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### Purpose

The purpose of this document is to provide information, guidelines, and procedures to the Missouri Valley College community. Included is a detailed crisis management plan, including pre-crisis planning, with explicit actions to be followed during a crisis, as well as post-crisis de-briefing.

### Scope

The Crisis Response Plan applies to all Missouri Valley College faculty, staff, students, and campus visitors. It has jurisdiction over all buildings and grounds owned and operated by Missouri Valley College (MVC).

## DEFINITIONS OF EMERGENCIES & ALERT SIGNALS

### Types of Alert Signals

#### **Fire Alarm**

The *Fire Alarm* is a ringing or siren within a building, notifying occupants to leave. The alarm sound varies per building. Some buildings have a centralized alarm that will sound the same throughout, while other buildings have individual alarms which will vary by room.

#### **E-mail Alert**

E-mail is the most common way that MVC communicates with the campus community regarding an emergency or alert. E-mail is sent via the campus e-mail system to all enrolled students and active faculty and staff.

#### **Text Message**

*MOVAL Alerts* is a SMS text message alert that is broadcast to all subscribed faculty, staff, and community members, as well as all students who provide their cellular telephone number to the College.

#### **Desktop Alert**

*Desktop Alert* is a text message sent to all MVC-owned network computers operated by faculty, staff, and students. Messages will automatically pop-up to the screen when a user is logged-in.

#### **Warning Siren**

The *Warning Siren* is a campus-based speaker system that transmits from the main quad. There are three different types of sounds that may be heard:

1. *Wail* or a long burst of sound which is standard for a severe weather alert
2. *Steady* a long continuous sound unlike the national weather service
3. *Westminster Chimes* that are used for the all-clear signal.

The siren also has voice messages to inform the MVC community as to what the emergency is and what action should be taken.

#### **Radio**

- 102.9 FM (KRLI)
- 1300 AM (KMMO)
- 91.7 FM (KMVC)

### Types of Alerts & Warnings

#### **Severe Weather Watch**

A Severe Weather Watch is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing severe weather – such as hail, significant snow, or flooding, per the National Weather Service. Typically, an e-mail

and desktop alert will be used for this type of warning. All members of the community should be aware of this alert, however no action is required for this type of warning.

### **Tornado Watch**

A Tornado Watch is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes, per the National Weather Service. Typically, an e-mail and desktop alert will be used for this type of warning. All members of the community should be aware of this alert, however no action is required for this type of warning.

### **Severe Weather Warning**

A Severe Weather Warning is issued when weather conditions are favorable of providing hail at least three-quarters of an inch in diameter, winds of 58 miles per hour or higher, or produces a tornado. Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall. Typically, an e-mail, desktop alert, text message will be used for this type of warning. All members of the community should seek shelter immediately.

### **Tornado Warning**

A Tornado Warning is issued when severe thunderstorms with tornadoes are imminent or occurring, per the National Weather Service. Typically, an e-mail, desktop alert, text message, and warning siren will be used for this type of warning. All members of the community should seek shelter immediately, proceeding to the lowest level or the most interior room of the building that they are in, avoiding all windows and glass doors.

### **Disaster Warning**

A Disaster Warning is issued when a potential disaster occurs or is imminent to be occurring. Typically, an e-mail, desktop alert, text message, and warning siren will be used for this type of warning. Procedures will be announced at that time of warning due to the varying nature of this type of warning.

### **Building Evacuation**

A Building Evacuation is when a building must be evacuated due to some type of emergency. Typically, staff will verbally inform individuals in a given building, in addition to e-mail, desktop alert, text message, and warning siren as needed. Procedures will be announced at that time of warning due to the varying nature of this type of warning.

### **Lockdown/Shelter-in-Place**

A *Lockdown/Shelter-in-Place* is when all individuals inside a building must seek refuge within the building they are currently located. Typically, an e-mail, desktop alert, text message, and warning siren will be used for this type of emergency. Individuals should remain in place until notified all clear by the College.

## Emergency Classifications

### **Minor Emergency**

A minor emergency disrupts limited parts of the campus community. It can be defined as any disturbance which does not seriously affect or hinder the overall operation of the College and which can be resolved through existing College resources or limited outside referrals. This emergency would have limited or no impact on normal operating conditions outside of the department or area affected. This type of emergency does not require the Campus Emergency Response Team to convene. Some examples of minor emergencies include, but are not limited to, a localized chemical spill; plumbing failure; inoperative elevator; and injury to or illness of faculty, staff, visitor, or student that requires emergency medical attention.

