



PURPOSE OF THE EMERGENCY PREPAREDNESS PLAN

Most emergencies which occur on campus and/or involve the campus community, can and should be addressed through the normal institutional channels using standard operating procedures. Occasionally, there will be an emergency which will require more of a campus-wide response.

Blue Mountain Christian University (BMCU) seeks to handle all urgent situations and emergencies as effectively and timely as possible for the protection and safety of the campus community. The purpose of this plan is to provide a process by which appropriate members of BMCU's Crisis Management Team (CMT) should respond to such situations in a timely manner. Alerts will be sent out to the campus community via the Emergency Notification System when appropriate. Scripts for the text and email alerts are also provided in this manual.

The Emergency Notification System at BMCU should be tested at least during the first week of every semester.

It is the responsibility of the Chair of the Safety Committee to ensure the Safety Committee reviews this manual at least annually to determine that all information is current and correct. Any changes should be given in writing to the President for approval. After approval, all members of the Crisis Management Team should be given an updated copy and the website copy should be updated.

THE CRISIS MANAGEMENT TEAM (CMT)

The Crisis Management Team is a group of individuals designated to lead in the management of **URGENT** and **EMERGENT** situations and includes:

President (Ex Officio)

Provost/Vice President for Academic Affairs (Ex Officio)

Team Leader

Assistant Team Leader

Administrative Liaison

Campus Security

Communications Specialist

Damage Control Supervisor

Employee Liaison

Information Technology

Student Liaison

Prayer Leader

Mental Health Liaison

Athletics Liaison

Chair, Safety Committee

CFO

Executive Assistant to the President

Security and Maintenance Director

VP for External Relations

Special Projects Coordinator

VP & Chief of Staff

VP & Chief of Staff

Dean of Students

BSU Director

BIT Chair

Intercollegiate Athletic Director

It will be the responsibility of the CMT to direct and contact other members of their staff as needed.

Roles of the CMT:

TEAM LEADER: Chair, Safety Committee

- A. Responsible for the overall direction of the university emergency response.
- B. In consultation with the president, convenes the members of the CMT and advises them of the nature of the emergency and coordinates plan implementation.
- C. Works with assistant team leader and others in assessing the emergency preparing for the university's response.
- D. Supports and monitors activities and makes assignments as needed.
- E. Declares the end of the state of emergency at the appropriate time.
- F. Notifies and conducts liaison activities with the administration, governmental agencies, and others as necessary.

ASSISTANT TEAM LEADER: CFO

- A. Assist the leader with assessing the situation and directing the overall response.
- B. Evaluates the site of the emergency and assists efforts of facility personnel and outside rescue and fire agencies.
- C. Assures guides for outside emergency service agencies and barricades are posted as needed.
- D. Assists with notification of the administration, governmental agencies, CMT, and others.
- E. Assists with conducting liaison activities with all available resources.
- F. Assumes the role of team leader when he or she is not available; assigns a temporary assistant team leader.

ADMINISTRATIVE LIAISON: Executive Assistant to the President

- A. Responsible for providing information to the university president, who shall in turn inform the board of trustees.
- B. Secures and coordinates the resources of the Office of the President.
- C. May serve as the administrative authority and liaison with local hospitals.
- D. Maintains a chronological log of events.

CAMPUS SECURITY: Security and Maintenance Director

- A. Maintains a constant state of readiness.
- B. Notifies university administration of major emergencies.
- C. Monitors campus emergency warning and evaluation systems.
- D. Assists and supports the assistant team leader in containment of emergency site as instructed.

COMMUNICATIONS SPECIALIST: VP for External Relations

- A. Prepares scripts for different crisis scenarios.
- B. Establishes contact with public; media as directed by the president.
- C. Establishes contact with local television and radio stations for public announcements.
- D. Arranges for photographic and audio-visual services.
- E. Advises president or designee of all news covering the situation or emergency affecting campus.
- F. Prepares news releases for approval and releases to media concerning emergency.
- G. Coordinates communication provided by administration, employee, and student liaisons to promote clarity and consistency.

DAMAGE CONTROL SUPERVISOR: Special Projects Coordinator

- A. Provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, damage assessment debris clearance, emergency repairs, and equipment protection.
- B. Provides vehicles, equipment operators for movement of personnel and supplies; assigns vehicles as required to CMT for emergency use.

- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting system as required.

EMPLOYEE LIAISON: VP & Chief of Staff

- A. Present during the situation to provide employees and their families with information concerning the situation.
- B. Assists employees with appropriate response to the situation.
- C. Assigns and supports institution liaisons to families of employees as appropriate.

INFORMATION TECHNOLOGY: VP & Chief of Staff

- A. Will be available to provide resource assistance for the university involving distribution of information and direction through the website, emails, and text.
- B. Safe-guard the institutional records if situation indicates such action.

STUDENT LIAISON: Dean of Students

- A. Is present during the situation to provide students and parents with information concerning the situation.
- B. Assist student population with appropriate response to the situation.
- C. Assigns and supports institution liaisons to families of students as appropriate.

