



**TRANSYLVANIA**  
UNIVERSITY

EMERGENCY RESPONSE PLAN  
MANUAL

**EMERGENCY RESPONSE PLAN**  
**MANUAL**  
Transylvania University Emergency Response Plan

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### Section I - Introduction

#### A. **Purpose**

The basic emergency procedures outlined in this manual are to strengthen the protection of lives and property through effective use of campus resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

The following principles will guide the response of Transylvania University to any campus emergencies:

- Concern for students, employees and the local community
- Quick response
- Effective communication to appropriate groups
- Preparation for emergencies

The Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency is not predictable; hence, written support and operational plans will serve only as a guide and checklist, and may require field modifications in order to meet the requirements of the emergency.
3. Specific departments may have detailed emergency response plans that will be enacted in conjunction with this emergency response plan.
4. Disasters may affect residents in the geographical location of the university, therefore city, county, and federal emergency services may not be available. A delay in on-campus emergency services may be expected up to 48 hours.
5. A major emergency may be declared if information indicates that such a condition is developing or is probable.

#### B. **Types of Incidents**

Various incidents or occurrences on campus may be classified as emergencies. The purpose of this manual is to provide guidelines for employees and emergency response team members for the following types of incidents:

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1. Student incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)
2. Employee incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)
3. Racial, religious, or gender based incidents
4. Belligerent behavior (angry or agitated individuals)
5. T-Alert
6. Violent or criminal behavior/hostage situations
7. Fire
8. Explosion
9. Bomb threat
10. Biological agents' threat
11. Chemical spill
12. Communicable disease
13. Utility failure
14. Earthquake
15. Weather emergencies
  - a. Winter storms
  - b. Tornado/severe wind
  - c. Electrical storms
16. Evacuation procedures
17. Medical/first aid emergencies
18. Data breach

### C. **Definitions of an Emergency**

The following definitions are provided as guidelines to assist employees in determining appropriate response:

1. Critical Incident: Any incident, potential or actual, that requires urgent action but may not seriously affect the overall functional capacity of the university. Report a minor

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emergency or critical incident immediately to the Department of Public Safety at 859-233-8118 or by texting DPS at 859-351-7343.

2. Major Emergency: Any incident, potential or actual, that will affect an entire building or buildings, and that will disrupt the overall operations of the university. Outside emergency services may be required, as well as major efforts from the university administration during times of crises. Report a major emergency immediately to the Department of Public Safety at 859-233- 8118 or call 911.
3. Disaster: Any event or occurrence that has seriously impaired or halted the operations of the University. In some cases, personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency resources will be essential. In cases of disaster, the Campus Emergency Response Team (CERT) will be activated, and the appropriate support and operational plans will be executed.

### D. **Incident Reporting**

It is important that all employees assist in the reporting of incidents and emergencies. The Department of Public Safety is the primary point of emergency reporting. These services operate 24 hours per day/7 days per week.

1. In the event of an emergency, contact the Department of Public Safety immediately at 233- 8118.
2. Provide the following information when you report an emergency:
  - Your name
  - Location-exact address if possible
  - Nature of the emergency
  - Nature of any injuries or other factors
3. If for some reason the Department of Public Safety cannot be reached, call 911 and report the emergency. Please be sure to identify your exact location and address on campus if contacting emergency services. Continue to attempt to contact the Department of Public Safety to report the incident.

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### Section II – Employee Responses by Incident Type

#### A. **Employee Response by Incident Type**

1. ***Student Psychological/Emotional Crisis (Suicide attempt, death of a student, critical or life threatening situation, or abduction)***

A psychological crisis exists when an individual is threatening harm to themselves or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

- a. Contact the Department of Public Safety immediately at **859-233-8118**. Give the dispatcher as many details as possible.
- b. If external emergency officials need to be contacted, the DPS dispatcher will do so. It is very important when contacting **911 (campus phone 9-911)** that you give emergency responders your exact location.
- c. DPS will contact the Dean of Students office during daytime hours. If after hours, the DPS dispatcher will contact the Student Life Staff member on-call.
- d. If personal safety is in question, remove yourself from the vicinity of the person in crisis.
- e. Document the events that you witnessed and be prepared to speak to the university official or other emergency officials.
- f. All external inquiries for information are to be directed to the Communications office at **859-233-8120**.

The Office of Residence Life will enact the Student Crisis Management Plan (see Section V) to handle any such situation.

2. ***Employee Psychological/Emotional Crisis Incidents (suicide attempt, death of a staff member, critical or life threatening situation or abduction)***

A psychological crisis exists when an individual is threatening harm to themselves or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

- a. Report the incident to the Department of Public Safety at **859-233-8118**. Give as many details as possible.
- b. Once the situation has been evaluated DPS will notify the employee's supervisor and Human Resources.

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- c. If external emergency officials need to be contacted, the DPS dispatcher will do so. It is very important when contacting **911 (campus phone 9-911)** that you give emergency responders details of your exact location.
- d. If personal safety is in question, remove yourself from the vicinity of the person in crisis.
- e. Document the events that you witnessed and be prepared to speak to the university official who arrives or other emergency officials.
- f. All external inquiries for information are to be directed to the Communications office at **859-233-8120**.

### 3. ***Racial, Religious, or Gender Based Incidents***

Racial, religious, or gender based incidents may occur in the form of threats or other harassing behavior. These types of incidents are not to be tolerated on campus.

- a. All such incidents should be reported immediately to the Dean of Students Office (**859-233-8215**), Title IX Coordinator (**859-233-8854**) (for students), or Human Resources (**859-233-8701**) (for employees).
- b. If necessary, contact DPS at **859-233-8118** from any campus phone.
- c. If personal safety is in question, remove yourself from the vicinity of the person in crisis.
- d. Be prepared to fully describe, in detail, the incident you witnessed, including date, time and individuals involved.
- e. All external inquiries are to be directed to the Communications Office at **859-233-8120**.

### 4. ***Belligerent Behavior (angry or agitated individuals)***

From time to time every employee will deal with angry and agitated individuals while performing their duties. These individuals could be parents, students, members of the community, or employees. While most situations do not turn violent, there is always the possibility. The following guidelines may help defuse or keep control in such situations:

- a. Remain calm and speak slowly with the individual. Keep your own rate of speech and volume under control.
- b. Keep some distance between you and the individual involved.

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- c. Ask if the individual would like to speak to your supervisor. Have your supervisor join the conversation. Move to a place that is away from public view, but do not completely isolate yourself from other staff.
- d. If you feel threatened notify DPS at **859-233-8118**.

#### 5. ***Violent or Criminal Behavior/Hostage Situations***

##### Criminal/violent behavior

- a. In the event of criminal behavior that you witness or are victimized by, report the incident immediately to DPS at **859-233-8118**.
- b. Be prepared to relay the nature of the incident, the location of the incident, description of person(s) involved, and description of property involved.
- c. If you observe a suspicious person or circumstance on campus, report the incident to DPS immediately by dialing **859-233-8118**.

#### 6. ***Fire***

All campus buildings are equipped with fire alarms. The majority of buildings are wired to automatically ring into an emergency dispatch center, however, not all campus buildings are wired on this system. The main residence halls' fire alarms ring into the DPS office. DPS will notify the Fire Department in these situations.

**In ALL cases of fire, the DPS office should be notified immediately of the location of the fire.**

- a. Activate the building alarm, and once clear of the building contact the DPS office, **859-233-8118**.
- b. Evacuate the building:
  - When the building alarm has sounded, walk quickly to the nearest exit and alert others to do the same.
  - Doors and windows should be closed (but NOT locked) in order to confine the fire and reduce oxygen supply to the fire.
  - Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard.
  - Assist persons with disabilities in exiting the building.
  - Do not use the elevators.
  - Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

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- Once outside the building move to the building's assembly point. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  - Do not return to an evacuated building unless told to do so by the Fire Department or university official.
  - The building safety coordinator, department head, faculty member, or designee will take the headcount as best as possible.
- c. If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Use the phone if possible and **dial 911 (campus phone 9-911)** to alert emergency crews to your whereabouts.
- d. If your clothing catches fire, drop to the floor and roll to smother the fire. If another person's clothing catches fire, knock the person to the floor and roll them to smother the flames.
- e. If a **minor fire** appears controlled, put the fire out if you know how to do so without endangering yourself or others. University policy does not require individuals to fight fires.
- f. If you have been trained in the use of a fire extinguisher, fight the fire from a position where you can escape, only if you are confident that you will be successful. Small fires can often be extinguished.
- g. A fire contained in a small vessel can usually be suffocated by covering the vessel with a lid of some sort.

#### 7. **Explosion**

In the event that such an accident occurs, follow these guidelines.

- a. Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- b. After the effect of the explosion and/or fire has subsided, notify DPS at **859-233-8118**. If you are not able to connect to DPS, call the local emergency services at **911 (campus phone 9-911)**.
- c. If necessary or when directed to do so, activate the building evacuation/fire alarm.

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- d. When the building evacuation/fire alarm is sounded or when told to leave by university officials, walk quickly to the nearest exit and ask others to do the same. Assist persons with disabilities in exiting the building.
- e. Once outside move to the building's assembly point. Keep streets and walkways clear for emergency vehicles and crews.
- f. Do not return to an evacuated building unless told to do so by a designated university official.

