

***STERLING COLLEGE  
EMERGENCY PREPAREDNESS PLAN***



Updated 1/13/2020

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# EMERGENCY PREPAREDNESS PLAN

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## Key Information Regarding Emergency Incidents

1. The Sterling College emergency preparedness plan (laid out in the pages that follow) outlines first steps in the event of an emergency. The latter part of this plan lays out the appropriate response for specific scenarios that might occur.
2. In the event of a crisis or emergency, the primary location for information dissemination to the College community would be Culbertson Auditorium and the secondary location would be Gleason Gymnasium.
3. The Emergency Operation Center for the Presidential Cabinet to meet will be in Cooper as the primary location. If a crisis event makes campus operations impossible, the Coordination Center will be moved to the President's home. The Presidential Cabinet will make decisions regarding initial and secondary responses to the crisis (consulting other appropriate individuals as well).
4. The maintenance building is the central storing house for supplies that might be needed in a crisis (flashlights, orange vests, blankets, gloves, emergency generators, radios, etc.).
5. Any Press Conference or media contact will occur at a designated location as decided by the Presidential Cabinet.
6. Sterling College values our excellent relationship with local police and fire departments. They are asked to review this plan periodically so that the College can incorporate their feedback accordingly.
7. The Health and Counseling Center will provide counseling and/or medical help at appropriate locations if needed. In addition, residential life staff are first aid/CPR certified.
8. Members of the Sterling College community should refer media inquiries to the Director of Marketing and Communications at 620-278-4221. The President or Director of Marketing and Communications will serve as the College spokesperson.
9. In the case of school closure or emergency, information will be posted online at [www.sterling.edu](http://www.sterling.edu) as well as an alert will be texted to all students and employees signed up for emergency text messaging. Updates will also be made available via the college phone number at 620-278-2173 or 1-800-316-1017. More information regarding mass notification and communication is available in the text of this plan.
10. In the event of any emergency situation on campus, members of the campus community should first call 911 (if using campus phone dial 911) and then call the student life office 620-278-4232. If after hours, a second call should be made to the RD on Duty at 620-278-6218 to report an incident. Always report suspicious activities or persons to the local police (620-278-2100).

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## Directory of Emergency Contact Information

### Presidential Cabinet and Responsibilities

NAME/FUNCTION	OFFICE PHONE	HOME/CELL PHONE	ROLE ON THE PRESIDENTIAL CABINET
Scott Rich, President	4294	620-314-8000-C	Crisis Team Leader
Jason Briar, VP for Student Life	4236	620-960-7560-C	Coordinator; Annual Review of EPP; Review and Update Plan; Conduct Training; Provide Updated Plan and Modifications to Appropriate Personnel
Justin Morris, Director of Athletics	4324	620-921-5029-C	Alternate Coordinator & coordinates athletic events in emergencies
Ken Brown, VP for Academic Affairs	4225	620-727-4192-C	Alternate Coordinator & coordinates all academic issues in emergencies
David Landis, VP for Administration	4235	316-295-0107-C	Coordinates all facility & maintenance concerns in emergencies
Dennis Dutton, VP for Enrollment	4364	620-204-0708-C	Coordinates continuation of recruiting in emergencies
Scott Carter, VP for Institutional Advancement	4247	620-204-8319-C	Coordinates alumni relations and fund raising in emergencies
Michelle Hall, CFO	4211	620-966-1425-C	Coordinates all business and finances issues in emergencies

### Assisting in Emergency Response

NAME/FUNCTION	OFFICE PHONE	HOME/CELL PHONE	ROLE IN EMERGENCY
Steve Caywood, Director of Physical Plant	4270	620-204-8155-C	Ensure Adequate Supplies (flashlights, blankets, equipment, etc.) and Modify ERP Accordingly
Vicky Kirchoff, Physical Plant Office Manager	4240	620-278-6078-C	Coordinates maintenance supplies and maintenance contacts
Erica Foss, Executive Assistant	4213	620-680-0446 -C	Executive Assistant to President
Brad Evenson, Director of Marketing	4221	620-204-8133-C	Coordinates all marketing
Rochelle Prather, Director of Foodservice	4248	620-680-1619-C	Coordinates food service in emergencies
Dana Ely, Campus Nurse	4505	620-727-5463-C	Coordinates on-campus health services in emergencies
Lydia Butner, Campus Counselor	4202	828-361-8851-C	Coordinates on-campus counseling services in emergencies
Emily Fuller, Switchboard	0	785-427-8138-C	Manage switchboard
,Paul Brandes, Chaplain	4372	-C	Coordinates hospital visits and chapel services

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Deb Wiebe, Athletic Office Manager	4335	620-278-6139 -C	Coordinates athletic facilities in emergencies
Sarah Birzer, Gilmore Solutions	4320	620-680-0747 -C	Coordinates all technology (e.g. computer systems, telephone, printers, copiers)

### Emergency Phone #s

AGENCY	PHONE #
ACCK	620-241-5150
AMERICAN RED CROSS	620-792-2580
COX COMMUNICATIONS	316-260-7637
CRISIS SEXUAL ASSAULT HOTLINE	800-794-0163
FEMA (Federal Emergency Management Agency)	800-621-FEMA (3362)
ELECTRIC DEPARTMENT	866-791-6550 or 620-278-3532
FBI	816-512-8200
FIRE/POLICE/MEDICAL EMERGENCY	9-1-1 or 620-278-2100
LEGAL COUNSEL (Scott Bush)	Office:620-278-2331 or Cell: 204-0387
LYONS HOSPITAL	620-257-5173
NATURAL GAS DEPARTMENT	800-694-8989
POISON CONTROL	800-222-1222
POST OFFICE	620-278-3421
HUTCHINSON REGIONAL MEDICAL CENTER	620-665-2000
SEXUAL ASSAULT CENTER	800-701-3630
VERIZON in Hutchinson	620-655-7200
WASTE WATER DEPARTMENT	866-791-6550 or 620-278-2883
WATER DEPARTMENT	866-791-6550 or 620-278-3532

### Vending Phone #s

AGENCY	PHONE #
HOME DEPOT	620-728-0460
LOWE'S	620-513-2000
MENNONITE PRESS	316-286-4680
WALMART	620-669-9090
<b>ELECTRICAL CONTRACTOR</b>	
Boman Electric	620-200-3769
K.D. Electric	620-585-2125
<b>PLUMBING CONTRACTOR</b>	
Walton Plumbing	620-278-2608
Temp-Aire	620-257-3221
<b>ROOFING CONTRACTOR</b>	
Wray Roofing	316-217-5386
<b>GENERAL CONTRACTOR</b>	
Plett Construction	620-278-2608
Maxwells Construction	620-204-1095
Erickson Custom Building	620-585-2816

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<b>DEMOLITION CONTRACTOR</b>	
Haile Construction	620-278-3106
Rick's Dozer Service	620-278-2884
<b>ELECTRICAL VENDORS</b>	
Sunflower Electric	800-362-1192
Stanion Electric	620-792-3212
American Electric	620-662-0547
<b>PLUMBING VENDORS</b>	
Western Supply	620-662-8875
Ferguson Enterprises	620-662-1256
J.M. O'Connor	316-267-2246
HAIJOCA	800-432-1301
<b>JANITORIAL VENDORS</b>	
Janitorial Supplies	620-662-4931
Williams Janitorial	800-999-0338
<b>RESTORATION &amp; WATER CLEANUP</b>	
Lamonyon Cleaning	620-669-0055
Rainbow	620-665-8151
<b>RENTAL VENDORS</b>	
High Reach Equipment	620-669-8848
Temp-Aire	620-257-3221
Reger Rental	620-662-2375
<b>PORTABLE TOILET VENDOR</b>	
S&G Sanitation	620-662-0266
<b>TRANSPORTATION VENDORS</b>	
Enterprise	620-665-1033
Durham School Services	620-665-6595
Village Charters	800-333-0312
Prestige Charters	800-779-1227
Salina Charters	800-536-4410
<b>POD STORAGE VENDOR</b>	
PODS Wichita	316-831-0909

### After Hours Phone #s

Maintenance On-Duty	620-278-6228
Steve Caywood, Director of Plant Services	620-204-8155
RD on Duty	620-278-6218
Urgent Care	Lyons ER 620-257-5173 & Hutchinson's ER 620-665-2000
Sterling Police	620-278-2100

### Public Schools

Public Schools	Phone	Contact
District Office	620-278-3621	Jim Goracke 620-204-1987-C
Sterling Grade School	620-278-3112	Brennan Riffel 620-204-0480-C
Sterling High School	620-278-2171	Bill Anderson 620-200-4467-C

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## Press Contacts

	PHONE	EMAIL
<b>PRINT</b>		
The Hutchinson News	1-800-766-3311	<a href="mailto:newsrelease@hutchnews.com">newsrelease@hutchnews.com</a>
Sterling Bulletin	620-278-2114	<a href="mailto:news@sterlingbulletin.com">news@sterlingbulletin.com</a>
Lyons Daily News	620-257-2368	<a href="mailto:dsettle@ldn.kscoxmail.com">dsettle@ldn.kscoxmail.com</a>
<b>TELEVISION</b>		
KWCH-TV (Channel 12)	316-831-6155	<a href="mailto:news@kwch.com">news@kwch.com</a>
KAKE-TV (Channel 10)	316-946-1331	<a href="mailto:news@kake.com">news@kake.com</a>
KSN – TV (Channel 3)	316-292-1111	<a href="mailto:news@ksn.com">news@ksn.com</a>
<b>RADIO</b>		
COUNTRY 102.9/93.1	800-698-1029	
RADIO KANSAS 89.5, 90.1, 90.9	800-723-4657	

## Local Churches

Churches	Phone	Pastor's Name & Cell #
Calvary Baptist	620-278-3000	Dale Jordan: 620-314-9479
CrossPoint	620-278-2013	Michael Gray: 316-706-2013
Grace Bible	620-663-4740	Bart Horton: 620-704-2255
Midland Community	620-422-3678	Bob Smith: 316-258-4353
1 <sup>st</sup> United Methodist Church	620-278-2615	Jeff Miller: 620-278-2615
Assembly of God	620-278-3564	Ken Conner: 316-651-3752
Sterling Evangelical Bible	620-286-5367	Phil Carroll: 620-286-5367
Reformed Presbyterian	620-278-3507	Brian Wright: 785-409-5839
United Presbyterian	620-278-3217	Melissa Krabbe: 620-278-6435
First Baptist - Lyons	620-257-5622	Joel Grizzle: 620-680-9036
First UMC – Lyons	620-257-5161	Quintin Bennett: 620-399-3413
Lyons Church of Christ	620-257-3612	Rob Taverner: 620-257-3612
St. Paul's Catholic - Lyons	620-257-3503	Father Dan Lorimer: 620-513-8585
Sterling Church of Christ	620-257-7900	Mark Tremaine: 620-257-7900
Christian Church -Lyons	620-257-2071	Ron DeVore: 620-257-5161



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## KICA Institutions

College	Phone	Fax	URL
Baker University	785-594-6451	785-594-2522	<a href="http://www.bakeru.edu">www.bakeru.edu</a>
Benedictine College	913-367-5340	913-367-5462	<a href="http://www.benedictine.edu">www.benedictine.edu</a>
Bethany College	785-227-3311	785-227-2004	<a href="http://www.beythanylb.edu">www.beythanylb.edu</a>
Bethel College	316-283-2500	316-284-5286	<a href="http://www.bethelks.edu">www.bethelks.edu</a>
Central Christian	620-241-0723	620-241-6032	<a href="http://www.cetrnalchristian.edu">www.cetrnalchristian.edu</a>
Cleveland University	800-467-2252	N/A	<a href="http://www.cleveland.edu">www.cleveland.edu</a>
Donnelly College	913-621-8700	913-621-8719	<a href="http://www.donnelly.edu">www.donnelly.edu</a>
Friends University	316-295-5000	316-295-5060	<a href="http://www.friends.edu">www.friends.edu</a>
Hesston College	620-327-8300	620-327-8300	<a href="http://www.hesston.edu">www.hesston.edu</a>
Kansas Wesleyan Univ	785-827-5541	785-827-0927	<a href="http://www.kwu.edu">www.kwu.edu</a>
Manhattan Christian	785-539-3571	N/A	<a href="http://www.mccks.edu">www.mccks.edu</a>
McPherson College	620-242-0400	N/A	<a href="http://www.mcpherson.edu">www.mcpherson.edu</a>
MidAmerica Nazarene	913-971-3750	913-971-3290	<a href="http://www.mnu.edu">www.mnu.edu</a>
Newman University	316-942-4291	316-942-4483	<a href="http://www.newmanu.edu">www.newmanu.edu</a>
Ottawa University	1-800-755-5200	785-229-1008	<a href="http://www.ottawa.edu">www.ottawa.edu</a>
Southwestern College	620-229-6223	620-229-6224	<a href="http://www.sckans.edu">www.sckans.edu</a>
Tabor College	620-947-3121	620-947-2607	<a href="http://www.tabor.edu">www.tabor.edu</a>
Univ. of Saint Mary	913-682-5151	913-758-6140	<a href="http://www.stmary.edu">www.stmary.edu</a>

### *Purpose*

It is the goal and purpose of this emergency preparedness plan to ensure, to the maximum extent possible, the safety and security of those associated with Sterling College in the event of an emergency. Clearly, the potential always exists for an emergency that will require careful and timely decision-making in order to protect lives and reduce property loss. Further, it is intended that the effective implementation of this plan in an emergency situation will minimize damage to the college's reputation, mission, and good standing in the community while providing any and all services that are necessary to maintain the physical, emotional, spiritual, and financial well-being of the College and its visitors, students, faculty members, staff members, and administrators.

