pressure over the wound and press firmly – 95% of bleeding can be controlled by direct pressure combined with elevation.
- b. Maintain compression by wrapping the wound firmly with a pressure bandage.
- c. Elevate the wound above the level of the heart.
- d. If a large amount of bleeding still persists, apply pressure on the nearest pressure point to slow the flow of blood from the wound. A pressure point is a pulse for a major artery.
  - Use the brachial point for bleeding in the arm. (The brachial is located on the inside of the arm underneath the bicep.)
  - Use the femoral point for bleeding in the leg. (The femoral is located in the upper thigh.)

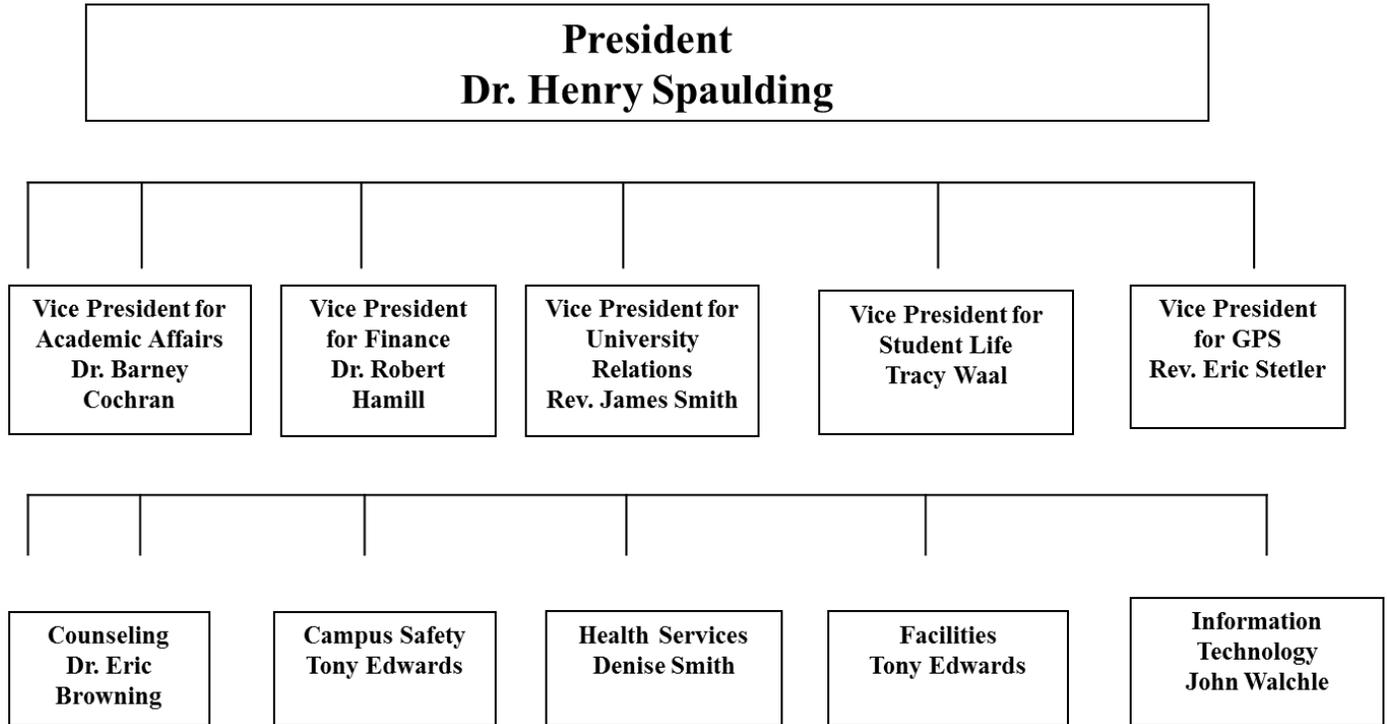
## **APPENDICES**

- I. INCIDENT COMMAND SYSTEM
- II. GPS EMERGENCY RESPONSE PLAN
- III. PIONEER FOOD SERVICES
- IV. CAMPUS MAP

# **APPENDIX I**

## **INCIDENT COMMAND SYSTEM**

The Incident Command System (ICS) is the model for command, control, and coordination of an emergency response. It provides a means to coordinate the efforts of individuals assigned to the ERT as they work toward stabilizing emergency situations, while protecting life, property, and the environment.



