



# **ROSEDALE**

## **BIBLE COLLEGE**

### **CRISIS MANAGEMENT PLAN**



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## **CRISIS MANAGEMENT MISSION STATEMENT**

Rosedale Bible College is committed to overseeing the health, well-being and safety of the students, staff, faculty and visitors to our campus. Our goal is to minimize any and all danger to life resulting from the effects of a natural disaster or civil disturbance. When such an emergency condition arises, we want a Crisis Management Team to be able and ready to respond. This Crisis Management Plan ensures our response will be timely and effective, no matter what the crises. I hereby establish the policy that Rosedale Bible College will seek to minimize the loss of life and destruction. This, being a Crisis Management Team, requires the support and cooperation of all faculty, staff, students and supportive services involved.

  
\_\_\_\_\_  
*RBC PRESIDENT*

*06/10/2021*  
\_\_\_\_\_  
*DATE*



## PREFACE

This Crisis Management Plan has been designed to provide a guide for Rosedale Bible College administrators in order to plan for campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most major campus emergencies.

The College policies and procedures herein are intended to be used primarily for preparedness training. While it is not practical to suggest that these procedures will be followed verbatim during an actual emergency situation, they will provide the information needed to adequately prepare for an emergency as well as carry out crisis management. Campus crisis management **will** be conducted within the framework of the college guidelines.

**All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Crisis Preparedness Coordinator for technical review. Please send suggestions to the Dean of Students.**

## I. INTRODUCTION

### A. PURPOSE

This multi-hazard Crisis Management Plan addresses the campus emergency management system for extraordinary emergencies. The campus Crisis Management Plan is supported by various sections that focus the responsibility of specific campus functional units to specific kinds of emergencies, such as tornados, floods, or hazardous materials incidents. It is placed into operation by the President or his designee whenever an extraordinary emergency affecting the campus is anticipated or when such an emergency reaches proportions beyond the capacity of routine procedures.

The major goals of this Crisis Management Plan and supporting guidance are the preservation of life, the protection of property, and the continuity of campus operations. Secondary objectives include:

- Prescribing authority, responsibility, functions, and operations of the campus Crisis Management Center, including the management of critical resources.
- Coordinating Crisis Management with those of other agencies.
- Developing mutual aid and other support agreements with appropriate local and state agencies.

### B. SCOPE

These procedures apply to all personnel, buildings and grounds, owned and operated by Rosedale Bible College



## **C. TYPES OF EMERGENCIES**

Types of emergencies covered in this manual are:

- Aircraft crash on campus
- Armed suspects/Shooting
- Assault
- Building Evacuation
- Civil disturbance and demonstration
- Death or Serious Injury
- Explosive/Bomb Threat
- Fire
- Flood
- Hazardous material leak or Spill
- Homicide
- Hostage situation
- Kidnapping
- Power Failure
- Property Damage
- Rape/Sexual Misconduct
- Resuming Operations
- Robbery
- Suicide
- Tornado

## **D. DEFINITIONS OF AN EMERGENCY**

The College President or his designee shall declare a “state of emergency” when he/she deems it necessary. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

### ***TERMS:***

1. **STATE OF EMERGENCY:** A condition, which requires immediate action in order to save lives and maintain control of the Rosedale Bible College campus. A state of emergency will be declared and terminated by the President.
2. **CAMPUS EMERGENCY:** Any emergency that might endanger the lives of Rosedale Bible College population or buildings.



3. **COMMUNITY EMERGENCY:** Any emergency in the surrounding Union or Madison Counties that might endanger the Rosedale Bible College population.
4. **STATE OR NATIONAL EMERGENCY:** This type of an emergency will be managed by the Madison County Emergency Management Agency. Rosedale Bible College Crisis Management Team may be called on to assist in this event.
5. **CRISIS MANAGEMENT COMMAND CENTER (CMCC):** The location from which the CMT will monitor, support and give direction during an emergency situation. Giving appropriate protective action and guiding supportive personnel services to and from the site of emergency.
6. **CRISIS MANAGEMENT TEAM (CMT):** Individuals listed in this policy who will direct the College through a disaster or civil disturbance.
7. **EARLY WARNING SYSTEM:** Warning of danger may come from sources such as television and radio. When the Crisis Management Plan (CMP) is implemented by the President, key CMT members or their designated representative will begin the first stage of the Crisis Management Plan.
8. **MINOR EMERGENCY:** any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report immediately to Crisis Preparedness Coordinator at extension 115.

**NOTE:** Minor emergencies are not covered in this manual.

## **E. ASSUMPTIONS**

The Crisis Management Plan is established as a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency is unpredictable. Hence, published support and operational plans will serve only as a guide and checklist, and may require field modifications in order to meet the requirements of the emergency.
3. Disaster may affect residents in the geographical location of the College. Therefore county and federal emergency services may not be available. Area residents may rely on the College to provide basic services such as food and shelter. A delay in off-campus emergency services may be expected (from 48 to 72 hours).

A State of Emergency may be declared if information indicates that such a condition is developing or is probable.



## **F. DECLARATION OF CAMPUS STATE OF EMERGENCY**

The College President acts as the highest level of authority during an emergency.

**PRESIDENT:** The College President along with the Administrative Council is responsible for the initial declaration of a state of campus emergency, as well as a declaration to end the state of emergency when appropriate.

The President may be reached through his administrative assistant, or personal cell phone (330-749-8720).

