



WILBERFORCE
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Safety

First

EMERGENCY PROCEDURES

Wilberforce University

Campus Emergency Action Plan



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Campus Emergency Action Plan

A Preparedness Guide

Wilberforce University
1055 N. Bickett Road
Wilberforce, Ohio 45384

(Revised November, 2016)

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General Information

The preparedness guide provides the campus community with simple steps they can take to be safe during a campus crisis.

The safety of Wilberforce University Students, personnel and constituents is a top priority. As such, emergency preparedness is critical so that efficient execution of the plans is possible. Efficient planning encompasses a wide array of contingencies and response procedures. The Emergency Preparedness Committee or Core Response Team is responsible for planning, implementing, and communicating the procedures as well as conducting emergency preparedness drills and handling crisis situations when campus emergencies arise. The Team meets on a regular basis to ensure that procedures are relevant for current and future situations. The University cooperates with local, state and Federal officials in responding and remaining current on safety and security issues.

Guiding Principles

To successfully address the response to natural disasters, manmade hazards, or other threats, an effective planning process is necessary. At Wilberforce University, the Emergency Preparedness Committee coordinates all safety, security and emergency preparedness matters for the University. They have oversight for Public Safety, Buildings and Grounds, Health Services, and Counseling. The Committee commits itself to operate as a team and with integrity, to cooperate with its university administrators and colleagues, to communicate in an effective and timely manner internally and externally to the University, to work in a collaborative and effective manner with local, county, state and Federal agencies and authorities. The Team will remain in constant contact with the University's President and provide regular briefings. The Committee will also evaluate the crisis and provide recommendations for avoiding such a crisis in the future, if possible.

EMERGENCY PROCEDURES

Scope

The Campus Emergency Action Plan applies to the entire campus community. It is based upon all-hazard planning which facilitates coordination among all departments and agencies that may have roles during emergency situations. This document provides:

- A comprehensive foundation on which the campus has built its emergency operations plans and continuity plans as they relate to emergency management.
- The structure of the interfaces between the campus, Federal, state and local emergency management agencies.
- University specific policies and procedures related to emergency management activities
- Roles and responsibilities of the various positions within the University as they relate to emergency management.

Campus Emergency Protocol

In the case of an emergency the protocol for the crisis is:

- Protection of human life, safety, health and welfare.
- Protection of property.
- Operating with integrity.
- Protection of the Institution's reputation.
- Providing recommendations to the President and senior administrators for administering the crisis situation according to the nature and scope of the emergency situation, and lead the University successfully through the crisis.
- Coordinating information dissemination to media and concerned constituents internally and externally.
- Making recommendations to senior leadership for avoiding similar situation(s).

Roles and Responsibilities

President and Administrators

- Coordination of campus emergency operations as outlined in the Response Team section of this guide.
- Conduct initial briefing and assign command staff as needed.
- Establish a plan for flow of information and authorizing the release of information to the media.

Deans and Department Heads

- Discuss with employees under their direction building evacuation procedures. Contact campus police for assistance.
- Distribute to all employees the preparedness guide and provide explanation as required. Contact campus police for assistance.
- Maintain emergency telephone communications with officials handling major emergency.
- Informs employees under their direction of the emergency condition and initiate emergency procedures as outlined in this preparedness guide.

Faculty and Dean of University Life

- Educate students concerning Wilberforce emergency and evacuation procedures for their building and/or dormitory.
- Inform students of emergency conditions and initiate emergency procedures as outlined in this preparedness guide.

Chief of Police/Director of Campus Police and Safety

- Direct the execution of field operations activities applicable to the campus emergency as outlined in Campus Police Manual.
- Advise the President regarding deployment of field forces for control of the campus emergency.
- Establish plans for ingress and egress with proper identification.
- Request Mutual Aid personnel for deployment as outlined in the Mutual Aid Agreement with the County Prosecutor.
- Provide continuous information for the updating of the Campus Emergency Action Plan

Students

- Be informed of what to do in an emergency situation and execute the Emergency Action Plan accordingly, in a timely and safe manner.

