



Emergency Response

Plan

**1.2. Promulgation Document and Signatures Page**

Trocaire College, Buffalo, NY is committed to empowering students in personal enrichment, dignity, self-worth through education, and public service. The emergency management program is critical to ensuring resilience of the academics and services we provide. Trocaire College is committed to enable the campus communities to be prepared and strengthen the colleges values of diversity, knowledge, leadership, and commitment during the most trying times. The College Emergency Planning, Preparedness, and Response goal is to develop and maintain a campus emergency management plan that ensure its campuses, in case an incident or emergency that arises; mitigation, response, and recovery plans are in place to reduce loss of life, property, and to recover from should the need arise. This plan also ensures the academic and campus essential functions will continue to support the campus community. Trocaire Safety Committee is responsible for assessing, updating, and monitoring the Emergency Management Plan on an annual basis; reporting to the college President, Vice-President of Finance and Administration and Security Coordinator are charged with, coordinating/ and communicating emergency procedures, and leading emergency mitigation, preparedness, response, and recovery for all Trocaire campuses. The departments noted in the Emergency Operations Plan are charged with upholding their responsibilities through training, planning, exercises, and participating to ensure the preparedness and readiness in the event of an incident or emergency. No Emergency Operations Plan can eliminate hazards or risks. However, efficient plans that are implemented, through trained and knowledgeable personnel, reduces the risk of damage, injuries, and loss to the Trocaire College Community.

This plan serves as Trocaire College framework for implementing, coordinating, and managing emergencies when normal daily operations are inadequate for emergency response and when additional efforts are needed to reduce the impact on life, property, college operations, and the surrounding environment.

President Date

**1.3. Approval and Implementation**

The approval and implementation page introduces the plan, outlines its applicability, and indicates that it supersedes all previous plans. It should include a delegation of authority for specific modifications that can be made to the plan and by whom they can be made without the senior official’s signature. It should also include a date and be signed by the senior official(s).

This plan serves as the foundation for Trocaire College on the prevention, response to, and recover from all-hazards and/or emergencies that affect Trocaire College community. Trocaire is committed to taking a proactive and reactive stance in reducing the effects emergencies have on the student body, faculty, staff, and guests.

The Vice-President of Finance and Administration is the individual empowered to execute the emergency operations plan base on Trocaire College directive. This Plan outlines the framework for the College community wide emergency management plan and is only the foundation. The Colleges departmental readiness, preparedness, community partners and continual training, exercises, and planning are key factors in moving forward.

For questions, comments and/or concerns, please contact Michael Cucinotta, Vice-President Finance and Administration, cucinottam@trocaire.edu, 716-310-2861.

**Vice President for Finance and Administration** Date

**Safety Coordinator**  Date

**1.4. Record of Changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change #** | **Date** | **Part Affected** | **Date Posted** | **Who Posted** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**1.5. Record of Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Plan # | Office/Department | Representative | Signature |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |

**1.6. TABLE of CONTENTS**

**Section 1: Cover page** 1

1.2. Promulgation Document Signatures Page 2

1.3 Approval and Implementation 3

1.4 Record of Changes 4

 1.5 Record of Distribution 5

 1.6 Table of Contents 6

**Section 2: Purpose, Scope, Situation Overview, and Assumptions** 7

2.1 Purpose 7

2.2 Scope 9

 2.3 Situation Overview 8

 2.4 Planning Assumptions 8-9

2.5 Phases of Emergency Management 9

2.6 Emergency Response Activation 9-10

**Section 3: Concept of Operations** 10-11

**Section 4: Organization and Assignment of Responsibilities** 11

**Section 5: Direction, Control, and Coordination** 11-12

 5.1 Organization Chart 12-13 **Section 6: Training and Exercises** 12

**Section 7: Administration, Finance, and Logistics** 12

 7.1 Agreements/contracts 12

 7.2 Record Keeping 12

**Section 8: Plan Development and Maintenance** 12

 8.1 Plan Development 12

 8.2 Plan Distribution 12

 8.3 Plan Maintenance 12

**Section 9: Functional Annexes** 13

 9.1 Evacuation 13-14

 9.2 Deny entry or Closing (lockdown) 14

 9.3 Outside Assembly Points 15

 9.4 Shelter-in-Place or Secure-In-Place 14-19

**2. Purpose, Scope, Situation Overview, and Assumptions:**

**2.1. Purpose**

The goal of the Trocaire College Emergency Management and Response Plan is to provide protocols, assign responsibilities, establish training, and raise levels-of-awareness to provide the best possible results in maintaining the safety of our students and employees during emergencies.

