

EMERGENCY OPERATIONS PLAN SUMMARY

INTRODUCTION

This Emergency Operations Plan Summary is intended for use by faculty, staff, and students at Methodist University. It is specifically designed as a quick reference guide to address several emergencies that may occur on campus. Community members are encouraged to become familiar with the contents of the Emergency Operations Plan Summary. In the event of an actual emergency, it will serve as a quick reference guide for effective action. A copy of the University's entire Emergency Operations Plan is also available for review at the Davis Memorial Library, Administrative Offices, and the Department of Public Safety. **Questions or comments concerning the Emergency Operations Plan should be directed to the University's Safety Committee or the Department of Public Safety at 630-7149.**

SEVERE WEATHER CONDITIONS

(Tropical Storm – Hurricane – Tornado)

A **tropical storm** is a weather disturbance that originates over tropical waters and is characterized by sustained high winds, heavy rain, and high coastal water levels.

A **hurricane watch** is an advisory issued by the National Weather Service when hurricane conditions become a possibility in the Fayetteville area. A **hurricane warning** is issued when hurricane conditions are expected in the Fayetteville area within 24 hours or less.

A **tornado** is often associated with a severe thunderstorm. The National Weather Service issues a **tornado watch** when weather conditions exist that may result in the formation of a tornado. The local Weather Service Office issues a **tornado warning** when a tornado has been sighted or detected on radar in the Fayetteville area.

The University's **Emergency Alert Notification System** will be activated when a tornado warning is received...

- The ALERTNOW notification system will dial every known number on campus, and any additional numbers that have been supplied to the Department of Public Safety by Faculty, Staff, and Students. This system will send an alert regarding the severe weather by landline, cell phone, and e-mail..
- The air siren will be activated continuously for 3 minutes to alert persons outside buildings of the warning.

Take the following actions if a hurricane or a tornado is reported to be approaching the campus:

- Go to the basement or interior hallway of your building's lowest floor, if time permits. Otherwise, get into the safest area of your classroom, residence hall, office or office building - near the inside wall and as far as possible from doors and windows.
- Avoid auditoriums, gymnasiums, and other structures with wide, free-span roofs.
- Take shelter underneath a desk or any other heavy furniture that is available.
- Assume a "curled" body position to better protect your head and eyes.

BOMB THREATS

The receipt of a message (usually by telephone) that an explosive device has been or will be placed on the campus is must be treated as a serious threat to life safety until investigated and proven otherwise by the properly trained emergency responders.

Carefully following the procedures listed below will reduce the likelihood of injury, death, and damage to property...

- Bomb threats are most commonly received by telephone. The person receiving such a call should try to remain as calm as possible and obtain as much detail as practical from the caller by completing the **Bomb Threat Checklist**.
- **Immediately after the threatening call, contact the Department of Public Safety at 630-7577.** Report what has occurred, including any information you may have received as to the location of the bomb, the time it is set to explode, and the time you received the call.
- Inform your supervisor and/or department head.
- University and local authorities will be responsible for any building evacuations.
- **All persons evacuated must remain at least 500 feet away from the affected building(s).**
- If you should spot a suspicious object, package, etc., report it to a Police Officer or other emergency responder. **NEVER touch or move the suspicious item in any way.**
- Should a bomb threat occur on this campus while any group or organization from Cumberland County Schools is present, the Cumberland County Schools Crisis Management & Emergency Policy for Bomb Threats is also in effect.

BOMB THREAT CHECKLIST

This report should be filled out while receiving a bomb threat or as soon as practical after while the information is fresh in your mind. Notify the Department of Public Safety at 630-7577.

