



Active Aggressor Preparedness Plan

Bellarmino University

2017

1. Purpose

The basic procedures outlined in this plan are intended to enhance the protection of the Bellarmine University campus and facilities in the event of a major emergency or disaster.

In any emergency, Bellarmine University's overriding concerns are as follows:

- **Life safety**
- **Securing critical infrastructure and facilities**
- **Resuming normal operations as quickly as possible**

Whenever an incident affecting the campus reaches proportions that cannot be handled through normal procedures, the University President or his/her designee may declare a state of emergency and implement all, or any applicable portion(s) of this plan, as well as authorize any other extraordinary measures as deemed necessary, due to the nature and scope of the emergency.

The Campus Crisis Communication Plan is an additional reference, which should be utilized, when addressing or responding to a campus emergency.

2. Scope

These procedures will apply to the Bellarmine Community and all facilities owned and/or operated by Bellarmine University, in order to provide for the maximum protection available for students, faculty, staff members, and property.

3. Declaration of a State of Emergency

The authority to declare a campus-wide state of emergency rests with the President of the University or his/her designee.

The following procedures will apply:

When an emergency occurs, the Bellarmine University Department of Public Safety will initiate appropriate action(s) to contain the situation and safeguard life and property. During normal business hours, the Vice President (VP) of Student Affairs will be contacted immediately. If he/she is unavailable, the Dean of Students will be contacted. Otherwise, the after-hours

emergency contact list (housed in the Department of Public Safety) should be used, and the on-call person will be responsible for contacting the appropriate departmental personnel. The President, the VP of Student Affairs or a designee will be notified of the situation and the need for a declaration of a campus state of emergency.

Should a campus state of emergency be declared, only students, faculty and staff members required to be present will be allowed to remain on campus. All others will be asked to leave until the situation permits their return.

Only those faculty and staff members who have been assigned emergency or trauma team duties by their supervisor, department head, Department of Public Safety, or the **Emergency Operations Team (EOT)** will be allowed to enter the immediate area of the emergency. These assignments can be created *ad hoc* fashion, evolving as the situation dictates, but department heads are also encouraged to assign pre-arranged roles to individuals based upon specific requirements and concerns within a department. **Department heads should pre-assign at least general responsibilities to staff members.** These teams will report to the Director of Public Safety and all other personnel will remain clear of the affected area(s) and continue with their regular duties unless otherwise instructed.

4. Classification of an Emergency

Emergencies are classified to determine the level of immediate action that is required to prevent the loss of life and property for the Bellarmine community. The three classifications of emergencies are Minor, Major and Disaster.

4.1 Minor Emergency

This involves any incident, potential or actual, which does not seriously affect the overall capacity of the campus to function. Minor emergencies have little or no impact upon personnel or normal operations.

Minor Emergencies do not require activation of the Disaster Preparedness Plan

Examples of Minor Emergency:

- Localized chemical spill
- Plumbing failure/Water leak
- Individual Injuries such as sprains, strains

4.2 Major Emergency

This involves any incident(s), potential or actual, affecting entire building(s), and/or disrupting the overall operations of the campus. These events may escalate quickly and have serious consequences for life safety and/or mission-critical functions. Outside services will probably be required at this level, as well as major efforts from campus support services. Major policy considerations and decisions may be required.

Major emergencies may require the activation of the Disaster Preparedness Plan as determined by the President or his/her designee.

Examples of Major Emergencies:

- Building fire
- Major chemical spill
- Extensive power or utility outage
- Severe flooding

4.3 Disaster Emergencies

Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. At this level, casualties and severe property damage may be sustained temporarily suspending University operations. A coordinated effort of all campus resources will be required to effectively control the situation and expedite the return to normal University operations.

Upon the determination, by the President or his/her designee that a disaster emergency exists, the full Emergency Plan is automatically activated.

Examples of Disaster Emergencies:

- Extreme weather conditions
- Major earthquake

- Major hazardous materials incident
- Violent intruder incident
- Bomb threat

5. 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
VP of Development & Alumni Relations	502-272-8328
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.

6. Emergency Operations Center

When a major emergency or disaster occurs, it will be the responsibility of the Bellarmine University Department of Public Safety, at the direction of the Policy Group, to set up and staff the appropriate Emergency Operations Center (EOC). Staffing may require assistance from those in the EOT.

If the emergency does not involve Centro/Treece Hall, then the EOC will be the Fireplace Room in the Centro/Treece Hall (CNTH123). At least one employee should staff the EOC 24/7 until the emergency has passed.

If the emergency compromises Treece Hall, then the EOC shall be located in either:

- Knights Hall
- Allen Hall (2120 Newburg Road)
- A location selected by the President's senior officer in charge and his/her advisory staff.

The EOT will meet in the Fireplace Room and the Policy Group will meet in the Frazier Board Room.

The exact location of an alternate site would be difficult to predetermine and will depend upon the nature and scope of the emergency.

