



Disaster Preparedness Plan

Bellarmino University

2015

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1. INTRODUCTION

1.1 Mission

Our mission is to provide a safe and secure environment for students, faculty and staff members, guests and visitors. Bellarmine University and the Department of Public Safety pledges to:

- enforce Bellarmine University policies, rules and regulations
- enforce the ordinances of the city of Louisville and the statutes of the Commonwealth of KY
- provide fair and impartial law enforcement service to students, faculty and staff members and visitors
- nurture a supportive learning environment for students
- provide a security department that is sensitive to the needs of a diverse campus community

We look forward to working with you in creating and maintaining a campus environment free of threats to safety and property while enhancing the learning, teaching and working environment in and around the campus.

1.2 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.

1.3 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.

The Campus Map can be found in Appendix A (Page 43)

2. EMERGENCY PHONES

2.1 Code Blue Phones

Exterior emergency Code Blue phones are directly linked to the Department of Public Safety's Emergency Phone Line. Code Blue Phones are strategically placed across campus, including the off campus sites. The goal of having Code Blue phones is to ensure a high level of visibility that is critical to security and emergency preparedness.

To use the Code Blue Phone, push the button once, you and the dispatcher who answers, will hear a pre-recorded message giving the location of the phone. After the message, you will be able to speak with the dispatcher to relay the nature of the emergency. Blue Phones are located in the following areas:

Building/Location	Parking Lot/Location
Allen Hall (2120 Newburg Road)	Lot P
Chapel	Lot O
Anniversary Hall/Concession Stand	Lot C
In the back parking lot	R Lot
Surf Center (Rear)	N-Lot
Knights Hall (Rear)	L-Lot
Knights Hall (Front)	L-Lot
	K-Lot
Quad (Outside of Alumni Hall)	Quad
Flynn	Parking Lot

The location of the Blue Phones can also be seen on the Security Map Appendix B (Page 44)

2.2 Yellow Phones

Yellow phones are located on campus serving as an extra layer of security. When you arrive to the yellow phone, push the red button once and wait for a response from the dispatch personnel in the Office of Public Safety. The locations of the yellow phones are listed below:

Location	Sub Location
Allen Hall	Front Entrance
Horrigan Hall	East Level Entrance (facing Miles Hall)
Petrik Hall	Front Entrance
Brown Library	Corridor
Kennedy/Newman Hall	Main Entrance

The location of the Yellow Phones can also be seen on the Security Map Appendix C

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	502-272-7777
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 OPERATION 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. REPORTING AN EMERGENCY

ALL EMERGENCIES SHOULD BE IMMEDIATELY REPORTED TO THE BELLARMINE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY. Contact the Department of Public Safety by dialing ext. **7777** from any campus telephone, **502-272-7777** from a non-campus phone, or use the **cell phone number (502-379-3675).**

In the event of immediate need that requires an ambulance or firefighting equipment, dial 9-911 from any campus phone then notify the Department of Public Safety.

10. 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/Treece 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.

11. 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.

12. 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/Treعه (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

13. 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.

14. 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 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, 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.

15. 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 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.

16. 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.

17. 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.

18. TYPES OF EMERGENCIES

18.1 Contagious and Infectious Diseases

The University will make decisions regarding communicable diseases affecting campus based upon the best information available from the Louisville-Jefferson County Metro Health Department, the University Director of Campus Health Services and the University Hygiene Officer. All such decisions will be made on a case-by-case basis. The University remains open to re-examination of the issues at any time as more information becomes available.

The following guidelines will be followed when making decisions concerning issues of communicable diseases:

As any issue of communicable disease on campus could have a significant impact on our student population, the VP of Student Affairs or his/her designee shall have responsibility for institutional decisions relative to any person(s) with a communicable disease who is part of, or has applied to become part of, the Bellarmine community. In the event that the individual in question is an employee (or applicant) rather than a student, the VP of Student Affairs will coordinate efforts with the Human Resources Office and the employee's department head. All responsible parties shall rely heavily upon the advice and information provided by the individual's attending physician, the Metro Health Department, the Director of Campus Health Services, and other solicited competent authorities.

Should an individual be determined to have a contagious disease, the Office of the VP of Student Affairs and the Dean of Students, shall work with the individual's physician, the

Director of Campus Health Services, and all others deemed relevant to the case to determine the best plan of action for all concerned. Confidentiality of medical records of those determined to have a communicable disease or special medical conditions will be preserved under a right-to-know requirement. However, while an individual's name will not be disclosed to the public (unless so desired by the individual), the University may require, in certain circumstances, that such persons disclose their medical conditions to others with whom they might share especially close contact, such as residence hall roommates. Individuals may be required to submit to regular monitoring and medical attention to maintain an up-to-date record of their condition.

18.2 Utility Interruption

While a power interruption does not usually result in a life-threatening emergency within a facility, or injuries to personnel, hazards can be created by outages:

- Dangers from tripping and subsequent injuries due to lights being out
- Person (s) being trapped on elevator
- Dangers from extreme hot or cold
- Inability to contact responders if an emergency occurs while communication systems are down
- Sanitation problems in the event of water loss

Decisions regarding the continuance of classes or work in the affected facilities during a utilities interruption will be made by the Provost or his/her designee, and communicated through appropriate channels. The Office of Public Safety will be contacted for guidance in assisting mobility-impaired individuals from any buildings where elevator service is interrupted.