Campus Police

- Direct the execution of field operations activities applicable to the campus emergency as outlined in Campus Police Manual.

Emergency Support Function Matrix

Name	Description	Primary Department
1. Transportation	Transportation safety; movement restrictions; damage and impact assessment; road closures	Transportation Services
2. Communications	Coordination with telecommunications and information technology industries; restoration and repair of communications infrastructure; assist EOC and ICS with communications	Information Technology Services
3. Fire Fighting	Supports detection and suppression of wildland, building and other campus fires	Xenia Township Fire Dept. and University Police
4. Emergency Management	Planning and Coordination of operations including alerts and notifications, deployment, resource allocations, and Incident Action Plans for response teams	Emergency Preparedness, Safety, and OSHA Compliance Office
5. Mass Care, Housing & Human Services	Manages temporary sheltering; mass feedings and distribution of essential supplies for disaster victims	Housing and Food Services
6. Logistical Management & Resource Support	Provides the resource support related needs of the University before, during and after emergency or disaster events. It is the primary source for the identification, distribution, and management of critical equipment, facilities, and resources that are directed toward life safety and property protection activities	Office of Physical Plant/Logistics
7. Health & Medical Services	Public health; medical support; mental health services; mortuary services	University Health Services
8. Search & Rescue	Locates lost persons and victims trapped in collapsed structures and provides immediate medical care	Local or State USAR teams
9. Oil & Hazardous Materials	Responds to actual or potential hazardous materials discharge and other situations threatening the environment	Local or State Environmental Health & Safety
10. Energy	Supports response and recovery from shortages and disruptions in supply and delivery of energy resources	Office of Physical Plant/Logistics
11. Public Safety & Security	Public safety, site security, access control, crowd and traffic control, evaluation routes, SNS security	Campus Police and Security
12. External Affairs	Public information, protection action guidance, media and community relations	Public Relations

Emergency Phone Numbers

1. Wilberforce University Campus Police	937-313-9049
2. Army National Guard	937-372-2591
3. Cedarville Police Department	937-766-5205
4. Central State University Campus Police	937-376-6368
5. Environmental Protection Agency	937-285-6000
6. Federal Bureau of Investigation	937-222-7485
7. Greene County Coroner	937-376-5050
8. Greene County Sheriff	937-562-4800
9. Greene Memorial Hospital	937-372-8011
10. Homeland Safety & Risk Management (Director)	937-376-7253
11. National Poison Control Center (Xenia Area)	800-222-1222
12. Ohio State Patrol	937-372-7671
13. Regional Joint Terrorism Task Force	513-421-4310
14. Xenia Police Department	937-372-9901

Emergency Notifications

Types of Notifications

- ***OneCallNow*** – OneCallNow will deliver messages to multiple endpoints including:
 - Text messages to cell phones
 - Emails
 - Voice Messages to landlines and cell phones
- Emails – Instant emails will be sent to all personnel if time permits and system equipment is operational.
- Website – The command center will issue updated information on any campus crisis via the University website.
- Emergency Fire Alarms – Fire alarms will emit a continuous sound in the event of a fire in University buildings.
- Emergency Sirens – City of Xenia Tornado siren will be activated in case of such an event
- Local Media – Both television and radio will be used to alert the public and campus communities.
- The Weather Channel

Emergency Communication Methods

Wilberforce University will use various electronic communication methods to relay information to the campus community. This information will include safety instructions and will vary based on the security level of the situation. The methods include the following

OneCallNow: *OneCallNow* is activated for all emergencies. It is a valuable alerting tool for weather emergencies, active killer, missing person alerts, utility issues, cancellations and/or other University closing. In order to receive these alert messages, faculty, staff and students are required to register within seven (5) business days after being hired or enrolled at the University.

Emergency Notifications: Emails sent to the campus community to request action related to a specific situation.

