

**WARNER PACIFIC COLLEGE  
EMERGENCY RESPONSE PLAN**

**CRITICAL INCIDENT RESPONSE TEAM**

**CONTACT LIST**

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<b>Position:</b>	<b>Name</b>	<b>Office</b>	<b>Home</b>	<b>Cell</b>
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**Critical Incident Coordinator**

**Primary:** \_\_\_\_\_

Secondary:

**Director of Facilities Services**

**Primary:** \_\_\_\_\_

Secondary:

**Dean of the Faculty / Chief Academic Officer**

**Primary:** \_\_\_\_\_

Secondary:

○ **Dean of Students**

**Primary:** \_\_\_\_\_

Secondary:

○ **Dean of ADP**

**Primary:** \_\_\_\_\_

Secondary:

**Director of Information Services**

**Primary:** \_\_\_\_\_

Secondary:

**Campus Communications Response Team Leader**

**Primary:** \_\_\_\_\_

Secondary:

**Safety Committee Chairperson**

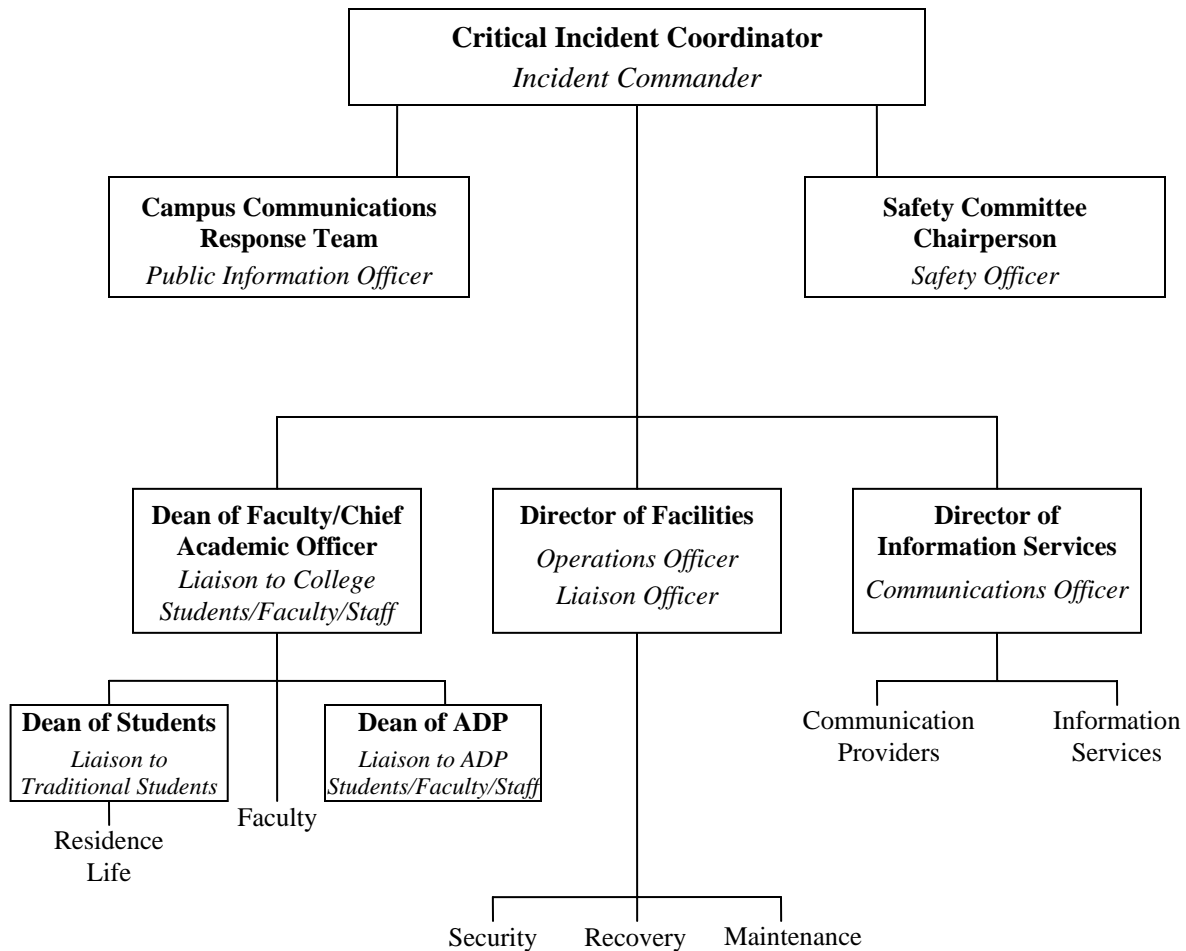
**Primary:** \_\_\_\_\_

Secondary:

# CRITICAL INCIDENT RESPONSE TEAM

## ORGANIZATION

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The Critical Incident Coordinator will keep the College President informed of decisions made and actions taken

*(Italics denote terms commonly used for those functions in the Federal Incident Command Structure)*

# **RESPONSE PROTOCOL FOR A CAMPUS EMERGENCY**

## **FIRE**

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- structural
- grounds
- vehicular

### **Response Procedures**

1. **If you discover a fire:**
  - a. Extinguish only if you can do so safely and quickly, and **call campus security (503) 250-1730**.
  - b. If unable to extinguish fire in a building:
    - Confine the fire by closing the doors.
    - Pull the fire alarm.
    - **Call 9-1-1**.
    - **Call campus security – (503) 250-1730**.
    - Alert other occupants of the building.
2. **For occupants of the building:**
  - Close doors to your immediate area.
  - Feel the door from top to bottom. If it is hot, do not proceed; go back.
  - If the door is cool, crouch low and open the door slowly. If met by smoke do not inhale, if at all possible, and use the nearest exit.
  - If nearest exit is blocked by flame or smoke go back and try another route.
  - Assist others as necessary.
  - *Once outside the building* begin a head count of known persons who occupy the building.
  - Keep individuals from reentering the building by physically restraining them if needed.
  - Assign individuals the task of meeting and directing the fire department to your location. Keep all fire lanes clear of people and other obstacles.
  - Assist any injured individuals.
3. **Vehicular fires**
  - Vehicular fires are very dangerous due to extreme toxic smoke and explosive potential. STAY CLEAR and **call 9-1-1** and campus security **(503) 250-1730**.
  - Restrain individuals from entering a burning vehicle to rescue personal belongings.

4. **Activate Campus CIRT by contacting a primary team member**
  - Conduct a head count of all building occupants: those accounted for, those unaccounted for, and those who may have been transported to a medical facility.
  - Identify individuals transported to a medical facility. Determine to which facility they were sent and the extent of their injuries.
  - Notify the campus insurance carrier.
  - Be prepared to work with the fire investigator.
  - If the building involved was a residence hall begin relocation of occupants to other housing.
  - Establish the communications network to respond to inquiries concerning the incident (emergency information phone line / phone banks).

## **MEDICAL EMERGENCY**

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- individual medical
- multiple injury
- mass casualty event

### **Response Procedures**

#### **1. Individual Medical Emergency**

- **Never move the victim unless their present location is placing them at further risk!**
- Assess the immediate needs of the victim. Check for breathing, consciousness, bleeding, head and neck injury.
- If the assessment indicates potential seriousness **call 9-1-1**. The dispatcher will need to know your location (address) and the condition of the victim.
- **Call campus security – (503) 250-1730**. Inform security if immediate first aid is required. Security will then determine whether 9-1-1 has been notified and also notify the campus nurse. Campus security can secure necessary materials and can tell you the location of the nearest first aid supplies.
- If immediate first aid intervention is required, the 9-1-1 dispatcher will talk you through what needs to be done.
- Send someone if possible to meet the responding emergency units.
- If the emergency occurs in a classroom, clear furniture from the immediate area in which the emergency personnel will be working.
- Attempt to uncover essential information about the victim: name, age (birth date), address, medical problems, medications being taken. Give this information to the responding emergency units.
- Find out from the emergency unit to which medical facility the victim will be transported.

#### **2. Multiple Injury Incident**

- Follow the procedures listed for an individual medical emergency. 9-1-1 will want to know *the number of victims and the nature of their injuries*.

#### **3. Mass Casualty Event**

- Follow the procedures listed above with the following exceptions:
  - a. Attempt to determine the nature of the injuries and the seriousness of each.
  - b. Attempt to determine which individuals are most seriously injured.
  - c. Direct responding emergency units first to the seriously injured and then to the remainder of the victims. Serious injuries include lack of breathing, severe bleeding, loss of limb(s), loss of consciousness, and/or head, neck, and spinal injury. Those who have experienced blows to the head and are conscious could lose consciousness later. (What you are doing is called a triage.)

#### **4. Campus Security will notify the CIRT leader**

## **BOMB THREAT**

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- phone call to campus
- mailed threat to campus
- suspicious unidentified object

### **Response Procedures**

It shall be the policy of WPC that upon receipt of a bomb threat, the building involved will be evacuated and a search commenced.

