

BELLARMINE UNIVERSITY

2018-2019 Campus Emergencies and Evacuation Procedures

Bellarmino University's Emergency and Evacuation Procedures are available to the campus community in the *Disaster Preparedness Manual*. For more information regarding Emergency Response and Evacuation Procedures, please visit:

<http://www.bellarmino.edu/docs/default-source/security-docs/2015-disaster-preparedness-plan.pdf?sfvrsn=2>

Procedures for Reporting a Crime or Emergency

All students, faculty and staff members within the Bellarmine community are strongly encouraged to report all crimes and safety related issues accurately and promptly to the Department of Public Safety. It is important to report these crimes for investigations, making necessary timely warnings or if assistance is needed from local law enforcement agencies and other first responders. The Department of Public Safety can be reached on campus telephones at the four-digit number 7777. Off campus callers can reach The Department of Public Safety at 502-272-7777. The Department of Public Safety is located on the ground floor of the Centro Treece Hall in CNTH-054.

The campus is equipped with eleven outdoor emergency blue phones that are programmed to call the Department of Public Safety automatically when activated. Pressing the red button initiates an emergency call. Courtesy phones are free of charge and located in the lobbies or inside public areas of most university buildings. Students and employees can use these accessible telephones to call the Department of Public Safety. The emergency blue phones are tested bi-weekly.

The Bellarmine community is also encouraged to download the mobile app 'LiveSafe' that allows users to communicate with the Department of Public Safety through real-time interactions including location-tagged text, calls, photos and videos.

Emergency Notification System

This system is intended for the immediate dissemination of specific information regarding an emergency. The Rave Alert Emergency Notification is used to communicate with the Bellarmine Community. The Rave Alert Emergency Notification uses all available methods to send emergency alerts – mobile phones, landlines, email and text as needed during a major emergency or disaster situation. Webpage notification will be used as well. These methods of communications should be supplemented by two-way radios, if operable. Two-way radios are frequently used on campus by employees in the Office of Public Safety and the Facilities Department.

The EOC, if established, shall be the focal point for all communications to and from campus administrators. Each administrator, upon receiving notification of an emergency, will pass along this information to all those departments and offices under their direction and will appoint any representatives as deemed prudent to handle future dissemination needs.

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Direction and Control

The President of Bellarmine University or his/her designee will direct emergency operations (in conjunction with the Policy Group), with the assistance and input of an **EOT**. This team will be made up of the following persons:

POLICY GROUP	
Office	Phone Number
President’s Office	502-272-8234
Provost	502-272-8160
VP of Student Affairs	502-272-8304
VP of Administration & Finance	502-272-8263
VP of Communication and Public Affairs	502-272-8046
VP of Enrollment Management	502-272-8376
Asst. VP of Facilities Management	502-272-8014

EMERGENCY OPERATIONS TEAM (EOT)	
Office	Phone Number
Director of Public Safety	502-272-7777
Dean of Students	502-272-8426
Director of Health Services	502-272-8493
Director of Facilities Management	502-272-8117
Director of Information Technology	502-272-8098
Chief Human Resources Officer	502-272-8236
Chemical & Hygiene Officer	502-272-8219
Director of Campus Ministry	502-272-8051
Director of Campus Recreation	502-272-8312
Director of Counseling Center	502-272-8480

The President or his/her designee shall provide leadership, direction, and coordination of all activities.

The VP of Student Affairs or his/her designee shall be responsible for coordinating all activities of campus security, maintenance, and all other facilities support personnel, in the performance of all tasks and responsibilities necessary to safeguard and/or restore all University facilities. The VP of Student Affairs shall ensure that disaster assessment teams are assigned to evaluate damage and shall direct or coordinate all repairs and maintenance of all affected buildings, roads, parking lots, drainage systems, electrical, gas and water services, and all other essential services. The Provost shall advise the President and the VP of Student Affairs of any conditions that pose a threat to life, property, or completion of assigned tasks.