Wilberforce University Homepage: When emergencies occur we will use the homepage to post official information and updates for all audiences.

Emergency Fire Alarms: In the event a fire is detected or suspected in a building, the emergency fire alarms will be activated. These will sound continuous. All personnel must evacuate a building in such instances and follow the fire procedures.

Emergency Sirens: If a tornado warning is issued, the Xenia Tornado alarm will sound. Personnel are to follow the tornado warning procedures.

These methods will be used as the official communication tools for the University. These allow the University to ensure safety and security in these situations, and to communicate awareness to all audiences. Wilberforce University asks everyone to review these official communication methods during such situations to assist in eliminating speculation and rumors.

DEFINITIONS

- Crisis:** a disrupting event that requires the use of a larger than normal number of personnel and/or resources for a limited period of time. Example: fire, loss of power, demonstrations, lack of water, lights, natural death of any Wilberforce student, employee or guest.
- Emergency:** a disrupting event (usually of short duration) which threatens the health, safety and/or well being of an individual(s) or the community and requires the use of police, fire, medical and/or University personnel. Example: fire, auto accident, contaminant spill, blizzard, bomb threat, etc.
- Disaster:** a major disrupting event with multiple injuries and/or damages which requires the response of emergency and University personnel as well as outside resources. Example: All natural disasters, airplane crash, bombing, multiple deaths and/or injuries.

Emergency Drills and Practice Training

Wilberforce University reserves the right to conduct periodic practice and training drills so that the campus community can respond efficiently and effectively during an emergency situation.

Command Center

The Command Center is critical to the planning process. The University's plan to manage a disastrous event involves mitigation, preparedness, response, and recovery. A critical part of this planning process involves the operation of a Command Center. The center allows for continuity of management and reduces the risk of disruption of student services.

The Command Center's goals are to effectively communicate and receive information, to provide command and control of response and recovery plans, and to coordinate and document the steps taken to respond to a disastrous event.

The Command Center is the location from which major emergency operations are directed. In the case of a major emergency, the President shall set up and staff the Command Center. The Office of Campus Police and Safety will also be fully operational at all times during the campus emergency.

- The Command Center will be set up in the IT conference room located in the basement of the Wolfe Building.
- Should the Command Center location be affected by the major emergency then the operation shall be moved to an alternative location designated by the President.
- A command area for any outside agency assistance shall be established by the Chief of Police or his designee.

Emergency Kit

An Emergency Kit should be kept in the Command Center in a location that is known to the members of the Crises, Emergency, Disaster (CED) Response Team. It will include: A copy of the Emergency Action Plan, Cell phone and Hand-held radio, Flashlight and batteries, marking pens, pencils, post-it notes, blank notebook, First Aid supplies, set of master keys, rubber gloves, list of staff/student list/classroom schedules, and a disposable camera.

Crisis Emergency Disaster (CED) Response Team

Responsibility	Staff Person	Extension
Administrator-in-Charge	President	5704
Staff	V.P.Human Resources/Administration	5798
Students	Executive Vice President	5706
Site Coordinator	V.P. Campus Operations	5525
Police/Safety Coordinators	Chief of Police/Director Campus Safety	0610
Sweep Team:		
Campus Police and Safety		0610
Vice President for Academic Affairs		5814
Dean of Arts & Science	Lead Walker	0425
Dean of Professional Studies	Lead King	5728
Henderson Resident Director	Lead Henderson	5515
LLC Resident Director	Lead LLC	5819
Student Activities	Lead Allen Commons	3942
Athletic Director	Lead Gym/Wellness	5808
Media Coordinator	Director of Public Relations	3457
Parent Coordinator	Religious Life	5611
Communication Coordinator	Information Technology	5787
Food Coordinator	Director Food Services	5778
First Aid Response Coordinator	Clinic Nurse	5738

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EMERGENCY CODES

- **Code Red** – Is used when there is a fire, explosion, chemical spills, etc.
- **Code Blue** – Is used when there is a medical emergency.
- **Code Silver** – Is used when there is an active shooter, hostage situation, etc.
- **Code Black** – Is used when there is a bomb threat (suspicious persons and packages)