#### **1. Telephone Threat**

- All personnel (particularly those who receive the threat) are advised to stay calm in the event that the caller wishes to avoid injuries or deaths. If told that the structure is occupied and cannot be evacuated in time, the caller may be willing to give more information on the device, such as type and location.
- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record the conversation if possible. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for that information.
- Pay particular attention to background noises such as motors running, music playing and any other sounds which may provide clues as to the location of the caller.
- Listen closely to the voice of the caller: male, female, calm, agitated, accented, etc. Do you recognize the voice?
- Note the caller ID for the incoming call on your phone display, if the number is available.
- Be prepared to be interviewed by investigating law enforcement agencies.
- **Call 9-1-1.**
- **Call campus security (503) 250-1730.**
- Evacuate the area if necessary. Evacuation needs to be done quickly and orderly.

#### **2. If a suspected device is located DO NOT attempt to move it.**

- Note the location so it can be found and dealt with by responding emergency units.
- **DO NOT USE CELLULAR PHONES OR HAND HELD RADIO DEVICES IN THE VICINITY OF THE BUILDING IN QUESTION.**
- Activate Campus CIRT by contacting a primary team member.

#### **3. Mail Bomb Threat**

- When a written threat is received, save all materials including the envelope or container.
- Do not handle the material; secure the material for investigators.
- **Call Campus Security immediately (503) 250-1730.** Campus security will notify the appropriate agency.
- Activate Campus CIRT by contacting a primary team member.

## **BIOLOGICAL OR CHEMICAL THREAT**

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- hazardous materials spill
- threat of an act to harm the campus

### **Response Procedures**

1. **A hazardous materials incident** (a release of hazardous materials inside a building or into the environment):
  - **Dial 9-1-1 if deemed necessary.**
  - Evacuate building or location and assemble at a safe distance, up wind of any spill.
  - Account for all individuals in the area where incident occurred.
  - **Call Campus Security (503) 250-1730.**
  - If possible, be prepared to inform the responding agencies of what the material(s) are, the amount of material(s), and the specific hazard(s).
  - Activate Campus CIRT by contacting a primary team member.
2. **Threat of an act to harm the campus using hazardous materials** (biological, chemical, radioactive):
  - In the event a **telephoned threat** or a **piece of mail** carries suspected material that is not easily identified: **Follow response procedures for a bomb threat.**
  - **Do Not** disturb, handle, touch, or show suspected material to anyone other than security.

## **POLICE ACTIVITY ON CAMPUS**

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- hostage taking
- pursuit or apprehension of suspect
- campus disturbance (civil or disruption)
- weapons possession by someone on campus
- crimes of violence
  - sexual assault or intent
  - physical assault
  - vehicular break-in or theft

## **RESPONSE PROCEDURES**

1. **Hostage taking (one or more individuals being held against their will on campus property)**
  - **Call campus security immediately (503) 250-1730.**
  - Persons reporting the situation should, if possible, be able to:
    - a. Identify the *location* of incident.
    - b. Identify the *number of people* being held against their will.
    - c. Identify the *number of assailants*.
    - d. Note whether *weapons* are involved. If so, what kind?
    - e. Have any *demands* been made or *communication* taken place with the individuals involved in the situation?
  - **Call 9-1-1.** Upon arrival Police will take command of all aspects of the situation. Campus Security and Campus CIRT will make themselves available to the police for any information they may need.
  - Immediately evacuate all personnel from the immediate area and await direction from emergency personnel.
2. **Pursuit or apprehensions of suspect on campus**

If police are in pursuit of a suspect through campus or apprehend a suspect on campus:

  - a. **Do not interfere.** Do not attempt to assist the police unless specifically requested by an officer. Your attempt at assistance could result in a hostage situation or interfering with the police carrying out their arrest.
  - b. **Do not initiate a pursuit of your own.** Get descriptions of suspect, vehicle, license plate number, direction of escape, crime suspected of committing. **Call 9-1-1** and **campus security (503) 250-1730.**
3. **Campus disturbance, civil disruption, or civil protest which has the potential to affect the safety and health of the campus**
  - If the nature of the disturbance disrupts normal operations of the College,
  - If there is obstruction of access to buildings or other College facilities,
  - If there is a threat of physical harm to persons or property of the College,
  - Or if there is unauthorized entry into or occupation of any College room, building, improper use of any College property, equipment, or facility, please do the following:  
**Call Campus Security (503) 250-1730.**

4. **Weapons possession by someone on campus**
  - Carrying of any type of weapon on the Campus is strictly prohibited.
  - If you encounter someone on campus who is carrying a weapon (firearm, knife of 4 inch or longer blade) call **Campus Security immediately (503) 250-1730.**
  - **Do Not confront** the individual carrying the weapon even if you know the individual. Leave the decision to confront to campus security or the police.
  - In the event that the individual appears to threaten anyone with the weapon **call 9-1-1 immediately** and then call Campus Security.
  
