

EUGENE CAMPUS  
EMERGENCY RESPONSE PLAN



2020

# TABLE OF CONTENTS

<b>Key Information Regarding Crisis Situations</b> .....	<b>4</b>
<b>Directory of Emergency Contact Information</b> .....	<b>5</b>
Critical Incident Response Team and Responsibilities.....	6
Emergency Phone #s (Eugene Campus).....	8
<i>After Hours Phone #s</i> .....	8
<b>Emergency Response Plan</b> .....	<b>10</b>
Purpose.....	10
Definition.....	10
Responsibility and Control.....	11
States of Emergency.....	11
Brief Reference Checklist for Emergency Response.....	12
Emergency Level Definitions.....	13
Level I Emergency.....	13
Level II Emergency.....	13
Level III Emergency.....	14
<b>General Operations</b> .....	<b>14</b>
Mitigation.....	14
Preparation.....	15
Response.....	15
Recovery.....	15
CIRT Responsibilities.....	16
Individual Areas of Responsibility.....	18
Declaring a Campus State of Emergency.....	21
Emergency Plan Priorities.....	22
Priority 1 Objectives.....	23
Priority 2 Objectives.....	24
Priority 3 Objectives.....	25
General Evacuation Information.....	25
Evacuation Procedures.....	25
Reports.....	27
Emergency Operations Plan Maintenance.....	27
Emergency Checklist.....	28
Emergency Information Procedures.....	29
<b>Specific Emergency Scenarios</b> .....	<b>30</b>
Active Shooter In/Near Your Building.....	30
Biological Terrorism (Actual or Threat).....	32
Biological Suspicious Mail Guidelines.....	33
Bomb Threat.....	36
Chemical Terrorism.....	40
Campus Disturbance, Disruption, or Civil Protest.....	41
Crimes of Violence or Sex (High Publicity).....	43
Death of a Student (On-Campus).....	44
Earthquake.....	47
Fires.....	48
Flood.....	49
Hazardous Materials Incident.....	50
Hostage Situation.....	51
Multiple Injury/Fatality Accidents.....	52
Weapons Possession.....	55

Widespread Illness.....	56
<b>Recovery and Reporting.....</b>	<b>57</b>
Cleanup, Salvage and Recovery.....	57
Initial Disaster Report .....	57
After Action Report.....	57
Outside Organization Identification and Assistance:.....	59
<b>Appendices.....</b>	<b>60</b>
Additional Resources.....	60
Crisis Response Phone Tree.....	62
Media Protocol.....	63
Fire Alarm Procedures for Residence Halls.....	64
Evacuation Gathering Areas for Residence Halls and Apartments.....	67
Requirements of Eugene Fire Marshall.....	68
Fire Safety Requirements for Non-Residential Buildings.....	69
Bushnell Evacuation Drill Record.....	71
I.T. Support for Critical Services.....	72
Maintenance Services Blood Borne Pathogens.....	73
School Closure Policy and Procedures.....	74
Bushnell Winter Weather Monitoring Protocol.....	74
Reporting a Crime.....	76
Emergency Text InformaCast Instructions.....	78
Building Lockdown Procedures.....	79
Situation Report.....	82
Campus Map.....	83

## ***Key Information Regarding Crisis Situations*** **Eugene Campus**

1. The Bushnell University emergency response plan 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 Eugene campus information dissemination to the University community would be Morse Center and the secondary location would be the President's Suite in Goodrich Hall.
3. The Critical Incident Response Team would set up operations in the Morse Center, 2<sup>nd</sup> floor, Vice President for Enrollment & Student Development's office as the primary location (President's Suite in Siefke Hall, secondary location) and would make decisions regarding initial and secondary responses to the crisis (pulling in other appropriate individuals as well).
4. Any Press Conference or media contact would occur in the Morse Center lobby, Evans Chapel lobby as a secondary location.
5. Bushnell University has a great relationship with local police and fire departments and they have reviewed this plan as well and are aware of (and supportive of) it.
6. The Student Development Department would coordinate counseling and/or medical help at appropriate locations if needed (utilizing Medical Response Coordinator/Athletic Trainer, and Counseling Center resources). In addition, Security personnel, Residence Life staff, Maintenance staff, and several other staff and faculty are first aid/CPR certified. Faculty members in the psychology and counseling departments would also be utilized in a crisis situation.
7. Members of the Bushnell University community should refer media inquiries to the President's Office at 541-684-7242. The president or an appointed representative will serve as the spokesperson.
8. In the case of school closure or emergency, information will be sent through SMS Text Alerts posted online at [www.bushnell.edu](http://www.bushnell.edu) and an email will be sent to all students, faculty, and staff via Bushnell email.
9. In the event of any emergency situation on campus, members of the campus community should first call 911. A second call should be made to Campus Security at (541) 517-5197 to report an incident.

## ***Directory of Emergency Contact Information***

### ***Critical Incident Response Team and Responsibilities***

***\* Indicates member of Executive CIRT***

<b>NAME/FUNCTION</b>	<b>OFFICE PHONE</b>	<b>HOME/CELL PHONE</b>	<b>ROLE ON THE CRITICAL INCIDENT RESPONSE TEAM</b>
Greg Brock*, Dean of Students, Director of Residence Life and Deputy Title IX Coordinator	541-684-7252	503-260-8275 c 503-894-3037 c2	Coordinator/Convener; Review and Update Emergency Scenarios; Update and Monitor Mutual Aid Agreements (City of Eugene/Police/Fire; American Red Cross, etc.); Ensure Adequate Supplies (flashlights, blankets, equipment, food, water, etc.) and Modify ERP Accordingly; Incident Response Coordinator for Goodrich Administration Building
Michael D. Fuller*, Vice President for Enrollment & Student Development	541-684-7248	541-684-3841 h 541-517-1307 c 541-359-9416 c2	Coordinator/Convener; Annual Review of ERP; Review and Update Plan; Conduct Training; Provide Updated Plan and Modifications to Appropriate Personnel
Dennis Lindsay*, Vice President for Academic Affairs	541-684-7253	541-968-8230 c 541-461-8409 h	Alternate Coordinator/Convener; backup to the President as spokesperson for the University; faculty liaison.
Joseph Womack*, President	541-684-7242	541-520-3303 c 541-636-4055 h 541-731-3227 c2	Alternate Coordinator/Convener
Pat Walsh, Sr. Director of Marketing and Communications	541-434-7021	541-434-6620 o	Communications coordinator to the public and to employees utilizing the President or designee as spokesperson.
Gene DeYoung*, VP for Finance & Administration	541-684-7219	541-517-4705 c	Liaison to legal counsel, outside agents, governmental agencies along with the President. Communications coordinator to the employees (HR).
Keith Potter, VP for Advancement	541-684-7439	541-513-1236 c	Alternate to communications coordinator to the public and to employees.

<b>Key Resources for the Critical Incident Response Team</b>			
Jeremiah Leslie, Marketing & Digital Communications Coordinator	541-684-7210	541-602-9466 c	Alternate to communications coordinator to the public via website.
Guillermo Torres-Sanchez, Athletic Trainer	541-684-7351	307-254-1462 c	Medical response coordinator, as assigned by the critical response team.
Troy Dean, Campus Pastor	541-684-7345	916-412-9791 c	Emotional Response Coordinator
Ryan Melton, Associate Dean of Psychology & Counseling	541-349-7470		Emotional Response Coordinator
Mindi Barta, Adjunct Professor of Counseling	541-349-7464		Alternate Emotional Response Coordinator
Stead Halstead, Director of Technical & Physical Operations	541-684-7276	541-517-3688c	Information Services Coordinator, as assigned by the critical response team.
Corey Anderson, Athletic Director	541-684-7354	541-554-1064c 541-484-4954h	Morse Center/Athletic Representative
Cris Nibblert, Premiere Security	541-517-5197	541-232-3482 c	Alternate review and update emergency scenarios.
<b>Incident Response Coordinators for each Building</b>			
Angela Doty, Dean of Career & Academic Services	541-684-7238	541-520-8183 c 541-688-5097 h	Incident response coordinator for the Kellenberger Library and Evans Chapel building.
Emily Johnston, RD	541-684-7345	626-327-3496 c	Incident response coordinator for Burke-Griffeth.
Jennifer Little, RD	541-684-7345	360-969-3777 c	Alternate incident response coordinator for Burke-Griffeth,.
Katie Wright, Student Life Office Manager	541-684-7345	541-223-3344 c	Alternate incident response coordinator for Goodrich Hall.

Kent Willocks, Groundskeeper	541-684-7490	541-579-3851 c	Incident response coordinator for Maintenance.
Mary Jo Goosmann, Assistant Registrar	541-684-7227	541-915-6215 c	Incident response coordinator for the Pomejevich Center.
Tiffany Boss, Admin Asst. for VP of Academic Affairs	541-684-7208		Alternate response coordinator for the Pomejevich Center.
Jocelyn Hubbs, Director of Financial Aid	541-684-7291	541-729-5962 c	Incident response coordinator for the Morse Center.
Nick Askew, Sports Information Director	541-684-7485	541-359-5420 c	Alternate response coordinator for the Morse Center and alternate to communications coordinator to the public via website.
Casey Craigie, Financial Aid Counselor	541-684-7218	509-254-3241 c	Alternate response coordinator for the Morse Center
Tim Rogers, Science Lab Manager	541-684-7330	541-359-8152 c	Incident response coordinator for the Siefke Hall
Dave Quirk, Assistant Professor, Business & Management	541-684-7249		Faculty Representative, CIRT Team
Marsha Imlach, Admin. Asst. for Graduate Counseling Programs	541-684-7471	541-914-3665 c	Alternate incident response coordinator for the Siefke Hall
Nathan Icenhower, Financial Aid Counselor	541-684-7221	425-210-1098 c	Incident response coordinator for Richardson Hall
Hailey Aitken, Enrollment Data Coordinator & Office Manager	541-684-7343	541-953-2544c	Alternate response coordinator for Richardson Hall
Jen Little, RD	541-684-7345	360-969-3777 c	Incident Response Coordinator for Mom-Richart Apartments & Works Village
Emily Johnston, RD	541-684-7345	626-327-3496 c	Alternate incident response coordinator for Mom-Richart Apartments & Works Village
Food Service Manager	541-349-7482	541-513-4035	Incident response coordinator for the Cafeteria.