***Plain Language is to be used for any other emergency not previously listed**

CRISIS EMERGENCY DISASTER (CED) PROCEDURES

1. When a CED event is identified, an immediate call is made either to the campus police at (937)313-9049 or to the Sheriff Central Dispatch Center at 911.
2. Campus police, upon notification, will immediately respond to the scene and check and advise Sheriff Dispatch of CED event.
3. The first responding officer will, quickly access the scene and call for emergency support or the appropriate mutual aid agencies for assistance. The agencies are listed on page 6 of this guide.
4. The first responder will provide the Campus Chief of Police/Lead Officer, the President and the Vice President for Student Affairs with a brief report on the nature of the CED.
5. The President will notify the CED response team, and activate the team, if necessary, who will report immediately to the command post, President's Office or other designated location.
6. Once at the command post, a briefing will be conducted by the Campus Police. This briefing will be given to the President and the CED response team.
7. Upon a determination of the extent of the CED, the President will make decisions on cancellation of classes, community counseling services, community meeting, and notification of affected individuals.
8. After all these activities have been concluded, a press statement is prepared by the staff of the Office of Development for distribution to the campus community, and the media and all other parties. Depending on the nature of the CED, a statement and/or letter will be sent to parents, Board of Trustees and other constituents.

EXPECTATIONS OF RESPONDERS

- When Police, Fire, or Emergency workers appear at an emergency situation, they become the authorities for managing the situation or crisis.
- Obey their instructions immediately and be courteous and respectful.
- Provide needed information as requested by them.
- The initial police officers or officials will form teams to coordinate or respond to the event. They may be from different agencies and wear different clothing. They may be commissioned police officers who may be outfitted as off-duty officers.
- Remain calm and do not interfere with the work of police or emergency personnel while they are handling a crisis unless they ask for assistance.
- Remember that once an area is evacuated, the police may designate the area as a crime scene, and campus personnel may not be permitted to re-enter the building. Remain in whatever assembly area that the authorities designate for you.

EMERGENCY PROCEDURES

How to Report Emergencies

The Campus Police office is located on the south end of campus, Building 6. The department is staffed 24 hours a day by both full-time and part-time police officers and security officers. All emergencies and crimes should be reported to Campus Police by calling (937) 313-9049 or (937) 708-5701. Call 911 for the Greene County Sheriff's Department. Their dispatcher can direct police, fire and ambulance services when needed. Blue Light Emergency boxes located strategically throughout campus may also be used.

Please provide as much information as possible, including:

1. Address or Location
2. Description of the incident/problem/emergency
3. Your name and call-back number
4. If criminal in nature, description of the suspects

EVACUATION PROTOCOL

There is a variety of emergencies that can happen on campus; fire, chemical spills, severe weather, power outage, etc. Do you know what to do? If you are inside a building and hear an alarm or see strobe lights flashing, there is a possibility that it is a real emergency; you must immediately evacuate the building.

1. Immediately evacuate the building, (take valuables including cell phone with you);
2. Do not use elevators, except in the case of Tornadoes;
3. Assist the disabled;
4. Proceed to an assembly area outside and away from the building;
5. Wait for campus officials to notify you when to return to normal activities.

EVACUATION OF BUILDINGS

In case of an emergency you should be prepared with the following information:

- Recognize the notification of the alarm signal;

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- Understand where you are located in the building and know two ways out;
- Know the predetermined safe location;
- When leaving the campus, make sure you are accounted for in the safe location or listed as “out of building”.

Once you have been instructed to evacuate a building either verbally or by alarm:

- Use the nearest stairway and avoid using the elevators;
- Offer to assist persons with disabilities;
- Please do not push or shove, but evacuate in an orderly manner;
- Once outside, please follow the instructions of emergency personnel on the scene and move away from the building, at least twice the height of the building;
- Please stay away from the entrances to the buildings to avoid interfering with the emergency personnel and equipment.

