This emergency response manual provides contingency plans for campus emergencies.
DAYTIME EMERGENCY PHONE TREE
IF YOU GET NO ANSWER FROM A DEPARTMENT YOU CALL, AND THAT DEPARTMENT IS RESPONSIBLE FOR CONTACTING OTHERS, PLEASE CONTACT THOSE DEPARTMENTS AS WELL.

CAMPUS SAFETY & SECURITY CALLS:
President’s Office – Ext 7209
Sr. Director of Special Projects – Ext 7613

PRESIDENT’S OFFICE CALLS:
VP Business & Finance – Ext 7217
Academic Dean/CAO – Ext 7206
VP Enrollment/Marketing – Ext 3818
VP Advancement – Ext 7611

STUDENT LIFE CALLS:
Asst. Dean of Students – Ext 7247
Athletic Director – Ext 7135
Dining Hall Mgmt. -- 7229

ACADEMIC DEAN / CAO CALLS:
Faculty Departments – Various
P.L.R.C. – Ext 7235
ASC – Ext 7244

BUSINESS & FINANCE OFFICE:
Facilities Services – Ext 7228
Royal Services – Ext 7201
Inst. Tech Service – Ext 2345
Bookstore/Post Office – Ext 2775

ENROLLMENT / MARKETING CALLS:
Adult & Grad Studies – Ext 7117
Student Financial Services – Ext 7202

ADVANCEMENT CALLS:
SLWCOG – 638-1019
Genesis Point – 638-4334
HEART – Ext 638-1188
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PREFACE

This Emergency Response Manual has been designed by Warner University to provide a contingency plan for campus emergencies. New employees should become familiar with this manual as part of their orientation program.

All employees whose responsibilities cover the operational procedures found in this plan will make every effort to follow them.

Any exception to these emergency response procedures will occur only with the approval of the President or his designee directing and/or coordinating the emergency operations.

All requests for procedural changes are to be submitted in writing to the Director of Campus Safety and Security, or their designee, for review. Any changes to the plan will not occur without the approval of the President or his designee.
INTRODUCTION

PURPOSE
The emergency procedures outlined in this guide are designed to navigate through emergencies by using university and community resources effectively.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or the President’s designee, may declare a STATE OF EMERGENCY.

In this case, the following contingency guidelines may be implemented.

Because emergencies may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

SCOPE
These procedures apply to all members of the Warner University community. Emergencies may occur outside the limits of Warner University property, but affect the campus as emergencies nonetheless.

DEFINITION OF EMERGENCIES
The President or the President’s designee shall serve as overall Emergency Coordinator during any major emergency or disaster.

The following definitions of an emergency are provided as a guideline to assist in determining the appropriate response:

**Minor emergency**
Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University.

**Major emergency**
Any incident, potential or actual, which affects University persons or property and may cause disruption to the operation of the University. Outside emergency services will likely be required, as well as major efforts from campus support services.

**Disaster**
Any event or occurrence which has taken place, or may occur, that would seriously impair or halt the general operation(s) of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control such a situation effectively. Outside emergency services will be essential to the control effort.
LIFECYCLE OF AN EMERGENCY

DECLARATION OF UNIVERSITY STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the University President or the President’s designee.

During any campus major emergency specific departments will immediately begin implementing appropriate measures to meet the emergency, safeguard persons and property, and maintain facilities. These specific departments include, but are not limited to:

- Campus Safety and Security
- Business Services
- Physical Plant
- Human Resources
- Student Life
- Administrative
- Computer Services

The President or the President’s designee shall consult with the above departments and their administrators regarding the emergency and decide the possible need for a declaration of a university state of emergency.

When a determination is made to restrict the campus, those without authorization under the emergency declaration will be denied access or be asked to leave the premises if necessary.

An Emergency Control Center will be activated, and the appropriate operational plans will be executed. In some situations, more than one Emergency Control Center may be created.
Assumptions
The University’s Emergency Response Plan is predicated on a realistic approach to problems likely to be encountered on a campus during a major emergency or disaster.

Enacting the Emergency Response Plan
The following are guidelines for determining and enacting the Emergency Response Plan:

An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. 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 the emergency.

Disasters may also affect residents in the geographical location of the University (or University properties); therefore, local, state and federal emergency services may not be available immediately. Warner University officials responsible for emergency and disaster response and action should be expected to communicate and coordinate with a variety of governmental and non-governmental organizations to accomplish order restoration. A major emergency may be declared if information indicates that such a condition is developing or is probable.

NOTIFICATION
Employees and students of the University shall follow any official directives or announcements until otherwise notified.

Any member of the university wishing clarification of an announcement may call the Emergency Info Line at 863-455-9228.

UNIVERSITY EMERGENCY CONTINGENCY PLAN
One important factor in emergency planning and disaster recovery is the suspension of services and the shut-down of systems. Equally important is the subsequent restoration of those services and systems.

During an emergency all or a portion of routine University activities may be curtailed or suspended to insure personal safety as well as property preservation. The following information is designed to serve as guidelines.

If it becomes necessary, the President, or the President’s designee may call for the suspension of classes, office work, maintenance or call for a campus evacuation. When this occurs, communication of these decisions may be accomplished by one or more of the following: emergency text messaging, voice communication from supervisors, voice and electronic services over the university communication system; notification by Campus Safety and Security Officers, and by use of specific and/or general news media.

Definition of Campus Status:
Open / Normal Operations: Offices and services open. Campus follows everyday schedules and procedures.

Open / Holiday: Essential offices and services open; non-essential offices closed. Campus follows holiday schedules and normal procedures.