In the event that the President is not available, the designee shall be one of the following individuals. This is the President's chain of command:

- Academic Dean
- Dean of Students
- Operations Manager
- Chief Financial Officer
- Office Manager





## II. ORGANIZATION

### A. CRISIS MANAGEMENT TEAM (CMT)

1. In a crisis situation, all resources and personnel will be applied to the management of the crisis under the direction of the Crisis Management Team.
2. These individuals have been selected and given the authority to make any necessary changes to College procedures in the process of handling the crisis.
3. See section B for duties and responsibilities of each CMT member.
4. The CMT will consist of the following individuals:

<u>Name and Title</u>	<u>Office Number</u>	<u>Cell Number</u>
<b>Jeremy Miller</b> <i>President</i>	740-857-1311 EXT. 106	330-749-8720
<b>Phil Weber</b> <i>Academic Dean</i>	740-857-1311 EXT. 116	740-506-4756
<b>Matthew Showalter</b> <i>Dean of Students</i>	740-857-1311 EXT. 115	740-604-6180
<b>Lynford Schrock</b> <i>Chief Financial Officer</i>	740-857-1311 EXT. 114	614-286-1178
<b>Darnell Brenneman</b> <i>Operations Manager</i>	740-857-1311 EXT. 105	937-303-2651
<b>Heather Maust</b> <i>Office Manager</i>	740-857-1311 EXT 101	814-289-7923



## **B. DUTIES AND RESPONSIBILITIES OF CMT AND SUPPORT PERSONNEL**

### **1. THE PRESIDENT**

The President will be the primary point of contact for the on-scene coordination and the Crisis Management Team (CMT). If the President or his designated official is not available, the Academic Dean will assume control and responsibility of the Crisis Management Team.

- a. The Dean of Students in consultation with the President will be responsible for the overall operation and management of the Crisis Management Plan.
- b. Ensure that the Crisis Management Plan is current.
- c. Only the President or a member of the Administrative Council of the College can activate the Crisis Management Plan (CMP).
- d. Upon the activation of the CMP, call the CMT together.
- e. When the CMP is activated, the President will move to the Crisis Management Command Center and manage all activities with the assistance of the CMT and all other support personnel.
- f. Appoint a spokesperson and a backup
  - Be on the scene at all times and maintain contact with the media center and with the on-site coordinator
  - Work with security to arrange for photographers and videographers on site as warranted by circumstances and safety
- g. Establish media center for media representatives
  - Media center location will be in close proximity to the Crisis Management Command Center
- h. Issue regular news briefing/statement
  - The President is the Media Relations Team Coordinator and will appoint an alternate to assist as necessary.
  - Prepare a practical plan for emergency/disaster communications.
  - Provide written instructions of the emergency communication plan for use by team members. Copies of the plan shall be sent to the Crisis Preparedness Coordinator.
  - Conduct periodic emergency preparedness training and provide documentation of training to the Emergency Preparedness Coordinator.
  - With the appropriate camps and or/ public officials, clear for accuracy and prepare all statements released to news media regarding information on College personnel or incidents. Retain copies of all messages released.
  - Maintain a complete diary of events during a disaster operation, including photographs, video recordings, social media, etc.
  - Maintain inventory of equipment and forms to serve the public information function.
  - Carry out other responsibilities as may be assigned to the Media Relations Team.



- i. Hold regular news briefings/conferences in the Student Center or Administrative Offices, depending on nature, location and extent of crisis, detailing the above information from news release.
- j. Keep a record log (hourly if possible) of the information that has been released, rumors heard and rumor control efforts. Include notes, news clippings and records of statements to help evaluate the incident and resulting action.
- k. Policies for dealing with the media and general inquiries
  - No person from the media is permitted to wander unescorted on campus. If an escort is unavailable, a media ID tag will be issued by the Office of the President.
  - No person from the media or the general public is to enter a residence hall under any circumstances without prior permission from the President.
  - All inquiries made by the media or the general public during a crisis or regarding other matters are to be directed to the office of the President.
  - Inquiries from members of a student's immediate family are to be directed to the President.
  - Campus personnel should make no "off-the-record" statements or speculate on the details of an incident.
  - When necessary, the College will prepare and distribute an official statement of facts that may be released upon request.
  - If contacted by a member of the media, employees may not provide information relating to students or staff. For follow up, individuals must be referred to the President.

## **2. ACADEMIC DEAN**

The Registrar will act on behalf of the Academic Dean in his/her absence. The Academic Dean will appoint Building and Classroom Coordinators. Each person responsible for a particular building or area is responsible for:

### ***BUILDING COORDINATOR:***

- a. Emergency Preparedness: The Building Coordinator, in conjunction with the Academic Dean, will determine adequate evacuation assembly areas outside the building where Department/Classroom Coordinators can perform a head count of employees/students.
- b. Emergency Procedures: Inform the occupants of your building, whether they are faculty, staff, students or visitors, of the emergency and initiate emergency procedures as outlined in this manual.

If an evacuation is necessary, building occupants will follow the evacuation guidelines and report to the designated assembly area outside the building, where Department/Classroom Coordinators will conduct a head count at the assembly area.



Once a preliminary count has been received from the Department/Classroom Coordinators, the Building Coordinator will immediately communicate this vital information to the Crisis Management Center.

The Building Coordinators will assist security personnel as necessary to keep people clear of the building until it is determined to be safe to reenter the building.

Assess your immediate area for injuries, building damage, fires, gas leaks, etc., and relay this information to the Crisis Management Center by whatever means available.

***CLASSROOM COORDINATOR:***

Each faculty member acts as a classroom coordinator for a particular classroom of students and shall be responsible for:

- a. Emergency Preparedness: Advise students periodically of classroom emergency procedures and evacuation procedures at the beginning of each semester.
- b. Emergency Procedures: Follow procedures as outlined in this manual for evacuation procedures. Once in the assembly area, the Classroom Coordinator will conduct a head count and determine all students who are unaccounted for. The number of students present at the assembly point along with the aforementioned information will then **immediately** be communicated to the Building Coordinator.
- c. Each faculty member who has a student with special needs in his or her class needs to have a plan in place to remove that student to safety. This may be practiced at the time of the College Emergency Drill.

**IMPORTANT: Inform all students to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.**

### ***3. DEAN OF STUDENTS***

The Resident Directors will act on behalf of the Dean of Students in his/her absence.

- a. Shall serve as the Preparedness Coordinator.
- b. Secure storage for any and all property removed from the crisis area.
- c. Ensure that all residence hall occupants are aware of fire safety measures and evacuation plan for each building.
- d. Ensure that residence hall staff performs fire safety inspections each semester.
- e. Secure temporary shelter for the residence hall evacuees.
- f. Activate campus wide communication in the event of an emergency.



#### 4. CHIEF FINANCIAL OFFICER

The Financial Aid Director will act on behalf of the Chief Financial Officer in his/her absence.