EVACUATION OF PERSONS WITH DISABILITIES

The following information provides instructions for assisting persons with disabilities during an emergency evacuation.

On the GROUND FLOOR

Persons with Disabilities may still need assistance. In many cases they will exit buildings with other persons, but still offer to help them.

ABOVE or BELOW GROUND FLOOR

Visually Impaired – Inform the person of the emergency and offer assistance. After assistance has been accepted, take the elbow of the person and escort person from the building. After exiting the building, tell the person where they are and inform the Sweep Leader that the person is safe.

Hearing Impaired – Inform the person of the emergency using nonverbal means of communications such as writing it down. Offer assistance. After assistance has been accepted, provide assistance as needed as you exit the building. After exiting the building, inform the Sweep Leader that the person is safe.

Mobility Impaired – Offer assistance to the person. Do not take the elevators unless during a tornado. Instead, walk with the person. As you are walking ask others to help evacuate the person from the building if needed. If that is not possible, relocate the person to safest place obtainable and wait for emergency personnel. Always ask wheelchair users how they would like to be evacuated. In extreme situations, you may need to use an office chair. Place person securely on chair, interlock your arms with another person, lift the chair and carry person to safety.

ACTIVE SHOOTER/KILLER – Run, Hide, Fight

When an active shooter is in your vicinity:

RUN	<ul style="list-style-type: none"> • If there is an escape path, attempt to evacuate • Evacuate whether others agree or not. • Leave your belongings behind. • Help others escape if possible. • Prevent others from entering the area. • Call 911 when you are safe.
HIDE	<ul style="list-style-type: none"> • If evacuation is not possible, find a place to hide. • Lock and/or blockade the door.(I.E. Use desk, tables, chairs, etc) • Silence your cell phone • Hide behind large and hard objects. • Remain very quiet.
FIGHT	<ul style="list-style-type: none"> • As a last resort, and only if your life is in danger. • Attempt to incapacitate the shooter. • Act with physical aggression. • Utilize items around you as weapons. • Commit to your actions.

FIRST RESPONDERS

When Law Enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.(Avoid pointing or yelling)
- Know that help for the injured is on its way.

Remember: First Responders on the scene are not there to evacuate or attend to the wounded. They are there to stop the shooter. If you are faced with an active shooter, remember there are three things you can do, **Run, Hide, Fight.**

PERSON WITH A WEAPON

If a person is brandishing a weapon, treat the incident as an active shooter event.

If a person is displaying a gun:

- Notify the campus police by calling (937)313-9049.
- If the weapon is not being brandished, attempt to isolate the student if it is safe to do so.
- If this cannot be accomplished, keep the student under surveillance.
- Keep calm until Campus Police arrives.
- Meet the responding officer at the door and advise him who the person is, where seated, and current behavior of the person.

BOMB THREATS AND EXPLOSIONS

- If you observe a suspicious object or package on campus DO NOT HANDLE THE OBJECT. Clear the area and immediately call Campus Police at (937)313-9049.
- If you receive a bomb threat via telephone or cell phone listen to the message without interrupting the caller.
- Write down the message, noting time of call, unusual background noises, and try to keep the caller talking.
- Attempt to ascertain from the caller the type of bomb, location, and time of detonation.
- Immediately notify Campus Police at (937)313-9049.
- If threat is written, place it in an envelope and give it to the first responding officer.
- The first responder will evaluate the bomb threat and determine if a building evacuation is needed.
- If the threat is valid, do not utilize the fire alarm system to evacuate the building, and turn off all two-way radios. Follow the building evacuation protocol.
- The first responder and person familiar with the area should conduct a limited search of the common areas of the building.
- Upon discovery of a suspicious device, the first responder will leave the building and notify Central Dispatch.
- Do not permit re-entry into the building until the device has been removed and or disarmed, and the building declared safe for re-entry.

