



## **Wayland Baptist University Emergency Preparedness Plan**

### **I. Purpose**

Though Wayland Baptist University strives to educate students in a Christian atmosphere, we are aware that sometimes emergencies occur that are beyond our control or which create controversy on our campus. The purpose of a crisis management plan is to make sure all university personnel are equipped to deal with such emergencies in a professional, responsible and thorough manner in which as little damage as possible results.

### **II. Definition**

A crisis is defined as any emergency or controversy that could negatively affect the public perception or reputation of Wayland Baptist University.

Emergencies include fires, accidents, explosions, tornadoes or other weather-related incidents and natural disasters. Controversies include crimes against students, faculty or staff; suicides; student demonstrations; inappropriate conduct by faculty, staff or students; academic freedom issues; fiscal irregularities; and personnel issues.

### **III. Basic Objective**

A. **Before the Crisis:** If at all possible, campus crises should be avoided by following proactive procedures such as fire and tornado drills and maintaining campus properties for maximum safety. In cases of unavoidable emergencies, these same procedures can help prevent or lessen damage from such crises. The university maintains a list of procedures (included later in this document) for emergency preparedness and each department and building on campus should be familiar with and actively using such procedures.

B. **Dealing with the Crisis:** The University's first concern is for its students and their families and its faculty and staff. Therefore, those safety issues or emergencies that affect them will be attended to first. Any other side issues will be resolved in order of importance. Once students and staff are secured, property can be secured and damages assessed before cleanup begins.

C. **Communicating the Crisis:** The Office of Communications/Public Relations strives to present the university's programs, personnel and activities in a positive light through the dissemination of news releases, photographs and the like to news media around the region. In light of this already natural relationship, the office shall be the primary source for information and communications related to a crisis, with help from key personnel on campus who will ensure a smooth crisis response.

Both the public's legitimate right to know the essential facts and privacy concerns - especially those related to individual rights, personal security and legal liability - must be determined and considered before any public statements are made.

An appropriate spokesperson for the university will be identified and counseled by the Office of Communications. In the absence of that person, the Director of Communications will be the spokesperson. The university may choose not to participate in a discussion it deems non-newsworthy or inappropriate. Efforts will be

made to explain the university's position and to be as forthcoming as possible with facts of the situation, but at no time will a university representative reply "No comment."

#### IV. Procedures

A. Assessment - The individual who encounters the potential crisis should gather accurate information from the appropriate sources. If the crisis involves a potential terrorist or hostage taking situation, the individual should immediately call 911 and inform the University Police Department of the situation. The individual should then contact the University President, or first available administrator who will assemble a core team for assessment. Those individuals will include the Provost/Vice President for Academic Services, the Vice President of Enrollment Management, the Dean of Students, the Director of Property Management, and the Director of Communications. If a more intensive response is deemed necessary, the core group will assemble the Crisis Response Team (CRT) as soon as possible.

Questions to ask include: Are students or faculty and staff in danger? Is the university's integrity at risk? Is this something the news media would deem "newsworthy?" (Whether we do or not, if they do, it becomes important.) Is the news media aware of this? Can this in any way be construed as a negligence or fault of the university or is there a possibility of legal action? If the answer is yes to any of these questions, then a response is necessary.

If the potential crisis involves a terrorist threat or hostage situation or is a weather-related emergency, the Vice President of Enrollment Management or the Chief of the University Police should lead the CRT in determining whether the campus should be evacuated or not. The City of Plainview Emergency Operations Center should also be consulted in this matter.

■ The Non-evacuation Plan would be used if the CRT deems it more appropriate for the campus population to be in campus buildings and shelters than to be out of doors or on highways. If this plan is enacted, the CRT must then notify the campus population of the emergency and where they should be until an all-clear signal is given. Campus personnel should be advised what method of notification will be used and any special actions to be taken for the safety of personnel and property. If personnel must take shelter on the campus, they should report to the closest of the following places, which have been deemed safe locations:

- ◆ Multi-Purpose Room of LRC (enter through LRC or Moody Science Building)
- ◆ Basement of Gates Hall
- ◆ Basement of Moody Science Building (hallways)
- ◆ Basement of Van Howeling Education Complex

If a building is hit, all occupants should report to the LRC basement for roll-call as soon as the danger is passed.