### **Major Emergency**

A major emergency disrupts a large portion of the campus community. It can be defined as any incident which affects an entire building or buildings or disrupts the overall operation of the College. Assistance from external organizations might be required, the situation might escalate quickly, critical functions might be affected, or serious injury or loss of life might be possible. This type of emergency requires that the Campus Emergency Response Team convene. Some examples of major emergencies include, but are not limited to, building fires, chemical spills which pose a threat to a large number of people, death in a building, extensive power or utility outage, severe flooding, and an external (off-campus) emergency that may impact the campus.

### **Catastrophic Emergency**

A catastrophic emergency is one by which the entire campus community is affected as well as the surrounding community. It can be defined as an event that has taken place which has seriously impaired or halted the operation of the College. This situation may lead to significant numbers of casualties or severe and crippling damage to campus property. The effects of this type of emergency are wide-ranging and call for complex analysis of the situation at hand, as well as extensive coordination with external jurisdictions or services. This type of emergency does require that the Campus Emergency Response Team convene. The Campus Emergency Operations Center will coordinate the response to such an emergency. Some examples of a catastrophic emergency include, but are not limited to, major flooding, major earthquake, tornado or microburst, explosion, massive release of a biological or chemical agent, or an armed intruder.

### **Declaration of a College State of Emergency**

The authority to declare a College state of emergency rests with the President or a designee. When this declaration is made, access to the campus may be limited to students, faculty, staff, and emergency personnel. Individuals who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons who remain on campus may be subject to arrest

## CAMPUS RESPONSIBILITIES

In case of emergency, all Missouri Valley College administration, faculty, staff, and students have specific responsibilities to protect life and property in this institution during man-made or natural disaster situations. Please refer to the following responsibilities as they pertain to your individual role.

### Emergency Response Team

In the event of notification or an awareness of an actual or impending disaster affecting this institution, the Dean of Students and the Director of Public Safety are to report immediately to the Emergency Operations Center in the President's Office in Baity Hall unless their services are required to provide on-the-scene assistance in their areas of responsibility. The Dean of Students and/or the Director of Public Safety shall contact other Emergency Response Team Members as needed. The Emergency Response Team will be responsible for making all appropriate decisions related to emergency notifications, actions, resource needs, information dissemination, and evaluation of changing conditions. A follow-up de-briefing will be conducted by the Emergency Response Team after each incident. Other members of the Missouri Valley College faculty and staff may be added to this team, as deemed appropriate, depending upon the nature of the incident.

The following personnel constitute the Emergency Response Team:

- President
- Vice President of Student Affairs/Dean of Students
- Director of Public Safety
- Director of Housing & Residence Life
- Vice President of Institutional Advancement
- Vice President of Academic Affairs
- Vice President of Enrollment Management & Operations
- Chief Financial Officer
- Registrar
- Campus Nurses
- Campus Counselors
- Campus Chaplain

### Duties of the Emergency Response Team

#### **President of College**

(backup Vice President of Institutional Advancement, then Director of Marketing & Media Relations)

- Verify nature and extent of disaster.
- Assume control of all emergency actions within the institution.
- Assign tasks to committee members.
- Augment departmental staff with any available personnel.

- Direct and initiate recall of off-duty personnel.
- Authorize issuing of emergency supplies and equipment as needed.

#### **Vice President of Student Affairs / Dean of Students**

(backup Director of Housing & Residence Life, then Director of Student Activities)

- Assume responsibility for the safety and direction of all MVC students.
- Assume responsibility for all residential and activity facilities.

#### **Director of Public Safety**

(backup Vice President of Student Affairs/Dean of Students, then Director of Housing & Residence Life)

- Be responsible for the overall safety and fire operations.
- Serve as liaison between the College and local, state or federal emergency agencies (Police, fire and EMS)

#### **Director of Housing & Residence Life**

(backup Director of Student Activities)

- Notify and coordinate housing staff.
- Coordinate displaced students.
- Assist Director of Public Safety & Vice President of Student Affairs/Dean of Students.

#### **Vice President of Institutional Advancement**

(backup Director of Marketing and Media Relations)

- Coordinate the release of all information provided to the news media and the public.
- Be the spokesperson for the facility during the crisis.
- Release public information to news media and the public or delegate this duty.

#### **Vice President of Academic Affairs**

(backup Associate Vice President of Academic Affairs)

- Assume responsibility for the safety and direction of all faculty and volunteers.
- Secure outside volunteers as required by the President.
- Assist with screening all volunteers and assembling them as needed.
- Establish the personnel pool.
- Set up an area in close proximity to the Administration Building where extra personnel, volunteers, and extra-duty personnel may report for assignment by the Chief Academic Officer.

#### **Chief Financial Officer**

(backup Director of Financial Aid)

- Supervise, coordinate, and direct the supply, transportation, engineering, fire and safety, food service, housekeeping, and laundry supply functions.



### Vice President of Operations, Athletic Director

(backup Associate Athletic Director)

- Assume responsibilities for overseeing all athletic facilities.

