

# Emergency Response Manual



WHEELING  
UNIVERSITY

**Preface**

Wheeling University Emergency Response Manual is a basic administrative guide used for campus emergencies. It is a guide to minimize injury(s) and/or death(s) in the event of an emergency. It is only a guide and may not cover every possible situation.

An emergency is any unplanned event that may cause injury or death to students, employees, or the public; disrupt or shut down operations; damage structures and/or the environment; or threaten the University's financial standing and/or public image.

The University policies and procedures described herein are to be followed by faculty, staff, and students. Campus emergency operations will be conducted within the framework of University guidelines. These guidelines may not cover every conceivable situation; therefore, any exceptions to procedure must have the President's approval.

**Purpose**

The WU Emergency Response Manual's procedures are designated to protect lives and property. If a campus emergency cannot be handled by routine measures the President or designee in charge may declare a *University State of Emergency* and implement the Emergency Response Manual's procedures. Since an emergency may be sudden and/or without warning, the procedures are designed to be flexible.

**Scope**

The procedures, listed herein, apply to all (on and off campus) University personnel and University owned and operated property.

**Emergency Types**

Emergencies covered in the WU Emergency Response Manual are bomb threats; blizzards; civil disturbances; demonstrations; explosion and or downed aircraft(s); fire; flood; media relations; medical and/or first aid; pandemic viruses; psychological crisis; tornado; utility failure; and violent/criminal behavior(s).

**Emergency Definitions**

Minor Emergency(s) are any incident which will not seriously affect the University's overall operations.

Major Emergency(s) are any incident which will disrupt the University's overall operations and likely require outside emergency services and campus support services.

Disaster(s) are any incident which has impaired or halted University operations due to mass casualties and/or severe property damage and requires outside emergency services and all University resources.

**Declaration of University State of Emergency**

A University State of Emergency will be declared by the University President or in their absence, a designee.

Emergency Coordinators will consult with the President and then notify Presidents Cabinet and Emergency Resource Team members to put in action the necessary procedures.

The Director of Public Safety will send out an emergency notification using the E2Campus Alert. All students and employees registered for E2Campus Alert messages will receive a text message, and/or email. If the Director of Public Safety is unavailable, the Vice President and Chief Student Services Officer will send out the emergency notification.

Faculty, staff, students, and University affiliates are allowed on campus with proper identification (employee ID; student ID; or emergency pass). Those unable to present proper identification will be considered an unauthorized person and will be required to leave campus. Unauthorized person(s) remaining on campus may be subject to arrest.

## **Emergency Resource Team**

### **Emergency Director (University President)**

Declares and ends a campus state of emergency; provides direction for emergency response; works with Emergency Coordinators and others to assess and respond to the emergency.

### **Emergency Coordinators (Director, Public Safety; VP, Student Services)**

Coordinates emergency response 24/7; initiates contact with the President, Emergency Resource Team, and University Administration; assesses the emergency; establishes a command post; directs utilization of Public Safety, support services, outside emergency services and if necessary, student aides to maintain safety and order.

### **Damage Control (Director, Facilities)**

Provides equipment and personnel for shutdown procedures, hazardous area control, barricades, damage assessment, debris removal, and emergency repairs; obtains assistance from utilities for emergency operations; furnishes fuel, emergency power, and lighting systems as required; surveys habitable space and relocates essential functions; provides an alternative site for storage; works with Building and Area Coordinators for additional support.

### **Campus Public Safety (Public Safety Officers)**

Notifies University administrators of major emergencies; takes appropriate action to protect life, property and vital records; obtains assistance from City, State and Federal Government if necessary; provides access and traffic control; and oversees security patrols.

### **Postvention Coordinator (Director, Counseling Services)**

Provides direction; assigns responsibilities, monitors efforts and organizes tasks related to interventions and postventions during and after a catastrophic emergency.

### **Communications (Chief Information Officer)**

Provides and equips an alternate command post.

### **Public Information (Chief Information Officer)**

Advises the President of all news concerning the emergency; liaison for the dissemination of information to the media; arranges public announcements through local radio and TV; prepares news releases; arranges for photographic and audio visual services; escorts all media personnel.

### **Medical and First Aid (Campus Nurse)**

Directs and coordinates medical and first aid services; coordinates with outside emergency services; liaison for the campus handicapped.

