

Jarvis Christian University
Emergency Management Plan



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Emergency Management Plan

The Jarvis Christian University Emergency Management Plan has been developed to provide guidance to college officials in mobilizing an effective, efficient and timely response to crisis situations that may occur. All members of the University community should be familiar with it – an effective response depends on having an informed campus community familiar with expectations and procedures for crisis preparedness and response.

The plan is to be implemented in the event of a major emergency or disaster as declared by the President of the University.

The purposes of this Plan are:

- To protect the lives and property of the Jarvis Christian University community during emergencies.
- To preserve the orderly functioning of the University community during emergencies.
- To establish clear lines of authority and communication among University departments and with external constituencies during an emergency.
- To coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- To identify the University's role in coordinating emergency operations with outside agencies.

Events which adversely affect the normal operations of the University are inevitable. In all emergency situations, the highest priority is given to the safety and security of the members of the University community. Although the protection of the University's buildings and property is an important consideration, the University's commitment is to first provide for the well-being of our students and employees.

EMERGENCY RESPONSE PLAN MISSION STATEMENT

To the maximum extent possible, Jarvis Christian University is dedicated to providing a safe and secure environment through the development and implementation of a comprehensive Emergency Response Plan. Preparedness information will be available and disseminated to ensure the entire University community will be armed with knowledge needed to respond appropriately. Campus Security will work cooperatively with all members of the Campus community to achieve these goals.

TYPES OF EMERGENCIES

The Jarvis Christian University community may face many types of emergencies, including the following, but not limited to:

Active Shooter

Bomb Threat

Death of a Student

Natural Disaster

Hazardous Material Incident

Hostage Situation

Student Protests

Loss of Dining Facility

Residence Hall Destroyed by Fire

Tornado

Loss of Power/Utilities

Widespread Illness

INITIAL EMERGENCY RESPONSE NOTIFICATION

Individuals witnessing or involved with an emergency situation at Jarvis Christian University can notify Campus Security by dialing (903)730-4890 ext. 2775.

Upon receiving a report of an emergency, the Director of Campus Safety or designee, will make an initial judgment as to the level of response required and will communicate with all appropriate personnel.

If the situation is labeled as a non-containment emergency, the Campus Security will contact appropriate outside emergency agencies prior to contacting administrative personnel. If an emergency situation begins to escalate, appropriate institutional administrative personnel will be notified and necessary action will be initiated to respond to conditions as they unfold. Once outside emergency agencies arrive on the scene, i.e., fire department, law enforcement, etc. the heads of these agencies will assume coordinated command of the scene.

EMERGENCY PREPAREDNESS: EQUIPMENT AND TESTING

Jarvis Christian University emergency equipment should be checked and tested regularly as follows:

Fire alarms in on-campus residences are tested at least two times per semester. Note: These are full fire drills with complete evacuations; response and evacuations are both timed and recorded.

Fire alarms in all non-residential buildings are tested at least once a semester.

Outside lighting is checked, at a minimum of once a week.

A Fire Safety "walk-through" is conducted in the residence hall randomly throughout the academic year. This program is conducted through the Director of Residence Life.

Residential Managers perform safety checks on other items such as lighted exit signs, daily as a part of routine patrols. Any malfunction of, or damage to this equipment is noted, logged and forwarded to the maintenance/facilities services department. Follow-up on repairs is essential.

Campus Emergency Response Team (CERT)

The Campus Emergency Response Team (CERT) is a University -wide committee consisting of representatives from several departments at Jarvis Christian University. The committee's mission is to collaborate on emergency management strategies and initiatives designed to enhance preparedness and improve the University's ability to respond to all threats. This committee will analyze emergency management initiatives and evaluate their effectiveness for emergency preparedness, response, recovery, and mitigation at Jarvis Christian University. The (CERT) committee will consist of:

President's Successive Designees for Determination of College Emergency:

- Provost/ Vice President of Academic Affairs
- Operations and Emergency Management
- Vice President for Student Affairs
- Vice President of Finance Administration
- Jarvis Campus Security
- Public Relations
- Jarvis Christian University Building Supervisors
- Director of Food Services

General Duties of the Campus Emergency Response Team:

A. Emergency Director – President/Provost of University or designee

- The President/Provost or designee is responsible for the overall direction of the University's response to disasters.
- The president works with CERT and others in assessing the emergency and preparing the University's specific response.
- The President declares and ends the campus state of emergency when appropriate.

B. Emergency Coordinator – Operations and Emergency Management

- The coordinator is responsible for the overall coordination of the University emergency response.
- The coordinator initiates immediate contact with the president and college administrators and makes an assessment of the condition of the University.
- The coordinator notifies the members of CERT, advises the nature and scope of the emergency.
- The coordinator ensures that appropriate notification is made to off-campus staff as necessary.

- The coordinator performs other related duties as directed by the nature and scope of the disaster.

C. Emergency Coordinator Assistant – Operations and Emergency Management

- The coordinator assistant is responsible for the overall coordination of the University emergency response for the Residential Halls
- The coordinator assistant ensures that appropriate notification is made to off-campus staff as necessary.
- The coordinator assistant ensures that appropriate notification is made to on-campus and off-campus students as necessary
- The coordinator assistant performs other related duties as directed by the nature and scope of the disaster

D. Damage Control – Vice President of Finance Administration

- Provides equipment and personnel, performs shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CERT for emergency use.
- Obtains the assistance of utility companies as required for emergency operations.
- Furnished emergency power and lighting systems such as generators as might be required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

E. Campus Public Safety – Jarvis Campus Security

- Assists in maintaining the Emergency Command Center in a state of constant readiness.
- Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect lives, property and to safeguard records as necessary.
- Obtains assistance from the city, county and federal government for radiological monitoring and first aid that might be required.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Provides and equips an alternate site for an Emergency Command Post.
- Maintains liaison with the Vice President for Finance and Administration.
- Notifies and contacts appropriate outside organizations such as fire, police, emergency management services, etc.