- The Evacuation Plan would be used if there is advanced warning of an impending disaster and the CRT deems it advisable to evacuate the campus. It could also be used after a disaster if electrical or other utility-supply capabilities are damaged or destroyed. In case of evacuation, campus personnel should be notified of the disaster and given specific instructions on where to move, including directions of the areas of least and most danger and any roads out of service. If the campus must be evacuated, students and staff are to be directed to the Family Life Center

of the First Baptist Church of Plainview. Personnel will remain at the shelter until the all-clear signal is given or a "report-back-to-campus" time is given. (See Evacuation Procedures for Residence Halls).

B. Assembly - The University will have a Crisis Response Team in place at all times and ready to handle any emergencies. The core team will consist of the following individuals or offices:

- ◆ President
- ◆ Vice President for Academic Services
- ◆ Vice President of Enrollment Management
- ◆ Vice President for External Campuses
- ◆ University Chief of Police
- ◆ Executive Director of Student Services
- ◆ Executive Director of Property Management
- ◆ Executive Director of Marketing
- ◆ Director of Communications
- ◆ Department head or chief contact in area affected (if needed)
- ◆ Director of Counseling Career and Disabilities Services
- ◆ Director of Baptist Student Ministries
- ◆ University attorney/legal counsel

Other personnel will be added to this core team as needed, which will then formulate a response based on the nature of the crisis. Those added could include the following, depending on the situation:

- ◆ President -- may need to notify Board of Trustees or Chairman
- ◆ Campus food service provider -- may need to provide food for workers during crisis
- ◆ Campus television station/video camera operator -- records all crisis scene and media briefings
- ◆ Director of Health Services -- assists local emergency personnel as needed, determines those needing doctor
- ◆ Athletic Director -- may need to notify coaches
- ◆ Director of Alumni Services -- may need to notify alumni association board, alums
- ◆ President of Faculty Assembly -- may need to call faculty meeting for briefing
- ◆ Residence Hall Supervisors -- may need to evacuate dorms or call meeting of residents
- ◆ Coordinator of Housing -- may need to determine students not accounted for, call meetings
- ◆ Student representative, preferably President of Student Body -- may need to help call student meeting
- ◆ University webmaster -- may need to create crisis page off website and update as needed
- ◆ Chief Financial Officer -- may need to authorize emergency fund usage

C. Action

1. Dealing with students/families: Steps will be taken to alert students to the situation and any changes in the regular schedule that arise. If students and staff are

to be evacuated from the campus and/or dormitories, those efforts will be handled immediately before any media statements are given. Any notification of families will also be done first.

If staff and faculty are not evacuated, they should immediately be notified of the situation by email or by a telephone calling chain and given their responsibilities. All employees should be encouraged to send any outside inquiries to the crisis communications center and not give any statements themselves unless asked by administrators. If time allows and the situation warrants, a special meeting of faculty and staff may be called to explain the crisis and actions to be taken.

Should the situation warrant, the university counseling office may need to schedule group counseling sessions or times for students, faculty and staff to talk through the crisis. If further counseling is needed, the counseling office will determine when those sessions are held and may consult the MHMR Crisis Counseling Team for assistance. The Director of Baptist Student Ministries should also be on hand for spiritual counseling students or others may require.

2. Dealing with media: Once the initial care has been taken to ensure safety of students and staff, the university should issue a statement about the situation to its regular media contacts (locally and regionally). The statement does not have to be lengthy but should explain the incident and what efforts and currently being done to deal with the situation.

From that point on, any information released to the media will come from an appointed spokesperson for the university (preferably the highest ranking administrator available). Other faculty and staff should be instructed to forward any calls from media or other interested parties to the Office of Communications. This is the only way to ensure that a centralized message is being distributed and no speculation and/or incorrect information being released which could be more detrimental.