A viable EOC must:

- Be located in a cell phone friendly area
- Have campus and local phone directories (Department of Public Safety)
- Have a two-way radio (Department of Public Safety)
- Web access (IT)
- An operable land-land telephone (IT)

- An operable data line (IT)

Should power or communications and network systems be affected, all contact will be via cellphones until systems are returned to working order.

A staging area for outside and local agency assistance and equipment will be established, if needed, and a conference room or other suitable accommodations will be provided for operations of the combined on-site emergency response personnel. A location will be determined by the President, the Policy Group and the Director of Public Safety depending on the nature and location of the emergency.

7. 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.

8. 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.

(Also refer to the campus Crisis Communication Plan Title VI. Pg.-6)

9. Emergency Response Procedures

Upon the activation of the Emergency Plan by the President or his/her designee, the EOT will convene as quickly as possible in the Centro/Trece Hall 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 EOC.
- If necessary, authorize a temporary suspension of classes, campus closure, or evacuation. If an outside agency/group is having an event, it is the responsibility of their Bellarmine contact to inform them of such suspensions/closures.

- 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 VP of Communication and Public Affairs, or his designee, will coordinate all press releases; manage any news conferences, site tours, interviews, and other communications issues. **(Refer to the campus Crisis Communication Plan VIII. Pg-8)**
- 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.

10. Coordination with Metro Government

All emergency communications with local government agencies should be handled using the 911 system. DO NOT call local Police, Fire, or EMS services directly. The 911 system is set up to prioritize and coordinate from a central point. Contacting local police substations, fire houses, and ambulance services cannot be relied upon to produce accurate information or timely responses. Only use the 911 system for all outside emergency contacts.

In the event of a disaster that affects part or all of the Metro area; local emergency services will be dispatched to the areas deemed to be most critical, such as hospitals, nursing homes, public schools, and government offices. The Louisville Metro Emergency Management Agency works with the list of public schools as primary evacuation points for individuals in need.

Bellarmino University will have to provide as much internal support as possible, for the needs of the campus community, including pre-arranged evacuation points on and off campus, as the situation warrants. **Having staff members trained in emergency response procedures, through the Community Emergency Response Team (CERT) program provides a larger body of on-campus expertise to assist in various types of disasters.** This training is organized and funded through Federal Emergency Management Agency (FEMA) and locally administered through the Metro Emergency Management Agency.

Additionally, the Bellarmine University community, as a part of the larger Metro community, is in a position to lend assistance to the larger community when disaster strikes. In the event of a large scale disaster where the University is impacted minimally or not at all but the surrounding area has suffered beyond the capacity of local, state and federal ability to lend immediate aid and assistance, we can volunteer our facilities, such as large common areas, for evacuation needs. Also, our CERT-trained staff can be called upon to provide service to the community where it is needed. Our nursing staff, health care professionals, or Bellarmine Emergency Response Team (BERT), particularly those belonging to the Medical Reserve Corps, could lend assistance during a large scale emergency. In the event of a large-scale cataclysm, such additional reserves performing triage and other first aid services could make a great difference to the victims.

The primary contact with all Metro Government agencies is the Director of Public Safety.

11. Crisis Protocol

A designee of the Office of Communication and Public Affairs will be assigned to the EOC, if one is established. The designated spokesperson, or their designee, will act as the Bellarmine University liaison with the media. The President, campus spokesperson, and such parties (directly involved) will regularly confer to determine the appropriate media action.

Establishing a Press Area will control and regulate the flow of information provided to the public. Depending upon the location of the EOC, a Press Area will be established in one of the following areas depending on the type of emergency and its location:

- Hilary's (Centro/Treece (CNTH 125)
- Knights Hall (In the front lobby)
- Allen Hall (2120 Newburg Road) Front Lobby

Refer to the campus Crisis Communication Plan Title VII Pg. 7

12. 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.

13. 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 in affected building should:

- Faculty instructors should review with their class the Emergency Procedures poster that has been placed in each classroom. 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, Cell #502-379-3675).
- 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, Cell #502-379-3675) 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. (See Section 16 for more detail).**
- 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.

14. 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 should:

- Faculty instructors should review with their class the Emergency Procedures poster that has been placed in each classroom. 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.

15. Evacuating Person 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.

16. Temporary Relocation

In the event of an emergency which would require the evacuation of one or more facilities for a period of time, the need to resume normal activities as quickly as possible is critical to the University’s obligation to the students, academic community and its responsibility. In that

event, quick, responsive, and effective action is paramount. The exact nature of a facility's loss and the subsequent actions taken in response to an emergency are difficult to pre-determine due to a number of variables. However, effective coordination between the key personnel whose areas are affected and both the Office of Facilities Management and the Department of Public Safety is vital in ensuring compatible and cost-effective use of alternate resources.

17.1 Residential Students

In the event that an evacuation requires temporary or semi-permanent relocation of resident students, the Dean of Students, the VP of Student Affairs, and the Director of Residence Life shall coordinate efforts to place affected students in any remaining student housing or local accommodations such as hotels, motels, and apartments.

