University of Rio Grande

Emergency Operations Plan

Revised and updated: October 24, 2012

Submitted by: R. Scott Borden

Campus Police Chief
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APPENDIX

I. INCIDENT COMMAND SYSTEM
II. CAMPUS MAP
III. FLOOR PLANS
UNIVERSITY STATEMENT

Preparedness to cope with the effects of an emergency situation includes many diverse but interrelated elements, which must be woven into an integrated emergency management system within the campus setting. Certain situations may also involve departments of local government and private support agencies.

Emergency situations necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to address proper response. Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort.

Planning for population protective action must be a cooperative effort to avert or minimize the affects of natural, technological, hazardous materials, civil, and/or attack-related disasters; to protect lives and property; and to restore the stricken area to its pre-disaster status with minimum social and economical disruption.

This plan is a statement of policy regarding emergency management and assigns task and responsibility to University officials and department heads, specifying their roles during an emergency or disaster situation. It is developed and authorized pursuant to section 5502.271 and chapter 3750 of the Ohio Revised Code and the University of Rio Grande.
FORWARD

This plan provides the University of Rio Grande the basis for a systematic approach to the problems created by the threat or occurrences of emergency situations. It identifies the responsibilities, functions, and working relationship between and within the University and their various departments; governmental agencies; private support groups; and individual citizens.

The goals to be achieved by this plan are to save lives and protect property by developing programs and emergency operational capabilities that address mitigation, preparedness, response, and recovery for: natural, accidental and societal critical incidents.

Regular review of the Emergency Operations Plan (EOP), as well as safety committee meetings, training and open communication lines will serve to refine and clarify emergency responsibilities and contribute to the ongoing planning process.
DISCOVERY OF CRITICAL INCIDENT

There are three major types of crises: 1) Natural (earthquake, tornado, etc...) 2) Accidental (chemical spill) and 3) Societal (terrorist attack, active shooter, armed intruder, etc...). The prevailing thought is that all three can happen without notice. When the discovery of a critical incident is made, the first responder (those who first arrive on the scene of an emergency) must be able to identify the situation as critical and decide whether or not to implement the Emergency Operations Plan (EOP). Listed below is the protocol that all first responders should attempt to follow if/when the EOP is activated:

1. Contact Campus Police at 7286 and/or call 911 (9-911 from any campus phone).
2. Keep bystanders/onlookers as far away from the scene as possible
3. Locate victim(s) and determine injuries.
4. Identify potential witnesses, keep them separated and furnish them with a voluntary statement form to generate as much information as possible relevant to the incident.
5. Maintain telephone or radio communication with Campus Police providing as much detail as possible.
6. Assure that all internal notifications have been made to the Emergency Response Team.

TYPES OF EMERGENCIES/LEVELS OF RESPONSE – There are three levels or types of emergencies:

- LEVEL 1 – MINOR INCIDENT: a local event with limited impact which does not affect the overall functional capability of the University of Rio Grande. Planning and response is carried out at a limited local level (individual room). The Emergency Operations Plan would not be activated.
- LEVEL 2 – EMERGENCY: a serious event that significantly disrupts one or more operations of the University of Rio Grande. The Emergency Operations Plan would be activated to the extent necessary.
- LEVEL 3 – DISASTER – a very serious event that impairs or halts the operation of the University of Rio Grande. The Emergency Operations Plan is fully activated.
Once the gravity of the situation is determined and the decision has been made to activate the Emergency Operation Plan (EOP), the following persons will be notified in a timely manner.

**INTERNAL NOTIFICATIONS**

- President – Barbara Danley 7204
- VP \ Administrative Services – Paul Harrison 7203
- Campus Police Chief – Scott Borden 7286
- Maintenance Supervisor – 7348
- Health Services – Marlene Childers 7389
- Dean of Students – Aaron Quinn 7216
- Human Resources – Phyllis Mason 7228
- Chaplains Office – Marshall Kimmel 7339

*Each of these individuals can be reached after hours by calling Campus Police.

**EXTERNAL NOTIFICATIONS**

Listed below are possible resources for various emergency situations encountered by the University of Rio Grande:

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone #</th>
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<tbody>
<tr>
<td>Gallia County EMT</td>
<td>441-2036</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>446-8555</td>
</tr>
<tr>
<td>Gallia Co. Sheriff</td>
<td>446-1221</td>
</tr>
<tr>
<td>Poison Control</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Columbia Gas</td>
<td>800-344-4077</td>
</tr>
<tr>
<td>FBI (Portsmouth)</td>
<td>740-354-5645</td>
</tr>
<tr>
<td>Ohio State Highway Patrol</td>
<td>446-2433</td>
</tr>
<tr>
<td>Gallia Academy Bus Garage</td>
<td>446-0898</td>
</tr>
<tr>
<td>AEP (electric)</td>
<td>800-277-2177</td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
</tr>
<tr>
<td>Rio Grande</td>
<td>446-3126</td>
</tr>
<tr>
<td>Gallipolis</td>
<td>446-9533</td>
</tr>
<tr>
<td>Village of Rio Grande</td>
<td>245-5822</td>
</tr>
<tr>
<td>City Pre-School \ Day Care</td>
<td>245-5799</td>
</tr>
<tr>
<td>Buckeye Hills</td>
<td>245-5334</td>
</tr>
<tr>
<td>Rio Elementary</td>
<td>245-5333</td>
</tr>
<tr>
<td>Ray McKinnis – Bob Evans Farm Manager</td>
<td>245-5305</td>
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INCIDENT COMMAND CENTER

The Incident Command System (ICS) is the model for command, control, and coordination of an emergency response. It provides a means to coordinate the efforts of individuals assigned to the Emergency Response Team (ERT) as they work toward the common goal of stabilizing emergency situations on campus while protecting life, property and the environment.