Laboratories

If laboratory research is underway during a utility interruption, and the interruption will affect the research, the research should cease until the utility has been restored. It will be the responsibility of the supervising instructor, researcher, or department head to ensure that any

experiments, chemical processes, and operating electrical equipment be stopped in a safe manner in order to avoid creating additional problems.

Elevators

In the event that someone is trapped on an elevator, the Office of Public Safety should be notified immediately by calling ext. 7777 or the cellular phone (502-379-3675) from any campus phone.

18.3 Fire

Any employee, student, or visitor who becomes aware of a fire should immediately activate the building fire alarm system, via one of the pull-stations; you should also dial 9-911. All building occupants will regard any activation of the fire alarm system as a true fire emergency, unless previous notification is given indicating that the fire alarm system is being tested.

The assigned Building Emergency Coordinator (as assigned by the Director of Public Safety), or his/her designee, will contact the Office of Public Safety at 502-272-7777 or the cellular phone (502-379-3675), and notify someone in the office that a fire alarm has been activated.

All occupants should immediately leave the building via posted escape routes; occupants should proceed to their designated meeting area. Anyone coming into contact with other building occupants should direct them to evacuate the building. DO NOT USE ELEVATORS.

18.4 Severe Weather

Thunderstorms: Once building occupants have been notified of the storm by the Building Emergency Coordinator or a designee from the Department of Public Safety, they should take no action other than to prepare to move to safer areas of the buildings they are in, should conditions worsen.

Tornadoes: Once occupants have been notified of a tornado warning by the Building Emergency Coordinator, a designee from the Department of Public Safety or Rave, they should take cover in the nearest safe area. Any occupant who comes into contact with other students or visitors should direct them to take shelter, as well. All doors should be closed upon exiting.

Tornado Safe Areas: Designated “safe areas” are located on the lowest levels of a building and are marked with a red and yellow diamond-shaped sign that reads: Tornado Safe Place

The best places to go on campus during a tornado or during any violent weather activity are as follows:

- **A designated and marked Safe Place:** A yellow diamond that reads “Tornado Safe Place” in red lettering.
- **A basement or the lowest accessible building level:** Preferable windowless. If not, stay clear of any windows or doors.
- **A small interior room on the lowest accessible level:** If no lower level is accessible at the time, find a windowless interior room such as a closet or bathroom.
- **An interior hallway at the lowest accessible level:** A small interior hallway on the lowest level accessible will provide some protection. Avoid windows, doorways, and exterior walls. Keep yourself covered and protect your head.
- **Any small interior room:** When unable to safely get a lower level, choose a small interior room, avoiding all exterior walls and windows.
- **Under a heavy table:** If no other option is available, get under a heavy piece of furniture such as a large table or workbench and hold onto it. If located in a laboratory, try to avoid tables or areas with containers of chemicals on them.

Once the all-clear is given by the Building Emergency Coordinator or a designee from the Department of Public Safety, Provost or his/her designee will make a decision as to whether staff, faculty, and students should either resume normal activities or go home. This decision will be communicated through the Rave Alert Emergency Notification and on the webpage.

18.5 Suspicious Letter/Package/Substance

If you find a suspicious-looking letter, package or substance:

- DO NOT OPEN, smell, or taste
- Handle with care; DO NOT shake or bump
- DO NOT attempt to transport
- Leave the area immediately and contact the Department of Public Safety at 502-272-7777 (cell # 502-379-3675). If you are unable to contact Public Safety, please dial 9-911

If the letter/parcel is open and/or the threat is identified as a bomb or other explosive device:

- **Evacuate immediately** and dial 9-911
- Contact Public Safety at 502-272-7777 (cell # 502-379-3675)

Under no circumstances should anyone other than professionally trained emergency responders attempt to move, handle, or in any way disturb suspicious-looking objects. Many bombs are set to go off if moved, and many explosive devices that are timer or remote activated are designed with a secondary trigger to activate the explosive in the event that they are moved or disturbed in any way.

Radiological Hazard

- DO NOT HANDLE
- Shield yourself from the object
- Do NOT leave the area until dismissed by authorities
- Dial 9-911 and then call Public Safety at 502-272-7777 (cell #502-379-3675)
- Advise emergency responders of your exposure to the hazard

Biological or Chemical Hazard

- DO NOT HANDLE
- Do NOT leave the area until dismissed by authorities
- Dial 9-911 and then call Public Safety at 502-272-7777 (cell #502-379-3675)
- Thoroughly wash hands with soap and water
- Advise emergency responders of your exposure to the hazard

Suspicious Substance Discovered on Campus

- Clear and isolate the contaminated area; do not touch or disturb anything
- DO NOT leave the premises until dismissed by authorities
- Call Public Safety at 502-272-7777 (cell # 502-379-3675)
- Call the Chemical Hygiene Officer at 502-272-8219
- Thoroughly wash your hands with soap and water
- Identify any individuals who may have been exposed to the material and remind them to thoroughly wash their hands with soap and water
- If needed, seek assistance from the Director of Health Services