5. **Crimes of violence: All campus employees and students have a “duty to warn” others of potential danger**
  - a. **Sexual assault or intent**
    - In the event of a sexual assault or rape of anyone on campus **call 9-1-1.**
    - If the victim has sustained wounds that need immediate medical attention, render the assistance that you are able to render (e.g. wounds from weapon assault, broken bones).
    - **Call Campus Security (503) 250-1730.**
    - Contact the campus nurse at ext. 1001 or a P.A.
    - Find someone of the same gender to assist you in calming the victim.
    - Call the Dean of Students ext. 1011.
    - Call the Campus Counseling Center at ext. 1119.
    - The decision as to when to contact the victim’s family (if the victim is a Campus student) will be determined by the victim, attending medical staff, and the Dean of Student Life.
    - Activate CIRT by contacting a primary team member.
    - Comfort the victim but be cautious of making overt physical contact with the victim. In all likelihood they will be traumatized and not feel safe if someone tries to hold or touch them.
    - Attempt to give the victim a sense of safety and security. They may be overwhelmed with a sense of dread thinking the assailant will return.
    - If the encounter has the suggestion of sexual harassment and occurs on College property or during a College Activity on or off campus, report the incident to:
      - Director of Human Resources, ext. 1031
      - Dean of the Faculty, ext. 1221 or
      - Dean of Students ext. 1011.
  
  - b. **Physical assault**
    - Any physical assault should be reported to **Campus Security immediately (503) 250-1730.**
    - If physical injury has occurred **call 9-1-1.**
    - Attend to any injuries of the victim and render comfort and security.
    - Activate CIRT by contacting a primary team member for further actions and follow-up as deemed necessary.

- c. Vehicular, residential or office break-in and/or theft**
- Report all break-ins and theft of property to **Campus Security immediately (503) 250-1730**.
  - Begin an inventory of what appears to be missing.
  - Campus Security may request police assistance in the ensuing investigation.

## DEATH OF A STUDENT, STAFF, FACULTY OR VISITOR TO CAMPUS

- natural death
- accidental death
- suicide

### Response Procedures

1. **Natural death** of a student, staff or faculty member, or visitor to campus
  - In the event that an individual collapses in the presence of others:
    - a. **Call 9-1-1 immediately.** Know the location from which you are making the call!
    - b. The 9-1-1 operator will ask questions about the victim's condition.
    - c. If life-saving procedures are suggested (CPR) the operator will assist those rendering aid.
    - d. Have someone else **notify campus security (503) 250-1730.**
    - e. **Send someone out to direct responding emergency units** to the location of the victim.
    - f. **Notify the Dean of Students and activate CIRT by contacting a primary team member.**
    - g. If the victim is alive AMR will transport them to the nearest trauma center.
    - h. In the event the victim is deceased, Police will be called by Fire and Rescue, along with the Multnomah County Medical Examiner's Office.
    - i. Fire and Rescue or the Police will request the presence of Trauma Intervention personnel on the scene to assist with any family survivors, witnesses, and individuals who provided assistance to the victim at the scene. They will also assist the campus CIRT with any of their tasks if requested.
    - j. The authorities will want the victim's full name, date of birth, home address, telephone number, social security number and the names of any next of kin. This information can be obtained from Wendy Schindler, Director of Human Resources, at ext. 1031.
    - k. The Medical Examiner's Office may transport the victim back to their facilities until the family can make funeral home arrangements and pick the victim up from the Medical Examiner.
    - l. The Medical Examiner will notify the family of the death. If the college intends to notify the family an effort should be made to coordinate the notification with the Multnomah County Medical Examiner, who can be reached at 503-657-6831.

## 2. **Accidental Death**

- In the event of an accident which causes injury to the victim **call 9-1-1**. Know the location of the victim.
- The 9-1-1 operator will request information about the victim's condition and may recommend further actions on your part. **DO NOT move** the victim unless they are in danger of further injury in their present location.
- **Notify Campus Security (503) 250-1730**.
- Activate CIRT by contacting a primary team member.
- Send someone to meet and direct emergency response units to the victim.
- If the accident causes the death of the victim, stay clear of the accident scene itself.
- Fire and Rescue, Police, TIP, Medical Examiner, and OHSA will respond to the scene and conduct an investigation into the circumstances of the accident and death.
- The Medical Examiner will need the same biographical information on the victim (as noted above in section 1.J).
- Death notification again will be done by the Medical Examiner, as well as the college if CIRT desires to do so.