Sterling College is committed to timely and honest communication with internal and external constituents within the boundaries of legal and privacy restrictions. To ensure the effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and supporting documents. The emergency response to any incident will be conducted within the framework of this plan except when directed otherwise by the President or his Cabinet Team. The plan includes a chain of command that establishes the authority and responsibilities of various

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members of the Sterling College community. This document should be seen as a living text subject to changes and modifications as the college environment changes

## *Definition*

An emergency is defined as any incident(s), human-caused or natural, that requires responsive action to protect life or property.

The SC community may face many types of emergencies, including the following:

- Operational/Industrial/Technological
- Natural disaster (ice, snow or wind storm; flood; tornado; drought)
- Fire
- Structural failure
- Utility emergency (power, water, gas, leaks, sewage, telephone)
- Act of terrorism or threat of such an act
- Explosion
- Accidental chemical or biological hazard

Students/Faculty/Staff/Guests may face many types of emergencies, including the following:

- Potentially dangerous person on campus – endangering self and/or others
- Weapons possession
- Hostage situation
- Medical emergency
- Criminal act
- Campus strife
- Demonstration
- Firings or layoffs
- Major financial difficulties
- Major litigation
- Act of violence against people or property

This is not all-inclusive, but provides a sampling of the types of issues that could escalate from a state of emergency into a crisis situation for SC.

## *Responsibility and Control*

The Emergency Preparedness Plan is under the executive control of the President of the College. When an emergency situation arises, the President will activate the Emergency Preparedness Plan. Use of College personnel and equipment will be utilized to provide protection for:

- A. Life Safety
- B. Preservation of Property
- C. Restoration of the Academic Program

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The manner in which college personnel and equipment will be utilized will be determined by the Presidential Cabinet. The Emergency Preparedness Plan will remain in effect until the President or designated representative deems the College shall return to normal operation.

## Emergency Level Definitions

### Level I Emergency

**DEFINITION:** An unplanned event that may adversely impact or threaten life, health, or property on a large scale at one or more locations within SC. Control of the incident will require specialists, in addition to SC and outside agency personnel. Long-term implications are likely.

#### **CRITERIA**

- Serious hazard or severe threat to life, health, or property.
- Resolution of incident involves multiple community and county agencies as well as multiple levels of college personnel.
- Major evacuation involving relocation of students and/or college personnel.
- Duration of the event is unpredictable.
- Security procedures to protect evacuees and property are established.
- Medical needs planned for using college and community resources.
- Command post established.
- Communications center established to coordinate media and college related communications.
- Long-term recovery plan established.
- Written report prepared.
- Incident critique involving all agencies involved.

**EXAMPLES:** Tornado that damages multiple buildings on campus; major fire in a campus building; loss of heat or power to multiple buildings; a chemical release causing the evacuation of one or more buildings.

### Level II Emergency

**DEFINITION:** An unplanned event that may adversely impact or threaten life, health, or property within a single area. Control of the incident is beyond the capabilities of college employees. Outside agency assistance is necessary.

#### **CRITERIA**

- Resolution of the incident involves both SC and outside agency personnel.
- Evacuation is short term and affects immediate localized area only.

**EXAMPLES:** Small fire; suicide; water main break involving most of a building or one which threatens critical services; an odor requiring evacuation; loss of heat or power to a building.

### Level III Emergency

**DEFINITION:** An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of SC employees and the duration of the incident is short term.

#### **CRITERIA**

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- Incident resolved by SC employees.
- An outside agency may be involved as a precautionary measure or in accordance with SC policy.

### *Declaring a Campus State of Emergency*

- A. The authority to declare a campus state of emergency rests with the President, or in his absence, his designee.
- The President shall immediately consult with the Presidential Cabinet regarding the incident and the possible need for the declaration of a Campus State of Emergency. During a State of Emergency the President shall place into immediate effect the appropriate procedures to meet the emergency and safeguard persons and property insofar as it is possible. The Office of Marketing and Communication is responsible for the release of all information outside of the campus and in most instances for campus wide announcements.
  - When the declaration is made, only registered students, members of the administration, faculty and staff and emergency personnel are authorized to be on campus. Those who cannot provide proper identification proving their legitimate business on campus will be asked to vacate the premises.
  - Only those members of the administration, faculty and staff who have been assigned emergency responsibilities will be allowed to enter the incident location including the Emergency Operations Center (EOC).
  - In the event of tornado, fires, storms, or major disaster on or near the campus, or involving college property, maintenance personnel will be dispatched to determine the extent of the damage to any college property.
- B. During an emergency, a Media location will be selected. In all cases the Media location should be located outside of the danger zone. The Media location will function as the location where communication is given to the media.
- C. The Initial Incident Commander will provide notification of the emergency situation to all appropriate primary Cabinet members. These team members will then notify necessary individuals within their sphere of activity and responsibility.
- D. The Director of Marketing & Communications or her/his designee will respond to media inquiries, issue news releases and all-campus announcements, and designate one central location for meeting with on and off campus media personnel. These meetings may also include essential emergency personnel.

*NOTE: No press conferences or media releases will take place until a briefing involving key Cabinet members has taken place and all available, releasable information has been evaluated and organized. The press release should be approved by the President prior to dissemination.*

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## *General Operations*

### **Preparation**

While it is true that the College may not be able to prevent an emergency, with preparation an emergency can be managed. Initial steps for preparation include but are not limited to:

- Formation of the Emergency Leadership Team (to include the President, cabinet, and Director of I.T., Director of Maintenance, and Maintenance Administrative Assistant.
- Clear division of responsibilities within the Cabinet.
- Annual meeting scheduled to review the Emergency Preparedness Plan and revise as appropriate.
- Periodically scheduled meetings throughout the year to participate in tabletop exercises to talk through potential emergency scenarios.
- Review the Emergency Preparedness Plan with members of the staff and faculty and provide emergency response training to as many members of the SC community as possible (including first aid and CPR).
- Encouragement of all members of the SC community to be vigilant and to pass along information on situations that they believe may lead to an emergency.
- Safety “walk-throughs” conducted on a regular basis by Maintenance Department, Security, and Residential Life staff and prompt follow-through to repair or replace any damaged or malfunctioning safety fixtures or equipment.
- Identification of members of the SC community with special skills in the areas of emergency medical response, search and rescue, and crisis response.
- First aid supplies, radios for communication, and emergency response supplies (e.g., face masks, rubber or plastic gloves, batteries, flashlights, cell phones, blankets, emergency food and water) will be maintained in good condition at an accessible location (Plant Services - Maintenance Building).
- Testing of fire alarms and emergency lighting in all campus buildings on a reoccurring schedule.
- Regular scheduling of evacuation drills that are well publicized to the SC community.
- Ongoing emergency response training for the Presidential Cabinet & Emergency Preparedness Committee. This includes conducting tabletop exercises on a regular and ongoing basis.
- Opportunities for CPR, First Aid, and regional Community Emergency Response Team training will be advertised and promoted to key Sterling College staff members.
- Establishment of emergency communications networks (departmental or crisis response phone trees . . . see appendix, radio and TV announcements).

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## **Response**

In response to the emergency and disaster situation, Sterling College will do the following:

1. Provide appropriate personnel and resources.
2. Document the location and condition of all persons injured.
3. Contact other agencies when help is needed.
4. Provide appropriate information to the media.

## **Recovery**

In order to facilitate the recovery from an emergency situation, Sterling College will do the following:

1. Restore all services to a level of normal operations.
2. Provide for the controlled termination of assistance from other agencies.
3. Continue to provide appropriate information to the media.

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## *Presidential Cabinet Responsibilities*

In the event of a College emergency, the President (or his/her designee), will call a Cabinet meeting. In the President's absence, the backup is the EVP or any on-campus VP.

As a group, the responsibilities of the initial meeting include:

- Identifying a senior staff member who is responsible for gathering information based on where the problem originated (Emergency Manager)
- Gathering information
- Assessing the situation
- Drafting a statement
- Identifying possible future scenarios
- Identifying appropriate third-party support (experts, potential allies, etc.)
- Assessing the need for additional resource, including external help
- Providing complete documentation of the nature of the crisis and its handling by the college

Broadly, the responsibilities of the President & Communications, should a crisis occur, are as follows:

1. Send out emergency text message to all students, faculty, and staff who are registered on e2campus.
2. Activate Crisis Response Phone Tree (departmental phone tree referenced earlier and contained in the appendices).
3. Contact the Campus Switchboard Coordinator
4. Contact Campus Security & Residential Life Staff
5. Establish the Emergency Operations Center. This will serve as the central location for all communication, meetings of the Cabinet, strategy sessions, etc. It will be located in Cooper Hall. If this room is unavailable because of the nature of the crisis then a back-up facility will be determined. Each of these facilities will be equipped with caller display phones and appropriate computers for email and internet use. In addition, student, faculty/staff, as well as official phone directories will be available. Each of these rooms will have the appropriate technology preprogrammed with voice mail and e-mails lists of people who need to be informed of the status of the crisis and its corresponding management.
  - Establish the Media location. This location will serve as the location for media personnel to meet with appropriate College representatives for the dissemination of corresponding information. Furthermore, this location will be available as a headquarters for media personnel for the duration of the crisis. PRIMARY LOCATION: To Be Determined
6. Conference with the President or Cabinet member-in-charge as necessary about the situation and seek consultation with Cabinet members when critical decisions need to be made.

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7. Contact the Director of Marketing & Communications for implementation of Media Protocol procedures (see Media Protocol Appendix).
8. Contact the VPAA who will arrange for any interruption in the campus class schedule and determine if a faculty meeting is to be called for the purpose of disseminating information that needs to be communicated to classes. The VPAA will insure that instructors directly impacted by a tragedy or fatality will receive timely notification.
9. Below are the cabinet members who will oversee communication with members of the following groups:
  - VPAA – faculty members
  - VPSL – students
  - CFO - staff members
10. Communicate with Campus Nurse, Campus Counselor, Cafeteria Manager, and Chaplain other appropriate personnel as necessary.



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# EMERGENCY PREPAREDNESS PLAN

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## *Individual Areas of Responsibility*

### President's Office

#### Before Incident (Preparation Phase):

- Review Emergency Preparedness Plan yearly.

#### During Incident (Response Phase):

- Spokesperson for the College.
- Liaison to legal counsel along with VP for Administration.
- Liaison to Board of Trustees.
- Make calls for third party support.
- Determine timing and appropriateness of any all-campus meetings.
- Maintain a visible presence to help calm the campus community.
- Determine what events should be cancelled and/or relocated.
- Coordinate the Emergency Operations Center and call a meeting of the Cabinet.
- Activate Crisis Response Phone Tree if necessary (see appendices).
- Assess the situation.
- Ensure that immediate life safety actions have been taken.
- Develop an Incident Action Plan.
- Ensure that the Cabinet is aware of campus condition and needs.
- Provide for public information dissemination.
- Call daily (or more frequent) update meetings of the Presidential Cabinet.
- Submit a follow-up report.

#### After Incident (Recovery Phase):

- Work with Chaplain on planning college-wide chapel service.

### Spiritual Life

#### Before Incident (Preparation Phase):

- Be informed about and connected with at-risk students.
- Have list of pastors and community members who could help in case of large-scale emergency.

#### During Incident (Response Phase):

- Chaplain assigns person(s) to be the family/student hospital contact. One or two people only are assigned the responsibility of meeting the entire needs of the hospitalized student/family (hotel, meals, pastoral care).
- Assist Campus Counselor with pastoral care and counseling.
- Provide tangible help as needed during crisis.

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# EMERGENCY PREPAREDNESS PLAN

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## Marketing & Communications

### Before Incident (Preparation Phase):

- Supervise the Emergency Preparation section of the Emergency Preparedness Plan and assure that all elements of such preparation are in place.
- Work with the VPSL, VP for Administration, & VPAA to develop an emergency response training program for members of the campus community.
- Send an alternate e-mail address and emergency cell phone list to President's Cabinet each August.
- Develop working relationship with local printing/copying businesses and have an understanding of their capabilities in the event that SC is unable to provide service.
- Have contacts and numbers of printing/copying businesses readily available.
- Develop working relationship with local sign companies and have an understanding of their capabilities of making fast/temporary signs.
- Update media contacts – both e-mail distribution list and contact numbers.
- Have a back-up cell phone battery.