Removal Procedures

In the event of discovery of any suspicious substance or item that cannot be clearly explained and identified as harmless, Metro Emergency Services shall be summoned through dialing 9-911 followed by a call to the Office of Public Safety. Proper identification and disposal procedures shall be conducted by properly trained emergency responders. DO NOT attempt to handle suspicious substances or items. If a suspicious substance or item is identified as harmless or as a substance normally found in one of our science labs, and there is a reasonable explanation for its presence in an unusual area, then either removal (if deemed appropriate), or regular in-house or contracted specialty cleaning shall be employed. If the substance is identified as harmful or outside the realm of lab materials, or if no reasonable explanation can be given for its presence, isolation and/or cleanup procedures shall be determined by emergency response personnel at the local, state, or federal levels.

18.6 Bomb Threat

If a bomb threat is received over the phone, the person receiving the call should try to remain calm. If feasible, another person should be notified to listen on another extension. Take notes on the caller's threat, tone of voice, other voice characteristics, and any background noise. This sort of occurrence is generally rare, or may never occur, so being prepared and calm in this situation may be difficult.

Keeping a copy of this section next to the phone is recommended, particularly for those

persons who generally take all incoming calls for their departments.

Once a bomb threat is communicated to an individual, an available individual should immediately call 911 (9-911) and then notify the Department of Public Safety at 502-272-7777 (cell #502-379-3675). The building should be evacuated, with occupants being notified person by person as quickly as possible. **THE FIRE ALARM SHOULD NOT BE PULLED.**

Occupants should not touch any suspicious looking or unfamiliar objects. Occupants should wait for police personnel to arrive on the scene before attempting to conduct any type of search. **Under no circumstances should anyone other than professionally trained emergency responders attempt to move, handle, or in any way disturb suspicious-looking objects. Many bombs are set to go off if moved, and many explosive devices that are timer or remote activated are designed with a secondary trigger to activate the explosive in the event that they are moved or disturbed in any way.**

Personnel from the Department of Public Safety will oversee the building's security once Louisville Metro Police releases the building. At this time, building occupants will be contacted and advised on when they may return. If an explosion does occur, building occupants should evacuate the building using the same evacuation plan and procedures as they would for a fire.

Bomb Threat Observations

For most bomb threats, the caller announces that a bomb is set to go off at a certain time and then hangs up. While ALL such calls must be treated seriously, the great majority of these calls never result in an actual bomb existing or an explosion occurring. Additionally, bomb threat evacuations may spawn numerous hoax calls.

The following should be considered when making decisions regarding these incidents:

- Most intended explosions have no warning. Usually, after the bomb is detonated, a

party claims credit and then explains why the bomb was set.

- In cases where an actual device is located, the caller usually provides specific information for finding the device before the detonation time.
- With few exceptions, bomb threats on campus are hoaxes designed to avoid or postpone an unpleasant task (i.e., exams, disciplinary meetings, etc.), or acts of revenge by disgruntled employees or students.
- Generally, a bomb that is set to detonate at a certain time is either a timed explosive device or a site-activated explosive device. Both devices require considerable expertise to develop. Furthermore, a site-activated device, such as a radio-controlled mechanism, must be activated in close proximity to the bomb.

A Bomb Threat Checklist can be found on Appendix C (Page 45)

18.7 Earthquake

When an earthquake occurs, occupants should take cover if unable to immediately escape the building.

Some suggested locations within a building are as follow:

- Standing in a doorway and bracing your hands and feet against each side.
- Getting under a desk or heavy table. Try to avoid seeking cover under a laboratory table or bench, as chemicals can be toppled and spilled, causing injury.
- Standing flat against an interior wall.
- If located outside, try to stay as far away from buildings and other structures as possible.

Once the shaking has stopped, quickly exit the building (DO NOT USE ELEVATORS).

Be prepared to lend all necessary assistance for persons with disabilities, **as outlined in Section 16**. All employees should gather in the designated evacuation area for the building they are in. These are posted in buildings by the stairwells, and building coordinators have these lists as well. Any building occupant who comes into contact

with other students or visitors should direct them to take appropriate actions. A roll call should be made by the Building Emergency Coordinator to ensure that all employees are out of the building. **Faculty members and instructors are responsible for accounting for students in their classes.** If known building occupants cannot be accounted for, specially-designated and/or emergency response personnel may be directed to search for the missing person(s).

Be prepared for aftershocks. Although generally smaller than the main shockwave(s), aftershocks cause additional damage and may cause weakened structures to collapse. Aftershocks can occur within the first few hours, days, weeks, or even months after the initial earthquake. These safety procedures should be repeated during any aftershock activity. Individuals should not return to their workstations until the areas are declared to be all clear by emergency response personnel and/or a designee from the Bellarmine Department of Public Safety. No one should leave campus without contacting a member of the Department of Public Safety and/or their supervisor.

In the event of injury to students, faculty or staff members, normal injury response procedures shall be observed and all normal reporting methods followed.