#### 8. **Bomb Threat**

Experience shows that the majority of written or telephone bomb threats are hoaxes, however, there is always a chance that a threat may be authentic. Any such threat should be treated as having the potential to be real.

- a. Written threats:
  - Employees who receive written threats should immediately report them to their supervisor and notify DPS (**859-233-8118**) of the threat.
  - Keep the letter and envelope intact for purposes of evidence.
- b. Telephoned threats:
  - If you receive a phone call concerning a bomb threat, ask the caller:
    - When is the bomb going to explode?
    - Where is the bomb located?
    - What kind of bomb is it?
    - What does it look like?
    - Why did you place the bomb?
  - Try to keep talking to the caller as long as possible and record the following:
    - Time of the call.
    - Age and sex characteristics of the caller's voice.
    - Speech pattern, accent, nationality, educational level.
    - Emotional state of the caller.
    - Background noise.
  - After receiving the call, immediately notify DPS at **859-233- 8118**.

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If you observe a suspicious object or potential bomb on campus ***do not handle the object***. Clear the area immediately and contact DPS at **859-233- 8118**. Inform the DPS dispatcher of the object's location.

#### 9. ***Biological Agent Threats (anthrax, etc.)***

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

##### a. **Suspicious *unopened* letter** or package marked with threatening message such as "anthrax":

- **DO NOT PANIC**
- Do not shake or empty the contents of any suspicious envelope or package.
- PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have a container, COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- WASH your hands with soap and water to prevent spreading any powder to your face.
- Report the incident to your immediate supervisor and DPS at **233-8118**.
- LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

##### b. **Envelope with powder and powder spills out onto surface:**

- **DO NOT PANIC**
- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Do not brush off clothes.

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- Report the incident to your immediate supervisor and notify DPS at **859-233-8118**.
- CLOSE the door or section off the area to prevent others from entering (i.e., keep others away). Individuals in the room who have potential exposure should remain in the room.
- If a means of hand washing exists in the immediate area, wash all exposed skin with soap and water, but **do not leave the area to wash**.
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- SHOWER with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- List all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

#### c. **Room contamination by aerosolization:**

For example: small device triggered, warning that air-handling system is contaminated, or warning that a biological agent has been released in a public space.

- Turn off fans or ventilation units in the area. Call Facilities Management at **859-233-8211** for assistance.
- LEAVE the area immediately.
- CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Report the incident immediately to your supervisor and to DPS at **859-233-8118**.
- List all people who were in the room or area. Give this list to the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

#### d. **Suspicious packages and letters**

Some characteristics of suspicious packages and letters include the following:

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- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

e. **Anthrax**

Anthrax organisms can cause infection in the skin, gastrointestinal system, or 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 the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from person to person.

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, but prompt recognition and treatment are effective.

10. ***Chemical Spill***

All spills of hazardous chemical material should be reported immediately to Facilities Management (**859-233-8211**) and DPS (**859-233-8118**). Facilities Management, in conjunction with available science staff or the designated chemical hygiene officer will

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make the decision if the spill is hazardous to the safety and/or health of building occupants. If the spill is deemed hazardous, the following procedures should be followed.

- a. DPS will notify the fire department.
- b. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. In the case of a life-threatening emergency, call **911 (campus phone 9-911)** immediately and then report the incident to DPS, who will notify the university APRN.
- c. If an emergency situation exists, activate the building alarm.
  - When the alarm is sounded or when told to leave by a university official, walk quickly to the nearest exit and ask others to do the same.
  - Assist any person with disabilities in exiting the building.
- d. Keep streets and walkways clear for emergency vehicles and crews.

### 11. ***Communicable Disease/Epidemic***

Any incidents or symptoms that may potentially be related to communicable diseases or epidemics on campus must be reported to the university APRN. The APRN will provide treatment and assessment of the potential risks and hazards. The APRN will also work with local authorities and medical providers to determine the appropriate course of action.

### 12. ***Utility Failure***

Utility failure can occur during any season and for a number of different reasons. The appropriate response will depend upon weather conditions, expected duration of outage, etc.

In the event of a major utility failure during regular working hours, immediately notify Facilities Management at **859-233- 8211**. In the event of a major utility failure during hours other than regular working hours, immediately notify DPS at **859-233-8118**.

During a power outage, be alert for the following and report as specified above if the event occurs.

- a. Plumbing failure/flooding: Do not switch on any lights or any electrical equipment. Electrical arcing can trigger an explosion.
- b. Ventilation problem: If smoke odors come from the ventilation system, immediately vacate the area and cease all operations. Immediately notify DPS at **859-233-8118** and Physical Plant at **859-233-8211**.

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#### 13. **Earthquake**

An earthquake is a shaking or trembling of the earth's crust caused by underground volcanic forces or the breaking and shifting of rock beneath the surface. Almost all large quakes are accompanied by aftershocks that can be equally as damaging as the initial quake. Most casualties result from falling objects or debris as a result of shocks that shake, damage, or demolish buildings and other structures. No part of Kentucky is free from a quake or the effects of one. Kentucky could be affected by the South Carolina Fault, Ohio Fault, or primarily by the New Madrid Fault that lies at the western tip of Kentucky. The latter fault is capable of producing a quake measuring 7.6 on the Richter Scale.

In the event of an earthquake, remain calm and follow these steps:

- a. Take shelter as quickly as possible:
  - If indoors, seek refuge in a doorway or under a desk or table. Stay away from windows, shelves, and heavy equipment.
  - If outdoors, move quickly away from buildings, utility poles, and other structures. Avoid power or utility lines and trees as they can be energized.
  - If in an automobile, stop at the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- b. After the initial shock, evaluate the situation, and if emergency help is necessary contact DPS (**859-233-8118**). Be prepared for aftershocks.
- c. Damaged facilities should be reported at once to DPS, who will relay the message to Facilities Management.
- d. If an emergency exists due to hazardous gas leaks and power failures activate the building evacuation/fire alarm. Assist persons with disabilities in exiting the building. Make sure DPS is contacted.
- e. Once outside, move to the building's assembly point. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

#### 14. **Weather Emergencies**

##### a. **Winter storms**

Winter storms vary in size and intensity. A storm may affect only part of a state or many states, and may take various forms - from a minor ice storm to a blizzard. A blizzard is the most dangerous. It combines cold air, heavy snow,

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and strong winds that blow the snow about and may reduce visibility to only a few yards.

University administration will make a timely decision whether to release or keep employees as a result of threatening or occurring winter weather. Consideration will be given regarding the safety of individuals traveling once the storm has struck. Consideration must be given about the safety of individuals should they have to remain at the institution late or overnight with possible loss of electricity or heating capability.

In the event that the president closes the university due to severe weather (snow, cold, ice, or thunderstorm), department heads will be notified. They will then notify their employees. Closing information will be broadcast to the local television stations. If the institution is closed due to extreme weather conditions, essential employees are expected to report to work if at all possible.

#### b. **Tornado/severe wind**

Tornadoes are violent local storms with whirling wind of tremendous speed that can reach 200-400 mph. The individual tornado appears as a rotating, funnel-shaped cloud that extends toward the ground from the base of a thundercloud. The width of a tornado path ranges generally from 200 yards to one mile. They travel 5 - 50 miles along the ground, at speeds of 30 - 75 mph. They have struck in every state, but the principal areas of frequency are in the Middle Plains and Southeastern states.

The National Weather Service is responsible for issuing weather warnings to the public. Severe weather warnings are issued, using the following terms:

- Severe Thunderstorm Warning indicates the possibility of frequent lightning and/or damaging winds of greater than 50 mph., hail of 3/4-inch or more in diameter (about the size of a dime), and heavy rain.
- Severe Thunderstorm Watch indicates the possibility of tornadoes, thunderstorms, frequent lightning, hail, and winds of greater than 75 mph.
- Tornado Watch means that tornadoes are expected to develop.
- Tornado Warning means that a tornado has actually been sighted in the area, or is indicated by radar. Take cover immediately.

The severe weather siren will sound in the case of a tornado warning or in a tornado drill. The siren will sound a long sustained pitch as if it is "stuck" on a note. In the event of hearing the tornado siren, follow these directions quickly and calmly:

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- Keep away from windows.
- If you are in a building, quickly and calmly proceed to the basement or lowest level and stay near the center of the building. If a basement is not available, a small interior room such as a closet or bathroom is preferable, or under sturdy furniture. Avoid wide, open spanned buildings (gym, auditorium) and warehouses. Stay away from outside walls, windows, and doors, especially large bay doors and loading docks.
- If you are outdoors, leave cars or mobile homes and find shelter in a building, ditch, ravine, or culvert. Lie down with your hands over your head for protection.

Everyone should remain in the protected area until the “all clear” signal is given or until you are sure the tornado has passed. Report any damage to DPS at **859-233- 8118**.

### c. **Electrical storms**

Severe weather is often accompanied by electrical storms, which bring the threat of lightning strikes.

During electrical storms, get inside a building and stay away from windows and open doors. Stay clear of metal objects, such as pipes and electrical appliances. You may be instructed to shutdown your computer. Do not go outside.

If you find yourself caught in a storm away from a building, stay in a closed automobile if possible. Stay away from tree lines, flagpoles, towers, and metal fences. Avoid tall, isolated trees in open areas. If caught in the open, stay low.

Report any damage to DPS at **859-233- 8118**.