### During Incident (Response Phase):

- Serve as first backup to President as spokesperson for the College.
- Provide information to Vice President of Institutional Advancement to donors, foundations, public giving agencies and friends of the College.
- Train staff who will be answering switchboard on how to screen calls from the media (keeping a log of media calls).
- Be available as a backup to take calls from the general public, the media and individuals with close association with members of the SC community.
- Draft a general information statement that can be used as a basis for a letter or memo to constituents or as a press release.
- Provide a daily update sheet to staff and faculty.
- If determined necessary by the team, issue a public statement in the form of a press release.
- Monitor events and provide additional background material to the media.
- If necessary, organize a press conference.
- Disable comment section of blogs.
- Work with VP for Enrollment Management on a message for perspective students.
- Monitor SC's social media sites (i.e., Facebook, Twitter, Tumblr) for appropriate posts.

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# EMERGENCY PREPAREDNESS PLAN

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## Academic Affairs

### Before Incident (Preparation Phase):

- Have faculty understand methods for moving to an alternate delivery system for their courses.
- Encourage all faculty to register on emergency text message system, e2campus.
- Determine spaces that would be appropriate for instruction in the event that our facilities are unusable (local churches, downtown spaces, area schools, etc.) for academic classes.
- Train academic faculty on emergency procedures.
- Practice tornado drills once year in classroom buildings.

### During Incident (Response Phase):

- Be prepared to serve as spokesperson for the College if designated by the President.
- Activate the College phone tree for area.
- In the event of an injury to or death of a faculty member, serve as liaison to police, hospital and the family.
- Be available as a backup to take calls from the general public, the media, students, faculty and family of students or faculty.
- Work with the Registrar and associate dean to determine an alternative class schedule.
- Determine point person (Director of Library) to head team in charge of locating alternate text books.

## Faculty

### Before Incident (Preparation Phase):

- Become familiar with your building (i.e., where to go for Secure in Place, fire, tornado, and where all of the exits are for evacuating the building).
- Assist in conducting tornado drills at least once a year.

### During Incident (Response Phase):

- Warn people in the area of responsibility of the need to evacuate OR of a building Secure in Place.
- Evacuate self and others to a safe evacuation area when dictated by the situation.
- Notify the appropriate officials of the type of incident and its location.
- Assess the situation:
  - Assess the condition of the evacuation area.
  - Account for all people in the area of responsibility.
  - If possible, determine location of missing persons.
  - Request additional assistance (be specific).
  - Provide information to area of responsibility as directed.

# EMERGENCY PREPAREDNESS PLAN

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## Information Technology

### Before Incident (Preparation Phase):

- Prioritize technical services/systems most urgent and critical for restoration after an emergency.
- Establish guidelines for timeliness of restoration of each service/system.
- Determine what is mission critical data and where it is stored. Stated differently, how soon after the crisis do we need to have servers and communication systems up (i.e. email and website the most critical. This has budget implications depending on what we need and how soon we need it).
- Continue the process of having back-up system support outside of Sterling.
- Complement the current file back-up system, which stores files on the SC campus. This would include at least one alternate site for servers on which to restore the data/program files after a crisis.
- Work with Senior Leadership Team to determine a command post that is on SC property that is connected to the SC network/wireless.
- Ensure selected employees (especially technical staff) have ongoing access to appropriate communications equipment.
- As reports are run from IT, remind various departments (i.e., Residential Life) to periodically print/save critical information (who lives in what dorms, student/parent contact info, etc. as relevant to the department's work) and store the information off-campus, in a location that is accessible by various leaders in the area.

### During Incident (Response Phase):

- Supervise Institutional Technology to assure that as far as possible, phone and email communication is functioning

# EMERGENCY PREPAREDNESS PLAN

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## Administrative/Financial Office

### Before Incident (Preparation Phase):

- Develop working relationships with contractors in order to have immediate service.
- Have a knowledge of persons/companies with heavy equipment (i.e., backhoe, bulldozer, front end loader, etc.).
- Assist in the coordination of campus-wide emergency response training.

### During Incident (Response Phase):

- Be prepared to serve as spokesperson for the College if designated by the President.
- Liaison to legal counsel along with the President.
- In the event of an injury to or death of a SC employee or visitor, serve as liaison to police, hospital and family members.
- Provide information to staff members.
- Work with facilities.
- Work with local utility companies (phone, cable, City of Sterling, etc.).
- Liaison to appropriate governmental agencies.
- Take pictures before any clean-up occurs.
- Contact insurance company with damages/needs (note: have number readily available).
- Provide on-campus control.
- Help assess the severity of the emergency and assist in coordinating the efforts of outside agencies, including local, state and federal police and emergency response agencies.
- Supervise evacuation of campus facilities as necessary.
- Supervise staff to help assure as calm a campus atmosphere as possible and to move individuals who are not a part of the SC community away from the campus.
- Assist emergency response agencies in the communication of instructions to the campus community.

### After Incident (Recovery Phase)

- Conduct infrastructure damage assessment of facility and College utility “life lines” (water, power natural gas, telecommunications, sewer, waste services) owned by SC.
- Provide management oversight of utility actions to ensure that the needs of the College population and its individual members are provided for effectively.

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# EMERGENCY PREPAREDNESS PLAN

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## Athletics

### Before Incident (Preparation Phase):

- Make sure athletic staff (athletic trainers and coaches) has needed information on student athletes (i.e., insurance forms, physicals, etc.).
- Become familiar with your building (i.e., where to go for Secure in Place, fire, tornado, and where all of the exits are for evacuating the building).
- Assist in conducting building drills at least once a year.
- Have a list of all current student athletes' and parent's phone numbers.
- Have a list of contact names and numbers for all visiting teams prior to a competition/game/event.

### During Incident – Event Manager (Response Phase):

- Warn people in the area of responsibility of the emergency situation.
- Be a visible presence on campus to help maintain calm or order.
- Evacuate self and others to a safe evacuation area when dictated by the situation.
- Notify the appropriate officials of the type of incident and its location.
- Assess the situation:
  - Assess the condition of the evacuation area.
  - Account for all people in the area of responsibility.
  - If possible, determine location of missing persons.
  - Request additional assistance (be specific).

### After Incident (Recovery Phase):

- Assist in the coordination of repair/rebuilding efforts.

## Enrollment Management

### Before Incident (Preparation Phase):

- Set up alternate numbers for SC phone bank. Secure an alternate cell phone that can be used in case SC's phone lines are down for the phone bank.
- Define and train volunteers for 24/7 phone bank response and e-mail response. Create alternate e-mail address that can be used for inquiries. Be sure that e-mail address is sent to a designated person for prompt response.

### During Incident (Response Phase):

- Work calls to prospective students to get "on message".
- Other projects as needed (moving/identifying cars, alternate space).

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# EMERGENCY PREPAREDNESS PLAN

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## Maintenance

### Before Incident (Preparation Phase):

- Have all necessary contract/business/contractor numbers readily available.
- Coordinate with VP for Administration, VPAA and VPSL drills for all campus buildings at least once a year.
- Prepare Fire/Tornado signs for each building on an annual basis, including fire extinguisher placements.
- Establish procedures for contracting needed supplies in advance (i.e., emergency transportation, vehicles, electrical generators, etc.).
- Arrange or contract for POD or WRAP trailers for storage as needed.
- Establish contacts for portable toilets.
- Establish internal protocols for logistical needs such as housekeeping, restoration, etc.
- Determine what it would take to have emergency power in each building.

### During Incident (Response Phase):

- Assess and contain damage to SC facilities.
- Contact appropriate utilities companies.
- Estimate time line for repairs.
- Assist claims adjuster in damage inspection.
- Determine if extra staffing is needed for facilities or to assist with security.
- Director and essential staff will respond and shut-off utilities as needed.
- Contain fuel or spills into one area (i.e., chemical spill).
- Provide supplies, equipment and personnel as directed.
- Provide heavy equipment to support rescue operations.
- Coordinate emergency utility support requirements with public and SC utilities.
- Provide technical information on damaged structures.

### After Incident (Recovery Phase):

- Conduct infrastructure damage assessment of facility and College utility “life lines” (water, power, natural gas, telecommunications, sewer, waste services) owned by SC.
- Provide management oversight of utility actions to ensure that the needs of the College population and its individual members are provided for effectively.

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# EMERGENCY PREPAREDNESS PLAN

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## Student Life

### Before Incident (Preparation Phase):

- Train residential life staff on emergency procedures.
- Work with Director of Marketing & Communications to develop an emergency response training program for members of the campus community.
- Communicate emergency procedures with residential students once per semester.
- Practice evacuation drills once per semester.
- Practice tornado drills once per year.
- Make sure that emergency contact information (students and staff) is accessible (i.e., multiple copies in multiple locations).
- Have security/staff emergency contact information available to RA's.
- Train staff on alarm system and test once per semester.
- Establish alternate housing options to accommodate all residential students.
- Have a list of all current student's and parent's phone numbers.
- Train text team on how to send emergency text via phone or email.
- Work with the Executive Team to develop an emergency response training program for members of the campus community.

### During Incident (Response Phase):

- Begin emergency text message.
- Report to scene.
- Evacuate students (or secure them in their housing).
- Call the parents of injured students, if applicable.
- Tell students to call home.
- Ensure that all students are safe and accounted for effectively.
- Keep detailed records of any missing and/or injured students.
- Work with first responders/emergency personnel to identify persons or areas of concern.
- Implement/assist fire officers with evacuation orders, when necessary.
- Provide assistance to law enforcement and fire personnel with traffic control.
- In the event of an injury to or death of a student, serve as liaison to police, hospital and the family.
- Provide health and counseling services and referrals to local health providers for members of the SC community in need of such services.
- Be a visible presence on campus to help maintain calm and order.
- Assist any members of the SC community needing emergency housing or relocation.
- Be available to take phone calls from students and their families and initiate phone calls when appropriate.



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# EMERGENCY PREPAREDNESS PLAN

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## **Student Life - continued**

### After Incident (Recovery Phase):

- Participate in recovery of facilities and personal belongings.
- Assist in the coordination of repair/rebuilding efforts.
- Work with campus counselor to ensure the emotional well-being of students.
- Make long-term housing arrangements (remainder of semester/academic year) if needed.
- Coordinate special needs hotline (identify phone numbers).
- Database of damaged cars/moving cars.
- Bag and tag/item recovery (or packing bags for injured students).
- Create a command post with physical substations (lost and found, passports, medical).
- Empty student refrigerators if school is closed for more than two weeks to reduce odor.
- Create a student friendly “what’s next” FAQ.
- Identify a student gathering space for emotional support after the crisis.
- FEMA liaison.

## **Residential Life**

### Before Incident (Preparation Phase):

- Prepare RA training and include protocol for evacuation, fire, tornado, and Secure in Place.
- During RA training, simulate drills for evacuation and Secure in Place.
- During RA training, conduct CPR and First Aid certification for all RAs & RDs.
- Once a semester, conduct a fire drill in each residence hall.

### During Incident (Response Phase):

- Warn people in the area of responsibility of the need to evacuate OR of a building Secure in Place.
- Evacuate self and others to a safe evacuation area when dictated by the situation.
- Notify the appropriate officials of the type of incident and its location.
- Assess the situation:
  - Assess the condition of the evacuation area.
  - Account for all people in the area of responsibility.
  - If possible, determine location of missing persons.
  - Request additional assistance (be specific).
  - Provide information to area of responsibility as directed.

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# EMERGENCY PREPAREDNESS PLAN

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## Counseling Services

### Before Incident (Preparation Phase):

- Establish an on-site crisis counseling team.
- Meet with crisis counseling team to establish the plan in the event of an incident.
- Have contact information of all contract counselors and external teams readily available.

### During Incident (Response Phase)

- Determine an appropriate location for triage and long-term counseling.
- If needed, contact external resources.
- Begin marketing of counseling (where, how to sign up).
- Proactively contract groups for counseling needs.
- Keep data and records of services rendered.

### After Incident (Recovery Phase)

- Meet with crisis team members to do review and analysis of the incident and response.
- Continue counseling students and any staff who need counseling.
- Collate data and records and summarize.
- Make appropriate recommendations after review.

## Food Service

### Before Incident (Preparation Phase)

- Define alternate cooking/serving areas on and off-campus (gymnasium, area churches, etc.).
- Train staff on evacuation, tornado and shelter-in-place procedures for Chartwells staff and Student Dining hall occupants.
- Encourage all personnel to register for the emergency text messaging system (i.e. e2Campus).
- Undergo all required health and safety inspections.
- Ensure all safety equipment is in proper operating condition (i.e. fire extinguishers, ventilation, etc.).
- Make contact list of vendors who can assist with supplies if an incident occurs.

### During Incident (Response Phase)

- Provide food/water for first responder/emergency staff when possible.
- Coordinate food services with other crisis care organizations (i.e. Red Cross, etc.).
- Set up food distribution area to best utilize donations.