- a. Monitor all activities.
- b. Gather all data.
- c. Ensure all key personnel are in place and operating effectively.
- d. Ensure all building coordinators are informed and apprised of current events.
- e. Ensure that all county, state and federal officials have been appropriately notified.
- f. Ensure regular safety inspections of the College campus.

#### 5. OPERATIONS MANAGER

The senior maintenance staff member will act on behalf of the Operations Manager in his/her absence.

- a. The Director of Operations will report, advise, and update the President or his representative.
- b. Upon approval from the President, the Director of Operations will activate the emergency response procedures outlined in the following sections of this handbook.
- c. Take immediate action to reduce the threat of injury or loss of life. In cooperation with the Crisis Preparedness Coordinator activate evacuation or Shelter-In-Place when required.
- d. Provide logistical support for the CMT, including buildings, equipment and required resources.
- e. Provide necessary vehicles and operators required for CMT. First priority is given to Rosedale Bible College vehicles and equipment.
- f. Ensure that floor diagrams and evacuation routes are listed on each floor of every building.
- g. Assist with maintaining order and keeping routes clear for all safety and support vehicles.
- h. Propose various drills and submit for possible implementation of drills.
- i. Review all fire safety inspections and coordinate any necessary corrective actions.

#### 6. RESIDENCE DIRECTORS

Residence Directors are the key personnel managing safety, fire and health matters in the residence halls. A Resident Assistant or the Dean of Students will act in the absence of the Residence Directors.

- a. Ensure that all floor diagrams and evacuation plans are adequately posted on each floor.
- b. Ensure that an annual fire safety drill is conducted for building. (This drill will be documented and on file.)
- c. Designate Resident Assistants who will assist with crisis management plans.



- d. Ensure that residence hall staff is familiar with crisis management plans and evacuation plans. *(Training will take place at the fall orientation)*
- e. In case of an evacuation, residents should go to designated areas to leave the way clear for emergency personnel and equipment. *RA's will be responsible for taking roll to account for residents on their floor.* Further instructions, if necessary, will be given at the assembly areas.
- f. Know designated areas for residents to assemble in case of an evacuation. They are as follows:

Men's Dorm	The Quad	(lawn between dorms and Student Center)
Women's Dorm	The Quad	



### C. CRISIS MANAGEMENT COMMAND CENTER (CMCC)

1. A member of the Administrative Council will be assigned to the Command Center Coordinator roll. *All Administrative Council members must be prepared to assume this responsibility. The President shall identify the specific individual relative to the situation to lead the effort.*
2. The CMCC will be the single point for monitoring and coordinating all responses to a crisis situation.
3. Access to the CMCC will be limited to the Crisis Management Team or appointed representatives.
4. One of the locations listed below will serve as the Crisis Management Command Centers:
  - a. PRIMARY SITE: Conference Room in the Chapel building
  - b. SECONDARY SITE: Dean of Students Office
  - c. TERTIARY SITE: Old Coffee Shop in the Classroom Building
5. Personnel will be notified of the Command Center site at time of roll call.
6. It may become necessary for the CMT to set up an “On-Scene Command Post.”  
When this post has been established, there will be need for immediate and effective communication set up between the on-scene command post and the CMCC.
7. CMCC equipment
  - a. Cellular Telephone
  - b. Florescent Vests
  - c. Television
  - d. Weather Radio
  - e. Marker and Boards
  - f. Reference Materials (blueprints, maps, etc.)



### **III. THE RESPONSE**

#### **A. GENERAL RESPONSE OF CMT**

The following steps are designed to provide efficient and immediate responses to any crisis situation on or near the Rosedale Bible College campus:

1. Duties of the first CMT member to arrive on the scene
  - a. Determine the type, extent and location of the emergency.
  - b. Contact emergency services (fire, rescue squad, police, etc.).
  - c. Notify Crisis Management Team.
  - d. Establish Crisis Management Command Center.
  - e. When approved by the CMT, choose and broadcast one of the following messages to be sent via Populi to all staff and students.

Shelter in Place - "This is an official notification from RBC. A SHELTER IN PLACE has been declared. More information to follow."

Evacuation - "This is an official notification from RBC. Please EVACUATE your location and assemble on the Quad. More information to follow."

- f. There will be follow up messages sent, as information becomes available.
    - g. Follow procedures for specific crisis situation as outlined in the Crisis Management Plan.
    - h. When the crisis situation is over with, a message will be sent to declare the end of the incident.
2. From the Crisis Management Command Center
  - a. Contact each member of the CMT, the Residence Directors in each residence hall, and the building coordinator for each building on campus.
  - b. Begin an accounting of all students, faculty and staff. (Populi is used as the source of the names)
  - c. Keep a detailed log of events and responses to the situation. Log the time and any deviations from the Crisis Management Plan.
  - d. Establish procedures for further evacuation in case the incident expands. This may include sending students and faculty home by normal means or providing transportation.
  - e. Begin planning to secure equipment and structures.





3. For crisis situations not detailed in this plan, the following items should be considered:  
Assess the situation
  - a. Warn employees and students
  - b. Communicate with personnel and community responders
  - c. Conduct an evacuation and accounting for all persons in the facility
  - d. Manage response activities
  - e. Activate and operate an emergency operations center
  - f. Shut down operations
  - g. Protect vital records
  - h. Restore operations

## **B. EVACUATION PLAN**

Where there is sufficient advance warning of a natural or human caused disaster and the College population is considered to be in immediate danger, timely and systematic evacuation may be required.

\*Evacuation can be necessary for, but not limited to the following incidents: active shooter or dangerous person, fire, bomb threats, hazardous material leak or spill, etc.