**Emergency Resources and Phone #s**

<b>FIRE/POLICE/MEDICAL EMERGENCY</b>	911 / (541)682-7100 (Fire Dept.)
<b>CAMPUS SECURITY</b>	(541) 517-5197
<b>EUGENE POLICE</b>	(541) 682-5111
<b>University of Oregon Public Safety Department</b>	(541) 346-2919
<b>University of Oregon Office of Student Life</b>	(541) 346-3216
<b>University of Oregon Emergency Dispatch</b>	(541) 346-6666
<b>University of Oregon, Emergency Management, Andre Le Duc, Program Director</b>	(541) 346-5833
<b>Sacred Heart Administration, Brian Terrett, Dir. of Public Affairs &amp; Com.</b>	(541) 686-6868 <a href="mailto:bterrett@peacehealth.org">bterrett@peacehealth.org</a>
<b>EWEB, Electric</b>	(541) 685-7000
<b>EWEB, Water</b>	(541) 685-7000
<b>NORTHWEST NATURAL GAS (Emergency Line)</b>	(800) 882-3377
<b>WASTE MANAGEMENT</b>	(541) 682-4120
<b>PLUMBER ON CALL (Twin Rivers Plumbing Inc)</b>	(541) 688-1444
<b>EMERGENCY DISASTER RESPONSE (Lane County)</b>	(541) 682-6744
<b>FBI</b>	(541) 343-5222
<b>AMERICAN RED CROSS (Disaster Relief)</b>	(541) 344-5244
<b>Eugene Police Department Public Information Officer</b>	(541) 682-8350
<b>LEGAL COUNSEL, Arnold Gallagher Percell Roberts &amp; Potter – Benjamin Kearney</b>	(541) 484-0188 (541) 556-2303
<b>SACRED HEART MEDICAL CENTER</b>	(541) 686-7300
<b>POISON CONTROL</b>	(800) 222-1222
<b>RAPE OR DOMESTIC VIOLENCE, Sexual Assault Support Services</b>	(541) 343-7277



<b>EUGENE URGENT CARE (located at 13<sup>th</sup> &amp; Patterson)</b>	(541) 636-3473
<b>LANE COUNTY CRISIS LINE, White Bird</b>	(541) 687-4000
<b>LANE COUNTY PUBLIC HEALTH</b>	(541) 682-4041

# **Emergency Response Plan**

## ***Purpose***

It is the goal and purpose of this emergency response plan to ensure, to the maximum extent possible, the safety and security of those associated with Bushnell University 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 provide any and all services that are necessary to maintain the physical, emotional, spiritual, and financial well-being of the University and its visitors, students, faculty members, staff members, and administrators, while minimizing damage to the University's reputation, mission, and good standing in the community.

Bushnell University 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 major crisis will be conducted within the framework of this plan except when directed otherwise by the President or his Cabinet. The plan includes a chain of command that establishes the authority and responsibilities of various members of the Bushnell University community. This document should be seen as a living text subject to changes and modifications as the University environment changes.

## ***Definition***

An emergency is defined as a sudden state of danger that occurs unexpectedly and demands immediate action to protect the health and safety of individuals within the institution and the University itself.

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

- Operational/Industrial/Technological
- Natural Disaster (ice, snow or wind storm; flood; earthquake; drought; volcanic fallout)
- 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:

- Disturbance (by intruder or member of the Bushnell community)
- Potentially dangerous person on campus – endangering self and/or others
- Weapons possession
- Hostage situation

- Medical Emergency
- Criminal Act
- Campus Strife
- Demonstration
- Act of violence against people or property
- Abrupt Firings or Layoffs
- Major Financial Difficulties
- Major Litigation

This list 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 Bushnell.

### ***Responsibility and Control***

The Emergency Response Plan is under the executive control of the President of the University or his/her designee and under the operational direction of the Vice President for Enrollment & Student Development working with the Cabinet and his/her designee. When an emergency situation arises, the Vice President for Enrollment & Student Development or his/her designee will activate the Emergency Response Plan. Use of University personnel and equipment will be utilized to provide protection for:

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

The manner in which University personnel and equipment will be utilized will be determined by the Critical Incident Response Team (CIRT) under the direction of the Vice President for Enrollment & Student Development or his/her designee. The Emergency Response Plan will remain in effect until the President or designated representative deems the University shall return to normal operation.

### ***States of Emergency***

The following level definitions should be used as a guide for defining the magnitude of an emergency incident and the possible impact on the physical operations, employees, and students of Bushnell. The definitions of the emergency potential on a University campus are transitory. Each emergency must be evaluated according to its particular characteristics and a decision of the proper action to take at that time.

## **Brief Reference Checklist for Emergency Response**

### **When a Crisis Occurs:**

1. When appropriate, call 911.
2. Notify the Vice President for Enrollment & Student Development (Alternate: Dean of Students & Director of Residence Life) to call a meeting of the Executive Critical Incident Response Team. The group should meet as soon as possible and determine level of emergency and course of action.
3. Activate the broad CIRT team members & coordinate with first responders.
4. 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 for future reference.
5. Utilize School Messenger messaging system for campus wide text notification as necessary.
6. The VP for Finance & Administration should speak with the University's attorney and ensure that he is available to be our "attorney of record" during the entire event, and that he will be available at all times.
7. 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.
8. E-CIRT 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, staff members should refer questions to the appropriate crisis team members. If appropriate, staff members can share information from the University's public statement and should let interested parties know where to turn for more information. (i.e., "This is what we know at this point . . . We are investigating and should have more..")

## **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 Bushnell. Control of the incident will require specialists, in addition to Bushnell 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 University personnel.
- ✓ Major evacuation involving relocation of students and/or University personnel.
- ✓ Duration of the event is unpredictable.
- ✓ Security procedures to protect evacuees and property are established.
- ✓ Medical needs planned for using University and community resources.
- ✓ Command post established.
- ✓ Communications center established to coordinate media and University related communications.
- ✓ Long-term recovery plan established.
- ✓ Written report prepared.
- ✓ Incident critique involving all agencies involved.
- ✓ CIRT team and other members as necessary.

**EXAMPLES:** Major fire in a campus building affecting over 20% of the building; water main break affecting 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 University employees. Outside agency assistance is necessary.

#### **CRITERIA**

- ✓ Resolution of the incident involves both Bushnell and outside agency personnel.
- ✓ Evacuation is short term and affects immediate localized area only.
- ✓ Duration of the incident is a maximum of eight (8) hours.
- ✓ Executive CIRT team & other members as necessary.

**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 Bushnell employees and the duration of the incident is short term.

### **CRITERIA**

- ✓ Incident resolved by Bushnell employees.
- ✓ An outside agency may be involved as a precautionary measure or in accordance with Bushnell policy.
- ✓ Executive CIRT team & other members as necessary.

**EXAMPLES:** Automatic fire alarm; localized water pipe break affecting a portion of a building; a localized undetermined odor problem; inclement weather; missing student; medical/illness outbreak.

## ***General Operations***

### **Mitigation**

Participating in the mitigation phase will include, but not be limited to the following:

- Formation of the Executive Critical Incident Response Team (E-CIRT).
- Clear division of responsibilities within the CIRT.
- Annual meeting scheduled to review the Emergency Response Plan and revise as appropriate.
- Review the Emergency Response Plan with members of the staff and faculty and provide emergency response training to as many members of the Bushnell community as possible (including first aid and CPR).
- Encouragement of all members of the Bushnell 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 and Security staff and prompt follow-through to repair or replace any damaged or malfunctioning safety fixtures or equipment.
- Identification of members of the Bushnell community with special skills in the areas of emergency medical response, search and rescue, and crisis response.

## **Preparation**

While it is true that the University 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:

- First Aid & CPR kits for each building; emergency response supplies (e.g., face masks, rubber or plastic gloves, batteries, flashlights, emergency food, caution tape, reflective vest) for each Residence Life staff person.
- Testing of fire alarms and emergency lighting in all campus buildings every six months.
- Regular scheduling of evacuation drills that are well publicized to the Bushnell community.
- Ongoing emergency response training for key campus individuals – quarterly Safety Committee Meetings.
- Establishment of emergency communications networks (departmental or crisis response phone trees . . . see appendix, radio and TV announcements), including provisions to set up an off-campus information response center to respond to questions and disseminate information.
- Develop and distribute evacuation plans for short and longer-term scenarios (including emergency food, water and housing for campus community members unable to go home).

## **Response**

In response to the emergency and disaster situation, Bushnell University 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, Bushnell University 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.

### ***CIRT Responsibilities***

In the event of a University emergency, the President (or his designee), as crisis team leader and spokesperson, will call a CIRT meeting which will be convened and coordinated by the VPESD who functions as the CIC (Critical Incident Coordinator). In the President's absence, the backup is any on-campus VP, with the Dean of Students as an alternate.

As a group, the responsibilities of the first 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 University

Broadly, the responsibilities of the CIC, should a crisis occur, are as follows:

1. Activate Crisis Response Phone Tree (departmental phone tree referenced earlier and contained in the appendices)
2. Send a SMS Text Alert message and/or email to campus community.
3. Contact Campus Security
4. Establish the Emergency Operations Center. This will serve as the central location for all communication, meetings of the CIRT, strategy sessions, etc. It will be located in the CIC's office, 2<sup>nd</sup> floor Morse Center. If this room is unavailable because of the nature of the crisis then the back-up facility will be the President's Office Suite in Siefke Hall. Each of these facilities will be equipped with caller display phones, fax machines, and appropriate computers for e-mail 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-mail lists of people who need to be informed of the status of the crisis and its corresponding management.
5. Establish the Media Services Room. This room will serve as the location for media personnel to meet with appropriate University representatives for the dissemination of corresponding information. Furthermore, this room will be available as a headquarters for media personnel for the duration of the crisis. Phone and fax access will be available.
  - PRIMARY LOCATION: Morse Center Lobby
  - SECONDARY LOCATION: Evans Chapel Lobby



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.
7. Contact the President's Office for implementation of Media Protocol procedures (see Media Protocol Appendix).
8. Contact the VP for Academic Affairs (Dennis Lindsay). The VP for Academic Affairs 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 VP for Academic Affairs will insure that instructors directly impacted by a tragedy or fatality will receive timely notification.
9. Contact the VPESD (Michael Fuller). The VPESD will oversee communication with family members and the student community. He will determine the staff member who will serve as contact person for each constituency and determine what facts need to be revealed to ensure that the situation is handled with the utmost respect and care.
10. Communicate with the Director of Residence Life as necessary.

## ***Individual Areas of Responsibility***

### **Critical Incident Coordinator**

- Activate the Emergency Operations Center and call a meeting of the Executive Critical Incident Response Team (E-CIRT)
- Activate Crisis Response Phone Tree & other CIRT members if necessary (see appendices)
- Assess the situation
- Ensure that immediate life safety actions have been taken
- Develop an Incident Action Plan
- Ensure that the CIRT is aware of campus condition and needs
- Provide for public information dissemination
- Call daily (or more frequent) update meetings of the Critical Incident Response Team
- Handling follow-up report

### **Primary Incident Manager: (assigned by CIC)**

- Point person for gathering questions, finding new information useful to dealing with the emergency, and disseminating that information as appropriate
- Determine which emergency groups are available for immediate deployment
- Prioritize all requests for assistance
- Deploy emergency groups to life threats and to protect property
- Assist in developing the Incident Action Plan and deploy resources to meet the requirements of the plan
- Monitor all operations for safety and effectiveness.
- Keep the Critical Incident Coordinator (CIC) informed
- Request additional resources as required
- Handling follow-up report

### **President:**

- Spokesperson for the University; assign designee as appropriate
- Liaison to legal counsel along with VP for Finance/Administration
- Liaison to Board of Trustees
- Make calls for third party support
- Determine timing and appropriateness of any all-campus meetings
- Be available as a back-up to take calls from media and general public
- Maintain a visible presence to help calm the campus community

### **Communication Coordinator (VP for Advancement or designated by the President's Office):**

- Coordinate communications to the public and employees (collaborate with the VP for Finance & Administration), assist VPESD to communicate with students.
- Provide information to individual donors, foundations, public giving agencies and friends of the University.
- Contact Melinda Kletzok, Eugene's Public Information Officer to provide information. 541-682-5124 w, 541-242-1715 pager.
- Be available as a backup to take calls from the general public, the media and individuals with close association with members of the Bushnell community.