 Objectives:

* Define and classify emergencies and what they entail.
* Develop situation-specific responses to the various circumstances of multiple college sites which rise to the level of an emergency.
* Identify the appropriate personnel who will respond to emergencies and provide information on their role during an emergency.
* Provide clear and effective communication within the college community, with emergency responders, and with the public during and after an emergency.
* Prepare and train the college community in the appropriate responses to an emergency.
* Ensure that appropriate systems, equipment, signage, and visual/auditory alerts are in place for any type of emergency.

**2.2 Scope**

Trocaire Emergency Operations Plan will be activated in response to any event, threat, hazard, or emergency that exceed normal daily operational resources to protect life, property, environment, and operations. This plan notes responsible personnel, directs response and recover actions, and is designed for all Trocaire Campuses/buildings.

**2.3. Situation Overview**

Trocaire College has 2 locations: the Main Campus, and the Extension site on Transit Road in Williamsville. The Main Campus is located just off Abbott Road and adjacent to Mercy Hospital in the historic neighborhood of South Buffalo.

Trocaire College is easy to find situated in a quiet, residential area of Buffalo, NY. The campus is readily accessible from all major transportation routes including the New York State Thruway I-90 and I-190, as well as public transportation via the NFTA Metro Bus service. Additionally, the Greater Buffalo International Airport is only a 20-minute drive to the campus.

* Main Campus - 360 Choate Avenue-Buffalo, NY 14220.
* Extension Center - 6681 Transit Road-Williamsville, NY 14221.
* 1,000+/- students comprised of 500+/- full time and 500+/- part time.
* Faculty and staff consist of 100-200+/-.

2.4. **Planning Assumptions**

1. **DEFINITION OF EMERGENCIES**
2. **Definition:** Emergencies can fall into two categories: Events and Incidents. Events or incidents may pose an immediate risk to health, life, property, or to the surrounding local environment. Typically, emergencies occur unexpectedly and require immediate and often urgent action to prevent worsening of the situation. Notably, events may start as non-emergency but later transition into an emergency.
* **Events:** planned activities that require more than customary day to day resources and/or personnel to ensure the wellness and safety of the participants. Examples include graduation commencement, guest speakers, special course offerings, and the like.
* **Incidents:** An event that are manmade, natural, or technical that require a response to protect the environment, life, and property. Examples include, but not limited to, severe weather conditions (snow, flood, extreme heat, tornado), fire, hazmat/chemical, medical emergency, civil disobedience, active shooter, explosions, crimes, earthquake, bomb threats, emergencies connected to Main Campus and Seneca Street.
1. **Hazard/Threat Analysis:** The College is exposed to a wide variety of hazards and threats that can cause personal injury, loss of life, destroy property, and disrupt day to day operations. This analysis considers the probability and impact of hazards/threats.

Campus emergency response numbers:

* + - College Security (Choate Avenue) **827-2500 or 445-2104 (cell)**
		- College Security (Transit Road) **827-4300 or 346-7094 (cell)**

Emergency Phones are located throughout the main building and easily identified by signage.