### **1. ON CAMPUS**

A systematic approach to evacuation of these facilities includes:

1. The Evacuation will be prompted by an emergency notification sent to all phones via Populi. The Building Coordinator will assist in the communication of the evacuation when necessary and safe to do so.
2. The Building Coordinator will check all areas safe to inspect in their area to ensure everyone has been evacuated. The Building Coordinator will assist in evacuating all disabled personnel. Once all safe areas are inspected, the Building Coordinator will give the “ALL CLEAR” call to the Crisis Preparedness Coordinator either in person or via cell phone.
3. All personnel will be instructed to remain in the designated evacuation area. The Building Coordinator or designee will account for all personnel their respective areas.
4. Building Coordinator will contact the Crisis Management Team with head count from area by cell phone and wait for further instruction.
5. All personnel will await further assistance or instruction from the CMT, Campus Safety, Police or Fire department. **DO NOT REENTER ANY BUILDING.**

Men’s Dorm	Gather on The Quad
Women’s Dorm	Gather on The Quad
Student Center	Gather on The Quad
Classroom Building	Gather on The Quad
Library	Gather on The Quad
Chapel	Gather on The Quad
Admin Offices	Gather on The Quad



6. In case of a tornado, when instructed Populi all students and personnel should go to the basement of the classroom building.

## **2. OFF CAMPUS**

- A. Contact the Madison County Sherriff's Office (740) 852-1332 to give them information on the evacuation. Routes of egress will be chosen in relation to the crisis.

- 1) Those able to leave by automobile or other means should proceed to the off-campus the Evacuation Assembly Area listed below:

- a) **Shiloh Mennonite Church (740)-857-1244**  
**7521 Woods and W Ave. London, OH 43140**

**Contact:**

Pastor Preston Yoder

Cell – (614) 905-7179

## **C. SHELTER IN PLACE**

\*Shelter in Place can be necessary for, but not limited to the following incidents: active shooter or dangerous person, hazardous material leak or spill, poor air quality, etc.

A systematic approach to secure the facility includes:

1. The Shelter in Place will be prompted by an emergency notification sent to all phones via Populi. The Building Coordinator will assist in the communication of the shelter in place when necessary and safe to do so.
2. Building Coordinator will contact the Crisis Management Team by cell phone and wait for further instruction.
3. All personnel will wait for further assistance or instruction from the Crisis Management Team, Campus Safety, Police or Fire Department. All personnel will be notified of any update about the incident by emergency notification.
4. All personnel will be notified when the incident has concluded by emergency notification. Until then, all personnel should shelter in place.



#### **D. CRISIS MANGER RESPONSIBILITES:**

The CMCC shall be under the direction/coordination of the Crisis Manager. *All Administrative Council members must be prepared to assume this responsibility. The President shall identify the specific individual relative to the situation to lead the effort.* The responsibilities of the Crisis Manager include the following:

- 1) Responsible for the overall direction and coordination of the College emergency response.
- 2) Determines the type and magnitude of the emergency and establishes the appropriate Crisis Management Command Center
- 3) Initiates immediate contact with the President and the members of the Administrative Council and begins assessment of the campus condition.
- 4) Notifies and utilizes Crisis Preparedness Coordinator and, if necessary, student aides in order to maintain safety and order.
- 5) Notifies and conducts communication activities with appropriate outside organizations such as Fire, Police, Office of Emergency Services, etc.
- 6) Contact the designated Legal Council for Crisis Management.
- 7) At the conclusion of the emergency, prepares and submits a report to the President appraising the final outcome of the emergency.



#### IV. EMERGENCY RESPONSE TEAMS

Each team shall have a designated Team Coordinator responsible for preparedness as well as for following the procedures listed below during an actual emergency.

##### A. CRISIS PREPAREDNESS COORDINATOR

###### Emergency Preparedness

- ***The Crisis Preparedness Coordinator will be the Team Coordinator.***
- The Crisis Preparedness Coordinator shall appoint an alternate Team Coordinator.
- Staff an emergency crew and maintain a current roster.
- Prepare a practical plan of emergency action.
- Provide written instructions of the emergency plan for use by Team members.
- Conduct periodic emergency preparedness training.
- Maintain the Crisis Preparedness Coordinator Department in a state of constant readiness.
- Provide all other Emergency Response Teams with training and training documentation report forms. Ensure that all Teams complete required training in a timely and periodic manner.

###### Emergency Procedures

- Notify College administrators of major emergencies.
- Monitor campus emergency warning and evacuation systems.
- Take immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- Conduct evacuation procedures in cooperation and coordination with Building Coordinators.
- Obtain assistance from County and Federal Agencies for radiological monitoring and first aid as required.
- Provide traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Provide and equip an alternate site for the CMCC.
- Maintain communication with the Manager of Telecommunications for telecommunications support as necessary.

Carry out other responsibilities as may be assigned to this Team.

##### B. ACADEMICS

The purpose of the Team is to provide information and develop remediation plans for significant interruptions of classes, whether on campus or online.

###### Emergency Preparedness

- The Academic Dean will be the team coordinator.
- The Registrar will be the alternate team coordinator.
- The Populi and Canvas databases will be maintained to ensure that each student will be contacted at a current email address or phone number.

###### Emergency Procedures

- Students and faculty will be provided with necessary information through Populi and Canvas announcements as well as through personal communications based on



class rosters.

- Remedial plans will be developed on an individual basis for personal emergencies and on a class-by-class basis where the interruption is of the class itself.
- If necessary, residential classes may be completed online. If the college is unable to provide the instructional or housing services for which students have paid, a reasonable refund will be issued.
- In the event of institutional closure, the college will prepare for permanent filing all academic and financial aid information, along with any other necessary records. Arrangements will be made with the Ohio Department of Higher Education or with another accredited Ohio institution to archive student records and provide transcript services. Notification will be sent to every current and former student indicating where the records are stored and how to request access to them. Where feasible, a copy of each student's record will also be sent to the student's latest address on record.

## **B. INFORMATION SYSTEMS**

The purpose of this Team is to ensure the security and safety of institutional data controlled by the computer and data processing systems as outlined by department procedures. This team will also work to maintain internet connectivity during a crisis.

### Emergency Preparedness

- The Chief Financial Officer will be the Team Coordinator.
- The Manager of Computer Operations will appoint an alternate Team Coordinator.
- Staff an emergency crew and maintain a current roster.
- Prepare a practical plan of emergency action.
- Provide written instructions of the emergency plan for use by Team members. Copies of the plan shall be sent to the Crisis Preparedness Coordinator.
- Conduct periodic emergency preparedness training.
- Complete and return training documentation forms to Crisis Preparedness Coordinator as requested.