### After Incident (Recovery Phase)

- Work to get Dining Hall and food preparation fully functioning.
- Service temporary housing areas.
- Work with President's Office to provide meals to senior leadership at the Emergency Operations Center.

# EMERGENCY PREPAREDNESS PLAN

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## Emergency Plan Priorities

If the situation is clearly a level I or level II emergency, the Incident Commander will contact appropriate emergency agencies. If an emergency situation begins to escalate, appropriate administrative personnel will be notified and necessary action will be initiated to respond to the changing conditions. Once outside agencies arrive on the scene (i.e. Fire Department, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations.

The Cabinet will concentrate efforts on Priority 1 Objectives until those objectives are substantially met. Priority 2 and 3 objectives will be addressed as resources become available. The Cabinet will keep a written record of all activities and decisions.

### Priority 1 Objectives

- A. Contact and Request Necessary Emergency Services.
- B. Medical Aid – evaluate medical services available and direct rescue forces regarding location of treatment facilities for injured.
  - 1. Lyons Hospital
  - 2. SC Health and Counseling Center
  - 3. SC Athletic Trainer and Staff
- C. Fire Suppression – evaluate fires or fire hazards and use resources to control and evacuate.
  - 1. Sterling Fire Department
  - 2. Mutual Aid and Automatic Aid Resources from Outside the Area
  - 3. Volunteer Forces
- D. Search and Rescue – appoint search and rescue teams and acquire transportation vehicles and equipment required. Check elevators for occupants.
  - 1. SC Personnel
  - 2. Volunteer Forces
  - 3. Plant Services – Maintenance (equipment)
  - 4. Sterling Fire Department
- E. Communications Network – establish a communications network using available resources
  - 1. e2campus Alert – text messaging system
  - 2. Sterling College website ([www.sterling.edu](http://www.sterling.edu))
  - 3. Campus Email
  - 4. Telephone
  - 5. Broadcast Radio
  - 6. Campus Computer Network
  - 7. R.A.s and Residence Life Staff
  - 8. Update City Emergency Services on Conditions as Situation Progresses

## EMERGENCY PREPAREDNESS PLAN

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- F. Utilities Survey – evaluate conditions of utilities and shut down or restore as able (gas, electric, steam, water, sewer).
  - 1. Maintenance Services
  - 2. City of Sterling – Electric & Water
  - 3. Black Hills Energy - Gas
  
- G. Hazardous Substance Control – survey critical area and secure or clean up as needed (radioactive, biological, and chemical).
  - 1. SC Chemical Hygienist
  - 2. Sterling Fire Department and the regional hazardous materials team

# EMERGENCY PREPAREDNESS PLAN

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## Priority 2 Objectives

- A. Facility Survey – evaluate facilities for occupancy (residential units have priority; identify and seal off contaminated areas)
  - 1. SC Food Services
  - 2. Student Life
  - 3. Maintenance Department
  - 4. Academic Affairs - classrooms
  
- B. Shelter – identify usable housing structures and organize personnel moves as needed
  - 1. SC Food Services
  - 2. Student Life
  - 3. Maintenance Department
  
- C. Food/Drinking Water – identify supplies and establish distribution system
  - 1. SC Food Services
  - 2. Student Life
  - 3. Maintenance Department
  
- D. Sewer System – evaluate sewer system and identify resources that can be used (develop latrines as needed)
  - 1. Maintenance Department
  
- E. Communications – establish a communications system with the campus community and advise everyone regarding availability of basic services
  - 1. E2campus
  - 2. Bullhorns
  - 3. Campus I.T.
  - 4. R.A.s and Residence Life Staff
  - 5. Faculty members
  
- F. Criminal Activity Control – establish police security system to control crime
  - 1. Residential Life Staff
  - 2. Sterling Police Department
  - 3. Security Staff
  
- G. Psychological Assistance – establish a system to deal with case of mental/psychological distress
  - 1. Campus Counseling
  - 2. Campus Chaplain
  - 3. Student Life Staff
  - 4. Local Church Staff

# EMERGENCY PREPAREDNESS PLAN

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## Priority 3 Objectives

- A. Valuable Materials Survey – identify, survey, and secure valuable materials on campus
  - 1. Library Department Staff
  - 2. President/Development Staff
  - 3. Volunteers
  
- B. Records Survey – identify, survey, and secure all Sterling College records
  - 1. Business Office Staff
  - 2. Registrar Staff
  - 3. Financial Aid Staff
  - 4. President/Development Staff
  - 5. Admissions Staff
  - 6. Academic Offices Staff
  - 7. Institutional Technology Staff
  - 8. Student Life Staff
  
- C. Academic Survey – survey academic departments and determine requirements to begin academic operations
  - 1. Associate Dean
  - 2. Department Chairs
  - 3. Faculty
  
- D. Supplies and Equipment – develop system to review flow of supplies and equipment from outside staff
  - 1. Business Office Staff

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# EMERGENCY PREPAREDNESS PLAN

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## *General Evacuation Information*

Situations requiring evacuation could include but are not limited to the following:

- Natural gas leak
- Flammable liquid spill and/or release
- Bomb threat
- Power line failure
- Hostage situation
- Hazardous chemical spill and/or release
- Tornadoes
- Flooding
- Winter storms

## **Evacuation Procedures**

The purpose of these recommendations is to provide guidelines in the event an area evacuation becomes necessary.

- I. Units first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, in consultation with other officers, or by information received at the scene.
  1. Immediately designate the area to be evacuated. The evacuation will require a door-to-door check of the facility. (IMPORTANT NOTE: If a working fire, smoke, or other evidence of combustion is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus (SCBA) enter any structure).
  2. Move all evacuees to a staging area (most likely Gleason Gymnasium), and begin a census to establish that the evacuation is complete.
- II. Evacuation of Individuals with Disabilities— In the event that individuals with disabilities are involved in an evacuation effort, the staff at the scene will make every attempt to lead them to safety. For more detailed instructions and guidelines regarding the evacuation of a person with a disability, please refer to Appendix D.
- III. Short Term Evacuations
  1. Students are moved to the nearest safe housing lounge.
  2. Students are moved to the nearest safe non-housing lounge.
  3. Support services are employed (emergency food, showers, medical or disability related needs are arranged as needed)
- IV. Medium Term Evacuations
  1. If Gleason gymnasium or another large building is available, this location is acceptable. When necessary, the local chapter of the American Red Cross is a valuable resource for such items as cots and blankets.
  2. Students are assigned to lounges and other college public area spaces that can be satisfactorily arranged.

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## EMERGENCY PREPAREDNESS PLAN

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3. Students are assigned to vacant spaces in the housing system.
4. Students are assigned to crowded spaces in the housing system
5. Students are assigned to community family homes.

V. Long Term Evacuations

1. All items under Medium Term Evacuations are initiated unless a substantial part of the campus is under an evacuation order.
2. Local high schools or neighboring colleges may be able to assist with housing.
3. Again, the local chapter of the American Red Cross should be enlisted for assistance and advice.

VI. Refuge Shelters: The College shall identify appropriate shelters as needed.

### ***Reports***

Documentation of activities and an accurate recording of actions taken during an emergency will be done by all personnel involved. The Incident Commander will be in charge of compiling all data and records for publishing in the final report.

### ***Emergency Operations Plan Maintenance***

In order to ensure that Sterling College maintains proper operational capabilities, plan, review and revision will be considered an ongoing function. The VPSL in conjunction with the Cabinet will be responsible for this task on an annual basis.

### ***Emergency Checklist***

1. Have persons been evacuated?
2. Does the area need blockaded?
3. Is appropriate medical attention being provided?
4. Are the President, his/her Cabinet Team aware of the situation?
5. Has repair crew been notified?
6. Have the Director of Plant Services – Maintenance been notified?
7. Has the Fire Department been called?
8. Has Law Enforcement been notified?
9. Has the on-call list been executed?
10. Have emergency valves or proper valves to shutdown gas, water, or power been identified and located?
11. Is supplementary housing for victims or families needed?
12. Have witnesses to the crisis been identified?
13. Has outside help been requested?
14. Has communication been established?
15. Have parents/family members been notified about injuries/deaths?
16. Is the situation under control and has the possibility of recurrence been eliminated?
17. Has the media been dealt with?
18. Have Board of Trustees members been notified?



# EMERGENCY PREPAREDNESS PLAN

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## *Emergency Information Procedures*

### **When an Incident Occurs:**

1. Notify the President to call a meeting of the Presidential Cabinet members. The group should meet as soon as possible and determine a course of action.
2. If there is any possibility of the College being involved in legal action during or after the crisis, it is imperative that those involved immediately begin a chronology of what happens (when, who was involved, what was discussed, etc.). This document of record is a vital chronicle of events.
3. The CFO should speak with the College's attorney and ensure availability as our "attorney of record" during the duration of the crisis.
4. Director of Marketing and Communications will draft a brief statement stating that the institution is aware of the situation, is investigating the details, and will provide more information as it is known. Attempt to determine when more information will be available.
5. Cabinet members should meet with staff members in their area to inform them of the situation and to provide a written statement of what has occurred. They should reiterate that rather than answering questions from the public, employees should refer questions to the Director of Marketing and Communications. Unless they are a designated spokesperson, staff members are not to answer questions from the media.
6. To better assess the situation, all calls are logged on a tally sheet. When appropriate, record address (or phone number) on an inquiry tracking form and send background information.

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# EMERGENCY PREPAREDNESS PLAN

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## *Emergency Notification System*

There may be rare occasions during an emergency situation when it is necessary to attempt to contact the entire College community in a timely manner. Emergency notification will be initiated by the office of the Marketing & Communications Office in most situations (with any of the VPs as a backup). The primary means of communication for Sterling College consists of the following:

- Campus Email System
- E2Campus Text Message (to cellular phone numbers provided by students as an emergency contact) using the e2Campus emergency alert system

In addition to the above strategies, the following communication procedures will be initiated as necessary:

- Notification of and Instructions for faculty members
- Notification of and Instructions for Resident Directors and Resident Assistants
- Notification of and Instructions for Administrative Assistants
- Emergency Alert on College Website
- Call-in for Recorded Announcements ([620-278-2173](tel:620-278-2173))

## *Secure in Place - Campus Procedures*

In most cases, the decision to campus should be made by a cabinet member in consultation with the President. In the event that it is necessary to the campus of Sterling College, the following steps should be taken:

1. The e2Campus Emergency Notification System is implemented to communicate to College employees and students to stay where they are or to stay away from campus if they are not on campus.
2. In certain circumstances, it may be necessary to call the Maintenance Department to alert them to the danger and request assistance in locking down all campus buildings. Faculty members may be contacted to assist as well. Of course, this should only be done in a way that doesn't make college personnel a target.
3. Student Life or the appropriate personnel hits the Secure in Place switch for the cardlock system. Every residence hall is on 24 hour cardlock access, so this will pertain to other campus buildings that are cardlocked.
4. The Sterling Police Department (supervisor) or appropriate agencies involved will take control of the situation when they arrive on campus.

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# EMERGENCY PREPAREDNESS PLAN

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## Secure in Place – Academic Buildings & Campus Offices

### INITIAL RESPONSE:

- If the command to go into “Secure in Place” is given:
  - Immediately stop all activity and try to stay as calm and quiet as possible.
  - If possible, lock yourself in the room you are in.
  - Place yourself in a position of least visibility.
  - Occupants should be seated below window level, toward the middle of a room away from windows and doors.
  - Turn off all lights or maintain minimal lighting.
  - Turn off all radios or other devices that emit sound.
  - Silence cell phones.
  - Make a list of the names of students and staff in the classroom.
  - If gunshots are heard, quickly barricade the door with furniture or anything you can push against it and lay on the floor using heavy objects (e.g. tables, filing cabinets) for shelter.
  - Do not unlock doors or attempt to leave until instructed to do so by the Police Department.
  
- If you are aware of someone who is seriously injured:
  - Notify 911 (if using campus phone dial 911) only if it is safe to do so.
  - Place a sign in an exterior window to identify the location of the injured person/people.

Remember – unwanted hostile people will not stop until police engage them. The last option, if an intruder catches you, is to determine if you should fight back. This option is dangerous, but depending on the situation, it may be a last resort. If you are in a hostage situation, do not promise or refuse anything.

## Secure in Place – For People Off Campus

### INITIAL RESPONSE

- If the command to “Secure in Place” is given when you are off campus or traveling to campus, DO NOT continue to campus. Instead, go to a safe place and remain there until the termination of the “Secure in Place” is communicated.

# EMERGENCY PREPAREDNESS PLAN

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## Secure in Place – Residence Halls

### INITIAL RESPONSE

- When the command to go into Secure in Place is given:
  - Students are to proceed to their residence hall room and place themselves in a position of least visibility.
  - Doors and windows must be locked and/or barricaded and interior blinds should be drawn and closed.
  - Stay away from doors and windows.
  - Please remain calm and limit noise.
  - Turn off all lights or maintain minimal lighting.
  - If directed, please refrain from using cell phones during a Secure in Place.
  - No students will be allowed in the hallways.
  - Students should remain in their assigned room until further notification by Police Department.