18.8 Gas Leaks

Gas Odor

If you detect a gas leak, leave the area immediately and call Public Safety at 502-272-7777 (cell #502-379-3675), who will then contact Facilities Management at 502-272-8117. Please give your name and the location of the odor.

Warn others in the immediate area to vacate the premises. Bellarmine personnel from the Office of Facilities Management will vacate and secure the area.

Major leak

In the event of a major leak, generally identified by a strong gas odor even outdoors, leave the area immediately and contact Public Safety at 502-272-7777 (cell #502-379-3675); give your name and the location of the leak. Louisville Gas & Electric (LG&E) will be contacted immediately by the Department of Public Safety.

Warn others in the immediate area to evacuate.

Department of Public Safety personnel will assist with evacuation, isolate the area and guide emergency responders to the site. This will keep the area safe from cigarettes, electrical equipment, or other sources that might trigger an explosion.

NO ONE IS TO RE-ENTER THE AREA until it is cleared by authorized personnel.

18.9 HazMat/Chemical Release

Whenever toxic solids, liquids, or vapors are unintentionally released, every effort must be made to protect students, employees, visitors, and members of participating response units.

18.9.1 External Release

Hazardous materials accidents can occur on or adjacent to campus. Local media will broadcast warnings over the radio and television to communicate that a hazardous materials incident has occurred; Rave will be implemented as well. The National Weather Service will broadcast similar warnings over the NOAA Weather Radios. Community sirens might sound, notifying people within hearing range to listen to the media.

The local community uses two strategies for protecting citizens during hazardous material emergencies: Shelter-in-Place or Evacuation.

Shelter-in-Place Procedures:

- Everyone in a building stays in that building until the all-clear is given.

- Close all windows and doors.
- Turn off heating and cooling systems.
- Administer assistance to disabled persons, per the guidelines in section XVI.
- Monitor the news media or the NOAA Weather radio for further updates. The all-clear must be officially declared by community officials before returning to normal activities.

In the event that personnel become ill, notify Public Safety at 502-272-7777 (cell#502-379-3675), or dial 9-911.

Evacuation Procedures:

In the event that an evacuation is called:

- When an alarm sounds or when you are instructed, evacuate immediately to the designated assembly area (instructions will be given by the Building Emergency Coordinator and/or faculty member).
- At the assembly area, a roll call will be made by the Building Coordinator and/or faculty members for the students enrolled in classes and staff members in the building. If building occupants cannot be accounted for, notify Public Safety at 502-272-7777 (cell #502-379-3675), or call 9-911.
- If an individual becomes ill, notify Public Safety at 502-272-7777 (cell #502-379-3675), or dial 9-911. **Dial 9-911 immediately in cases that appear to be life-threatening.**
- If asked to leave the area, a designated university employee will provide directions on the designated area or alternative site.

18.9.2 Internal Release

Limited Chemical Release/Spill

- Each department or unit that works with chemicals will employ its own containment/spill procedures in the event of a small unintentional release of less than (1) one liter and not extremely toxic. These are kept on file with Public Safety, the Chemical Hygiene Officer and the departments who oversee this process.

- At the onset of the release/spill, the department will notify Public Safety at 502-272-7777 (cell #502-379-3675). If they cannot be reached, dial 9-911, notifying them of the chemical type, approximate quantity, and need for assistance.

MAJOR CHEMICAL RELEASE/SPILL ON CAMPUS

If the chemical release is toxic and/or in an amount larger than can be contained on-site, an immediate call should be made to Public Safety 502-272-7777 (cell #502-379-3675) and 9-911 (call first in the event of immediate danger). Someone from Public Safety will contact the University Chemical & Hygiene Officer.

When placing a call to report such spills, please provide the following information:

- Location and nature of emergency
- Identity and quantity of chemical released, if known
- Status of the evacuation process and whether there are any injured or missing persons
- Any known special hazards associated with the chemical incidents

Any person who becomes aware of a serious chemical accident **will immediately notify the co-workers around them and their supervisor.**

All personnel in the immediate vicinity of the chemical accident will **vacate the area, closing but not locking doors as they leave. The Building Coordinator and/or personnel from Public Safety will coordinate this effort.**

The building Heating Vacuum and Cooling (HVAC) system should be shut down immediately (this will require a call to Facilities at (ext. 8117) to minimize the spread of chemical gasses.

If personnel become ill from the chemical release, move them away from the contaminated area and notify Public Safety at ext. 7777 (cell #502-379-3675) or dial 9-911.

Public Safety will coordinate the building's security once emergency responders release the

building/area. Building occupants will then be contacted and advised as to when they may return to their buildings.

18.10 Violent Behavior

18.10.1 Categories of Violence

OSHA categorizes workplace violence in three categories:

- **Type I (*Stranger Violence*):** stranger versus employee, such as an armed robbery or assault.
- **Type II (*Client Violence*):** client versus employee, such as a social worker being attacked by a client, or an instructor being attacked by a student.
- **Type III (*Employee Violence*):** employee versus employee, such as an employee attacking a supervisor.