### Emergency Procedures

- Refer to Computer Services emergency plan.
- Work to ensure internet access to campus.

## **C. MAINTENANCE & OPERATIONS**

The purpose of this Team is to provide for the maintenance and operation of campus property, buildings, structures, and equipment. It will also provide the restoration of utility services to the campus following a disaster.

### Emergency Preparedness

- The Operations Manager will be the Team Coordinator.
- The Operations Manager will appoint an alternate Team Coordinator.
- Staff an emergency crew and maintain a current roster.
- To maintain (via advance contract, communication or other appropriate means) a current resource of special assistance personnel such as earthmoving contractors, electrical and plumbing contractors, etc., to provide material and labor assistance.



- To provide and maintain a current inventory of personnel, apparatus and auxiliary equipment needed for their services.
- Prepare a practical plan of emergency action.
- Provide written instructions of the emergency plan for use by the Crisis Preparedness Coordinator.
- Conduct periodic emergency preparedness training.
- Complete and return training documentation forms to Emergency Preparedness Coordinator as requested.

#### Emergency Procedures

- Supply the Crisis Management Team with two-way radio communication.
- To organize, mobilize, and operate equipment necessary to perform needed functions.
- To provide labor, equipment and necessary supervision to aid other services.
- The Team will advise fire, police, construction and maintenance crews, materials suppliers or others as necessary regarding damage to physical Operations on campus, and suggest appropriate corrective actions.
- Assist the Police and Fire departments in taking all necessary actions to effect the rescue or the protection of persons and/or college property.
- Conduct evacuation procedures in cooperation and coordination with Building Coordinator.
- Survey campus buildings and infrastructures immediately after and routinely during the emergency and report findings to the Crisis Management Command Center.
- Survey operations and environment to determine if they are safe and sanitary.
- Make surveys to determine the status of buildings as to repair or condemnation for the safety of all concerned. When action must be taken, the Team will prepare the necessary construction documents to conduct the appropriate functions.
- Carry out other responsibilities as may be assigned to this Team.

### **D. FOOD SERVICES**

As needed, the Team's purpose is to operate the campus housing and food service Operations to accommodate and/or feed the normal College population and non-College personnel insofar as the Operations permit during a major disaster.

#### Emergency Preparedness

- The Director of Food Services will be the Team Coordinator.
- The Director of Food Services will appoint an alternate Team Coordinator.
- Staff an emergency crew and maintain a current roster.
- Prepare a practical plan of emergency action.
- Provide written instructions of the emergency plan for use by Team members.
- Copies of the plan shall be sent to the Crisis Preparedness Coordinator.
- Conduct periodic emergency preparedness training.
- Complete and return training documentation forms to Crisis Preparedness Coordinator as requested.

#### Emergency Procedures



- Establish auxiliary kitchens or mess halls/tents as required.
- Make arrangements for food and housing of external agencies that are required to work on campus and do not have their own operations.
- Cooperate with other Emergency Response Teams and with outside agencies in the control of a sanitation, safety and security in the feeding areas.
- Maintain records of the activities and operations conducted and the associated costs.
- Carry out other responsibilities as may be assigned to this Team.

## **E. MEDIA/PUBLIC RELATIONS**

### Emergency Preparedness

- The President will be the Team Coordinator.
- The President will appoint an alternate Team Coordinator.
- Prepare a practical plan of emergency for communications action.
- Provide written instructions of the emergency plan for use by Team members. Copies of the plan shall be sent to the Crisis Preparedness Coordinator.
- Conduct periodic emergency preparedness training.
- Complete and return training documentation forms to Crisis Management as requested.

### Emergency Procedures

- Prepare statements for release to news media concerning the College disaster operation.
- Maintain a complete diary of events during the disaster operation, including photographs, slides, and/or videotapes, etc.
- Clear for accuracy, with the appropriate campus and/or public officials, all statements released regarding information on campus personnel or the news media and retain copies of all messages released.
- Maintain inventory of equipment to serve the public information function, i.e.: various message forms and supplies.
- Carry out other responsibilities as may be assigned to the Team.

## **F. MEDICAL AND HEALTH**

The purpose of the Team is to help save lives, prevent suffering, and minimize injuries and losses through coordinating an effective medical response to disaster situations involving the campus community.

### Emergency Preparedness

- Dean of Students will be the Team Coordinator.
- The Dean of Students will appoint an alternate Team Coordinator.
- Develop a practical plan of emergency action. The plan should include, but not be limited to, handling mass casualties, triage procedures according to the degree of injury, and patient flow.
- Outline procedures for cooperation with off-campus emergency rescue services such as the Sheriff and Fire Departments.
- Provide written instructions of the emergency plan for use by Team members. Copies of the plan shall be sent to the Crisis Preparedness Coordinator.



- Conduct periodic emergency preparedness training.
- Complete and return training documentation forms to Crisis Preparedness Coordinator as requested.

#### Emergency Procedures

- In time of emergency disaster, follow a plan for handling the mass casualties.
- Follow procedures for coordinating patient flow and off-campus cooperation between the police, emergency rescue services, and student health services.
- Carry out other responsibilities as may be assigned to this Team.

### **G. STUDENT VOLUNTEERS**

The Team's purpose is to determine the number of student assistants that could be effectively utilized in emergency services and to establish the functions that these student volunteers will perform. It must be noted that any student volunteer roster might be substantially reduced during the summer months or during recess periods and holiday seasons.

#### Emergency Preparedness

- The Residence Directors will be the Team Coordinator.
- The Residence Assistants will be the alternate Team Coordinator.
- Recruit student volunteers for various job assignments. Student volunteers will ***not*** be utilized as policemen or firemen, or be engaged in activities that are likely to be hazardous to their health and safety. It is intended that student volunteers would be utilized to: assist with crowd control, evacuation of buildings, carry messages, and assist with telephone answering services to receive and disseminate information.
- Train students and necessary staff to assist the team in the discharge of its duties.
- Prepare a practical plan of emergency action.
- Provide written instructions of the emergency plan for use by the Team members. Copies of the plan shall be sent to the Crisis Preparedness Coordinator.
- Conduct periodic emergency preparedness training.
- Complete and return training documentation forms to Crisis Management as requested.