### Registrar

(backup Associate Registrar)

- Coordinate the identification and location of all students.

### Director of Maintenance

(backup Director of Housekeeping)

- Furnish technical advice or assistance to the President on all phases of the status of the physical plant.
- Take responsibility for continued operation of the electric and water systems along with the disposal system.
- Be responsible for the maintenance labor pool.
- Take responsibility for emergency trash removal from all buildings and possible emergency disposal of trash.

### Campus Nurse

(backup Head Athletic Trainer)

- Assume full responsibility for all medical aspects of the disaster, especially injuries to students, faculty, or visitors.
- Coordinate all triage activities.
- Maintain communication with the President concerning all medical activities and needs.
- Communicate with primary medical doctors and ambulance personnel.

### Campus Counselor

- Take responsibility for setting up the counseling center after the crisis is over.

### Duties of Administrators, Deans, Chairs, Directors, and Supervisors not part of the Emergency Response Team:

#### General

Please review these general responsibilities prior to and during any emergency.

- Emergency Preparedness-- Understand all emergency procedures outlined in this Crisis Plan as well as the attached Emergency Response Guide and disseminate them to occupants of your department and building, as well as employees that report to you.
- Emergency Situations-- Inform all building occupants under your direction of the current emergency condition. Evaluate the impact of the emergency on your area or department and take appropriate action. This may mean ceasing operations and initiating an immediate emergency response of some kind.

### Faculty and Staff

- Emergency Preparedness-- Understand your role in dealing with an emergency situation. Review all emergency scenarios and procedures and understand all evacuation procedures for each building you work in.
- Emergency Situations-- Please respond to all directives from the Emergency Response Team, Chair, Director, or Supervisor. Provide any information you have that might help in the emergency response.

### Students

- Emergency Preparedness-- Take seriously the information and resources available to you in the residence halls and at: [www.moval.edu](http://www.moval.edu), the College's Internet site. Think proactively about your classroom buildings and residence halls and the evacuation plans for each.
- Emergency Situations-- Please respond to all directives from any College faculty or staff member, including the residential life staff in the residence halls.

## KEY LOCATIONS ON CAMPUS

### Automated External Defibrillation (AED)

AED devices are located in the following areas:

- Baity Hall, 2<sup>nd</sup> floor (near Institutional Advancement Office)
- Burns Gymnasium, Performance (Ground) Level
- Collins Science Center, 1<sup>st</sup> floor
- Ferguson Center, Ground floor (near Mailroom)
- Malcolm Center for Student Life (near Fitness Center)
- Morrison Fine Arts Center (west stairwell)
- Murrell Memorial Library (near Help Desk)
- Technology Center, 1<sup>st</sup> floor

### Emergency Operations Center

In the event that the Emergency Response Team is called together, all members of the team will meet in Baity Hall, President's Office, unless otherwise advised.

### Emergency Showers

The emergency showers are located in Collins Science Center room 211 and 209, the Malcolm Center for Student Life, Fitness Center and the Burns Athletic Center locker rooms.

### Information Centers

Information centers will be created in several different areas on campus:

- Office of the President
- Office of Student Affairs

### Meal/Refreshment Center

Refreshments and meals will be served by the cafeteria unless otherwise specified. Portable refreshment centers will be created across campus if the need arises.

### Needs Assessment and Case Worker Center

Needs for those affected by an emergency will be assessed by a group of case workers located in the Malcolm Center for Student Life. If the location is not available because of extenuating circumstances, an alternate location will be announced. If services are required to provide on-scene, a triage will be formed at a designated location nearest that facility.

### Volunteer Coordination Center

Volunteers will be coordinated at the Ferguson Center in the Dining Hall. All people wanting to volunteer to work on campus should report to this center first. If the location is not available because of extenuating circumstances, an alternate location will be announced.