F. Public Information – Director of Public Relations

- Establishes liaison with the news media for dissemination of information as requested by the President or the Vice President for Institutional Advancement and Development.
- Establishes liaison with local radio and TV stations for the public announcements

- Advises the President or designee of all news concerning the extent of disaster affecting the campus.
- Prepares new releases for approval and releases to media concerning the emergency.

G. Food Services – Director of Food Services

- Will provide food services for any relocates.
- Work with the Director of Residential Life in setting up alternative server areas if present areas are affected.
- Will take necessary action should the ability to store food safely be adversely affected for a long period of time.

DIRECTOR OF CAMPUS SAFETY

This person will be responsible for assessing the severity of the emergency and for assisting in coordinating the efforts of outside agencies. The Director of Campus Safety will also assist emergency agencies in the communication of instructions to the community.

University Communications is a vital aspect of this plan. During any emergency situation, the Director of Public Relations and the Vice President of Student Services must work in close coordination to assure appropriate release of information. Other duties may consist of but are not limited to:

- Insure that all appropriate personnel have been notified per emergency notification procedure.
- Assure that the scene has been secured, if appropriate ER agency is not yet on scene.
- Confer with Director of Residential Life on possible relocation needs if housing areas affected.
- Appoint designee to meet and coordinate with responding outside emergency agencies.

DIRECTOR OF FACILITIES SERVICES:

The Director of Facilities will be notified when any area of the Jarvis Christian University Facilities is involved in the emergency. It will be the responsibility of The Director of Facilities to assist outside agencies with such items as floor plans, blue prints, and any other information needed regarding the Facility Services that may be required to assist. Other duties may consist of but are not limited to:

- Work with the Director of Residential Life in establishing relocation facilities.
- Work on the After Disaster Plan to access damages and identify recovery needs.
- Will assist in possible evacuations.

THE DEAN OF STUDENT LIFE/ DIRECTOR OF RESIDENCE LIFE:

This office will be notified whenever a student is ill or injured, and requires professional medical care either at the scene or when transferred to the hospital. Also included in this office's responsibilities will be the availability of professional counselors when needed. These counselors

will be available for Critical Incident Debriefing involving college personnel and students, as needed. Other duties may consist of but are not limited to:

- With consultation from the President or Provost, the ability to locate alternative housing for relocates, if necessary.
- Work with food services to insure students and emergency responders have proper meal service.
- Assist Student Health Services in establishing after care counseling if needed.
- Maintain a roster of housing assignments and assist with census to ensure students are accounted for, especially in a situation where an evacuation is initiated.

DEFINITIONS OF EMERGENCIES

The following definitions of an emergency are provided as guidelines to determine the appropriate response:

MINOR EMERGENCY (Level III): Any incident, which will not seriously affect the overall functional capacity of the college, such as minor water damage to a building basement. These types of incidents are normally handled by University resources and don't require the activation of the Emergency Response Plan.

MAJOR EMERGENCY (Level II): Any incident that affects an entire building or buildings, and which will disrupt the overall operations of the University. Examples might be a building fire or HAZMAT spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of crisis. The Emergency Response Plan may be activated by the President.

DISASTER (Level I): Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Emergency Response Plan will be activated.

DECLARING A CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President of the University or in his designee.

During a State of Emergency Jarvis Christian University, with the President or Provost's authorization, shall place into immediate effect the appropriate procedures necessary to meet the emergency and to the extent possible safeguard persons and property. The Director of Campus Safety or his/her designee shall immediately consult with the President or Provost regarding the situation and the possible need for the declaration of a campus state of

emergency. The Director of Public Relations is responsible for the release of all information outside of the campus.

When the declaration is made, only students, members of the administration, faculty and staff and emergency personnel are authorized to be on campus. Those who cannot provide proper identification proving their legitimate business on campus will be asked to vacate the premises.

Only those members of the administration, faculty and staff who have been assigned emergency response responsibilities by **the President** – will be allowed to enter the designated emergency area.

In the event of fire, flooding, storms, or other major disasters on or near the campus, or involving University property, Campus Security will be dispatched to provide an initial report of damage to any college property.

Campus Security will provide notification of the emergency situation to all appropriate college administrators.

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 the Jarvis Christian University campus. Control of the incident will require outside resources in order to maintain the situation.

EXAMPLES: Major fire in an on-campus residence effecting over 20% of the building, water main break affecting the entire residential 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 college property within a single area. Control of the incident is beyond the capabilities of employees. Outside agency assistance is necessary.

EXAMPLES: Residence room fire, 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 University employees and the duration of the incident is short term.

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.

Emergency Command Center

The Fellowship Hall of the Smith-Howard Chapel will serve as the primary Emergency Command Center. Should the telephone system fail, the Emergency Command Center is the location where runners should be sent with information and requests for assistance. The CERT meeting place will also be in the Emergency Command Center.

In case of severe inclement weather conditions, specific areas of temporary retreat are designated for each campus building.

College Notification System

The University has implemented two mass notification systems as the primary means to alert the college community of emergency situations: The Vice President for Student Services send alerts through Telecommunications and/or Communications by dialing 500. The President of the University will be notified.