****Notify Public Safety at 630-7577 immediately after receiving a bomb threat****

Questions To Ask

Exact Wording Of Any Response

Where is the bomb?	_____
What time is it to explode?	_____
What does it look like?	_____
What will cause it to explode?	_____
Did you place the bomb?	_____
Why?	_____
What is your name?	_____
Where are you now?	_____

Caller's Voice / Speech: (circle all that apply)

Angry	Calm	Cracking	Crying	Deep	Deep Breathing
Disguised	Distinct	Emotional	Excited	Familiar	Foreign Accent
Intoxicated	Irrational	Laughing	Loud	Nasal	Normal
Profane	Raspy	Slow	Taped	Other	_____

Observations of Call -Taker

Caller's Gender ____ Approx Age _____ Possible Race _____ Length of Call _____ min

Did caller sound like he / she was reading the threat? Yes No

Describe any background noise _____

Phone number on which threat was received _____

Date / Time Of Call _____ / _____ Received By _____

SERIOUS INJURY / ILLNESS

If you encounter a person with a serious injury/illness or a person who has had an accident and may need medical assistance, you can assist by following these steps...

- Do not move a seriously ill or injured person unless there is a life-threatening situation in the immediate area or if you are in an isolated area (nature trails, etc.) and may not be able to find your way back to the victim.
- Telephone for help by calling **630-7577** or **9-1-1**. If there is no phone available, you may also utilize the nearest campus **Emergency Call Box** - and press the **red button** to summon emergency assistance. Remain on the line and provide your name and (if applicable) the telephone number from which you are calling along with as much detail as possible regarding the nature of the injury or illness. Important information includes whether the person is
- conscious, breathing, convulsive, and so on.
- Stay with the ill or injured person until emergency responders arrive.
- Provide as much information as possible to the emergency responders.
- If necessary, administer first aid (within the limits of your knowledge and training).
- If the injured or ill person is an employee, initiate reporting procedures as directed by your department head and /or supervisor.

FIRE PROCEDURES

If you see a fire inside or nearby any building or facility...

- Alert building occupants by a loudly yelling, "**FIRE! FIRE! FIRE!**"
- Activate the nearest Fire Alarm Pull Station
- Contact the Department of Public Safety at **630-7577** or press the **red button** on the nearest campus **Emergency Call Box**. Provide your name, exact location, and any information regarding potentially injured or trapped people.
- If the fire is small, you might decide to fight it with a fire extinguisher or a building water hose.
- Be sure you are using the proper fire extinguisher for the type of fire you are fighting.
- If the fire seems to be spreading rapidly or is producing smoke that reduces visibility, **evacuate the building immediately**.
- **Inform everyone you encounter inside to also evacuate the building immediately.**
- **"WHEN IN DOUBT, JUST GET OUT!"**

Fire Evacuation Procedures...

- All persons must immediately gather their belongings and evacuate in an orderly manner using the nearest exit. Once outside, all evacuees must move at least **300 feet** from the building and remain at a designated point to aid campus authorities in accounting for all affected persons.
- Selected students may help lead the evacuation and assist disabled students.
- **DO NOT USE ELEVATORS!**
- Close windows and doors as you leave the building if feasible, but **never delay your evacuation to do so.**
- Do not walk through or stand in a smoke cloud.
- Stay out of the building until it has been declared safe to re-enter by Fire or Public Safety personnel.
- Immediately notify Public Safety or Firefighters on the scene if you suspect someone may be trapped inside the building.

NOTE: The Residence Life Staff conducts at least two Fire Evacuation Drills per semester in each Residence Hall. The above evacuation procedure will be followed during these drills.

ELECTRICAL UTILITY OUTAGE

Unscheduled interruption of electrical service to part or all of the campus might constitute a safety threat or a health hazard. Should an interruption in electrical service occur...

- During business hours, call Buildings and Grounds at **630-7199**. You may also call the Department of Public Safety at **630-7098 or 630-7577 at any time** to report an interruption in electrical service.
- Evacuate the building if the power outage constitutes a safety hazard.
- If evacuation becomes necessary, do not re-enter the building until notified by qualified personnel that it is safe to do so.