If the current communications facilities are intact after a crisis, those offices should be used as the crisis communications headquarters. If they are unusable, a remote communications center should be located immediately, with access to phones, computers and a fax machine. Possible locations for this command center include the University Center Faculty/Staff Lounge or a classroom with computers in either the Nunn Business Building or the Learning Resources Center. Another office with room to share is also an option, provided those necessary resources are available.

If the situation is constantly changing and information updating (as opposed to a one-time episode), the Office of Communications will determine intervals and specific times to hold press conferences for media and will bring any new information to them during those set times. The preferred press conference site is in the Nunn Auditorium, with the computer laboratory and phones available for media. The auditorium also facilitates cables from remote broadcast vehicles.

The Office of Communications will have a file of information on each campus building, detailing safety information and any past incidents. The office will also keep an updated list of campus crime reports and other incidents that might be correlated by media during a crisis, as well as updated packets of general information about the university itself. Other offices or crisis management team members might be called on regularly to help update that information.

3. Dealing with other publics: In any crisis situation, there will be the usual curious passersby who will call to find out what's going on. Any calls will be screened to determine relationship (Are these parents? Spouses of staff or faculty? Trustees? Other employees?) and those not on the priority information list will be directed to the university website.

The university webmaster will be called on to keep all communications posted as soon as possible to the website and make all crisis information which is public information easily available via the web. This will cut down on many phone calls that are unnecessary and tie up phone lines. The Office of Communications will be responsible for getting all releases and updated information to the webmaster for this purpose. If photographs are needed, the webmaster or someone he/she designates will be responsible for securing digital photos for the website.

D. Afterward

The Crisis Management Team and all administrators should convene as soon as possible after the crisis has passed to evaluate the university's handling of the event. The closest scrutiny is needed here, since this will determine if the crisis response plan needs to be changed and in what areas.

The Director of Communications will contact media to get their assessment of the crisis response in order to correct any mistakes should another crisis occur.

The Office of Communications will prepare a written report detailing how the situation was handled through the media. Any clippings from newspapers or recordings of broadcast media mentions will be included and assessed. In addition, photos taken by the office personnel will be included. Copies of the report will be given to university administrators as well as the library's historical archives section.



## **Timely Warning/ Crime Alert**

Under appropriate circumstances, the Wayland Baptist University (WBU) Police Department (WBUPD) will issue a Timely Warning/Crime Alert regarding criminal activity or safety issues concerning the campus as required by law. A WBU Timely Warning/Crime Alert is a notification of Clery crime(s) that have already occurred and are considered by the institution to represent a serious or continuing threat to students and employees. The (WBUPD) is responsible for confirming facts that indicate a warning is necessary. The WBUPD Chief of Police (or designee) will develop the contents of a Timely Warning/Crime Alert notice for the University community. The purpose of the warning is to notify members of the community about a serious crime that occurred on campus, on non-campus property, or on public property that is immediately adjacent to the campus, where it is determined that the crime may pose a serious or continuing threat to members of the WBU community. These warnings will be distributed if the crime is reported either to the WBUPD directly or to the WBUPD indirectly through a campus security authority or any local police agency. Crime Alerts will be issued on a case-by-case basis based on the information received by the WBUPD. Information that might compromise law enforcement efforts would not be included in the crime alert.

The department will issue/post a Timely Warning/Crime Alert for incidents of:

1. Murder/Non-Negligent Manslaughter
2. Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a

- case by case basis to determine if the individual is believed to be an on-going threat to the larger WBU community)
3. Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning/Crime Alert, but will be assessed on a case by case basis)
  4. Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the WBUPD). In cases involving sexual assault reported long after the incident occurred there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning/Crime Alert Notice.
  5. Major incidents of arson

Other Clergy crimes as determined necessary by the Chief of Police, or designee  
Timely Warnings/Crime Alerts may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of WBU.

A Timely Warning/Crime Alert notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

1. Date and time or timeframe of the incident
2. A brief description of the incident
3. Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
4. Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
5. Police/Public Safety agency contact information
6. Other information as deemed appropriate by the Chief or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

Timely Warnings/Crime Alerts are distributed by sending a blast email to the University community, including all students and employees. Updates to the WBU community about any particular case resulting in a crime alert also may be distributed electronically via blast email.