EMERGENCY RESPONSE TEAM
INCIDENT COMMAND SYSTEM STRUCTURE

President
Dr. Barbara Goldman-Danley

VP/Administrative services
Paul Harrison

Campus Police Chief
Scott Borden

Health services

Maintenance

RESPONSIBILITIES

President—declares a state of emergency on campus and is responsible for the overall direction of the ERT. The president will also officially declare an end to the incident/crisis and coordinate all de-briefing meetings.

VP/Administrative services—responsible for coordinating the response of the ERT and ascertaining the scope of the incident/crisis; the Vice President of Administrative Services will maintain communication and direction with the Campus Police Chief as well as local emergency and media personnel. The Vice President will serve as the Incident Commander in the absence.

Campus Police Chief—coordinate actions of campus police officers and direct enforcement actions; the Campus Police Chief will also act as liaison to local law enforcement agencies.
BASIC PLAN

I. Purpose

The purpose of this plan is to predetermine, to the extent possible, actions to be taken by the University of Rio Grande to possibly prevent avoidable emergency situations and to respond quickly and adequately in order to protect lives and property.

II. Applicability

A. To fulfill its intended purpose, this plan must be kept current and personnel responsible for implementation should be well acquainted with the plan and recommend improvements or changes that are considered appropriate.

B. Each group responsible for and operating in an emergency shall be given opportunity for input into the plan through meetings, planning sessions, and incident evaluations.

C. It shall be the responsibility of each department head to see that all personnel under him/her are kept well informed of the plan.

D. The Safety Director shall be responsible for the maintenance and implementation of the Emergency Operations Plan (EOP).

E. The Safety Director shall be responsible for the maintenance and staffing of the Emergency Operations Center (EOC).

III. Concept of Operations

A. The primary goals of emergency management are to save lives and protect property by developing appropriate capabilities. Reaching these goals is facilitated by dividing emergency management activities in the following categories: mitigation, preparedness, response, and recovery.

1. Mitigation or Pre-Emergency Phase is any action taken to eliminate or reduce the probability of an emergency or disaster. Examples of Mitigation are:

   a. Building Codes
   b. Disaster Insurance
   c. Public Education
   d. Risk Evaluations
   e. Statutes and Ordinances
2. **Preparedness or Readiness Phase** is any activity taken in advance of an emergency that facilitates the implementation of a coordinated response. Examples of Preparedness are:
   
a. Emergency Warning Systems  
b. Emergency Operations Center  
c. Emergency Operations Plans  
d. Emergency Exercises

3. **Response or Emergency Phase** is any action taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery. Examples of Response are:
   
a. Emergency Medical Assistance  
b. Law Enforcement Response  
c. Fire and Rescue Response  
d. Evacuation  
e. Emergency Sheltering  
f. Emergency Operations Center Activation

4. **Recovery Phase** is what will be done to return the disaster or emergency area to normal operational condition after the disaster and to assist disaster victims. Examples of Recovery are:
   
a. Damage Assessment  
b. Debris Clearance  
c. Decontamination  
d. Counseling  
e. Disaster Assistance  
f. Temporary Housing  
g. Reconstruction

**IV. Execution of Basic Plan**

A. The VP/Administrative Services shall be responsible for emergency operations at the University of Rio Grande.

1. The Gallia County Emergency Management Agency Director furnishes primary assistance to him/her if requested, and is responsible by law for the coordination of disaster operations in the entire county.
2. The American Red Cross, under its congressional charter, will extend assistance to individuals and families in need as a result of natural or manmade disaster.

3. The National Weather Service has the responsibility for, and is the source of, forecasts and warnings of impending weather.

4. The Incident Command System [ICS] shall be used for the chain-of-command during events. (See Appendix I)

B. The heads of the various departments shall be responsible for developing plans for their departments' assigned emergency operations, and for developing standard operating procedures and implementing documents where necessary.

1. The immediate operations and functions of all departments and agencies engaged or assisting in emergency operations will be directed toward the protection of life and property, the distribution of food, water, clothing, and the provision of shelter.

C. Decision-Making Body. The basic participants charged with the major authority and making of decisions when the Emergency Operations Center (EOC) is activated are:

1. President

2. VP/Administrative Services

3. Campus Police Chief

4. Safety Director

5. Maintenance Supervisor

6. Director of Health Services

Each department shall be under the command of the highest ranking official present.

D. Emergency Operations Center (EOC). The EOC will be the headquarters of the Emergency Response Team (ERT) during emergency/disaster situations. Its primary location will be the athletic secretary office located in Lyne Center. (The secondary location will be the Campus Police Building). The following is a list of rules governing the use of the EOC:
1. To be activated by the President or his designee, if situation warrants, who gets a quick picture of the situation from the public safety official in charge and starts emergency public information activities. This person is also the one to phase out the EOC activities when situation warrants.