- Overall responsibility for handling phone calls and scheduling backups, including organizing and circulating a schedule for phone coverage.
- 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.
- Screen calls from the media (keeping a log of media calls) and, if necessary, forward media calls to the President (or his backup) for a statement.
- Monitor events and provide additional background material to the media.
- If necessary, organize a press conference.

**VP for Academic Affairs:**

- Serve as backup to the President as spokesperson for the University.
- 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.

**VP for Finance & Administration:**

- Liaison to legal counsel along with the President
- In the event of an injury to or death of a Bushnell employee or visitor, serve as liaison to police, hospital and family members in cooperation with Director of Human Resources.
- Provide information to staff members (log contacts for assessment).
- Liaison to appropriate insurance agents and governmental agencies.
- Supervise Institutional Technology to assure that as far as possible, phone and email communication is functioning.

**VP for Enrollment & Student Development**

- Serve as fourth backup to the President as spokesperson for the University.
- 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 Bushnell community in need of such services.
- Be a visible presence on campus to help maintain calm and order.
- Assist any members of the Bushnell community needing emergency housing or relocation.
- Work with the Dean of Students to develop an emergency response training program for members of the campus community.
- Be available to take phone calls from students and their families and initiate phone calls when appropriate.
- Supervise the Emergency Preparation section of the Emergency Response Plan and assure that all elements of such preparation are in place.

**Director of Physical and Technical Operations**

- Assess and contain damage to Bushnell 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 of Security:**

- 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 campus security officers to help assure as calm a campus atmosphere as possible and to move individuals who are not a part of the Bushnell community away from the campus
- Assist emergency response agencies in the communication of instructions to the campus community

**Incident Response Coordinator for each building:**

- Warn people in the area of responsibility of the need to evacuate
- Evacuate self and others to a safe evacuation area
- 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

**Resident Assistants/Resident Directors:**

- Warn people in the area of responsibility of the need to evacuate
- Evacuate self and others to a safe evacuation area
- 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)
- Conference with Dean of Students as necessary
- Provide information to area of responsibility as directed

### ***Declaring a Campus State of Emergency***

- A. The authority to declare a campus state of emergency rests with the President, or in his/her absence, the Vice President for Enrollment & Student Development (CIC) or his/her designee.
- During a State of Emergency the Critical Incident Coordinator/VPESD, shall place into immediate effect the appropriate procedures to meet the emergency and safeguard persons and property insofar as it is possible. The VPESD shall immediately consult with the E-CIRT regarding the situation and the possible need for the declaration of a campus state of emergency. The President's office 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 CIRT responsibilities will be allowed to enter the designated emergency area including the Incident Command Operations Center.
  - In the event of earthquakes, aftershocks, fires, storms, or major disaster on or near the campus, or involving University property, Maintenance personnel will coordinate officials to determine the extent of the damage to any University property.
- B. During an emergency, the 2<sup>nd</sup> floor of the Morse Center will serve as the Incident Command Operations Center, except in cases where that location is not secure because of its proximity to the danger (in which case the President's Office Suite in Siefke Hall will function in this capacity). In all cases the Incident Command Operations Center (ICOC) should be located outside of the danger zone. The ICOC will function as the location where the CIRT members coordinate all communication. Cellular or digital telephones will be made available as well.
- C. The VPESD/CIC will provide notification of the emergency situation to all appropriate E-CIRT members. These team members will then notify necessary individuals within their sphere of activity and responsibility.
- D. The President's Office or President's 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 E-CIRT members has taken place and all available, releasable information has been evaluated and organized.*

## **Emergency Plan Priorities**

If the situation is clearly a level I or level II emergency, the Dean of Students & Director of Residence Life or in his/her absence, the security officer on duty, 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 E-CIRT 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 E-CIRT 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. Sacred Heart Medical Center
  - 2. Bushnell Athletic Trainer
- C. Fire Suppression – evaluate fires or fire hazards and use resources to control and evacuate.
  - 1. Eugene 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. Bushnell Security Personnel
  - 2. Maintenance staff (coordinate equipment)
  - 3. Eugene Fire Department
- E. Communications Network – establish a communications network using available resources.
  - 1. Telephone
  - 2. Campus Computer Network
  - 3. Messengers (volunteer forces) – Incident Response Coordinators for each building
  - 4. Update City Emergency Services on Conditions as Situation Progresses
- F. Utilities Survey – evaluate conditions of utilities and shut down or restore as able (gas, electric, steam, water, sewer).
  - 1. Maintenance
  - 2. EWEB
  - 3. Northwest Natural Gas
- G. Hazardous Substance Control – survey critical area and secure or clean up as needed (radioactive, biological, and chemical).
  - 1. Eugene Fire Department with State Fire Marshall

## **Priority 2 Objectives**

- A. Facility Survey – evaluate facilities for occupancy (residential units have priority; identify and seal off contaminated areas)
  - 1. Director of Residence Life (residential)
  - 2. Director of Physical and Technical Operations(all other campus areas)
  - 3. Bushnell Dining Services (kitchen, dining)
  
- B. Shelter – identify usable housing structures and organize personnel moves as needed
  - 1. Morse Center
  - 2. Bucher Hall / Burke-Griffeth Dining Area
  - 3. University of Oregon
  - 4. Sacred Heart Medical Center
  
- C. Food/Drinking Water – identify supplies and establish distribution system
  - 1. Bushnell Dining Services
  - 2. Morse Center concessions
  - 3. Bookstore
  - 4. University of Oregon
  - 5. Sacred Heart Medical Center
  
- D. Sewer System – evaluate sewer system and identify resources that can be used (develop latrines as needed)
  - 1. Director of Physical and Technical Operations or designee
  
- E. Communications – establish a communications system with the campus community and advise everyone regarding availability of basic services
  - 1. Bullhorns
  - 2. Bushnell Security
  - 3. Campus Computer Network
  
- F. Criminal Activity Control – establish police security system to control crime
  - 1. Bushnell Security
  - 2. Eugene Police Department
  - 3. Volunteers
  
- G. Psychological Assistance – establish a system to deal with case of mental/psychological distress
  - 1. Bushnell Counseling Center
  - 2. Campus Pastor/Student Development
  - 3. Psychology and Counseling Faculty
  - 4. Local Church Staff



## **Priority 3 Objectives**

- A. Valuable Materials Survey – identify, survey, and secure valuable materials on campus
  - 1. Library Department Staff
  - 2. Development Staff
  - 3. Volunteers
  
- B. Records Survey – identify, survey, and secure all Bushnell University records
  - 1. Business Office Staff
  - 2. Registrar Staff
  - 3. Financial Aid Staff
  - 4. Development Staff
  - 5. Admissions Staff
  - 6. Academic Offices Staff
  - 7. Information Systems Staff
  
- C. Academic Survey – survey academic departments and determine requirements to begin academic operations
  - 1. Deans
  - 2. Department Chairs
  - 3. Faculty
  
- D. Supplies and Equipment – develop system to review flow of supplies & equipment from outside staff
  - 1. Business Office Staff

### ***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

In the event of a fire alarm, security officers are dispatched to the location of the alarm to lead the evacuation effort. In the event of fire, elevators are not to be used.

### **Evacuation Procedures**

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

I. In the event of an alarm sounding, meeting locations are established as follows (for short term evacuation only):

Morse Center	Mill Race/Kincaid Street – back corner of the Morse Center parking lot
Burke-Griffeth Hall	Grassy Quad nearest 11 <sup>th</sup> Avenue
Mom Richart Hilyard Apartments & Works Village	Phoenix Inn Parking Lot (east of apts)
Goodrich Hall / Facilities House	Grassy Quad nearest Price Hall
Kellenberger/Price Hall	Grassy Quad nearest Facilities House
Pomajevich/Richardson/Siefke	Mill Race/Alder on Morse Center side of Alder Street (Mill Race Park)

II. 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 (Morse Center gymnasium), and begin a census to establish that the evacuation is complete.

III. Evacuation of the Physically Challenged – In the event that physically challenged individuals are involved in an evacuation effort, the security officers at the scene will make every attempt to lead them to safety. The Dean of Students should be consulted in developing a plan for these evacuations.

IV. Short Term Evacuations

1. Students are moved to the nearest safe housing lounge – Burke-Griffeth Rug Room.
2. Students are moved to the nearest safe non-housing lounge – Morse Center parking lot/gymnasium.
3. Support services are employed (emergency food, showers, medical or disability related needs are arranged as needed)

V. Medium Term Evacuations

1. If Morse Center or another large building is available, this location is acceptable. When necessary, the local chapter of the American Red Cross is an invaluable resource for such items as cots and blankets.

2. Students are assigned to lounges and other University public area spaces that can be satisfactorily arranged.
3. Students are assigned to vacant spaces in the housing system.
4. Students are assigned to crowded spaces in the housing system

#### VI. 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 Universities may be able to assist with housing. Again, the local chapter of the American Red Cross should be enlisted for assistance and advice.

VII. Refuge Shelters [Consult local Emergency Management Agency to find if any of your buildings are certified as Civil Defense Shelters]

#### ***Reports***

Documentation of activities and an accurate recording of actions taken during an emergency will be done by all personnel involved. The Coordinator of the CIRT 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 Bushnell University maintains proper operational capabilities, plan review and revision will be considered an ongoing function. The VPESD in conjunction with the CIRT 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 Cabinet, and the VPESD aware of the situation?
5. Has repair crew been notified?
6. Have the Dean of Students and the Director of Physical & Technical Operations 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 shut down or reroute gas 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 Information Procedures***

### **When a Crisis Occurs:**

1. Notify the Vice President for Enrollment & Student Development (Alternate: Dean of Students & Director of Residence Life) to call a meeting of the Executive Critical Incident Response Team. The group should meet as soon as possible and determine a course of action.
2. If there is any possibility of the University 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 VP for Finance & Administration should speak with the University's attorney and ensure that he is available to be our "attorney of record" during the entire event, and that he will be available at all times.
4. 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. E-CIRT 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, staff members should refer questions to the appropriate crisis team members. If appropriate, staff members can share information from the University's public statement and should let interested parties know where to turn for more information. (i.e., "This is what we know at this point . . . We are investigating and should have more information at 4 p.m. if you'd like to call back then.") While our policy is "no speculations, no sharing of 'unofficial' news," our concern is also to keep the community informed and up to date. Let the public know the facts and when we should know more detail. 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.

## **Specific Emergency Scenarios**

It is impossible to outline every possible emergency that can occur on a University campus. The following are detailed scenarios of emergencies that could take place within the Bushnell and Eugene communities. Critical Incident Response Team members and outside agencies involved will depend entirely upon the type, scope, and duration of the emergency.