#### Emergency Procedures

- Supervise the work of any student volunteers being used during an emergency.
- Maintain communication with the Associated Students, Residence Halls, and other registered student organizations.
- Prepare required buildings for sleeping purposes and assign spaces. This may involve the use of buildings not normally used for sleeping, or may involve the use of tents.
- Cooperate with other Emergency Response Teams and with outside agencies in the control of a sanitation, safety and security in the housing areas.
- Maintain records of the activities and operations conducted and the associated costs.
- Maintain communication with the Crisis Manager as well as any other Emergency Response Teams in order to provide them with any needed voluntary student assistance.
- Carry out other responsibilities as may be assigned to this Team.





## V. RESOURCES

### A. ON CAMPUS RESOURCES

#### 1. COLLEGE NOTIFICATION SYSTEM:

**Populi is the primary means of emergency notification at Rosedale Bible College.** This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. Cell phones are the focal point for any two-way transmission of official emergency communications to College administrators.

**IMPORTANT: During an emergency, campus phones must be restricted to College official notification only.** In the absence of phone services, the Crisis Manager, with cooperation from the Student Volunteer Team may provide runners for emergency notification (contingent on available personnel).

- a. The Crisis Manager will send all emergency communications after calling the following College administrators as appropriate.
  - 1) President
  - 2) Academic Dean
  - 3) Dean of Students
  - 4) Operations Manager
  - 5) Chief Financial Officer
  - 6) Office Manager
- b. Each College administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under their supervision.

#### 2. CAMPUS SECURITY:

Emergency assistance is available at all times by dialing **9-1-1** from on-campus telephones or a cell phone. If telephones are inoperable, information must be relayed by messenger. Messages must be relayed to the Crisis Manager.

#### 3. OPERATIONS SERVICES:

**In the event of a major utility emergency, contact the Operations Manager office at ext. 105 or 937-303-2651 (cell phone). After hours, contact Campus Security at ext. 115 or 740-604-6180 (emergencies only).**

Skilled workers are available from Operations at all times during normal working hours and on short notice at other times. They are capable of providing the



following emergency services:

- a) **UTILITIES:** Repairs to water, gas, electric and sewage systems.
- b) **STRUCTURES:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- c) **EQUIPMENT:** Portable pumps, generators, floodlights, welders, air compressors, tractors, forklifts, etc.

## B. OFF-CAMPUS DISASTER RESOURCES

	<u>Phone Number</u>
<i>Federal Emergency Management Agency (FEMA)</i> .....	800-621-3362
Air Quality Management District .....	800-288-7664
Ambulance Service .....	<b>911</b>
American Red Cross, Columbus, OH .....	614-253-2740
American Red Cross, Blood Donation .....	800-733-2767
Animal Control, Madison County, OH .....	614-879-8368
Ohio State Highway Patrol .....	614-431-9204
FBI (Federal Bureau of Investigation) .....	614-224-1183
Madison County Court House .....	740-852-1669
Fire Department .....	<b>911</b>
Madison County Sherriff's Department .....	740-852-7125
Police Department – Emergency .....	<b>911</b>
National Response Center (Toxic Chemical Spills) .....	800-424-8802
Paramedics .....	<b>911</b>
Poison Control Center .....	800-222-1222
Ohio Edison, Electrical .....	800-633-4766
Ohio Emergency Management Agency .....	614-889-7150
Telephone Services, Frontier .....	800-921-8106
Memorial Hospital, Marysville, OH .....	937-644-6115
Universal Abatement Services, Inc. ....	800-606-8500
U.S. Geological Survey Hotline .....	888-275-8747

### Media:

WCMH - Channel 4: .....	Main Line 614-263-4444
WSYX - Channel 6: .....	Main Line 614-481-6666
WBNS - Channel 10: .....	Main Line 614-280-6309
WTTE - Channel 28: .....	News Tipline 614-481-6659
WOSU 89.7 .....	Business Line 614-292-9678
WCVO 104.9 .....	Business Line 614-289-5700
WEEC 100.7 .....	Business Line 937-424-1640



## VI. PROCEDURES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

### A. BUILDING EVACUATION

1. All building evacuations will take place when an alarm sounds and/or notification by Populi, the Crisis Manager, the Department Coordinator, or the Building Coordinator.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist the disabled in exiting the building.
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Assemble in the Quad.
5. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

**IMPORTANT: After an evacuation, report to the Quad (the lawn between the dorms and Student Center). Stay there until an accurate head count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.**

6. Campus Evacuation
  - Evacuation of all or part of the campus grounds will be announced by Crisis Manager as described.
  - All persons (students and staff) are to immediately vacate the site in question and relocate to another part of campus grounds as directed.

### B. FIRE

1. Notify the fire department immediately, using 911. Be prepared to give as much specific information as possible, such as the following:
  - a. I am calling to report a fire at Rosedale Bible College
  - b. The fire is located in (office or location) (define the type of fire, i.e. electrical, closet, attic, car, etc.)
  - c. The telephone # I am calling from is \_\_\_\_\_
  - d. An escort will meet you at \_\_\_\_\_
2. Evacuate premises and gather on the Quad.



3. CMT's duties during a fire emergency
  - a. The CMT, or designee, shall take whatever steps are possible to protect the school's vital records.
  - b. In case of a fire alarm, other than a practice drill, the Operations Director, or designee, shall phone the local fire department immediately.
  - c. The Operations Director should alert the President of the situation as soon as possible.
  - d. Communication should be kept open with the local police and fire officials.
  - e. Call the police department with crowd and traffic control, if necessary.
  - f. Notify utility companies of a break or suspected break in lines. Record time called and person reported to.

***IF YOU DISCOVER SMOKE OR FIRE, R. A. C. E. to safety:***

**RESCUE** – Get out of the room where the fire is located as quickly as possible and make sure others are out.

**ALERT** – Pull the nearest fire alarm to alert occupants, use the nearest phone and dial 9-1-1, and Notify Security at ext. 115 or 740-604-6180.