2.5 **Phases of Emergency Management**

|  |  |
| --- | --- |
| **Phase**  | **Concept** |
| Mitigation | Foundation that reduces the loss of life and/or property from manmade, or natural disasters through preemptive actions. Mitigation efforts also occur post event/incident/disaster.  |
| Preparedness | Organization, training, equipment, resources, and planning for a range of potential hazards. Emergency Mitigation planning, response training, response drills and exercises. |
| Response | Actions taken to at time of event/incident/disaster to sustain/protect/save life, property, and environment. Response actives include, but not limited to, emergency medical services, law enforcement activities, evacuation, warnings, search, rescue, mass care, shelter.  |
| Recovery | Goal is to restore property, services, infrastructure affected by any event or disaster. These efforts are short and long-term, depending on needs, and include, but not limited to, implementation of services, restoration plans for services, and operations.  |

2.6 **Emergency Response Activation and Level of Activation**

 Emergency response within this plan should be activated in response to needs, resources availability, and state of readiness.

 Plan activation occurs when event or emergency conditions prevent normal operations, and immediate action required to protect and save life, prevent damage to property and environment, provide essential services infrastructure, and related systems.

|  |  |  |
| --- | --- | --- |
| Level | Condition | Description  |
| Yellow | Normal | Default normal level of readiness, preparedness, training, systems testing, and related exercises.Common events: Medical emergency response, fire, weather related monitoring, partial plan evaluation & training. |
| Blue | Heightened | Elevated readiness resulting from identified threats/hazards.Campus Safety staff will continuously monitor event activities.Common events: graduation commencement, guest speakers, special course offerings, and the like. |
| Orange | Partial Activation | Qualified event and/or emergency that requires response by the College. Coordination between the College and external agencies, as necessary.An emergency operation center (EOC) is partially activated.Typical Events: Weather related issues that affect any site operations, emergency temporary in scope that does not require prolonged recovery and/or recovery. |
| Red | Full Activation | An Emergency has occurred requiring College response and/or exceed College resource, and requires assistance from local, regional agencies. Response operations are prolonged over an extended period.Emergency Operation Center (EOC) is fully activated.Events: Civil unrest on campus or immediate surrounding locations, Pandemic, active shooter, or any other widespread emergency/event.  |

**3.** **Concept of Operations**

A. **Immediate Response:** In general, individuals who are first to witness or have first knowledge of an emergency affecting the college should determine if the emergency is life-threatening / urgent versus non-life-threatening / non-urgent. These individuals are known as first reporters.

* **Life-Threatening / Urgent**: Life-threatening events or those with the urgent or immediate potential for life-threatening harm (a gun on campus, a physical attack, etc.) generally require an immediate call to 911. On campus, first reporters should use the nearest telephone to call 911 and make the report. Typically, the 911 operator will ask the reporter to remain on the line for further instructions.
* **Non-Life-Threatening / Non-Urgent**: Events that are non-life threatening or for which there is less urgency (a minor fall on stairs, a low-level argument in a hallway, a minor chemical spill, etc.) should be handled by immediately calling College Security.

Note: The individual(s) who witnesses or has direct experience with an incident (*first reporter*) is/are in the best position to make the determination as to the appropriate response. No reporting individual will be faulted for deciding in good faith that they feel is appropriate under the observed circumstances.

 B. **Secondary Response:** Once the incident has been made known outside of the immediate area (either to 911 or to College Security), the college enters the second response phase. In this phase, a determination is made as to the college’s overall response to the issue. This response will depend upon the nature and extent of the emergency, its urgency, and its potential for current and future harm. The determination would be made by the President or closest available President’s Council Member.

**4. Organization and Assignment of Responsibilities**

|  |  |
| --- | --- |
| **Position** | **Emergency Roles and Responsibilities**  |
| Vice President Finance and Administration | Primary Administrator for the coordination of emergency responses. |
| Vice-President for Student Affairs  | Secondary contact in the absence of the Vice-President and Administration and provides direct contact to the President and his/her Council during a crisis or emergency. |
| Campus Security | Activates the college’s Emergency Notification System and coordinates all public information regarding a crisis or emergency. |
|  |  |
| Vice-President for Academic Affairs | Provide training to all faculty on emergency/crisis management decision making within the classroom.  |
| Director of Wellness Center | Provide to each student, who has self-identified as physically disabled, information on emergency procedures pertaining to those with disabilities. |

**5.** **Direction, Control, and Coordination**

Security is the primary contact of an emergency response. Communicates with necessary stakeholders, mutual aid agencies, and works with the Vice-President of Finance and Administration to inform the college community through various formats. The Vice-President of Academic Affairs is responsible for training for faculty on emergency management.