If there has already been an explosion:

1. Remain calm and immediately call 911 and notify Campus Police at (937)313-9049.
2. Do not put yourself in danger, but if possible help to evacuate all survivors to a designated area.
3. DO NOT move severely injured persons unless in imminent danger.
4. DO NOT use elevators
5. Be careful opening doors.
6. Watch for falling debris and keep in mind that there may be a secondary device.
7. Be especially alert for electrical hazards and gas leaks.

CHEMICAL/RADIOLOGICAL/BIOLOGICAL SPILLS

Minor Chemical Spill

- Alert people in immediate area of spill.
- Open outside windows, if possible.
- Wear protective equipment, including safety goggles, gloves and long-sleeve lab coat.
- Avoid breathing in vapors from spill.
- Confine spill to as small an area as possible.
- Clean spill area with water but DO NOT wash spill down the drain.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.

Major Chemical Spill

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate and Close doors to affected area.
- If spilled material is flammable, turn off ignition and heat sources. Don't light Bunsen burners or turn on other switches.
- DO NOT attempt to clean up spill
- Call 911 immediately for assistance
- Post warnings to keep people from entering the area.
- Have person available that has knowledge of incident and laboratory to assist emergency personnel.

Biological and Radiological Spills

- DO NOT attempt to clean up chemical/hazardous material.
- Attend to injured or contaminate persons and remove them from exposure.
- Evacuate the immediate area and close doors to the affected area if possible.
- Call Campus police at (937)313-9049 and inform them of the spill and any injuries from or suspected exposure to the material.
- DO NOT re-enter the area until instructed by emergency response personnel.
- Have person knowledgeable of incident and laboratory assist emergency personnel.
- If bodily fluids are spilled, contact Plant Services for clean up. After 3:30 p.m. and weekends call campus police.

CIVIL DISTURBANCE AND DEMONSTRATION

Civil disturbances such as a student demonstration on campus grounds having the potential to:

- Disrupt the normal operations of the University,
- Interfere with classroom instruction,
- Damage University and personal property, or
- Injure staff or students

All of the above are grounds to implement the following procedures:

- Notify campus police at (937)313-9049
- Avoid provoking or obstructing demonstrators.
- Secure your area, files, records, and equipment.
- Avoid disturbance.
- Continue with normal routine as much as possible.
- If the disturbance is outside, stay away from doors or windows.
- Stay indoors.
- Prepare for evacuation or relocation.

FIRE PROCEDURES

WHEN YOU DISCOVER A FIRE:

1. Manually activate the fire alarm system from the nearest pull station.
2. Immediately exit the building, closing doors behind you, but do not use elevator.
3. Call 911.

WHEN YOU HEAR A FIRE ALARM:

1. Stay calm and proceed to the nearest exit, use stairs and not elevator.
2. Assist persons with special needs, but do not try to re-enter the building to help.
3. If you believe someone is trapped inside their room, notify police or fire personnel immediately. Do not re-enter the building to help.
4. Re-enter the building when you get the “all clear” from authorities.

WHEN YOU ARE CAUGHT IN SMOKE OR FLAMES:

- If caught in smoke, stay low and proceed quickly to the nearest exit.
- Take short shallow breaths through the nose and use a handkerchief or towel to filter the smoke.
- If caught in flames cover your head and hair with a blanket or overcoat hold your breath and move quickly to the nearest exit.

WHEN USING A FIRE EXTINGUISHER (Remember PASS):

1. **PULL** Safety pin from handle.
2. **AIM** at base of fire.
3. **SQUEEZE** the trigger handle.
4. **SWEEP** from side to side to side at base.

MEDICAL EMERGENCIES AND FIRST AID

- For non-emergency medical needs please visit the campus health center located in the Louis Stokes Health and Wellness Center.
- Notify Campus Police at (937)313-9049 for all other medical and first aid requests.
- If serious injury or illness occurs immediately notify Campus Police. If Campus Police can not be reached call 911.
- Give your name; describe the nature and severity of the medical problem and location of the victim.
- In the case of minor injury or illness, provide first aid care, if trained.
- Keep the victim still and comfortable.
- Ask the victim where they are injured.
- Check breathing and perform CPR if trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist and comfort the victim until medical personnel arrive.
- Look for emergency medical identification tags (bracelets, necklace, and anklets).
- Give all information to responding EMT responders.