## 3. **Suicide on campus**

- The person(s) finding the suicide victim will need to **call 9-1-1 immediately**.
- **Call Campus Security (503) 250-1730**.
  - a. Secure the scene. If the suicide occurred inside a building secure the room and prevent anyone from entering the room until the authorities arrive.
  - b. If the scene of the suicide is outside do your best to keep people away from the scene.
  - c. Do not attempt to cut down the victim if they hanged themselves, unless of course they are still alive.
  - d. Do not attempt to clean up anything in the room of the suicide.
  - e. Notify the Dean of Students.
  - f. **Activate CIRT by contacting a primary team member.**
  - g. The responding authorities (Fire and Rescue, Police, Medical Examiner) will conduct an investigation into the death to determine if it is indeed a suicide.
  - h. The Trauma Intervention Team will be requested by the Fire and Rescue or the Police to respond to the scene to assist anyone needing immediate non-medical intervention.
  - i. The College may also call TIP directly at 503-940-7997.

## **NATURAL EVENTS**

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- severe weather
- geological events

### **Response Procedures**

#### **1. Severe Weather**

- During severe weather events, encourage people to seek shelter inside a building (high winds, ice, electrical storms, hail).
- Be aware of the threat of falling trees and tree limbs. Block sidewalks and other pedestrian routes which pass under or near dangerous trees and power lines.
- In the event of property damage call the **Director of Facilities Services at ext. 1238**.
- In the event of personal injury to anyone on campus **call 9-1-1**.
- If the campus is not safe for passage from one building to another notify the **Director of Facilities Services** who will notify the **Dean of the Faculty** with regard to the holding of classes and other scheduled events.
- The emergency information phone line will be updated with current information.

#### **2. Geological Events (earthquakes, landslides, effects of volcanic eruptions)**

- The magnitude of any geological event in the Portland area will determine your response.
  - a. As fast as possible determine the most significant damage and threat to life.
  - b. If there are injured people and a building collapses **call 9-1-1**. If this is a city wide emergency the College may be on its own for some time before response units can be of assistance. Therefore the following procedures should be carried out:

#### **Follow all the procedures outlined for Medical Emergencies and Mass Casualty Events.**

1. Keep people from entering a collapsed building.
2. Secure a safe place for the evacuation of all injured people. This should be a place that emergency vehicles can easily access when they do arrive.
3. Have survivors organize into teams which will be given specific tasks:
  - movement of the injured
  - care for the injured
  - identification of the injured
  - interviewing the injured in order to identify their medical histories, prescriptions currently being taken, and any allergies
  - role call to account for persons known or suspected of being on campus
  - security around damaged buildings

- protective shelter from the elements for the injured and survivors
- teams to listen for any indication of people trapped in collapsed structures and to mark the location for trained rescue people

**4. Notify the Director of Facilities Services.**

- **Activate CIRT by contacting a primary team member**

## **POTENTIAL FOR WIDESPREAD ILLNESS ON CAMPUS**

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### **Response Procedures**

1. In the event of an illness outbreak that seems to have affected several people on campus with the potential of affecting more individuals:
  - Seek appropriate medical service from Portland Adventist Hospital or a local physician.
  - Call the Campus Nurse at ext. 1001.
  - Call the Dean of Students at ext. 1011.
  - Activate CIRT by contacting a primary team member.
  
2. In the event that it is determined there is an infectious outbreak on campus the following procedures apply:
  - The Campus Nurse will be in contact with the attending physician(s) treating campus personnel to determine the potential or extent of concern.
  - If appropriate and so directed by attending medical personnel, isolate the primary residence of the affected parties.
  - Notify the Multnomah County Health Department's Communicable Disease and Occupational Health office at 503-988-3406. This is a 24 hour automated service with punch button options to follow.
  - Activate CIRT by contacting a primary team member.

## **CAMPUS RESPONSE TO A CITY WIDE DISASTER**

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### **Response Procedures**

The College and its personnel could be called upon in a city wide disaster to assist the city in its response.

- The College may be in a position to render temporary shelter to local residents from the surrounding neighborhood.
- The College could be asked to provide its green space and parking lots for staging areas for various response activities.
- The College's student body and available faculty and staff could be asked to assist at medical centers, nursing homes, and other care facilities that require staffing and support.

## **CAMPUS EVACUATION**

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### **Response Procedures**

Any situation calling for the evacuation of a building, area of campus, or the entire campus:

#### **Immediate Evacuations:**

Those responding to the event need to determine if evacuation of the scene should be carried out. If the potential for injury seems to exist, begin an evacuation.

- a. **Activate the building's fire alarm.**
- b. **Call 9-1-1 and campus security (503) 250-1730.**
- c. Shout a warning and proceed to each area that may house people if doing so is safe.
- d. Assist those who may be physically challenged.
- e. Direct people to a designated safe area.
- f. **DO NOT** allow anyone except the Fire/Rescue personnel to reenter the building or area once it has been evacuated.
- g. Begin a head count.
- h. Activate CIRT by contacting a primary team member.