### **Legal Advice (General Counsel)**

Provides legal advice to the University.

### **Student Services (VP, Student Services)**

Assists Emergency Coordinators with issues relating to students.

### **Ministries (Director, Campus Ministry)**

Provides ministry to University students and employees.

### **Emergency Command Post**

Emergency Command Post(s) will be designated, set up, and staffed

by the Director of Public Safety and the Director of Facilities.

### **Field Command Post**

A Field Command Post is designated if an emergency involves a small section of campus. At least one uniform officer and a security vehicle will be at the emergency scene.

### **General Command Post**

A Command Post will be set up in the President's Conference Room when an emergency involves most of campus. If unavailable the Human Resources Conference Room, CET, or Donahue Hall will be used.

Director of Public Safety and Director of Facilities will designate an area for marshalling; local agency(s); and a conference room for emergency teams and/or media crews.

### **EQUIPMENT CHECKLIST**

- ✓ Barricades
- ✓ Bull Horn
- ✓ Campus Directory
- ✓ Cell Phones
- ✓ First Aid Kit
- ✓ Office (desk, chair, phone)
- ✓ PA System
- ✓ Phone Book
- ✓ Radios (hand held)
- ✓ Signs
- ✓ Tape
- ✓ TV

### **Emergency Notification System**

Public Safety is point of contact for emergency communications to administrators. Officer(s) on duty notify the Director of Public Safety. The Director of Public Safety oversees the notification process. If absent the VP and Chief Student Services Officer directs the process. Administrators inform departments under their direction. The University will utilize email and the **E CAMPUS 2 ALERT** system to communicate. The system will send text(s) to those signed up to receive messages via cell phone. Field communications will be used if phone/email is not working.

A primary command center will be established when University officials are alerted of a campus emergency

### **Emergency Broadcast Procedure**

An emergency broadcast will occur when more Physical Plant personnel are needed for a campus emergency. The broadcast will begin and end with the announcement "THIS IS AN EMERGENCY BROADCAST"; it will request Physical Plant employees report to a specific location; it will specify the type of emergency; and the entire announcement will be repeated twice.

Emergency broadcast example:

"THIS IS AN EMERGENCY BROADCAST. ALL PHYSICAL PLANT SUPERVISORS REPORT TO THE ASSIGNED AREA. THIS IS AN EMERGENCY BROADCAST!"

## **General Responsibilities**

### **Administrators, Deans, & Department Heads**

A University State of Emergency requires administrators, deans and department heads to be responsible for emergency preparedness response.

*Emergency Preparedness* must occur prior to an emergency. Safety information will be distributed to all employees and appropriate student leaders. Time will be allowed for employee and student emergency training in first-aid, CPR, fire extinguisher use and building evacuation procedures. Follow-up discussions, on-the-job training and explanations will occur.

#### **Quick Tips**

- Inform Others of an Emergency
- Follow Evacuation Guidelines
- Take a Headcount
- Report Missing Person(s)
- Report Safety Hazards

*Emergency Situation(s)* will require administrators, deans and department heads to inform all employees, under their direction, of the emergency. They will account for all personnel and report any unaccounted person(s) to Public Safety; evaluate emergency impact and take appropriate action(s) such as operations being ceased and/or building(s) evacuated; maintain phone communications with officials from their activity area.

### **Faculty & Supervisors**

The Director of Public Safety will offer and conduct annual training to all administrators, faculty, and staff concerning emergency procedures and evacuation. Faculty and staff supervisors will educate their students and/or employees regarding University emergency and evacuation procedures. In the event of an emergency, faculty and staff supervisors will evaluate emergency impact and take appropriate action(s).

### **Physical Plant Employees**

Physical Plant employees are on call 24/7 and able to repair utilities such as water, gas, electric and sewage; structures and mechanical equipment such as heating and cooling systems; provide equipment such as portable pumps, generators, floodlights, welders, air compressors, tractors, backhoe, forklifts, etc.; and provide transportation via vans, trucks, and tractors. If the Physical Plant is unable to provide a service, the Director of Facilities or designee will determine if a contractor will be necessary.

### **Building Coordinators**

Every administrator, dean and department head will appoint an Emergency Building Coordinator for each building under their control. In the event of an emergency the Emergency Building Coordinators will be responsible for coordination of a building evacuation; headcount at the designated assembly point; maintains clear streets, fire lanes, hydrant areas, and walkways for emergency personnel and vehicles; provides assistance, as required, to emergency personnel.