It is possible to reduce the risk of violence by being proactively aware of suspicious/alarming behavior. Once violent behavior has been initiated, however, the following steps should be followed to ensure maximizing the safety of all concerned.

Any person noting the sound of an explosion or gunfire, or becoming aware of two or more persons physically fighting or causing harm or threatening to cause harm, should immediately contact Public Safety at 502-272-7777 (cell #502-379-3675).

18.10.1 Types of Violence

Different types of workplace violence may require different actions:

- **Explosion:** If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
- **Gunfire:** If you become aware of gunfire occurring in the building, take refuge in a room, lock the door (if possible), and stay out of sight of the door and windows. TURN OFF THE LIGHTS and LIE DOWN ON THE FLOOR. **SILENCE CELL PHONE**
- **Physical Threat:** If someone's actions pose a physical threat to you, you should make every reasonable attempt to evacuate the area as quickly as possible and contact Public Safety at 502-272-7777 (cell #502-379-3675).

- **Toxic or Irritant Gas:** Immediately evacuate the building using the same evacuation plan as for a fire; exit routes are posted in classrooms and near stairways.
- **Hostage Situation:** If you see someone taken hostage, make no attempt to free the person, which could endanger the hostage. Instead, immediately call 9-911 then contact Public Safety.

In the event of injury due to one of these events, contact Public Safety 502-272-7777 or dial 9-911.

Make sure to warn anyone else you see to remove themselves immediately from any of the harmful situations noted above, and please lend assistance to any physically disabled person (see section 16).

18.10.1 How to Handle a Violent Confrontation

Please keep the following guidelines in mind if you are involved in a potentially violent situation that DOES NOT INVOLVE A FIREARM:

- Try to stay calm. Raising your own voice may increase the anxiety of the potentially violent person.
- Speak slowly, softly, and clearly to reduce the momentum of the situation.
- Move away from objects such as scissors or heavy objects that may be employed as a weapon.
- Avoid challenging body language, such as placing your hands on your hips, moving toward the person, or staring directly at them. DO NOT TURN YOUR BACK ON THE PERSON.
- Position yourself, if possible, so that an escape route is readily accessible.
- Listen empathetically by really paying attention to what the person is saying. Let the person know that you are willing to help them within the limits of your ability to do so, or that you will send for additional help.
- Remain helpful while you summon your supervisor for assistance. Sometimes, the opportunity to speak with a boss will help satisfy an irate individual.

- Neither agree with distorted statements nor attempt to argue. Remain calm and avoid defensive statements. This is NOT the time to place blame back on the enraged person.
- Ask questions to help regain control of the conversation.
- Ask uninvolved parties to leave the area if this can be done safely. Use a pre-arranged code word or phrase (developed and disseminated by the Director of Public Safety) to alert your supervisor/Building Coordinator/co-worker to call Public Safety.
- Never challenge, try to bargain, or make promises you cannot keep.
- Describe the consequences of violent behavior.
- DO NOT physically touch an outraged person or try to force him/her to leave.
- Calmly ask the person to place any weapons in a neutral location while you continue to talk to them.
- Never attempt to disarm the person.

Involuntary Medical Leave for Reasons of Personal or Community Safety

In situations in which: a) a student engages in life threatening or potentially life threatening behaviors due to a medical condition, or b) in situations in which the student's medical condition or associated behaviors pose a significant disruption to the learning environment, the university, reserves the right to invoke an involuntary medical leave.

Procedures

1. The student will be notified by the Dean of Students of the reasons for the involuntary leave, along with the conditions for return.
2. Typically the conditions for return will include:
 - The student is medically and psychologically stable
 - The student no longer poses a threat to self or others
 - The student has sought appropriate treatment from a licensed health care or mental health practitioner.
 - The treating health care/mental health care professional has submitted a written

verification of the treatment, attesting to the readiness of the student to return to campus without on-going supervision or treatment.

Prior to returning to campus, the student will need to meet with the Dean of Students, as well as either the Counseling Center Director or Director of Health Services. In consultation with the Counseling Center Director or Director of Health Services, the Dean of Students will determine if the student has met the criteria for return to the campus community.

Leave or Dismissal of Faculty or Staff with Mental Illness

In situations in which: a) a faculty, staff member or student engages in life-threatening or potentially life-threatening behaviors due to a medical condition, or b) in situations in which the faculty or staff member's medical condition or associated behaviors pose a significant disruption and/or danger to the learning environment, the university reserves the right to invoke an involuntary medical leave.

In the event a faculty or staff member is placed on leave or dismissed due to mental illness or is engaging in life threatening or potentially life threatening behaviors or other disruptive behaviors, the Provost or the appropriate VP and the Chief Human Resources Officer will work with the Director of Public Safety as to protocol, boundaries and, if deemed necessary, legal measures in coordination with Metro Louisville Police Department. The University President will be kept apprised of such situations.

18.11 Emergency Medical Situation

Immediately call 9-911 and report the emergency medical situation, before contacting the Public Safety at 502-272-7777 or (cell #502-379-3675).

When reporting the emergency, provide the following information:

- Type of medical emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions at location that might have contributed to the medical

emergency.

Comfort the victim and try not to move him/her until Public Safety personnel arrive. Personnel from this department will act as first responders until the arrival of EMS.