**CONFINE** – Close the door to the room where fire is located. Do not attempt to retrieve valuables.

**EXTINGUISH** – If the fire is very small and you know how to use an extinguisher, you may want to fight the fire yourself, but you should also call for help first. Make sure you are using the proper extinguisher. Otherwise, leave the fire to trained fire fighters.

***FIRE EXTINGUISHER INFORMATION:***

When used correctly, fire extinguishers can keep small fires from becoming major fires; provide an escape route through a small fire, and help fight a small fire until the fire department arrives.

***HOW TO OPERATE A FIRE EXTINGUISHER:***

Learn how to operate an extinguisher now before there is a fire. Read the label and periodically review instructions and operations. Learn how to **P. A. S. S.**

**PULL** – the pin or ring, or release the lock latch.

**AIM** – the extinguisher nozzle at the base of the fire.

**SQUEEZE** – or press the handle.

**SWEEP** – from side to side slowly at the base of the fire until it goes out.

4. ***GENERAL FIRE SAFETY PRECAUTIONS:***

- 1) The safety of individuals is most important. If you suspect someone is trapped



inside a building, notify fire fighters on the scene. Do not reenter a burning building.

- 2) If you are trapped in a fire, keep very low as you attempt to leave the building. Cover your nose and mouth with a cloth or T-shirt. If a door is hot, do not attempt to open it, but find another exit or window. If possible, place wet towels or clothing in the cracks around the door. Jumping from a window is an extreme measure and is only to be considered when you are in immediate danger.
- 3) If the door is not hot, open it carefully and exit the building with caution and stay low. Use a wet towel or blanket to protect yourself from flames and smoke. Always stay close to the floor.
- 4) Many fires are of electrical origin. Check for frayed cords, broken plugs, and avoid using too many appliances in one circuit.
- 5) Know your emergency exits and the location of fire extinguishers. Don't block doors or use stairways for storage.
- 6) Move away from the building to your pre-determined evacuation assembly area.
- 7) A campus Emergency Crisis Center may be set up near the emergency site. Keep clear of the Crisis Center unless you have official business.
- 8) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.
- 9) If requested, assist emergency crews as necessary.



## **C. HAZARDOUS MATERIAL LEAK OR SPILL (Form, Appendix C)**

### **1. CHEMICAL ACCIDENT**

A chemical accident can occur on site (i.e., spill of some corrosive material or broken gas line) or near enough to the site to be a potential hazard (i.e., highway accident causing a spill of some highly toxic materials or release of some toxic gases into the air from an industrial accident or fire).

Some chemical accidents will be minor and only involve the immediate location within a site and others may be large enough to necessitate relocating all students, staff, and other persons to either a safer location on the site or to an evacuation area away from the site. The nature, severity, and potential for health injury of the chemical accident will determine the type of response required.

Whatever the severity of the chemical spill, site personnel should not attempt to take it upon themselves to remove a known or possibly hazardous chemical or substance. There are personnel trained and equipped to do so.

#### **a. On-Site Chemical Accidents**

In the case of a chemical accident on campus or if the site wants to have a possible hazardous chemical removed, these are the steps to follow:

- 1) Be aware of the chemical.
- 2) Notify the department head, or designee, of type of chemical and location.
- 3) Attempt to contain the spill—if the on-site staff cannot safely do this, request assistance. College personnel should not attempt to clean up or remove the spill; leave that for trained personnel.
- 4) Re-locate students/staff to safe areas.
- 5) If the nature of the chemical accident poses an immediate health hazard or potential for explosion or destruction of property, the police/fire emergency system should be activated by calling 9-1-1 on the telephone.
- 6) If the substance should pose an ecological hazard by entering the storm drain system or by a major ground leak, we are required by law to immediately contact the authorities through the 9-1-1 emergency system.

#### **b. Off-Site Chemical Accidents**

It is anticipated that major chemical accidents may occur off site, probably on nearby major streets and highways, as well as nearby industrial areas.

Chemical accidents of disaster magnitude would probably be the result of a tank truck, railroad, or industrial accident in the release of large quantities of toxic gases. In these instances, the College will probably be contacted directly by the police and/or fire departments. When evacuation of the area is necessary, College personnel will probably be directed to a specific relocation area by the local response agencies involved (fire, police, etc.).



These are some actions/considerations to be addressed in the case of a major chemical accident posing a potential hazard to the College:

- a. As appropriate, notify fire/police by calling 9-1-1.
- b. Determine the need to *remain/inside or outside*.
- c. Determine whether the students and staff should leave the College grounds.
- d. Maintain control of students in a safe area.
- e. Render first aid, as necessary.

Return to site/building after government agency officials (fire department / police / Haz Mat Team) have declared area safe.

## **D. ACTIVE SHOOTER IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Think in terms of RUN, HIDE, DISARM. Students are likely to follow the lead of staff and faculty during an active shooter situation.

### **Call 9-1-1 WHEN IT IS SAFE TO DO SO**

1. If you are far from the threat and it is safe to do so:
  - RUN in the opposite directions away from the threat.
2. If the threat is near you and you cannot run:
  - HIDE in a secure room and LOCK THE DOOR if possible:
    - a) Turn off the lights and silence all electronic devices.
    - b) Secure any windows and close the blinds.
    - c) Put any big object in front of the door to prevent entry.
    - d) Gather any items that could be used as weapons.
    - e) Spread out, hide behind furniture, and be as quiet as possible.
      - Turn tables/desk on their side to hide from the threat throughout the room.
    - f) Wait for law enforcement to release you from your position.
3. If the threat enters your area where you are hiding:
  - Be prepared to DISARM (disarm the threat):
    - a) A two to five persons team should be just inside the door to knock down the weapon and push the shooter to the floor and disarm.
    - b) Throw an object in the opposite direction of the team's location.
    - c) Other persons in the room should stay away from the entrance "line of sight" to avoid gunfire.

## **WHEN LAW ENFORCEMENT ARRIVED ON THE SCENE**

Law Enforcement's priority is the threat. DO NOT expect Law Enforcement to render first aid.

1. How you should react when law enforcement or 911 arrives:
  - Remain calm, and follow officers' instructions
  - Always keep your hands visible.