## Emergency Evacuation Locations

Building	Address	Indoor Assembly Area	Outdoor Evacuation Area	Building Manager
Alpha Sigma Alpha	1462 S. Redman Avenue	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Resident Assistant
Ashford Hall	1151 S. Brunswick Street	Technology Center (Theater or Lobby)	Parking lot east side of Theta Phi Alpha	Resident Assistant
Baity Hall	1301 S. Conway Avenue	Bottom floor of Baity Hall	Faculty designated parking lot behind Baity Hall	Institutional Advancement
Blackburn Hall	525 E. College Street	Technology Center (Theater or Lobby)	Empty lot east side of Blackburn Hall	Resident Coordinator/ Resident Assistant
Blosser Hall	828 E. Eastwood Street	Basement (Outside Laundry Room)	Rear Parking Lot	Resident Coordinator/ Resident Assistant
Burns Athletic Center	542 E. Morrow Street	Burns Gymnasium floor	Burns Athletic parking lot	Athletic Department
Collins Science Center	1317 S. Conway Avenue	Bottom floor of the Collins Science Center	Parking lot north side of Collins Science Center	Math & Science Department
Conway Apartments A	1320 S. Conway Avenue	Malcolm Center	Parking lot adjacent to Malcolm Center	Resident Assistant
Conway Apartments B	1328 S. Conway Avenue	Malcolm Center	Parking lot adjacent to Malcolm Center	Resident Assistant
Conway Apartments C	600 E. Label Street	Malcolm Center	Parking lot adjacent to Malcolm Center	Resident Assistant
Ferguson Center	400 E. College Street	Ferguson Center (bottom floor)	Parking lots west side and north side of Ferguson Center	Registrar's Office
George Mack Hall	523 E. College Street	Technology Center (Theater or Lobby)	Columns	Resident Assistant
MacDonald Hall	1260 S. Redman Avenue	Bottom floor of MacDonald Hall	Practice Field (adjacent to Football Stadium)	Resident Coordinator/ Resident Assistant
Maintenance Shop	1287 S. Odell Avenue	Ferguson Center (Bottom Floor)	Casey's across the street from the Maintenance Shop	Maintenance Department
Malcolm Center for Student Life	1449 S. Conway Avenue	Malcolm Center (Gym)	Parking lot adjacent to Malcolm Center	Student Affairs Office
Moreland Hall	1219 S. Conway Avenue	Technology Center (Theater or Lobby)	Parking lot adjacent to Moreland Hall	Resident Coordinator/ Resident Assistant
Morrison Fine Arts Center & Gym	500 E. College Street	Morrison Gym	Football Stadium	Fine Arts Department
Murrell Library	420 E. College Street	Tech Center (Bottom Floor or Theater)	Parking lot north side of Murrell Library	Library Department
Porter Brown (Rodeo) Hall	1887 S. Lincoln Avenue	Clubhouse	Parking lot	Resident Coordinator/ Resident Assistant
Redman Apartments A	1455 S. Redman Avenue	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Resident Assistant
Redman Apartments B	1459 S. Redman Avenue	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Resident Assistant
Redman Apartments C	314 E. Label Street	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Resident Assistant
Roberts Hall	521 E. College Street	Technology Center (Theater or Lobby)	Parking lot westside of Roberts hall	Resident Assistant
School of Health Sciences	1674 S. Odell Avenue	RM 18 in Health Sciences building	Parking lot behind the building (northside)	Health Sciences Staff
School of Nursing	2305 S. U.S. Hwy 65	RM 115 in Nursing building	Parking lot on the westside of school across the street	School of Nursing Staff
Technology Center	520 E. College Street	Tech Center (Bottom Floor or Theater)	Parking Lot northside of Roberts Hall	Tech Center Staff

<b>Building</b>	<b>Address</b>	<b>Indoor Assembly Area</b>	<b>Outdoor Evacuation Area</b>	<b>Building Manager</b>
Theta Phi Alpha (TPA)	419 E. College Street	Ferguson Center (Bottom Floor)	Parking lot eastside of Theta Phi Alpha	Resident Assistant
Union Hall	1460 S. Redman Avenue	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Resident Assistant
Vail-Brown Apartments	1162/1164 S. Brunswick Street	Technology Center (Theater or Lobby)	Parking lot westside of Vail-Brown APTS	Resident Assistant
Valley Village Apartments	1625 S. Sharp Street	Burns Gymnasium floor	Burns Athletic parking lot	Resident Coordinator/ Resident Assistant
Viking Academy	2315 S. Odell Avenue	Inside offices of Viking Academy	Storm shelter northside of building	Viking Academy Staff
Viking Village Apartments	1466 S. Redman Avenue	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Resident Coordinator/ Resident Assistant
Young Hall	1457 S. Conway Avenue	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Resident Coordinator/ Resident Assistant
1152 S. Brunswick Street	1152 S. Brunswick Street	Technology Center (Theater or Lobby)	Parking lot across the street east of residence	Residents
1166 S. Brunswick Street	1166 S. Brunswick Street	Technology Center (Theater or Lobby)	Parking lot across the street east of residence	Residents
303 E. Edna Street	303 E. Edna Street	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Residents
308 E. Edna Street	308 E. Edna Street	Morrison Gymnasium	Practice Field (adjacent to Football Stadium)	Residents
1257 S. Olson Avenue	1257 S. Olson Avenue	Ferguson Center (Bottom Floor)	Parking lot west of Ferguson Center	Residents
1260 S. Olson Avenue	1260 S. Olson Avenue	Ferguson Center (Bottom Floor)	Parking lot west of Ferguson Center	Residents
1263 S. Olson Avenue	1263 S. Olson Avenue	Ferguson Center (Bottom Floor)	Parking lot west of Ferguson Center	Residents
1265 S. Olson Avenue	1265 S. Olson Avenue	Ferguson Center (Bottom Floor)	Parking lot west of Ferguson Center	Residents
1271 S. Olson Avenue	1271 S. Olson Avenue	Ferguson Center (Bottom Floor)	Parking lot west of Ferguson Center	Residents
512 E. Rea Street	512 E. Rea Street	Technology Center (Theater or Lobby)	Parking Lot westside of Roberts Hall	Residents
516 E. Rea Street	516 E. Rea Street	Technology Center (Theater or Lobby)	Parking Lot westside of Roberts Hall	Residents
1403 S. Sharp Street	1403 S. Sharp Street	Malcom Center	Parking lot adjacent to Malcolm Center	Residents