Open / Emergency Operations: Essential offices and services open; non-essential offices closed. Campus follows emergency schedule and procedures.

Closed: Only essential personnel and offices functioning. Non-essential faculty, staff not reporting. Students off campus.

RESUMPTION OF SERVICES AND SYSTEMS
The resumption of campus activities, both limited and total, will be announced through the same methods as indicated above. Campus personnel should not enter or utilize University facilities until the all clear has been communicated.

It is important to remind campus personnel to use extreme care in re-entering the campus or any part thereof after the emergency has ended. Some danger of accident and injury will remain if facilities have not been totally restored.
UNIVERSITY EMERGENCY RESOURCE TEAM

EMERGENCY COORDINATOR
The Emergency Coordinator is the University President, or the President’s designee, and will coordinate all emergency preparation; direct all emergency response and disaster recovery.

EMERGENCY COMMAND POST
When a major emergency or disaster occurs, or is imminent, the Campus Safety and Security and Facilities Services Departments shall set up and staff appropriate emergency control centers as directed by the Emergency Coordinator. Location of the emergency control center on the campus will be decided based on the needs and conditions of the campus and the type of emergency.

Facility Services and Campus Safety and Security departments will assist personnel in the emergency control center with obtaining needed emergency equipment, which may include but not be limited to; barricades, signage, portable radios, generators, First Aid kits and bottled water.

EMERGENCY RESPONSE TEAM
In addition to establishing an Emergency Command Post, the Emergency Coordinator shall assign staff to begin contacting all necessary members of the Campus Emergency Resource Team:

- President / Emergency Coordinator
- President’s Cabinet
- Asst. VP for IT and Facilities
- Director of Human Resources

Essential personnel are designated staff members who comprise the Emergency Response Team and whose primary responsibility shall be the protection of resident students, staff, and University property.

President- Dr. David Hoag, Office: 638-7209
Vice-President for Business and Finance – Mr. Mike Picha, Office: 638-7217
Vice-President for Student Life – Mrs. Dawn Meadows, Office: 638-7246
Vice- President for Advancement – Mrs. Andrea Theis, Office: 638-7611
Vice-President for Enrollment Management – Mr. Derry Ebert, Office: 638-3818
Asst. VP for IT and Facilities- Mr. Mark Thomas, Office: 638-2345
Director of Human Resources – Mrs. Janet Craigmiles, Office: 638-7524
Team members coordinate with the Emergency Coordinator and begin the duties described below in the event of a major emergency or disaster. The emergency resource team also edits and evaluates the emergency response plan as necessary.

EMERGENCY RESPONSE TEAM RESPONSIBILITIES

The responsibilities of the Emergency Response Team include but are not limited to:

**Overall Institutional Coordination**
- Coordination of all operational Emergency Resource Team members and essential personnel
- Declaration of the start and end of a campus emergency
- Activation of campus evacuation plan or partial evacuation when appropriate
- Notification and communication with the University community, governmental agencies, fire, police, EMT and others as needed
- Determination of the type and magnitude of the emergency and establishment of the appropriate Emergency Command Post
- Coordination of the closing and/or adjustment of normal operational services for the university prior to (if possible), during and after the emergency
- Coordination of the protection and/or recovery of University property, including records and files

**Safety and Security**
- Taking needed and appropriate action to protect life and property
- Scheduling university personnel to staff the Emergency Command Post and/or other duties during the emergency time period
- Assignment of sufficient personnel to staff the Emergency Command Post and Campus Safety and Security activities after the emergency
- Assistance in the acquisition of emergency equipment, tools, vehicles and materials.
- Provision of perimeter access and control access to hazardous areas or properties; conduct traffic and foot patrols.
- Assessment of emergency and hazardous situations and notification of the appropriate personnel.

**Facilities**
- Provision of personnel and equipment to perform: shut down procedures; hazardous area control; barricades; damage assessment; debris clearance; power restoration; plumbing, water and waste removal restoration; emergency repairs and equipment protection
- Provision of vehicles, equipment, and operators for movement of personnel and supplies. Assignment of vehicles as required to the Emergency Resource Team for emergency use
- Obtain or purchase needed emergency equipment.
- Obtain the assistance of utility companies as required for emergency operations
- Furnish emergency power and lighting systems as required
• Survey habitable space and relocate essential services and functions
• Provision for the storage of vital records at an alternate site; coordinates with the center directors and facilitators of the threatened university property for liaison and necessary support, photograph or video of assets.
• Assist with campus evacuation efforts when appropriate

Human resources
• Scheduling of departments or personnel as needed to prepare for an emergency and to provide campus operations after the emergency when possible
• Coordination of the protection of sensitive and important payroll and personnel files and computer information
• Assisting with the communication of information to University employees for emergency preparation, protection and disaster recovery

Student Life
• Assisting with the evacuation of students when necessary
• Scheduling and coordination of emergency preparation and recovery duties
• Coordination of communication of emergency information to students

ITS
• If time permits, prior to an emergency condition, prepare for risk exposure and protection of ITS equipment.
• Preparation for resumption of computer services and equipment.