Emergency Response Procedure

Upon the activation of the Emergency Plan by the President or his/her designee, the Emergency Operations Team (EOT) will convene as quickly as possible in the Horrigan Hall/Campus Center Fireplace Room (CNTH123), or the designated alternate site, and address the following tasks:

- Obtain a briefing on the status of the situation to date, from the Department of Public Safety, Facilities Management, and any other relevant parties, including external agencies such as LMPD, fire department, and utilities.
- Determine the institutional effects of the emergency. Review emergency goals and response priorities, develop an action plan, and determine the need to establish a centralized Emergency Operations Center.
- If necessary, authorize a temporary suspension of classes, campus closure, or evacuation.
- Establish communications with affected areas and determine the safety of assumed unaffected areas. This internal communication plan should include email and text-messaging to everyone on campus.
- Establish special services as needed, e.g., temporary shelter, communications, and transportation.
- Provide appropriate security at critical sites. Post any signage or place barricades where needed.
- If applicable, coordinate any casualty notifications.
- If not establishing an EOC, ensure that all media relations will be covered from a central location. The Bellarmine Vice President for Communication and Public Affairs, or his designee, will coordinate all press releases; manage any news conferences, site tours, interviews, and other communications issues.
- Develop emergency-specific policies as needed and disseminate this information as needed.
- Determine Bellarmine priorities for the recovery of any mission-critical teaching and research programs which may be affected.
- Plan the resumption or temporary relocation of affected University activities.
- Address any legal issues associated with the emergency.
- Determine and implement internal communication strategies, including email, text-messaging, and website communication.

Duties and Responsibilities

1. The President of Bellarmine University or his senior officer:
 - Determines and declares a campus State of Emergency.
 - Directs emergency operations.
 - Provides the Board of Trustees with updated information in a timely manner.
2. Vice Presidents and Directors:
 - Prepare for emergency situations by ensuring that all staff under their direction fully understand the operation of the Disaster Preparedness Plan, as well as their duties and responsibilities connected with the plan.

- Inform subordinates of the emergency condition.
- Maintain communications with both the EOC and their employees, relaying critical and relevant information up and down the chain.

3. Faculty and Supervisors:

- Educate students and/or employees about campus emergency procedures, especially the evacuation procedures, as set forth in this plan.
- Continually evaluate assigned facilities and activities and report all immediate safety hazards to the EOC. All other problems can be sent to the Office of Facilities Management, via a service request.
- Inform students and/or employees in the event of an emergency and initiate Emergency Procedures, as outlined in this plan.

Media Relations

Bellarmino University realizes the importance of expediting the orderly flow of accurate information to the general public before, during, and after a serious incident or disaster. With that in mind, the University has one basic guideline to be observed during a crisis situation:

ONLY authorized spokesperson(s) will meet with, or talk to, the media.

The VP of Communication and Public Affairs or his/her designee, will be the designated spokesperson for Bellarmine University in the event of an emergency, unless otherwise determined by the University President. University personnel will report all emergencies in accordance with the instructions contained within this plan. They will not communicate with outsiders, especially members of the media, on behalf of the University, concerning the emergency, unless authorized to do so by the University spokesperson or the President.

General Evacuation Procedures

In the event of the need to evacuate a building, or buildings, the following procedure shall be implemented:

- Notice to evacuate the building will be transmitted via the fire alarm system or, in the event of an alarm system malfunction, by oral instructions. Email and/or text-messaging will also be used to convey this information.
- When the fire alarm sounds, everyone is to evacuate the building immediately and go to their designated meeting point.

All faculty and/or staff members in the affected building should:

- Faculty instructors should review with their class the Emergency Procedures poster that has been placed in each class room. The Emergency Procedures poster provides detailed information that is helpful should there be a need to evacuate the building and/or classroom. Faculty members should also call 9-911 for immediate assistance, then call the Office of Public Safety (502-272-7777).

- Ensure that all students evacuate in a prompt and orderly manner and go to their designated evacuation point.
- Supervise and assist in the evacuation of students with disabilities. In the case of fire or hazmat release, when an individual with mobility impairment is present, take the individual to the nearest stairwell, away from traffic. Then go immediately to the nearest security, police, or fire official, and notify him/her of the individual's location or call the Office of Public Safety (502-272-7777) if you are unable to locate any emergency personnel.
- Staff from the Residence Life Department will be charged with assisting handicapped persons and Residence Life Staff will also document and notify the Office of Public Safety of who in their building will need such assistance each semester.
- Keep everyone a safe distance from the affected building(s) and at their evacuation assembly point, in order to ensure as much as possible that everyone is out of the building.
- Help maintain a clear path for all emergency vehicles.