## FACILITY EVACUATION PROCEDURES

Every individual must accept personal responsibility for evacuating any facility on College property during an emergency evacuation. Proactive planning prior to an emergency increases the likelihood of a safe evacuation in an emergency.

### Procedures

In the event of an emergency evacuation:

- Fully cooperate with all directives from DPS Officers.
- Close doors in your immediate area, but do not lock them.
- Evacuate in groups to insure that all are able to get out.
- Provide assistance for individuals with physical disabilities.
- Evacuate in a calm, safe, and orderly manner.
- Wait for DPS to issue the order to return to your building.

### Evacuation Instructions for Individuals with Physical Disabilities

Individuals with physical disabilities may need to use alternative methods for leaving a building in the event of an emergency. If you have a disability that could impair your ability to evacuate a building, please do the following:

Before an emergency:

1. Inform DPS of your circumstances and request a brief meeting to discuss any special emergency response accommodations needed (Remember that elevators may not be fully operating.).
2. Find two or three “buddies” that can assist you in an evacuation.
3. Review the steps you will need to take in order to evacuate the building.
4. Develop two evacuation plans: one assuming help is available, and one assuming help is unavailable.

During an evacuation:

1. If needed, call on one or two designated “buddies” to assist you.
2. If “buddies” are not available, contact DPS at ext. 4228 or at (660) 815-0111 and tell them where you are and what is needed.

### Building Floor Plans

Building floor plans are available for review in the Maintenance Office. Facilities Management has copies of all floor plans on file with the Fire Department.

## EMERGENCY PROCEDURES

The following sections include the recommended procedures for specific types of emergencies. This procedure list and its corresponding details are intended to provide step-by-step instructions for those who are initial responders to an emergency situation.

Emergency Procedures Included in the Plan:

- Armed Intruder / Emergency Lockdown
- Tornado/Severe Weather
- Natural Gas Leak
- Fire
- Airborne Releases
- Bomb, Chemical, Biological Threats
- Chemical or Hazardous Material Spills
- Earthquake
- Explosion
- Infectious Disease Outbreak
- Psychological Crisis
- Radioactive Spill/Emergency
- Suspicious Mail/Package

## Armed Intruder / Emergency Lockdown

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

An Armed Intruder is either an individual from Missouri Valley College (a student or staff member) or someone trespassing who displays a weapon. Anything presented as doing bodily harm against another can be considered a weapon.

An Emergency Lockdown means that for some reason the College community could be at risk from danger coming to the campus, for example, a threat made by an individual not on campus that he or she will be coming to the campus to do harm.

Be Alert Hearing the sound of gunfire, seeing people running, an eye-witness account, MVC warning alert siren, announcement, text or email alert, or network computer screen pop-up

### RUN and escape, if possible:

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

### HIDE, if escape is not possible:

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.



**FIGHT as an absolute last resort:**

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

**Remember:**

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.

## Tornado/Severe Weather

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

City of Marshall and MVC emergency alert system will be activated when a tornado warning has been issued by the National Weather Service or a tornado has been sighted in the area.

- A tornado watch or severe weather watch means that severe weather is likely to develop. College staff is expected to be alert to changing weather patterns and be prepared to take necessary steps if the watch is upgraded to a warning.
- A tornado warning means a tornado has been spotted in the immediate area. College staff and students are expected to take the following action:

### If Indoors:

- Go to the lowest level of the building. Do not use elevators to descend to the lower levels.
- Stay away from windows and areas with large amounts of glass.
- Stay out of rooms below large roof sections, such as gymnasiums or cafeterias.
- Sit or crouch in an inner hallway or room as these locations are preferable.
- Do not leave your building unless instructed to do so.
- If emergency help is needed call 911.
- After the all clear information is given by the MVC alert warning siren, carefully make your way through the affected area. Be careful.
- Follow all instructions from MVC Officials or emergency personnel.