The Information Technology Department will also send emergency notification alerts via Jarvis Christian University email and SMS messages that are on file within our Jenzabar system.

NOTE: In an emergency, in which campus security cannot be reached, call 911. When calling, stay calm and carefully explain the problem and location to the Campus. Do not hang up until told to do so. Keep others calm.

Anticipated Risk and Crisis Assessment

It is the responsibility of the CERT to identify, assess and as needed, conduct pre-emptive intervention strategies against risks that have the potential of adversely affecting the members of the University community. Such risks include the forecasting of severe weather conditions, the presence of controversial or high profile presenters, or visitors to campus, societal unrest in the community, major increases in local crime, city-wide health risks, or major utilities or communication failures.

Periodic Evaluation, Planning and Training

The members of the CERT and designated auxiliary members should meet at least once in the fall and spring semester to:

- Review and revise the document
- Assess and discuss situations that may have occurred at other educational institutions and consider actions that the University would have taken.
- The CERT should also meet immediately following any emergency to review its performance and consider strategies for improvement
- This Emergency Management Plan is to become part of the Campus Safety and Emergency Management System. All security officers are to be trained in its usage. Each member of the president's cabinet is to retain a copy of the plan and should familiarize themselves with the contents.

Campus-based Sources of Assistance during Emergencies

- Campus Security – If dialing from on campus, the number is extension 2775. Campus security officers are on duty 24 hours a day.
- Maintenance Operations – After 5:00 p.m., please contact campus security at extension 2775. Skilled workers are available from the Office of Physical Plant always during normal working hours and as notified during an emergency to aid in the areas of utilities, equipment and transportation.
- Business Office – Emergency procurement of materials and services can be arranged in direct support of any contingency.
- Receiving –The Central Emergency Command center will serve as a receiving point.
- Emergency Shutdown Procedures – In the event of a natural disaster that causes major structural damage, it is advisable to turn off hazardous utilities such as electricity and natural gas.

EVACUATION INFORMATION

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

Natural gas leak - Flammable liquid spill/and or release - Active shooter

Bomb threat - Hostage situation - Hazardous chemical spill/and or release

Tornadoes - Flooding

In the event of a fire alarm, Jarvis Campus Security is to report to the location of the alarm to lead the evacuation effort. In the event of fire, elevators are not to be used.

Campus Buildings:

Building	Extension/ Phone Number
Alumni Heritage House	2775
Barton-Zepa Maintenance Building	3102 or 3110
Charles A. Meyer Science and Mathematics Center	2101
Charles and Sarah Berry Student/ Parent Housing Complex	2252
Emma B. Smith Administration Building	2451 or 2701
E. W. Rand Health Center	2520 or 2521
Faculty/ Staff Apartments	2704
Ida VanZandt Student Center	2252
Men's Residential Halls	2252
Olin Library and Communications Center	2171 or 2173
President Residence	2775
Women Residential Halls	2252
Community and Technology Building	3600

Ronald Hays Student Affairs Center	2252
Security Information Center	903-730-4890 ext. 2775

H. If the emergency occurs during non-office hours, the individual(s) assuming the most responsibility will be in the following descending order:

- A member of the President's Administrative Cabinet
 - Chief of Security
 - Director of Residential Life
 - The highest ranking official from the Campus Security Team
- I.** The first member of the Campus Emergency Response Team (CERT) to arrive on the campus assumes responsibility for directing activities after reporting to the Security Supervisor on duty until the President or designee or senior officer arrives. Alternates or staff of other senior officers will report to the CERT member and/or senior officer on the scene. Once notification of the President or designee has occurred, full responsibility for directing University efforts rests with the President or designee and the CERT

RELOCATION/EVACUATION OPERATING PROCEDURES FOR RESIDENCE HALL

The following represents a general strategy to be employed in the event a student residence hall becomes uninhabitable due to events such as fire, flood, contamination or loss of critical services. The type of response will be determined by the extent of the emergency.

EVACUATION PROCEDURES

Units first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, or in consultation with other college administrators. 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. Should any occupant refuse to evacuate, continue the evacuation and time permitting return to the refusal site, obtain name and advise disciplinary action will be taken. Move all evacuees to a staging area, and begin a census, to establish that the evacuation is complete.

NOTE: It is standard policy that a general evacuation takes place in each event of a fire alarm.

EVACUATION OF THE PHYSICALLY CHALLENGED

In the event that physically challenged individuals are involved in an evacuation effort, the Campus Security Officers at the scene will make every attempt to lead them to safety. As a precaution, wheel chair users are housed on the ground level floor.

SHORT TERM EVACUATIONS

Students are moved to the nearest safe designated assembly area.

Auxiliary support services are employed (emergency food, showers, medical or disability related needs are arranged as needed with other campus services.)

MEDIUM TERM EVACUATIONS

Students are assigned to other college public area spaces that can be satisfactorily arranged.

Students are assigned to vacant spaces in an unaffected housing area.

Students are evacuated to local hotels.

LONG TERM EVACUATIONS

Evacuations are only initiated when a substantial portion of the University isn't assessable.

In the event that the college classes remain in sessions and a significant portion of the residence facilities are inaccessible, arrangements will be made with local hotels or motels for student housing.

EVACUATIONS TO OFF-CAMPUS FACILITIES

In most cases evacuees, will be relocated to another shelter on campus, if necessary, evacuees will be transported off campus by private vehicle.