### ***Active Shooter In/Near Your Building***

**ASSUMPTION:** The threat or implementation of an active shooter in the same building or vicinity.

**EMERGENCY CLASSIFICATION: 1**

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- President and Cabinet
- Campus Security Department
- Police Department
- Director of Physical and Technical Operations
- Fire Department
- Marketing & Public Relations

**INITIAL RESPONSE:**

1. If shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.
  - A. Run: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
    - Have an escape route and plan in mind
    - Evacuate regardless of whether others agree to follow
    - Leave your belongings behind
    - Help others escape, if possible
    - Prevent individuals from entering area where the active shooter may be
    - Keep your hands visible
    - Follow the instructions of any police officers
    - Do not attempt to move wounded people
    - Call 911 when you are safe

- B. Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Hiding in place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- If possible, Lock the door
- Blockade the door with heavy furniture

If an active shooter is nearby:

- If possible, Lock the door
- Silence cell phone
- Turn off any source of noise (radio/television)
- Hide behind large items (cabinets/desks)
- Remain Quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert the police to the shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

- C. Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling/Committing to your actions

2. If the shooter is not in your building, immediately call 911 then alert campus security. Building Lockdown Procedure applies to all other buildings on campus (see page 70)

## ***Biological Terrorism (Actual or Threat)***

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

**EMERGENCY CLASSIFICATION: 1**

**PRIMARY INCIDENT MANAGER:** \_\_\_\_\_

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- President and Cabinet
- Campus Security Department
- Police Department
- acting Director of Security
- Director of Physical and Technical Operations
- Fire Department
- Marketing & Public Relations

**INITIAL RESPONSE:**

1. Call 9-1-1 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 Maintenance to shut down ventilation system.
3. Dispatch Security Officer to the scene
  - Security Officer will secure the scene
  - Officers are not to touch anything (crime scene protection protocol to be followed.)
  - Determine whether or not human contamination has occurred.
  - Acting Director of Security or designee contacted
  - Incident Command established
  - Vice President for Enrollment & Student Development notified
  - Appropriate Senior Managers notified
  - Marketing & Public Relations 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.
  - ✓ Duct-tape all windows and doors
  - ✓ 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
  - Misspelling of common words
  - Restrictive markings 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
  - i. Protruding wires
  - ii. Lopsided or uneven
  - iii. Rigid or bulky
  - iv. Strange odor (casually noticeable; never sniff or taste any suspicious substance)
  - v. Oily stains, discoloration or crystallization on wrapper
  - vi. Excessive tape or string
  - vii. Shows a city or state in the postmark that does not match the return address
  - viii. Overseas, unfamiliar postmark
  - ix. 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.

### ***BIOLOGICAL SUSPICIOUS MAIL GUIDELINES***

*Due to the need for tightened security on incoming mail, we are advising that only regular employees half time and above open mail – not work study or temporary help. There is a need to be alert to the threat of mail terrorist attacks. If possible, it is advised that the mail be opened in an enclosed area to reduce the risk. The employees responsible for this task should be well trained and observant.*

*Keep zip lock bags and vinyl gloves stocked at a mail opening station. Gloves may be worn to open mail but it is not necessary.*

*Before opening any mail, examine all individual pieces of mail.*

**SUSPICIOUS Mail Characteristics** as outlined by the US Postal Service – Watch for this type of items. The piece should contain an **accumulation** of these characteristics before taking action. However, if at any time you are concerned, please consider the piece as suspicious mail and handle accordingly (see guidelines below).

- Unknown sender
- Excess postage
- Hand-written address with no return address (or one that can't be verified as legitimate).
- Past employee name – outdated information for the recipient
- Excess tape
- Incorrect type of tape used – masking tape, duct tape
- Unusual weight given its size or if it's lopsided
- Marked with restrictive endorsements such as “Personal” or “ Confidential”
- Postmark not matching return address Note: some business mail may have return address that is different from postmark (Drop shipments).
- Oily stains
- Odors
- Powder visible

***IF Suspicious Piece of Mail is found:*** (Some of these items can be done simultaneously by other employees in the area.)

1. Call 9-1-1 and Activate Emergency Response
2. Evacuate the Area
3. If you MUST Handle the Item . . .
  - a. Bag the item in a zip lock plastic bag and seal.
  - b. Wash hands in cold water using antibacterial soap
  - c. Apply vinyl gloves.
  - d. Bag the item in a 2<sup>nd</sup> zip lock plastic bag and seal.
  - e. Remove gloves in safe manner and bag them in a zip lock bag. Seal it.
  - f. Wash hands again using cold water and antibacterial soap.
  - g. Isolate the item and your bagged gloves away from other people in the office.
4. Call **Security at (541) 517-5197**, Supervisor and Incident Response Coordinator.

## SECURITY PROTOCOL

Note: Supervisor and/or incident response coordinator can start the evacuation/action while waiting for security response.

1. Evaluate the threat – why is the mail piece suspect.
2. Verify return address information using readily available resources:
  - Directory assistance

- Internet databases (white pages)
3. Contact sender regarding contents of mailing.

If piece is still suspicious and . . .

- **No substance** in the mail piece – contact the Inspection Service. Follow their advice.
- **Unknown Substance** in or spilling out of mail piece *or* mailing with **known association** to the anthrax scare:
  - **Call 9-1-1 and Activate Emergency Response**
  - **Call Maintenance**, to have HVAC system in building shut off
  - **Contact** the local law enforcement
  - **Call** the USPS Inspection Service at 1-877-876-2455
  - **Seal** the building.
  - **Work with** Building Monitor for guidelines on occupants
  - **Notify** Business Office of possible contamination to close down mail processing.
  - **Follow-up determination**
    - **If mail piece is contaminated**, follow law enforcement and inspection service advise
    - **If mail piece is found to be non-contaminated**, release occupants.

## ***Bomb Threat***

**ASSUMPTION:** A bomb threat is phoned or mailed into Bushnell

**EMERGENCY CLASSIFICATION: 1**

**PRIMARY INCIDENT MANAGER:** Acting Director of Security

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- President and Cabinet
- Campus Security Department
- Police Department
- Acting Director of Security
- Director of Physical and Technical Operations
- Fire Department
- Marketing & Public Relations

**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 Bushnell that upon receipt of a bomb threat, the building involved will be evacuated and a search commenced.
  
2. Telephone Threat:
  - a. All personnel, especially Front Desk 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.
  - iii. Remain available; law enforcement personnel will want to interview the staff member receiving the threat.
3. Call 9-1-1 – police and fire departments will notify the nearest bomb disposal unit at their discretion
  4. Security notified and assist in securing and evacuating area if necessary
  5. Evacuate the area if necessary: Once the decision to evacuate a building has been made, evacuating the floors above or below the danger area (if known) to remove those persons from danger as quickly as possible. Evacuation and search techniques are to be used, do not attempt to neutralize or remove or otherwise have 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.
  6. Chain of command activated by the acting Director of Security until CIRT is mobilized.
  7. Have a contingency plan should the bomb go off.
  8. Maintain a blueprint of floor diagrams
  9. 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 Enrollment & Student Development notified -plans for relocation made (if necessary).
2. President and Cabinet notified
3. Director of Physical and Technical Operations notified
4. Marketing & Public Relations 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:**
  - i. What time is the bomb set to explode?
  - ii. Where is the bomb located? Building: Floor: Area:
  - iii. What kind of bomb is it?
  - iv. Description of bomb.
  - v. Why has the bomb been planted?
  
- **VOICE DESCRIPTION:**
  - i. Male/ Female
  - ii. Young, Old, Middle-aged
  - iii. Calm/ Nervous
  - iv. Rough/ Refined
  - v. Accent: yes/no Describe:
  - vi. Speech impediment: yes/no Describe
  - vii. Unusual phrases:
  
- **BOMB THREAT CHECK LIST:**
  - i. Do you recognize the voice?
  - ii. Who do you think it was?
  - iii. 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:**
  - i. Did caller indicate knowledge of the facility? If so, in what way?
  - ii. On what line did you receive the call?
  - iii. Is the number listed?
  - iv. Signature
  - v. Date

### **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 and Activate Emergency Response
2. Report the location and an accurate description of the object to the appropriate team leader. This information should be relayed immediately to the Dean of Students/Director of Security (or a security officer) who will notify all appropriate emergency personnel.
3. If you are isolated and can't get out of the area, place sandbags or mattresses (never metal shields) around the object. 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. Check to see that all doors and windows are open to minimize primary damage from the blast and secondary damage from fragmentation.
6. Do not permit re-entry to the building until the device has been removed/disarmed, and the building declared safe for re-entry.

## ***Chemical Terrorism***

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

**EMERGENCY CLASSIFICATION: 1**

**PRIMARY INCIDENT MANAGER:** Acting Director of Security

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- President and Cabinet
- Campus Security
- Acting Director of Security
- Director of Physical and Technical Operations
- Police Department
- Fire Department
- Marketing & Public Relations

**INITIAL RESPONSE:**

1. Call 9-1-1 and Activate Emergency Response
2. Call of threat or actual deployment received by receptionist
3. Acting Director of Security notified
4. To the extent possible, all affected will be evacuated by Security officers and the area will be secured
5. An all-campus advisory should be issued. The general threat may exist; students and employees should be advised to take general but special care.
  - ✓ Duct-tape all windows and doors
  - ✓ Practice good hygiene
  - ✓ Up-to-date immunizations
  - ✓ Area sanitation
  - ✓ Mail Considerations: Special attention should be afforded mail reception
6. Incident command established
  - President and Cabinet notified
  - Local Law enforcement agencies notified
  - Communications Coordinator notified
  - It will be the responsibility of the Security to assist the outside agencies in any way possible.



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

**ASSUMPTION:** Any campus disruption that threatens the health, safety, or normal operations of the Bushnell University community 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 and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. Disruption of the normal operations of the University
2. Obstructing access to offices, buildings, or other University facilities
3. Threat of physical harm to persons or damage to University facilities
4. Willful demonstrations within the interior of any University 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 University room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.

**EMERGENCY CLASSIFICATION:** Variable

**PRIMARY INCIDENT MANAGER:** VP for Student Development & Enrollment

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- President and Cabinet
- Campus Security Department
- Police Department
- Fire Department
- Marketing & Public Relations

**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
3. Security Officer dispatched to scene
4. Acting Director of Security notified
5. As much as possible, secure the area
6. President's Cabinet notified
7. Communications Coordinator notified
8. In a classroom situation:
  - direct the disruptive person(s) to leave the classroom
  - if the person does not leave, have the situation reported to Campus Security or 9-1-1 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
9. Secure the scene if necessary
  - Security Office
  - Fire Department
  - Police Department
10. Provide for psychological assistance if necessary – VP for Student Development and Enrollment to coordinate

## ***Crimes of Violence or Sex (High Publicity)***

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

**EMERGENCY CLASSIFICATION:** 2

**PRIMARY INCIDENT MANAGER:** Vice President for Enrollment & Student Development

**PERSONS/AGENCIES INVOLVED:**

- Counseling Center
- Campus Security
- Dir of Residence Life
- Police Department
- Local, State, or Federal Authorities (depending on seriousness)

**INITIAL RESPONSE:**

1. Call 9-1-1
  - 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 Eugene Police Department will be called immediately and will be the first responders rather than Campus Security.

2. Contact Campus Security
3. Call VPESD or his designee
4. The decision to call in additional law enforcement agencies will be made by the Vice President for Enrollment & Student Development or designee in consultation with the President and/or Vice President of Academic Affairs. However, in any case involving homicide, the State Division of Criminal Investigation (DCI) will be contacted to conduct the investigation.