Have someone stand outside of the building or area where he/she can easily be seen by response units, in order for the person to flag down EMS responders when they arrive on the scene.

The VP of Student Affairs will work with the Office of Communications and Public Affairs and other appropriate University officials when information needs to be released to the public.

Injury/Illness

In the event of student injury on campus, i.e. intramurals, sports, physical altercation, or car accident, immediately notify Public Safety (502-272-7777 or cell #502-379-3675); someone from that area will call the Director of Health Services and emergency services as needed (9-911, LMPD, EMS).

Survivor Trauma

Role of Campus Ministry in Emergency Response

Rooted in the Gospel message and mission of Bellarmine University, we define our emergency response as one of full care—body, mind, and spirit. Those who are faced with physical or emotional trauma are also in need of spiritual tending. Campus ministry will be notified of emergencies in order to offer comfort and care to those immediately and peripherally affected. In the event that students and/or staff are hospitalized, the Director of Campus Ministry will communicate through the chaplain's network with the local hospitals, to offer supplemental spiritual care.

18.12 Death on Campus

Of all of the various emergencies and crises that can occur, death on campus is possibly the

most potentially debilitating for a campus community. Having a system in place for dealing with this event is vital.

In the event of a death on campus, whether a student, faculty or staff member, through accident, violence, suicide, sudden illness, participating in sporting events, or substance abuse, the poor coordination of response can lead to several problems: unclear lines of authority and responsibility resulting in duplicated efforts or conflicting goals; problems in scheduling space for grief groups and other debriefings; and inappropriate contacts with survivors by multiple interveners unaware of others' involvement.

Poor coordination and monitoring of assistance also may produce delays in service delivery, or may even cause certain at-risk groups to be overlooked. Uninformed responders may make tactless errors, such as financial statements being sent to a deceased student's parents, or mourners might not be given accurate information concerning funerals and memorials. Without accurate and timely information, informal channels may promote rumors. Local media representatives may become intrusive, and unofficial, contradictory, or outdated information may be released, with unavailable information viewed as stonewalling.

(Refer to the campus Crisis Communication Plan VII. Pg-7)

Any successful response plan will involve diverse stakeholders from the campus community.

The following individuals/departments should be involved:

Contact in the Event of a Death	
Office	Phone Number
President's Office	502-272-8234
Provost	502-272-8160
VP of Student Affairs	502-272-8304
VP of Communication and Public Affairs	502-272-8046
Director of Public Safety	502-272-7777
Dean of Students	502-272-8426
Director of Campus Ministry	502-272-8051
Director of Counseling Center	502-272-8480

Appropriate care should be exercised to ensure that the coping and healing process is inclusive for all affected persons.

18.12.1 Death of a Faculty/Staff Member

In the event of the death of a current Bellarmine University employee, the following individuals or groups should be informed immediately:

- Director of Human Resources or designee
- Immediate supervisor
- Employee's Division Head, Dean and/or VP
- If the employee is a faculty member, the Provost should be contacted
- VP of Communications and Public Affairs
- Director of Public Safety

The Office of Communications and Public Affairs will handle all requests from media for information and make the announcement to university faculty and staff when the family has given their approval. **The Office of Communications and Public Affairs will work with the employee's manager to ensure that the employee's department has informed any coworkers of the employee's death before any public announcement is released.**

18.12.2 Death of a Student

In the event of the death of a Bellarmine University student, the VP of Student Affairs and the Dean of Students (or a designee(s)) should be contacted. These individual(s) will also coordinate notification and support of parents, immediate family, roommates, significant others, friends, teammates, residence hall students, and classmates as appropriate.

The VP of Student Affairs and the Dean of Students will coordinate any services deemed appropriate, such as a memorial service, in consultations with the Office of Campus Ministry and the Counseling Center. The VP of Student Affairs and the Dean of Students will also contact the Communications and Public Affairs Office to coordinate communication regarding the death.

18.12.3 Death of a Student's Family Member

In the event that the institution is notified of the death of a Bellarmine University student's immediate family member, the person receiving this notification shall contact the Dean of Student's Office (502-272-8150) or the On-Call Number if after hours (housed in the Office of Public Safety), which will in turn notify the Campus Ministry Office, the Academic Resource Center, and the Counseling Center, ensuring that all support services are made available to the student. The Dean of Students will also notify faculty, coaches, and other appropriate offices as needed. After normal business hours, the Department of Public Safety should be notified, and someone from that area will relay the information to the VP of Student Affairs or the Dean of Students. The VP of Student Affairs, the Dean of Students or a designee will be with this student during their time of need.