Emergency Preparedness must occur prior to an emergency. All Building Coordinators and their alternates must attend Campus Safety and Security Training and Information Sessions. Training sessions will include instruction in discipline and control; exit routes and alternates; assistance to the handicapped; equipment shut off and closed doors; proper use of fire extinguishers; alarms locations; water, fire, and disaster equipment locations and procedures. Building Coordinators must be familiar with building occupants; aware of all exits; practice evacuation; designate an outside assembly point and

alternate outside assembly point. A list of Building Coordinators is in the Office of Public Safety and Office of Human Resources.

**Specific Emergency Procedures**  
**Campus Evacuation Procedures**

Evacuation of all or part of campus grounds will be determined by the University President or designee and will be announced by the Director of Public Safety. All students and staff are to immediately relocate to the designated evacuation assembly point and remain in place. Building Coordinator(s) will do headcounts and will report any missing person(s) to Public Safety.

**Building Evacuation Procedures**

Building evacuations will occur when an alarm sounds and/or notification from Public Safety or a supervisor is received. An activated evacuation alarm signals all building inhabitants must leave via the nearest marked exit and assemble at designated assembly points.

Remember to **ASSIST THE HANDICAPPED** in exiting the building. Elevators are reserved for handicapped person(s) exiting. In case of fire **DO NOT** use elevators and **DO NOT** return to the building until the fire department indicates it is safe to return. **DO NOT** block roadways!

**Evacuation Assembly Points**

**Academic Administrative Buildings**

<b>Building</b>	<b>Assembly Point Location</b>
Acker Science Center	Library Parking Lot
CET	Swint Circle Grassy Area
Donahue Hall	Donahue Hall Grassy Area
McDonough Center	Bishop Schmitt Athletic Field
Swint Hall & Library	CET Circle Grassy Area
Whelan Hall	Library Parking Lot

**Residential Buildings**

<b>Building</b>	<b>Assembly Point Location</b>
Campion & McHugh	Donahue Hall Grassy Area*
Ignatius Hall	“Ignatius Rock Area” or Outside Acker Science Center**
Kirby & Sara Tracy	Chapel Ground Floor Grassy Area
Steenrod	Parking Lot
Thomas Moore	Campion & McHugh Grassy Area

\*Do not gather on the front patio of Donahue Hall.

\*\*The “Ignatius Rock Area” is on the far side of the upper parking lot located in the grass towards the wooded area.



## Disaster Response Steps & Procedures

### Disaster Alert

- People come first!
- Provide assistance, especially to the handicapped.
- Secure vital records.
- Secure windows with plywood or tape.
- Verify shut-off for water, gas, and electric.
- Move items from basements/windows.
- Wrap items in plastic.
- Move outdoor items inside.
- Take staff lists, institutional data and emergency plans and supplies.
- Appoint a staff contact to give instructions on returning to work.

### Disaster Response Steps

1. Disaster Alert
2. Safety First
3. Getting Started
4. Building & Environmental Stabilization
5. Documentation
6. Retrieval & Protection
7. Damage Assessment
8. Salvage Priorities

### Safety First

- Remain calm and reassuring.
- Alert staff to potential hazards.
- Look for loose/downed power lines. Report and avoid area.
- Look for electrical damage (sparks, broken/frayed wires, burning insulation). Turn off electricity at the main switch.
- Shut off water.
- Be aware of any gas smell or blowing/hissing sound. Open a window and immediately leave the building. Turn off the gas main valve if trained. Call the gas company ASAP.
- **DO NOT** reenter the building until declared safe to return.
- **DO NOT** drive on flooded roads.

### Getting Started

- Create a team to assign tasks and review priorities.
- Establish a “Command Center”.
- Create a secure salvage area with locks, fans, tables, shelves, plastic sheeting, drying materials, and clean water.
- Notify emergency officials of damage.
- Contact peer institutions for help.
- Appoint a media liaison.
- Verify financial resources; amount and terms of insurance; government assistance; potential outside funding.
- Contact service providers for generator(s), freezer(s), drying and/or freeze drying services, and refrigerated trucking.
- Arrange for security system repairs.