Timely Warnings/Crime Alerts will be distributed as soon as pertinent information is available, in a manner that withholds the names of victim/complainants as confidential, and with the goal of aiding in the prevention of similar occurrences.

WBU is not required to issue a Timely Warning/Crime Alert with respect to crimes reported to a pastoral or professional counselor.

The department does not issue Timely Warnings/Crime Alerts for the above listed crimes if:

1. the department apprehends the subject(s) and the threat of imminent danger for members of the WBU community have been mitigated by the apprehension.
2. a report was not filed with UPD or if a local police agency was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than fourteen days after the date of the alleged incident may not allow the WBUPD to

post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis.  
the threat was mitigated in some other manner.

## **Emergency Notification**

Under appropriate circumstances, emergency notifications will be utilized to inform the university community of critical emergency related information.

The Wayland Baptist University (WBU) Police Department (WBUPD) Chief of Police, Vice President of Enrollment Management, Executive Director of Information Technology, External Campus Executive Directors, or their designee will develop an emergency notification by determining the content of a message that will be used to notify members of the community immediately upon confirmation of a significant emergency or dangerous situation currently occurring on, or imminently threatening the campus.

Situations that might warrant an emergency notification may include but are not limited to the following:

1. serious crime-in-progress,
2. active shooter on campus,
3. natural disaster,
4. dangerous weather warning,
5. manmade emergency, or
6. any emergency that poses an immediate threat to the health and safety of the WBU community or a segment of the community.

If the institution utilizes the procedures regarding notification of the WBU community of an immediate threat, the institution is not obligated to utilize the timely warning notice procedures, however the institution will provide adequate follow-up information as needed. The notification will be distributed if the incident is reported either to the WBUPD directly or to the WBUPD indirectly through a campus security authority, any local police agency, or other appropriate agency.

The WBUPD has a responsibility to respond to such incidents to determine if the situation does in fact pose an immediate threat to the community. WBU and WBUPD have various systems in place for communicating information quickly to the WBU community, including:

1. Wayland Network emails (Students, Faculty and Staff)
2. Pioneer Alert (text message)
3. Pioneer Alert (mobile phone)
4. Pioneer Alert (land line phone)
5. Pioneer Alert (email)
6. Pioneer Alert (social media)
7. Wayland Website Notifications
8. Carillon Bells System (Bells and Public Address System on Plainview campus only)

Each student and employee at WBU has the opportunity to sign up for the Pioneer Alert mass notification system. This system is a significant resource in WBUs efforts during emergency situation. To ensure that you are made aware of emergency information sign up for Pioneer alert at <https://www.wbu.edu/university-police/pioneer-alert.htm> .

## **Missing Students**

Wayland Baptist University (WBU) takes student safety seriously and will investigate any report received concerning a missing student who lives on campus. The following policy

has been established to assist in locating students who live in WBU on-campus housing, who, based on the facts and circumstances known to WBU, have been determined to be missing.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by WBU. Such notifications must occur no later than 24 hours after the time the student is determined to be missing by the designated University officials authorized to make that determination. Those individuals include the Wayland Baptist University Police Department (WBUPD) or the local law enforcement agency where the student went missing.

When students are informed of their option to provide a confidential missing person contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Anyone who believes a student is missing should immediately report their concern to the WBUPD and the Office of the Executive Director of Student Services. If the incident is reported to the Office of the Executive Director of Student Services, they will immediately notify the WBUPD.

In accordance with the Higher Education Opportunity Act of 2008, Wayland Baptist University has specific procedures regarding missing students. Upon notification from any source that a student may be missing, Wayland personnel will attempt to locate the missing student, and will conduct an investigation, which may include:

1. Inspecting the student's assigned room
2. Conducting a search of campus locations to find the student (library, cafeteria, etc.)
3. Attempting to contact known friends or faculty members for last sighting or additional contact information
4. Reviewing email logs for last login and use of the WBU email system.