PRAYER LEADER: BSU Director

- A. Organizes prayer initiatives.
- B. Coordinates responses/support from area churches and ministries

MENTAL HEALTH LIAISON: BIT Chair

- A. Engages the services of the BIT as needed in response to the situation.

ATHLETICS LIAISON: IA Director

- A. Assist athlete population with appropriate response to the situation.
- B. Supports institution liaisons to families of students as appropriate.

The campus community should be instructed to call BMCU Campus Security to report all urgent and possible emergent situations. (BMCU Campus Security: 662.512.8059)

URGENT SITUATIONS

Before a situation becomes an emergency, it may be reported as a threat or an urgent situation. These should be taken seriously. An urgent situation is an incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the well-being of the recipient. These urgent situations could be:

Severe Weather Watch or Warning
Tornado or Flood Watch or Warning
Campus Disturbance
Theft/Burglary/Damage to University Property
Riots
Mental Health Crisis
Drugs
Fighting

Urgent situations may require text/email alerts sent to the campus community, but may not require the entire CMT involvement.

EMERGENCY SITUATIONS

An emergency situation is an incident or condition, expected or unexpected, that threatens life or safety and requires immediate action. These emergency situations could be:

Tornado Occurrence

Fire

Attempted Suicide

Drug/Alcohol Overdose

Death of a Student(s)

Infectious Pandemic

Biological Threat

Bomb Threats

Campus Shooting/Hostage Situation/Kidnapping

Sexual Assault

Hazardous Waste Emergencies

Earthquake

Threats of Violence

Emergency situations may require text/email EMERGENCY alerts to the campus community and should involve the CMT in decision making efforts regarding the situation.

GOALS OF THE CMT

1. Coordinate the University's response to critical incidents involving students while paying special attention to the safety and security needs of all members of the BMCU community.
2. Offer counseling, guidance, and appropriate support to members of the University community, their families, and institution caregivers.
3. Use incidents, when appropriate, as "teachable moments" which may enhance the quality of life for all those touched by critical incidents.

ACTIVATION AND PROCEDURE

The following outline is for general information only. In the event of an actual emergency, the response may vary.

STEP 1: BMCU Campus Security Notification

- Weather: Campus Security monitors emergency warning and evaluation systems and should notify the Business Office or the Information Technology CMT member to put out the appropriate text/email through the Emergency Notification System when severe weather is a threat.
- Situation During Office Hours: When Campus Security is notified of an urgent situation or potential emergency, Campus Security should notify the Business Office (while in-route to assess the situation if necessary). The Business Office may send out the

UNKNOWN SITUATION TEXT MESSAGE:

Blue Mountain Christian University ALERT! Campus security is investigating an incident at [building /location]. Please avoid the area until given the all clear.

- Situation After Office Hours: When campus security is notified of an urgent situation or potential emergency, campus security should notify the Information Technology CMT member (while in-route to assess the situation if necessary). Information Technology may send out the **UNKNOWN SITUATION TEXT MESSAGE:**
- Blue Mountain Christian University ALERT! Campus security is investigating an incident at [building /location]. Please avoid the area until given the all clear.

STEP 2: Team Leader Contact

- The Business Office or the Information Technology CMT member contacts the CMT Leader and reports the situation.

STEP 3: Initial Assessment

- The CMT Leader follows-up with Campus Security and identifies if this is an Urgent or Emergent Situation. Security may call for police or medical assistance at any time if deemed necessary.
- The CMT Leader reports to the President and they decide on any additional alerts that should be sent to the campus community, and additional members of the team that need to be contacted (Emergent Situations should involve the entire CMT).
- The CMT Leader instructs the Information Technology CMT member to send out additional alerts or the all-clear.
- Information Technology CMT member follows through with the appropriate responses via the Emergency Notification System.

STEP 4: Team Members Contacted

- The CMT Leader contacts the Assistant Team Leader and delegates contact of other team members with information and meeting location as needed (Emergent Situations should involve the entire CMT).

STEP 5: Team Assessment

- The CMT members gather information, assesses the need and contacts appropriate staff/individuals who may need to be involved in the response.
- The Administrative Liaison maintains a chronological log of events.

STEP 6: Response Development and Activation

- The CMT will develop a response to the situation and delegate assignments as appropriate to activate the plan.
 - The Communications CMT member coordinates communication provided by administration, employee, and student liaisons to promote clarity and consistency.
 - The Mental Health Liaison will contact the immediate family or significant others.
 - The Student Liaison contacts the appropriate students regarding the affected student(s) and makes appropriate arrangements.

- The Employee Liaison will contact employees and their families with information concerning the emergency.

STEP 7: On-Going Assessments and Response

- CMT members continue to fulfill their roles as outlined and should meet regularly to update and adjust response efforts.

STEP 8: Deactivation

- The CMT Leader makes the final determination that the all-clear may be given.
- The CMT will outline any needed follow-up programs and activities and forward them to the appropriate individuals.

STEP 9: Post Incident Evaluation

- The CMT will evaluate the procedures followed during the urgent/emergent situation and make recommendations for future use.