 5.1 Organization Chart

The Vice-President of Finance and Administration is the primary administrator for the coordination of all crisis/emergency responses. The Vice-President for Student Affairs is the secondary administrator in the absence of the Vice-President of Finance and Administration. He/she also assists the Vice President of Finance and Administration and provides direct contact to the *President* and his/her Council during a crisis or emergency. Campus Security activates the college’s Emergency Notification System. Campus Security personnel are the first responders for a crisis or situations that threaten the personal safety of others. Generally, will be in direct contact to the Vice-President of Finance and Administration.

**6.** **Training and Exercises**

The Safety Coordinator/Safety Team is responsible for training and education to all faculty and staff regarding emergency management and decision making within the classroom.

**7. Administration, Finance, and Logistics**

7.1 All agreements/contracts should include the authorized requests for assistance and from which organizations.

7.2 Record keeping for emergency incidents: Detailed records for each effected department should be maintained in an emergency response. VP of Finance and Administration should maintain records of each departments costs resulting from any emergency as needed.

**8. Plan Development and Maintenance**

8.1 Plan Development: The Vice President of Finance and Administration in conjunction with the Safety Coordinator/Team should develop the EOP and any additional operations plans.

8.2 Plan Distribution: The Vice-President of Finance and Administration should distribute plans to the appropriate administrators and staff members. A copy should be readily available in each facility and the Vice President of Finance and Administration and/or Safety Team should be available for questions or logistical issues relating to the plan that may arise.

8.3 Plan Maintenance: The plan will be reviewed annually or as needed. If changes should arise to facilities, resources, budgets, unforeseen incident, change in laws, or college policies. The Vice-President of Finance and Administration with the support of the site Safety Team should complete the plan update.

9. **Functional Annexes**

**NOTE:** This is not a complete list, but it is recommended that all EOPs include at least the following functional annexes:

**9.1 Evacuation**

Evacuation of a building may be required if there is a fire, flood, major chemical spill, or similar hazard such that the entire building has potential to be impacted and where there is immediate threat of harm.

Decision: The decision to evacuate the building may be made by several individuals:

* College Administration staff, Faculty members, and General College/Campus staff.
* First responders: Fire, Police, Medical trained members.
* External authorities: Various external authorities, gas company, electric company, authorized public officials, etc. may make the decision that the building be immediately evacuated. Typically, these external authorities will coordinate the effort with college personnel.
* College Security: College Security may make the evacuation decision, as needed, in urgent situations.

Other Authorized Individuals: Upon notification, certain authorized individuals may make the decision to evacuate the building. Do not use elevators unless directed by security or emergency responders to do so.

**Persons with Disabilities:**

* If you are helping someone with a physical disability, be sure to ask what type of assistance they may need or if they have any special circumstances that must be attended to.
* If someone is not physically able to vacate the building, they should be moved to a safe place or an Area of Refuge. Posted signs of Areas of Refuge are located around the main campus. These signs provide directions for escape routes and safe locations.
* Call College Security to inform them of the location that the individual(s) are located.
* Emergency responders will determine if it is safe in the designated location or if there is an immediate need for evacuation. They may also determine if an elevator is safe to use.
* If imminent danger exists and there is no possible way to move someone to a safer location, a rescue attempt may be considered. This is a last resort. You must consider the risk to yourself, the person you are trying to rescue, and others. Decide with the person you are attempting to rescue the best possible evacuation procedure.
* Special Circumstances
	+ To assist individuals with blindness or visual disabilities
		- * Verbally announce the emergency and give instructions.
		- Ask if anyone needs assistance.
		- Verbally alert people to any obstacles they may encounter.
		- If physically assisting someone, tell them where you are going and inform them as you move along the escape route.
* To assist individuals with a hearing disability
	+ - Emergency lighting is used to gain their attention, make eye contact and gesture.
* To assist individuals with psychological or psychiatric disability or other unseen disabilities
	+ - Be aware of those who may be hesitant or fail to respond to the emergency.
		- Alert security if individual is unresponsive to directions.
		- Try to calm the individual and assist in moving them to the evacuation route.