Important: After an evacuation, all persons are to report to their designated area assembly point. Stay in that area until an accurate head count is taken. The Building Coordinators will call the names of all persons in their areas and assist in accounting for all building occupants. No one will be allowed to re-enter an evacuated area until the all clear signal is given or when permitted by the proper authorized officials such as the fire official, police officer or campus security personnel.

TYPES OF EMERGENCIES

NATURAL:

SEVERE WEATHER (Tornadoes, Thunderstorms/Hail). Tornadoes are the most violent weather systems on earth. The potential for large losses of life and property, coupled with extremely vulnerable populations at outdoor venues like baseball, softball, and soccer games, leads to its placement as the number one hazard facing the East Texas.

FLOODS. Flooding is the most common cause of weather-related deaths in Texas. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas around the campus that are located above designated flood plains. The frequency of extreme weather events fluctuates from year to year.

WINTER STORMS. This area is much more likely to receive frozen precipitation in the form of ice rather than snow. Generally, these storms strike between late January through early March. The lack of equipment and the susceptibility of overhead power lines to damage from the weight of ice compound the difficulty of the situation.

EARTHQUAKE. Earthquakes have been felt in some parts of Texas in the past and remain a geological possibility. There is also some risk to people from earthquakes that may occur outside of Texas. Although earthquakes are not a likely event, they have the potential to cause extensive damage to un-reinforced buildings.

TECHNOLOGICAL:

Fire. Fire represents the most likely disaster to affect the University. Fire detection methods are excellent. Most buildings on the campus have detection systems as well as fire suppression systems.

Hazardous Materials Accidents could impact the University. Fuels and chemical spills are the most widespread materials likely to create problems. Chemicals used in science experiments, cleaning, and water treatment, are also sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack.

Aircraft Crashes can happen anywhere in the country. Small private planes and large commercial aircraft are common in air space over this area seeing that we are centered between Shreveport and Dallas-Fort Worth main airports. A commercial airliner crash remains a potential threat for creating mass casualties.

MAN-MADE:

CIVIL DISORDER: Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could get violent causing the destruction of property and injury or even death to themselves or observers.

ADDENDUMS

These Addendums outline duties and responsibilities for specific college departments. Not all departments will be asked to provide assistance for all campus emergencies. However, each department is expected to maintain internal written procedures, which will allow it to respond to an emergency when necessary.

ADDENDUM A - ATHLETIC DEPARTMENT

If deemed appropriate by emergency personnel, the Director of Athletics or designee will report to the Athletic building.

Training room facilities may be made available as emergency rooms for the treatment of minor injuries.

The Director of Athletics or designee will alert all trainers to be on standby should their assistance be needed.

The Athletic Department will maintain a sufficient supply of emergency medical supplies and bandages to provide emergency first aid.

Authorization for the use of athletic training rooms and trainers for emergency treatment will be made by the

Director of Athletics and coordinated with the Director of Student Health Services.

ADDENDUM B - FOOD SERVICES

Upon alert, food service managers and supervisors should report to their respective operations and await instructions from the Director of Food Services.

The Director of Food Services will be responsible for having at least the following food items on hand, in sufficient quantities to provide at least two daily meals daily to persons on campus during the emergency:

Instant coffee – Cookies - Instant tea - Canned soup - Assorted Condiments - Canned meats
Powdered non-dairy products - Sliced cheese - Plastic flatware - Canned vegetables
Paper cups - Canned fruits - Paper plates and napkins - Distilled water - Individual packs of crackers

The delivery of food items to remote sites will be coordinated with the Dean of Students and the Director of Residential Life.

ADDENDUM C - STUDENT HEALTH SERVICES

Upon declaration of an alert, the DEAN OF STUDENT LIFE/DIRECTOR OF RESIDENCE LIFE will ensure that Health Services staff is available to provide emergency medical treatment. The Student Health Services commitment would not normally include the administration of first aid at locations other than the Health Center. However, a medical professional should be available for calls to the site of a severe injury or a group of casualties.

Should it be necessary to utilize the training rooms at the Athletic Facility for first aid assistance, the Director of Student Health will coordinate treatment and make every attempt to provide medical staff.

Mass casualties resulting from a major catastrophe may preclude effective medical assistance and triage at the site of the catastrophe. In such event, the Director of Student Health will assist in coordinating efforts with outside medical support organizations and prepare to receive casualties.

The Director of Student Health has the authority to request assistance from outside medical facilities. Should this become necessary, the Director should advise Campus Security to assist in the coordination.

ADDENDUM D – HOUSING

The Dean of Students/Director of Residence Life or his/her designee will be present on campus.

The Dean of Students/Director of Residence Life will ensure the presence on campus of such personnel under their supervision as the emergency may warrant, or will ensure that necessary help is available when required.

Prior to the designation of an alert, the Department of Residence Life will ensure those individuals residing in residence halls and apartments are familiar with appropriate emergency actions to take should such an alert be necessary.

Upon notification of an alert, Department of Residence Life personnel will make every effort to have Residence Hall and apartment occupants who live within the Hawkins, Tyler, Big Sandy, Gilmore, Longview, Lindale, Mineola, and Gladewater area leave the campus and proceed to their homes for the duration of the alert.

The relocation and evacuation plans of Residence Halls and the Student Apartments will be coordinated with Campus Security to ensure the security of personal effects left in the facilities. Residence Hall Assistants should be directed to obtain names of all individuals at evacuation sites during the alert and provide this list to the Campus Security and appropriate administrators.

