



MID-ATLANTIC CHRISTIAN UNIVERSITY

Emergency Response Plan

The emergency plan at MACU will allow for accurate response to emergency situations that may affect campus life. An emergency will be defined as: “**Any event that significantly affects routine campus functions. Emergencies may be minor to severe and may or may not imply immediate threat to life.**” An emergency affecting only one part of campus will be handled by the Vice President for that area. A medical emergency affecting only one person will be handled by the closest person in authority (campus staff or resident hall staff). Campus wide emergencies will be handled by the Emergency Response Team (ERT).

I. EMERGENCY DEFINED

Emergencies fall into three categories:

Campus based

A campus based emergency indicates there is an unusual risk to safety of individuals on campus. Such emergencies may require assistance of local agencies (fire, police, etc.). Examples include fire, gas leak, bomb threat, hostage situations, medical emergencies, etc.

Local

Local emergencies may be weather related and require a response at a regional level. Response will be coordinated with local and regional agencies. Examples include hurricanes, snow, flooding, etc.

National

National emergencies affect a substantial portion of the country. Response will be coordinated with state and federal agencies. Examples include terrorism and power grid collapses.

II. PRIORITIES

1. Safety of students and employees
2. Effective communication
3. Resolution of incident to allow normal campus functions.

III. FIRST RESPONSE

The best way to respond to an emergency is to use caution, common sense, and remain calm. Individuals encountering an emergency situation or crisis should use the following steps.

1. Anyone with information concerning an impending or occurring emergency should notify the closest person of authority for that area.
2. Reasonable responses are encouraged. If a fire is visible, activate a fire alarm, call 911, or use a fire extinguisher (if containable).
3. The closest person in authority should determine if the emergency puts life at risk and the ERT should be activated.
4. The ERT should determine any additional safety measures to be taken.
 - possible campus wide notification
 - possible campus evacuation (partial or complete)
 - possible contact of local agencies
 - resolution of normal campus activities as soon as possible

IV. PLACES OF SAFETY

Safety of students and employees is our first concern. An emergency situation may be changed by removing the threat or relocating students and staff. Removing a threat may require assistance from local agencies. Relocating may involve on-campus places of safety or off-campus locations.

On campus places of safety include

- interior hallways at lowest levels (tornado)
- the gym as a large gathering area
- the parking area in front of the chapel

Off campus places of safety are to be determined

V. TYPES OF EMERGENCIES

Fire

In the event of a fire:

1. Pull nearest fire alarm or shout "FIRE"
2. Call 911
3. Find nearest extinguisher if fire is containable
4. If fire is not containable, alert others to evacuate

Pandemic Flu or other Viral Outbreak

In case of a pandemic flu outbreak or other viral contagion, the ERT will determine the steps to take in order to keep students, faculty, and staff under the best possible health conditions.

Some precautions individuals can take to reduce the spread of influenza include the following:

1. Wash hands frequently throughout the day
2. Cover mouth when coughing or sneezing
3. Carry travel size hand sanitizer and/or individual sanitizing wipes
4. Avoid drinking and eating after each other
5. If you come in contact with an individual who has the flu, avoid physical contact with them until they have recovered.
6. If you find yourself getting flu-like symptoms, set up an appointment with your physician, go to the local Urgent Care facility, or go to the hospital.

Hurricane / Inclement Weather

1. The university president, VPAA, and a chosen committee member will consult and make any needed decisions.
2. After consulting (before 6 am if possible) VPAA will make the decision.
3. All who are assigned any contact role should begin the assignment within 5 minutes of learning the decision.
4. VPSL will contact radio and TV stations.
5. VPAA will call VPF who will update website and activate phone tree. VPSL will inform residence directors.
6. Maintenance & Grounds Supervisor will follow up with maintenance and housekeeping.
7. All students, faculty, and staff may consult the web site or weather phone number for information about closings.
8. More details available in inclement weather procedures as listed on MACU website.

Tornado

1. If a tornado WATCH is issued, monitor local conditions and listen for instructions.
2. If a tornado WARNING is issued, seek safety in the lowest hallway or most interior hallway.
3. If outside, find lowest level of open ground and stay away from trees and power lines.
4. The ERT will cooperate with local agencies.

Medical Emergency

1. Stay calm.
2. Call 911 and explain the type of emergency to 911 operator.
3. Do not hang up on operator unless instructed to do so.
4. Do not move person or give them food or water.
5. Notify nearest person of authority.
6. The ERT will determine if medical emergency concerns an outbreak or infectious disease.

Shooting

RUN and escape, if possible.

1. Getting away from the shooter or shooters is the top priority.
2. Leave your belongings behind and get away.
3. Help others escape, if possible, but evacuate regardless of whether others agree to follow.
4. Warn and prevent individuals from entering an area where the active shooter may be.
5. Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

1. Get out of the shooter's view and stay very quiet.
2. Silence all electronic devices and make sure they won't vibrate.

3. Lock and block doors, close blinds, and turn off lights.
4. Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
5. Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
6. Stay in place until law enforcement gives you the all clear.
7. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

1. Commit to your actions and act as aggressively as possible against the shooter.
2. Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
3. Be prepared to cause severe or lethal injury to the shooter.
4. Throw items and improvise weapons to distract and disarm the shooter.