### SECONDARY RESPONSE:

- **After A Secure in Place:**
  - Once the crisis has concluded, the Police Department will communicate to officers the termination of the Secure in Place.
  - In the building/buildings directly affected, officers will go door-to-door to communicate the termination of the Secure in Place.
  - Messages announcing the termination of the Secure in Place will be transmitted using the e2Campus emergency text messaging systems.

NOTE: This advice cannot cover every possible situation that might occur.

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# EMERGENCY PREPAREDNESS PLAN

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## Specific Emergency Scenarios

It is impossible to outline every possible emergency that can occur on a college campus. The following are detailed scenarios of emergencies that could take place within the SC and Sterling communities. Presidential cabinet members and outside agencies involved will depend entirely upon the type, scope, and duration of the emergency.

### *Active Shooter Protocol*

**ASSUMPTION:** The presence of an active shooter on campus.

**EMERGENCY LEVEL: I**

**INCIDENT COMMANDER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Sterling Police Department
- Maintenance Department
- Rice County EMS and Emergency Management

**HOW TO RESPOND – When an Active Shooter is in your vicinity:**

Quickly determine the most reasonable way to protect your own life. Students and visitors are likely to follow the lead of faculty and staff during an active shooter situation.

1. EVACUATE
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
2. HIDE OUT
  - Hide in an area out of the active shooter's view
  - Block entry to your hiding place and lock the doors
3. TAKE ACTION
  - As a last resort and only when your life is in imminent danger
  - Attempt to incapacitate the active shooter
  - Act with physical aggression and throw items at the active shooter

# EMERGENCY PREPAREDNESS PLAN

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## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. How you should react when law enforcement arrives:
  - Remain calm, and follow officers' instructions
  - Immediately raise hands and spread fingers
  - Avoid making quick movements toward officers such as attempting to hold on to them for safety
  - Avoid pointing, screaming and/or yelling
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
2. Information you should provide to law enforcement or 911 operator:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter/s
  - Number and type of weapons held by the shooter/s
  - Number of potential victims at the location

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee or student. Alert your Human Resource Department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

NOTE: Our directive to all staff is to immediately contact the police and then help to evacuate any personnel from the immediate area IF they can do so without becoming a target or making others a target. Faculty and Staff should contact the Student Life Office to begin the notification procedure which initiates the emergency notification system and procedures outlined previously in this document. A transfer of command will take place when the Sterling Police Department arrives, and we will then assist in any way possible as we know the layout of the campus and are able to access facilities.

# EMERGENCY PREPAREDNESS PLAN

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## *Avian Influenza or Similar Pandemic*

**ASSUMPTION:** Human to human transmission of an influenza virus able to sustain community level outbreaks has been verified resulting in a pandemic or serious illness that threatens the normal operation of the College and requires significant institution-wide intervention.

**EMERGENCY LEVEL: I**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Campus Nurse
- Rice County Health Department
- Residence Life/Housing
- Foodservice
- Maintenance Department
- Marketing & Communications

# EMERGENCY PREPAREDNESS PLAN

## ACTIVATE PRESIDENTIAL CABINET AND ESTABLISH EMERGENCY OPERATIONS

	<b>Level A: Suspected/confirmed cases in Rice Co.</b>	<b>Level B: Suspected cases on campus or confirmed cases of on campus (in addition to Level A action)</b>
Presidential Cabinet	<ul style="list-style-type: none"> <li>• Meet to facilitate communication between members</li> <li>• Monitor situation</li> <li>• Contact Director of Marketing &amp; Presidential Communications</li> <li>• Bring in Housing Staff for isolation planning</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain contact among the Presidential Cabinet</li> </ul>
Campus Nurse	<ul style="list-style-type: none"> <li>• Communicate with Rice County Health Department regarding planning and surveillance</li> <li>• Prepare, distribute and maintain hand-washing sanitation stations on campus</li> <li>• Arrange for In-service training for flu for all SC staff/faculty</li> <li>• Update Incident Commander</li> <li>• Initiate posters, e-mails, and campaign on self-protection</li> </ul>	<ul style="list-style-type: none"> <li>• Establish communication with VPAA</li> <li>• Notify Foodservice on number of potential contacts that may require isolation</li> <li>• Compose communication with Director of Marketing &amp; Communications and Cabinet for the campus community regarding signs and symptoms protocol for referral of suspected cases</li> <li>• Communicate with other colleges (if applicable)</li> <li>•</li> </ul>
Maintenance Dept.	<ul style="list-style-type: none"> <li>• Initiate increased frequency of disinfecting surfaces of concern (doorknobs, drinking fountains, computer keyboards, etc.)</li> </ul>	
Vice President for Student Life	<ul style="list-style-type: none"> <li>• Review content of internal and external public information bulletins and announcements</li> <li>• Consider restricting movement on and off campus for activities and athletic events</li> <li>• Evaluate information on institutional effects of the incident and set priorities as appropriate</li> <li>• Advise President and Cabinet on response options</li> <li>• Provide oversight for student, staff, and faculty, family notifications if appropriate</li> <li>• Receive information from campus nurse</li> </ul>	
Marketing and Communications	<ul style="list-style-type: none"> <li>• Draft internal and external bulletins and announcements with the Incident Commander</li> <li>• Write scripts for phone tree (if advised by Cabinet to do so)</li> <li>• Keep website updated</li> <li>• Appoint liaison to interface with Cabinet</li> </ul>	In conjunction with Cabinet issue communications to campus community regarding status of disease spread, self protection and college response (Email, phone, website, all-campus meeting, etc.)
Residence Life	<ul style="list-style-type: none"> <li>• Plan for isolating of students</li> <li>• Identify roles of essential staff: leadership, communications</li> <li>• Campus nurse trains essential personnel on risks and response</li> <li>• Ensure food delivery process is planned and delivery supplies are in hand</li> <li>• Train RA's on Flu prevention and the protocol for reporting suspected cases to the campus nurse. RA's wipe door knobs down during rounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Enact plan for isolating students</li> <li>• Enact plan for meal delivery during isolation status</li> </ul>
Foodservice	<ul style="list-style-type: none"> <li>• Ensure emergency response menu is planned for various degrees of needs</li> <li>• Stockpile additional food stuffs and water</li> <li>• Identify roles of essential staff: leadership, communications</li> <li>• Identify meal delivery need and method of delivery for isolated students</li> </ul>	<ul style="list-style-type: none"> <li>• Enact plan for meal delivery during isolation status</li> </ul>



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# EMERGENCY PREPAREDNESS PLAN

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## *Biological Terrorism (Actual or Threat)*

**ASSUMPTION:** The threat or implementation of an intentional introduction of biological agent(s) into the environment.

**EMERGENCY LEVEL: I or Higher**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Residential Life Staff
- Police Department
- Maintenance Department
- Fire Department
- Rice County EMS and Emergency Management

**INITIAL RESPONSE:**

1. Call 9-1-1 (or 911 from campus phone) and Activate Emergency Resources
2. Call of threat or actual deployment received. The staff member receiving the threat should attempt, to the extent possible, to obtain the following information:
  - The exact location of the deployment -- building, floor, room number, number of windows, type of delivery (mail, US Postal or campus, etc.), appearance of substance
  - contact Plant Services - Maintenance to shut down ventilation system.
3. Police will secure the scene
  - Staff are not to touch anything (crime scene protection protocol to be followed.)
  - Determine whether or not human contamination has occurred.
  - Incident Command Post established.
  - Vice President for Student Life notified.
  - Appropriate Senior Managers notified.
  - Marketing & Communication Department notified.
  - Note: Fire Department will assume scene control upon arrival.
4. An all-campus advisory should be issued. The general threat may exist; students and employees should be advised to take general but special care.
  - Practice good hygiene.
  - Up-to-date immunizations.
  - Area sanitation.
  - Mail Considerations: Special attention should be afforded mail reception, including:
    - No return address
    - Excessive postage
    - Handwritten or poorly typed addresses

## EMERGENCY PREPAREDNESS PLAN

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- Misspelling of common words
  - Restrictive marking such as:
    - a. “Confidential”, “Personal”, etc.
    - b. Excessive weight and/or
    - c. A fell of powdery substance.
    - d. Addressed to title only (no name) or incorrect title
  - Protruding wires
  - Lopsided or uneven
  - Rigid or bulky
  - Strange odor (casually noticeable; never sniff or taste any suspicious substance)
  - Oily stains, discoloration or crystallization on wrapper
  - Excessive tape or string
  - Shows a city or state in the postmark that does not match the return address
  - Overseas, unfamiliar postmark
  - Homemade envelopes, especially brown paper bag material.
5. What should you do?
- If it is mail that you have opened, set it down gently at the location where you first opened it, move to an area that will minimize your contact with others and call emergency number.
  - If it is an item that you find, LEAVE IT ALONE and call the emergency number. If possible suggest that the building’s ventilation system be shut down.
  - Remain calm.
  - Try and keep the area secure until emergency responders arrive.
6. What should you NOT do?
- Do not pass the letter around for others to see.
  - Do not shake the parcel or envelope.
  - Do not ignore the potential threat; treat it as legitimate until proven otherwise.

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# EMERGENCY PREPAREDNESS PLAN

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## *Bomb Threat*

**ASSUMPTION:** A bomb threat is phoned or mailed into Sterling College.

**EMERGENCY LEVEL: I**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Student Life Department
- Police Department
- Maintenance Department
- Fire Department
- Marketing & Communications Department

**INITIAL RESPONSE:**

1. At the time a threat is received, there are three possible options:
  - a. Ignore the threat
  - b. Evacuate immediately
  - c. Search and evacuate if warranted -- It shall be the policy of SC that upon receipt of a bomb threat, the building involved will be evacuated and a search commenced.
  
2. Telephone Threat:
  - a. All personnel, especially receptionists, are advised to follow the procedures listed below if they receive a bomb threat over the telephone.
    - i. Remain calm. This type of response may assist in obtaining more information from the caller, especially if the caller wishes to avoid injuries or death. If told that the structure is occupied and cannot be evacuated in time, the caller may be willing to give more specific information on the device, such as type and location.
    - ii. The bomb threat caller is the best and maybe the only source of information. When the bomb threat is called in:
      - Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record the conversation if possible.
      - If the caller does not indicate the location of the bomb or the time of possible detonation, ask for that information.
      - Inform the caller that the building is occupied and detonation could result in injury or death.
      - Pay particular attention to background noises such as motors running, music playing and any other noises that may give a clue as to the location of the caller.
      - Listen closely to the voice of the caller, male or female, calm or agitated, accent, etc.

# EMERGENCY PREPAREDNESS PLAN

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- iii. Remain available; law enforcement personnel will want to interview the staff member receiving the threat.
3. Call 9-1-1 (or 911 from campus phone) – police and fire departments will notify the nearest bomb disposal unit at their discretion.
4. Evacuate the area if necessary: Once the decision to evacuate a building has been made, the evacuation team will begin PRIORITY EVACUATION, e.g., evacuating the floors above or below the danger area (if known) to remove those persons from danger as quickly as possible. The evacuation team will be trained in evacuation and search techniques and not in the techniques of neutralizing, removing or otherwise having contact with the device. If a device is located, it will be well marked and a route to the bomb established, but otherwise the device should remain undisturbed.
5. Designate a chain of command and establish an Incident Command Post.
6. Develop an Incident Action Plan to be prepared should the bomb go off.
7. Maintain a blueprint of floor diagrams (Maintenance Department).
8. Establish primary and secondary methods of communication. (CAUTION: THE USE OF THE RADIO SYSTEM DURING A SEARCH CAN CAUSE PREMATURE DETONATION OF AN ELECTRICAL BLASTING CAP.)

## **SECONDARY RESPONSE:**

1. Vice President for Student Life notified -- plans for relocation made (if necessary).
2. Activate Presidential Cabinet and Establish Emergency Operations Center (EOC).
3. Director of Plant Services – Maintenance notified.
4. Marketing & Communications notified.

## **TELEPHONE BOMB THREAT CHECKLIST:**

1. Keep calm: do not get excited or get others excited.
2. Time Call is Received:
3. Time Call is Terminated:
4. Exact words of the caller
  - Delay: Ask caller to repeat the message
  - QUESTIONS YOU SHOULD ASK:
    - What time is the bomb set to explode?
    - Where is the bomb located? Building: Floor: Area:
    - What kind of bomb is it?

## EMERGENCY PREPAREDNESS PLAN

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- Description of bomb.
- Why has the bomb been planted?
  