ADDENDUM E - HUMAN RESOURCES

Upon notification of an alert during operational hours, the Vice President for Business and Finance Administration and the Director of Human Resources will ensure that appropriate individuals are available to assist in necessary personnel activities. If required, the Director of Human Resources will coordinate with the Vice President for Business and Finance Administration, and the Office of the President, to facilitate the appropriate release of personnel from their workstations.

Should the alerted event pose a threat to personnel records in the University Human Resources Office, the Director of Human Resources should coordinate the removal of appropriate documents with the Director of Facilities Services. The Director of Human Resources and the Director of Facilities Services will designate an appropriate storage location at the time of the alert.

ADDENDUM F - FACILITIES SERVICES

Upon notification of an alert, the Director of Facilities Services will ensure that appropriate personnel are on campus and available to carry out the duties already designated in this operational plan.

The Facilities Services Department has one of the most responsible and visible functions during an alert. To facilitate their operation, the Director of Facilities Services Campus Security will work in close cooperation to make sure all operational aspects are accomplished.

Facilities Services personnel will ensure that operational vehicles and necessary emergency equipment assigned to their department are filled with gasoline and available for evacuation and the relocation of equipment on or off campus when necessary.

Director of Facilities Services will maintain updated internal written procedures to ensure that physical personnel can adequately respond to emergency situations.

ADDENDUM G – CAMPUS SECURITY DEPARTMENT

Upon declaration of an alert, the Campus Security will declare the Campus Security on alert status and all members of the department will be placed on standby status for emergency recall to duty.

If necessary, Officers will be divided into teams. Each team will be assigned to work twelve-hour shifts under the supervision of a shift supervisor.

Officers who are not on duty will remain available via telephone or may be required to remain on campus. If it appears that the emergency situation will be of a long duration, the Director of Campus Security will see that food and sleeping arrangements are made for all emergency personnel. Those officers who wish to remain during their off-duty time will be allowed to do so.

Specific details of the Campus Security operation during an emergency will be outlined in Campus Safety procedures.

Infrastructure Failures

Electrical Failures

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.

Plumbing Failures / Pipe Ruptures

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

Natural Gas Leaks

- Open windows, if possible, to increase ventilation and let gas escape.
- Turn off all possible ignition sources.

- Do not turn on lights or any electrical equipment.
- Do not use the phone for any other reasons
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

Elevator Failures

- Persons trapped in elevators should use emergency telephones in elevators to call the Campus Security.
- Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians, and fire/rescue personnel are permitted to conduct elevator rescues.

Hazardous Materials – HAZMAT

HAZMAT incidents may be:

- Indoor and outdoor fuel spills;
- Solvent or other chemical spills in shops;
- Chemical or biological spills in buildings and laboratories;
- Chemical odors in buildings;
- Natural gas smells and leaks; or
- Fires in laboratory or other facility involving highly toxic chemicals, infectious substances or radioactive materials.

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away.

If you are the HAZMAT user:

- Leave the area of the spill first and go to a safe location nearby.
- Determine if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection.
- Manage the generated waste appropriately.
- Consult your supervisor as necessary.
- Isolate the spill area to keep everyone away and post signs as necessary.

Additional Actions for HAZMAT

1. Close all doors and windows to the outside.
2. If there is a chemical, biological or fire hazard, do not use elevators.
3. Turn off all machinery.
4. If in laboratories, reduce all operations to safe conditions as quickly as possible, pull down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio safety cabinets, or building ventilations systems were turned off.

5. Limit the use of telephones so that emergency communications will not be hindered by non-essential calls.
6. Do not go outside or attempt to drive unless you are specifically directed to evacuate.
7. Remain in place until college or emergency management officials tell you it is safe to leave

Bomb Threats

Upon Receiving a Bomb Threat by Phone:

1. Remain calm.
2. Listen carefully.
3. Do not interrupt the caller:
4. Try to keep the caller talking;
5. Keep the caller on the line as long as possible;
6. Do not anger the caller;
7. Write down exactly what the caller says.
8. Try to determine
 - a) Time device is set to detonate;
 - b) Device location;
 - c) Description of device;
 - d) Type of explosive utilized;
 - e) What will cause the device to detonate;
 - f) If the caller is responsible for placing the device;
 - g) Why the device was placed;
 - h) Name, address, and phone number of caller;
 - i) Organization represented by the caller;
 - j) Exact wording of threat;
 - k) Time and length of call and number call was made to;
 - l) Age, gender, and voice characteristics of caller; and
 - m) Background noises in the calls.
9. **Notify Campus Security – (903)730-4890 ext. 2775**
10. Do not erase threats if they are left on voice mail.
11. Notify your supervisor.
12. Meet and cooperate with responding Campus Security personnel.

Workplace Violence/Criminal Behavior

Workplace Violence

Individuals who become violent at work or threaten to become violent have usually displayed behaviors long before they take any action. Individuals prone to workplace violence may:

1. Be chronically disgruntled;
2. Be inflexible;
3. Cause trouble on the job;
4. Frequently changing jobs;
5. Be quick to perceive unfairness or malice in others;

6. Be unwilling to take responsibility for problems – it's always someone else's fault;
7. Often challenging management's requests, either passively or actively;
8. Have a deep sense of entitlement;
9. Have a past history of violent acts or threats;
10. Have complaints that often appear to be of a paranoid nature; i.e., blown out of proportion and taken personally, especially when action was not intended that way;
11. Have recently experienced stressful events;
12. Have access to weapons or fascinations with weapons (They will often mention this to others.);
13. Abuse alcohol or other substances;
14. If there have been allusions to violent acts committed by others and an expression of empathy with those who resort to violence.