2. Emergency Response Team shall staff the EOC as needed.

3. The Safety Director will maintain current EOC staffing rosters and building information.

4. From this EOC, all emergency workers will register for work.

V. How to obtain local assistance

A. When the emergency exceeds the internal resources of the University, the President of the University of Rio Grande may request assistance through the Gallia County Emergency Management Agency.

B. The University of Rio Grande Police Dept. shall be responsible for providing police protection and security measures for the University.

   1. When circumstances exceed the Campus Police’s capacity the Gallia County Sheriff’s Dept. shall be contacted for assistance.

   2. When circumstances exceed the Sheriff’s Dept. capacity they shall request for state assistance through the Gallia County EMA.

VI. How to obtain state assistance

A. When the disaster is of a magnitude sufficient to surpass local capabilities, state resources are committed as the situation demands. Request for state assistance should be made by the President of the University of Rio Grande through the Gallia County EMA.

B. When requesting assistance, the following information should be furnished to the Gallia County EMA:

   1. Description of disaster.

   2. General area and number of people affected by disaster.

   3. Estimate of damages to public and private property, roads, and utilities.
MEDIA PLAN

The VP/Administrative Services will be responsible for making media releases to all appropriate agencies during emergency situations on campus. The President shall make the final approval before being released.

I. Weather Emergencies

1. The VP/Administrative Services shall obtain information related to the closing (ie, date, time, length)
2. The VP/Administrative Services shall send obtained information to the appropriate media sources.
3. The VP/Administrative Services shall maintain communications with other members of the Emergency Response Team for further updates.

EMERGENCY CLOSING

I. Purpose

The purpose of this plan is to establish procedures and guidelines for the emergency closing of the University of Rio Grande.

II. Situations and Assumptions

A. Situation

The University of Rio Grande is a post secondary education facility subject to many different situations and emergencies where the university may need to temporarily close down. It is essential that a written plan is established and followed.

B. Assumptions

The University of Rio Grande shall follow this plan in order to assist in the determination of when to close the university.

III. Decision
A. Weather Emergencies

1. V/P of Administrative Services or his designee shall decide whether the university will close during all weather emergencies.

B. All Other Emergencies

1. The decision will be made by the V/P of Administrative Services or his designee.

IV. Notification

A. On Campus

1. E - Mail
2. Voice Mail
3. Phone System
4. Public Access Television Ch.9

B. Off Campus

1. WSAZ-TV3, HUNTINGTON
2. WOWK-TV13, HUNTINGTON - CHARLESTON
3. WOUB-PUBLIC RADIO ATHENS
4. WKKJ-RADIO 93.3 , CHILLICOTHE
5. WMGG RADIO 101.5 , GALLIPOLIS
6. WKOV-RADIO 96.7, JACKSON
7. WYVK- RADIO 92.1 , MIDDLEPORT

V. Response

A. Weather Emergencies

1. When the University is closed due to inclement weather, the only personnel that are required to report are: Food Service, Housekeeping, Maintenance, Grounds and Campus Police.
2. The personnel required to report should attempt to arrive at their normally scheduled start time. However, they should exercise good judgement in determining their ability to report.

B. All Other Emergencies
1. When the University is closed due to an emergency situation other than weather, the EOC will determine key personnel that need to report.
2. All key personnel shall report directly to the EOC for further instructions.

**BOMB THREAT**

**I. Purpose**

The purpose of this policy is to establish guidelines to be followed in the event of a bomb threat or the discovery of a bomb at the University of Rio Grande.

**II. Situation**

The University of Rio Grande is a post secondary education facility subject to many outside influences including the threat of a bomb. Although such threats may or may not be real in nature, they must be treated as if they are real. Failure to heed such warnings could result in a major loss of life and/or property damage.

**III. Receiving Bomb Threat**

**A. Receiving Call**

1. Log time of call.
2. Log the telephone number on which the call was received.
3. Record every word that is spoken by caller.

**B. Information needed** (*Bomb Threat Report Form found in Campus Safety Manual*)

1. Location of bomb.
   a. building name
   b. which floor
2. Time the bomb is to explode.
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you put the bomb in the building?
6. What is your name?
7. Where are you now?

**C. Background Noise**

1. Running Equipment
2. Music
3. Voices
4. Unusual Noises

D. Caller's Voice

1. Male or Female
2. Voice Quality
3. Accents
4. Speech impediments

IV. Dispatch and Notification

Note: Portable radios and cellular phones should not be used for communications due to the possibility that they could detonate the bomb.

A. Campus Police

1. Shall send an officer to the location and begin an immediate evacuation.
2. Shall contact the Safety Director.
3. Shall contact Rio Grande P.D. and the Sheriff Department if needed.

B. Safety Director

1. Shall contact the Gallia County "911" Center.
2. Shall place the Fire Dept. and EMS on standby.
3. Shall notify the University Administration.
4. Shall complete a critical incident report

C. Administration Notification

1. Campus Police Chief
2. Vice-president for Administrative Services
3. Director of Maintenance
4. President
**BOMB THREAT RESPONSE**

A. Threat

1. Upon receiving a bomb threat, the affected building shall be evacuated immediately.
2. All occupants shall be evacuated to a minimum of 300 feet away from the building.
3. Campus police shall secure the area around the building, allowing no one to enter the perimeter.
4. Maintenance department shall turn off gas to the building.
5. No searches shall be conducted for at least half an hour before or after the detonation time, if one was given.
6. The decision to re-occupy the building will be made after the University Administrators, Campus Police and the Fire Dept. have decided it is safe to re-enter.

