

# 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 meet several emergency and non emergency situations on campus.

Community members are welcome to make themselves familiar with contents of the emergency plan. In the event of an actual emergency, it may serve as a quick reference guide for effective action. A copy of the full Emergency Operations Plan is also available for review at the Davis Memorial Library, Administrative Offices, and the Public Safety Office.

**Questions or comments concerning the Emergency Operations Plan should be directed to the Safety and Security Committee or the Office 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 rains, and high coastal waters.

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 a tornado is possible. The Local Weather Service Office issues a tornado warning when a tornado has been sighted or detected on radar in the Fayetteville area.

• The Unified Emergency Alert Notification System will be activated for a tornado warning in this area.

- ALERTNOW phone system will dial every known number on campus, and any additional numbers that have been supplied to the Public Safety Office by Faculty, Staff, and Student. This system will send an alert by landline, cell phone, and email for the severe weather.
- Air siren will be sounded for a continuous 3 minutes to alert all outside of the warning.

You should consider doing the following if a hurricane or a tornado is sighted approaching the campus:

- Go to the basement or interior hallway of the lowest floor, if time permits. Otherwise, get into the safest area of your classroom, residence hall, office or office building (the inside wall), farthest away from doors and windows.
- Avoid auditoriums, gymnasiums or other structures with wide, free-span roofs.
- Take shelter underneath your desk or any heavy furniture available.
- Assume a curled position to 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 and detonated could be devastating. All such threats are to be presumed serious until investigated and proved otherwise by the proper authority. The procedure listed below will prevent injury, save lives, and safeguard college assets.

• A bomb threat may be received by various means, but will usually be by telephone. The person receiving a bomb threat telephone call should, if at all possible, remain calm in order to methodically obtain as much information as possible from the caller by using the **Bomb Threat Checklist** given on the back of this page.

• **After the caller hangs up, obtain a dial tone on that line and dial \*57.** Listen for the announcement and follow the instructions. Contact the **Public Safety Office immediately at 7577.** Inform them of the situation including any information you may have as to the location of the bomb, time it is set to explode, and the time you received the call.

• Inform your supervisor and/or department head.

• Local supervisors and campus authorities will be responsible for building evacuation. **Evacuate everyone at least 500 feet from the affected building.**

- If you should spot a suspicious object, package, etc., report it to the authorities. Under no circumstances should you touch it, tamper with it, or move it in any way.

**NOTE:** 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 in effect.

## BOMB THREAT REPORT

**This report should be filled out immediately after receiving a bomb threat and notifying the Public Safety Office at 630-7577; while the information is still fresh in your mind.**

1. EXACT WORDS OF THE CALLER: \_\_\_\_\_  
\_\_\_\_\_

2. GENDER OF THE CALLER: (circle one) Male Female

3. APPROXIMATE AGE OF CALLER: \_\_\_\_\_

4. MANNER OF CALLER: (circle one) Calm Angry Rational Irrational Emotional

Other: \_\_\_\_\_

5. ACCENT OF CALLER: (circle one) Local Foreign Other None

6. VOICE OF CALLER: (circle one) Loud Soft Deep Intoxicated Other: \_\_\_\_\_

7. SPEECH OF CALLER: (circle one) Fast Slow Distant Other: \_\_\_\_\_

8. LANGUAGE OF CALLER: (circle one) Excellent Fair Poor Profane Other: \_\_\_\_\_

9. BACKGROUND NOISE HEARD: (circle one) Office Factory Train Animals Quiet Party

Voices Airplanes Street Traffic Other: \_\_\_\_\_

10. Name of individual who received threat call: \_\_\_\_\_

11. Time of phone call: \_\_\_\_\_

12. Phone number threat was received on: \_\_\_\_\_

SIGNATURE OF INDIVIDUAL SUBMITTING REPORT: \_\_\_\_\_

DATE: \_\_\_\_\_

## SERIOUS INJURY/ILLNESSES

**If you encounter a person with a serious injury/illness or a person who have had an accident and in your opinion needs medical assistance, the following procedures should be followed:**

1. Do not move a seriously ill or injured person unless there is a life-threatening situation and you are located in an isolated area (nature trails, etc.), alone, and you may not be able to find your way back to the victim.

2. Designate someone, if available, to proceed to the nearest “**Emergency Call Box**” if outside the building and press the “Red” button to summon emergency assistance. If inside of a building, and in your opinion the emergency warrants immediate attention (loss of life or limb), you may **dial 9-911**; otherwise and in all

cases, contact Public Safety at **extension 7577**, giving their name, location, telephone number, and provide as much information as possible regarding the nature of the injury or illness, to include whether or not the victim is conscious, unconscious, convulsive, and so on.

3. Stay with the victim until an emergency team arrives.
4. Provide as much information as possible to the emergency team and/or the Public Safety Officer.
5. If it becomes necessary, administer first aid.
6. If the injured or ill person is an employee, initiate reporting procedures as directed by your department head and/or supervisor.

## **FIRE PROCEDURES**

### **Upon discovering a fire:**

1. Alert other occupants by a loud verbal alarm, "**FIRE! FIRE! FIRE!**"
2. Activate the nearest fire alarm (Pull Station, etc.)
3. Contact the **Public Safety Department @ 7577** or push the "**Red**" button on the nearest **Emergency Call Box** and give your name, exact location, and status of personnel within the building, i.e.: any trapped in the building, injuries, etc.
4. If the fire is small, you may wish to fight it with a fire extinguisher or a building water hose. Assure that you are using the proper fire extinguisher for the type of fire you are fighting. When in doubt, **JUST GET OUT!**
5. If the fire is large, very smoky or spreading rapidly, evacuate the building immediately. Inform others in the building that may not have responded to the alarm to evacuate **IMMEDIATELY**.

### **Evacuation Procedures:**

1. All personnel will immediately gather their belongings and orderly evacuate through the nearest exit; at least **300 feet** from the building; at a predetermined point for accountability.
2. Selected students lead the evacuation and assist disabled students.
3. **DO NOT USE ELEVATORS!**
4. As time allows, close windows and doors.
5. Do not walk through or stand in a smoke cloud.
6. Stay out of the building until it has been declared safe to re-enter by Fire or Public Safety personnel.
7. Notify either 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 2 Fire Evacuation Drills per semester in each Residence Hall. The above evacuation procedure will be followed.**

## UTILITY OUTAGE PLAN

**Unscheduled interruption of electrical service to the entire campus or certain sections thereof could constitute a safety threat or a health hazard in the community. You should consider doing the following should a power failure occur in your area:**

1. Notify the **Director of Buildings and Grounds @ 7199** during normal college operating hours. Other than normal college operating hours, contact **Public Safety @ 7098**.
2. Evacuate the building if the power outage constitutes a safety hazard.
3. If evacuation becomes necessary, do not re-enter the building until deemed appropriate by qualified personnel.