Media specialist
• Coordination with the President or the President’s designee of all information for public release

GENERAL RESPONSIBILITIES OF THE UNIVERSITY STAFF

ADMINISTRATORS, DEANS AND DEPARTMENT HEADS
Building/Facility or Zone Coordinators may be named during an emergency and may be responsible for the following during any emergency:

• Building and facility evaluation under the direction of the Emergency Response Team
• Interaction and communication with departmental management and staff
• Report all dangerous conditions or situations to Campus Safety and Security

EMPLOYEES
• Be aware of University safety policies, procedures and guidelines
• Educate students and employees concerning university emergency procedures as well as evacuation procedures for their facility
• Report all safety hazards to Campus Safety and Security
• Submit work orders to Facility Services to prevent hazardous situations when possible.
• Remain aware of emergency or disaster conditions and monitor information and announcements given by the Emergency Response Team during an emergency
MEDIA RELATIONS

Only the President or the President’s designee can authorize a spokesperson to meet or talk with the media. Faculty, Staff and Students should not speak on behalf of the University to any outlet regarding university emergencies and incidents. If any employee receives a request from the media, refer them to the President’s Office (no exceptions).

EMERGENCY PLANS

MEDICAL AND FIRST AID

If a serious injury or illness occurs on campus, immediately call Campus Safety and Security at 638-7232 or ext 7232. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

Until emergency medical personnel arrive:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM UNLESS NECESSARY FOR THE PRESERVATION OF LIFE.
- Ask victim, “Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration if necessary.
- If the victim has no pulse and is not breathing follow directions to administer AED if available.
- Control serious bleeding by direct pressure on the wound.
- Look for emergency medical I.D. and give all known information to emergency medical personnel.

EVACUATION PROCEDURES

Building evacuation

All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety via text messaging, e-mail, voice mail, or announcements by supervisors, department heads, and faculty under the direction of the Emergency Response Team.

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

An annual test of evacuation procedures will be conducted by the Safety and Security department.

OFFER ASSISTANCE TO THE HANDICAPPED IN EXITING THE BUILDING.

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 your assembly points.
DO NOT return to an evacuated building until told to do so.

**IMPORTANT**: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken.

**Campus evacuation**

The campus community will be notified to evacuate by general announcements via 1 or more of the following: text messaging, e-mail, voice mail, campus safety public address systems, and announcements by department heads and residential staff. Campus authorities will give directions as to evacuation routes.

The following guidelines should be applied to campus evacuations:

- Students, faculty, and staff must leave campus immediately taking ID and any prescription medications. Students should not take time to pack extra clothing or belongings.
- Each car leaving campus should be full. Students, faculty, and staff who own cars are encouraged to take students, coworkers, and acquaintances with them who would not have transportation.
- Drivers are discouraged from taking time to locate particular friends or individuals. The goal is to leave campus, taking as many people as possible.

Residence Directors staff will “sweep” residential buildings to ensure everyone in their building has evacuated. (Upon leaving a building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.)

Campus Safety will “sweep” other buildings to ensure everyone has evacuated. (Upon leaving the building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.)

**Lockdown Procedures**

If you get a Trumpia text, computer alert, phone call from an administrator/security personnel or you are told in person by an administrator or security personnel to “LOCKDOWN” the following is to take place:

1. Everyone is to stay where they are.
2. Classroom instructors/office personnel/students are to:
   a. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
   b. Lock your door.
   c. Lower or close any blinds.
   d. Place students against the wall, so that the intruder cannot see them looking in the door.
   e. Look for the ‘Safe Corner’.
f. Turn out lights and computer monitors.
g. Keep students quiet.
   i. Note: All instructors should locate and hold on to their roll book prior to
turning out the lights. This will aid in accounting for all students should
an evacuation be necessary.
h. Classes being held in the TAC should move into a locker room, lock all
doors, and find a safe area.
i. Anyone in the cafeteria should remain in the cafeteria. Cafeteria staff should
lock all doors, turn off all lights and direct everyone to an area where they
cannot be seen from the outside.
j. If outside a building, you should stop, drop, and remain still. You will be
directed or escorted by Campus Security where to go depending on the
situation. Be prepared to show your Warner Identification to enter a
building.
k. Anyone in the bathrooms should move to a stall, lock it and stand on the
toilet.
l. Anyone in the hallway should move to the closest classroom immediately
m. Students and staff in the PLRC should remain. Librarians should lock the
doors, turn out the lights, and locate a safe area.
n. Anyone in the Rigel Center should go to the nearest interior room, lock all
doors, turn out all lights and stay out of sight. Security personnel will lock
the outside doors.
o. Students in Residents Halls should remain in their rooms, the curtains or
blinds should be closed, all lights turned off and remain out of sight. The
Resident Director or Assistant should assist anyone not in a room to a safe
area. The Resident Director or Assistant will be notified when the lockdown
is lifted.

3. Stay in safe areas until directed by CampusSecurity officers or an administrator to
move or evacuate. Never open doors during a lockdown, even in the event of a fire
alarm. Campus Security officers and administrators will have keys to open the doors
or announcements will be made over the Trumpia text message service.
4. An administrator or Security officers will signal all personnel when the lockdown has
been lifted.
5. If an evacuation occurs, all persons/classrooms will be directed by security personnel
or an administrator to a safe location. Once evacuated from the building, instructors
should take roll to account for all students present in class. Administrators will divide
and keep in communication with radios or cell phone.

FIRE

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

1. If a minor fire appears controllable, IMMEDIATELY contact Campus Safety and
   Security, and then promptly locate the nearest fire extinguisher and direct the charge of
   the extinguisher toward the base of the flame.
2. If a fire does not appear controllable, IMMEDIATELY call 911 and as soon as possible contact Campus Safety and Security at ext 7232 or 638-7232. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS!

3. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

4. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**

5. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

7. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location.

**IMPORTANT:** After an evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

**UTILITY FAILURE**

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify Facility Services at Ext. 7228.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Campus Safety and Security at Ext. 7232.