## Building & Environment Stabilization

- Building contents may be contaminated. Do not enter without current tetanus shot; protective gloves and clothing; hard hat; and NIOSH approved respiratory mask.
- Identify and repair hazards; brace shelves; remove debris.
- Reduce temperature and relative humidity to prevent mold.
- If warm use coldest A/C setting and cover broken windows.
- If cool use fans unless mold is already present.
- **DO NOT** turn on heat unless required for human comfort.
- Remove standing water, wet carpets and wet furnishings.
- Use commercial dehumidification (except in historic buildings) if everything is wet.
- Purchase needed supplies.

## Documentation

- Tour affected areas. Only enter buildings deemed safe.
- Wear protective clothing.
- Digitally document condition(s) before moving anything.
- Make notes and voice recordings to accompany photos.
- Keep written record of contact with insurance agents, investigators and decisions regarding retrieval and salvage.
- Make visual, written and voice records of salvage procedures.

## Retrieval & Protection

- Leave undamaged items in place if area is stable and secure. If not, move to a secure, controlled area.
- Protect all objects with plastic if the area is wet.
- When moving collections give priority to undamaged items and items on-loan.
- Separate undamaged and damaged items.
- Maintain items in the condition found (wet items wet, dry items dry, and damp items damp) until salvage begins.
- Retrieve all pieces of broken objects and label.
- Check items daily for mold.
- If mold is found handle objects with care and isolate them.

## Damage Assessment

- Notify insurance representative(s) or risk manager(s).
- Estimate type(s) of materials affected; extent and nature of damage. Detailed evaluation can slow recovery.
- Look for threats to worker safety or collections.
- Determine status of security systems.
- Look for evidence of mold. Note how long materials have been wet; current inside temperature; and relative humidity.
- Document damage for insurance and recovery purposes.

## Salvage Priorities

- Establish salvage priorities by groups of materials not by item. A library might use subject areas or call numbers; archives; record groups; museum and material groupings.
- Focus first on protection and salvage work for vital institutional information; employee and accounting records; accession lists; shelf lists; database backups; items on loan from individuals and other institutions; collections that most directly support the institution's mission; collections that are

unique, most used, vital for research, most representative of a subject area, least replaceable, and/or most valuable; items prone to continued damage if untreated; materials most likely to be successfully salvaged.

### **Be Prepared!**

Plan ahead for an emergency. Would you know where to locate important documents or how to shut off utilities? Take time to find out!

- ✓ Breaker Box
- ✓ Electrical Main Shut Off Switch
- ✓ Water Shut Off Valve
- ✓ Main Gas Valve Shut Off
- ✓ Critical, Document Location

### **Fire**

SIMPLEX, Wheeling Fire Department and Public Safety are notified when an alarm is pulled, a sprinkler is activated and/or an automatic heat detector is activated as result of fire.

#### ***Fire Emergency Response Procedure***

*CALL 911 IMMEDIATELY IN CASE OF FIRE! Activate the building alarm and begin the Building Evacuation Procedures. Close doors but DO NOT LOCK DOORS! If fire appears controllable, direct the fire extinguisher toward the flame base.*

*If trapped in a building during a fire DO NOT PANIC! Place an article of clothing outside a window as a marker for rescue crews. If no window(s) stay near the floor where air is less toxic. Shout at regular intervals to alert emergency crews of your location.*

*DO NOT return to a building until declared safe by the fire department.*

*\*Know the location of fire extinguishers, fire exits and alarm systems and how to use them. Training and information are available through Public Safety.*

### **Flood**

The University President may call for early dismissal or closure if the National Weather Bureau indicates a major flood is imminent. Announcement(s) may be through local radio stations.

### **Tornado**

In the event of a major tornado the Emergency Resource Team will direct emergency response operations as described in this guide.

### **Blizzard**

The University President may call for early dismissal or closure if blizzard warnings and/or conditions. Announcement(s) may be through local radio stations. Key personnel will be required to keep certain services in operation throughout the storm. Areas remaining open are Public Safety, Physical Plant, and Food Service. The Physical Plant will be required to maintain 24/7 snow removal operations.

### **Chemical or Radiation Spill**

Any hazardous chemical or radioactive spillage must be reported immediately to Public Safety at extension 2486!