**9.2 Deny Entry or Closing (Lockdown)**

If there is imminent danger such as an active shooter within the building, the college may initiate an immediate “lockdown” of the building. This notification will be made through the Emergency Notification System.

Procedure:

* Determination is made that Lockdown is necessary.
* Authorized individual(s) triggers the ENS.
* If not already notified, the College Security at the site is contacted.
* In the event of a lockdown, cover any door windows and lock classroom doors.
* Instruct all those in the classroom to remain silent and not to respond to any attempt from someone knocking on the classroom door trying to gain entry. Stay away and out of direct line with the door.
* If you are in a public area of the college (Commons, computer lab, hallway) and there is no place to lock yourself into a secure room, exit the building by the nearest exit and move to an outside designated safe area or follow the guidance of emergency responders.
* Only when the Emergency Notification System is activated again signaling the “all clear” is it safe to unlock the classroom door. You will be given instructions when to evacuate the building.

**9.3 Outside Assembly Points**

|  |  |
| --- | --- |
| Building | Assembly Location |
| Main Building360 Choate Ave.  | Southeast side of Choate Ave. across from main entranceSouthwest side of Mercy St. Close to visitor parking |
|  |  |
|  |  |
| Extension Center6681 Transit Rd | Front parking lot across from main and side entrances |

**9.4 Shelter-in-Place or Secure-In-Place**

***INSIDE ASSEMBLY POINTS FOR THOSE WITH MOBILITY CONDITIONS***

|  |  |
| --- | --- |
| Building | Rooms |
| Main Building360 Choate Ave.  | B9/37/22/218/252/316/356/411/PLC/First floor. |
|  |  |
|  |  |
| Extension Center6681 Transit Rd | 206 update and communicate & signage |

**9.8 Threat- or Hazard-Specific Categories** of exemplar situations and their general responses are provided below. These categories are meant to highlight the types of situations most likely to occur but do not cover all possible responses in the event of an emergency. Following these categories, specifics are provided for responses including ***evacuation, lockdown, shelter-in- place, and off campus emergencies.***

**Threat- or Hazard-Specific Annexes**

**NOTE:** This is not a complete list. Each IHE’s annexes will vary based on its threats and hazard analysis.

|  |
| --- |
| **Threat - Hazard Specific and Emergency Procedures Guidelines**Follow the procedure steps relative to the corresponding Emergency Situation |
| **Assisting Persons with Disabilities – Procedural steps in all situations:*****Recognize the type of disability and assist accordingly.**** Assist non‐ambulatory persons to exist or disabled accessible exits.
* Inform First responders of location and/or any known persons with disabilities needing assistance.

***Visually and hearing Impaired:*** * Inform type and nature of the emergency to visually impaired.
* Guide visually impaired to appropriate exits.
* Provide any additional assistance as needed.
 |
| **Chemical/Hazmat/biological incident – Procedure steps:**The College is prepared to handle spills that may occur within labs that use chemicals. These precautions include wash stations and spill kits.* Inform Campus Security of the nature of the spill (type) and location.
* Cover mouth and nose with multiple layers of cloth or wear a mask, if possible.
* Notify others in the area to stay away from the area or evacuate the facility.
* Depending on severity of or scope of the incident, pull fire alarm.
* Wash hands and/or clothing in safe manner.
 |

