



**METHODIST  
UNIVERSITY**

EMERGENCY  
INFORMATION GUIDE

**DEPARTMENT OF PUBLIC SAFETY**

**Emergency: 910.630.7577**  
**Non-Emergency: 910.630.7098**

2018

# INTRODUCTION

This Emergency Information Guide is intended for use by faculty, staff, and students at Methodist University. It includes information published in the university's Emergency Operations Plan and is designed as a quick reference guide to address certain emergencies that may occur.

Community members are encouraged to become familiar with the contents of the Emergency Information Guide. Related questions or comments may be made to the Director of Police and Public Safety at 910.630.7625.

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## **AIRCRAFT CRASH**

The flight paths of both military and civilian aircraft pass over Methodist University. The probability of an aircraft crash or other emergency landing occurring on campus is very low. Once the crash site is stabilized (fires suppressed, injured persons cared for, etc.) all affected areas will have to be secured pending the arrival of the appropriate state and federal investigative agencies.

Should an aircraft crash or other emergency landing occur on campus property:

- ◆ Contact the Department of Public Safety immediately at **910.630.7577** or **9-1-1** or by activating a campus emergency call box.
- ◆ Provide as much information as you can and remain on the line if you can safely do so.
- ◆ Remain a safe distance away (at least 500 feet) from the crash site.
- ◆ Do not attempt to extricate or move a seriously injured person unless there is a life-threatening situation in the immediate area.

## **UNSCHEDULED UTILITY OUTAGE**

Unscheduled interruptions in utility services (particularly if such interruptions are of a prolonged duration) to part or all of the campus may interrupt the institution's educational mission or constitute a safety threat or health hazard.

Should an interruption in electrical, gas or water service occur:

- ◆ During business hours, call Facilities Maintenance at **910.630.7199**.
- ◆ You may also contact the Department of Public Safety at **910.630.7098** or **910.630.7577** 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 Facilities Maintenance or Public Safety personnel that it is safe to do so.

## **CRIMINAL OR SUSPICIOUS ACTIVITY ON CAMPUS**

If you see criminal or other suspicious activity occurring on campus, contact University Police at **910.630.7577** or **910.630.7098** immediately. You may also contact University Police via the emergency call boxes located throughout the campus.

- ◆ Provide the Telecommunicator with as much relevant information as possible. If it is safe for you to do so, remain on the phone with the Telecommunicator.
- ◆ Do not attempt to apprehend or physically engage a criminal or suspicious person unless it is necessary to protect yourself.

- ◆ Remain in a safe location to speak with the responding University Police Officer(s) if possible.
- ◆ Possession of weapons on the Methodist University campus is a violation of university policy and state law. Contact University Police at **910.630.7577** or **910.630.7098** immediately if you see a weapon in a vehicle or being unlawfully possessed by a person on campus.

## **ACTIVE SHOOTER ON CAMPUS**

Shooting incidents occur on college and university campuses of all types and sizes. Police will respond as quickly as possible, but your life and the lives of others could be immediately at risk. Every person facing such a situation must be prepared to take direct responsibility for his or her personal safety and security.

### **RESPONSE PROTOCOL FOR GUNSHOTS ON CAMPUS**

Quickly decide how you are going to respond. Trust your instincts. Based on what you see and hear, determine if it make sense to: Stay where you are and try to hide? **Or** Try to escape to a safer location?

If you decide it is best to stay where you are:

- ◆ Act quickly—don't wait for others to validate your decision.
- ◆ If possible, lock the door from the inside.
- ◆ Use furniture or other available objects to barricade the door(s).
- ◆ Turn off the room lights and stay as quiet as possible.
- ◆ If multiple people are inside the room, spread out—don't huddle in groups.
- ◆ If possible, use any available phone to call University Police at **910.630.7577** or dial **9-1-1**.
- ◆ Tell the police as much as you can about the shooter's location and description, and keep trying to call if you get a busy signal.
- ◆ Help keep others calm and focused on survival.

If you decide it is best to try to escape to a safer location:

- ◆ Move quickly—don't wait for others to validate your decision.
- ◆ Leave your belongings behind.
- ◆ Get as far away from the shooter/sounds of gunfire as you can.
- ◆ If caught outside, take cover behind something like a thick wall or a large tree.
- ◆ After reaching shelter, call University Police at **910.630.7577** or dial **9-1-1**.
- ◆ Tell the police as much as you can about the shooter's location and description, and keep trying to call if you get a busy signal.