#### ***Chemical or Radiation Spill Response Procedure***

*Call ext. 2486, activate the building alarm and initiate Building Evacuation Procedures.*

*Explain specifically the exact location and material involved. Vacate the affected area immediately and seal it off to prevent further contamination.*

*Anyone possibly contaminated by the spill is to avoid contact with others (as much as possible); remain in the vicinity; inform medical personnel of their condition.*

*First Aid and medical treatment will be directed by Public Safety, Health Services, and Wheeling Fire Department.*

*A cleanup report will be submitted immediately to government agencies via the Physical Plant and Health Services Department.*

### **Explosion / Downed Aircraft**

In the event of an explosion or downed aircraft on campus immediately Public Safety at extension 2486!

#### ***Explosion / Downed Aircraft Procedure***

*Take cover under tables, desks and other objects that will provide protection.*

*Call extension 2486 and describe the location and nature of the emergency.*

*Activate the building alarm if necessary or directed to do so.*

*Begin Building Evacuation Procedures if the building alarm sounds or University officials' directive is evacuation.*

### **Bomb Threat**

If a suspicious object or potential bomb is observed on campus **DO NOT HANDLE THE OBJECT!** Immediately clear the area and call 911! Then contact Public Safety at extension 2486. **If the bomb threat is via telephone the person receiving the call should refer to the bomb threat protocol sheets (provided by campus phones).**

***\*A copy of the Bomb Threat Protocol should be located beside every phone with an outside extension.***

### **Telephone Bomb Threat Protocol**

- Note call time; caller's age, sex, speech pattern, accent, nationality, etc.; emotional state; location.
- Record the call, if possible.
- Notify 911 & Public Safety at ext. 2486.
- Public Safety will conduct a detailed bomb search.
- Employees will inspect their area for suspicious objects.
- Report all suspicious objects.
- **DO NOT TOUCH THE OBJECT;** open drawers, cabinets; turn on/off lights.
- Activate the building alarm & begin Building Evacuation Procedures if a suspicious object is located.

### **Demonstration(s) Policy**

A campus demonstration must be void of conduct that can cause serious disruption. Demonstrations held on WU campus are permitted so long as the demonstration and demonstrators are exercising their rights in a manner that does not compromise safety, educational programs, and campus based activities; does not display violence; and does not damage property. *See Campus Demonstration Policy for more details.*

## Utility Failure

In the event of a major utility failure during regular work hours (Monday-Friday, 8:00AM-4:30PM) immediately notify Physical Plant at extension 2241. If the utility failure occurs after hours, on the weekend or on a holiday notify Public Safety at extension 2486.

Public Safety will then notify on-call Physical Plant personnel. If utility failure is in conjunction with an emergency, activate the building alarm, report the emergency by phone and initiate Building Evacuation Procedures.

*Electrical/Light Failure* may make it difficult to exit buildings. The University advises personnel to keep a source of light such as a flashlight and/or cell phone readily available for such emergencies.

*Elevator Failure* can be reported by using the elevator's emergency phone to notify Public Safety. If an elevator is without an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.

*Plumbing Failure and/or Flooding* requires immediately stopping use of all electrical equipment. Notify Public Safety at ext. 2486. If necessary vacate the area.

*Serious Gas Leak(s)* can trigger an explosion. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT!** Notify Public Safety at extension 2486. Vacate the area.

*Ventilation Problem(s)* may be present if smoke odors come from the ventilation system. Immediately notify the Public Safety extension 2486 or Physical Plant at extension 2241. Cease all operations and vacate the area if necessary.

## Violent or Criminal Behavior

Everyone can help to make campus a safe place by being alert to suspicious situations and reporting them promptly. The Public Safety office is open year round 24/7 and located in the Swint Annex building. Suspicious situations can be reported in person or by calling extension 2486.

If you are a victim or a witness to any on campus violent or criminal behavior **AVOID RISKS** and do the following:

- Promptly notify Public Safety at extension 2846 as soon as possible to report the incident.
- Let Public Safety know the nature of the incident; location of the incident; description of person(s) involved; description of property involved.
- Assist officers when they arrive by supplying them with additional information.
- Should gunfire or discharged explosives occur on campus – EVACUATE IMMEDIATELY! If unable to evacuate due to gunfire, take cover immediately! Use all available concealment; lock the door; call 911!
- Seek emergency first aid as soon as it is safe to do so.