B. Discovery of a Bomb

1. If a bomb or strange object is located all emergency personnel shall evacuate the area immediately.
2. The location and description of the object shall be reported.
3. The EOC shall be activated.
4. All surrounding buildings within a 300 foot area shall be evacuated.
5. Campus police shall contact the nearest bomb disposal unit.
6. Only the Bomb Disposal Unit shall be allowed into the building.
7. The decision to re-occupy the building will be made after the University Administrators, Campus Police, Fire Dept. and the Bomb Disposal Unit have decided it is safe to re-enter.
CHEMICAL / RADIOLOGICAL EMERGENCIES

The purpose of this plan is to provide University personnel with information to assist in the decision making process when faced with a chemical or radiological emergency at the University of Rio Grande.

VI. Situations and Assumptions

A. Situations
The University of Rio Grande is a post secondary education facility subject to many different kinds of emergencies including the possibility of a chemical or radiological emergency. It is apparent that with the storage and use of chemicals on campus as well as the amount of chemical traffic on US 35, that there is a high risk of the University being affected by an accidental release.

B. Assumptions

The University of Rio Grande in conjunction with the local emergency agencies shall follow this plan in order to control the situation and protect the lives of the people on campus.

VII. On Campus Chemical Emergency

A. Inside Buildings

1. The fire alarm shall be activated and the building shall be evacuated.
2. All occupants shall be evacuated to a safe location upwind from the incident.
3. Fire Department, Campus, Rio Grande Police and EMS shall be notified.
4. The EOC shall be activated.
5. Local EMA director shall be notified.
6. Campus Police shall secure the area from a safe distance to prevent people from entering the area.
7. The University shall assist the Fire Dept. in determining what kind of chemical is leaking.
8. Maintenance shall shut down all necessary equipment and utilities.
9. The Fire Dept. shall be in control of all chemical emergencies.
10. The University shall be responsible for contacting a Hazardous Material Cleanup Company if needed.

B. Outside of Buildings
1. Fire Department, Campus Police, Sheriffs Department and EMS shall be notified.
2. The EOC shall be activated.
3. Local EMA director shall be notified.
4. A determination for evacuation or shelter in place shall be made.
5. The University shall assist the Fire Dept. in determining what kind of chemical is leaking.
6. Maintenance shall shut down all necessary equipment and utilities.
7. Campus Police shall secure the area from a safe distance to prevent people from entering the area.
8. The fire dept. shall be in control of all chemical emergencies.
9. The University shall be responsible for contacting a Hazardous Material Cleanup company if needed.

VIII. Off Campus Chemical Emergency

A. University Notification

1. Campus Police shall be notified.
2. Safety Director shall be notified.
3. President shall be notified.
4. VP/Administrative Services shall be notified.

B. Response

1. The EOC shall be activated.
2. The EOC shall contact local EMA director for information on the emergency.
3. Evacuation or shelter in place shall be determined.
4. University population shall be notified as to evacuate or shelter in place.
5. Maintenance shall shut down all necessary equipment and utilities.
6. University shall follow direction of the Gallia County EMA.
7. Safety Director will complete a critical incident report.
EVACUATION & SHELTER-IN-PLACE PROCEDURES

I. Purpose

The purpose of this plan is to establish procedures and guidelines in the event of an emergency and whether it warrants sheltering in place or an evacuation.

II. Situations and Assumptions

A. Situation

The University of Rio Grande is a post secondary education facility subject to many different kinds of emergencies. It is the University's intention to establish a safe and organized plan for sheltering persons in place or the evacuation of persons on the campus during an emergency situation.

B. Assumptions

The University of Rio Grande shall follow this plan as much as possible in order to carry out a safe and organized procedure.

C. Decision

The nature or type of emergency shall determine the decision to shelter in place or to evacuate. The VP/Administrative Services and other emergency officials shall coordinate this decision.

III. Evacuation

A. Notification

1. All persons to be evacuated shall be notified to go to a designated staging area and wait for further instructions.
2. The Gallipolis City and/or the Gallia County Local School systems shall be contacted for the use of their buses if the evacuees need to be transported to an off campus location.
3. If the evacuation is from one campus building to another all evacuees shall be notified of which building to report to.
4. The University Administration and Officials shall be notified that an evacuation has begun.
5. The designated evacuation shelter shall be notified so that they can prepare for the situation.
6. Gallia County 911 center shall be notified that an evacuation has begun.
7. The Gallia County EMA Director shall be notified if needed.
8. All other emergency agencies shall be notified for assistance if needed.

B. Response

1. All available personnel shall respond to assist in the evacuation procedure.
2. The evacuation process will require a door to door check of the facility that is being evacuated.
3. Should any occupant refuse to evacuate, continue the evacuation and, time permitting, return to the refusal site, obtain name and advise disciplinary action will be taken, also advise regarding the hazards of not evacuating.
4. In the event that physically challenged individuals are involved in the evacuation efforts, all efforts shall be made to assist them to safety.
5. The evacuation process shall be conducted in a calm and orderly fashion.
6. All evacuees shall be directed to a designated staging area.
7. Once at the staging area, names shall be taken for accountability purposes.
8. The evacuees shall be transported to an off campus evacuation shelter or assisted to an on campus site depending on the nature of the emergency incident.
9. Once at the evacuation shelter site, names should be taken again for accountability purposes.
10. Depending on the length of the evacuation, auxiliary support services may be deployed to provide food, water, showers, medical and health care products.
11. All evacuees shall be updated as often as possible on the extent of the emergency and length of time they will be at the shelter.
12. All university employees and administration shall be updated as well.