## B. Building Evacuation Procedures

Each building at Transylvania University has a written emergency evacuation plan. Evacuation maps are posted in each building indicating appropriate exits. The floor plans are kept on file in the Facilities Management office.

If a situation exists that requires evacuation of the building (fire, etc.), employees should immediately activate the building alarm. When an alarm sounds, employees should immediately move to the nearest exit and alert others to do the same. Employees should evacuate all rooms. In the event of a **fire, close all doors** to confine and reduce the fire and its oxygen supply. In the event of a **bomb threat, leave doors open** to allow search teams to search uninhibited. **DO NOT LOCK DOORS**.

Once outside the building, move to the building’s assigned assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency personnel.

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**DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY  
UNIVERSITY OFFICIALS OR EMERGENCY SERVICES.**

### **1. Accounting for employees/students**

Once in the designated assembly area, supervisors and faculty members should determine if anyone is missing and report to the building safety coordinator. Faculty members are responsible for taking headcounts of each of their class members after evacuation. The department supervisor is responsible for accounting for all employees under their supervision. If the supervisor is unavailable, employees should report their presence to their respective department head or building safety coordinator. If someone is missing, notify DPS (859-233-8118) so they can alert the emergency responders.

### **2. Evacuation procedures for handicapped employees/students**

Employees/students should tell their supervisor about disabilities that may require special accommodations when carrying out emergency evacuation plans. The supervisor is responsible for working with the employee and the university administration to develop accommodations that will allow the employees to evacuate safely. For instance, co-workers may be assigned to assist employees in wheelchairs.

In such a case, upon hearing a fire alarm and/or when instructed to evacuate, the responsible faculty or staff member should arrange for those with physical disabilities to be attended by a minimum of two people: one to remain with the person and the other to notify emergency response personnel (police or fire department personnel) as to the number and location of people. Because enclosed stairways are normally designed to provide two hours of fire protection, the person with physical disabilities and the accompanying person should proceed to the nearest enclosed stairway to await rescue or further instructions.

The person accompanying the person with physical disabilities should also ensure that doors leading to the stairwell are securely closed at all times to enhance the fire protection they provide. If necessary, articles of clothing may be used to seal doors to prevent smoke from entering the space.

Not every person with mobility impairment may safely be simply picked up and carried away. In some cases, doing this could result in broken bones and/or internal injuries. Unless the student or employee assures you they can be moved in this way, transportation of the person should be left to the emergency response staff.

### **3. Specialty shut down needs by building:**

See Appendix G.

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### C. **Medical and First Aid Emergencies**

First aid services are available on campus during regular business hours. The university APRN can be contacted for any medical emergency (**859-233-8127**). During extreme situations, campus athletic trainers, lifeguards, and first aid/CPR qualified employees are capable of assisting during first aid situations. Untrained employees are not required to render first aid on behalf of Transylvania University. If an employee is trained in first aid and chooses to supply those services, they are asked to exercise caution by using rubber gloves and other safety items found in available first aid kits.

1. In case of a **life threatening** medical emergency, dial **911 (campus phone 9-911)**. Also, **contact the university APRN at 859-233-8127. After 5 p.m. or on weekends contact the Department of Public Safety at 859-233- 8118.** Administer first aid care as possible, if necessary, until the arrival of the emergency squad. Follow these guidelines:
  - a. Keep the victim still and comfortable. Do not move the victim.
  - b. Try to keep the victim alert by asking questions.
  - c. If Red Cross first aid/CPR certified, check breathing and give artificial respiration if necessary.
  - d. Control serious bleeding by applying direct pressure on the wound.
  - e. Look for emergency medical I.D., question witnesses, and give all information to the paramedics.
2. In the case of **non-life threatening injuries or illness** while school is in session, contact the university APRN at **859-233- 8127**. If it is after hours, contact DPS at **859-233-8118**.

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### Section III – Institutional Response Guidelines

#### A. **Campus Emergency Response Team (CERT)**

The Campus Emergency Response Team (CERT) can be called at any point to respond to any campus incident. Any executive officer, administrator, or CERT team member may request a meeting of the CERT or a small task force made up of selected members. This body may serve as an emergency coordination group or an advisory task force.

In the event of a declaration of a campus wide state of emergency, the appropriate executive office/human resources office will begin contacting the Campus Emergency Resource Team that consists of the following personnel:

Emergency Director:	President of Transylvania University or Designate
Emergency Coordinator:	Vice President for Finance and Business
Physical Campus/Utilities:	Director of Facilities Management
Campus Public Safety:	Director of Public Safety
Communications-Media:	Vice President for Marketing and Communications
Insurance Liaison:	Director of Human Resources/Office Services and Purchasing Coordinator/Vice President of Student Life
Student Issues:	Vice President of Student Life/ Dean of Students/Director of Residence Life
Other potential CERT members:	
Residence Halls:	Director and Assistant Director of Residence Life
Chemical/Biology:	Chemical Hygiene Officer
Medical Liaison:	Director of Student Wellbeing
Information Technology:	Associate Director of IT-Enterprise Applications
Dean of the University:	Vice President for Academic Affairs and Dean of the University

Other employees may be asked to serve as a part of the CERT depending upon the type of incident and their areas of expertise.

The CERT members coordinate as necessary for the implementation and coordination of the Emergency Response Plan and support as it pertains to their areas. CERT members are to be kept in constant

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communication with the Emergency Command Post. General responsibilities of the CERT members are listed below:

Emergency Director: President of Transylvania University or Designee

- Responsible for the overall direction of the University Emergency Response Plan.
- Works with the CERT and others in assessing the emergency and preparing the university's specific response.
- Declares and ends, when appropriate, the campus state of emergency.

Emergency Coordinator: Vice President for Finance and Business

- Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- Initiates immediate contact with the president and university administration, begins assessment of the University's condition.
- Notifies and utilizes the Department of Public Safety, university administration, city police, fire department and if necessary, student aides in order to maintain safety and order.
- Notifies the members of the CERT, advises them of the nature of the emergency.
- Notifies and conducts liaison activities with an appropriate outside organizations such as fire, police, or emergency services.
- Performs other related duties as may be directed by virtue of the campus emergency.
- Prepares and submits a report to the president appraising the final outcome of the emergency.
- Notifies and conducts liaison activities with the university administration, governmental agencies, Safety Committee and others as necessary.
- Responsible for the overall coordination of the Emergency Response Plan.

Physical Damage Control: Director of Facilities Management

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.

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- Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns physical plant vehicles as required to the CERT for emergency use.
- Obtains the assistance of utility companies as required for emergency operations.
- Furnishes emergency power and lighting systems as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel during emergency or disaster periods.
- Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for necessary support.

### Campus Public Safety: Director of Public Safety

- Maintains the DPS office in a state of constant readiness.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life and property, and to safeguard records as necessary.
- Provides traffic control, access control perimeter and internal security patrols, and fire prevention services as needed.
- Provides and equips a site for the Emergency Command Post.
- Maintains liaison with the VP for Marketing and Communications for media support as necessary.

### Communications: Vice President for Marketing and Communications

- Prepares new releases for approval and releases to the media concerning the emergency.
- Establishes liaison with the news media for dissemination of information as requested by the president.
- Establishes liaison with local radio and television services for public announcements.
- Arranges for photographic and audio-visual services.
- Advises the president or designee of all the news concerning the extent of the disaster affecting the campus.

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Insurance Liaison and Follow-up Activities: Director of Human Resources

- Establishes contact with insurance carriers for loss reporting and coordinates the adjustment process.
  - Contacts and coordinates worker's compensation issues.
  - Contacts and works with employee benefit carriers.
  - Coordinates OSHA and EPA contacts as necessary.

Student Issues: Vice President of Student Life/Dean of Students and Director of Residence Life

- Coordinates support with the student body regarding respective emergencies
- Oversees Residence Life Student Crisis Management Plan
- Addresses student needs such as temporary student housing, grief counseling, health support and other student needs that arise

### 1. **Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the President of the University or designee. The state of emergency is declared in conjunction with the Vice President for Finance and Business, Director of Human Resources, Director of Facilities Management, and the Director of Public Safety. The following then occurs:

- a. The Campus Emergency Response Team (CERT) shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain facilities.
- b. Only registered student, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot provide proper identification showing their legitimate business on campus will be asked to leave the campus.
- c. Only faculty and staff members who have been assigned emergency duties or issued an emergency pass by DPS will be allowed to enter the immediate disaster site.
- d. An emergency shutdown may be advisable.

### 2. **Emergency Command Post (ECP)**

In the event of the occurrence or eminence of a major emergency or disaster, it is the responsibility of the emergency coordinator and director of public safety to set up and staff an appropriate ECP as directed. The ECP should be staffed at all times with a uniformed officer or an administrator. The essential department facilities in the Morrison Administration Building are also to be kept as fully operational as possible (i.e.:

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switchboard, Finance Office, Human Resources Office, Office of the President and Accounting Office).

a. General Emergency Command Post

If the emergency involves a large part of the campus, the ECP is to be set up in the Old Morrison Administration Building board room. If this site is unavailable, the ECP should be located in the Facilities Management building or in another location as selected by the emergency coordinator and Director of Public Safety. The ECP should also be prepared to accommodate emergency crews with multiple telephone and electric outlets.