- VOICE DESCRIPTION:
  - Male/ Female
  - Young, Old, Middle-aged
  - Calm/ Nervous
  - Rough/ Refined
  - Accent: yes/no  
Describe: \_\_\_\_\_
  - Speech impediment: yes/no Describe: \_\_\_\_\_
  - Unusual phrases:
  
- BOMB THREAT CHECK LIST:
  - Do you recognize the voice?
  - Who do you think it was?
  - Background noises:
    1. Music
    2. Running Motor (type)
    3. Traffic Whistles
    4. Bells
    5. Horns
    6. Aircraft Tape Recorder
    7. Machinery
    8. Other
  
- ADDITIONAL INFORMATION:
  - Did caller indicate knowledge of the facility? If so, in what way?
  - On what line did you receive the call?
  - Is the number listed?
  - Signature
  - Date

## EMERGENCY PREPAREDNESS PLAN

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### **MAIL BOMB THREAT:**

When a written threat is received, save all materials including the envelope or container. Once the material is recognized as a bomb threat, further unnecessary handling must be avoided. Every effort must be made to protect such evidence as handwriting, typewriting, postmarks and paper. It is imperative that personnel involved in the search be instructed that their only mission is to search for and report suspicious objects. **UNDER NO CIRCUMSTANCES SHOULD ANYONE MOVE, JAR OR TOUCH A SUSPICIOUS OBJECT** or anything attached to it. The removal or disarming of a bomb must be left to professionals in explosive device disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Call 9-1-1 (or 911 from campus phone) and Activate Emergency Response
2. Report the location and an accurate description of the object to the appropriate team leader.
3. Do not attempt to cover the object.
4. Identify the danger area and block it off with a clear zone of at least 300 feet, including floors above and below the area.
5. Do not permit re-entry to the building until the device has been removed/disarmed, and the building declared safe for re-entry.

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# EMERGENCY PREPAREDNESS PLAN

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## *Campus Disturbance, Disruption, or Civil Protest*

**ASSUMPTION:** Any campus disruption that threatens the health, safety, or normal operations of the Sterling College or its guests falls into this category. A civil protest will usually take the form of an organized public demonstration of disapproval or display disagreement with an idea or course of action. It should be noted that in many cases campus protests such as marches, meetings, picketing and rallies will be peaceful. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. Disruption of the normal operations of the College.
2. Obstructing access to offices, buildings, or other College facilities.
3. Threat of physical harm to persons or damage to College facilities.
4. Willful demonstrations within the interior of any College building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
5. Unauthorized entry into or occupation of any College room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any College property, equipment, or facilities.

**EMERGENCY LEVEL:** Variable

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Police Department
- Marketing & Communications Department

**INITIAL RESPONSE:**

1. Call received
  - Get a description of the person(s) causing the disturbance
  - Gather key details of what happened
    - a. Location (building, entrance, floor, room, etc.)
    - b. Approximate number of leaders
    - c. Size of group
    - d. Obvious objective or demand of group
    - e. Group is: Rational? Organized? Violent? Etc.?
2. Emergency personnel notified via 9-1-1 if necessary (or 911 from campus phone)
3. As much as possible, secure the area
4. President's Cabinet notified

## EMERGENCY PREPAREDNESS PLAN

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5. Director of Marketing & Communication notified
6. In a classroom situation:
  - Direct the disruptive person(s) to leave the classroom
  - If the person does not leave, have the situation reported to Academic Dean's Office, Student Life and/or 9-1-1 (or 911 from campus phone) depending on the seriousness of the disruption (be prepared to provide all pertinent information)
  - If the safety of others is threatened dismiss the class immediately
7. Secure the scene if necessary
  - Police Department
8. Provide for psychological assistance if necessary – Campus Counselor



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# EMERGENCY PREPAREDNESS PLAN

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## *Chemical Terrorism*

**ASSUMPTION:** The threat or the implementation of an intentional chemical release in the campus community is made known.

**EMERGENCY LEVEL: I or Higher**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Police Department
- Fire Department
- Rice County EMS and Emergency Management
- Marketing & Communications Department

**INITIAL RESPONSE:**

1. Call 9-1-1 (or 911 from campus phone) and Activate Cabinet and Establish Emergency Operations Center (EOC)
2. Call of threat or actual deployment received by receptionist
3. To the extent possible, all affected will be evacuated by staff and the area will be secured.
4. An all-campus advisory should be issued. The general threat may exist; students and employees should be advised to take general but special care.
  - Practice good hygiene
  - Up-to-date immunizations
  - Area sanitation
  - Mail Considerations: Special attention should be afforded mail reception

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# EMERGENCY PREPAREDNESS PLAN

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## *Crimes of Violence or Sex*

**ASSUMPTION:** Violent incidents including but not limited to assaults and workplace violence can occur on the College campus with little or no warning.

**EMERGENCY LEVEL: II**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Health and Counseling Center
- Title IX Coordinator
- Student Life Department
- Police Department
- Rice County EMS and Emergency Management
- Local, State, or Federal Authorities (depending on seriousness)
- Marketing and Communications Department

**INITIAL RESPONSE:**

1. Call 9-1-1 (or 911 from campus phone)
  - a. What is happening
  - b. The location
  - c. Who is involved
  - d. Type of weapon(s) involved, if any
  - e. Your name and address

NOTE: If it is known that a weapon is involved, the Sterling Police Department will be called immediately and will be the first responders.

2. Contact Student Life staff
3. Call VPSL or his/her designee
4. Activate Presidential Cabinet and establish Emergency Operations Center (EOC)

**SECONDARY RESPONSE:**

1. Provide for psychological assistance -- contact Campus Counselor
2. Contact Marketing & Communications

*In the Student Handbook it provides a detailed instructions on how to report an incident of sexual misconduct, confidentiality of information, prohibition against retaliation, sexual misconduct complaint procedure, and student appeal process.*

# EMERGENCY PREPAREDNESS PLAN

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## *Death of Student*

**ASSUMPTION:** Accidental, natural causes, suicide

**EMERGENCY LEVEL:** Variable

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Police Department
- Marketing & Communications Department
- Residential Life Staff

**INITIAL RESPONSE:**

1. For the person discovering the person, call your direct supervisor and 911
2. Gather staff to evacuate and seal off the area around the location of the student who has passed. Keep people away from the area.
3. File incident report immediately with your direct supervisor.

**SECONDARY RESPONSE:**

1. Provide for psychological assistance -- contact Campus Counselor
2. Contact Marketing & Communications

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# EMERGENCY PREPAREDNESS PLAN

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## *Fires*

**ASSUMPTION:** Fire with visible flames or strong odors of burning

**EMERGENCY LEVEL:** Variable

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Maintenance Department
- Police Department
- Fire Department
- Rice County EMS and Emergency Management
- Marketing & Communications Department

**INITIAL RESPONSE:**

1. For the person discovering the fire:
  - Extinguish only if you can do so safely and quickly
  - If the fire cannot be extinguished:
    - Confine the fire by closing the doors
    - Pull the nearest fire alarm
    - Dial 9-1-1 (or 911 from campus phone)
    - Alert others
    - Meet the fire department when they arrive
2. For occupants of the building:
  - Close the doors to your immediate area
  - Evacuate the building via the nearest exit. Assist others as necessary
  - Do not use elevators
  - Avoid smoke filled areas
3. For persons evacuating from the immediate fire area:
  - Feel door from top to bottom. If it is hot do not proceed; go back.
  - If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
  - If no smoke is present, exit the building via the nearest stairwell or exit.
  - If you encounter heavy smoke in a stairwell, go back and try another stairwell.
4. For College personnel
  - Call 9-1-1 (or 911 from campus phone)
  - Secure the scene
  - President and Cabinet Team notified
  - Director of Plant Services – Maintenance notified
  - Provide for medical care if needed
  - Plans for relocation of building occupants

# EMERGENCY PREPAREDNESS PLAN

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## *Flood*

**ASSUMPTION:** Flooding caused by domestic water system or by rivers and/or streams overflowing their banks.

**EMERGENCY LEVEL: II**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Director of Plant Services - Maintenance
- Police Department
- Marketing & Communications Department

**INITIAL RESPONSE:**

1. For College personnel
  - VP for Student Life – Residence Halls or VP for Academic Affairs - Classroom
  - Secure the scene
  - President and Cabinet Team notified
  - Director of Plant Services – Maintenance notified
  - Provide for medical care if needed
2. Plans for relocation of building occupants and essential records and building contents.

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# EMERGENCY PREPAREDNESS PLAN

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## *Hazardous Materials Incident*

**ASSUMPTION:** A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e., the city Fire Department or Hazardous Material team.

**EMERGENCY LEVEL:** Variable

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Director of Plant Services - Maintenance
- Police Department
- Fire Department
- Rice County EMS and Emergency Management
- Marketing & Communications

**INITIAL RESPONSE:**

1. Review SDS (Safety Data Sheet) know how to properly handle chemical that has spilled, and followed safety protocols therein.
2. Review proper PPE (Personal Protective Equipment) that needs to be worn to clean up spill.
3. Dial 9-1-1 (or 911 from campus phone) if deemed necessary
4. Evacuate building or location and assemble at a safe distance . . . account for individuals
5. Contact Incident Commander
  - Determine if emergency responders are needed
  - Determine if immediate hazards are under control and the situation is stabilized
  - Determine if the site can be reoccupied or if further remediation or repair is needed – after consultation with the appropriate emergency response agency (fire department)
6. Contact local emergency responders if needed

**SECONDARY RESPONSE:**

1. Prepare media response (Marketing & Communications)
2. Arrange for relocation of occupants as needed

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# EMERGENCY PREPAREDNESS PLAN

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## *Hostage Situation*

**ASSUMPTION:** One or more of the members of the SC community are held against their will on college property. The assailant may or may not be a member of the SC community.

**EMERGENCY LEVEL: I**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Director of Plant Services - Maintenance
- Police Department
- Marketing & Communications
- Sterling Fire Department
- Rice County EMS and Emergency Management

**ACTIVATE PRESIDENTIAL CABINET AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

**INITIAL RESPONSE:**

- If you are involved in a hostage situation, take the following actions:
  - Take cover – protect yourself and those near you. Call 911 (if using campus phone dial 911). Be prepared to answer the following:
    - Where exactly is the incident taking place?
    - How many hostages?
    - How many assailants?
    - Types of weapons?
    - Demands?
  - Analyze the situation – follow instructions of first responders.
  - Until instructions are received, use your best judgment to determine whether immediate evacuation away from the threat area – or remaining in place under cover – is the most prudent course of action.
  - When law enforcement officials are engaging with perpetrators, keep low and immobile – don't make yourself a target of opportunity.
  - Assailants may be working singly or as a team. Maintain extreme vigilance until "all clear" is sounded.
  - Render first aid assistance to casualties in your immediate area.
  - Observe and note events carefully – your timely and accurate information when relayed to authorities can have a significant impact on the resolution of the emergency.
- VP for Student Life notified
- Police Department notified. Note: Upon arrival, police will take command of the scene.
- President notified and Incident Command set up.

## EMERGENCY PREPAREDNESS PLAN

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- Director of Marketing & Communications notified.

NOTE: Our directive to all staff is to immediately contact the police and then help to evacuate any personnel from the immediate area IF they can do so without becoming a target or making others a target. Faculty and Staff should contact the Student Life Office to begin the notification procedure which initiates the emergency notification system and procedures outlined previously in this document. When the Sterling Police Department arrives we transfer command to them and then assist in any way possible as we know the layout of the campus and are able to access facilities.



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# EMERGENCY PREPAREDNESS PLAN

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## *Multiple Injury/Fatality Accidents*

**ASSUMPTION:** An accident on or off-campus has resulted in multiple student and/or employee injuries and/or fatalities.

**EMERGENCY LEVEL: I**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Campus Chaplain
- Police Department
- Rice County EMS and Emergency Management
- Maintenance Services
- Marketing & Communications

**ACTIVATE PRESIDENTIAL CABINET AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

**INITIAL RESPONSE:**

1. Emergency personnel notified via 9-1-1 (or 911 from campus phone)
2. Student Life dispatched to scene – assist local law enforcement in securing scene
3. Vice President for Student Life notified -- If the injuries/deaths occur during class or a college activity, the faculty member or staff member should notify the VPSL immediately after responding to the situation as warranted. The VPSL will contact persons listed below if students are seriously injured or die:
  - a. The Campus Nurse and Campus Counselor to secure necessary medical or psychological assistance.
  - b. President's Cabinet Team notified.
  - c. Director of Marketing & Communications
4. Family contact – in the event of a death, the VPSL will contact the local police department make contact with the family to inform them of the death. The VPSL will follow their initial contact with the following information to the family:
  - Nature of the death
  - Location of the death
  - Additional information, as appropriate
  - Phone numbers of the VPSL, President, funeral home, etc.
5. Notification of student body and college community by Marketing & Communications.

