

# LIPSCOMB UNIVERSITY CRISIS MANAGEMENT GUIDELINE SUMMARY

## Fire

A. Know the location of the extinguisher, fire exits and fire alarm systems in your area and know how to use them.

B. If a minor fire appears controllable, promptly direct the charge of a fire extinguisher toward the base of the flame and sweep from side to side, then immediately contact the Facilities Director at ext. 1820 or ext. 1826 and Campus Safety at ext. 7600.

C. If an emergency exists, activate the building alarm. **CAUTION:** The building alarm sounds only in the building where activated. You must report the fire by phone.

## Tornado

A. During a tornado remain calm and quickly follow the steps outlined below.

B. **If indoors** seek refuge in a hollow depression or basement. Stay away from glass windows, shelves and heavy equipment.

C. **If outdoors** move quickly away from buildings, utility poles and other structures. **CAUTION:** Always avoid power or utility lines as they may be energized. Know your assembly points.

D. After the tornado is over, evaluate the situation and if emergency help is necessary, call Campus Safety if on campus at ext. 7600, or 911 if off campus.

E. Damaged facilities should be reported to Facilities. **NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on utility failures.

F. **Do not return to an evacuated building** unless told to do so by a Crisis Management Team member or Emergency Building Coordinator.

## Utility failures

A. In the event of a major utility failure occurring during regular working hours (8 a.m. through 5 p.m. Monday-Friday), immediately notify Facilities at ext. 1820 if phone communication is still available.

B. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Campus Safety at ext. 7600 and the Steam Plant at extension 1826.

C. If an emergency exists activate the building alarm.

## Psychological crises

A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality.

A. If a psychological crisis occurs **without** obvious medical complications:

1. Contact the Counseling Center Director (1781) and Campus Safety (7600) and say that you have an emergency.
2. Try to keep the person calm or within your vision until assistance arrives.
3. Maintain your own personal safety if you feel the situation is dangerous.

B. If a psychological crisis occurs **with** obvious medical complications:

1. Contact the Director of Student Health (6305), the Counseling Center Director (1781) and Campus Safety (7600) and tell them you have a medical and psychological emergency.
2. If after normal business hours, contact Campus Safety (7600) or Emergency Medical Services (911) and tell them you have a medical and psychological emergency. (Campus Safety will contact appropriate personnel.)

## Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Lipscomb University and community resources.

## Assumptions

The succession of events in an emergency is not predictable. Hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of any emergency.

## Definition of crisis

A crisis is defined as anything or any person who causes serious threat to life, limb and/or property.

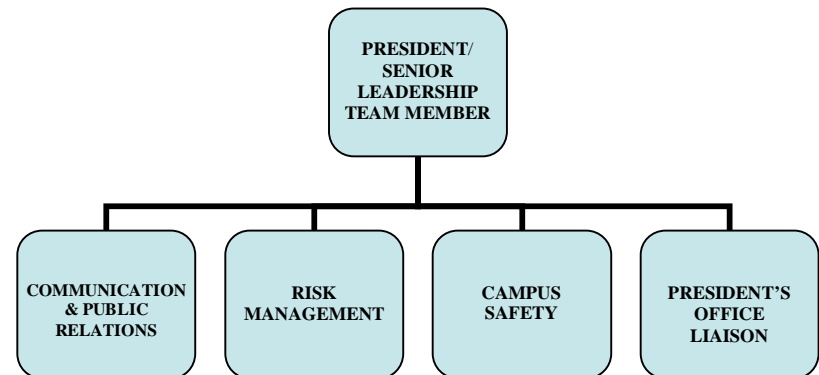
## Declaration of campus state of emergency

The authority to declare a campus state of emergency rests with the University President or his/her designee. During the period of any campus emergency the Crisis Management Team (CMT) shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard person and property, and maintain educational facilities. Only those faculty and staff members who have been assigned as Emergency Building Coordinators or members of the Crisis Management Team will have access to enter the immediate disaster site.

## Emergency command post

When a major emergency occurs, or is imminent, it shall be the responsibility of the President, supported by the CMT, to set up and staff an appropriate Emergency Command Post.

## Crisis Management Team Members



Additional staff may be added dependent upon the crisis.

## University notification system

In the event of an emergency (including weather and safety alerts), Lipscomb University will utilize a number of communication tools and strategies to communicate with the campus community. Depending upon the nature of the announcement, any or all of the following methods may be used:

Text messaging and e-mail alert system (e2Campus); sign-up is voluntary but is strongly recommended.

Campus-wide e-mail

Voice notification to Emergency Building Coordinators

Posting on University Web site and portals

Posted printed notices in residence halls and in administrative/academic buildings

## Information

Clear and concise information shall be communicated by appropriate means between the CMT Command Post, Emergency Building Coordinators, and other emergency officials.

## Reporting emergencies

A. **In an emergency, call Campus Safety first, 7600 or 1826. In the unlikely event Campus Safety cannot be reached, call 911.**

B. When calling, stay calm and carefully explain the problem and location to the Campus Safety officer or 911 dispatcher. **Do not hang up until told to do so.**

## Evacuation procedures

### Building Evacuations:

A. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety or Emergency Building Coordinator.

B. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. **Do not use the elevator in cases of fire and/or earthquake! Use stairway.**

C. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know the area assembly points which are:

South	Soccer Field/Parking Lot
East	Playground/Parking Lot — Granny White side
North	Crestview Ave./Rosemont
West	Soccer Field/Parking Lot or Crestview Ave.
Elem. School	Specified safe areas

IMPORTANT: After any evacuation, proceed to your designated area assembly point and report to your Building Coordinator.

D. **Do not return to an evacuated building** unless told to do so by a member of the Crisis Management Team or an Emergency Building Coordinator.

### Campus Evacuation:

A. Evacuation of all or part of the campus grounds will be announced by Campus Safety or through one of the communication media.

B. All persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another area as directed.

IMPORTANT: After any evacuation, remain calm and quickly report to your Emergency Building Coordinator at the designated assembly point.

## Media relations

Only the Director of Communication and Creative Services or his/her designee will meet or talk with the media. The Crisis Management Team needs to be informed immediately of existing emergency situations and briefed with basic factual details necessary to accomplish their responsibilities.

## Bomb threat

A. If you observe a suspicious object or potential bomb on campus **do not handle the object!** Clear the area and immediately call Campus Safety at ext. 7600. If Campus Safety cannot be reached, dial 911.

B. Any person receiving a phone call bomb threat should ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

C. Keep talking to the caller as long as possible and record the following:

1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality.
4. Emotional state of caller.
5. Background noise.

D. Immediately notify Campus Safety, ext. 7600 to report the incident.

E. Campus Safety officers in conjunction with authorized personnel will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Safety. **Do not touch the object!** Do not open drawers, cabinets, or turn lights on or off.

F. If an emergency exists, activate the building alarm. **Caution: The building alarm only sounds in the building where activated. You must report the incident by phone.**

## Violent or criminal behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

A. If you are a victim or witness to a crime, you must promptly notify Campus Safety at ext. 7600 as soon as possible and report the incident, including the following:

1. Nature of incident.
2. Location of incident.
3. Description of person(s) involved.
4. Description of property involved.

B. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Safety and report the incident.

C. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.