A student is determined to be missing when the WBUPD has verified that reported information is credible, they have conducted an investigation as described above and they believe the person may be missing. If the WBUPD investigates and determines that a residential student may be missing, WBU will notify the missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, WBU must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, UPD will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Some or all of these procedures may also be implemented for non-residential students, as determined appropriate by the WBUPD.

## **Pioneer Alert Security System**

Pioneer Alert is an emergency notification system that gives WBU the ability to quickly

inform our Wayland family of campus disturbances, weather concerns, and personal safety emergencies. You can receive these notifications through voice calls, email, and/or text messaging.

Pioneer Alert is never used as a marketing tool or as an announcement board, and your information will never be shared outside our university system.

## **ACTIVE SHOOTER**

These guidelines have been developed for “active shooter” situations in accordance with the best practices established by law enforcement experts. If it is possible to do so safely, exit the building immediately when you become aware of an “active shooter” incident, moving away from the immediate path of danger, and take the following steps:

Notify anyone you may encounter to exit the building immediately.

Evacuate to a safe indoor area away from the danger and take protective cover.

If possible go to another campus building. Stay there until assistance arrives.

Call 911 and provide the dispatcher with the following information:

Your name

Location of the incident (be as specific as possible)

Number of shooters (if known)

Identification or description of shooter(s)

Number of persons who may be involved

Your exact location

Injuries to anyone, if known

Individuals not immediately impacted by the situation are to take protective cover staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

Go to the nearest room or office.

Close and lock the door, if possible.

Turn off the lights.

Seek protective cover.

Keep quiet and act as if no one is in the room.

Silence your cell phone.

Do not answer the door.

## **BOMB THREAT**

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Check to see if the caller's phone number or location is displayed on your phone.

Ask the caller:

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

Did the caller sound like a man? A woman?

Approximate age?

Distinctive voice, pronunciation or accent, or speech patterns?

Tone of voice and attitude?

Did the call seem to be a recording?

Were there background voices or noises or other clues about location or caller identity?

If the threat came in a form other than a call (e.g., a note was left or delivered):

Immediately call 911.

Report the time, location, and content of the threat message, as well as your location and phone number.

Stay on the line until the dispatcher terminates the phone call.

If you are told to evacuate the area, take your notes about the call with you.

## **WEATHER/OPERATING STATUS**

### **Weather Closings or Delayed Openings**

During severe weather or natural disasters, people may be prevented from entering campus facilities for hours or days. Notice of a decision to close or delay opening WBU will be communicated as quickly as possible by local radio/television stations and postings to the WBU website, [www.wbu.edu](http://www.wbu.edu) and PIONEER ALERT. Listen to your local radio and television stations about WBU closings or delayed openings. Do not call University Police, main campus switchboard, or radio and television stations.

### **Winter Ice and Snow Storms**

When severe winter weather conditions are predicted, monitor weather reports closely. If you live in an outlying area where driving onto the campus may be extremely hazardous, consider contacting your instructor to make arrangements for missing coursework. Stay home and stay safe!

NOAA weather [www.noaa.gov](http://www.noaa.gov)

Weather.com [www.weather.com](http://www.weather.com)

## **THUNDERSTORMS**

If a thunderstorm approaches:

Go to safe shelter immediately. Remember that if you can hear thunder, you are close enough to be struck by lightning. Use phones only in an emergency. Stay away from water sources, i.e., drinking fountains, faucets, showers, etc. If you are outside during a thunderstorm and there is no shelter nearby:

If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet.

Place your hands on your knees with your head between them. Make yourself the smallest target possible. Minimize your contact with the ground

Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.

If you are in a wooded area, take shelter under the shortest trees.

## **Tornadoes**

Tornado warnings issued for areas within 20 miles or less will result in an immediate seek shelter announcement. If a tornado alert or warning is given or you see a funnel cloud:

Immediately seek shelter inside a substantial building.

If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head.

## **Protective Sheltering**

Protective sheltering involves taking shelter in an interior hallway and staying away from glass doors and windows as much as possible.