On- the- Spot Managing of Violence

1. Remain calm.
2. To the extent that you can, try to continue to communicate with the individual calmly and confidently.
3. Call the Campus Security at EXT. 2775. If you cannot call, instruct others to call. Report your name and location and information on "who, what, where and when."
4. Do not physically attempt to get the suspects to leave. Do not touch them.
5. If violent behavior is occurring, escape, hide if not already seen, or cover up if injury is likely.
6. Make every possible effort to get others out of the immediate area.
7. Never attempt to disarm or accept weapons from suspects.
8. Don't argue, threaten, or block suspects' exit.

Criminal Behavior

Immediately call the Campus Security EXT. 2775 from any on-campus phone and be prepared to report information that may include:

1. Your name and present location;
2. Nature of incidents;
3. Locations of incidents;
4. Descriptions of persons involved;
5. Description of property involved; and
6. Where suspects were last seen and their direction of travel.

Active Shooter

In the event of an active shooter, quickly determine the most reasonable way to protect your own life. Active shooter situations are very unpredictable, evolve quickly, and are often over in 10 to 15 minutes. Before law enforcement arrives on the scene, faculty, staff, and students must be prepared both mentally and physically to deal with an active shooter incident.

J. Evacuate

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
- Keep your hands visible
- Follow the instructions of any Police/ Security Officer
- Generally, do not attempt to move wounded people
- Call Jarvis Campus Security or 911 when you are safe

II. Hide-Out (Shelter in Place)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If an active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any sources of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

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

Take Action Against the Active Shooter

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 and committing to your actions

Emergency Management for Athletic Events (Athletic Emergency Plan – AEP)

Emergency situations may arise at any time during events. Immediate action must be taken to provide the best possible care to the sport participants of emergency and/or life threatening conditions.

Jarvis Christian University has the responsibility to develop and emergency plan that may be implemented when necessary and to provide appropriate standards of emergency care to all sporting participants. This system should involve proper coverage of sporting events, maintenance of appropriate emergency equipment and supplies, and utilization of appropriate emergency medical personnel.

Athletic Emergency Team Personnel

The first responder to an emergency is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The first responder in some instances may be coach or other institutional personnel. An athletic emergency team may consist of a certified athletic trainer, student athletic trainers, coaches, managers, and possible bystanders.

Roles within the Athletic Emergency Management Team

Roles of these individuals within the Athletic Emergency Team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head trainer. There are four basic roles within the emergency team:

1. Establish scene safety and immediate care of the athlete by the athletic trainer or physician
 - First establish safety of the scene and immediate care of the athlete. Acute care in an emergency should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. Activation of the Athletic Emergency Plan (AEP)
 - The Athletic Emergency Plan (AEP) activation, may be necessary in situations where emergency transportation is not already present at a sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. This is the most critical factor under emergency conditions. Activating the AEP may be done by anyone on the Athletic Emergency Team. However, the person chosen to make the call should calm under pressure and who communicates well over the telephone. This person should be familiar with the location and address of the sporting event.
3. Emergency equipment retrieval
 - Equipment retrieval may be done by anybody on the Athletic Emergency Management Team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
4. Directions of emergency transportation to the scene
 - Making sure emergency transportation can be directed to the scene of the emergency is very essential. One member of the team should be responsible for meeting the emergency transportation personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role.

Activating the Athletic Emergency Plan (AEP)

Making the call:

- Call 911 (if available)
- Notify campus police at (903)730-4890 ext. 2775
- Telephone numbers for local law enforcement, fire department, and ambulance service

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

Emergency Procedures

The following are guidelines for emergency situations at Jarvis Christian University

Injury Occurring During Practice/Game:

- The coach should send for the Certified Athletic Trainer. The coach should hold the athlete motionless until the athletic trainer arrives
- The coach should brief the athletic trainer on the mechanism of the injury, symptoms, and any other pertinent information
- The athletic trainer will conduct the evaluation and decide as to the disposition of the injury, and the appropriate course of action.
- If the situation is an emergency, the athletic trainer will activate the Athletic Emergency Plan (AEP)

If the Certified Athletic Trainer is Unavailable, the Following Procedures Should be followed:

- Stabilize the athlete. Check for breathing and pulse. If both are not present, the coach should have another responsible person to call EMTs, and initiate CPR if certified to do so.
- The coach or assistant should obtain the athlete's insurance information and take to the hospital with the athlete
- When the ambulance arrives, allow EMTs/Paramedics to work on the athlete and clear the area. Make sure the athlete's parents are contacted as soon as possible

For Non-Life Threatening Injuries:

- The coach should send for the athletic trainer or call him/her on the phone, indicating a potential injury. The coach should give the location, and remain with the athlete until the athletic trainer arrives

- The coach should brief the athletic trainer on the mechanism of the injury, and any other pertinent information
- The athletic trainer will conduct the evaluation of the athlete, and decide as to the extent of the injury, and take the appropriate action.

If the Certified Athletic Trainer is Unavailable for a Non-Life Threatening Injury, The Following Procedures Should be Used:

- The coach should make note of the injury, instructing the athlete to see the athletic trainer the next day for further evaluation. The coach may also leave a message on the answering machine with the name and injury of the athlete
- The coach should only give the athlete ice for pain and swelling. Never give the athlete any type of medication or ointments.