C. Recovery

1. All evacuees shall be transported back to the campus or to where they were originally evacuated.
2. The University shall assure that all student and University needs are taken care of and that order is restored.
3. The VP/Administrative Services shall provide news releases.
4. The Campus Chaplain will be notified if deemed necessary.
5. The Safety Director will complete a critical incident report.

IV. Sheltering in Place

A. Notification

1. All affected persons shall be notified that a Shelter in Place has been instituted.
2. The Gallia County 911 Center shall be notified that a Shelter in Place has been instituted.
3. The Gallia County EMA Director shall be notified if needed.
4. The University Administration and Officials shall be notified that a Shelter in Place has been instituted.
5. All other emergency agencies shall be notified for assistance if needed.
B. Response

1. All affected persons shall be notified that a Shelter in Place has been instituted.
2. All assigned University personnel shall assist in the notification of the affected buildings.
3. The Maintenance Director shall assist by shutting down all ventilation systems in the affected area if needed.
4. All affected persons shall be instructed to keep windows and doors closed and to seal cracks around the doors and windows with towels or sheets.
5. The VP/Administrative Services shall provide news releases.
6. All persons need to remain calm until the emergency is over.
7. Assigned emergency personnel will give the *all clear* directly to the sheltered persons when the emergency is over.

C. Recovery

1. The medical condition of all affected persons shall be checked.
2. The Director of Maintenance shall assure that all HVAC units and other utilities have been turned back on.
3. The VP/Administrative Services shall provide news releases.
4. The Chaplain's Office will be notified if deemed necessary.
5. The Safety Director will complete a critical incident report.

FIRE EMERGENCIES

I. Purpose

The purpose of this plan is to establish procedures and guidelines to be followed in the event of a fire emergency at the University of Rio Grande.

II. Situation and Assumptions

A. Situation

The University of Rio Grande is a post secondary education facility with many kinds of potential emergencies including the possibility of fire. It is the University's intention to develop a plan of action in the event of a fire in a University owned building.

B. Assumptions
The University of Rio Grande shall follow this plan in the event of a fire.

III. All Fires

A. Immediate Action

1. Make sure Fire Department has been notified.
2. Make sure all occupants have evacuated the building.
3. Notify Campus Police.
4. Assist any injured victims and notify EMS.
5. Notify Safety Director
6. EOC to be activated if needed.

B. Notification

1. President.
2. Vice President for Administrative Services.
3. Director of Maintenance
4. Chief of Campus Police
5. Dean of Students
6. Housing Director
7. Director of Housekeeping
8. Provost
9. Health Services Director

IV. Resident Hall Fires

A. Response

1. Campus Police shall assist in evacuation procedures and securing the scene.
2. Maintenance department shall assist in shutting down all utilities.
3. Housing Director shall assist in finding temporary housing for displaced students.
4. Vice President for Administration and Dean of Students shall assist students in notification of families.
5. Health services shall assist in the treatment of injuries and supplying health care products to students.
6. The VP/Administrative Services shall provide news releases.

B. Recovery
1. Campus Police shall secure the area and the building.
2. Safety Director shall determine if building is safe to re-enter.
3. Maintenance department shall be responsible for the initial damage assessment.
4. Housekeeping shall be responsible for cleanup of small-scale damages.
5. Housing Director and Dean of Students shall be responsible for obtaining permanent housing if needed.
6. Vice President of Administration shall be responsible for notification of insurance personnel.
7. The Chaplain’s office will be notified if deemed necessary.
8. The Safety Director will complete a critical incident report.

**FLOODS**

I. **Purpose**

The purpose of this plan is to establish procedures and guidelines to be followed in the event of a domestic water system or natural flood emergency.

II. **Situation and Assumptions**

A. **Situation**

1. The University is situated on a high elevation so the imminent threat of flooding is unlikely.
2. The University has several small ditches and streams that do have the possibility of flash flooding.

B. **Assumptions**

1. The University is known as a designated shelter for the American Red Cross during times of a county emergency.

**Domestic Flooding**

III. **Minor Domestic Flooding**

A. **Notification**

1. Maintenance Dept.
2. Housekeeping
3. Safety Director [If Life Safety Devices are Affected]
4. Academic Dean [If Academic Building]
5. Housing Director [If Resident Hall Involved]
B. Response

1. Maintenance Dept. to repair leaks and isolate utilities.
2. Housekeeping for water removal and cleaning.
3. Safety Director [If Life Safety Devices are Affected]
4. Academic Dean [If Academic Building]
5. Housing Director [If Resident Hall Involved]

C. Recovery

1. Maintenance Dept. to assess damage if any.
2. Academic Dean to relocate classes if needed. [If Academic Building]
3. Housing Director to find temporary housing if needed. [If Resident Hall Involved]

IV. Major Domestic Flooding

A. Notification

1. Maintenance Dept.
2. Fire and Life Safety Coordinator
3. Vice President for Administrative Services
4. Housekeeping
5. Academic Dean [If Academic Building]
6. Housing Director [If Resident Hall]

B. Response

1. Maintenance Dept. to repair leak and isolate utilities
2. Housekeeping for water removal and cleaning.
3. Safety Director to maintain fire and life safety devices.
4. EOC to be activated.
5. Academic Dean [If Academic Building]
6. Housing Director [If Resident Hall Involved]