If you are directly confronted by the shooter:

- ◆ Assume his or her intentions are lethal to you and others.
- ◆ Be mentally prepared to do whatever you can to fight back and survive.

## **INCLEMENT AND WINTER WEATHER INFORMATION**

### **Inclement Weather Information:**

- ◆ Call the MU Weather Line at extension **7351** on-campus, or **910.630.7351** off-campus, to hear announcements regarding any campus delay or closure related to inclement weather. This line will be updated daily by 5 p.m. The decision to delay or close will be made by 6:00 a.m. for day classes and no later than 3:00 p.m. for MU at Night classes. University delays and closings will continue to be posted on the home page of the University's website, the MU Facebook page and as an announcement in Blackboard.
- ◆ When classes are held during inclement weather, the decision to attend class rests with the individual driver. No student or faculty member should attend class if he/she believes that driving conditions are too dangerous. If a student misses classes because of dangerous weather, no penalty will be imposed by the faculty and the student will be allowed to make up any work missed. The student is, however, responsible for the material covered in all classes.
- ◆ Staff are expected to report to work when the university is open and operating. No one should report to work if he/she believes that driving conditions are too dangerous. Refer to the Staff Handbook for complete details.

### **Winter Weather Driving:**

- ◆ Operating a vehicle when ice or snow is present on roadways is potentially hazardous.
- ◆ Always drive at a safe and reasonable speed for whatever conditions you may face.
- ◆ Leave extra distance between your vehicle and others ahead of you. Your vehicle's stopping distance will be much greater on snow or ice, even at lower speeds.
- ◆ If your vehicle starts to skid, turn into the direction of the skid.
- ◆ Some campus roadways may have to be closed due to icing. Provisions will be made for students and staff to access the Residence Halls.
- ◆ NEVER move traffic control barriers or attempt to drive on a closed roadway.

## **SEVERE WEATHER INFORMATION**

(Hurricane – Tornado)

The National Weather Service issues a severe weather warning when a tornado or other potentially dangerous weather has been sighted or detected on radar in the local area. The Methodist University Public Alert Warning System (MUPAWS) will be activated when a warning of severe weather that may reach the Methodist University campus is received.

- ◆ The MUPAWS will send an alert regarding the severe weather. These alerts may be disseminated by any combination of outdoor speakers, alert beacons, desktop alerts, digital signage, mobile app, and email.

- ◆ When a tornado or dangerous weather is forecast to impact the Methodist University campus, the outdoor speakers will be activated to alert persons outside buildings of the hazard.

Take the following actions if a tornado or other potentially dangerous weather 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” seated position to better protect your head and eyes.
- ◆ A listing of recommended emergency shelters for each academic, residential, and service building on campus is available on the Department of Public Safety's web page.

### **MEDICAL EMERGENCY: 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:

- ◆ Do not move a seriously ill or injured person unless there is a life-threatening situation in the immediate area.
- ◆ Contact the Department of Public Safety for immediate assistance at **910.630.7577** or **9-1-1** or by activating a campus emergency call box.
- ◆ Remain in contact with the Telecommunicator while help is en-route.
- ◆ Provide as much information as possible about the patient's condition, the nature of the injury or illness, and any medication allergies or chronic medical issues the patient may have.
- ◆ Stay with the ill or injured person until emergency responders arrive if you can safely do so.
- ◆ 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.

### **BOMB THREAT**

The receipt of a message (usually by telephone) that an explosive device has been or will be placed on the campus must be treated as a serious threat to life safety until investigated and proven otherwise by 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 **910.630.7577**.
- ◆ 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.

### **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 Public Safety at 910.630.7577 immediately after receiving a bomb threat\*\***

Questions To Ask - Record Exact Wording Of Any Response

Where is the bomb? \_\_\_\_\_

What time will it 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 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 \_\_\_\_\_

### **GAS LINE LEAK**

- ◆ Report any gas line leak to the Department of Public Safety by calling **910.630.7577** or **9-1-1** or by activating a campus emergency call box.
- ◆ MU Environmental Health and Safety, Public Safety, and local emergency responders will respond to gas line leaks on campus.
- ◆ Buildings or facilities directly affected by such incidents must be fully evacuated until the situation is resolved.
- ◆ While a building or facility evacuation is in effect, no unauthorized person may re-enter.
- ◆ Environmental Health and Safety, Public Safety, or local emergency responders will advise evacuees regarding a safe stand-off distance from affected buildings and facilities.