18.12.4 Guidelines for Discovery of a Body

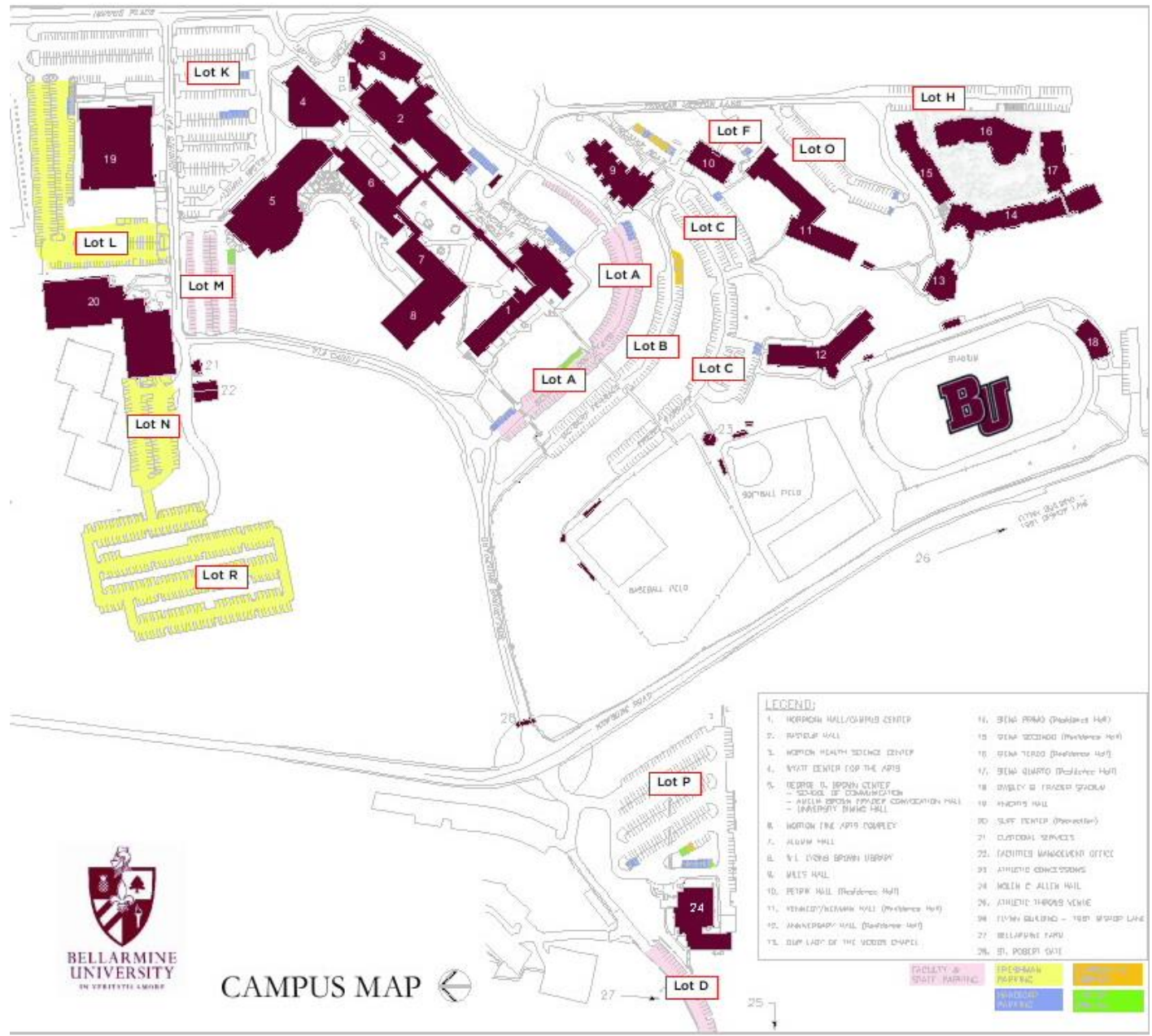
If a body is discovered on campus, Public Safety should be contacted immediately at 502-272-7777 (cell #502-379-3675). Someone from this department will call 9-911 and secure the area immediately to minimize contamination of the scene and to prevent, as much as possible, the body being visible to passers-by. All efforts should be made to clear the route of potential observers before the body is removed by the appropriate emergency responders.

Someone from Public Safety will contact the appropriate emergency responders, turning the scene over to them upon their arrival. The individual(s) who discover(s) the body and all campus responders should remain on campus until cleared to leave by law enforcement personnel.

ALL EFFORTS SHOULD BE MADE to minimize the dissemination of information concerning this discovery until proper procedures have been set in place. This is not a time for feeding speculation or idle gossip. Such an event will seriously impact relatives, friends, acquaintances, and fellow members of the campus community. Divulging unconfirmed information and conjecture, no matter how well intended, can have very negative consequences. There should

be no “official” announcement made, nor any name given by anyone not tasked with handling this procedure. An official release of information will come from the designated campus spokesperson. No other persons are authorized to comment upon the situation, particularly with members of the media. All information will be confidential.