3. It is advisable to have a flashlight and portable radios available for emergencies.

**FIRE ALARM FAILURE**

In the event of a fire alarm activation/failure notify Campus Safety and Security at Ext. 7232. If the door alarm is activated, notify your RA to have it reset. If that fails to silence the door alarm, notify physical plant between the hours of 8:00am - 5:00pm at ext 7228. After hours and on the weekend, notify Campus Safety and Security at ext. 7232.

**PLUMBING FAILURE/FLOODING**

Cease using all electrical equipment. If during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify Physical Plant at Ext. 7228. If the utility failure occurs after hours, weekends, or holidays, notify Campus Safety and Security at Ext.
7232. If necessary, vacate the area.

**GAS LEAK**

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER that electrical arcing can trigger an explosion! Notify Campus Safety and Security at Ext. 7232.

**VENTILATION PROBLEM**

If smoke odors come from the ventilation system, immediately notify Campus Safety and Security at Ext. 7232, and if necessary, cease all operations and vacate the area.

**HAZARDOUS MATERIALS, CHEMICAL OR RADIATION SPILL**

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Campus Safety and Security at ext. 7232.

2. When reporting, be specific about the nature of the involved material and exact location. Campus Safety and Security will contact the necessary specialized authorities and medical personnel.

3. The affected site should be vacated at once and, if possible, sealed off to prevent further contamination of other areas until the arrival of Campus Safety and Security and emergency personnel.

4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Campus Safety and Security. Required first aid and clean up by emergency personnel will begin as soon as feasible.

5. If an emergency exists to others, activate the building evacuation alarm.

6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**

8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

9. If requested, assist emergency crews as necessary.

10. DO NOT RETURN TO AN EVACUATED BUILDING until told to do so.

11. **IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.
EXPLOSION, DOWNE AIRCRAFT

In the event of an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.

2. After the effects of the explosion and/or fire has subsided, notify Campus Safety and Security at Ext. 7232. Give your name and describe the location and nature of the emergency.

3. If necessary, or when directed to do so, activate the building alarm.

4. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.

5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

6. DO NOT PANIC.

7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.

8. If requested, assist emergency crews as necessary.

9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

VIOLENT OR CRIMINAL BEHAVIOR

It is the responsibility of the entire University community assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. (If you see something, say something.)

If you are a victim or a witness to any on-campus crime, violent behavior or if you notice something suspicious, promptly notify Campus Safety and Security at ext. 7232 as soon as possible and report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
Assist the Security Officers when they arrive by supplying them with all additional information and ask others to cooperate.

**Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary and call Campus Safety and Security at ext. 7232.**

**What to do if taken hostage:**
- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and stay alert. The captor is emotionally imbalanced. Don’t make mistakes that could compromise your well-being.
- Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.
- Be observant. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone, contact between the police and the captor will be attempted.
- If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

**CIVIL DISTURBANCES OR DEMONSTRATIONS**

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstrations:

1. **INTERFERENCE** with the normal operations of the University
2. **PREVENTION** of access to office, buildings, or other University facilities.
3. **THREAT** of physical harm to persons or damage to University facilities.

If any of these conditions exist, Campus Safety should be notified and will be responsible for immediately contacting and informing the President, Vice President for Student Life and the Academic Dean. If threat of physical harm to persons or damage to University facilities is imminent, Campus Safety reserves the right to contact the Polk County Sherriff’s Office for assistance in consultation with the President and Vice President for Student Life.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:
1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
   a. Arrangements will be made by the Campus Safety and Security to monitor the situation during non-business hours, or
   b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

1. In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:
   a. Demonstrators will be asked to terminate the disruptive activity by Campus Safety and Security
   b. Key University personnel and student leaders will be asked by the Vice President for Student Life to go to the area and persuade the demonstrators to desist.
   c. The Vice President for Student Life or their designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
2. If the demonstrators persist in the disruptive activity, they will be notified that failure to discontinue the specified action within a determined length of time may result in disciplinary action including intervention by civil authorities.
3. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
4. After consultation with the President and Director of Campus Safety and the Vice President for Student Life, the need for an injunction and intervention of civil authorities will be determined.
5. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police Department the remaining demonstrators will be warned of the intention to arrest.

3. VIOLENT, DISRUPTIVE DEMONSTRATORS

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Vice President for Student Life will be notified by Campus Safety and Security.

During Business Hours:

- Campus Safety and Security personnel, in consultation with the President and Vice President for Student Life, will contact the Polk County Sheriff’s Office.

After Business Hours
• Campus Safety and Security should be immediately notified of the disturbance.
• Campus Safety and Security will investigate the disruption and will notify the Vice President for Student Life.
• Campus Safety and Security personnel, in consultation with the President and Vice President for Student Life, will contact the Polk County Sheriff’s Office.

PSYCHOLOGICAL CRISES

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.

If a psychological crisis occurs:

1. Remove yourself from a dangerous situation immediately. Never attempt to handle a harmful or threatening situation on your own.
2. Call Campus Security at ext. 7232 or call 911 (in cases of extreme and immediate danger). Clearly state that you need immediate assistance. Give your name, location, and area involved.
3. Campus Security will notify the Vice President for Student Life, who notifies appropriate faculty, staff, and/or ERT members.
4. If emergency response personnel are present, they will determine the action plan and control the scene.