**SECONDARY RESPONSE:**

1. Provide for psychological assistance – coordinate through ‘Emotional Response Coordinator’, Campus Pastor, Counseling Faculty.
2. Contact Marketing & Public Relations.
3. Notify the President and his Cabinet

## ***Death of a Student (On-Campus)***

**ASSUMPTION:** A student has died on campus.

**EMERGENCY CLASSIFICATION:** 1

**PRIMARY INCIDENT MANAGER:** Vice President for Enrollment & Student Development

**PERSONS/AGENCIES INVOLVED:**

- President and Cabinet
- Director of Residence Life
- Campus Security
- Campus Ministries
- Police Department
- Fire Department
- Marketing & Public Relations

**INITIAL RESPONSE:**

1. Emergency personnel notified via 9-1-1
2. Security Officer dispatched to scene – assist local law enforcement in securing scene as a crime scene
4. Vice President for Enrollment & Student Development notified - If the death occurs during class or a University activity, the faculty member or staff member should notify the VPESD immediately after responding to the situation as warranted. The VPESD will contact persons listed below if a student is seriously injured or dies:
  - a. The local fire department and police (9-1-1) to secure the assistance of paramedics, etc.
  - b. The Emotional Response Coordinator and Medical Response Coordinator to secure necessary medical or psychological assistance.
  - c. President's Cabinet notified
  - d. Communications Coordinator notified

**SECONDARY RESPONSE:**

1. As soon as possible the following individuals/offices should be notified:
  - a. The Bushnell Registrar to remove the name of the student from active designation in the University mainframe, class rolls, and to discontinue other forms of communication with the student and his/her family.

- b. The Vice President for Advancement to remove the name from donor rolls and other fund-raising mailing lists.
  - c. The Director of Residence Life will oversee the removal of personal belongings of deceased students and insure that they are given to the appropriate family member. The Director of Residence Life will assure the removal of all voicemail identification and greetings. Further, the Director of Residence Life should facilitate an appropriate process for designing make-up work and withdrawal (coordinate with the students' academic advisor).
  - d. The Campus Pastor for scheduling a memorial service or other appropriate corporate response. This person should also assure that Bushnell facilitates a long term follow-up to support the families, relatives and close associates of the crisis victims.
2. Family notification (Vice President of Student Development or designee):
    - Nature of the death
    - Location of the death
    - Additional information, as appropriate
    - Phone numbers of the VPESD, President, funeral home, etc.
  3. Notification of student body and University community by Student Development Office
  4. Provide for alternate housing for roommate(s) if necessary (Residence Life staff)
  5. Provide for psychological assistance (Emotional Response Coordinator)
  6. Assist family of victim in appropriate manner (Student Development staff)
  7. If the death occurs during the employment of the student on Bushnell campus, appropriate accident reports need to be completed and filed according to the policy of the University and the state of Oregon.
  8. If the death involves an international student, the VPESD (or his designee) will follow the outlined policy in addition to contacting the necessary U.S. and/or foreign government agencies.
  9. Contact the President's Office for sending flowers or other expressions of concern to families or students in situations involving injury or death.
  10. Arrange for Bushnell representation at any related funeral.

NOTE: If the death is considered a possible criminal act, be prepared for panic and a barrage of questions.

**ADDITIONAL RESPONSE:**

- ✓ VPESD will contact the Academic Affairs Office who will be responsible for contacting the student's professors and academic advisor as soon as possible.

- ✓ Follow-up call to family to discuss any necessary issues and concerns such as the student's personal property and assistance concerning funeral arrangements.
- ✓ Campus memorial service (involving family and family pastor if desired)
- ✓ Follow-up calls to family once a month for 3-4 months
- ✓ CIRT will work to arrange an appropriate memorial from the University.
- ✓ Official correspondence with the family will be sent from either the President's Office or the Student Development Office. The correspondence will inform the family of any information necessary to conclude official business between the student and the University (such as refunds, etc.).

## ***Earthquake***

**ASSUMPTION:** An earthquake hits this area.

**EMERGENCY CLASSIFICATION: 1**

**PRIMARY INCIDENT MANAGER:** CIRT Team Leader/VPESD

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- Acting Director of Security
- Director of Physical and Technical Operations
- Police Department
- Dean of Students
- Fire Department
- Communications Coordinator

**INITIAL RESPONSE:**

1. Drop, Cover, and Hold. Move only as far as necessary to reach a safe place. If INDOORS, stay there until the shaking stops. Immediately take cover under a solid piece of furniture such as a desk or table and hold. Stay away from glass, windows, shelves, and heavy equipment.
2. If OUTDOORS, move quickly away from buildings, utility poles, and other structures (avoid power or utility lines as they may be energized). Drop to the ground and stay there until shaking stops.
3. Aftershocks also occur following an earthquake. Do not assume that structures are safe because they have no visible damage. Aftershocks may cause further structural damage after the initial shock has subsided.
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 Campus Security at (541) 517-5197.
7. Damage to facilities should be reported to Maintenance.
8. If there is a strong odor of gas, relay this information to Campus Security and Maintenance and evacuate the building (utilize the Incident Response Coordinator for that building).

## ***Fires***

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

**EMERGENCY CLASSIFICATION:** Variable

**PRIMARY INCIDENT MANAGER:** Acting Director of Security

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- Acting Director of Security
- Director of Physical and Technical Operations
- Police Department
- Director of Residence Life
- Fire Department
- Communications Coordinator

**INITIAL RESPONSE:**

1. For the person discovering the fire:
  - a. Extinguish only if you can do so safely and quickly
    - A. In case of emergency, dial 9-1-1
    - B. Call Campus Security – (541) 517-5197
  - b. If the fire cannot be extinguished:
    - A. Confine the fire by closing the doors
    - B. Pull the nearest fire alarm
    - C. Dial 9-1-1
    - D. Alert others
    - E. Meet the fire department when they arrive
2. For occupants of the building:
  - a. Close the doors to your immediate area
  - b. Evacuate the building via the nearest exit. Assist others as necessary
  - c. Do not use elevators
  - d. Avoid smoke filled areas
3. For persons evacuating from the immediate fire area:
  - a. Feel door from top to bottom. If it is hot, do not proceed; go back.
  - b. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it
  - c. If no smoke is present, exit the building via the nearest stairwell or exit
  - d. If you encounter heavy smoke in a stairwell, go back and try another stairwell
4. For University personnel
  - a. Security and acting Director of Security notified
  - b. Secure the scene
  - c. President and Cabinet notified
  - d. VPESD notified
  - e. Director of Physical and Technical Operations notified
  - f. Provide for medical care if needed
  - g. Plans for relocation of building occupants



## ***Flood***

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

**EMERGENCY CLASSIFICATION:** 2

**PRIMARY INCIDENT MANAGER:** Acting Director of Security

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- Acting Director of Security
- Maintenance Department Representative
- Police Department
- VPESD and Dean of Students
- Fire Department
- Communications Coordinator

**INITIAL RESPONSE:**

1. For University personnel
  - a. Security and acting Director of Security notified
  - b. Secure the scene
  - c. President and Cabinet notified
  - d. VPESD notified
  - e. Director of Physical and Technical Operations notified
  - f. Provide for medical care if needed
2. Plans for relocation of building occupants

## ***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 CLASSIFICATION:** Variable

**PRIMARY INCIDENT MANAGER:** Acting Director of Security

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- Acting Director of Security
- Director of the Physical and Technical Operations
- Police Department
- Fire Department
- Communications Coordinator

**INITIAL RESPONSE:**

1. Dial 9-1-1 if deemed necessary
2. Evacuate building or location and assemble at a safe distance . . . account for individuals
3. Contact primary incident manager
  - a. Determine if emergency responders are needed
  - b. Determine if immediate hazards are under control and the situation is stabilized
  - c. 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 or Lane County HAZMAT team)
4. Contact Security to secure scene and direct emergency personnel
5. Contact local emergency responders if needed

**SECONDARY RESPONSE:**

1. Prepare media response (Marketing & Public Relations)
2. Notify President, Cabinet, and VPESD
3. Arrange for relocation of occupants as needed

## ***Hostage Situation***

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

**EMERGENCY CLASSIFICATION:** 1

**PRIMARY INCIDENT MANAGER:** Acting Director of Security

**PERSONS/AGENCIES INVOLVED:**

- Acting Director of Security
- Director of the Physical and Technical Operations
- Dean of Students
- Police Department
- Communications Coordinator

**INITIAL RESPONSE:**

- Security Office notified
- Dean of Students notified
- Police Department notified. Note: Upon arrival, police will take command of the scene.
- Security officers, to the extent possible, will secure the scene.
- President notified and Incident Command set up.
- Communications Coordinator notified.

**NOTE:** Upon receiving the initial call it will be important to glean as much information as possible:

- Where exactly is the incident taking place?
- How many hostages?
- How many assailants?
- Types of weapons?
- Demands?

## ***Multiple Injury/Fatality Accidents***

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

**EMERGENCY CLASSIFICATION:** 1

**PRIMARY INCIDENT MANAGER:** Vice President for Enrollment & Student Development

**PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- President and Cabinet
- Campus Security
- Campus Ministries
- Police Department
- Maintenance
- Fire Department
- Marketing & Public Relations

**INITIAL RESPONSE:**

1. Emergency personnel notified via 9-1-1
2. Security Officer dispatched to scene – assist local law enforcement in securing scene
3. Vice President for Enrollment & Student Development notified. If the injuries/deaths occur during class or a University activity, the faculty member or staff member should notify the VPESD immediately after responding to the situation as warranted. The VPESD will contact persons listed below if students are seriously injured or die:
  - a. The Director of Counseling Center to secure necessary medical or psychological assistance.
  - b. President's Cabinet notified
  - c. Communications Coordinator notified
4. Family notification (Vice President of Enrollment & Student Development or designee):
  - Nature of the death
  - Location of the death
  - Additional information, as appropriate
  - Phone numbers of the VPESD, President, funeral home, etc.
5. Notification of student body and University community by Student Development Office.

**SECONDARY RESPONSE:**

1. As soon as possible the following individuals/offices should be notified:
  - a. The Bushnell Registrar to remove the name of the student from active designation in the University mainframe, class rolls, and to discontinue other forms of communication with the student and his/her family.
  - b. The Vice President for Advancement to remove the names from donor rolls and other fund-raising mailing lists.
  - c. The Director of Residence Life to oversee the removal of personal belongings of deceased students and insure that they are given to the appropriate family members. The Director of Residence Life will assure the removal of all voice-mail identification and greetings. Further, the Director of Residence Life should facilitate an appropriate process for designing make-up work and withdrawal (in case of injuries) – in coordinator with the student’s academic advisor.
  - d. The Campus Pastor for scheduling a memorial service or other appropriate corporate response. This person should also assure that Bushnell facilitates a long-term follow-up to support the families, relatives and close associates of the crisis victims.
2. Provide for alternate housing for roommate(s) if necessary (Residence Life staff)
3. Provide for psychological assistance (Director of Counseling Center)
4. Assist families of victims in appropriate manner (Student Development staff)
5. If the deaths occur during the employment of the student on Bushnell campus, appropriate accident reports need to be completed and filed according to the policy of the University and the state of Oregon.
6. If the deaths involve an international student, the VPESD (or his designee) will follow the outlined policy in addition to contacting the necessary U.S. and/or foreign government agencies.
7. Contact the President’s Office for sending flowers or other expressions of concern to families or students in situations involving injury or death.
8. Arrange for Bushnell representation at any related funeral.