## Hostile Intruder / Active Shooter on Campus

When a hostile person(s) is actively causing death, serious bodily injury, and/or is threatening death or injury it is considered a **POLICE RESPONSE SITUATION!** Public Safety officers are NOT trained or equipped to confront an armed suspect. Public Safety will take every action possible to assist police with the situation. **Call 9-1-1!**

Police may require person(s) to be handcuffed; place hands in the air; and/or get on the ground. Obey all police commands! This is done for safety purposes.

*Hostile Intruder/Active Shooter Inside* a campus building is an emergency situation! IMMEDIATELY initiate LOCKDOWN PROCEDURES!

- Run out of the building if safe to do so. Do not run in a straight line.
- Use any and all existing cover.
- Play dead if escape is not possible and the hostile person(s) is causing death or serious bodily harm.
- Attack the shooter if other options are not available. The attack must be explosive and violent.
- Attempt surrender if unable to run or fight. Obey all of the hostile person(s) commands.
- If able to evacuate relocate to Steenrod Hall.
- DO NOT use a vehicle to evacuate or relocate. Vehicles can create traffic jams which leaves person(s) vulnerable.

*Hostile Intruder/Active Shooter Outside* on campus grounds is an emergency situation!

- Get away from the threat.
- Do not run in a straight line.
- Use vehicles, bushes, trees and anything else to hide. Lay flat on the ground if no cover is available.
- Once away from immediate danger warn others and call 9-1-1!

*Hostage* situations may occur if there is a hostile intruder/active shooter on campus. It is important to avoid mistakes that can result in death or injury.

- The initial 45 minutes are the most dangerous!
- Cooperate with the captor.
- Avoid drastic action(s).
- Follow the captor's instructions.
- Stay alert.
- Do not speak unless spoken to by the captor.
- Do not talk down to the captor.
- Avoid appearing hostile.
- Maintain eye contact with the captor but do not stare.
- Treat the captor like royalty.
- Try to rest.
- Avoid speculating.
- Comply with instructions as best as possible.
- Avoid arguments.
- Expect the unexpected.
- Be observant. You may be released or escape. The potential safety of others may depend on your memory.
- Be patient. Attempt to establish rapport with the captor.
- Let the captor know if medications, first aid or rest room privileges are needed by anyone.
- Be prepared to answer the police on the phone.

## **Lockdown**

Lockdown of a building(s) is to secure and protect occupants in proximity to a threat. The lockdown procedure is used when it may be more dangerous to evacuate a building than to remain inside and secure in place.

A lockdown notification will be sent from Public Safety to employees and students. Each building on campus is unique and individuals may receive notification to lockdown through various means such as **ECAMPUS2ALERT** or **EMERGENCY BROADCAST**. Notifications will contain as much information as possible. Updated notifications will follow as available.

By controlling entry, exit, and movement within a building, emergency personnel are better able to contain and handle threats. It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

**Lockdown Procedure** for person(s) in a classroom, office or private residence hall room is to remain in place and do the following.

- Lock the door. If no lock, barricade the door with tables, desks and chairs.
- Secure and lock exterior windows.
- CALL 9-1-1!
- Close curtains and/or blinds when possible. Cover interior office windows.
- Turn off all lights.
- Stay away from doors and windows.
- Remain low and quiet.
- Stay together.
- Turn off all cell phones and audio equipment.
- DO NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency personnel at the door.
- Cooperate with emergency personnel (ex: emergency personnel may ask for evacuees to raise their hands above their heads).
- Proceed to designated areas as advised by emergency personnel.
- Police may question employees and/or students.

**Lockdown Procedure** for person(s) caught in an open area inside a building within the immediate area of an active shooter must act quickly and do the following.

- Seek immediate protection.
- Do not travel down corridors.
- Do not assemble in large, unprotected areas.
- Do not sound the fire alarm. If a fire alarm is activated DO NOT evacuate! Remain in place.
- Try to hide in a well-hidden space (below or behind furniture, in stairwells, etc.).
- Follow instructions from emergency personnel only!

### **Medical or First Aid**

Medical or First Aid is to be performed by medically trained personnel. Every department should have at least one trained person. Training and certification are provided through the University’s Health Services department and must be renewed annually for CPR and every 3 years for First Aid. Provide First Aid if an injury or illness is minor otherwise call 9-1-1 and do the following:

- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- Ask victim, “Are you okay?” and “What is wrong?”
- Check breathing and give CPR if necessary and trained to do so.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses and give all information to paramedics.