PANDEMIC (Flu or other communicable condition or disease)

Warner University Pandemic Preparedness and Response Plan

It is critical for Warner University to plan to prevent disease transmission and protect students and staff, as well as local communities, from flu infection or from infection from other communicable illnesses or disease. Depending on the timing and severity of a potential contagion, interventions could include:

1. Extra measures to ensure that commonly touched surfaces are disinfected
2. Strict enforcement of exclusion policies for students and staff with flu-like symptoms or the symptoms of the suspected contagion.
3. Extended University closures.

In the interest of public health and welfare, Warner University would like to remind you of the following:

• Students, faculty or staff who live either on or off campus and who have Influenza like illness (ILI) should self-isolate (i.e., stay away from others) in their dorm room or home for at least 24 hours after their fever is gone except to get medical care or for other necessities (their fever should be gone without the use of a fever-reducing medicine).
They should keep away from others as much as possible. This is to keep from making others sick.

- If possible, persons with ILI who wish to seek medical care should contact their health care provider to report illness by telephone or other remote means before seeking care.
- If persons with ILI must leave their home or dorm room (for example, to seek medical care or other necessities) they should cover their nose and mouth when coughing or sneezing. A surgical loose-fitting mask can be helpful for persons who have access to these, but a tissue or other covering is appropriate as well.
- Roommates, household members, or those caring for an ill person should follow precautions such as hand washing and sanitizing infected materials and surfaces to avoid spread of the flu or any potential contagion.

**Signs and Symptoms**

**For adults**, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough

**HOMELAND SECURITY ADVISORY SYSTEM**

The following Threat Conditions represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

**Low Condition (Green)**: This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**Guarded Condition (Blue)**: This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
• Reviewing and updating emergency response procedures; and
• Providing the public with any information that would strengthen its ability to act appropriately.

**Elevated Condition (Yellow):** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:
  • Increasing surveillance of critical locations;
  • Coordinating emergency plans as appropriate with nearby jurisdictions; Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
  • Implementing, as appropriate, contingency and emergency response plans.

**High Condition (Orange):** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
  • Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
  • Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
  • Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and• Restricting threatened facility access to essential personnel only.

**Severe Condition (Red):** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
  • Increasing or redirecting personnel to address critical emergency needs;
  • Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
  • Monitoring, redirecting, or constraining transportation systems; and Closing public and government facilities.

**HURRICANE or TORNADO**

The procedures set forth are guidelines for actions to be taken if a tropical storm, hurricane, or tornado threatens the University campus. The purpose of the guidelines is to establish the preferred course of action for the university staff to engage in, when the safety of any person on campus may be threatened by the storm systems. The life and welfare of our students, staff, and faculty are of the utmost concern, followed by University property and buildings.
DEFINITIONS OF TERMS

TORNADO: A violent highly destructive whirling wind up to 200 mph accompanied by a funnel shaped cloud that progresses in a narrow path over land. They occur with little or no notice.

TORNADO WATCH: A warning issued by the National Weather Service that weather conditions are favorable for possible formation of tornados.

TORNADO WARNING: A warning issued by the National Weather Service that a Tornado had been sighted.

TROPICAL DEPRESSION: A cyclonic system generating winds up to 38 mph.

TROPICAL STORM: A cyclonic storm system, elevated from a Tropical Depression, generating winds from 39 mph to 73 mph.

TROPICAL STORM WATCH: A warning issued by the National Weather Service for a specific area that a Tropical Storm, or a developing Tropical Storm condition poses a possible threat within approximately 36 hours.

TROPICAL STORM WARNING: A warning issued by the National Weather Service for a specific area that a Tropical Storm poses a possible threat within approximately 24 hours.

HURRICANE: A cyclonic storm system, elevated from a Tropical Storm, generating constant wind speeds of at least 74, the winds may gust up to and over 200 mph. The Hurricane can produce heavy rain in spiral bands that may cover an area of several hundred miles. The Hurricane can also generate Tornados along with torrential rain, and winds.

HURRICANE WATCH: A warning issued by the National Weather Service for a specific area that a Hurricane condition poses a possible threat within approximately 36 hours.

HURRICANE WARNING: A warning issued by the National Weather Service for a specific area that a Hurricane poses a threat within approximately 24 hours.

HURRICANE SEASON: June 1st to November 30th. (Although some have formed outside of these dates)

HURRICANE PROCEDURES

<table>
<thead>
<tr>
<th>ACTION TO BE TAKEN</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Appoint a Hurricane Coordinator</td>
<td>President</td>
</tr>
<tr>
<td>B. Notify students of possible evacuation</td>
<td>Student Life</td>
</tr>
<tr>
<td>C. Monitor Radio, TV, or Weather Radio for Official Bulletins</td>
<td>Security</td>
</tr>
<tr>
<td>D. Check tie-downs on all mobile units</td>
<td>Facility Services</td>
</tr>
<tr>
<td>E. Provide canned goods with manual can opener, disposable</td>
<td></td>
</tr>
</tbody>
</table>

When a hurricane watch is issued (36 hours)
eating utensils and candles.................................................Food Service
F. Provide First Aid supplies, Portable Radio, Flashlights, 
and fresh batteries for both. .......................................Student Life
G. Secure and store all outside furniture.................................Facility Services
H. Board and/or tape all windows ........................................Facility Services
I. Prepare chosen Evacuation Center....................................Facility Services
J. Secure clean water containers..........................................Facility Services
K. Take Generator with fuel and oil to Evacuation Center ..........Facility Services
L. Secure an off campus Evacuation center for students 
if needed..............................................................................President/Stud.Life
M. Start backup procedures for all computer files and any 
other files that may need to be protected and prepare them 
to be transported to a designated location............................All Departments