AFTER

1. Keep hands visible and empty.
2. Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
3. Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
4. Officers will shout commands and may push individuals to the ground for their safety.
5. Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
6. Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
7. If the injured are in immediate danger, help get them to safety.
8. While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
9. Turn wounded people onto their sides if they are unconscious and keep them warm.
10. Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Bomb Threat

If a bomb threat is received:

1. Write down the time of call and phone number displayed on caller ID; record accurate statements of what was said; make note of caller's voice and background noises.
2. Attempt to question caller about nature and extent of threat
3. Immediately notify a campus person of authority and the ERT
4. The ERT is to determine if evacuation or lock down is necessary.
5. Members of facilities staff are to be contacted if parts of campus are to be searched.

Computer Network Threat

1. If such a threat will prolong or endanger campus functions, the ERT should determine all affected parties.
2. BRIEF OFF-SCHEDULED NETWORK OUTAGES ARE NOT CONSIDERED EMERGENCIES.

Earthquake

1. Stay indoors taking cover under heavy furniture or in a corner.
2. Avoid mirrors or glass. If outdoors, keep clear of buildings and power lines.
3. Stay alert for aftershocks, and possible gas and water leaks.

Floods

1. If you notice flooding on a lower floor, move to upper levels.
2. If outside, move to higher ground. Do not attempt to walk or drive through flooded area.
3. Stay clear of electrical lines and outlets.
4. Notify nearest person of authority.

National Tragedy

1. ERT will determine if classes are to be cancelled and an all-campus assembly is to be called.
2. ERT will determine if the nature of emergency requires local agencies or counseling opportunities.

Power Outages

1. If a power outage occurs, notify nearest person of authority.
2. The ERT will determine the nature and extent of the emergency.
3. The ERT will determine if classes or buildings should be closed.

Unspecified Threat or Disturbance

1. If a disturbance is noted, contact nearest person of authority.
2. Seek to minimize disturbance or threat (if feasible) by asking person causing a disturbance to leave.

3. Note description of such individual.
4. Lock all doors once individual leaves.
5. If weapon is noted, call 911.

VI. EMERGENCY RESPONSE TEAM

Members of ERT

Emergency situations will be handled by the emergency response team (ERT). The ERT consists of the university President, Vice President for Finance, Vice President for Student Life, and Vice President for Academic Affairs. These Vice Presidents will make suggestions for actions in particular departments. The ERT will approve all responses before activated. The Chair of the ERT is established to augment the team with further members depending on the severity of the emergency and will document all ERT decisions.

Functions of ERT

Managing the university's response to emergency situations
Reviewing and approving all response plans
Coordinating on and off campus communications through the communication tree regarding conditions on campus
Coordinating the communication with outside agencies
Maintaining current and comprehensive lists of contact information
Identifying training opportunities to enhance readiness and response

Succession of Authority

The university president maintains final authority involving emergency procedures. In the event of the President's absence or unavailability final decisions will be made by a member of the ERT. The succession of authority will be as follows: (1) University President, (2) Vice President for Academic Affairs, (3) Vice President for Student Life, and (4) Vice President for Finance.

In the event of an emergency, the ERT will meet and assess the situation, determine necessary information to assess situation, create a response scenario, identify and secure necessary resources to handle situation, assign responsibilities to carry out response, coordinate response plan with local, regional, or national agencies, oversee all communication regarding emergency (all communication requires the ERT permission and approval), activate pre-approved response protocol, and document all decisions, actions, and strategies.

To further assist the ERT, an emergency infrastructure may be activated. At least one person will be assigned to each campus building / area to assess conditions and provide communication to the ERT. All individuals will be removed from their post if there is a risk to personal safety.

VII. EVACUATION

In the event evacuation is deemed necessary from residence halls or classrooms, the gym is designated as the campus shelter location. If it is determined that the entire campus must be evacuated, the ERT will consider releasing students to return to their homes or to an off-campus evacuation site.

VIII. RECORDS PROTECTION

Each Vice President will oversee his area to protect records and stored information on computers. Follow the procedures as detailed in the Inclement Weather Plan for evacuation.

Review of Policies

After each use of the ERT, a review will be conducted to ensure that all appropriate steps were taken during the emergency / crisis situation.

All emergency policies will be reviewed regularly by the ERT and modified as needed. All policies and procedures must be approved by the ERT to utilize.

Simulation will be used periodically by the ERT to assess campus readiness. The goals of this plan include communication and decisive action to protect students, staff and faculty.

SYNOPSIS

- I. First Response
 - A. Anyone with information about an emergency should take reasonable action (dial 911, pull fire alarm and etc.) then notify closest person in authority.
 - B. Closest person in authority should determine if emergency puts life at risk and if ERT should be activated.
 - C. The ERT should determine additional safety measures to be taken.
- II. Places of Safety

- A. Safety of students and employees is first concern.
 - B. If removal or relocation is necessary, other locations may be considered.
 - 1. on campus places of safety
 - 2. off campus places of safety
- III. Emergencies and Response
13 types of emergencies are defined under section "Types of Emergencies"
- IV. Emergency Response Team
- A. Team consists of President and named Vice Presidents.
 - B. Team functions to determine and manage the university's specific response to emergency situations.

AIDS

Each AIDS infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision (i.e. housing, university service, Christian-Service, and classes.)

A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed of the student's physician, a public health expert or consultant chosen by the President of the University, the Vice President for Enrollment Services, and the Vice President for Student Life. If no agreement is reached by the screening committee, the matter should be referred to the President for further consideration and a decision.

The infected student is responsible for securing such regular medical evaluations, as determined by the Vice President for Student Life, as to permit a reliable assessment of any change in the student's condition which might affect attendance and participation in school activities. Failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the student's continued enrollment.

A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

For more information concerning AIDS, see Student Life Policy number 13.