Recommended areas to seek shelter are those on the lowest level away from possible flying glass.

## **FIRE, SMOKE, EXPLOSION**

All fires occurring on campus must be reported to Plainview Fire Department at 911, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. In that situation:

Activate a fire alarm by pulling on an alarm box.

Alert people in the immediate area of the fire and evacuate the area.

Confine the fire by closing doors and windows as you leave the room.

Call 911 to report the location and size of the fire.

Always call from a safe location.

Evacuate the building.

Do not use elevators to evacuate unless directed to do so by emergency responders.

Assist the disabled in exiting the building.

Smoke is the greatest danger in a fire.

Stay near the floor where the air will be less toxic.

Notify emergency responders of the location, nature, and size of the fire as soon as you are outside. If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path.

If you have not been trained to use a fire extinguisher, you must evacuate the area.

### **IN THE EVENT OF AN EXPLOSION ON CAMPUS, FACULTY, STAFF, AND STUDENTS WILL TAKE THE FOLLOWING ACTIONS:**

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

After the effects of the explosion have subsided, call 911. Give your name and describe the location and nature of the emergency.

If necessary, or when directed to do so, activate the building emergency alarm system to evacuate the building.

When told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.

Assist the disabled in exiting the building do not use elevators in case of explosion and do not panic.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep roads and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.

Do not return to an evacuated building unless told to do so by a University representative.

### **EVACUATION OF BUILDINGS**

Call 911 and evacuate campus buildings according to the evacuation plan in cases of:

Chemical spills or hazardous odors or fumes

Explosion

Fire (evacuate whenever the building's fire alarms are activated)

Gas leak (major)

Smoke

Structural damage or collapse

Know your building evacuation plan. Leave your building immediately by the nearest safe exit when an alarm sounds or if you are instructed to do so by a university representative. Move at least 500 feet away from the involved building.

As you are leaving:

Notify others who might not have heard the alarm or evacuation order.

Turn off equipment.

Secure hazardous operations if possible.

Take important personal items, such as a coat and keys.

Close doors behind the last person out.

Walk quickly, but do not run, to the nearest safe exit.

Faculty and staff should ensure students do not remain near doorways, block sidewalks, or areas emergency personnel may access.

Do not use an elevator unless authorized emergency personnel tell you to do so.

As soon as you have evacuated:

Report any missing or trapped persons to emergency personnel.

Move away from the building.

Do not re-enter the building until someone in authority gives the “all clear” signal.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury, or obstruction):

Follow the emergency evacuation plan or go to the nearest area where there are no hazards.

Dial 911 to notify emergency responders of your situation and location.

Be sure to give the room number so help can be sent.

Signal out the window to emergency responders, if possible

### **Evacuation Procedures for Residence Halls**

The staff member on duty will sound the fire alarm. Upon sounding the alarm, the staff member on duty will see that the appropriate safety personnel are notified.

Upon hearing the alarm, all residents will evacuate the building immediately via the nearest accessible exit. Staff will direct residents to exits and see that the building is cleared.

The staff member on duty must see that public safety officers or personnel are met upon their arrival and informed of the situation. These personnel should be informed of any residents who are not accounted for at this time.

Any emergency situation in residence halls must be reported to the Dean of Students and Director of Emergency Preparedness if they have not already been notified.

## **Crisis Response Team – Plainview**

**President:** Serves as official spokesperson for media briefings, etc. in event of crisis on the Plainview campus, or designates an individual to be the spokesperson. Helps with notification of others who may be added to CRT depending on situation. May be asked to speak to student or faculty/staff groups about a campus emergency during or after the crisis.

**Vice President of Academic Services:** Serves as official spokesperson for the University in the absence of the President.

**Vice President of Enrollment Management:** May provide assistance in notifying personnel of the crisis; guidance as to decisions during crisis that might affect system. May serve as the official spokesperson if President or Provost is unable.

**University Police Department:** Ensures and maintains security on campus. Cooperates with the Plainview Police Department and the Plainview EOC.