**SECONDARY RESPONSE:**

1. Provide counseling for those who are impacted by the death- contact Campus Counselor
2. Arrange chapel service

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# EMERGENCY PREPAREDNESS PLAN

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## *Tornado*

**ASSUMPTION:** A tornado hits this area.

**EMERGENCY LEVEL: I or higher**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Presidential Cabinet
- Maintenance Department Representative
- Police Department
- Fire Department
- Director of Marketing & Communication

**ACTIVATE PRESIDENTIAL CABINET AND ESTABLISH EMERGENCY OPERATIONS CENTER (EOC)**

**INITIAL RESPONSE:**

1. The National Weather Service informs County EMS Office and dispatch when to activate the city-wide siren.
2. If **INDOORS**, immediately go to the lowermost innermost area. If unable to, take cover under a solid piece of furniture such as a desk or table. Since doorways in most structures are reinforced, standing in the threshold of a doorway would also afford protection. Stay away from glass, windows, shelves, and heavy equipment. If **OUTDOORS**, seek shelter in a basement, shelter or sturdy building.
3. If **OUTDOORS**, seek shelter in a basement, shelter or sturdy building.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call appropriate emergency response personnel (police and fire).
5. Report any injuries immediately.
6. Contact RD on Duty at 620-278-6218.
7. Damage to facilities should be reported to Maintenance Services.

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# EMERGENCY PREPAREDNESS PLAN

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## *Weapons Possession*

**ASSUMPTION:** An armed assailant is reported on campus. It shall be the policy that this report be handled in the same way, whether the armed individual is a student or a non-student.

**EMERGENCY LEVEL: I**

**PRIMARY INCIDENT LEADER:** President, or Designee

**PERSONS/AGENCIES INVOLVED:**

- Crisis Incident Response Team
- Director of Plant Services - Maintenance
- Police Department
- Marketing & Communications

**INITIAL RESPONSE:**

- Police Department is notified
- VPSL or designee is notified
- Student Life staff, to the extent possible, secure the area where the assailant is reported. If possible, the type of weapon should be identified when the call is received. **UNDER NO CIRCUMSTANCES WILL ANY SC STAFF/FACULTY APPROACH THE INDIVIDUAL OR ATTEMPT TO MAKE CONTACT WITH AN ARMED INDIVIDUAL.**
- Police Department notified. The police department will assume full and complete control of the incident upon their arrival on the scene.
- Presidential Cabinet notified.
- Director of Marketing & Communications

# EMERGENCY PREPAREDNESS PLAN

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## Recovery and Reporting

### *Cleanup, Salvage and Recovery*

Following an emergency, maintenance, risk management and other college personnel should act quickly to initiate cleanup and salvage operations. These efforts should include the following:

1. Separate undamaged property from damaged property.
2. Make temporary repairs as to minimize further damage.
3. Arrange for decontamination, if necessary.
4. Notify insurance carriers, vendors and other firms or agencies involved in damage assessment and property replacement.
5. Contact government agencies and private organizations that can assist in the recovery process. For example, government agencies can (and, in some cases must) help with inspections, permits, certificates of occupancy and the removal/disposal of some types of debris. Insurance carriers not only can help with damage assessments, but also can provide technical (e.g., engineering) assistance.
6. Put into effect pre-loss agreements for alternate facilities, services, etc.
7. Itemize and document damages and losses (e.g. with photographs).
8. Draft a recovery schedule and estimate the costs of recovery.

### *Initial Disaster Report*

1. Narrative (What happened? e.g., type of incident)
2. Time of incident
3. Location of incident
4. Activities to be completed
5. Operational period (specified timeframe)
6. Extent of damage or loss
7. Estimate of casualties
8. Estimate of relocations
9. Type and extent of assistance required (if known)
10. Additional remarks pertinent to incident

### ***Must Include:***

1. What we want to do
2. Who is responsible for doing it
3. How we communicate with each other
4. What the procedure is if someone is injured

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# EMERGENCY PREPAREDNESS PLAN

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## *After Action Report*

The After Action Report is to be completed by all College departments responding to a particular critical incident.

1. It is essential that all departments compile and maintain a systematic means of recording the activities of management and staff in order to assure:
  - A means of determining the sequence of causative events and corrective actions.
  - A means of determining responsibility and/or liability, in the event of suits, judgments and other court actions arising from the emergency.
  - A means of furnishing other supporting agencies with substantiating documentation should the need arise.
  - A means by which the response and action of College agencies may be evaluated.
2. The following are the primary items to be addressed in an After Action Report. Supporting Documentation should be maintained by the Incident Commander.
  - A. General
    1. Description of the emergency
    2. Time your department received the call
    3. Location (be as exact as possible)
    4. Sites
    5. Dates
  - B. Strengths (include personnel committed to incident)
    1. Management
    2. Clerical
    3. Administrative
    4. Other
  - C. Operations summary – include all significant events on a time-phase basis:
    1. Planning – preparation
    2. Alerting – warning
    3. Operations – response
    4. Post operations – recovery
    5. Communications – operations, means and equipment
    6. Training – prior and subsequent to the emergency. Indicate in what specific areas.
  - D. Administration
    1. Information and education activities
    2. Special affairs
    3. Internal – morale and discipline problems
    4. Property losses/ human casualties
  - E. Resources
    1. Resources used
    2. Needed resources, available
  - F. Problems
    1. Personnel
    2. Information – planning, etc.
    3. Operations
    4. Organization

## EMERGENCY PREPAREDNESS PLAN

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5. Training
  6. Resources
  7. Communications
- G. Lessons learned and/or recommendations for the future.

**DAMAGE ASSESSMENT:** Damage assessment should be done as soon as practical, but only when the safety of the personnel doing the assessment is not in jeopardy. Damage assessment should consider not only immediate or obvious damage but should also include imminent damage potential, which may occur if prompt salvage activities are not initiated.

- Injuries & property damage
- Business interruption
- Prioritize salvage/repair efforts

### ***Outside Organization Identification and Assistance:***

In the event of a widespread disaster, a number of organizations will be available to assist with recovery efforts.

- Government: permits, inspection, certificates of occupancy, debris removal, transport and disposal.
  - Local, State and Federal
- Contractual
- Insurance
  - Claims adjustment staff assistance
  - Engineering staff assistance

# EMERGENCY PREPAREDNESS PLAN

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## Appendices

### *Appendix A: Additional Resources*

There are a number of additional resources that are available regarding crisis response. These include the following:

**Federal Emergency Management Agency**

Web site: [www.fema.gov](http://www.fema.gov)

**Red Cross**

Web site: [www.redcross.org](http://www.redcross.org)

**Salvation Army**

Web site: [www.salvationarmy.org](http://www.salvationarmy.org)

**The Office of Homeland Security**

Web site: [www.whitehouse.gov/homeland](http://www.whitehouse.gov/homeland)

**A Guide to Citizen Preparedness**

*Are You Ready? A Guide to Citizen Preparedness* brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and human disasters.

Web site: [www.fema.gov/areyouready](http://www.fema.gov/areyouready)

**DisasterHelp**

The DisasterHelp Web site is an initiative of the federal government aimed at greatly enhancing Disaster Management on an interagency and intergovernmental basis.

Web site: [www.disasterhelp.gov](http://www.disasterhelp.gov)

### ***Appendix B: Emergency Shutoffs***

Information regarding emergency shutoff locations and procedures is contained in notebooks located in the Maintenance Building.

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# EMERGENCY PREPAREDNESS PLAN

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## *Appendix C: Crisis Response Communication Tree*

### **President**

- Director of Marketing & Communications      Cabinet Members      Marketing Staff & CIC
- Board of Trustee members
- Chaplain

### **Chief Financial Officer**

- Business Office Personnel
- Director of Financial Aid      Financial Aid Staff

### **Vice President of Academic Affairs**

- Administrative Assistant
- Associate Dean      Department Chairs      Faculty Members
- Director of Library Services      Library Staff
- Registrar      Registrar Staff
- Director of Online Services      Online Services Staff
- Director of Academic Support      Academic Support Staff
- Chaplain

### **Vice President of Administration and Institutional Initiatives**

- Director of Physical Plant – Maintenance      Maintenance Staff
- Book Store Manager      Bookstore Staff
- Director of Information Technology      I.T. Staff
- Chartwell's Manager      Cafeteria Staff

### **Vice President of Enrollment Management**

- Assistant Director of Admissions      Admissions Staff

### **Vice President of Institutional Advancement**

- Administrative Assistant
- Director of Annual Giving
- Director of Gift Planning
- Director of Alumni Relations & Church Relations

### **Vice President of Student Life**

- Campus Postmaster
- Administrative Assistant      Campus Security
- RD on Duty      Resident Directors
- Director of Career Services      Director of Health Center
- Director of Campus Ministries      Campus Counselor

### **Athletic Director**

- Associate Athletic Director      M/W BB Coaches & FB Coach
- Sports Information Director      Head Coaches: SB, Baseball, & Golf
- Director of Athletic Training      Athletic Trainers
- Office Manager      Head Coaches: CC/TK, M/W Soccer, & VB



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# EMERGENCY PREPAREDNESS PLAN

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## *Appendix D: Emergency Evacuation of Persons with Disabilities*

Prepare yourself before an emergency occurs by locating refuges and exits. Discuss and practice with your colleagues how an evacuation will be handled. After identifying the exits, each person with a disability should ask a co-worker, friend, or fellow student to provide assistance if an emergency develops.

Evacuating a person with a disability or injury by yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt.

Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

### **General guidelines (may not apply in every circumstance)**

- Two or more trained volunteers, if available, should conduct the evacuation.
- Do not evacuate people with disabilities in their wheelchairs. Wheelchairs will be evacuated, later if possible.
- Always ask people with disabilities how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the disabilities.

### **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, some are not. Persons with hearing impairments may not hear audible emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person

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## EMERGENCY PREPAREDNESS PLAN

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does not seem to understand. Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Give verbal instructions to advise about safest route, estimated distances, and direction. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Give other verbal instructions or information (i.e. "elevators cannot be used," "there is a handrail on your right," "here is the curb; step up").

### ***Appendix E: Media Protocol***

The Director of Marketing & Communications will coordinate the following efforts:

- Prepare a news release (with regular updates) for the Switchboard Operator, appropriate media organizations, educational institutions, and church and community leaders.
- Prepare an update for the campus Web Site.
- Use voice mail and e-mail to notify faculty, staff, and students of the time and place of any crisis related meetings or information.
- Announce the plan for disseminating further information during the day (notes in mailboxes, text message, email, meetings, Chapel and special phone lines, etc.
- Distribute the names of the Cabinet through publication in relevant campus directories.
- Keep the Cabinet Team members informed regarding the crisis.
- Establish a voice mail hotline for on and off-campus inquiries (need #). Establish a separate line for the families of victims (need #). Keep copies of the message pertaining to each of these.
- Supervise Cooper Hall as the media briefing area and arrange for all corresponding services (food and drinks, phone needs, fax access, etc.).
- Provide for and coordinate the videotaping and/or photographic documentation of all scenarios associated with or relevant to the crisis.
- Collect newspaper articles, and record audio and video news reports.
- Recruit students for general assistance activities (food, media assistance, etc.)

### ***Appendix F: Evacuation Gathering Areas for Residence Halls***

**Campbell Hall** - Congregate on the sidewalk by Broadway

**Evans Hall** – Congregate in Student Union Parking Lot

**Kilbourn Hall** Congregate by the sand VB courts

**McCreery Hall** - Congregate on the sidewalk by Broadway in front of Cooper Hall

**Douglas Men and Women** - Congregate in Student Union Parking Lot

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## EMERGENCY PREPAREDNESS PLAN

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### *Appendix G: Fire Alarm Procedures for Residence Halls*

Follow this procedure anytime a fire alarm sounds. Do not assume it is a false alarm or just a drill. Complacency about fire alarms is one of the main causes of death and injury. Fire and smoke may spread rapidly through areas of a building without much warning that there is any impending danger.

1. Stay calm, think clearly, then act.
2. Close windows, warn others and knock on doors on your way out. Do not open doors. Knock loudly and shout. The fire may be in that room and opening the door may cause it to spread rapidly.
3. Close doors behind you if you are the last one out.
4. Instruct others to stay calm and to proceed in an orderly manner to the gathering area.
5. At the gathering area count heads and determine if anyone is unaccounted for. Tell a RA, RD or a Firefighter if someone is unaccounted for. Provide as much detail as possible.
6. Resident Assistants shall stay on location and help direct the students from your floor until a Campus Official (College Student Life or Maintenance Staff Employee) or a Fireman dismisses you.
7. Call 911 (if using campus phone dial 911), Resident Director, and VPSL if you are not sure if either has been contacted. Not all buildings have fire alarm systems that automatically call the fire department.
8. Do not allow anyone to re-enter the building until a Campus Official (College Student Life or Maintenance Staff Employee) or a Fireman announces an ALL CLEAR.

If there is no alarm but you smell smoke, see flames, or are alerted to a fire – stay calm but act immediately – warn others, sound the alarm by pulling alarm box, shout and pound on doors as you leave, and call 911 (if using campus phone dial 911) from a safe location.

Other general procedures.