### If Outdoors:

- Seek shelter in the nearest building if possible. Then follow indoor instructions.
- If nearby shelter isn't available, go to the nearest ditch or depression, away from power lines, buildings, and trees.
- Do not stay in a vehicle or attempt to outrun a tornado;

### After Tornado:

After the tornado has passed, evaluate the situation and if emergency help is needed, call 911; Be aware of dangerous structural conditions. Report damaged MVC Maintenance or DPS. NOTE: Gas leaks and power failures create special hazards. Do not light a match, smoke or use electrical devices.

## Natural Gas Leak

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

If you smell natural gas and suspect a large or significant leak, please take the following action:

- Evacuate the building by the nearest exit. Notify the building's occupants to do so as well. Help individuals with disabilities to evacuate
- Do not switch on or off any lights or electrical equipment
- Contact DPS or Marshall Fire Department about the situation. .
- Once you have evacuated the building go to the Assembly/Evacuation areas posted at all exits on the MVC Campus. .
- Keep parking lots, streets and walkways clear for emergency and utility vehicles and crews.

## Fire

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

In the event of a fire, please take the following action steps:

1. Activate the building's fire alarm.
2. Do not endanger yourself or others by trying to extinguish a large, well-developed fire. Take appropriate precautions to assure your personal safety.
3. Evacuate the building through the closest exit. Help individuals with disabilities to evacuate as well.
4. Do not use elevators. Do not panic.
5. Once outside, move to a clear area that is at least 1000 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
6. When you are in a safe area away from the fire, call DPS or Marshall Fire Department. Give your name and the exact location of the fire (building, floor, room number).
7. Do not return to the evacuated building until given permission by DPS.

## Airborne Release

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

In the event of an airborne release please take the following action steps:

- If the release occurs inside a facility, evacuate the building and move to a designated Assembly /Evacuation Areas which are posted at every exit in MVC buildings location.
- If the airborne release is outside the facility, stay in the building, close all windows and doors to the outside, and await further instructions from emergency personnel.
- If the gases start to bother you, hold a wet cloth or handkerchief over your nose and mouth.
- Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down.

The lead time for an airborne release can be in the range of zero to thirty minutes. This short time may not allow for a safe evacuation. Therefore, an evacuation may expose people to potentially harmful chemicals. If you are advised to stay in place, remain inside the building and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans and heating and air conditioning systems. Go to an interior room or hallway without windows that is above ground level. Use duct tape to seal all cracks around doors and vents into the room. If possible, take a cell phone with you so you can contact people outside the building for instructions and updates.

## Bomb and Chemical Threats

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

In the event of a bomb, chemical, or biological threat (or a suspicious object being found), please take the following action steps:

- Do not panic.
- If you observe a suspicious object on campus, **do not handle the object**. Clear the area and immediately call DPS or 911.
- Any person receiving a threat via the telephone should ask the caller the:
  - Exact location of device (building, floor, room number).
  - Time the device is set to explode.
  - Kind of device, or timing device.
- If instructed, evacuate the building immediately by the nearest available exit.
  - Assist individuals with disabilities to evacuate as well.
  - Proceed to the Assembly/Evacuation Areas which are posted at all exits on MVC Campus.
- Keep streets and sidewalks clear for emergency vehicles and crews.
- Remain upwind from threat.
- Decontamination showers are located in the basement of the Science Center and Burn's Athletic Center.
- Do not return to the evacuated building until given permission by DPS.

## Chemical or Hazardous Material Spill

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

In the event of a chemical, radiological, or hazardous material spill, please take the following action steps:

- Report any spill of hazardous material to DPS or Marshall Fire Department immediately.
- When reporting, provide the following information:
  - Your name.
  - Name of material spilled.
  - Estimated amount.
  - Exact location of spill.
  - Nature of injuries.
  - Actions you have taken since the spill
- If a **chemical** comes in contact with any person:
  - Remove all contaminated clothing.
  - If there is contact with a person's eyes, rinse eyes with water for at least 15 seconds.
  - If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.
  - Decontamination showers are located in the basement of the Science Center and Burn's Athletic Center
- Vacate the affected area at once and seal off further access to the area to prevent further contamination.
- Activate the fire alarm
- Stay upwind from the spill.
- Evacuate the building by the nearest available exit.
  - Assist persons with disabilities to evacuate as well.
- Proceed to the Assembly/Evacuation Areas which are posted at all exits on MVC Campus
- Keep parking lots, streets and sidewalks clear for emergency vehicles and crews.
- Do not return to the evacuated building until given permission by DPS.