Media accommodation is coordinated through the Communications Office.

b. Field Emergency Command Post

The FECP will be set up as close to the emergency scene as possible. If the emergency involves only one building or a small part of the campus, the FECP should be set up in an office near the scene. The FECP should be equipped with:

- Barricades, barrier tape, and signs for the scene
- Two portable hand radios
- Portable public address system-megaphone
- First aid kit
- Campus telephone directory and local telephone directory
- Satellite phone

## B. Institutional Incident Response Protocol

1. ***Student incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)***

University personnel will follow the Residence Life Student Crisis Management Plan. See Section V.

2. ***Employee Incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)***

***Depending upon the scope of the incident the CERT may or may not be utilized.***

- a. Obtain all facts pertaining to the situation/interview witnesses.
- b. Involve appropriate university officials for further investigation, discipline, referral to law enforcement authorities, or other action.

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- c. Consult with The Woodland Group (859-255-4864) for crisis intervention and potential referral.
- d. Designate someone to contact immediate family members, if necessary.
- e. Human Resources provides information to families regarding benefits and other pertinent information particularly utilizing support systems provided by benefit carriers.
- f. Work with the Communications office regarding information dissemination and media contacts.
- g. Assess the needs to small groups associated with employee (co-workers, students, etc.) and determine if support services are available.
- h. Plan and implement appropriate memorial response, if necessary.

### 3. ***Racial, religious, or gender based incidents***

***CERT may be utilized. If the situation involves a student, the Residence Life Student Crisis Plan becomes the guiding document. The Title IX Coordinator should be notified of the incident.***

- a. Obtain all facts pertaining to the situation/interview witnesses.
- b. Involve appropriate university officials for further investigation, discipline, referral to law enforcement authorities, or other action.
- c. Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact of students, constituents, and employees (web, email, social media, voicemail, written letter, etc.).
- d. Consider the need to hold all-campus employee meetings.
- e. Develop plan to facilitate rebuilding/strengthening of the University community.

### 4. ***Belligerent Behavior (Angry or Agitated individuals)***

***CERT is not likely to be utilized in this situation, but may be called together if the situation warrants.***

- a. Supervisor or other employees may try to talk to the individuals involved.
- b. Individual may be asked to leave the office or to leave campus if behavior is severe enough.
- c. If behavior is severe and warrants removal from campus DPS will do so.

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- d. If necessary DPS will advise individual they are no longer welcome on university property and if they return they may be subject to arrest.
- e. Determine the need for further security measures surrounding the office or individuals involved.
- f. Obtain all facts pertaining to the situation/interview witnesses.
- g. Inform DPS and appropriate supervisor after the interaction if they are not already aware.
- h. Inform the Human Resources office of the situation.
- i. Work directly with the Communications office regarding information dissemination and media contacts if necessary.
- j. Observe appropriate public notification requirements if necessary (Minger/Clery Acts, Etc.)

### 5. ***T-Alert***

The T-Alert system is Transylvania's in house messaging solution. T-Alerts will be sent via web page, email, PA system (external and internal), and e-mail.

The following are situations that have been identified as emergencies when the T-Alert system should be used:

- a. Bomb threats or other imminent violent threats
- b. Hazardous spills or gas leaks affecting the entire campus
- c. Building evacuations affecting the entire campus
- d. Biological and pandemic emergency notifications
- e. Dangerous weather situations or natural disasters
- f. Power outages or utility failures resulting in imminent threat
- g. Campus closures due to weather or a declared civil emergency
- h. Active campus shooter-Aggressor

### 6. ***Violent or criminal behavior/Hostage situations***

- a. Obtain all facts pertaining to the situation/interview witnesses.
- b. Involve appropriate University officials for further investigation, discipline, referral to law enforcement authorities, or other action.
- c. CERT will be utilized as necessary.

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- d. Department of Public Safety will work directly with local law enforcement. If a hostage situation has occurred, local law enforcement must be involved immediately.
- e. Arrangements will be made to contact family members as necessary.
- f. Determine need for further security measures (such as locking residence hall doors 24 hrs. per day, placing officer in area, etc.)
- g. Strategize possible follow-ups (individual, group) such as mediation, counseling, education, or facilitation of small groups.
- h. Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact for students, constituents, and employees (web, email, social media, voicemail, written letter).
- i. Observe appropriate public notification requirements (Minger/Cleary Acts, Etc.)

### 7. **Fire**

- a. General:
  - Evacuation of building and relocation of services.
  - Contact of emergency personnel services should have been triggered by alarms.
  - First aid and other medical treatment should be rendered immediately.
  - Access to Safety Data Sheets (SDS) for rescue workers.
  - Photographs or video tape for insurance adjusters if possible.
  - Office Services and Purchasing Coordinator contacts insurance companies for loss adjustment provisions.
  - Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact for students, constituents, and employees (web, email, social media, voicemail, written letter).
  - Clean-up and site removal program must be initiated.
- b. Office/Classroom Buildings:
  - Relocation of offices/classrooms.

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- Rental of modular units and set-up if necessary (phones, utilities, computers, copiers, etc.).
  - Locate rental furniture to continue operations if necessary.
  - Data retrieval and network concerns should be addressed.
- c. Residence Facilities:
- Students to relocate to a central location (Campus Center, Beck Center, etc.).
  - Secure sleeping arrangements for affected students. These may include staying with friends in other dorms or other facility on campus. Extra mattresses should be secured for storage and Red Cross may be contacted for cots.
  - Establish a phone bank for students to contact parents. Quickly prepare an institutional statement for parents as well. Pay special attention to parents of affected students.
  - Provide information to students and parents about appropriate process for insurance claims for loss of personal effects.
8. **Explosion**
- a. Gather as much information as possible about location, building population and other pertinent information for rescue services.
  - b. Provide SDS information for rescue services.
  - c. First aid and other medical treatment should be rendered immediately.
  - d. Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact for students, constituents, and employees (web, email, social media, voicemail, written letter).
  - e. Clean-up and site removal program must be initiated.
9. **Bomb Threat**
- Department of Public Safety will respond to the scene and contact the Lexington Metro Police Department for assistance.
- The following measures should be taken:
- a. Activate the building alarm. Evacuate the building following evacuation procedures. Employees should make a basic and cautious search of their immediate area and report anything unusual to DPS at **859-233-8118**. Do not

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open drawers, cabinets or turn lights on or off. Do Not Lock or Close Doors during an exit for a bomb threat.

- b. Local police and fire officials should be contacted.
- c. DPS and Police will conduct a search of the building.
- d. No one should return to the building until told to do so by a designated University official.
- e. Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact of students, constituents, and employees (web, email, social media, voicemail, written letter).
- f. Decision may have to be made to shut down operations.
- g. Determine appropriate means for contacting students and parents.

#### 10. ***Biological Agent Threats (Anthrax, etc.)***

***CERT will be called to respond during this type of event.***

- a. Unopened suspicious package:
  - Area will need to be secured.
  - Depending upon the situation local law enforcement or other authorities may have to be contacted for disposal and testing.
  - Employees who have had potential exposure will need to be treated by local health officials.
  - Establish a list of employees who were in the room or had contact with the suspicious package (Campus Post Office (CPO) employees, delivery, etc.).
  - Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact of students, constituents, and employees (web, email, social media, voicemail, written letter).
- b. Opened letter containing suspicious substance:
  - Contact local police and emergency services. Local FBI field office should also be contacted. These authorities will assist disposal and testing arrangements.
  - See that the affected area is closed off.

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- Contain all employees/students who were in the room where the exposure occurred (begin gathering names, addresses, phone numbers and points of contact with the substance).
- Contact all employees who may have had contact with the affected object.
- Evacuate unaffected areas of the building.
- Certain buildings may need to have ventilation systems shut off depending upon the type of air circulation.
- Work with local authorities and worker's compensation carriers to provide treatment for affected employees.
- Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact of students, constituents, and employees (web, email, social media, voicemail, written letter).

#### 11. ***Chemical Spill***

The guidelines below should be followed in the event of a chemical incident in which there is potential for a significant release of hazardous materials and in conjunction with reference to the appropriate Safety Data Sheet (**SDS**). The designated chemical hygiene officer will need to be notified immediately to respond.

- a. **Spill classifications.** Spill response procedures vary depending on whether a spill is small, medium, or large. The following are descriptions of each type of spill:
  - **Small spills.** This category includes spills where the major dimension of the spill is less than 18 inches in diameter.
  - **Medium spills.** These are spills where the major dimension exceeds 18 inches, but is less than 6 feet.
  - **Large spills.** This category includes any spill involving a flammable liquid where the major dimension exceeds 6 feet in diameter; and any "running" spill, where the source of the spill has not been contained or the flow has not been stopped.
- b. **Evacuation.** Persons in the immediate vicinity of a spill should immediately evacuate the premises. If the spill is "medium" or "large", or if the spill seems hazardous, immediately notify emergency response personnel.
- c. **General spill control techniques.** Once a spill has occurred, the employees at the spill site must decide whether the spill is small enough to handle without

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outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

- **Response and cleanup procedures for small spills.** Small spills generally can be handled by internal personnel and usually do not require an emergency response by fire department HAZMAT personnel. Spills of less than 18 inches normally are cleaned up by the spiller. First, quickly contain the spill by stopping or securing the spill source. This could be as simple as up righting a container and using absorbent pads to soak up spilled material. Notify DPS (**859-233-8118**) so they can alert Facilities Management about the spill. The spilled material and the absorbent sometimes might be classified as a hazardous waste and must be disposed of in compliance with state and federal environmental regulations.