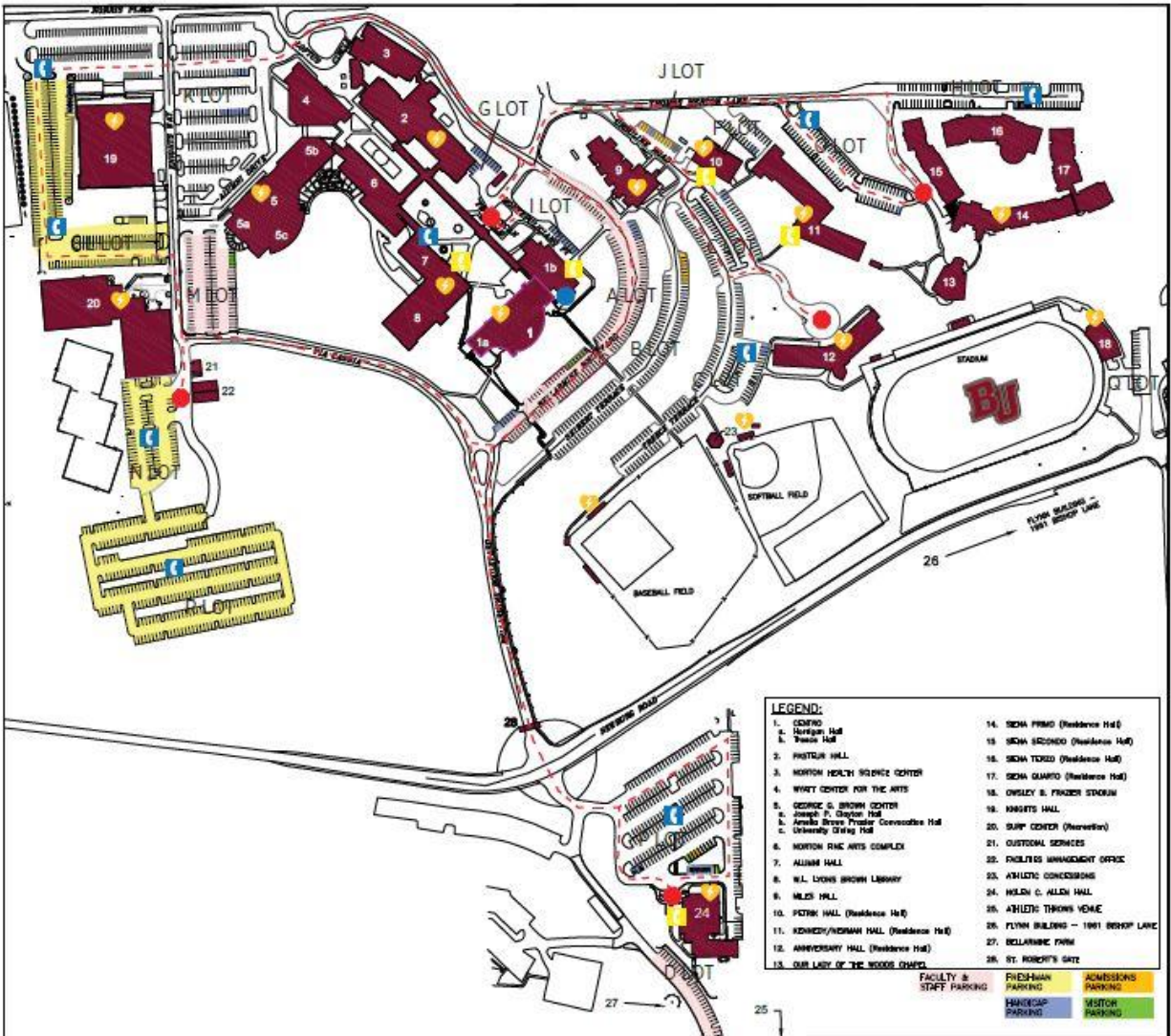
Appendix A: Bellarmine University Campus Map



Appendix B: Bellarmine University Security Map

CAMPUS MAP

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



Appendix C: Bomb Threat Checklist

Bomb Threat Checklist

Caller's Identity			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not sure	
<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	Approximate Age _____	
Call Details			
Origin of call			
<input type="checkbox"/> Internal	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	
Call display details _____			
Date _____ Time _____ AM _____ PM Duration _____			
Telephone number where call received _____			
Voice Characteristics			
<input type="checkbox"/> Loud	<input type="checkbox"/> Slurred	<input type="checkbox"/> Fast	<input type="checkbox"/> Lisp
<input type="checkbox"/> High pitch	<input type="checkbox"/> Soft	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slow
<input type="checkbox"/> Raspy	<input type="checkbox"/> Deep	<input type="checkbox"/> Stutter	<input type="checkbox"/> Distorted
<input type="checkbox"/> Nasal	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other _____
Familiar? Who? _____			
Language Skill			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Accent/Nationality _____			
Manner			
<input type="checkbox"/> Calm	<input type="checkbox"/> Quiet	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional
<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Vulgar	<input type="checkbox"/> Other _____
Background Noises			
<input type="checkbox"/> Bedlam	<input type="checkbox"/> Quiet	<input type="checkbox"/> Voices	<input type="checkbox"/> Music
<input type="checkbox"/> Trains	<input type="checkbox"/> Mixed	<input type="checkbox"/> Office	<input type="checkbox"/> Animals
<input type="checkbox"/> Factory	<input type="checkbox"/> Airplane	<input type="checkbox"/> Party	<input type="checkbox"/> Traffic
<input type="checkbox"/> Other _____			
Bomb Details			
Where _____ When _____ Type _____ Size _____			
Caller's Exact Words			