## Earthquake

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

In the event of an earthquake, please take the following action steps:

- If inside, seek cover immediately.
  - Take cover under a desk, table, or other heavy furniture.
  - Brace yourself in a doorway in a position where a swinging door cannot hit you.
  - Kneel or sit against an interior wall, and cover yourself.
- If outside, move quickly away from buildings, utility poles, light posts, and other structures.
- After the initial shock, evaluate the situation around you. If emergency help is necessary, call DPS or 911.
- Damage to facilities should be reported to DPS.
- If there is a strong odor of gas;
  - Evacuate the area and then
  - relay that information to DPS or 911
  - Proceed to the Assembly/Evacuation Areas which are posted at all exits on MVC Campus
  - Keep parking lots, streets and sidewalks clear for emergency vehicles and crews.



## Explosion

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

In the event of an explosion, please take the following action steps:

- Do not panic.
- Immediately seek shelter under tables, desks, or other objects that will give protection against falling glass or debris.
- Do not use elevators.
- After the effects of the explosion have subsided, notify DPS or 911
  - Give your name and describe the location and nature of the emergency.
- Activate the building fire alarm.
- Evacuate the building through the closest exit.
  - Help individuals with disabilities to evacuate.
- Proceed to the Assembly/Evacuation Areas which are posted at all exits on MVC Campus.
- Keep Parking lots, streets and walkways clear for emergency vehicles and crews.
- Do not return to the evacuated building until given permission by DPS.

## Infectious Disease Outbreak

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

The Health Center, College Nurse, and Saline County Public Health Center may be involved in the event of a potential infectious disease outbreak. For an infectious disease outbreak, please take the following action steps:

- Contact DPS or a Student Affairs staff member if you believe you or someone else might be ill.
- In cooperation with local officials, the Student Affairs staff and the College Nurse will provide detailed instructions and guidelines related to the potential outbreak for the entire campus community.
- If the situation requires emergency medical care, contact DPS.

## Psychological Crisis

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

A psychological crisis exists when an individual is threatening harm to self or others or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs, please take the following steps:

- Stay calm.
- Contact DPS or MVC Official
- Provide the following information:
  - Your name
  - Precise location
  - Observed behaviors
  - Individual's name, if known
- Until assistance arrives, remain pleasant, considerate, and understanding to avoid aggravating or upsetting the individual.
- Don't argue with the individual. Do not confront or detain the individual if he or she is violent or combative.
- If another person is available and able to leave the area, have him or her update College staff on the behavior and location of the individual.

## Radioactive Spill

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

In the event of a radioactive spill, please take the following action steps:

- Do not leave the area. Limit movement until those affected can be determined and those unaffected are evacuated.
- Contact 911 or DPS.
- Prevent access into the spill area until authorized by emergency personnel.
- Contact Radiation Safety Officer Dr. Stephen Patton, giving him all related details.
- Remove any clothes contaminated by radioactive material.
  - Such items will be discarded by trained personnel and must not be taken from the affected area until checked by emergency personnel.
- If a skin wound appears, thoroughly wash it with running water.
- Thoroughly wash hands and other exposed body areas until the radiation monitor indicates absence of contamination.
- Do not clean up any radioactive spill on your own without permission.

## Suspicious Mail or Package

### For Emergency Assistance

- Call 911
- Call MVC Department of Public Safety (660) 815-0111

Be suspicious of packages with the following:

- Marked "Personal" or "Private"
- Lopsided
- Postmark different from return address
- Missing return address
- Oil stains or odors
- Marked "Fragile" or "Rush"
- Marked with no name or title
- Protruding wires or foil
- Unusually heavy
- Excessive tape or string

If you receive a suspicious letter or package:

- Handle it with care. Do not shake or bump it.
- Do not open the package.
- Isolate it immediately by placing it in a plastic bag.
- Wash your hands with soap and water.
- Contact DPS or Marshall Fire Department.

If you open a letter or package and find its contents to be suspicious:

- Isolate it immediately by placing it in a plastic bag.
- Wash your hands with soap and water.
- Contact DPS or Marshall Fire department.
- Notify DPS if you develop troubling symptoms within 2-14 days after coming into contact with an unknown substance in opened mail.