C. Recovery

1. Maintenance Dept. to assess damages.
2. Safety Director to assess damages to fire and life safety devices.
3. EOC to assist in support operations.
4. Academic Dean to relocate classes. [If Academic Building]
5. Housing Director to find temporary or permanent housing for residence. [If Resident Hall Involved]
6. Vice President for Administrative Services to contact insurance personnel.
Natural Flooding

V.  Flash Flooding

   A.  Notification

      1.  Students
      2.  Campus Police
      3.  Safety Director
      4.  Maintenance Dept.

NATURAL GAS LEAKS

I.  Purpose

   The purpose of this plan is to establish procedures and guidelines to be followed during a natural gas leak at the University of Rio Grande.

II.  Situations and Assumptions

   A.  Situation

      1.  The University of Rio Grande has a high risk potential for a natural gas leak on its campus. The University operates and maintains numerous natural, gas-fired boilers, forced air furnaces and cooking equipment in its buildings. There are numerous secondary gas feeds that run through the campus property as well.

   B.  Assumptions

      1.  The University of Rio Grande shall follow the Natural Gas Leak plan in order to control the situation and to protect lives and property at the University.

III.  Notification

   A.  Campus Police

      1.  Shall notify the Safety Director.
      2.  Shall notify the Maintenance Department.

   B.  Safety Director

      1.  Shall place the Fire Department on standby.
      2.  Shall place the EMS on standby if needed.
3. Shall notify the Gallia County "911" Center.
4. Shall notify the Gas Company if needed.
5. Shall notify the University Administration.

C. Administration

1. Campus Police Chief
2. Vice-President of Administrative Services
3. President
4. Director of Maintenance
5. Housing Director

IV. Response

NOTE: All potential sources of ignition are prohibited in the affected leak area. This
includes but is not limited to Radios, Cell Phones, Cigarettes, Lighters, Vehicle Engines,
Flashlights, Etc.

A. Campus Police

1. Shall respond to the affected building or area and begin an immediate evacuation.
2. Shall keep everyone upwind of the affected area.
3. Shall secure the perimeter of the area and allow no one to enter.
4. Shall assist in evacuating other buildings and areas if needed.

B. Safety Director

1. Shall maintain communications with Fire Dept.
2. Shall maintain communications with Director of Maintenance
3. Shall maintain communications with the Gas Company
ACTIVE SHOOTER

I. Purpose

The purpose of this plan is to establish procedures and guidelines in the event that an Active Shooter situation would arise on the grounds of the University of Rio Grande.

II. Situations and Assumptions

A. Situation

The University of Rio Grande is a post secondary education facility subject to many outside influences including the threat of a hostile intruder. There has been an increase not only in the number but the severity of violent incidents in schools in the past few years. It is vital that Rio Grande needs to be prepared in case there is a similar incident here.

B. Assumptions

The University of Rio Grande Police Dept. shall follow the Active Shooter’s plan in order to control the situation and protect the lives of the people on campus.

III. Notification

A. Campus Police

1. Shall send an officer to the site of the intruder.
2. Shall contact Rio Grande P.D. and Gallia County Sheriffs Department if needed.
3. Shall contact the Safety Director.

B. Safety Director

1. Shall contact the Gallia County “911” Center.
2. Shall place the EMS on standby.
3. Shall contact the Gallia County EMA Director.
4. Shall contact the University Administration.

C. Administration Notification

1. Campus Police Chief
2. Vice-President of Administrative Services
3. President
4. Director of Maintenance
5. Dean of Students

IV. Response
A. Campus Police

1. Should assume the situation is hostile beginning with their approach of the scene. Observations are critical and will add to the information gathering process.
2. Campus police shall respond to the affected building or area and secure the perimeter so no one can enter or leave the building or area.
3. Campus police officer shall acquire as much information about the situation as possible and relay it back to the dispatcher or officer in charge as soon as possible.
4. Campus police officer should follow his department protocol as much as possible until the chief of police or his designee arrives on scene.
5. The campus police officer should try to determine whether there are any injuries and relay that back to the dispatcher or the Fire and Life safety Coordinator as soon as possible.
6. The campus police officer should try to obtain information relating to hostages, if any, and how many people may be in the building.
7. Campus police shall request assistance from the Gallia County Sheriffs Department or the Gallia County EMA if needed.

B. Safety Director

1. Shall request that the EOC be activated.
2. Shall maintain communications with Campus Police and other law enforcement agencies on scene.
3. Shall determine whether evacuation or sheltering in place is needed.
4. Shall maintain communications with the Gallia County EMA director for future assistance during the crisis situation.
5. Shall maintain communications with Gallia County “911” Center.
6. Shall maintain communications with Gallia County EMS Director.
7. Shall maintain communications with University Officials and Administration.
8. Shall maintain communications with the VP/Administrative Services in maintaining news releases and information to parents of students.
9. Shall maintain control of the EOC until crisis is over.

V. Recovery

A. Campus Police

1. Shall secure the crime scene and all evidence.
2. Shall restore and maintain order on campus.
3. Shall request assistance from the Gallia County Sheriffs Department and the Gallia County EMA if needed.