## **RESPONSIBILITIES**

- President – Declares a state of emergency on campus and is responsible for the overall direction of the ERT. The President will also officially declare an end to the incident/crisis and coordinate all debriefing meetings.
- VPSL – Coordinates the response of the ERT and ascertaining the scope of the incident/crisis. The VPSL will serve as the Incident Commander in the absence of the President.
- VPAA – Coordinates communication with the Deans when classrooms are involved. The VPAA will be responsible for weather-related school closings.
- VPUR – Maintains communication and direction with the President, CSC as well as local emergency and media personnel.
- VPF – Maintains communication and direction with the President and assesses the financial implications of the situation.
- VPGPS – Maintains communication and direction with the President, GPS faculty, and GPS students.
- Counseling – Oversees any necessary counseling services and will assist with available resources in the social work area.
- Residence Life – Monitors safety conditions and develops measures for ensuring the safety of all students.
- Health Services – Ensures first aid is administered when necessary and plausible. Oversees the coordination of emergency medical treatment when absolutely necessary.
- Facilities – Identifies and assesses facility needs. Coordinates repairs and alterations to MVNU buildings and equipment. Gathers and retains blueprints for buildings on campus, master keys, and information pertaining to the power sources of each building.
- Information Technology – Handles communication & media (equipment), including phones, Wi-Fi, computers, etc. Oversees installation and maintenance of all communication needs within the EOC.

## APPENDIX II

### **GPS EMERGENCY RESPONSE PLAN**

**Overview:** The purpose is to outline the processes and procedures to follow in the event of a crisis at one of MVNU's extension sites. While no plan developed can meet every emergency, the procedures below form the basis of a coordinated effort to make the plan effective and accomplish these priorities:

- Priority 1 — Protection of Human Life
- Priority 2 — Protection of MVNU Assets
- Priority 3 — Maintenance of MVNU Services
- Priority 4 — Restoration of MVNU Operations

**Communicating Information:** In the event of a crisis, the first priority is to call 911, then contact the VPGPS immediately. If the VPGPS is unavailable, contact Hannah Hinerman.

If a crisis should occur, the VPGPS will contact the appropriate Site Operations Assistant (SOA) or any available site staff and request a comprehensive list of students in attendance at the site at the time of the crisis. This list will be used to contact students and provide vital information related to the crisis. In the event that there is only one MVNU employee present at a GPS site during a crisis, additional GPS personnel who normally work at the affected site should be contacted immediately so that they can help to provide needed assistance to emergency responders (see list below).

The VPGPS, in consultation with the President, will determine a comprehensive plan of response for the media. The SOA or any available site staff is expected to be the primary point of communication for both students and instructors at the site during a time of crisis until a member of the ERT arrives at the site. Only the President (or designee) will communicate with external media on behalf of MVNU.

The SOA or any available site staff should also serve as the primary point of assistance for emergency responders. This assistance includes providing access to the physical site as well as helping emergency responders account for all individuals who were present at the site at the time of the crisis.

In the event that a crisis occurs at a time when neither the SOA nor site staff are present, the instructor(s) at the site will serve as the primary point(s) of assistance for any emergency responders. This assistance includes providing access to the site as well as helping responders account for individuals present at the site at the time of the crisis. The instructor(s) present at the site during the time of the crisis will also be responsible for notifying the VPGPS or Hannah Hinerman of the crisis as noted above.

#### **GPS Location & Staff:**

MANSFIELD	Rebecca Williamson	Site Operations Assistant	6100
MOUNT VERNON	Hunter Hall Grad. Assistant	Site Operations Assistant	4702
NEW ALBANY	Nicole Clark	Site Operations Assistant	6000
NEWARK	Paul Harding	Site Operations Assistant	6200

## **APPENDIX III**

### **PIONEER FOOD SERVICE**

In the case of a Power Outage, Pioneer College Caterers (PCC), will be able to operate as if the electrical power was functioning. MVNU's kitchen is equipped with natural gas, which supplies all the equipment that allows PCC to prepare and serve food, in a safe manner that complies with the Ohio Health Code. PCC has sternos in stock at all-times that will allow us to keep food that has been prepared, held at the correct temperature that is safe for consumption.

When a Boil Alert is issued, PCC will continue to operate. MVNU has installed filters to all of the water supplies in the kitchen, which filter all water that is being used to prepare food so it is consumable. This is true for all the machines used to dispense beverages and drinking water. The filters are replaced once a year by the MVNU staff and with filters that are in compliance with Health Codes.

The possibility of both electric, gas, and water going out is a scenario that PCC is equipped to handle. PCC, during the school year, is stocked with numerous items of non-perishable food items, along with bottled water and paper products. PCC carries a certain "par" level for products that are edible in case of emergencies and enough product to get everyone through at least the initial phase of the emergency.

PCC has operated and will continue to be able to operate when electrical power is lost and a boil alert is in effect. MVNU has installed backup generators that will power the freezer and coolers that store perishable items to ensure the food remains at a safe level. The coolers and freezer have an alarm on them, and when tripped certain people on campus will be notified, to avoid/minimize food loss.

# APPENDIX IV

## CAMPUS MAP