#### **Secondary Stage of Evacuation:**

Move evacuees to the nearest safe shelter.

- a. This shelter can be any safe shelter available to house people.
- b. Support services need to be made available to the evacuees.
- c. Support services include food, water, warmth, clothing (if needed), and first aid assessment.
- d. Evacuees should inform persons in charge of their new location if they've spread across campus or have sought shelter off campus.
- e. All exits off campus should be manned so that those leaving campus by car etc. must inform campus authorities of who is leaving, their intended destination, and their contact information.

#### **Third Stage of an Evacuation:**

In the event of a long term evacuation relocation effort CIRT will notify outside agencies and request assistance. Those agencies could include the Red Cross, Salvation Army Disaster Response, neighboring colleges, private schools, and area churches.

# WARNER PACIFIC COLLEGE CRITICAL INCIDENT RESPONSE TEAM

## WPC-CIRT Mission

The Critical Incident Response Team (CIRT) under the direction of the Critical Incident Coordinator will determine the manner in which the College will respond to a critical incident on campus, or involving any college employee, student, visitor or physical property. The Critical Incident Response Team (CIRT) will utilize and follow the stated policies and procedures of the College's Emergency Response Plan in any response of the College to a critical incident.

## WPC-CIRT Organization

Positions underlined in **bold type** are the *primary CIRT* with secondary backup positions and personnel in the event the primary CIRT member is not able to respond to the critical incident or backup presence is required by the CIRT member to form a team. Members of the CIRT are determined by their positions at the College. Members of the Campus Communications Response Team (CCRT) are determined by their positions at the College and their ability to write, copy, record the chronology of the incident response, and speak publicly if required. Please reference the complete list of CIRT contacts in Appendix 1.

<u>Position</u>	<u>Name</u>	<u>Office</u>	<u>Home</u>
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### Critical Incident Coordinator

- Director of Campus Safety
- Business Response Support Team
  - Dir. of Human Resources
  - Accountant & Conf. Coord.
  - Business Office Supervisor
  - Senior Accountant
  - Disbursements Accountant

### Director of Facilities Services

- Maintenance
- Maintenance

### Dean of the Faculty / CAO

- Faculty Chair
- Dean of Students
  - Director of Residence Life
- Dean of ADP
  - Dir. of Faculty & Cur. Dev.

### Director of Information Services

- Systems Manager
- Multimedia Specialist

## **Campus Communications Response Team Leader**

### **VP for Institutional Advancement**

- Dir. of Marketing & Public Relations
- Dir. of College Communications

#### ◦ **Campus Communications Response Support Team**

- Dean of Students
- Registrar
- Exec. Dir. of Enrollment Mgt.
- Director of Financial Aid
- Assistant Professor of Education
- Professor of Humanities
- Professor of Humanities
- Chair of Humanities Dept.

### **Safety Committee Chairperson**

- Director of Health/Wellness Serv.

## **CIRT Responsibilities:**

### **Critical Incident Coordinator (CIC)**

- Coordinates the CIRT
  - a. Acts as a liaison to the College President
  - b. Activates Crisis Response communication procedures
  - c. Activates the CIRT and the Campus Communications Response Team
  - d. Reviews and approves all communications with various publications
  - e. Contacts Senior Leadership (partnership members) for briefing
- Determines the manner in which college personnel and equipment will be utilized
- Gathers information pertaining to the critical incident
- Assesses the overall incident
- Assesses the need for additional resources, including external assistance
- Provides complete documentation of the full nature of the crisis and its handling by the College
- Liaison to all official jurisdictions that may be investigating the incident
- Liaison to the College's legal counsel

### **Business Response Support Team (BRST)**

- As directed by the Critical Incident Coordinator, establishes communications with business contacts, including insurance carriers, financial institutions, and regulatory agencies
- Collects financial information and records as requested by the CIC
- Provides Human Resources information to members of the Primary Response Team, as directed by the CIC
- Provides student records information to members of the Primary Response Team, as directed by the CIC
- Develops financial analysis and reports, as requested by the CIC

### **Director of Facilities Services**

- Assists any jurisdictional investigator assigned to investigate an incident on campus
- Assesses and contains damage to any campus facility
- Establishes a Crisis Response Room
- Establishes a Media Services Room
- Contacts appropriate utilities companies; terminates utilities as needed
- Estimates timeline for repairs
- Assists claims adjuster in damage inspection
- Determines if extra staffing is needed for facilities or to assist with security
- Supervises evacuation of campus facilities as necessary
- Supervises campus security personnel to maintain calm on campus and to control access of unauthorized persons to the campus
- Assists emergency response agencies in communicating instructions to the campus community