## **Communicable Disease Outbreak**

If the University believes there is a communicable disease outbreak on campus the local Health Services Department will be notified. If there is an outbreak the steps to take are as follows:

- Notify the State Department of Public Health.
- Notify the VP, Student Services. They will inform the President and Presidents Cabinet
- Campus will be declared quarantined if an epidemic situation is confirmed by the State Department of Public Health.
- Notify the Office of Human Resources.
- Notify the University community and the public.
- State Department of Public Health will administer immunization(s) if available as preventative treatment. Students and personnel will receive the immunization(s) according to age and/or possible exposure.
- Person(s) providing essential services to the University must show proof of immunization or be provided with protective equipment before allowed on campus.
- The State Department of Public Health will determine when the quarantine is lifted.
- If further action is needed, activate the infectious disease preparedness plan

## **Psychological Crisis**

A psychological crisis is when an individual is threatening to harm themselves or others; is out of touch with reality; having hallucinations; and/or is out of control.

If a psychological crisis occurs **DO NOT** try to handle a dangerous situation! Notify Public Safety at ext. 2486 and request immediate assistance.

A psychological crisis may also occur as the aftermath of a disaster. A disaster may be so emotionally disruptive as to precipitate despair and self-destructive behavior. To respond to a psychological crisis precipitated by a catastrophic event the President has appointed a POSTVENTION COORDINATOR. The Postvention Coordinator is the Director of Counseling Services.

## **Postvention Coordinator**

The Postvention Coordinator is responsible for management of a campus catastrophic event's psychological after-effects. The primary goals of the Postvention Coordinator are to reduce emotions and restore stability; reduce negative influence of the event; coordinate and provide overall direction to interventions.

Postvention Coordinator will also be responsible for the following.

- Academic Responsibilities Postponement Guidelines
- Administrative Response
- Case Finding
- Community Involvement
- Community Mental Health
- Faculty and Staff Response
- Faculty and Staff Postvention Training
- Help for Helpers
- Memorials
- Memorial Service Guidelines
- Notification of Parents
- Notification of Victim Families
- RA Training – Training for Peer Educators



- Student Notification of a Catastrophe.
- Postvention Support

### **Public Affairs**

During a crisis situation the University expects authorized spokespersons only to meet or speak with the media. No unauthorized individuals should speak to outsiders (i.e., media) on behalf of the University. At no time will the University offer any speculation(s). Released information MUST be factual. Other guidelines are as follows:

- All administrative and supervisory personnel are notified to report significant developments or important information to Emergency Coordinators or designated spokesperson.
- Emergency Coordinators and/or spokesperson(s) will keep the President and others informed of the situation. Including what happened; how it happened; the current situation; etc.
- The President and those directly involved will decide on appropriate actions.
- All media requests/calls are to be referred to Director, Alumni and Family Engagement at extension 8160.
- Media arriving on campus are to remain at the location designated by the Director, Alumni and Family Engagement. The Director, will arrange for a University designated spokesperson to meet and assist them.

### **Disaster Resources**

Contact information for local police; fire; ambulance; hospital; and campus

#### **Local Contact Information**

Wheeling Police; Fire; Ambulance	9-911
Safety & Security Emergency	2486
State Police	304.238.1100

#### **Local Ambulance Service**

Community Ambulance Service	911
Emergency Medical Transport (EMT)	740.635.5555
Tri-State Ambulance & Paramedic Service	304.233.4357

#### **Local Hospitals**

Wheeling Hospital	304.243.3300
Wheeling Hospital ER	304.243.3280
Reynolds Memorial Hospital	304.845.3211
Reynolds Memorial Hospital ER	304.843.3356

#### **Campus Contact Information**

Calling from a campus phone only requires dialing the extension (last 4 digits).

President	304.243.2233
Vice President, Academic Affairs	304.243.2281
Vice President, CFO	304.243.2371
Vice President, COO	304.243.2639
Vice President, Student Services	304.243.2237
Coordinator, Public Safety	304.243.2486
Director, Alumni and Family Engagement	304.243.8160
Director, Campus Ministry	304.243.2168