When a hurricane warning is issued (24 hours)

A. Begin Emergency Calling Tree, notifying everyone to evacuate to a designated 
location. Students should bring blankets, extra clothing, personal items, and 
any essential medications............................................Fac. Serv./Stud. Life
B. Transport all supplies, food, medical, communications 
equipment and any other items that may need to be transported 
to Evacuation Center or other off campus site....................Fac. Serv./RD’s
C. Fill all college vehicles with fuel........................................Campus Security
D. Fill all tubs and sinks ........................................................Fac. Serv/RD’s
E. Secure and lock all dorms.......................................................Campus Security
F. Take adequate petty cash to designated location.................Business Office
G. Turn off all utilities, gas, electric, and water .................Facility Services
H. Transport all computer backup files and other items to 
a safe place...........................................................................ITS
I. Staff the switchboard as long as possible. .........................Campus Security

Procedures during the Hurricane

A. It is essential that all remaining residents stay indoors throughout the entire hurricane. 
Residents must not leave the assigned residential living unit, or designated shelter 
location, until directed to do so by the RD. During the storm, for maximum 
protection, residents are to close room doors and remain in the hallways.

If you are not familiar with a hurricane, there is always a lull in the storm when the 
eye passes through the area. Once the eye passes though, the storm begins again, but 
from the opposite direction. STAY INDOORS.

B. Residents should proceed to the interior corridors of the residence hall(s), or 
designated shelter area, and remain away from dangerous areas, such as glass 
windows and doorways in lobby areas.
C. First aid and/or food service will be made available whenever the storm passes or power is restored.
D. Do not attempt to open windows or doors to see what is happening outside.
E. Report all accidents, injuries, broken windows, or excessive water to your RD.
F. Telephone calls should be made only in case of emergency. Towers and lines, if still working, will be overloaded.
G. “Hurricane Parties” are only for the movies. Do not drink alcohol – everyone must think clearly during a hurricane.

Emergency Assistance: Resident Directors have First Aid Kits. Subsequent medical attention, if required, for resident students and essential staff will be available at the Emergency Control Center.

After the all clear is given

A. Inspect all University Property ......................... Facilities Services / Security
B. Check for any gas leaks in all buildings ................. Facilities Services
C. Check for downed power lines .............................. Facilities Services / Security
D. Report damage and injuries ................................. All Departments
E. Begin turning on utilities ................................. Facilities Services
F. Notify Relatives of student status ......................... Emergency Response Team
G. Resumption of operations ............................... President / Coordinator

GENERAL HURRICANE PREPARATION INFORMATION

Suspension of Service:

All instructions such as canceling classes, closing of buildings, releasing of non-essential employees, etc., will be issued by the Emergency Coordinator.

Individual Action:

1. Clear desktops, tables and other horizontal surfaces of all paper and other articles susceptible to water damage in case windows are broken.

2. Protect books, valuable papers and equipment by covering with plastic sheeting and masking tape available from Facilities Maintenance otherwise protect by storing inside cabinets, files, or boxes, or remove to interior rooms. Departments need to pick up supplies from Facilities Management.

3. Move desks, file cabinets, worktables and bookcases away from windows or open doorways.
4. Close and latch all windows.

5. Drop all Venetian blinds, close slats and draw curtains.

6. Remove all perishable foods from refrigerator, cabinets and countertops.

7. Remove trash from room and place in outdoor receptacle.

8. Close and lock all doors.

9. Turn off lights and electrical equipment. Unplug equipment and turn off air conditioners.

10. Clear any laboratory tables and areas of all possible apparatus and glassware. Place items in a protected location.

**Resumption of Services**

Following the lifting of the Hurricane Warning status, the Emergency Response Team will coordinate with essential personnel to determine which buildings and facilities can be used safely for classes and other purposes. The Emergency Coordinator, will issue necessary directives and instructions concerning the resumption of classes and the use of university buildings and facilities.

**RESIDENCE HALL STAFF HURRICANE INSTRUCTIONS**

Each professional staff member of the Student Life Office will be informed that a Hurricane Watch is in effect. Each RD will:

Convene a staff meeting as soon as possible and inform staff that a Hurricane Watch exists. This information will be immediately communicated to the residents. Immediate precautionary instructions shall include, but are not limited to:

1. Check all flashlights and personal radios (battery operated) to insure that they are working.
2. Make ready and duplicate any handouts with preparation instructions.
3. All Student Life staff will be responsible for their areas before, during and following the storm. Schedule paid time off days will be cancelled and additional duty will be required. Staff members will be responsible for knowing the whereabouts of their residents and will furnish a list to the Vice President for Student Life.
4. RD’s must be in contact with the Vice President for Student Life as needed to update status reports.
5. The Vice President for Student Life should maintain continuous contact with the Emergency Coordinator for information, updates, and assistance. Obtain a list of student volunteers who would be willing to assist.
7. Vice President for Student Life will coordinate the evacuation of all residential students and the relocation of remaining students.

**Emergency Assistance:**

First Aid Kits must be available for all Student Life staff. Primary First Aid assistance will be available in all Residence Halls housing students.

**Following the Storm:**

Student Life staff will focus on the following in cooperation with other appropriate University units:

- Keeping an accurate list of students and their whereabouts
- Identifying people in need of medical treatment and seeing they get help
- Security of people and property
- Assessment of building damage
- Communicate information on the resumption of utility services, water and sanitation to all residents.
- Coordinate with the Emergency Response Team to ensure food is available
- Coordinate facility clean up in conjunction with Facility Services.
- Will work with Human Resources to ensure adequate staffing during recovery and cleanup.