### **Dean of the Faculty / Chief Academic Officer**

- In the event of an injury to or death of a member of the WPC community or visitor, serves as liaison to the police, medical examiner, hospital, family of the victim, and entire faculty
- Liaison to the Director of Information Services to assure that phone and e-mail communication are functioning
- Is available as a backup resource to take calls from the general public, the media, students, faculty, family of students or campus employees
- Will arrange for any interruption in the campus class schedule and determine whether a faculty meeting is to be called for the purpose of disseminating necessary information to classes
- Will ensure that instructors directly impacted by an event receive timely notification and emotional support if requested

### **Dean of Students**

- Serves alongside the Faculty Chair as backup to the Dean of Faculty
- In the event of an injury or death of a student, serves as liaison to police, medical examiner, hospital, and family
- Coordinates with the Director of Campus Ministries to meet any pastoral counseling needs
- Provides health and counseling services and referrals to local health care providers for members of the College community in need of such services
- Is a visible presence on campus to help maintain calm and order
- Assists any members of the College community needing emergency housing or relocation services
- Works with the Safety Committee to develop an emergency response training program for members of the campus community
- Is available to take phone calls from students and their families as well as initiate phone calls when appropriate

### **Dean of ADP**

- In the event of an injury or death of an ADP student, serves as liaison to police, medical examiner, hospital, and family

- Provides health and counseling services and referrals to local health care providers for members of the ADP community in need of such services
- Is a visible presence on the ADP campus to help maintain calm and order
- Works with the Safety Committee to develop an emergency response training program for members of the ADP community
- Is available to take phone calls from ADP students and their families as well as initiate phone calls when appropriate

### **Director of Information Services**

- Establishes emergency communications network for use by the CIRT in their designated location (using available resources) for the duration of the incident. The network will include at least the following:
  - a. Departmental phone trees: Each department head will be instructed to notify their staff as directed by the Critical Incident Coordinator
  - b. Campus e-mail
  - c. Ensure telephone access - landline, cellular or both
  - d. Ensure phone banks are available as needed
  - e. Ensure emergency info phone line is available
  - f. Establish and maintain the integrity of the campus computer network
  - g. Establish a volunteer force of message runners for the duration of the incident

### **Campus Communications Response Team Leader**

- Spokesperson for the College (media outlets, various College constituencies)
- Lead of the communications team
- Liaison to legal counsel along with the Critical Incident Coordinator
- Makes official requests for third party support and assistance
- Determines time and content of any all-campus meetings
- Determines the appropriateness of securing a public relations firm to manage all outgoing information for the College related to the incident
- If called upon by the Critical Incident Coordinator, serve as the College's Public Information Officer or spokesperson for the College.

### **Campus Communications Response Support Team (CCRT)**

The Campus Communications Response Support Team will function as an ancillary support team to the CIRT, reporting to the Campus Communications Response Team Leader. The membership of this team is determined on the basis of professional communication skills (**written, broadcast media, coordination of communication releases, gathering of sensitive campus records and documents, and the ability to document the response actions of the CIRT to the incident**). To this end the Campus Communications Response Support Team procedures will be:

- a. As directed by the Campus Communications Response Team Leader, establish a media services location. This location will serve as the location for media personnel to meet with appropriate College representatives for the dissemination of corresponding information. This location will serve as the headquarters for the Campus Communications Response Team for the duration of the incident.
- b. In consultation with the Critical Incident Coordinator, draft communication instruments which will be used with family members, campus community, and for outside media releases to disseminate necessary information about the incident.

- c. Overall responsibility for handling phone calls (staffing the phone bank on an ongoing basis during the incident).
- d. Provide written updates as directed by the Critical Incident Coordinator.
- e. Screen and log in all calls from the media or any source and relay this report to the Critical Incident Coordinator.
- f. If necessary organize a press conference.
- g. Gather information for a potential media release as directed by the Critical Incident Coordinator.
- h. Only information that has been cleared by the Critical Incident Coordinator or designee can be released to the general public.**

### **Safety Committee Chairperson**

- Supervises the Emergency Preparation section of the Emergency Response Plan and assures that all elements of such preparation are in place
- Works with the Chief Operating Officer (COO) to develop an emergency response training program for members of the CIRT and campus at large
- Works with the Director of Facilities Services to train security personnel in the Emergency Response Plan
- Serves as the Campus Safety Officer during all campus incidents requiring CIRT activation
- Is available to take phone calls from students and their families and initiate phone calls when requested by the Critical Incident Coordinator
- Ensures that members of the Campus Communications Response Team keep a detailed record of all actions taken during the emergency response

### **Activation of CIRT**

In the event of an incident involving a member of the College community or visitor to campus, CIRT may be activated by any member of CIRT or any employee. This can be done by contacting Campus Security or the employee's immediate supervisor. The Critical Incident Coordinator will convene CIRT to discuss the appropriate response action to be taken.

