

BELLARMINE UNIVERSITY

2014-2015 Campus Emergencies and Evacuation Procedures

Bellarmino University's Emergency and evacuation procedures are available to the Campus Community in the *Disaster Preparedness Manual*. This manual is available via the staff and students portals on the Bellarmine website.

Reporting an Emergency

ALL EMERGENCIES SHOULD IMMEDIATELY BE REPORTED TO THE BELLARMINE UNIVERSITY CAMPUS DEPARTMENT OF PUBLIC SAFETY.

- Dial extension 7777 from any campus telephone
- Dial 272-7777 (Office number) from a non-campus phone

In the event of immediate need of an ambulance or firefighting equipment, also dial 9-911 from any campus phone or 911 from any non-campus phone.

Emergency Notification System

This system is intended for the immediate dissemination of specific information regarding an emergency. The emergency notification will be issued without delay and taking into account the safety of the community. The only exception is if doing so will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Telephones, landline and/or cellular, email, text-messaging, and webpage notification shall be the primary means of emergency notification on Bellarmine campus during a major emergency or disaster situation.

These methods of communications should be supplemented by two-way radios, if operable. The Emergency Operations Center (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.

Direction and Control

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

1. University President (272-8234)
2. Executive Vice President & Provost (272-8160)
3. Vice President of Student Affairs (272-8304)
4. Vice President of Administration & Finance (272-8263)
5. Vice President of Communications and Public Affairs (272-8046)
6. Vice President of Enrollment Management (272-8376)

7. Vice President of Development & Alumni Relations (272-8328)
8. Assistant Vice President of Facilities Management (272-8117)
9. Dean of Students (272-8426)
10. Director of Department of Public Safety (272-7388)
11. Director of News Media & Social Network (272-8329)
12. Director of Facilities Management (272-8117)
13. Director of Information Technology (272-8098)
14. Chief Human Resources Officer (272-8236)
15. Graduate Resident Director (272-7105)
16. Chemical and Hygiene Officer (272-8219)
17. Director of Campus Ministry (272-8051)
18. Director of Sports, Recreation, & Fitness and Health Services (272-8312)
19. Registrar (272-8133)
20. Engineer Information Technology (272-8301)
21. Director of Counseling Center (272-8480)

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

The Vice President for Academic 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. This Vice President 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 Vice President shall advise the President and Executive Vice President & Provost of any conditions that pose a threat to life, property, or completion of assigned tasks.

Emergency Plan Activated - Emergency Response Procedures

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 (CC123), 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

A. The President of Bellarmine University or his/her 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

B. 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, and relaying critical and relevant information up and down the chain.

C. 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 Emergency Operations Center. 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 University Vice-President for 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.

(Also refer to the campus Crisis Communication Plan Title VI. Pg.-4)

Panic Buttons

Once a panic button is activated by staff, a phone call will be generated to the Department of Public Safety with a recorded message indicating where the panic button was triggered. Public Safety will immediately dispatch a patrol officer to the scene and call 911 for police response to unknown trouble. The Director of Public Safety is notified as soon as practical after receiving the alarm and dispatching responses.

Evacuations

Each building on campus has a Building Emergency Action Plan (**BEAP**) to provide for students, faculty, staff and visitors during an emergency. Each Emergency Action Plan was developed not only to provide for the safety of the University community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38.

The Building Emergency Action Plan will be tested annually. The Department Chairpersons and Administrators are responsible to ensure that the department uses and implements the BEAP.

The assigned Building Emergency Coordinator (**BEC**) is responsible for the plan and employee education regarding this plan. The Department of Public Safety will coordinate with the BEC the testing of the plan annually. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency The BEC will implement the Building Emergency Action Plan and coordinate emergency actions to ensure the safety of the people in the building. The BEC emergency duties include the following:

- Ensure that the notification to emergency agencies can take place.
- Assist in building evacuation.
- Report to the assembly area.
- Account for evacuated personnel.
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, and special hazards in the building, unique conditions).
- Develop specific procedures to assist persons with physical disabilities that are assigned to the department.
- Assist physically disabled employees, students, or visitors.