|  |
| --- |
| **Threat - Hazard Specific and Emergency Procedures Guidelines**Follow the procedure steps relative to the corresponding Emergency Situation |
| **Explosions – Procedure steps:**If you should feel or hear an explosion, call Campus Security. Give your best suggestion as to where the explosion did or may have occurred. * Take cover under tables, chairs, or other objects.
* Call Campus Security and/or 911 and report location and type of explosion.
* Wait for directions from Campus Security or emergency responders.
* If you are directly involved in the aftermath of an explosion and are not injured, assist others if evacuation is necessary or possible.
* Campus security to call 911 to report the situation and all available details.
 |
| **Active Shooter – Procedure steps:**If you observe any individual with a weapon on the campus, notify Campus Security immediately. The campus Emergency Notification System will be activated warning others to stay away from the campus and a lockdown will be implemented. * Call Campus Security and/or 911 and report location and best description of individual(s).
* Shelter in place if in classroom/office/lecture hall, lock doors, and cover windows.
* If in common or public areas with no shelter in place room, move along wall and exit buildings safely.
* Evacuate campus when safely possible.
* Campus security to call 911 to report the situation and all available details.
 |
| **Fire – Procedure steps:**The campus is equipped with audio/visual alarms. If you observe a fire, call Campus Security and activate a fire alarm. Evacuate the building. * Call Campus Security and/or 911 and report location and nature of the fire.
* If you do not see the fire but hear the alarm, find the posted escape route for your location and exit the building.
* If requested, and you are able, assist others who may need help.
* If you are in an office or classroom and the door is closed, feel the door for heat. If the door is hot, do not open it. Go to a window and seek escape through it. If there is no window or other escape route, call Campus Security and inform them of your location.
* Once outside, find a designated assembly area and report your presence to a college representative.
 |
| **Earthquake – Procedure steps:*** Shelter in place under desks, tables, or in doorways. Stay clear of windows.
* Evacuate the building through designated emergency exits when it is safe to do so.
* If outside on campus, stay clear of buildings, electrical, or other utilities.
* Campus Security to conduct and secure communications and contact 911 for any assistance, as necessary.
 |

|  |
| --- |
| **Threat - Hazard Specific and Emergency Procedures Guidelines**Follow the procedure steps relative to the corresponding Emergency Situation |
| **Tornado – Procedure steps:*** Shelter in place at the lowest level of the building, preferably basement. If basement is not available, seek cover under sturdy building infrastructure, interior hallways, or center of rooms under desks.
* If outside and no time to seek shelter, pick the lowest spot possible.
* Stay clear of windows.
* Campus Security call emergency services as the situation dictates.
 |
| **Severe Weather – Procedure steps:*** Stay alert to potential weather conditions by monitoring local news via radio.
* Shelter in place, if necessary.
* Contact Campus Security and 911 if immediate conditions warrant.
* ***Snow Emergency:*** If road conditions prevent safe travel. shelter in place on campus accommodations made to individuals affected.
* ***Flooding/Lightening:*** If road conditions prevent safe travel, shelter in place on campus accommodations made to individuals affected. a) If building is affected move to higher floors. b) If outside, seek high ground and shelter inside. c) Lightening - seek shelter indoors. If outside - seek lowest point in the space and stay clear of trees and disregard any metal objects.
* Campus Security to inform 911 of any assistance needed
 |
| **Classroom Disruptions and Psychological Crisis – Procedure steps:**There may be an occasion when students become embroiled in an argument within the classroom, either with the faculty member or another student. It is up to the judgment of the faculty member if anyone’s personal safety is in peril. * Be respectful, maintain self-control, maintain personal space, keep calm, short questions and answers.
* Be soft spoken, non-confrontational, keep hands in sight and open. Do not argue, criticize, or be judgmental.
* In such circumstances, the faculty member may ask the individual to leave the room or building.
* If the student should refuse, call Campus Security.
* Occasionally, someone may come to a classroom unannounced seeking an altercation with a student in the class. Campus Security should be called immediately.
* Individuals who have “Orders of Protection” are responsible for their own rights under the law. They should call the Police (911) if someone violates an Order of Protection, **not** Campus Security or any college employee.
* If an individual threatens to harm themselves, others, or appears to be out of touch with reality due to a drug reaction or psychological issue, call Campus Security.
* Campus security will notify the Chief of Student Affairs and a Counselor who will respond to the classroom or location of the student. In their absence (evening/weekend), Campus Security will call the Police (911). While waiting for the response team, attempt to keep the individual calm.
* If the individual becomes violent, attempt to evacuate the classroom and/or solicit help from others to restrain the individual.
 |