- **Response and cleanup procedures for medium spills.** The Fire department HAZMAT team response normally is required for medium spills. However, common sense should be used when determining if outside help is necessary. Medium spills require the following actions:

First, try to contain the spill at its source. This might involve quickly up righting a container or putting a lid on a container. Do not use absorbents unless they are immediately available. Once you have made a quick attempt to contain the spill, leave the area and alert DPS who will notify the proper authority. Close, but do not lock, the doors as you leave. Give emergency response personnel accurate information as to the location, chemical, and estimated amount of the spill.

Second, evaluate the area outside of the spill. Engines and electrical equipment near the spill area must be turned off. This eliminates various sources of ignition in the area. Advise police or emergency responders on how to turn off engines or electrical sources. Do not go back into the spill area once you have left. Help emergency responders by trying to determine how to shut off heating, air conditioning equipment, or air circulating equipment, if necessary.

If emergency responders evacuate the spill area, follow their instructions in leaving the area. After emergency responders have contained the spill, be prepared to assist them with any other information that may be necessary, such as SDS sheets and questions about the facility.

Emergency responders or trained personnel with proper personal protective equipment should clean up the spill residue. Do not re-enter the area until the responder in charge gives the all clear. Be prepared to

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assist these persons from outside the spill area with SDS sheets, absorbents, containers, etc.

Reports must be filed with the proper authorities. It is the responsibility of the spiller to inform both his/her supervisor and the emergency responders as to what caused the spill. The supervisor of the area in which the spill occurred is responsible for completing an incident reporting form and filing it with Human Resources and the responders will then finish notifying authorities, if necessary.

- **Response and cleanup procedures for large spills.** The response for large spills is much the same as for medium spills, except that the exposure danger is greater. The response for large spills is as follows:

First, since spill control or containment by the spiller is not likely, the spiller should immediately leave the area and notify DPS. Again, give the dispatcher the spill location, chemical spilled and approximate amount.

DPS and Facilities Management will obtain the SDS information for the spilled chemical for the emergency responders to use. Also, be prepared to advise responders as to any ignition sources, engines, electrical power, or air conditioning/ventilation systems that may need to be shut off. Advise responders of any absorbents, containers, or spill control equipment that may be available. This may need to be done from a remote area, as an evacuation that would place the spiller far from the scene may be needed. Use radio or phone to assist from a distance, if necessary.

Spills greater than 6 feet in any dimension or that are continuous should be handled only by emergency response personnel, in accordance with their own established procedures. Remember, once the emergency responders or HAZMAT team is on the job cleaning up spills or putting out fires, the area is under their control and no one may re-enter the area until the responder in charge gives the all clear.

Finally, the spiller will need to provide information for reports to supervisors and responders, just as in medium spills.

#### 12. ***Communicable Disease/Epidemic***

All students, staff and faculty of Transylvania University have the right to attend classes and work in a safe environment. This policy helps to ensure these rights and protect students and employees from individuals who may pose a risk of spreading a communicable disease.

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A communicable disease is “any disease transmitted from one person to another directly, by contact with excreta or other discharges from the body; or indirectly, via substances or inanimate objects, such as contaminated drinking glasses, or water...” (Mosby’s medical, nursing, and allied health dictionary). For the purpose of this policy, this does not include such common diseases as cold or flu. These communicable diseases may include, but are not limited to diphtheria, hepatitis A, hepatitis B, HIV/AIDS, measles, meningococcal meningitis, tuberculosis and others.

All of the above mentioned diseases are reportable in the State of Kentucky, and as such will be reported to the local Fayette County Health Department. However, no specific or detailed information will be provided to anyone other than the official designated for receiving State reporting information, without the expressed written permission of the patient.

An employee or student of Transylvania University who is diagnosed with any reportable communicable disease shall be permitted to work and/or attend class as long as they pose little/no risk of transmission of disease with reasonable precautions.

Decisions in all situations involving a student or employee who has a communicable disease are made on a case-by-case determination, based on the medical facts of each case and with concern for confidentiality and the best interests of all parties involved.

The following protocol will be followed in the event of a communicable disease outbreak:

- a. Initial confinement and treatment of infectious disease will be handled by the University APRN according to response protocol. Local Health Department officials will be notified of all reportable communicable diseases and will work jointly with the University APRN and Director of Student Wellbeing.
- b. In the event of an outbreak of a serious communicable disease (Tuberculosis, Meningococcal disease, etc.) the CERT will be activated.
- c. CERT will work with the University APRN and local health department to provide appropriate educational material, information, and resources regarding the communicable disease.
- d. The Communications Office will handle all contacts with external media sources.
- e. Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact of students, constituents, and employees (web, email, social media, voicemail, written letter).
- f. While CERT will be involved in the process, treatment and control measures will be directed by the University APRN and county health department.

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### 13. **Utility/Boiler Failure**

Depending upon the season and weather conditions, a utility outage could create significant issues for student services and other campus services. The following protocol will be enacted in the event of a utility or boiler failure:

#### a. Utility Outage:

- Facilities Management will check with local utility company to attempt to determine the length of outage.
- Resident life facilities should still operate in the short term but arrangements may need to be made for heating sources.
- Department of Public Safety should be notified for potential issues with fire alarms and use of the phone system.

#### b. Boiler:

Transylvania University operates several boilers to maintain heat and hot water. The possibility of being completely without heat for an extended period of time is remote but nonetheless possible.

- If main boilers are not operational during the winter then decisions may have to be made to relocate students or employees.
- Department of Public Safety should be notified for potential issues with fire alarms and use of the phone system.
- Facilities Management will oversee repair and usage of boiler facilities.
- Decision may have to be made regarding campus shut down depending upon length of boiler shut down.
- Insurance companies will need to be contacted for boiler insurance.
- Work directly with the Communications office regarding information dissemination and media contacts. Communications staff will decide the best mode of contact of students, constituents, and employees (web, email, social media, voicemail, written letter).

### 14. **Earthquake**

***CERT will be activated for such an event.***

- a. Be prepared to start search and rescue operations immediately.
- b. Contact DPS (**859-233-8118**), who will in turn contact Lexington Fire, Police, and Emergency services.

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- c. Prepare a damage report, and initiate temporary repairs in an effort to prevent further damage.
- d. Pay special attention to possible fire, flooding, or impairment of fire protection equipment.
- e. Temporarily repair openings in the building or cover the contents of the building with tarps to minimize rain damage.
- f. Initiate salvage operations.
- g. Exercise care around damaged power lines. The utility company should be advised of necessary repairs.
- h. Clear roof drains of debris to prevent water from ponding on the roofs. Ponding could lead to roof collapse.
- i. Caution emergency crews and salvage teams not to smoke or use heat producing devices if there is a possibility that flammable liquids or gases are present.
- j. Provide SDS sheets for damaged buildings as necessary.

### 15. ***Weather Emergencies***

#### a. ***Winter Storms***

- Facilities Management will enact their extreme weather plan.
- Administration will decide whether the University will remain open or classes cancelled. Essential employees are still expected to report to work if at all possible (Security, Switchboard, and Facilities Management).
- Property damage or losses will be reported to Facilities Management and Office Services and Purchasing Coordinator.

#### b. ***Tornado/Severe Wind***

##### ***CERT will be activated for such an event.***

- Be prepared to start search and rescue operations immediately.
- Contact DPS (**859-233-8118**), who will in turn contact Lexington Fire, Police, and Emergency Services.
- Prepare a damage report, and initiate temporary repairs in an effort to prevent further damage.

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- Pay special attention to possible fire, flooding, or impairment of fire protection equipment.
- Temporarily repair openings in the building or cover the contents of the building with tarps to minimize rain damage.
- Initiate salvage operations.
- Exercise care around damaged power lines. The utility company should be advised of necessary repairs.
- Clear roof drains of debris to prevent water from ponding on the roofs. Ponding could lead to roof collapse.
- Caution emergency crews and salvage teams not to smoke or use heat-producing devices if there is a possibility that flammable liquids or gases are present.
- Provide SDS sheets for damaged buildings as necessary.

#### c. ***Electrical Storm***

- Facilities Management and Department of Public Safety will assess any damages or losses as a result of the storm.
- Office Services and Purchasing Coordinator will coordinate related insurance issues.

### C. **Campus Evacuation /Emergency Shutdown Procedures**

The decision to evacuate the campus in its entirety will be made by the President of the University and his or her appointed staff, or, the Local Emergency Responders, whose authority while on site supersedes all.

The potential need for emergency shutdown of any facility, utility, or building operating system in the event of an emergency will be determined on a case by case basis. Life safety of the faculty, staff and students will be the precedent set over all decisions made.

In the event of a fire, flood, or other disaster the Department of Public Safety and Facilities Management will communicate collectively or with the Local Emergency Responders to determine the need for Emergency Shutdown of Public Utility Service at the facility, or Building Mechanical, Electrical and Plumbing Systems.

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### D. **Medical/First Aid Emergencies**

Emergency medical treatment or first aid may be required during or after an emergency. Employees trained to provide first aid must remember the following:

- Avoid panic;
- Inspire confidence; and
- Do only what is necessary to stabilize an injured employee's medical condition until professional help arrives.