**RESIDENTIAL STUDENT HURRICANE INSTRUCTIONS**

All students will be alerted by the Student Life Office to make preparations for a hurricane. Depending on each resident’s personal circumstances, all residents will be encouraged to evacuate campus and go to their homes. If conditions warrant, evacuation of all students is desired. This may not be possible, however, and Student Life will ascertain and coordinate the status of all remaining students. Students are requested to keep their radios tuned to a local Lakeland radio station for storm advisories and general information. The following procedures are recommended in order to provide the maximum amount of safety and protection for those students residing in the residence halls.

The University, however, is not responsible for damages to, or loss of, personal property.

**Preparation Before the Hurricane Strikes**

- All furniture including beds should be pulled away from the windows. Electronic equipment should be unplugged and placed off the floors, preferably in a closet.
- Since floors can get wet, all articles such as shoes, rugs, clothes bags, suitcases, etc. should be placed on closet shelves or in dresser drawers.
• All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.
• Valuables should be placed in safekeeping. Closets and drawers should be closed throughout the hurricane. All doors should be locked when the occupants are not in the room.
• Perishable food items should be removed from refrigerators, cabinets and countertops and thrown away. If power is lost, these items will begin to spoil and present a health hazard.
• Trash should be removed from rooms in trash bags and placed in outdoor receptacles.
• Those students who reside in facilities that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. If the hurricane is a major storm, our water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing toilets. Fill several small containers with water for drinking purposes. If more drinking water is needed it will be made available through the staff as soon as possible.
• All windows must be closed tightly. All blinds/curtains should be closed.
• Any resident who owns a car should see that the emergency brake is set and placed in park or reverse gear. All windows should be closed and the car locked. All cars must remain in assigned parking areas.
• Each student should provide his or her own flashlight in case of power failure. Do not use candles or other flame-type lighting under any circumstances, fire is uncontrollable during a hurricane. Use battery powered lighting only.
• Residents who are unable to evacuate may be assigned to temporary housing.
• Remaining residents should provide their own snack items. Dining services will provide food when it is possible for the students to come to the dining hall. If food must be brought to the halls, the Student Life Staff will notify students of the schedule and place. Do not use grills.
• Residents need to notify a member of the Student Life Staff of their destination prior to leaving campus. If you vacate your residence prior to the storm, please make sure all windows and doors are secure.

DEFINITIONS OF HURRICANE TERMINOLOGY

The Eye of a Hurricane - the great spiraling winds of a hurricane surround a relatively calm center called the “eye.” This calm is a deadly deception as maximum force winds and torrential rains border it. Many deaths and injuries have been caused by those venturing out when the eye passes only to be caught later in the maximum destructive force of the storm.

Hurricane - A type of tropical storm with strong winds circulating around an extreme low-pressure area. When wind speed reaches 74 miles per hour the storms are classified as hurricanes.

Hurricane Watch - Issued when a hurricane may threaten a specified land area within 24 to 36 hours.

Hurricane Warning - issued when a hurricane (winds more than 74 miles per hour) is expected in a specific land area within a 24-hour period.
**Storm Surge** - a sudden violent rush of water that floods the coast as the storm makes landfall. Water levels might reach as high as 20 feet near the coast, even at low tide.

**Tornado** - rotating column of air revolving around a low-pressure center, having a vortex several hundred yards in diameter, whose whirling may reach speeds up to 300 miles per hour.

**Tropical disturbance** - a moving area of thunderstorms in the tropics that maintains its identity for at least 24 hours.

**Tropical storm** - a weather formation with distinct circulation and highest wind speeds of between 39 and 73 miles per hour.

**Wind shear** - intense, upward and downward moving columns of wind.

**Saffir/Simpson Hurricane Intensity Categories**

In use since 1975, the Saffir/Simpson scale categories storms as Category 1-5, based on barometric pressure, sustained wind velocity, and storm surge. A Category 1 is the least destructive, whereas Category 5 is catastrophic.

<table>
<thead>
<tr>
<th>Category</th>
<th>Sustained Winds</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>74-95 mph</td>
<td>Minimal</td>
</tr>
<tr>
<td>2</td>
<td>96-110 mph</td>
<td>Moderate</td>
</tr>
<tr>
<td>3</td>
<td>111-130 mph</td>
<td>Extensive</td>
</tr>
<tr>
<td>4</td>
<td>131-155 mph</td>
<td>Extreme</td>
</tr>
<tr>
<td>5</td>
<td>&gt;155 mph</td>
<td>Catastrophic</td>
</tr>
</tbody>
</table>

**Hurricane Myths**

**Myth:** Windows should be opened to equalize pressure.

**Fact:** Opening windows is ineffective and frequently contributes to further damage.

**Myth:** The safest place to be in a hurricane is in the southwest corner of a building.

**Fact:** Hurricane winds can come from any direction. During the storm the safest place to be is in a small interior room with no windows or skylights.

**Myth:** Applying tape to a window surfaces will serve to protect the glass from breakage.

**Fact:** Taping windows affords little to no protection against the impact of wind-borne debris. It can help to alleviate the threat of flying glass, but tape must be removed immediately following the storm to avoid permanent damage to the glass.

**Tornado Procedures**

**Action To Be Taken**  

**Responsibility**

*When tornado watch has been issued*
• Appoint an Emergency Coordinator ..............................................President
• Monitor weather bulletins issued by the National Weather Service...Fac. Ser./Sec.