### **Declaration of a Campus State of Emergency**

The only authority to declare a campus state of emergency rests with the President, or in the absence of the President, the Chief Operating Officer of the College. A declaration of a campus state of emergency would result in the following actions:

- Follow appropriate procedures during the emergency and safeguard persons and property in so far it is possible.
- Formalize the activation of the CIRT to implement their respective policies and procedures in response to the incident.
- Identify a safe place to establish the Incident Command Operations Center which will house the CIRT.
- When a declaration of a campus state of emergency is made, only registered students, members of the administration, faculty and staff are authorized to be on campus. Emergency response personnel have the authority to limit access to the campus of anyone they have not directly requested to be on campus. Those who cannot provide proper identification and prove their legitimate business on campus will be asked to vacate the premises.

- Only those members of the administration, faculty and staff who are assigned CIRT responsibilities will be allowed to enter the designated emergency area including the Incident Command Operations Center.
- Assessment of property damage will be completed as soon as the area is cleared by emergency response personnel. This assessment is to determine the level and extent of damage and any risk of injury the damage may present.

**Declaration of a Campus State of Emergency Priority Objectives:**

**Priority 1**

- a. Medical Aid - Evaluate medical services available and direct rescue forces regarding location of injured and treatment facilities for the injured.
- b. Fire Suppression - Evaluate fires or fire hazards and use resources to control and evacuate.
- c. Search and Rescue - Appoint search and rescue teams responsible for finding missing students, individuals trapped in structures, etc.
- d. Communications Network - Establish a communications network to serve the CIRT for the duration of the incident response.
- e. Utilities Survey - Evaluate conditions of utilities and shut down or restore appropriately.
- f. Response to off-site incidents - such as athletic road trips, choir tours, science department outings, and mission trips involving vehicular accidents and other incidents which could injure or kill students or staff.

**Priority 2**

- a. Facility Survey – Evaluate facilities for occupancy suitability.
- b. Shelter – Identify the extent of need for temporary housing and organize moves as needed.
- c. Food and Water – Identify extent of need, establish provider(s) and distribution system.
- d. Sanitation System – Evaluate immediate need and identify resources that can be used.
- e. Communications – Establish a means of communicating with various parts of the campus.
- f. Psychological Assistance – Implement procedures for caring for the emotionally distressed.

**Priority 3**

- a. Valuable Materials Survey – Identify, survey, and secure valuable materials on campus.
- b. Records Survey – Identify, survey, and secure all WPC records.
- c. Academic Survey – Survey academic departments and determine suitability for resumption of the academic program.

**Recovery and Reporting**

Cleanup, salvage and recovery: Following an emergency, maintenance, risk management and other college personnel should act quickly to initiate cleanup and salvage operations as directed by the insurance providers.

**Initial Incident Report Campus Communications Response Team:**

- a. Narrative (what happened)
- b. Time of incident

- c. Location of incident
- d. Estimate of casualties
- e. Extent of damage and loss
- f. Estimate of relocated persons
- g. Type and extent of assistance required and received
- h. Additional remarks pertinent to the incident

After Action Report:

- The after action report is to be completed by all CIRT members and departments responding to the incident.
- The after action report is a necessary document as it relates to any responsible parties in relation to the incident. This report also serves other supporting agencies with substantiating documentation.
- The following are the primary items to be addressed in an After Action Report:

**A. General**

- 1. Description of the incident
- 2. Time your department received the initial call
- 3. Location of the incident
- 4. Date of the incident

**B. Strengths**

- 1. Number of personnel committed to the incident from your department
- 2. Hours spent (for insurance purposes)
- 3. Management
- 4. Clerical
- 5. Administrative
- 6. Other

**C. Operations Summary – include all significant events on a time-line basis:**

- 1. Planning –preparation
- 2. Alerting
- 3. Operations
- 4. Post operations
- 5. Communications
- 6. Training of campus community on the emergency response plan

**D. Administration**

- 1. Information and educational activities
- 2. Special affairs
- 3. Internal – morale and discipline problems
- 4. Human cost(s)
- 5. Property cost(s)

**E. Supplies and equipment**

- 1. Special supplies and equipment used
- 2. Needed supplies and equipment

**F. Problems**

- 1. Personnel
- 2. Information – planning, etc.
- 3. Operations
- 4. Organization
- 5. Training

6. Supplies and equipment

7. Communications

**G. Overall assessment of incident response (in your own words)**