B. Safety Director
1. Shall assure that all injured persons are receiving prompt medical attention.
2. Shall notify all other University Officials needed to complete the recovery phase.
3. Shall maintain control of the EOC until Recovery Phase is complete or until it is no longer needed.
4. Shall issue a final report of the incident.

C. Other University Officials

1. The Director of Health Services shall provide assistance to all injured victims.
2. The Director of Health Services shall contact a Critical Incident Debriefing Team and assist all victims that are in need of counseling.
3. The Director of Maintenance shall complete a damage assessment and make any repairs if needed.
4. The VP/Administrative Services shall release a final statement of events and all other pertinent information to the media.
5. The Chaplain’s Office will be contacted for support purposes.

VIOLENT CRIME/HOSTAGE SITUATION

The guidelines below are suggestions only. Employees are expected to exercise their best judgment in dealing with a crisis situation in order to ensure their personal safety and the safety of the campus community.

I. Emergency Response Team Procedures

1. Campus Security personnel will activate the EOC, contact Emergency Response Team members and call 911 immediately.
2. Make every attempt to move campus community to a safe area, away from the crime scene and/or hostage situation. If possible, lock down all unaffected buildings to limit suspect’s movement.
3. Gather as many facts as possible for law enforcement personnel. A member of the ERT should keep legible notes on: times, communications, names, witnesses, actions taken, etc...
4. Have floor plans available for affected buildings.
5. Contact the Chaplain’s Office for support purposes.
BIO-TERRORISM

I. Purpose

The purpose of this plan is to establish procedures and guidelines in the event of a Bio-Terrorist incident at the University of Rio Grande.

II. Situation and Assumptions

A. Situation

The University of Rio Grande is a post secondary education facility subject to many outside influences including the threat of various types of Bio-Terrorist acts. There has been an increase not only in the number but the severity of terrorist acts in the United States over the past few years. These acts of terrorism have not been limited to any one location or organization. Therefore it is vital that the University of Rio Grande be prepared for such possible acts of terrorism.

B. Assumptions

The University of Rio Grande officials shall follow this plan in order to control the situation and protect the lives of the people on campus.

Anthrax

Note: All communications during this type of incident shall be communicated via telephone lines. Avoid radio transmissions as much as possible in order to reduce the risk of panic. Anthrax organisms can cause infection in the skin, gastrointestinal system or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur. However, prompt recognition and treatment can be effective.

I. Notification
A. Campus Police

1. Shall send an officer to the location of the incident.
2. Shall contact the Rio Grande P.D. & Gallia County Sheriffs Dept. for assistance if needed.
3. Shall contact other law enforcement agencies if needed.
4. Shall contact the Safety Director.

B. Safety Director

1. Shall contact other agencies as the situation warrants.
2. Shall notify the University Administration.
3. Shall notify the Gallia County Health Dept. if needed.

C. Administration Notification

1. Campus Police Chief
2. VP/Administrative Services
3. President
4. Director of Maintenance if warranted.
5. Dean of Students
6. Director of Housing
7. Director of Health Services

II. Response

A. Campus Police

[Unopened letter or package]

1. If suspicious package or letter is received or found the officer shall go to the scene and obtain pertinent information.
2. The officer shall don his/her personal protective equipment.
3. The officer shall double bag the item along with his/her personal protective equipment in a sealable bag and transport it to the Gallia County Health Dept.
4. The officer and any one else who may have contacted the package should wash their hands as soon as possible with soap and water.
5. The officer shall record all names, addresses and phone numbers of any person involved or possibly involved in the incident.

B. Safety Director
1. Shall assist Campus Police in the evaluation and isolation of the incident.
2. Shall don personal protective equipment if warranted.
3. Shall coordinate the incident with all additional responding agencies.
4. Shall assist in the proper documentation of affected persons.
5. Shall maintain communications with the Gallia County Health Dept.
6. Shall maintain communications with University Officials and Administration.
7. Shall maintain communications with the VP/Administrative Services in maintaining news releases and information to parents, students and the public.

C. Director of Maintenance

1. Shall be responsible for shutting down utilities as needed
2. Shall be responsible for shutting down HVAC units as needed.
3. Shall provide assistance to other agencies as needed.

D. Director of Health Services

1. Shall provide support services to all exposed persons.

[Visible powder, Spilled powder, or a Report of Anthrax in heating or cooling systems]

A. Campus Police

1. The officer shall don his/her personal protective equipment.
2. The officer shall request assistance from the Gallia County Sheriffs Dept.
3. The officer shall coordinate the incident with the Safety Director when possible.
4. The officer shall request assistance from other agencies if warranted.
5. The officer shall remove victims to an isolated area at least 100 yards upwind of the potential hazard.
6. The officer may need to increase the distance of the isolated area after further investigation of the incident and current weather conditions.
7. The officer shall request assistance from the Gallia County Health Dept. if needed.
8. The officer shall have all affected persons systematically report to the campus police office basement for decontamination procedures.
9. After decontamination is completed, the officer shall obtain names, addresses and telephone numbers of persons before letting them leave the isolation area.

B. Safety Director

1. Shall assist Campus Police in the evaluation and isolation of the incident.
2. Shall don personal protective equipment if needed.
3. Shall activate the EOC if needed.
4. Shall coordinate the incident with all additional responding agencies.
5. Shall maintain communications with the Gallia County Health Dept.
6. Shall maintain communications with the local EMA Director.
7. Shall maintain communications with University Officials and Administration.
8. Shall assist in the proper documentation of affected persons.
9. Shall maintain communications with the VP/Administrative Services in maintaining news releases and information to parents, students and the public.