Procedures for Athletes from a Visiting Team Traveling Without a Certified Athletic Trainer

- The Jarvis Christian University Athletic Training Staff will assist the athlete with any injuries and will decide what course of action to take.
- If the situation is a medical emergency, an ambulance will be notified through the Athletic Emergency Team (AEP) and the athlete will be transported to the nearest emergency room. The visiting team is responsible for contacting the athlete's family and for providing proper insurance information
- All other non-life threatening injuries will be treated using first aid protocols, and the visiting coach will be instructed to have the athlete be seen by the Certified Athletic Trainer at their institution.

Non-Medical Emergencies

For the following non-medical emergencies: fire, bomb threats, severe weather, and violent or criminal behavior, refer to the Jarvis Christian University Emergency Management Plan (EMP) and follow the instructions given.

Emergency Pandemic Plan

Unlike many other disasters that have the potential for destroying or disrupting a large portion of the University's infrastructure, a pandemic's greatest impact will be on student, personnel, and absenteeism leaving our facilities largely untouched. Disruptions that do occur will result from insufficient numbers of personnel available to provide expected services. Higher education will be the most severely impacted because of risks resulting from students, faculty and staff and because our campus is open and accessible to the local community at large.

- Academic Affairs
- Business Affairs
- Communications and Marketing

- Human Resources
- Public Safety
- Information Technology
- Residential Life
- Food Services

OBJECTIVES

This plan is guided by the following principles:

- To protect and support the health, safety and welfare of our students, faculty and staff, as well as the assets and property of the University.
- Maintain our commitment to fulfilling the University mission to provide teaching, research and service as long as possible.
- Establish a multi-faceted approach to communicate with the campus and the larger community.

The following definitions are intended to apply to all University divisions, departments and offices.

- Essential functions – University functions that directly protect the health, safety and/or welfare of students, faculty, staff and visitors or preserve the assets, property, and information infrastructure of the University.
- Essential personnel – Persons identified, by the President of the University and Vice Presidents, as having a direct role in the protection of the health, safety and/or welfare of students, faculty, staff and visitors or the preservation of assets and property of the University.
- Pandemic Event – A new pandemic/virus must emerges. The pandemic has to make humans sick (most do not). It must be able to spread efficiently through coughing, sneezing, or a handshake, or through contaminated media such as doorknobs.
- Pandemic Levels – In an effort to establish “triggers” which will signal University response at different stages of the emergency the pandemic event has been divided into the following levels:
 1. Level One – First cases of the pandemic transmission in the U.S. or Internationally.
 2. Level Two – Center for Disease Control (CDC) or World Health Organization (WHO) recommendations for safety of the pandemic are issued.
 3. Level Three – Once recommendations for the pandemic has been issued (Level Two), The President, Executive Cabinet, and Board of Trustees will determine the timeframe to activate Level Three: **Campus will be closed.**

4. Recovery – Upon declaration of termination of the pandemic by the World Health Organization (WHO) or The Center for Disease Control (CDC) the College will begin its recovery period.

OPERATIONS PLAN

The following pages contain the operation plan of each University department/office that has a role in preparing for, dealing with, or recovering from a pandemic event. These plans indicate what actions each office will be taking when the emergency pandemic has been issued.

ACADEMIC AFFAIRS

PANDEMIC OPERATIONS PLAN

The Academic Affairs Department will work with deans to develop scalable distance education courses in all General Education categories over the next 1-2 years.

Timing considerations:

1. If and when the University closes for an extended time period due to pandemic, consideration will be given to the timing and duration of the closure. The best alternative is the University calendar allows classes to be postponed during the pandemic closure and continue when the University reopens.
2. If the University were required to close during the spring or fall semester(s) for up to two weeks, there would be an opportunity to make up work missed and provide the required class credit without significantly altering the semester calendar/structure.
3. For any closure extending beyond two weeks—the University will consider extending the semester through the end of May (with Commencement held before the end of the semester), and/or through summer session I and II. If necessary the fall semester could be extended into the end of December and/or winter term.)

If the University closes near the end of the semester (within four weeks of semester end), the University could make an exception to required contact hours and allow the award of grades based on the grade in place at the time of the closure.

Alternative Forms of Instruction

- Assuming internet systems are operable, seminar classes with ten students or fewer could continue through conference call classes
- Some courses could be completed through independent study, directed reading, and written assignments via e-mail, list serve, and mail.

Short-Term Options

The following recommendations are based on the assumption that the e-mail system and course management system servers are functioning:

- The Academic Department will ask faculty to create list serve for all classes to be used if the University is closed for more than two weeks.
- Basic minimum: Telephone conference call support.
- Academic Affairs will provide support for setting up of conference calls. Faculties without computer access or computer skills have the option to set up conference calls with their students to facilitate discussions. Faculty will receive instruction from the Department of Information Technology, for this technology.

BUSINESS AFFAIRS AND FINANCE

PANDEMIC OPERATIONS PLAN

1. The University will identify essential functions that must continue to be supported during event.
2. The University will outline policies on how employees are to be paid in the event of a pandemic.
3. Information Technology (IT) will provide necessary support to allow essential functions and essential employees to work from remote locations.
4. The Office of Business Affairs will be able to receive and send files electronically and make other required payments such as payroll, tax deposits and benefits, and deduction payments to appropriate outside vendors.

Levels	Essential
Level One	Full Staff
Level Two	Full Staff
Level Three	1. Vice President 2. Controller 3. Asst. Controller 4. Payroll 5. Treasurer
Recovery	Full Staff

COMMUNICATIONS & MARKETING

PANDEMIC OPERATIONS PLAN

Creating a Parents Listserv – ideally prior to a crisis. This would be another mode of communication rather than just leaving them to call the University. This listserv could be used other times, not just in times of crisis.