|  |
| --- |
| **Threat - Hazard Specific and Emergency Procedures Guidelines**Follow the procedure steps relative to the corresponding Emergency Situation |
| **Medical Emergencies – Procedure steps:**If a medical emergency should occur in the classroom, call Campus Security. Explain the nature of the event so that they may be able to direct the appropriate emergency medical responder. * Remain calm and keep the victim calm as possible.
* If in classroom or in the common/public area of the building, ask for assistance to call 911 & Campus Security.
* Inform them help is on the way.
* If trained in medical areas of EMT, first aid, CPR, or other, apply training accordingly and as needed.
* Wait for first responders to assist or take over medical treatment.
* Provide arriving medical personnel name, phone number, detailed explanation of events that led up to the emergency and/or cause(s).
 |
| **Crimes – Procedure steps:**If you observe anyone committing a crime on campus (attack, rape, theft, etc.) call 911 (Police) first and then Campus Security. Give the Police and Campus Security the location of the event and a description of the perpetrator. * Do not intervene; make notes of the crime and perpetrator(s)
* Move to safe location, evacuate, or shelter in place. Lock doors, lights off and keep quiet or, if possible, seek a secondary escape.
* Contact Campus Security and 911 if situation warrants.
 |
| **Power outage – Procedure steps:*** Notify Campus Security of outage. If witnessed, report location and detailed cause.
* Campus Security should contact maintenance and any appropriate authorities to resolve issues.
* Assist any persons stuck in elevators.
 |
| **Bomb Threats – Procedure steps:*** If you become aware of a bomb threat, notify Campus Security immediately with the information at hand.
* Do not pull a fire alarm or decide to evacuate others from the building. Leave this decision up to Campus Security.
* If you should observe a suspicious package or individual on campus, do not attempt to examine the package or approach the individual. Call Campus Security and report the location of the package or person with the best description that you can provide.
 |
| **Civil Unrest – Procedure steps:*** If you observe large groups of individuals gathering for nefarious activities, destroying property, and/or causing injuring to others, call 911 and Notify Campus Security.
* Seek shelter in place in classrooms, lecture halls, or offices. Turn lights off, remain quiet, and cover windows.
* If sheltered in place, note location to campus security and law enforcement.
* Campus Security should contact law enforcement for assistance and seek to evacuate individuals if possible.
 |
| **Threat - Hazard Specific and Emergency Procedures Guidelines**Follow the procedure steps relative to the corresponding Emergency Situation |
| **Emergencies Connected to the Campus – Procedure steps:**Since the College’s main campus is physically connected to Mercy Hospital and in close proximity to other public agencies, there is potential for an emergency situation that could affect all. Annually, the Chief Administrative Officer for Administration & Auxiliary Services will update and provide emergency contact information to Mercy Hospital, Mt. Mercy Academy, Mercy Center, and Lorraine Academy and will request the same from these organizations. The College and its community partners will collaborate on their emergency plans annually and develop a communications system to inform each other of emergency events.* Campus Security, staff, and faculty should inform students and enact procedures as necessary and as the situation dictates.
* Transit Road Campus may be affected by neighboring properties, and be considered a staging location for nearby emergency events.
 |
| **Workplace Crime/violence/harassment – Procedure steps:**Examples; * Direct or implied threat, verbal, or written.
* Physical attack.
* Verbal, physical harassment that interferes with another’s studies or work,
* Theft.

***Procedure**** Report any incident to Call 911 law enforcement first and then Campus Security.
* Give the Police and Campus Security the location of the event and a description of the perpetrator.
* Do not intervene; make notes of the crime and perpetrator(s)
* Move to safe location, evacuate or shelter in place, lock doors, lights off, and keep quiet or if possible, seek a secondary escape.
 |
|   |