C. Director of Maintenance

1. Shall be responsible for shutting down utilities as needed.
2. Shall be responsible for shutting down HVAC units as needed.
3. Shall provide assistance to other agencies as needed.

D. Vice-President of Administrative Services

1. Shall maintain communications with the Safety Director.
2. Shall be responsible for closing the University if situation warrants.
3. Shall maintain news releases and information to parents, students and the public.
4. Shall maintain communications with the President.

E. Director of Housing

1. Shall be responsible for finding temporary or permanent housing for students if the situation warrants.
2. Shall maintain accountability of relocated students.

F. Director of Health Services

1. Shall provide support services to all exposed persons.
2. Shall provide health care products as needed for decontamination purposes.

III. Recovery

A. Campus Police

1. Shall secure the crime scene and all evidence.
2. Shall restore and maintain order on campus.
3. Shall request assistance from the Gallia County Sheriffs Department and the Gallia County EMA if needed.
4. Shall coordinate with all other agencies involved in the incident.
B. Safety Director

1. Shall assure that all affected persons are receiving prompt medical attention if warranted.
2. Shall notify all other University Officials needed to complete the recovery phase.
3. If activated, maintain control of the EOC until Recovery Phase is complete or until it is no longer needed.
4. Shall contact and coordinate with a Bio-Hazard decontamination company.
4. Shall issue a final report of the incident.

C. Director of Maintenance

1. Shall assist in the recovery phase as needed.

D. Vice-President of Administrative Services

1. Shall maintain communications with the Safety Director on recovery efforts.
2. Shall be responsible for the reopening of the University when the situation warrants.
3. Shall maintain communications & news releases.
4. Shall maintain communications with the President.
5. Shall maintain communications with the insurance companies when warranted.

E. Director of Housing

1. Shall coordinate assignment of revised room assignments as the situation warrants.

F. Director of Health Services

1. Shall continue to provide support services to all exposed persons.
2. Shall assist in obtaining counseling for the students as needed.
3. Shall assist the students in notifying their parents.
MEDICAL EMERGENCIES

If someone becomes ill or is injured and requires immediate assistance:

- Call 911 or Campus Police 7286
- Campus Police will provide required services until emergency crews arrive.
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not attempt to move person who has fallen and appears to be in pain unless he/she is in immediate danger.
- Limit your communication with ill or injured persons to quiet reassurances.
- After the person’s immediate needs have been taken care of; remain to assist the investigating officer with pertinent information about the incident.
- Planning for such emergencies includes being trained in emergency first aid and CPR.

BASIC LIFE SAVING TECHNIQUES

The guidelines below are suggestions only. Employees are expected to exercise their best judgment in dealing with critical situations in order to insure their personal safety and the safety of the campus community.

Controlling Excessive Bleeding
Uncontrolled bleeding initially causes weakness. If bleeding is not controlled within a short period, the victim will go into shock and possibly die. The average adult has about 5 liters of blood. Because the loss of just 1 liter poses a risk of death, it is critical that excessive bleeding be controlled in the shortest amount of time as possible.

Methods & Procedures to Control Bleeding

1. Apply Direct Local Pressure – With a pair of latex gloves on, place direct pressure over the wound and press firmly.
2. Maintain compression by wrapping the wound firmly with a pressure bandage.
3. Elevate the wound above the level of the heart.
4. If a large amount of bleeding still persists, apply pressure on the nearest pressure point to slow the flow of blood from the wound. A pressure point is a pulse for a major artery.
   - Use the brachial point for bleeding in the arm. The brachial is located on the inside of the arm underneath the bicep.
   - Use the femoral point for bleeding in the leg. The femoral is located in the upper thigh.

Ninety-five percent of bleeding can be controlled by direct pressure combined with elevation.
APPENDIX

I. INCIDENT COMMAND SYSTEM

II. CAMPUS MAP

III. FLOOR PLANS
Safety Director—monitors safety conditions and develops measures for ensuring the safety of all assigned personnel as well as students, faculty and staff.

Health Services—will ensure first aid is administered when necessary plausible; this individual will oversee the coordination of emergency medical treatment when absolutely necessary.

Maintenance—identifies and assesses facility needs; coordinates repairs and altercations to university buildings and equipment. This individual will also gather and retain: blueprints for buildings on campus, master keys and information pertaining to the power sources of each building.
Campus Buildings

- Allen Hall
- Anniversary Hall
- Area Agency on Aging
- Berry Center
- Berry Fine & Performing Arts Center
- Bob Evans Farm Hall
- Boyd Hall
- Campus Police Department
- Crossroads
- Davis Career Center
- Davis Hall
- Davis University Center
- E.F. Davis House
- Fine Arts Annex
- Fine Woodworking
- Florence Evans Hall
- Fowler House
- Fulton House
- Greer Museum
- Holzer Hall
- Kidd Math & Science Center
- Lyne Center
- Maintenance Buildings
- McKenzie Hall
- Moulton Hall
- New Residence Hall (Wellness)
- President's House
- Rhodes Student Center
- Sculpture Building
- Wood Hall
FULTON HOUSE
BASEMENT

SECONDARY TORNADO SHELTER IF UNLOCKED OR GO TO FOWLER HOUSE BASEMENT
FIRE DEPT.
HALF 3RD FLOOR
NEW RESIDENCE