PSYCHOLOGICAL CRISES / SUICIDE THREAT

A psychological crisis exists when someone is threatening harm to themselves or others, or is out of touch with reality due to psychosis/delusions, or drug reaction. The person may show signs of extreme emotions like anger or depression, agitation, paranoia, hallucinations, self-injury, uncontrollable/irrational behavior, and/or withdrawal. If you come into contact with someone experiencing a psychological crisis who appears to be potentially dangerous (hostile, making threats, overly physically aggressive, etc) please dial Campus Police at (937)313-9049.

If someone is contemplating suicide:

- Remain calm and encourage others do the same.
- If the threat is immediate or imminent, dial 9-1-1.
- Try to provide a safe, quiet, secure place for the individual.
- Maintain a straightforward, supportive attitude.
- Remind them they are not alone.
- Do not minimize their concerns.

All suicide attempts should be immediately reported to Campus Police (937)313-9049.

If counseling assistance is needed:

- Wilberforce University Counseling Services can be reached at (937)708-5443.
- Xenia TCN Behavioral Crisis Services Hotline-(937)376-8701

SHELTER IN PLACE: (Blizzards, Earthquakes, University Closings)

During some emergencies you may be told to shelter in place. This means stay where you are and make the best out of the situation around you. Often times in these situations, going outside is more dangerous than staying where you are. Staying inside until emergency response can come to retrieve you is the best way for you to stay safe. Often times this is the case with blizzards, earthquakes, and late stages of active shooter events.

During Blizzards

Often times, blizzards are expected by the news, so when you first hear a blizzard will happen, make sure you at least have bottled water, blankets, flashlight with extra batteries, and dry food. Travel is not recommended during the storm, and people should try to stay as dry and as warm as possible. Change wet clothing as soon as you can, and wear layers for extra insulation. Meals will be provided for students living on campus during the blizzard, and during these cases, they will be notified by administration and their CED Response Team Sweep Lead of any location moving should the need arise.

During Earthquakes

If You are Inside a Building

- Drop to the ground
- Take cover under a sturdy object
- Cover your head and neck
- Hold on until the shaking stops
- **DO NOT** run out of the building
- **DO** shelter in place

If You are Outside:

- Stay outside! **DO NOT** seek shelter in building
- Stay away from building, over hangs, gas lines, utility poles, and sink holes
- Get low to the ground and cover your head and neck

If You are Inside a Car:

- Slowly pull over to the curb, away from buildings and utility poles
- Set the parking brake
- Turn your radio to an emergency station
- Stay in the car until the shaking completely stops

University Closing

Under severe weather conditions and/or a declared state of emergency, there could be a delay in opening the University, cancellation of classes, or closure of campus. During emergencies the OneCall system will be used. The information will be e-mailed out and notification of the closing will be posted on the homepage of the university website.

University closings will be broadcasted on the news by way of the Office of Development.

TORNADO AND SEVERE WEATHER ACTION PLAN

When conditions are favorable for severe weather to develop, a severe thunderstorm or tornado **WATCH** is issued. When a tornado is indicated by weather radar or has been sighted by spotters, and other sources a **WARNING** is issued and you should seek safe shelter immediately.

Tornado Watch Procedures:

When a tornado watch is issued the Campus Police officer shall immediately begin monitoring weather conditions including contact with Sheriff Dispatch, television and on-line resources to remain abreast of weather conditions in the area of the University. The Campus Police officer will telephone the Chief of Police and the Vice President of Student Enrollment and Development and notify them of the issuance of the tornado watch, the specific area of the tornado watch, and the time period the tornado watch is to be in effect.