## CRISIS RESPONSE TEAM

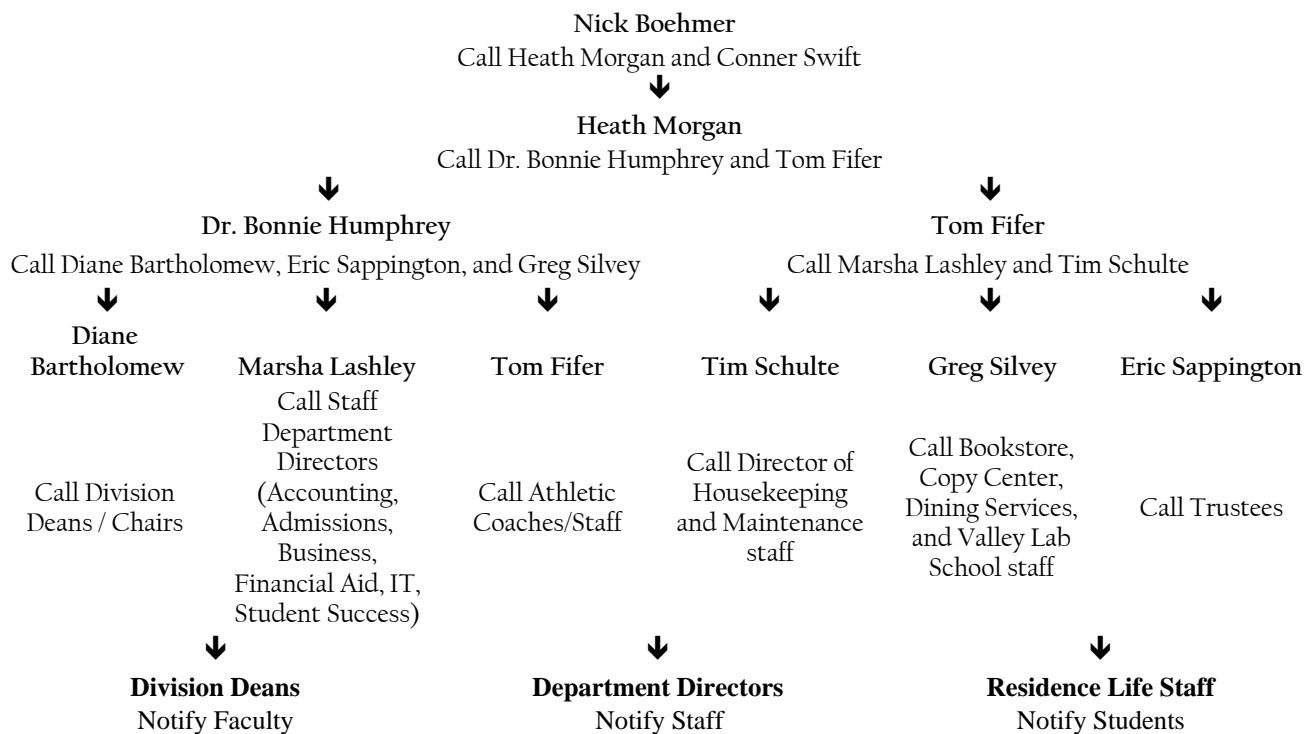
### Crisis Response Team

Heath Morgan	V.P. of Student Affairs
Nick Boehmer	Director of Public Safety
Conner Swift	Director of Housing & Residence Life
Bonnie Humphrey	President
Tom Fifer	V.P. of Operations & Athletic Director
Diane Bartholomew	V.P. of Academic Affairs
Greg Silvey	Chief Financial Officer
Eric Sappington	V.P. of Institutional Advancement
Marsha Lashley	Registrar
Tim Schulte	Associate V.P. of Operations / Maintenance
Casey Vogelsmeier	Campus Nurse
Teresa Ceselski	Director of Counseling Center

### Crisis Response Team (Alternates/Assistants)

Danielle Durham	Director of Marketing & Media Relations
Mikalsh Boehmer	Director of Student Activities
Tiffany Nolan	Director of Institutional Effectiveness and Planning
Paul Gordon	Director of Financial Aid
Mike Machholz	Associate Athletic Director
Mike Phillips	Director of Housekeeping
Matthew Long	Head Athletic Trainer

## CALL TREE



## EMERGENCY NUMBERS

**Department of Public Safety (DPS)**  
Emergency/Urgent 24/7: (660) 815-0111

**Student Affairs**  
Non-emergency/Urgent 24/7: (660) 815-2748

**Marshall Police Department**  
Non-Emergency: (660) 886-7411  
Emergency: 911

**Marshall Fire Department**  
Non-Emergency: (660) 886-3315  
Fire (Emergency): 911

**Saline County Ambulance**  
Non-Emergency: (660) 886-3317  
Emergency: 911

**Saline County Sheriff**  
(660) 886-5511  
Emergency: 911

**Saline County Emergency Management**  
(660) 886-7777

**Mental Health/Alcohol and Drug Abuse**  
(800) 811-4760 (24 hr crisis hotline)

**Suicide Prevention**  
(800)-356-5395 or (800)-784-2433

**Poison Control**  
(800)-222-1222

**Center for Disease Control**  
(800)-232-4636

**National Aids/STD Hotline**  
(816)-886-3434

**Public Health Emergency Preparedness  
and Response**  
<http://www.bt.cdc.gov/>

**Department of Education**  
Emergency Preparedness Plans  
<http://www.ed.gov/emergencyplan/>

**Department of Homeland Security**  
(800) 237-3239  
[www.ready.gov](http://www.ready.gov)

**Federal Emergency Management  
Agency**  
<http://www.fema.gov/>