- ◆ When there is a fire alarm of any kind, always feel a closed door before you open it. If it is hot then stay in your room. If it is cool open the door a crack but be ready to slam it if you find smoke or flames. Only attempt to open a closed door if it is the way out. Knock and shout loudly on doors where you suspect someone inside needs to be alerted.
- ◆ Stay low or crawl if there is smoke, it is deadly and can quickly confuse your sense of direction. Crawl to the exit if you can see it. Turn back and stay in your room if the exit is blocked with heavy smoke, heat or fire.
- ◆ If you are trapped in your room – stay calm. Keep the door closed and seal the cracks with tape, clothes, or towels. Open window slightly if it lets smoke out and is not letting smoke in. Place a wet towel or cloth over your nose and mouth. Stay low (smoke rises). Signal rescuers by waving a sheet of bright clothing out the window.
- ◆ Only fight a small fire with a fire extinguisher and alert others to sound the alarm. Stay between the fire and the exit. Aim at the base of the fire and sweep side to side. If fire spreads, get out and close the door behind you. Sound the alarm. Save yourself and others before trying to save the building. The building and its contents can be replaced.
- ◆ If clothing catches on fire, stop, drop and roll. Use a rug, coat, or blanket to smother the flames. Cool a minor burn with water, treat for shock, and get prompt medical attention (call 911 -if using a campus phone dial 911).

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Familiarize yourself with the location of all fire and life safety systems in your building, including:

- ◆ Fire extinguishers
- ◆ Smoke detectors
- ◆ Alarm pull boxes
- ◆ Sprinkler heads
- ◆ Exit signs
- ◆ Fire doors
- ◆ Exit routes
- ◆ Assembly points

Exercise precaution and prevention:

- ◆ Do not allow tampering of any sort with fire and life safety systems. Report missing extinguishers or damaged detectors immediately. Do not hang anything from sprinkler heads. Do not prop open fire doors.
- ◆ Keep exit routes clear and unobstructed, especially hallways, exit doorways and stairwells
- ◆ Report electrical problems immediately, do not use faulty appliances or any electrical wiring or device that is arcing or sparking.
- ◆ Do not allow use of any open flames, candles, or electric heaters.
- ◆ Do not leave any heating appliance on and unattended. This includes hot plates, irons, hair dryers, curling irons, electric blankets, toaster ovens, heat lamps.

# EMERGENCY PREPAREDNESS PLAN

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## *Appendix H: Maintenance Department Blood Borne Pathogens* **Infection Control Procedures**

(including custodial, grounds, building repair, etc.)

IF IT IS WET, WEAR GLOVES AND GOGGLES AND WASH HANDS WHEN CLEANUP IS COMPLETE. PRACTICE BODY SUBSTANCE PRECAUTIONS.

When cleaning up any wet substance it is important to have all cleaning equipment and supplies close at hand.

**INVENTORY:** Bucket, mop, broom, counter brush, dust pan, sponge, “Super Sorb”, disposable gloves, goggles, paper towels, trash liners, germicidal detergent.

**NOTE:** When any body fluid spill is involved please call the Maintenance office, ext. 240, for assistance during work hours. (8 a.m. – 4:00 p.m.) or after hours call your Resident Director or Resident Assistant.

### **PUT ON DISPOSABLE GLOVES BEFORE STARTING**

1. Apply “Super Sorb” (found in every custodial closet) to the damp or wet substances. Allow it to remain long enough to absorb as much liquid as possible. When using on carpet or fabric, remove promptly after absorption is complete.
2. When liquid has been absorbed, carefully scrape or sweep bulk substance on to dust pan, carefully dump substance into trash liner.
3. Place all paper towels used for clean up into trash liner.
4. Wipe off all reusable equipment used for the cleanup and dispose of all paper towels into trash liner. Spray equipment with germicidal detergent before storing.
5. Remove gloves so that they are inside out when they are off. Dispose of into liner bag. Tie bag to prevent spillage of soiled material.
6. Rinse then soak sponge used in cleanup in bucket of germicidal detergent. **WASH HANDS.**

In case of excessive blood (dripping) contact the Director of Plant Services - Maintenance for disposal procedures.

# EMERGENCY PREPAREDNESS PLAN

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## *Appendix I: School Closure Policy and Procedures*

The following policy and procedures will be followed for school closures caused by inclement weather or by other events, such as a power outage.

The President and Vice President for Academic Affairs decide if conditions warrant canceling classes or closing offices. Major considerations are road conditions, utility service disruption, and how long the severe weather or event is likely to last.

This decision will usually be made by 6 a.m. for day classes. Once the decision is made to cancel classes and/or close offices, the Office of Marketing and Communications staff will notify local media and the Sterling College community.

To find out if a closure decision has been made, you can do any of the following:

1. Receive an email message.
2. Receive a text message.
3. Listen to local radio and television stations.
4. Visit the Sterling College Web site ([www.sterling.edu](http://www.sterling.edu)).
5. Call the Sterling College switchboard (620-278-2173).

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## *Appendix J: Reporting a Crime*

### **COMMUNITY RESPONSIBILITY**

Sterling College depends on the eyes and the ears of the entire SC community to operate efficiently. When a member of the SC community observes criminal behavior, it must be reported immediately.

### **PROCEDURES**

#### **Caller**

##### *Crimes in Progress*

1. Call 911 (if using campus phone dial 911) immediately.
2. Contact Student Life: 4232 (on-campus) or 620-278-4232 (off-campus).
  - a. Speak slowly and with clarity.
  - b. Report as many details as you can recollect: your name and location, the event taking place and location, description of individuals and vehicles involved, names of witnesses, etc.
3. Remain where you are until a security or police officer arrives to handle the situation.
4. Prepare to be a key witness and supply information for an incident report.

##### *Crimes not in Progress*

1. Contact Student Life: 4232 (on-campus) or 620-278-4232 (off-campus). Report the crime and wait to receive instructions. After hours contact the RD on Duty phone number at 620-278-6218. You may need to file a report with the Sterling Police Department.

#### **Phone Dispatcher**

1. Obtain information from the CALLER.
2. Contact appropriate personnel immediately, such as the Sterling Police Department.
3. Complete an incident report and return it to the VPSL.

#### **Responding Personnel**

1. Report to the scene of the incident immediately.
2. Determine other agencies that need to be involved, such as Sterling Police Department.
3. Complete an incident report and return it to the VPSL.

### **ENFORCEMENT AUTHORITY**

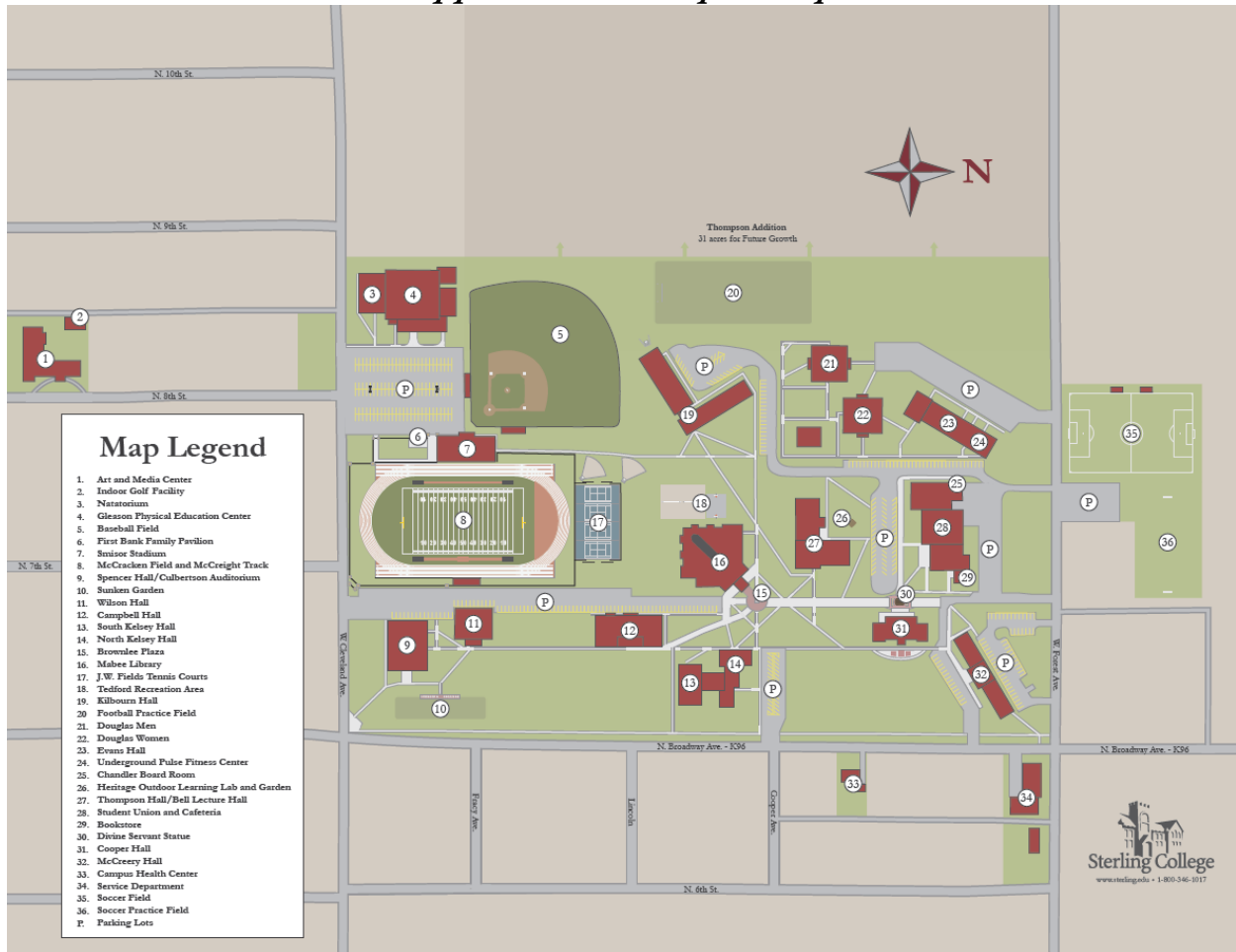
Security at Sterling College is maintained by residential life staff in the residence halls and security staff who secure buildings in the evenings.

They have enforcement authority as it relates to campus policy or to a complaint offender.

They are not certified police officers; they do not have the power to apprehend. The Sterling Police Department is contacted and responds to all criminal behavior or confrontations that have the potential to become violent.

# EMERGENCY PREPAREDNESS PLAN

## Appendix K: Campus Map





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# EMERGENCY PREPAREDNESS PLAN

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## APPENDIX M

### Incident Response for Off-Campus Travel Guide

As Sterling College sponsors a large number of off-campus, the potential for an incident is very present. In the event that an incident occurs while community members are on official Sterling College business, the following guidelines have been created in order to assist in thoughtful judgment and decision making in knowing that the College's foremost concern is for the protection of human life, health and welfare. All off-campus travel is expected to adhere to be aware of and follow these guidelines.

#### **PRIOR TO ALL OFF-CAMPUS TRAVEL**

- All Sterling College community members serving in a leadership role for any college sponsored off-campus travel must be aware of the Emergency Preparedness Plan and the College's Community Life Covenant
- Off-campus Travel Records must be on file with each respective cabinet member's administrative assistant or department's administrative assistant before any travel on Sterling College sponsored travel off campus. A copy of this email must also be sent to [emergency@sterling.edu](mailto:emergency@sterling.edu). These records should include:
- A roster list of all persons traveling, including name of official SC representative of the group and their cell phone.
- A Complete Travel Itinerary that includes:
  - Start and Ends dates of the trip
  - Mode of transportation and necessary information (airline, flight #'s, times, etc.)
  - Lodging and accommodation details (full address & phone number)
  - For all off-campus liability form must be completed.

#### **DURING ALL OFF-CAMPUS TRAVEL**

##### **Potential incidents could include:**

- Transportation Issues (bus breaks down, weather delays, flight cancellation, lodging changes, etc.)
- Medical Concerns (student(s) become seriously ill, sports injury, etc.)
- Violation of College policies (breaking of community life covenant, non-compliance issues, etc.)

##### **During the Incident**

- The leadership of each off-campus travel group is expected to act in the best interest of all participants.
- The health and safety of all Sterling College students and employees is of the utmost priority and concern during any incident.

# EMERGENCY PREPAREDNESS PLAN

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## Immediately following the Incident

- Dependent upon the severity of the issue (minor travel adjustments) communication can be made by simply emailing the respective team leaders cabinet member, administrative assistant, and the Director of Marketing and Communications.
- For more severe situations, the leadership is asked to maintain only one official communication contact with the institution.
  - For Sterling College, the inflow of information to the institution is the leader's respective cabinet member. The cabinet member will involve Cabinet as necessary and inform the Director of Marketing and Communications.
  - When a crisis occurs think through and report the following:
    - Who was involved?
    - What happened?
    - Where and when did the situation occur?
    - What was the responsive action to the incident?
    - Depending upon the severity of the incident, students may be asked to restrict their level of communication via their cell phones and/or email. Rather, students should be asked to request their parents stay up to date by visiting [sterling.edu/emergency](http://sterling.edu/emergency)

## Upon Return Back to Campus

- Once the travelers have returned to campus, the leadership of the team is asked to connect with their respective cabinet member and give a full account of the incident. Dependent upon the situation, they may be asked to connect with other Sterling College employees to report the incident.