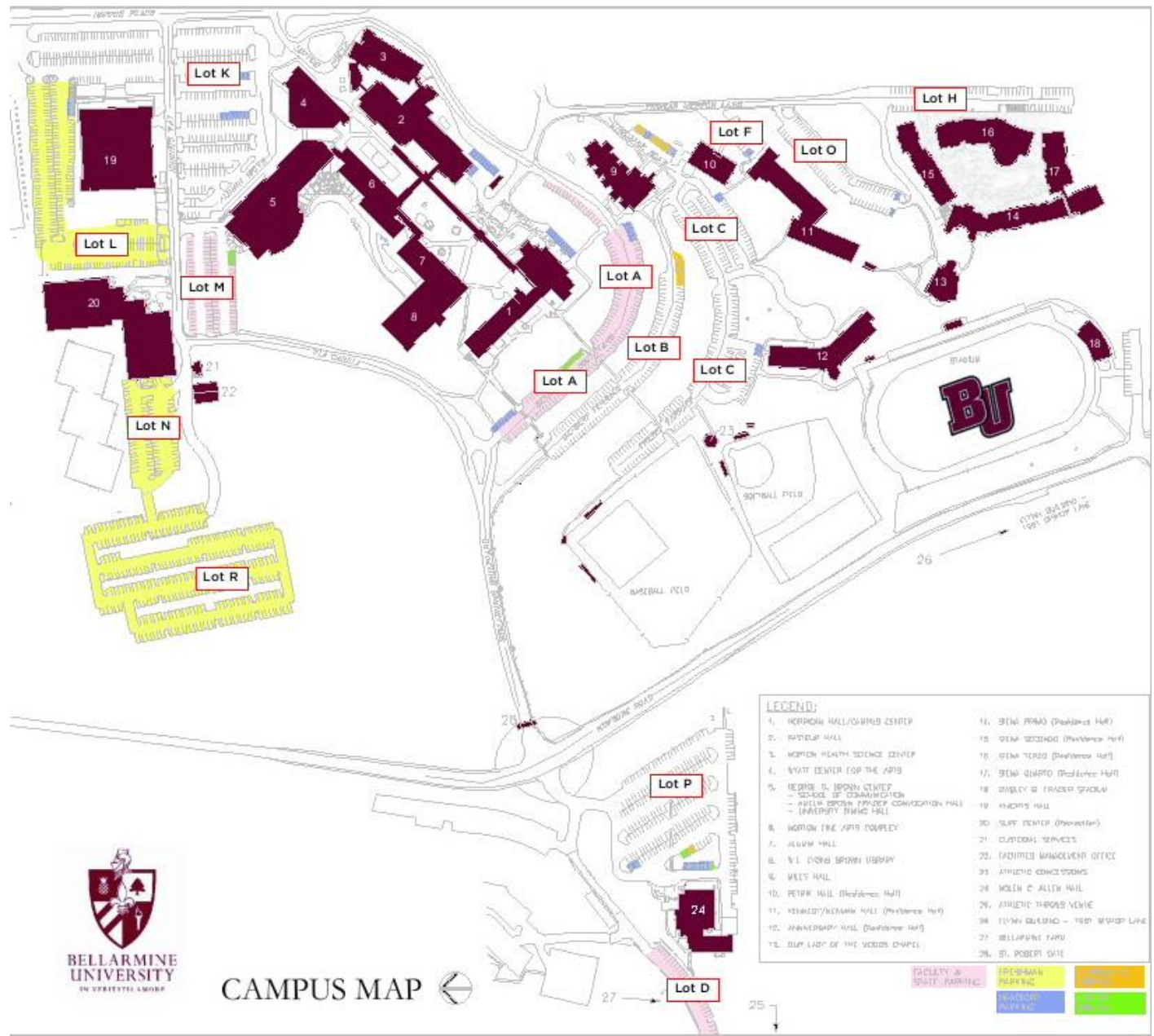
Initial evacuation of residents should be to Knights Hall gym (if unaffected by the emergency), in order for Residence Life personnel to verify which residents are present and advise them on temporary relocation plans. If Knights Hall gym has been rendered unusable due to the nature of the emergency, then an alternative site will be chosen from a list of local off-campus locations that could provide temporary shelter from the elements. **The list of alternate sites will be kept on file in the Department of Public Safety, the Office of Facilities Management, the Residence Life Office, and the office of the VP of Student Affairs.**

17.2 Classroom and Offices

If a facility on campus is rendered temporarily unusable, temporary relocation of classes and faculty and academic offices to alternative locations shall be determined by the Provost or his/her designee, the University Registrar, and the AVP for Facilities Management.

Relocation of administrative offices shall be coordinated by the VP for Administration & Finance and the AVP for Facilities Management.

Appendix A: Bellarmine University Campus Map



Appendix B: Bellarmine University Security Map

CAMPUS MAP

● Security Office
 f Security Phones
 - - Shuttle Route
 ● Shuttle Stop
 ● AED Devices
 ☎ Emergency Phones