NOTE: If the death(s) is considered a possible criminal act, be prepared for panic and a barrage of questions.

**ADDITIONAL RESPONSE:**

- ✓ VPESD will contact the Academic Affairs Office who will be responsible for contacting the professors and academic advisors as soon as possible.

- ✓ Follow-up call to families to discuss any necessary issues and concerns such as the student's personal property and assistance concerning funeral arrangements.
- ✓ Campus memorial service (involving families and family pastors if desired)
- ✓ Follow-up calls to families once a month for 3-4 months
- ✓ CIRT will work to arrange an appropriate memorial from the University.
- ✓ Official correspondence with the families will be sent from either the President's Office or the Student Development Office. The correspondence will inform the families of any information necessary to conclude official business between the student and the University (such as refunds, etc.).

## ***Weapons Possession***

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

**EMERGENCY CLASSIFICATION: 1**

**PERSONS/AGENCIES INVOLVED:**

- Acting Director of Security
- Director of Physical and Technical Operations
- Police Department
- Fire Department
- Communications Coordinator

**INITIAL RESPONSE:**

- Security officers notified
- Police Department is notified
- Acting Director of Security or designee is notified
- Bushnell Security officers will, 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 BUSHNELL SECURITY OFFICER 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.
- Cabinet notified
- VPESD notified
- Communications Coordinator notified

## ***Widespread Illness***

**ASSUMPTION:** A serious known or unknown illness has spread to the campus community.

**EMERGENCY CLASSIFICATION:** Variable

**PRIMARY INCIDENT MANAGER:** Vice President of Student Development and Enrollment

**PERSONS/AGENCIES INVOLVED:**

- Medical Response Coordinator/Athletic Trainer
- Counseling Center
- Director of Residence Life
- Center for Disease Control (CDC)
- Sacred Heart Medical Center
- Communications Coordinator

**INITIAL RESPONSE:**

1. Determined by medical professionals.
2. Contact Communicable Disease specialists (CDC, Sacred Heart, etc.)
3. Quarantine building or location if necessary to allow medical experts to assess the situation
4. Contact primary incident manager
  - a. Determine if emergency responders are needed
  - b. Determine if immediate hazards are under control and the situation is stabilized
  - c. Determine if the site can be reoccupied – after consultation with the appropriate emergency response agency

**SECONDARY RESPONSE:**

1. Prepare media response (Marketing & Public Relations)
2. Notify President, Cabinet, and VPESD



## **Recovery and Reporting**

### ***Cleanup, Salvage and Recovery*** *(Coordinated by the Director of Physical and Technical Operations)*

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

1. Separate undamaged property from damaged property. (Director of Physical and Technical Operations)
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. (Vice President for Finance & Administration)
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. (Director of Physical and Technical Operations)
6. Put into effect pre-loss agreements for alternate facilities, services, etc. (Director of Physical and Technical Operations)
7. Itemize and document damages and losses (e.g. with photographs).
8. Draft a recovery schedule and estimate the costs of recovery. (Vice President for Finance & Administration)

### ***Initial Disaster Report*** *(Coordinated by the acting Director of Security)*

1. Narrative (What happened? e.g., type of incident)
2. Time of incident
3. Location of Incident
4. Extent of damage or loss
5. Estimate of casualties
6. Estimate of relocates
7. Type and extent of assistance required (if known)
8. Additional remarks pertinent to incident

### ***After Action Report*** *(Coordinated by the Acting Director of Security)*

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

- I. 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.
- II. A means by which the response and action of University agencies may be evaluated.
- III. The following are the primary items to be addressed in an After Action Report. Supporting documentation should be maintained by the Primary Incident Manager, supervisor, or the on-the-scene manager of each department.
- 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. Supplies and equipment
    1. Special supplies and equipment used
    2. Needed supplies and equipment, available
  - F. Problems
    1. Personnel
    2. Information – planning, etc.
    3. Operations
    4. Organization
    5. Training
    6. Supplies and equipment.
    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.

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

## Appendices

### *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)

**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)

**Disaster Help**

The Disaster Help 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)

Cornell University

Web site: <http://web.cornell.edu/Emergency>

University of Arizona

Web site: [www.arizona.edu/emergency](http://www.arizona.edu/emergency)

Lenoir-Rhyne University

Web site: [www.lrc.edu/student/security/emergencyplan.htm](http://www.lrc.edu/student/security/emergencyplan.htm)

University of Pennsylvania

Web site: [www.upenn.edu/about/emergency\\_students.php](http://www.upenn.edu/about/emergency_students.php)

Stony Brook University

Web site: [www.stonybrook.edu/sb/emergency/plan.shtml](http://www.stonybrook.edu/sb/emergency/plan.shtml)

Pomona University

Web site: [www.pomona.edu/emergency](http://www.pomona.edu/emergency)

Seattle Pacific University

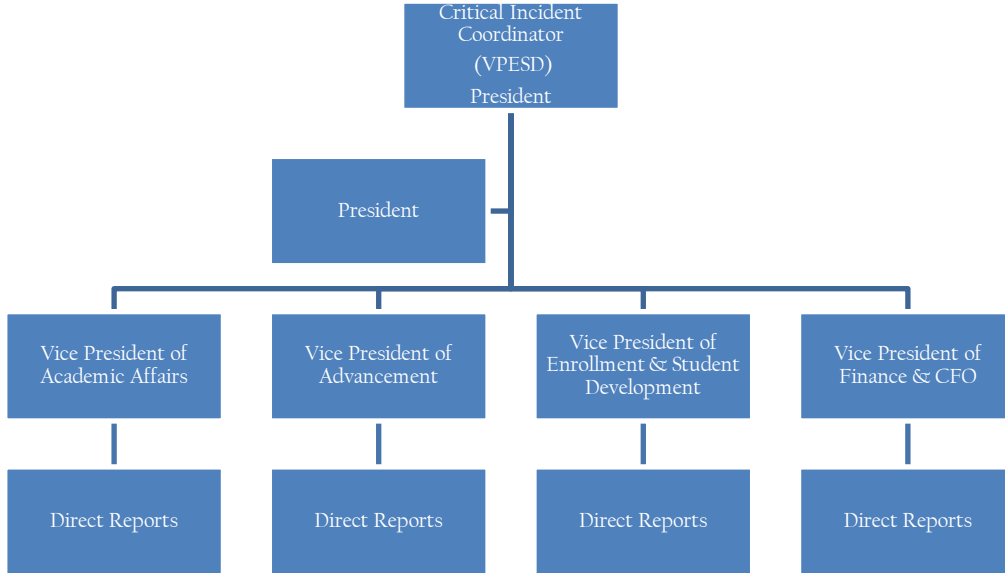
Web site: [www.spu.edu/info/emergency/volume1.pdf](http://www.spu.edu/info/emergency/volume1.pdf)

Also available as a resource are the responses to a PRNet query asking what campuses are doing to respond to heightened security alerts. The responses to this query are available at:

Web site: [www.naicu.edu/news/levelorangeresponses.html](http://www.naicu.edu/news/levelorangeresponses.html)

### ***Crisis Response Phone Tree***

*\*Whoever sees or is immediately involved in an incident notifies CIC or their alternates.*



## ***Media Protocol***

The Communications Coordinator will coordinate the following efforts:

- Prepare a news release (with regular updates) for appropriate media organizations, educational institutions, and church and community leaders.
- Prepare an update for the campus Web Site and social media.
- 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, voice mail, e-mail, meetings, Chapel and special phone lines, etc.
- Distribute the names of the CIRT through publication in relevant campus directories.
- Keep the Cabinet 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 the Morse Event Center lobby as the media briefing area and arrange for all corresponding services (food and drinks, phone needs, fax access, etc.). The secondary location is the Evans Chapel Lobby.
- 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.)

## ***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. First responsibility is to exit the building safely.
3. As you exit, grab your residence life roster and clipboard.
4. As you exit, 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.
5. Close doors behind you if you are the last one out.
6. Instruct others to stay calm and to proceed in an orderly manner to the assembly point.
7. At the assembly point count heads, work through roster, and determine if anyone is unaccounted for. Tell a Campus Official (Area Residence Coordinator) or a Fireman if someone is unaccounted for. Provide as much detail as possible.
8. Resident Assistants shall stay on location and help direct the students from your floor until a supervisor (Area Residence Coordinator, Director of Residence Life) dismisses you.
9. Call 911 and Campus Security (541) 571-5197 if the Area Residence Coordinator is not onsite or you are not sure if either has been contacted. Not all buildings have fire alarm systems that automatically call the fire department.
10. Do not allow anyone to re-enter the building until a supervisor (Area Residence Coordinator, Director of Residence Life) 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 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. Do not jump if higher than the 2<sup>nd</sup> floor.



- ♦ 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).

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 without tip over safety shutoff switches.
- ♦ Limit posters and paper decorations on doors, walls, and ceilings to no more than 10 percent of the surface area.
- ♦ Pick up and clean up any accumulation of trash or newspaper, especially in hallways and stairwells.
- ♦ Do not keep paint, paint remover, any type of gasoline or fuel containers, cans of oil, or any type of combustible material in dormitories. These must be stored in an approved metal storage cabinet.

- ♦ Do not leave any heating appliance on and unattended. This includes hot plates, irons, hair dryers, curling irons, electric blankets, toaster ovens, heat lamps.
- ♦ Keep combustibles away from electric space heaters. This includes clothes, furniture, trash, or paper.

## ***Evacuation Gathering Areas for Residence Halls and Apartments***

<b>Burke-Griffith Hall</b>	Congregate in the grassy quad nearest to 11 <sup>th</sup> Avenue
<b>Mom Richart Apartments</b>	Congregate in the Phoenix Inn parking lot across Alder St.
<b>Phoenix Inn</b>	Congregate in the Phoenix Inn parking lot.
<b>Townhouses</b>	Congregate in the Mom Richart parking lot across Hilyard St.
<b>Works Village Apartments</b>	Congregate in the Phoenix Inn parking lot across Alder St.

### ***Considerations for persons with Disabilities***

Staff should be aware of persons with disabilities who reside in the residence halls. Resident Assistants will ensure that persons with special needs are evacuated during an emergency or drill. An evacuation procedure should be prearranged between disabled residents and the Resident Assistant who will be assisting them. Individuals may have an unobservable disability which they may or may not identify before an emergency. Such unobservable disabilities might include arthritis, a cardiac condition, chronic back pain, or asthma. These individuals may need additional assistance during an evacuation. After a disaster, anyone may become disabled, so the information and procedures which follow may be applicable in a number of situations.

### ***Visually impaired persons***

Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a “sighted guide.” As you walk, tell the person where you are and where obstacles are located. When you reach safety, orient the person to the location and ask if further assistance is needed.

### ***Hearing-Impaired Persons***

If the residence hall is equipped with audible fire alarms, persons with impaired hearing may not perceive an alarm. Two alternative methods of warning are:

Write a note to tell the person of the situation, the nearest evacuation route and the assembly area. Sample: “FIRE-Go out the rear door to the right and down. NOW. Meet on the front lawn.”

OR

Turn the light switch on and off to gain attention, then indicate through gestures or in writing what is happening and what to do. Do not use this procedure if you suspect a gas line rupture.

***Person Using Crutches, Canes or Walkers***

In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person lock-arm position or having the individual sit on a sturdy chair, preferably a chair with arms.