### **HAZARDOUS MATERIAL EVENT**

- ◆ Report any hazmat situation to the Department of Public Safety by calling **910.630.7577** or **9-1-1** or by activating a campus emergency call box.
- ◆ If you believe you have been exposed to a hazardous material, report that exposure immediately. Include any information you have regarding the specific substance(s) to which you were exposed.
- ◆ MU Environmental Health and Safety will be contacted immediately. Give as much information about what substances were involved and where the incident occurred. EHS will pull Safety Data Sheets for known substances/chemicals as well as any substances or chemicals in the immediate area if an incident is still occurring, that might be helpful to first responders.
- ◆ Buildings or facilities directly affected by such incidents must be fully evacuated until the situation is resolved.
- ◆ While a building or facility evacuation is in effect, no unauthorized person may re-enter.
- ◆ Environmental Health and Safety, Public Safety, or local emergency responders will advise evacuees regarding a safe stand-off distance from affected buildings and facilities.

## **FIRE PROCEDURES**

If you detect smoke or fire in or near any campus building or facility:

- ◆ Activate the nearest Fire Alarm Pull Station for that building or facility
- ◆ Notify the Department of Public Safety by calling **910.630.7577** or **9-1-1** or by activating any campus emergency call box. Provide as much relevant information as you reasonably can.
- ◆ If the fire is small and you have received fire extinguisher training you may decide to fight it. Any such decision is completely voluntary. There is no expectation that any community member place his or her personal safety at risk by engaging in firefighting.
- ◆ Evacuate the building or facility immediately and insist that all persons you encounter (students, faculty, staff, and visitors) do the same. No exceptions, no excuses!
- ◆ Avoid moving through, or standing in, smoke. If necessary, get close to the floor to better avoid smoke and potentially dangerous heat/gases.
- ◆ Do not use elevators to evacuate the building.
- ◆ Close doors and windows as you evacuate if you safely can. Do not delay evacuation simply to close additional doors or windows.
- ◆ Once outside, keep moving to a point at least 300 feet away from the building. Remain outside until receiving authorization to re-enter from emergency personnel.
- ◆ Notify responding emergency personnel if you suspect anyone may be trapped inside the building or facility.

## **PHYSICAL OR SEXUAL ASSAULT**

Any student, faculty, staff or visitor who alleges that an assault, including sexual assault, has been committed against him or her is encouraged to report what has happened immediately. If the offense occurred on campus, the individual is encouraged to notify University Police (available 24 hours). Student are encouraged to also contact the Associate Dean of Students (during business hours) and/or the Center for Personal Development (during business hours). If the assault occurred off campus, the individual is encourage to file a report with the appropriate law enforcement agency. If a faculty or staff member is made aware of an assault occurring on campus or involving a student off campus, they are encouraged to report this information to University Police.

Anonymous (sometimes referred to as “blind”) reports are accepted in cases of sexual assault if the survivor does not want to pursue criminal charges against the perpetrator or if the report is not directly from the survivor. No criminal investigative activity is undertaken without authorization from adult survivors or the parent or guardian of juvenile survivors. However, the University is obligated by federal law (Title IX) to conduct to the fullest extent reasonably possible a separate non-criminal investigation of all received reports of sexual assaults. The survivor is

encouraged to initially provide as much information and evidence as possible, even if he or she does not want to pursue criminal charges. A survivor's initial decision not to pursue a criminal investigation does not preclude the possibility of actively pursuing prosecution at a later date.

**NOTE:** Methodist University Police Officers will provide assistance to survivors in filing complaints in other non-campus jurisdictions.

Methodist University will notify the campus community as soon as practical when sexual assaults and certain other crimes are reported on university property or at other locations covered by applicable law or regulation. There are two types of these notifications: Timely Warnings and Emergency Notifications. Timely Warnings are issued for certain crimes that are considered by Methodist University to represent a serious or continuing threat to students or employees. Emergency Notifications are issued to inform students and employees regarding serious crimes or other situations that are deemed to constitute an immediate, real-time emergency. Either type of notification may be made via any of the multi-layered MUPAWS: outdoor speakers, alert beacons, desktop alerts, digital signage, mobile app, and email.



# METHODIST UNIVERSITY

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