

BLUE MOUNTAIN COLLEGE

EMERGENCY PREPAREDNESS PLAN

PURPOSE OF THE EMERGENCY PREPAREDNESS PLAN

Most emergencies which occur on campus and/or involve the campus community, can and should be addressed through normal institutional channels using standard operating procedures. Occasionally, there will be an emergency which will require more of a campus-wide response. Such critical incidents will require a heightened need to centralize decision making, centralize the acquisition and coordination of resources, centralize organizations and communication efforts, and centralize a response to inquiries from outside entities, including family members and the media. Consequently, the purpose of this Plan is to provide a process by which the appropriate members of Blue Mountain College can gather and respond effectively, and in a timely manner.

THE RESPONSE TEAM

The Response Team is a group of individuals designated to lead in the management of an emergency or critical incident and include:

- President (Ex Officio)
- Two (2) Co-Chairs of Safety Committee
- Dean of Students
- Provost/Vice President for Academic Affairs
- Chief Operating Officer
- Chief Information Officer
- Campus Minister/BSU
- Campus Security
- Director of the Office of Public Relations & Publications
- Chair of the Behavioral Intervention Team
- COVID-19 Coordinator (Ex Officio)

ROLES OF THE RESPONSE TEAM

1. Respond to critical incidents involving students both on-campus and in the local area.
2. Serve as College contacts when students are involved in critical incidents away from the Blue Mountain College campus.
3. Through preparation, planning, and effective action, ensure that constituencies maintain confidence in the fact that Blue Mountain College is prepared to appropriately address crises or critical incidents.
4. Coordinate with the Office of the President to communicate with the public, employees, and families on critical incidents and incidents of workplace violence.
5. Conduct investigations and post-incident analyses to ensure compliance with appropriate policies and procedures.
6. Collect and monitor data relating to violence in the workplace.
7. Complete the Incident Report Form.

GOALS OF THE RESPONSE TEAM

1. Coordinate the College's response to critical incidents involving students while paying special attention to the safety and security needs of members of the College community.

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2. Offer counseling, guidance, and appropriate support to members of the College community, their families, and institution caregivers.
3. Use incidents, when appropriate, as “teachable moments” which may enhance the quality of life for all those touched by critical incidents.

INCIDENTS REQUIRING RESPONSE TEAM

1. Tornadoes
2. Fire
3. Behavioral Situations
 - a. Mental Health Crisis
 - b. Attempted Suicide
 - c. Drug | Alcohol Overdose
 - d. Death of a Student or Students (On or Off Campus)
4. Infectious Pandemic
5. Campus Disturbances
 - a. Riots
 - b. Campus Shooting | Hostage Situations | Kidnapping
 - c. Sexual Assault
 - d. Bomb Threat
6. Hazardous Material Emergency

Blue Mountain College recognizes that this may not cover all situations; therefore, the determination of whether or not a situation needs Response Team attention will be decided by the Response Team member, the Provost, or the Vice President for Enrollment Services.

EMERGENCY CONTACT NUMBERS

The contact information needed to provide security throughout the campus, 24-hours a day, 7-days a week, is as follows:

Monday-Friday | 7:30 a.m. – 4:00 p.m.

- Physical Plant 662-512-8059
- Business Office 662-685-4771 (Ext. 165, 106, or 133)

Monday-Friday | 6:30 p.m. – 2:30 a.m.

- Campus Security 662-512-8059

Monday-Friday and Weekends | 2:30 a.m. – 7:30 a.m.

- Cockroft Resident Director 662-685-4771 (Ext. 153)
- Stevens Resident Director 662-685-4771 (Ext. 304)
- Whitfield Resident Director 662-685-4771 (Ext. 203)
- Southplex & Annex 662-685-4771 (Ext. 205)

RESPONSE TEAM TRAINING

Member of the Response Team are required to complete a training program at least once a year provided by the Safety Committee.

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ACTIVATION AND PROCEDURES

The following outline is for general information only. In the event of an actual emergency, the response may vary.

Step 1: Initial Notification

- If the emergency occurs during regular office hours, contact the Business Office.
- If the emergency occurs after office hours or on the weekend, contact the Security on duty or a Resident Director
- Timely notification of campus constituents through ITS means.

Step 2: Response Team Member Contacted and Assessment

- The individual contacted then notifies a member of the Response Team.
- The Response Team member gathers information, assesses the need and contacts appropriate staff/individuals, including the Dean of Students and appropriate member of the President's Cabinet.
- If the situation warrants, the Response Team member may request assistance from other team members.

Step 3: Response Development and Assignments

- A member of the Response Team will be assigned the task of recorder and maintain a record of what decisions are made and at what time and date.
- The Response Team will develop a quick, consistent response to the critical incident. *It is important that information is verified before making decisions or contacting family members of significant others.* Decisions relating to appropriate responses for the given circumstances and assessed needs, as well as designations of individuals and teams to begin response functions will be made. (See Appendices for emergency specific guidelines and procedures.)

Step 4: Plan Activation

- The Response Team will activate the plan of action.

Step 5: Contacting Family and/or Significant Others

- The assigned Response Team member or a member of the President's Cabinet will contact the immediate family or significant others.
- The assigned Response Team member contacts the appropriate students (i.e., roommate(s) and significant others) regarding the affected student(s) and makes appropriate arrangements.
- If the situation warrants, a campus visit may be arranged for the family. An escort will be provided for the family. Meetings with appropriate College administrators, campus minister (if desired), and other officials will be arranged.

Step 6: On-Going Assessments and Response

- The Response Team should meet regularly during the incident as a part of the ongoing assessment and response efforts.
- Special considerations should include the media's need for daily updates and the kinds of contextual information required.
- The Response Team will work in conjunction with the Office of the President and the Office of Public Relations and Publications to coordinate any press releases regarding the critical incident.

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Step 7: Deactivation

- The Response Team will make the determination that the critical incident has been addressed and that additional follow-up can proceed through normal College operations.
- The Response Team will outline any needed follow-up programs and activities and forward them to the appropriate individuals.

Step 8: Post Incident Evaluation

- The Response Team will evaluate the procedures followed during the critical incident and make recommendations for future use.

THE EMERGENCY CENTER

If the response needed to address the incident is expected to be prolonged and it is determined by the Response Team members that a central headquarters is needed to effectively do so, the Emergency Center will be activated.

GOALS OF THE EMERGENCY CENTER

The Emergency Center serves as the main headquarters in the event of an incident which necessitates its activation and operations. The goals of the Center once it is activated are to

1. Serve as the primary communications center during all phases of the incident (preparation phase, response phase, recovery phase).
2. Receive and transmit directions necessary to accomplish the incident response, control, and recovery mission.
3. Maintain a complete record of the incident situation as it develops.
4. Serve as the primary location where directions and instructions are initiated to members of the Response Team, and to other members of the campus community, as needed.
5. Work with public relations to develop and issue official public information.

EMERGENCY CENTER LOCATIONS | STAFF | RESOURCES

The Emergency Center will be located on the lower level of the Paschal Student Union Building. In the event that this location is not usable, an alternate location will be designated by the Response Team members. The team will determine the level of staffing required and alert the appropriate personnel as needed to serve in this capacity.