***Non-Ambulatory Persons*** (People Who Use Wheelchairs)

Most non-ambulatory persons should be able to exit safely without assistance if they are on the ground floor. The evacuation needs and preferences of non-ambulatory persons vary.

Always consult the person as to his or her preference regarding:

- Ways of being removed from the wheelchair and whether there are essential items that must be taken along.
- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, braces, etc.
- Being carried forward or backward on stairs.
- If after-care will be necessary if they are removed from the wheelchair.

Remember to check the evacuation route for obstructions before assisting the person to the exit. Delegate other volunteers to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so that it does not obstruct the egress. Reunite the person with their wheelchair as soon as it is safe to retrieve it.

***Requirements provided by the Eugene Fire Marshall***

In accordance with the “Emergency Response Planning Guide” provided by the Eugene Fire Marshall’s Office, the following has been adopted:

(<http://www.eugene-or.gov/portal/server.pt/gateway/> - select “Emergency Response Planning Guide)

R-2 occupancies (residence halls, fraternities, sororities) shall also provide with their emergency plan:

A fire emergency guide that describes the location, function and use of fire protection equipment including fire alarm systems, smoke alarms, and portable extinguishers. The guide shall be provided in each guest unit.

Fire drills involve the following:

The 1<sup>st</sup> drill of each school year shall be conducted within 10 days of the beginning of classes.

## ***Fire Safety Requirements for Non- Residential Buildings***

**“A” Occupancies (places of assembly)**

“A” occupancies shall also provide a detailed seating plan(s), occupant load(s) for rooms exceeding an occupant load of 50 with their emergency plan.

Drills shall occur as follows:

<b>Evacuation Drill Frequency</b>		
<b>Occupancy</b>	<b>Frequency</b>	<b>Participation</b>
<b>A:</b> Places of assembly	Quarterly	Employees
<b>B:</b> Offices, professional services, general services	Annually	Employees
<b>E:</b> 1 <sup>st</sup> -12 <sup>th</sup> grade, daycare 6 yrs and older	Monthly	All occupants
<b>H:</b> high-hazard, manufacturing and processes with hazardous materials	Annually, IFC 405.1	Employees
<b>High-rise, Covered Mall, Underground Building, and A, E or M with Atrium</b>	Annually, IFC 405.1	Employees
<b>I:</b> Jails, hospitals, half-way house, nursing homes, etc.	*Quarterly per shift	*Employees
<b>R-1:</b> Hotels, motels, boarding houses	Quarterly per shift	
<b>R-2:</b> University related dorms, fraternities, and sororities	Four Annually	All Occupants
<b>R-4:</b> Full-time residence, 5-16 occupants that may require assistance	Quarterly each shift	*All occupants
<b>SR:</b> personal care administered and self-preservation may be required and subject to State licensure	Per the licensure agency but not less than twice a year	All occupants, for exception consult OFC 408.12.5

\* Fire and evacuation drills in I-1 and R-4 facilities shall be conducted in accordance with the International Fire Code section 408.3.2.

Fire drills shall be conducted in a manner which carries out the procedures in the emergency plan. In addition, fire drills shall include a review of the emergency plan and assigned employee duties.

- When fire drills are conducted, the orderly evacuation of the building shall receive priority over the speed of evacuation.
- Records of fire drills shall be maintained on the premises for review by the Fire Department – records will be kept in the Dean of Students office.

- Always notify the your fire alarm monitoring company and 9-1-1's nonemergency number, 682-5111, before and after conducting a fire drill, so the fire department does not respond unnecessarily.

The following are suggestions for fire drills:

- Appoint someone to monitor the drill, activate and reset the fire alarm, and time the evacuation.
- Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. Make it realistic by requiring participants to use their second way out or to crawl low. This can be done by having someone hold up a sign reading "smoke" or "exit blocked by fire".
- Vary time of drills to practice multiple settings, situations.

### Bushnell University Evacuation Drill Record

<i>Person leading the drill / Title:</i>	<i>Date / Time of Drill:</i>
<i>Pre-Notification method used:</i>	<i>Date Notification Sent:</i>
<i>Notification used for drill:</i>	<i>Non-emergency Fire Department notified?</i> <i>Alarm monitoring company notified?</i>
<i>Buildings included:</i>	<i>Building Coordinators included:</i>
<i>Number of occupants evacuated:</i>	<i>Special conditions simulated?</i>
<i>Problems encountered:</i>	<i>Weather conditions during drill:</i>
<i>Time required to complete the evacuation:</i>	<i>Suggestions for next time:</i>

## ***I.T. Support for Critical Services*** *(coordinated by the Director of I.T.)*

The I.T. Department takes its commitment to providing the best possible service to the Bushnell community very seriously. The following schedule for critical services support is based on the current I.T. Departmental staffing levels. The services covered by this special level of support were considered as critical to the function of the University and its stated goals as well as taking into consideration the expectations of the entire community.

### **Critical Services - Service Level Agreement**

When the procedure for Critical Services Support (CSS) is followed, the individual contacting CSS will receive a response within one hour. The response will include verification of the problem through a diagnostic procedure that both the call initiator and the CSS responder will follow. The response will include an estimate of the scope of the problem and it may include a second phone call or contact explaining how and when the problem will be resolved.

### **Critical Services - Definition**

1. Internet (Network Services)
2. Email (Network Services)
3. Proxy (Network Services)
4. Catalog (Network Services)
5. WebCT connection issues (Network Services), configuration (Academic Computing)

### **Critical Services Schedule**

Normal workdays are covered starting at 8:00 a.m. through 5:00 p.m. Holidays and holiday weekends are reserved for network maintenance as necessary. Times outside of those mentioned above need to be scheduled at the Service Desk at least 48 hours prior to a planned support need.

#### **For example:**

The Financial Affairs Server and the Administrative software are non-critical during the weekend unless prior notification is given as described above.



***Maintenance Services 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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

NOTE: When any type of body fluid spill is involved please call Maintenance, ext. 7273, for assistance during work hours. (8 a.m. – 5 p.m.) or after hours call your Resident Director or Resident Assistant.

**PUT ON DISPOSABLE GLOVES BEFORE STARTING**

Apply “Super Sorb”, available in every maintenance closet on-campus, 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.

When liquid has been absorbed, carefully scrape or sweep bulk substance on to dust pan, carefully dump substance into trash liner.

Place all paper towels used for clean up into trash liner.

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.

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.

Rinse then soak sponge used in cleanup in bucket of germicidal detergent. WASH HANDS.

In case of excessive blood (dripping) contact the Director of Physical and Technical Operations for disposal procedures.

## ***School Closure Policy and Procedures***

On rare occasions, classes may need to be canceled and offices closed due to adverse weather conditions or other emergency reasons. The Weather Group decides if conditions warrant canceling classes or closing offices for the campus and each of the centers. Major considerations are road conditions, ice, utility service disruption, and how long the severe weather or emergency is likely to last. Decisions on day classes are announced by 6:30 a.m., if possible. Most decisions on evening classes are posted by 3:15 p.m.

The University recognizes that there may be times when the campus is not closed, yet an employee decides it is unsafe to travel to work at his/her regular time. Employees are not expected to report for work if they determine it is unsafe to do so. However, employees will not be paid for time missed when the campus is open unless they use accrued vacation time.

Employees are encouraged to use public transportation when their usual mode of travel is unsafe or impractical.

Each employee is responsible for informing his/her immediate supervisor and/or an alternative contact person if the employee is unable to report for work at the normal time.

## ***Bushnell Winter Weather Monitoring Protocol***

### **Campus Monitoring**

Monitoring means that winter weather conditions are imminent or possible based on forecasts and that the Weather Group will be up at 6:00am to assess conditions and make recommendations.

The following are the protocols associated with Monitoring:

1. Afternoon/evening before (if possible), VP for Enrollment & Student Development sends an email to the Weather Group to alert them that monitoring will take place and if necessary a 6:30 am conference call will be scheduled. The Weather Group includes:
  - a. President
  - b. Vice-President for Academic Affairs & Dean of the Faculty
  - c. Vice-President for Enrollment & Student Development
  - d. Vice-President for Finance
  - e. Dean of Students & Director of Residence Life

At 6:00am, the Weather Group checks in on the following:

- Check Community-wide weather monitoring page for other reports from local public works, UO, school districts, ODOT, etc. (Dean of Students & Director of Residence Life)
- School closures by checking KVAL's website (ALL)
- ODOT TripCheck for highway closures (ALL)
- LTD's posted status on LTD's website (ALL)
- Weather forecasts by checking the following websites: (ALL)
  - Intellicast  
<http://www.intellicast.com/Local/Weather.aspx?location=USOR0118>
  - NWS for latest Advisories, Watches, and Warnings  
<http://www.wrh.noaa.gov/pqr/>
  - KMTR - <http://www.kmtr.com/weather/default.aspx>
- Campus conditions with Security Officer or RD (Dean of Students & Director of Residence Life)

2. If a 6:00am conference call is held, one of the following decisions will be made: 1) campus is open and running on regular schedule, 2) campus opens late, or 3) campus is closed. This decision will be made and distributed by 7:00am. The Conference Call is held by each member dialing in to the following number 1-605-313-4850 and using the access code 109374# - this number and access code is the same for every call.

3. Campus status is disseminated to the community in the following methods:

- All-staff/student email
- SMS Text Alert sent via text by Office of Student Life
- Announcement on Bushnell homepage is posted by Webmaster
- Res Life duty phone and Campus Security is alerted of campus status decision by Dean of Students & Director of Residence Life
- Media is contacted by Director of University Relations

## ***Reporting a Crime***

### **COMMUNITY RESPONSIBILITY**

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

### **PROCEDURES**

#### **Caller**

##### *Crimes in Progress*

1. Call 911 immediately.
2. Contact Campus Security: (541) 517-5197.
  - 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.
1. Remain where you are until a security or police officer arrives to handle the situation.
2. Prepare to be a key witness and supply information for an incident report.

##### *Crimes not in Progress*

1. Contact Campus Security: (541) 517-5197. Report the crime and wait to receive instructions. You may need to file a report with the Eugene Police Department.
2. You may be asked to work with a security officer in order to fill out an incident report.

#### **Phone Dispatcher**

1. Obtain information from the CALLER.
2. Contact appropriate personnel immediately, such as the Eugene Police Department or a security officer.
3. Complete an incident report and return it to the Dean of Students/Director of Security.

#### **Responding Personnel**

1. Report to the scene of the incident immediately.
2. Determine other agencies that need to be involved, such as Eugene Police Department, Eugene Fire Department, or Bushnell University administrators.
3. Complete an incident report and return it to the Dean of Students.

### **ENFORCEMENT AUTHORITY**

Security at Bushnell University is maintained by Premier. As 'agents of the University' 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 Eugene Police Department is contacted and responds to all criminal behavior or confrontations that have the potential to become violent.

## **SECURITY CONSIDERATIONS - MAINTENANCE**

1. Academic buildings are locked and unlocked as outlined in the Security Post Orders (maintained by the acting Director of Security).
2. Living areas are to remain locked at all times. Residents are issued keys and/or card-lock permissions that allow them access to their living areas.
3. Locks to living areas will be re-keyed if the key is lost or the resident has a valid request.
4. A security breach to a living area is of top priority and requires an immediate response: action will take place on the day of the report. A security breach would include but not be limited to: lost keys, broken doors or windows, loss of security lighting, etc.
5. Faulty security lighting is of top priority and requires an immediate response: action will take place on the day of the report.
6. The safety & security committee shall consider, prioritize, and request funding for all new or additional security upgrades.