The following sections cover basic procedures for handling common injuries and illnesses.

#### 1. **First Aid Kits/Automated External Defibrillator**

A basic first aid kit should be available in each building. First aid kits will include physician-approved supplies suitable for medical emergencies that can be reasonably anticipated at Transylvania University. Suitable contents for first aid kits include sterile bandages, tape, scissors, ice packs, plastic gloves, and a mouth-to-mouth breathing tube. Aspirin or other oral medications, ointments or creams, eye drops, antiseptic solutions, or inhalants are not recommended in first aid kits. Inform employees of the location of first aid kits. Inventory supplies and restock items as necessary. The University currently has Ten Automated External Defibrillators (AED) and they are located in the following locations – Beck Center Fitness, Beck Center Performance Floor, Marquard Field, DPS Office, Athletic Complex 4th St., Hall Field Concession Stand, MFA-Administrators Office Room 108, Campus Center Hallway by gym, Thomas Field and the Henry St. Warehouse.

#### 2. **Initial First Aid**

Employees who are first to arrive on the scene of a medical emergency should follow these guidelines:

- a. **Assess the situation.** Can you safely approach the victim? If not, what can you do to help without threatening your own safety? Determine what is wrong with the victim.
- b. **Set priorities and call for emergency services.** Is the victim conscious? How serious is the victim? Can someone else call emergency medical services so the victim is not left alone? If no one else is available, decide if it is more important to administer first aid immediately or to call emergency medical services and leave the victim unattended. Never leave a victim in a life-threatening situation without trying to first stabilize the victim's condition.
- c. **Check the "ABC's" (unconscious victims only).**

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- **“A” –Airway.** Make sure the victim has a clear airway. Place the victim on his/her back. Place one hand on the victim’s forehead and one hand under the chin and tilt the head back. Open the victim’s mouth and check for obstructions. If the victim is unconscious and an obstruction is visible remove it with your fingers. NOTE: If you suspect back or neck injury, do not move the victim or adjust the victim’s neck. Simply open the victim’s mouth to check for obstructions.
- **“B” –Breathing.** Place your ear above the victim’s mouth and look at the chest. Listen for breathing and look for the rise and fall of the chest. If the victim is not breathing, someone trained in mouth-to-mouth breathing should begin resuscitation.
- **“C” –Circulation.** If there is no breathing, someone trained in CPR should begin cardiopulmonary resuscitation.

Stay with the victim until emergency medical personnel arrive.

### 3. **Bleeding (External)**

Most cuts are minor. However, heavy external bleeding can cause death in three to five minutes. In addition to the procedures for initial first aid, follow these steps to control external bleeding:

- a. Using a sterile dressing, clean clothes, or other material, apply pressure directly over the wound. (IMPORTANT: Direct contact with a victim’s blood may expose you to various communicable diseases. Always wear nitrile gloves when assisting a bleeding victim).
- b. If possible, elevate the bleeding area. Otherwise, lay the victim flat, and elevate the legs.
- c. Keep the victim lying down.
- d. Do not release pressure or lift the bandage until you are sure the bleeding has stopped.
- e. Have someone call emergency medical services, if necessary.
- f. Do not use a tourniquet unless an arm or leg has been amputated.
- g. For deep chest wounds, use a heavy dressing to keep air from passing through the wound. For gaping stomach wounds, use a damp dressing; do not touch any protruding organs.

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### 4. Burns

Thermal and chemical burns require immediate attention. In addition to the procedures for initial first aid, follow these steps for thermal burns;

First and second degree burns cause redness and blistering, but leave the victim's skin intact. For first and second degree burns:

- a. Immerse the burned area in cold water.
- b. Cover the burned area with a clean cloth.
- c. Treat the victim for shock, if necessary.
- d. Do not apply butter, oil, or cream to a burn.

For serious burns (e.g., large area burns or charred skin):

- a. Remove clothing from the injured area.
- b. Cut around clothing that adheres to the skin. Treat the victim for shock.
- c. Call emergency personnel as soon as possible.

### 5. Cardiopulmonary Resuscitation (CPR)

When a person stops breathing, immediate assistance is necessary. If the person stops breathing due to choking, follow the first aid instructions for choking victims. If the person stops breathing due to a hazardous atmosphere, move the victim to fresh air immediately.

**IMPORTANT:** Always wear personal protective equipment when entering hazardous atmospheres. Do not attempt a rescue without adequate protection or proper training.

Someone formally trained in CPR should provide assistance to victims who are not breathing and victims who do not have a pulse, as follows:

- a. Try to rouse the victim.
- b. Place the victim on his back. Open the victim's airway by placing one hand on the forehead and one hand under the chin and tilting the head back. Check for any obstructions in the mouth or throat.
- c. Look, listen, and feel for breathing.
- d. If the victim is not breathing, pinch the victim's nose closed and use mouth-to-mouth breathing tube to give two slow, deep breaths.

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- e. Check the carotid pulse on a child and the brachial artery on an infant's foot, listen, and feel for breathing. If a pulse is present but the victim does not start breathing, continue rescue breathing as follows:
  - Adult: Thirty (30) compressions then two (2) breaths;
  - Child: Thirty (30) compressions then two (2) breaths;
  - Infant: Thirty (30) compressions then two (2) breaths;

If a pulse is not present, have someone formally trained in CPR, begin mouth-to-mouth breathing and chest compressions. Continue this procedure until the victim starts breathing or emergency personnel arrive.

#### 6. **Chemical Splashes**

Chemical splashes on the skin require immediate attention. Follow these steps:

- a. Go to the emergency shower or sink.
- b. Remove any contaminated clothing.
- c. Wash the affected area with water thoroughly for 15 minutes.
- d. Seek medical attention and notify the chemical hygiene officer.

#### 7. **Choking**

Choking victims cannot speak, breathe, or cough forcefully. Follow these steps for conscious choking victims:

- a. Ask the victim if he is choking. If the victim indicates yes, ask if you may help, then begin the Heimlich maneuver, as outlined below.
- b. Get behind the victim and make a fist with one hand. Grasp your fist with the other hand and place your hands slightly above the victim's navel.
- c. Give quick, upward thrusts backwards until the object is expelled.

**IMPORTANT:** For pregnant or obese victims, use a chest thrust. Place your fist on the sternum, and thrust backwards repeatedly.

Follow these steps for unconscious choking victims:

- a. Call emergency personnel.
- b. Place the victim on his back. Open the victim's airway by placing one hand on the forehead and one hand under the chin and tilting the head back. Check for any obstructions in the mouth or throat.

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- c. Attempt mouth-to-mouth rescue breathing.
- d. If the airway remains blocked, place the heel of your hand slightly below the victim's ribs. Give six to ten abdominal thrusts. For pregnant or obese victims, use a chest thrust. Place your fist on the sternum, and thrust backwards repeatedly.
- e. Sweep the mouth to remove any dislodged objects and attempt mouth-to-mouth rescue breathing again.

Continue this procedure until the object is dislodged or the victim starts breathing.

#### 8. **Eye Injury**

If hazardous liquids, particles, or gas irritate a person's eye, have the victim flush the eye with water for at least 15 minutes. Use an eye wash station, sink, or water fountain. Seek assistance from a physician, as necessary.

If a foreign object (e.g., glass, pencil lead, etc.) is embedded in the eye, place a plastic cup or gauze over the affected eye. This will keep the eye from moving and inflicting further damage. Seek assistance from a physician immediately.

#### 9. **Insect Bites**

Contact emergency personnel or a physician whenever someone suffers multiple stings (or suffers adverse effects from a single sting) from wasps, bees, fire ants, or other stinging insects.

For a single insect sting, remove the stinger by scraping the skin. Do not use tweezers or your fingers to remove a stinger. Pinching the stinger with tweezers or fingers may release more venom.

Workers who are extremely allergic to certain insect bites should carry appropriate medication and inform others of their allergy.

#### 10. **Poisoning**

There are many types of poisons. Each requires a specific type of treatment. The remedy for one type of poison may worsen the condition of an employee affected by a different poison. If you suspect a victim has been poisoned through ingestion, inhalation, or skin exposure, try to determine what the poisoning agent is. Contact emergency personnel or the Poison Control Center for specific first aid instructions.

#### 11. **Seizures**

Do not try to restrain seizure victims. Move any furniture or objects that could harm the victim and wait for the seizure to end. Contact emergency medical services if this is the

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victim's first seizure or if the seizure is exceedingly violent or lasts a long time. Do not place anything in a seizure victim's mouth.

#### 12. **Shock**

Shock commonly accompanies injuries or severe emotional distress. Symptoms of shock include the following:

- a. Cold, clammy skin;
- b. pale skin tone;
- c. shallow breathing; and
- d. chills.

Follow these steps to assist shock victims:

- a. Call emergency personnel.
- b. Keep the victim lying down.
- c. Maintain an open airway. If the victim vomits, turn the head sideways and the chin downward.
- d. Elevate the victim's legs.
- e. Keep the victim warm.
- f. Reassure the victim.

#### 13. **Snake Bites**

Most snake bites are not fatal. If a snake bite occurs, follow these steps:

Have the victim move as little as possible.

- a. Apply a constricting bandage (not a tourniquet) between the wound and the heart.
- b. If possible call emergency personnel. In rural locations, transport the victim to the nearest hospital immediately. If necessary and possible, carry the victim to transportation. Do not let the victim walk.
- c. If you cannot obtain medical attention:
  - Do not make any incisions or suck out the poison.
  - Do not cool the bitten area.