DO NOT return to affected building(s) until specifically instructed to do so by a University official.

Campus-Wide Evacuation

There may come a time when, due to unforeseen circumstances, the entire Bellarmine University campus would need to be evacuated as immediately as practical. Should that extraordinary event occur, the following procedures will be put into effect:

- Notice to evacuate the buildings will be transmitted via fire alarms, if accessible, or by assigned or senior authority staff, if not.
- The Rave Alert Emergency Notification will also be used to convey this information.

All faculty and/or staff members should:

- Faculty instructors should review with their class the Emergency Procedures poster that has been placed in each class room. The Emergency Procedures poster provides detailed information that is helpful should there be a need to evacuate the building and/or classroom. Faculty members should call 9-911 for immediate assistance (if life safety is in immediate danger), and then call the Office of Public Safety (ext. 7777, Cell #502-379-3675).
- Ensure that all students evacuate in a prompt and orderly manner and advise them to go directly to their vehicles, friends' vehicles, or a bus stop.
- Supervise and assist in the evacuation of students and personnel with disabilities. (See Section 16 for more detail.)
- Once off campus, monitor email, radio and television broadcasts for notices regarding the return to campus.

Personnel in the Bellarmine University Department of Public Safety shall contact all relevant emergency services immediately and assist in the clearing of buildings and directing of traffic as needed.

Evacuating Persons with Disabilities

All departments with faculty or staff members who have disabilities are to assign two or three individuals within their department/unit to assist disabled individuals in the event of the need for an evacuation. Faculty should be aware of students in their classes with disabilities and be prepared to assist and/or assign student assistance for students with disabilities.

The Residence Life Office provides the Department of Public Safety with an updated list of resident students who need special assistance during an evacuation.

Visually Impaired/Blind: Advise the person you are assisting of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and note any obstacles in your path. When you reach safety, orient the person to a safe area, and ask if he/she needs further assistance.

Hearing Impaired/Deaf: Persons who are deaf or hearing impaired may not observe an audible fire alarm. While most fire alarms on Bellarmine's campus are newer with ADA-approved type with flashing strobe light, it may still be necessary to attract the hearing impaired individual's attention and communicate that a fire evacuation alarm has been activated. This can be done by:

- Writing a quick note, informing the person of the situation, and directing them to the nearest evacuation route and the assembly area, or face them so they can read lips.
- Turning the light switch on and off to gain the person's attention. DO NOT do this in the event of a gas leak, as the electrical switch may create a dangerous ignition situation. Then indicate through writing or verbal gestures what is happening and what to do.

Sample Script: THERE IS A FIRE! Follow me to safety; we are going to the front lawn.

Persons Using Crutches, Canes, Walkers or Wheelchairs: In an emergency evacuation, these individuals should be treated in the same manner as injured persons. Have the person sit in a sturdy chair, preferably a chair with arms, and follow this procedure for non-ambulatory persons.

Procedures for Evacuating Non-Ambulatory Persons

Most non-ambulatory persons will be able to exit a building safely if they are on the ground floor. For floors above ground level, the needs and preferences will vary with the individual. Always consult the person as to his/her preferences regarding:

- Ways of being removed from a wheelchair
- The number of people necessary for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After-care: if they are removed from the wheelchair, is a stretcher, chair, or paramedic attention necessary?

Next:

- Check the evacuation routes for obstructions before assisting the person to the exit
- Delegate other volunteers to bring the wheelchair
- Reunite the person with the wheelchair as soon as it is safe to retrieve it
- Be aware that some people have minimal ability to move. Lifting or moving them too quickly may be dangerous to their well-being. It may be necessary for trained rescue responders to bring the person out of the building.

Even if this situation exists or if you are physically incapable of assisting the individual in the prescribed manner, at least move the person to a “Safe Area of Rescue”, generally next to a fire exit stairwell furthest from the suspected area of the emergency to wait for assistance.