Job one will be communicating with the various audiences – students, faculty, employees, the media, Board of Trustees, parents, the general public and alumni. Other functions will cease until the crisis passes.

Information will have to disseminate quickly and accurately in order to head off a storm of rumors.

Much of our work during this time will take place on-campus, although some writing and updating of the website could be done off-campus.

Personal days and vacation time will be postponed until the pandemic is clear.

HUMAN RESOURCES

PANDAMIC OPERATIONS PLAN

Level	Description	Essential
Level One	HR Business as usual	Full Staff
Level Two	1. Preparing for call off and pay procedures 2. Push Communications to employees 3. Begin waves of training for pandemic 4. Review HR Policies on pandemics	Full staff
Level Three	1. Reinforce policies – FMLA, sick leave, etc., to ill employees away from work 2. Assistance to any/all departments who are in need.	May work from office or home if technology is operating correctly.
Recovery	1. Entire campus may not open at once— waves of employees returning according to essential duties and campus needs. Prepare paperwork, i.e., death, return to work, sick leave, etc. 2. Employees unable to return due to illness must have proper paperwork (FMLA, etc.) sent and days	Full staff

	missed recorded/reconciled. When able to return to work, MD slips without restrictions must be provided PRIOR to coming to campus. Reconcile with Payroll to determine payment of employees, if applicable and adjusting benefits leave balances.	
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PUBLIC SAFETY
PANDEMIC OPERATIONS PLAN

Level	Description	Essential
Level One	Maintain All Duties	Full Staff
Level Two	Maintain all Duties and the following: 1. Review Emergency Response Plan 2. . Review roles and proper responses for officers 3. Estimate numbers of people likely to remain on campus during the event	Full Staff
Level Three	Maintain All Duties and the Following: 1. Obtain list of essential personnel 2. Patrol perimeter and inside of main campus 3. Systematically begin to secure and close all campus buildings 4. Reduce flow of vehicular and pedestrian traffic through campus	Full Staff

Recovery	Maintain All Duties and the Following: 1. Written report on activity on campus during pandemic 2. Resume normal activity	Full Staff
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OFFICE OF INFORMATION TECHNOLOGY

PANDEMIC OPERATIONS PLAN

The University will

- Identify the essential functions that must continue to operate during the period of the pandemic.
- Categorize the essential functions into those that will be performed from a remote location and those that must be performed on site.
- Will obtain a list from each department of the essential functions and their category.
- Will obtain the names, telephone numbers, email addresses, and departments of the individual staff members responsible for essential functions that will be performed from a remote location.
- When the event is declared, authorize IT to repurpose and provide appropriately configured University -owned personal computers for essential employees who require such access to use at their homes during the event.
- Require that any office permitting remote access to Jenzabar and other systems by their employees also require that University -owned computers in employees' homes will:
 - A. Not be used for non-Jarvis Christian University business purposes such as casual Internet browsing.
 - B. Not have additional applications installed unless approved by IT.
 - C. Not be used by individuals other than the employee.
- require that any office permitting remote access to Jenzabar and other systems through personally owned microcomputers will require such devices to:
 - A. Have up to date virus protection software installed.
 - B. Have up to date spyware detection software installed.
 - C. Have a firewall enabled on the computer.
 - D. Have a complete security check of the system run by the user prior each access period if the device is used for non-Jarvis Christian University business purposes (e.g. web browsing) or by persons who are not authorized access to the system.

- IT will only support those functions identified as essential to the continuing operation of the University.
- Additional funding for technology accommodations that may be needed for functions to be performed from a remote location will be extremely limited or not available.
- End user support for individuals working at home will be limited to that provided via telephone or online. IT will not be tasked to travel to these locations to provide on-site support.
- Individuals will be responsible for providing any telephone or ISP services needed to support their home offices.

Full IT Department Staff should Available for on-campus and off-campus task

RESIDENTIAL LIFE

PANDEMIC OPERATIONS PLAN

Residential Life is assuming that if the University makes the decision close, residence hall students will be required to leave campus.

Level	Description	Essential
Level One	Maintain Normal Operations	Full Staff
Level Two	1. Make plans for closing halls 2. Name essential staff 3. Prepare telephone lists for communication purposes 4. Initiate communications to students and parents	Full Staff
Level Three	1. Make sure proper precautions are followed by workers 2. Distribute emergency phone roster 3. Check to make sure all closed buildings are secured 4. The Director of Housing and Residential Managers will perform normal duty rounds and checks on residential halls on a daily basis	Full Staff
Recovery	1. Communicate to all staff that campus will reopen	Full Staff

	2. Send communication to staff /students about opening 3. Housekeeping/ Maintenance staff prepare buildings for opening 4. Make a list of what went well ; what needs to be improved 5. Proceed as normal	
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FOOD SERVICES

PANDEMIC OPERATIONS PLAN

Level	Description	Essential
Level One	Business as Usual	Full Staff
Level Two	1. Complete emergency response menu. 2. Identify number of meals served 3. Contact food service users of possible closing 4. . Supply staff with HR info and schedules	Full Staff
Level Three	Food Services is closed for business. 1. Issue closing information to staff and students 2. Forecast unit opening dates 3. Checks to ensure all units, storage areas are secured 4. Continually monitor the health and wellness of staff.	Closed – No Staff
Recovery	1. Communicate to all staff that campus will reopen 2. Send communication to staff /students about opening	Full Staff

	3. Dining Services staff prepare buildings for opening 4. Notify all employees and vendors 5. Evaluate present meal plan and menus to see if what changes are needed	
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