## ***Emergency Messaging System Information & Procedures***

The Provider name is Singlewire Software, and the product is named InformaCast. All that is needed for you to log in is to click the link below and log in with your Bushnell ID, just as you would for Office 365.

Link:

<https://admin.icmobile.singlewire.com/icmobile/#/>

To send an Emergency Text message:

1. Click on the paper airplane looking arrow in the upper right corner
2. Select a template or blank from drop down menu
3. Write message in Subject line
4. Under Recipients section, click on Distribution List
5. Select “Bushnell Campus Alert (Campaign)” from drop down list
6. Push Send (blue button, bottom right corner of screen)

There is also an app available, called InformaCast that you can install on your phone. Messages can be sent by us (the admin group), via that app as well.

## ***Building Lockdown Procedures***

### **Purpose**

In the event of an emergency, e.g. "Active Shooter", it may become necessary to "Lockdown" a building or buildings on campus to protect occupants and minimize the overall exposure to danger.

### **Definition**

A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the all clear have been sounded. This procedure converts any building into a large "Safe Room".

Under the Alternative Shelter section of this document specific provisions are detailed for those people who have been in transit, e.g. moving from one building to another, at the time of the lockdown.

### **Alternative Shelter**

Should a lockdown be declared persons out of doors should seek immediate cover and concealment by using trees, mailboxes, walls, vehicles, fire hydrants or trash cans while waiting for instructions via email or SMS text alert. The Critical Incident Coordinator (CIC) will determine from available intelligence the most appropriate alternative shelters and have police officers or CIRT members assigned to secure those locations. Once the CIC is assured the shelter(s) has/ have been staffed the CIC will authorize the appropriate instructions, on location and safe corridors to approach each shelter, be broadcast over SMS text alert.

Should circumstances prevent the "Lockdown" of a particular building the CIC must take appropriate steps to secure the building, e.g. securing the building perimeter with EPD personnel. When safe to move the CIC will have instructions broadcast over SMS text alert giving the location of the site and safe corridors for travel.

CIRT members or police officers posted at the shelter will screen all individuals as they enter by having them:

- Stop at the entrance to the shelter;
- Identify themselves;
- Leave all parcels, briefcases, backpacks and gym bags outside at a minimum distance
- of 20-30 feet from the structure; and
- The person seeking shelter will then open all outer garments for a visual inspection before being allowed to enter the shelter.

## Authority and Responsibility

The CIC (or alternate) is responsible for:

- Notifying EPD (calling 911)
- Declaring the "Lockdown";
- Activating the SMS Text Alert systems with appropriate instructions;
- Incident Command Operations Center (ICOC);
- Notifications to internal and external resources;
- Location and security of any shelter sites used;
- 

The Eugene Police Department is responsible for:

- Immediate response to the scene;
- Security of the scene;
- Arrest of the offender;
- 

Building Incident Response Manager, Resident Assistant or designee is responsible for:

- Implementing their building specific plan;
- Notifying building tenants;
- Check all accessible windows, e.g. ground floor, near fire escape, and doors;
- Notify ICOC when building is secured;
- If safe to do so post a member of your staff at the entrance;
- Establish shift schedule;
- Head count of occupants;
- Complete situation report and call in the situation report (Attachment A) to ICOC
- Once the "all clear" has been given building managers will compile a list by name of all persons sheltered within their facility;
- Participation in training;
- Participation in drills and incident critiques; and
- Distribution of general "Lockdown" procedure and building specific plans to their tenants.

Campus Community is responsible for:

- Following instruction;
- Participation in training; and
- Participation in drills, as required.

## "Lockdown" Procedure

- If preceding an order to "Lockdown" you hear gunshots in or around your building or once the notice to "Lockdown" have been issued take the following action:
- Follow instructions;



- Try to remain calm;
- Remain indoors, e.g. your office or classroom. Once "Lockdown" you would be allowed to move about the facilitate certain needs, e.g. bathroom, water, but you are not allowed to leave the building unless an all clear has been sounded;
- If not in your typical surroundings proceed to a room that can be locked;
- Close, and lock all doors;
- Turn off all lights;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios or other devices that emit sound;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects for shelter, e.g. tables, filing cabinets;
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to ICOC;
- Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom, lecture hall or auditorium that can be locked. Place a sign on the entrance indicating the "**Lockdown**" is in effect;
- If outdoors seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from the CIC. A message will be broadcast giving specific locations and directions for entering certain shelter sites; and
- Do not unlock doors or attempt to leave until instructed to do so. The "All-clear" will be announced over SMS Text Alert or other appropriate system when it is considered safe.

## Evacuation

If you are instructed to evacuate a given building or buildings, please refer to the University's General Emergency Response Plan for instructions on evacuation.

## Medical Emergency

In case of medical or other emergency the CIC must be in direct contact with the manager of the affected building prior to entering any building after the "**Lockdown**" has been declared. The CIC and the building manager will establish:

- Entry point to the building;
- Time of entry; and
- One time use challenge and password.

## Situation Report

Location including building name and street address:

\_\_\_\_\_

Name of person reporting \_\_\_\_\_

Number of person(s) sheltered: \_\_\_\_\_

Number of person(s) injured: Minor \_\_\_\_\_ Serious \_\_\_\_\_

Number of handicapped: Wheelchair \_\_\_\_\_  
Hearing \_\_\_\_\_ Vision \_\_\_\_\_ Mobility impaired \_\_\_\_\_

### **Sighting of Subject:**

Location \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

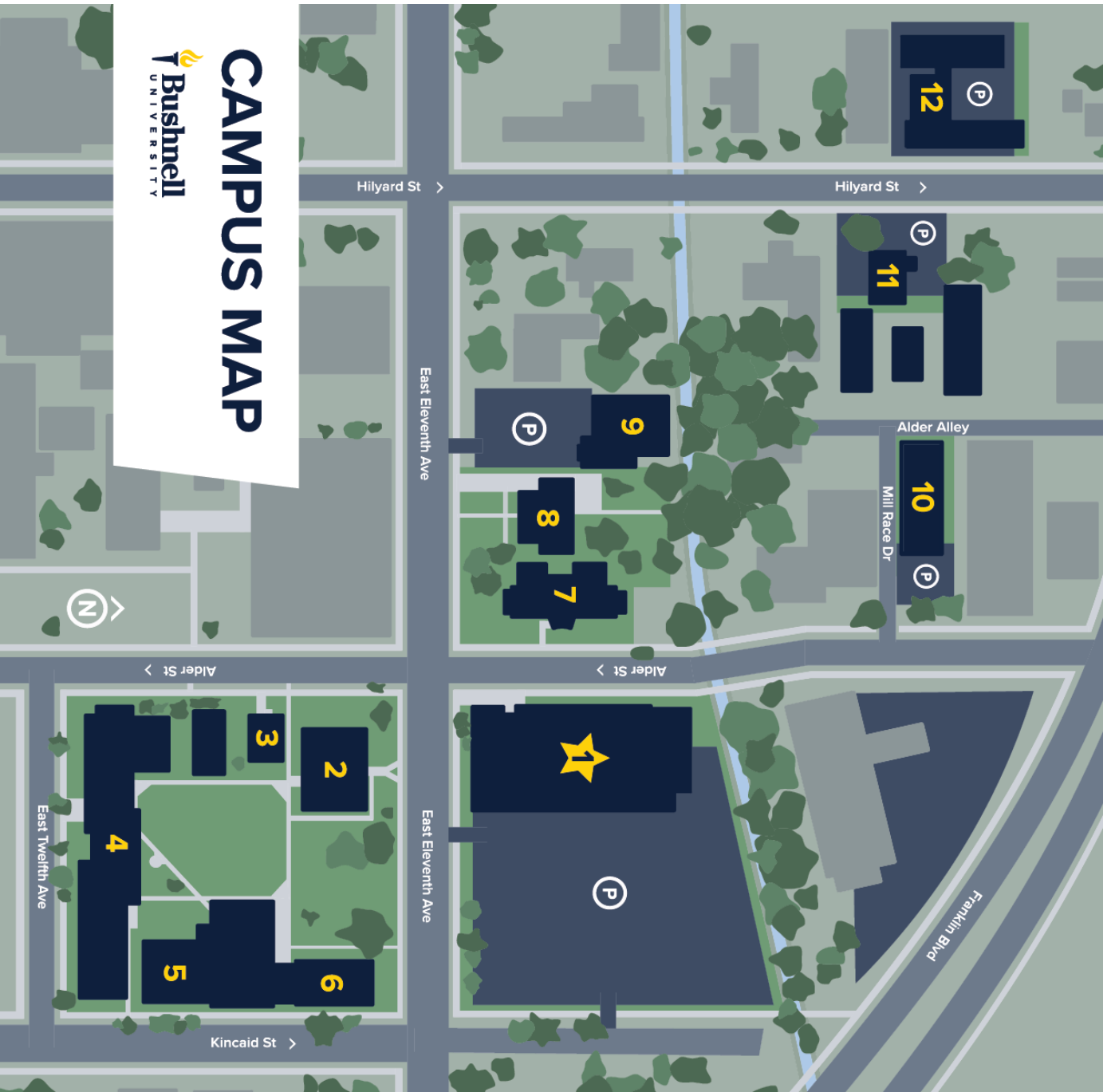
Clothing \_\_\_\_\_

Last seen \_\_\_\_\_

Direction of travel \_\_\_\_\_

Activity \_\_\_\_\_

Armed with \_\_\_\_\_



- 1 MORSE CENTER/WELCOME CENTER**  
Admissions (Undergraduate)  
Athletics  
Financial Aid (Undergraduate)  
Fitness Center  
Gymnasium
- 2 GOODRICH HALL**  
Business Affairs  
Campus Ministry  
Classrooms  
Finance & Payroll  
Residence Life  
Student Billing  
Student Programs
- 3 FACILITIES & MAINTENANCE**
- 4 BURKEGRIFFETH HALL**  
Beacon Beantry  
Cafeteria  
Oskar Bucher Room  
Rug Room  
Security  
Student Housing
- 5 KELLENBERGER LIBRARY**  
Center for Career & Academic Resources  
Classrooms  
Computer Lab
- 6 PRICE HALL & EVANS CHAPEL**  
Classrooms  
Practice Rooms  
Ross Evans Chapel  
School of Music & Performing Arts
- 7 POMAJEVICH HALL**  
Academic Advising  
Academic Affairs  
Classrooms  
IT Help Desk  
Registrar  
School of Arts & Sciences  
School of Bible & World Christianity  
School of Business, Leadership & Technology
- 8 RICHARDSON HALL**  
Admissions (Online & Graduate)  
Classrooms  
Financial Aid (Online & Graduate)  
Mill Race Conference Room
- 9 SIEKKE HALL**  
Classrooms  
Mental Health Clinic  
Office of the President  
School of Education  
School of Nursing  
School of Psychology & Counseling  
Science Labs  
University Advancement
- 10 MOM RICHART APARTMENTS**  
Student Housing
- 11 WORKS VILLAGE**  
Student Housing
- 12 TOWNHOUSES**  
Student Housing