**When a tornado Warning is issued**

• Advise the University Campus through the calling tree of the upgrade in status................................................................. Fac. Ser./Sec.
• Make sure that the safe areas are unlocked for people to occupy….. Fac. Ser./Sec.
• Monitor the weather in and around the campus for further development and sightings/National Weather upgrades........................................... Fac. Ser./Sec.

**When tornado has been sighted in the area**

• Notification given via listed communication outlets .......................All Departments
• Follow the listed evacuation instructions...........................................All Departments

**Building:**
PLRC Library.........Disperse to center office area
PLRC Classrooms.....Disperse to hallways away from doors/ windows
PLRC Faculty.........Disperse to hallways away from doors/windows
Ratzlaff...............Disperse to conference room
Fulton ..................Disperse to hallways away from lobby
Raines..................Disperse to hallways away from lobby
Williams Hall .......Disperse to hallways
Spencer Dorm .........Disperse to 1st floor hallway
Smashey ..............Disperse to TAC 1st floor hallway
Science Lab ..........Disperse to TAC 1st floor hallway
TAC........................Disperse to 1st floor hallways and restrooms
Rigel Center ..........Disperse to Dining hall or center offices

(DO NOT USE HALLWAYS OR LOBBY)
Communications ......Disperse to hallway
Music/Fine Arts .......Disperse to back hallway or rooms without windows
Physical Plant ........Disperse to hallway
Cleary...................Disperse to TAC

**Tornado Safety Measures**
• Avoid any glass windows and doors
• Seek shelter on the ground floor
• Protect your head
• If outside, lie in a gully or ditch/low spot
• Do not stay in your vehicle
• Remain calm and stay in the protected area until the all clear is given
After the all clear is given
- Facility Services and Campus Security will inspect all property for damage and building safety.
- Facility Services and Campus Security will check for any gas leaks and downed power lines
- Do not pass along any rumors of injury or damage.

SUSPICIOUS PACKAGES/LETTERS

What is a suspicious package or letter?
- Unexpected package or letter from an unknown source
- Possible foreign source, i.e. different country
- Excessive postage
- Misspelled or improper wordage on envelope
- Name and title do not match
- Ridged or bulky – possible oil stained or unusual odor
- Poor handwriting
- Restrictive delivery markings
- No return address
- Strange shape or protruding items
- Substance leaking from the package

Dangerous items that can be mailed or shipped
*EXAMPLES –

1. Biological Agents
   - Anthrax
   - Botulism
   - Ricen
   - Other bacteria

2. Other Agents
   - Explosives – “Letter Bombs”
   - Chemical agents, etc.
   - Illegal drugs

Handling a suspicious package/letter
- After you identify the package/letter as being suspicious, LEAVE IT ALONE!
- Contact Campus Safety and Security, and DO NOT allow anyone else near the package/letter
- All people who had contact with the package/letter or who were in the immediate area, stay until excused by Campus Safety and Security.
- Campus Safety and Security will contact Polk County Sheriff’s Office if needed.

Once P.C.S.O. or Polk County Fire/Hazardous Materials Unit is at scene, cooperate with them as requested.
BOMB THREAT

PREPARATION FOR A BOMB THREAT
All bomb threats should be taken seriously. Call Campus Safety and Security immediately whenever any information about a potential bomb threat occurs.

Have a BOMB THREAT PROCEDURE FORM near the telephone in case of a threat.

Read the BOMB THREAT PROCEDURE FORM. The form asks the reader some questions about the caller and what to ask the caller.

RESPONSES TO A BOMB THREAT
If you receive a bomb threat over the telephone, take out the Bomb Threat Procedure form and fill it out as much as possible.

Immediately after the caller has hung up, contact Campus Safety and Security at ext. 7232. Campus Safety and Security will be responsible for calling 911.

DO NOT TOUCH ANY OBJECT OR PACKAGE THAT YOU THINK MIGHT BE A BOMB!

BOMB THREAT PROCEDURES

KEEP CALLER ON THE LINE IF POSSIBLE—ASK:

When is the bomb going to explode? ________________________________

Where is the bomb now? ________________________________

What does it look like? ________________________________

What will cause it to go off? ________________________________

Did you place the bomb? ________________________________

Why? ________________________________

________________________________________

What is your name? ________________________________

Exact wording of threat: ________________________________

________________________________________
Caller Information:  Sex _____  Age _____  Other _____

Voice:  ☐ Calm  ☐ Angry  ☐ Excited  ☐ Soft  ☐ Loud  ☐ Deep  ☐ Normal  ☐
☐ Slurred  ☐ Whispered  ☐ Disguised  ☐ Familiar  ☐ Silent  ☐ “Breather”
☐ Other

Accent Description:  ☐ Southern  ☐ Hispanic  ☐ Northern  ☐ Other __________________

Background Sounds:  ☐ None  ☐ Street  ☐ Factory  ☐ Airplane  ☐ Music
PA System (any words heard?) ______________________________________________________
Motor  ☐ Household  ☐ T.V.  ☐ Clear  ☐ Distant
Office (typewriters, etc.) __________________________________________________________
Language:  ☐ Well Spoken  ☐ Incoherent  ☐ Taped  ☐ Obscene
☐ Irrational Message read by threat maker
☐ Other

Date and Time call was received: ______________________________________________________
Threat taken by (initially) ___________________ Title ___________________ Dept. _____________
☐ Others hearing the caller ________________________________
☐ Has this person called previously? ________ When? _____________________________
☐ Police Officer responding ________________________________
☐ Campus Officer responding ________________________________