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- Every fifteen minutes, loosen the constricting bandage for a few seconds and then re-apply it.

#### E. Salvage Operations

##### 1. Emergency Coordinator

It is the Emergency Coordinators responsibility to work with University personnel to identify those areas that may present problems in restoring operations. When a facility has suffered a serious loss, the possibility of resuming operations within a reasonable length of time depends to a considerable extent on the availability of pertinent records, including computer software.

- a. Certain general actions must be considered in the development of a salvage plan. Some of these are:
  - Temporarily repairing the building if necessary before attempting salvage of contents or an alternative is to move contents to another area.
  - Hiring additional personnel other than maintenance staff for salvage operations. This will free maintenance personnel to make other needed repairs.
  - Exercising care in cutting or welding since flammable vapors may be present in the salvage area.
- b. The specific actions needed for a salvage plan depend on the occupancy of the facility and the type of incident. The following comments apply to some of the more common situations:
  - Electrical equipment that has been subject to water damage should be cleaned and dried. Clear water rinses and low-temperature blow-drying can be used on fixed installations. Portable equipment can be dried in low-temperature ovens. After they have been cleaned and dried, the devices should be checked by qualified personnel to be sure that they operate properly.
  - Storage should be removed from the area of the incident and checked for smoke and/or water damage. In many cases, repackaging storage boxes will be needed.
  - Water damage to steel or other ferrous surfaces can be greatly reduced or eliminated if the surfaces are cleaned, wiped dry, and covered with a protective coating of oil.

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- c. Important records, documents, and files should be examined and the damaged items separated from the undamaged.

#### 2. **Machinery Damage**

Most machinery and equipment can readily be repaired or replaced. However, custom-built, imported, or complex units may require an extensive restoration period. In order to reduce the time needed to resume production, the following should be considered:

- a. Suitability and availability of substitute machinery.
- b. Arrangements for the use of alternate facilities.
- c. An up-to-date analysis should be made of the facility's electrical distribution system, load centers, and private power generators.
- d. Particular consideration should be given to large or special equipment that may take a long time to repair or replace.
- e. The loss of major heating and process units represents a critical threat to operations. Availability of rental boilers should be investigated. Units should be large enough to meet the facility's minimum emergency needs.

#### 3. **Computer Damage**

Serious damage to a major computer installation could quite possibly bring facility operations to a standstill. Thus, the impact of such an incident should be fully explored, and the perceived difficulties mitigated by one of the following courses of action:

- a. A contractual agreement for the emergency use of external facilities or computer service bureaus.
- b. A detailed plan for the expeditious restoration of the facility and the replacement of equipment.

#### F. **Loss Adjustment**

After an insurable incident has occurred, contact the Office Services and Purchasing Coordinator immediately. The Office Services and Purchasing Coordinator will act as the University's claims coordinator and will be responsible for seeing the adjustment of the loss through to a successful conclusion.

To create a climate for a smooth adjustment, the claims coordinator must:

1. Provide details of the loss.
2. Help establish the magnitude of the loss. Significant variations in estimates should be corrected as soon as possible. If there is an unexpected increase in costs or if the

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damage is more extensive than was first apparent, the adjuster should be advised at once.

3. Once items of claim expenses have been determined, they should be detailed on various schedules explaining labor, materials, and outside contractors' charges. Depending upon the size and scope of the claim, separate schedules may be warranted for each major involved area or type of property. These totals should be summarized on a property damage schedule with the detailed information attached.

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#### Section IV – Crisis Communication Management Plan

The following is a series of communication guidelines to be followed in crisis/emergency situations:

- A. In an emergency or any other situation in which the University will most likely have to respond to media inquiries, the Vice President for Marketing and Communications (VPMC) at **859-233-8120** should be contacted as soon as possible. If the VPMC cannot be reached, please call the President at **859-233-8111**.
- B. In these situations, the Communications office will advise the appropriate administrative officer on the communication options.
- C. The VPMC is responsible for coordinating all communication related to a crisis or emergency. The Morrison Boardroom will serve as the official Crisis Management headquarters.
- D. Appropriate administrators and others close to the situation should be kept informed.
- E. Only after all essential information pertaining to the crisis is gathered, should a public statement be made. The statement should be reviewed and approved by the ranking administrator involved before it is issued.
- F. For the sake of consistency and avoiding conflicting information, it is best for one person (preferably the VPMC) to speak for the University in an emergency. The Communications office should be the single voice in the early stages of a crisis. The University understands that both the media and the public prefer statements from those close to the situation and will attempt to comply whenever possible.
- G. Whenever possible, information should be presented proactively. Within reason, the axiom “tell it all and tell it fast” is helpful particularly in crisis situations. This approach reinforces the University’s credibility and helps derail the possibility of continuous stories as each detail is brought to light by reporters.
- H. Media representatives should be given periodic updates. Lapses in communication encourage reporters to seek out unofficial and less reliable sources.
- I. In addition to being factual, all statements should be kept simple (avoiding complex information and technical terms whenever possible.) Questions about related subjects are inevitable; therefore, the University should be prepared for side issues.
- J. The words, “no comment,” should be avoided. If an issue or situation is internally deemed not of a newsworthy nature, efforts will be made to avoid being put in the situation of giving the issue legitimacy.
- K. In most cases it is appropriate to follow up with an acknowledgment of thanks to the media and other pertinent groups.

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### Section V – Residence Life Student Crisis Management Plan

**CRISIS MANAGEMENT:** *Student situations such as suicide, serious suicide attempt, death, critical or life-threatening situation, or abduction.*

The purpose of the plan is to ensure that a procedure is established which would provide the greatest care for the student (or students) involved as well as to make sure all bases are covered and that miscommunication is held to a minimum.

- A. Crisis management team: Vice President for Academic Affairs/Dean of the University, Dean of Students, Residence Life Professional Staff, Director of Human Resources, University APRN, Director of Public Safety, and Vice President for Marketing and Communications.
- B. Action steps for RA:
  1. Life-saving steps first – Call **911** from a cell phone or **9-911** from a campus phone
  2. Call Public Safety at **859-233-8118** who will call the appropriate emergency agencies.
  3. Public Safety will notify the Student Life Staff on call
  4. Secure Area – clear students, seal area
  5. Get assistance from residence life staff on-call
- C. Action steps for Residence Life Student Crisis Management team – Immediate needs:
  1. Meet at the scene immediately (if on campus)
  2. Notify President
  3. VP of Marketing and Communications is the only person to speak to media.
  4. Determine action plan.
  5. Notify next of kin (Have as much information as possible prior to making the contact.)
  6. Determine counseling needs
  7. Specific attention to those who have seen the situation
  8. Notify appropriate faculty
- D. Follow-up Steps for Crisis Management team:
  1. Meet ongoing counseling needs
    - Eyewitness
    - Close friends

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- General population
  - Staff counseling
2. Plan campus-wide memorial service, if appropriate
  3. Meet needs of family when they come to campus (meals, loading, etc.)
  4. Clean-up scene
  5. Offer to pack belongings of student (instead of family)
  6. Develop “check back” policy to assist those who have been involved in the entire situation (staff & students)

## Section VI – Emergency Resources

### A. On Campus Assistance

1. Department of Public Safety dispatcher  
Dial **859-233-8118**. Officers are on duty 24 hours per day.
2. Facilities Management  
Dial **859-233-8211**. After 4:30 p.m. contact Public Safety dispatcher at **859-233- 8118**.
  - Utilities: Repairs to water, gas, electric, and sewage systems.
  - Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
  - Equipment: Portable pumps, generators, floodlights, air compressors, tractor backhoes, forklifts, etc.
3. Student Health  
When school is in session Monday through Friday, call the clinic directly at **859-233-8127** during work hours posted or contact DPS at **859-233- 8118**. If the situation is life threatening dial 911 (campus phone 9-911) and then contact DPS.
4. Purchasing Department (**859-233- 8137**)  
Emergency procurement of materials and services can be arranged in direct support of any contingency.

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5. Student Life Staff  
When school is in session, Monday through Friday, call the Residence Life Staff at **859-233-8181**. After hours, contact DPS at **859-233-8118**, who will contact the Student Life Staff on call.
6. Chemical Hygiene Officer  
Dial **859-281-3614**. After 4:30 p.m. contact Public Safety dispatcher at **859-233-8118**.

### B. Off Campus Assistance

1. Police/Armed Forces

Lexington METRO Police	911 or (859) 258-3600
Kentucky State Police	(502) 227-2221
State Police Emergencies Only	(800) 222-5555
State of Kentucky National Guard	(502) 607-1494
FBI	(859) 246-4700
2. Fire Department

Lexington Fire Dept.	911 or (859) 254-1120
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3. Lexington Fire Dept. Ambulance

	911
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4. Hospitals

Central Baptist	(859) 260-6100
St. Joseph	(859) 313-1000
St. Joseph East	(859) 967-5000
Samaritan Hospital	(859) 226-7000
UK Hospital	(859) 323-5000
5. Additional Health Services

The American Red Cross	(859) 253-1331
Centers for Disease Control	(404) 639-3311 or (800)232-4636
Poison Control Center	(800) 722-5725 or (800) 222-1222

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6. Emergency Services  
Division of Disaster & Emergency Services  
Region 3 (Fayette County) (859) 246-2334  
Salvation Army (859) 252-7706  
National Response Center – Spills (800) 424-8802
7. National Weather Service  
(859) 281-8131  
(800) 631-9212

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### Section VII – Plan Assessment

#### A. **Plan Assessment**

The Campus Emergency Response Team (CERT) will review the Transylvania University Emergency Response Plan on an annual basis. The review will also be done in conjunction with drill, training records and post event debriefing.