**Director of Property Management:** Makes record of any destruction or damage to property in the wake of an emergency on campus. May need to provide background on campus buildings or crime if situation warrants. Works closely with city emergency personnel if they are called to campus.

**Maintenance Vendor:** Calls in necessary crew persons for clean-up or temporary maintenance should campus facilities become damaged in an emergency.

**Dean of Students:** Notifies persons under his command: Campus counselor, nurse and housing coordinator, setting into motion several other chains such as notification of residence halls or contacting of MHMR crisis counseling team. The dean also coordinates the contacting of parents of students involved in a crisis and handles any phone calls from parents.

**Campus Counselor:** Assesses crisis situation to determine if counseling and recovery area is needed or if outside crisis counseling is needed. Attend to university publics for counseling needs as they occur.

**University Legal Counsel:** Works closely with the president and/or vice president to gather any materials or information that might be necessary for liability claims against the university. Monitors any vital media updates before their release to ensure university safety pertaining to legal matters. Reviews all materials after the crisis to make recommendations for changes in crisis management.

**Director of Communications:** Coordinates ALL outgoing media releases pertaining to crisis and afterward. Serves as official media contact and gives update information to spokesperson for media briefings, should the situation warrant. Coordinates staffing for a media briefing center on campus. Works closely with campus webmaster to get updated information on campus website.

**Baptist Student Ministries director:** Coordinates any spiritual counseling needed, referring when necessary to campus counseling center. May be called on to coordinate prayer sessions or worship as student/staff needs warrant.

## Notification Procedures for Campus Crisis

If the core assessment team deems it necessary, the remainder of the Crisis Response Team will be contacted via the following chain in order to activate the CRT. Once notified, CRT members should immediately proceed to the designated meeting place.

President calls:

Vice President Academic Services: \_\_\_\_\_

Vice President of Enrollment Management: \_\_\_\_\_

Others if needed:

Athletic Director: \_\_\_\_\_

Director Property Management calls:

Maintenance Vendor: \_\_\_\_\_

Dean of Students calls:

Coordinator of Housing: \_\_\_\_\_

Campus counselor: \_\_\_\_\_

BSM Director: \_\_\_\_\_

Others if needed:

Campus nurse: \_\_\_\_\_

Director of Communications calls:

Others if needed: University webmaster: \_\_\_\_\_

Campus camera operator: \_\_\_\_\_

Campus food service provider: \_\_\_\_\_

Others who may be needed:

Chief Financial Officer: \_\_\_\_\_

President of Faculty Assembly: \_\_\_\_\_

Student Body President: \_\_\_\_\_

University Legal Counsel: \_\_\_\_\_

Alumni Director: \_\_\_\_\_

## Sample of Email to Faculty/Staff About a Crisis

TO: Campus personnel

FROM: President  
Academic Vice President  
WBU Crisis Response Team

As many of you may be aware, the university is currently dealing with a crisis. (Next few sentences explain the situation with as little detail as necessary).

It is imperative that you, as faculty and staff, be flexible about duties that you may be asked to perform with regard to this situation. We also ask that you follow the guidelines below until further notice has been given.

- Do not speak to anyone outside the campus about the situation, unless it is notifying a spouse or family member of your safety or location.
- Do not speculate on the situation, its causes or the university's responsibility in any aspect with ANYONE inside or outside the university.
- If ANY calls come to you concerning the situation, direct them to the Director of Communications or to the university website. Information will be updated there for your own knowledge and this will prevent tying up phone lines needed for emergency contacts.
- Be aware of the procedures for taking shelter on campus, should that become necessary. You will be notified as soon as possible. If time permits, move to the multipurpose room of the Learning Resources Center. If there is not time or it is not safe to do so, move to the closest of either the Van Howeling basement, sub-zero room of Gates Hall, or basement of Moody Science Building (hallways).
- If facilities are intact, remain in your workplace until all employees have been accounted for. Follow your direct supervisor's instructions about continuing your normal job duties. If necessary, you may be asked to help in other areas.

Please direct any questions or concerns to your supervisor. He or she will be updated periodically as needed and can pass any information along to the office.

Thank you for your cooperation.