Tornado Warning Procedures:

In the event of the issuance of a tornado warning in the area of the University the Campus Police officer shall notify the Chief of Police and the Vice President of Student Enrollment and Development, and the Director of Emergency Preparedness about the issuance of the tornado warning, the specific area of the tornado warning, and the time period the tornado warning is to be in effect. The CED Response team will be deployed as necessary. The following procedures will then be followed:

1. Activation of the One-Call notification system, including telephone, email, and text messaging. The One-Call message will include notice that a tornado warning is in effect and instructions necessary to remain safe.
2. Available Residence Life staff will be notified and will instruct available RA staff to advise floor members of the tornado warning by door-to-door contact along with instructions for locations of tornado shelters. Team Sweep members of the CED Response Team will direct people in their designated building to the Tunnels, if advised, where people will be the safest from the tornado.

REMEMBER THESE TIPS:

- Flying debris and broken glass are the main cause of most serious injuries and deaths during a tornado. When a tornado warning is issued people in buildings should seek protective shelter away from windows, preferably on the lowest floor of the building. People should not go outside during a tornado warning.
- If people find themselves outside during a tornado warning they should move to the nearest building and move to an interior room or lowest hallway. People should stay clear of all areas containing glass panes or windows.

EMERGENCY PROCEDURES

- People who are outside and unable to find shelter should get into a ditch or other low area and cover their head with your hands.
- If people are in a vehicle during a tornado they should get out of the vehicle and seek shelter in a building, low laying ditch or other low area.

Pre-designated shelter areas for Tornado Warning:

<u>IF YOU ARE IN...</u>	<u>GO TO...</u>
Wolfe Building	Wolfe Building (Basement Snack Room or Stairwell)
Walker Building	King Building Tunnel (Lower Lecture Hall)
King Building	King Building Tunnel (Lower Lecture Hall)
Stokes Building	King Building Tunnel (Lower Lecture Hall)
Wright/Valentine	Wright/Valentine (Basement)
Askew/Jackson	Askew/Jackson (Basement)
Wellness Center	Wellness Center Interior room in Health Center/main hallway. If time permits – King Building Tunnel (Lower Lecture Hall)
Alumni Multiplex	Alumni Multiplex Interior room. If time permits – King Building Tunnel (Lower Lecture Hall)
Henderson Hall	Henderson Hall Interior room/lowest level hallway. King Building Tunnel (Lower Lecture Hall)
Music Building	Music Building Interior room/lowest level hallway. King Building Tunnel (Lower Lecture Hall))
Allen Commons	Interior room/lowest level hallway. King Building Tunnel (Lower Lecture Hall)
Living Learning Center Dormitory	Interior room/lowest level hallway. King Building Tunnel (Lower Lecture Hall)

UTILITY FAILURES, GAS LINE BREAK, WATER MAIN BREAK

Electrical/Light Failure

If you observe a major utility failure on campus call campus police at (937)313-9049

- Remain calm and when told to evacuate the building by a University official walk quickly to the nearest exit and ask others to do the same.
- Unplug all electrical equipment, including computers and turn off the light switches.
- Emergency lights are located in some of the buildings and will assist you in exiting a building.
- If trapped in an elevator use the emergency phone or use your cell phone to call campus police at (937)313-9049.
- The President or designee will evaluate the power outage and make the decision as to campus closing and/or relocation of students to an alternate site, if power cannot be restored.

Gas Line Break

- Cease all operations and vacate the area.
- Do not turn lights on or off, use a cell phone, match, lighter, microwave oven, or any other electrical or electronic device because of the risk of sparks could ignite the fumes.
- Notify campus police at (937)313-9049.
- The President or designee will evaluate the gas line break and make the decision as to campus closing and/or relocation of students to an alternate site.

Main Water Break

- Cease all operations and vacate the area. Call campus police at (937)313-9049.
- The President or designee will evaluate the main line break and make the decision as to campus closing and/or relocation of students to an alternate site.