#### B. **Prevention and Risk Assessment Plan**

Transylvania University has in place several prevention and risk assessment plans. These include chemical hygiene plan, fire prevention plan, hazard communication plan, and other programs that are mandated by state and federal regulations.

#### C. **Training and Drills**

Annual training for emergency response will be conducted for all supervisory and administrative employees. Student Life staff will be trained annually as well in conjunction with Residence Life training and other program review processes. Annual training schedule will be developed for all switchboard and security personnel. All employees will be trained in the emergency response protocol during the employee orientation program. Annual reminders (newsletter and updates) will accompany training opportunities. The Emergency Response Plan will be available in both written and electronic format for employee reference.

All employees are subject to the training parameters listed above. Specialty training needs may vary depending upon the incident type and college department. The following is a list of training parameters for each of the incident types:

1. ***Student incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)***
  - Student: Information provided to students in the Residence Life Staff Manual.
  - Employee: Student Life and Dean of Students Staff trained annually.  
Non-Residence Life employees trained during employee orientation.
2. ***Employee Incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)***

Supervisors trained annually. Employees trained upon orientation.
3. ***Racial, religious, or gender based incidents***

Supervisors trained annually. Employees trained upon orientation.
4. ***Violent or criminal behavior/Hostage situations***

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Training will be conducted at orientations and annual retraining for DPS dispatchers, officers and “high profile” offices.

5. ***Fire***

- a. Fire drills are completed across campus in the following manner: Dormitories: One drill is to be conducted during the first month of each semester.
- b. During scheduled fire drills the drill coordinator must arrange to have DPS notified at least 15 minutes prior to the drill. This will allow DPS enough time to contact the monitoring station and emergency dispatch that the alarm is a drill only.

6. ***Explosion***

Procedures reviewed annually with personnel and upon orientation.

7. ***Bomb Threat***

Annual training will be conducted to review procedures with DPS dispatchers and other phone personnel. DPS and CERT will annually review response protocol as well.

8. ***Chemical Spill***

Science department staff trained annually under the chemical hygiene program. Annual review of response procedures with safety committee and CERT. Annual review of procedures with appropriate Facilities Management staff.

9. ***Communicable Disease***

Training and updates provided to clinic and student life staff on an annual basis.

10. ***Utility Failure***

Residence Life, Facilities Management, Public Safety will review procedures annually.

11. ***Earthquake***

Employees will be trained during orientation. Residence Life staff to review all procedures with students. Annual reminders to be provided to all employees and students.

12. ***Winter Storms***

Facilities Management maintains and reviews annually its response plan. DPS and dispatch personnel will review response procedures annually.

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## Transylvania University Emergency Response Plan

13. ***Tornado/Severe Wind***

Annual drill conducted in conjunction with the statewide tornado drill each spring semester. Information will be distributed annually in preparation for the drill. Residence Life staff will review procedures with residential students in addition to information provided to the campus.

14. ***Electrical Storms***

Information to be provided annually for all employees and students.

15. ***Building Evacuation Procedures***

Supervisors will be responsible for ensuring that employees know the location of fire extinguishers, exits, and alarm system in the areas in which they work. Building exit practiced in conjunction with fire drill schedule.

Specialty needs to be identified with each building. Including gas shut off and other hazardous exposures. Special attention given to evacuation of disabled individuals who will not be able to use elevators to exit the building.

16. ***Campus Evacuation Procedures***

Procedures to be reviewed by CERT and other key personnel (safety committee, Residence Life staff, etc.) on an annual basis.

17. ***Medical/First Aid Emergencies***

At orientation and annual reminders for all employees. First aid providers and other medical providers received training in accordance with their respective licensure schedules.

D. ***Building Assembly Points***

In the event that the building evacuation alarm is sounded or that you are asked to evacuate the building by University personnel due to an emergency, you must assemble at your buildings assemble point.

Once at your assigned assembly point a headcount will be taken to determine if there are personnel who did not evacuate the building. If you have someone missing report this to emergency personnel.

See map for assigned assembly points.

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### CAMPUS FACILITIES EVACUATION

#### Academic and Administration

		Site
1.	Old Morrison (Administration Building)	A
2.	Cowgill Center for Business, Economics, and Education	B
3.	L.A. Brown Science Center	C
4.	Hazelrigg Hall (offices and residence)	E
5.	Creative House	D
6.	Lucille C. Little Theater	F
7.	Mitchell Fine Arts Center	I & J
8.	Charles L. Shearer Art Building	H
9.	Carpenter Academic Center	L
10.	Glenn Building (Admissions Office and Coffee Shop)	N
11.	J. Douglas Gay Jr. Library Frances Carrick Thomas Library	M
12.	421 North Broadway- Facilities Management	Y
13.	Alumni and Development	Y

#### Residence and Student Life

14.	William T. Young Campus Center	U
15.	Construction Area- New Campus Center	P, Q, R
16.	331 N. Broadway	O
17.	Dalton-Voigt Residence Hall	S
18.	Bassett Hall	T
19.	Pioneer Hall	T
20..	Thomson Residence Hall	S
21.	Staff Housing	Z
22.	Warren W. Rosenthal Residence Complex	V

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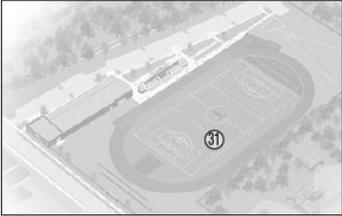
- |     |  |    |
|-----|--|----|
| 23. | Poole Residence Center                     | W  |
| 24. | Department of Public Safety/Residence Life | Z  |
| 25. | Fourth Street Apartments                   | AA |

### Athletics and Recreation

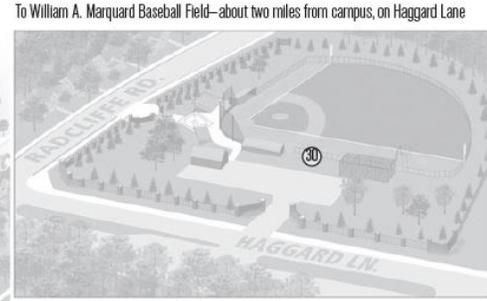
- |      |   |   |
|------|---|---|
| 26.  | Clive M. Beck Athletics & Recreation Ctr. | K |
| 27.  | Thomas Athletic Field                     | W |
| 28.  | Tennis Courts                             | Z |
| 29.. | John R. Hall Field                        |   |
| 30.  | William A. Marquard Field                 |   |
| 31.  | Fourth Street Athletics Complex           |   |
| 32.  | Transylvania Community Garden             |   |
| 33.  | Transylvania Bookstore                    | G |
| 34.  | Graham Cottage Alumni House               | X |
| 35.  | Henry St. Warehouse/Weight Room           |   |

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To Athletics Complex—two blocks from campus, on Fourth Street



To William A. Marquard Baseball Field—about two miles from campus, on Haggard Lane

### CAMPUS FACILITIES

#### Academic and Administration

1. Old Morrison (Administration Building)
2. Cowgill Center for Business, Economics, and Education
3. L.A. Brown Science Center
4. Hazeltigg Hall
5. Creative House
6. Lucille C. Little Theater
7. Mitchell Fine Arts Center
8. Charles L. Shearer Art Building
9. Carpenter Academic Center
10. Glenn Building (Admissions Office and Coffee Shop)
11. J. Douglas Gay Jr. Library
12. Frances Carrick Thomas Library
13. 421 N. Broadway—Physical Plant
14. Alumni and Development

#### Residence and Student Life

14. William T. Young Campus Center
15. Construction Area-New Campus Center
16. Student Housing
17. Dalton-Voigt Residence Hall
18. Bassett Residence Hall
19. Kincaid Residence Hall
20. Thomson Residence Hall
21. Staff Housing
22. Warren W. Rosenthal Residence Complex
23. Poole Residence Center
24. Department of Public Safety/Residence Life Offices
25. Fourth Street Apartments

#### Athletics and Recreation

26. Clive M. Beck Athletics & Recreation Center
27. Thomas Athletic Field
28. Tennis Courts
29. Donna and John Hall Softball Field
30. William A. Marquard Field
31. Fourth Street Athletics Complex

#### Other

32. Transylvania Community Garden
33. Transylvania Bookstore
34. Graham Cottage Alumni House

### EVAC. SITES

- A
- B
- C
- D
- F
- I&J
- H
- L
- N
- M
- Y
- U
- P,Q&R
- O
- S
- T
- V
- W
- X
- G
- Z
- AA
- K
- X



# TRANSYLVANIA UNIVERSITY

### Transylvania University Emergency Evacuation Sites

See map key for building locations and emergency evacuation sites for the Transylvania University campus. For more information, please call the *Department of Public Safety* at 233-8118.

EMERGENCY RESPONSE PLAN  
MANUAL  
Transylvania University Emergency Response Plan

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