- Avoid making quick movements towards officers such as attempting to hold on to them for safety
- 2. Information you should provide to law enforcement or 911 operators:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter(s)
  - Number and type of weapons held by the shooter(s)
  - Number of potential victims at the location

## E. HOSTAGE SITUATION

### IF PRESENT WHEN A HOSTAGE SITUATION OCCURS:

1. It is most important to **stay calm and alert the Police (911), Crisis Preparedness Coordinator at ext. 115 or 740-604-6180.**
2. Do not attempt to confront or challenge the suspect, or engage in heroics.
3. Never use words such as “hostage,” “captives,” or “negotiate” when communicating with the suspect.
4. Go into a rest mode. Be passive and appear to display more restful or sleepy behavior as opposed to being active.
5. Obey the suspect’s commands without argument. Listen to the suspect’s complaints and demands. Ask permission of the suspect in all matters.
6. If safe, make an effort to establish a rapport with the suspect. Find out and use the suspect’s first name and the first names of those being held (this will help personalize hostages as people rather than objects).
7. **KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF.** Every effort must be made to keep the suspect and hostages from hearing or seeing news reports. Such reports could escalate the situation.
8. Be patient and help minimize tension and frustration. Keep in mind that the **AVERAGE HOSTAGE SITUATION LASTS BETWEEN 6-8 HOURS, and the AVERAGE BARRICADE LASTS 3 HOURS.**

### OUTSIDE THE HOSTAGE SITUATION:

1. Communicate any details or information you may have about the situation to Police (911), and Crisis Preparedness Coordinator at ext. 115 or 740-604-6180.
2. **DO NOT MAKE CONTACT WITH THE SUSPECT.** The police department has trained crisis negotiators who will initiate first contact with the suspect. They will conduct **all dialogue** with the suspect.
3. Anticipate that the hostage area will be sealed off to protect people and to preserve evidence.
4. Be aware that the police department’s SWAT Team will establish an inner perimeter and an outer perimeter. The area between the inner and outer perimeter will be a “no walk” area.
5. Be prepared for Shelter-In-Place and/or evacuation to designated assembly areas.

### AFTER THE SITUATION IS RESOLVED:

1. The police department will need assistance in identifying witnesses. Gather the





- witnesses in a centralized location, but do not allow them to talk to one another (in order to protect the police investigation).
2. The Crisis Preparedness Coordinator and the Director of Communications will work with the police to develop any and all press releases.
  3. The Crisis Preparedness Coordinator will debrief with the appropriate parties as necessary.

## **F. HOMICIDE**

### **IF A HOMICIDE OCCURS ON CAMPUS:**

1. Immediately alert the Police (911), and Crisis Preparedness Coordinator (ext. 115 or 740-604-6180).
2. Relay as much information as possible to the Crisis Preparedness Coordinator (if the suspect is still on campus, where the suspect is now or is headed, any info on suspect, location of occurrence, number of wounded, type and location of weapon).
3. If safe, evacuate others from the area as quickly as possible.
4. If classes are in session, a Shelter-In-Place will be implemented to contain students and faculty in their classrooms/buildings.
5. **DO NOT DISRUPT THE CRIME SCENE.** Be aware that the crime scene will be secured with tape and that designated staff members under the direction of the Crisis Manager are to protect the crime scene area. No one is to enter that area until the police arrive to do so.
6. Anticipate that witnesses are to be gathered in one central location for questioning. Do not allow them to talk to one another (to protect the police investigation).

## **G. SUICIDE**

Suicide rarely occurs without warning to someone. Staff and students must take all comments about suicidal thoughts seriously, especially if details are provided.

### **WHEN AN INDIVIDUAL IS THREATENING SUICIDE ON CAMPUS AND HAS A LETHAL WEAPON AVAILABLE:**

1. Remain calm and immediately alert the Police (911), and Crisis Preparedness Coordinator (ext. 115 or 740-604-6180).
2. Provide as much information as possible to the Crisis Preparedness Coordinator (location, your name, name of suicidal individual, call-back phone number, intended weapon/drug).
3. Try to clear others from the scene (if applicable).
4. Make a mental note of everything the threatening individual says and does, and monitor the behavior constantly.
5. Do not minimize or challenge the individual's threat; take it seriously.
6. Never promise confidentiality; instead, promise help and privacy.
7. If possible, attempt to keep the threatening individual calm and secured in your location until Crisis Preparedness Coordinator and/or the police arrive.



## H. DEATH OR SERIOUS INJURY

These procedures apply when addressing a situation involving serious injury or the loss of life of a Rosedale Bible College student, employee, or visitor on campus.

### 1. Notify Authorities

Authorities should be notified in the following order when possible:

- Emergency Medical Service (9-1-1)
- Crisis Preparedness Coordinator (ext. 115 or 740-604-6180)
- President, the Administrative Council and Crisis Management Team
- Any persons present should be directed **not** to notify anyone or make any phone calls until the parents or guardians have been notified by College officials.

### 2. Identification of injured/deceased

The designated Crisis Manager should immediately locate an individual who can assist the medical personnel in identifying the injured/deceased.

### 3. Secure scene of incident

- Every effort should be made to secure the incident scene.
- The area should be evacuated of all persons except for College officials, medical personnel, or police officers.
- Staff members should be assigned to address crowd control concerns.
- If the accident occurs outdoors, secure a reasonable distance from the scene (75' to 100'). If the accident occurs indoors, the adjacent rooms or offices should be vacated until permission is given by authorities to re-enter the area.
- The individual's personal belongings should be maintained in a secure manner until the family is able to indicate to College personnel when and how the items will be removed from campus.

### 4. Notification and Release of Information:

#### a. Information needed

- Complete name (*care must be take to ensure we have the correct name*)
- Home address and telephone number Parent/Guardian's name Social Security Number
- Minister's name and telephone number

In the case of students, this information may be obtained from the Registrar's Office or the Dean of Students Office. For College employees, it may be obtained from the Registrar's Office. The persons contacted should be given a College telephone number and the name of a responsible individual to call for additional information.

#### b. Notify appropriate persons

- In incidents involving students, the Dean of Students (or his designee), and in incidents involving College employees, the President (or his designee), should notify the following persons and offices listed below, giving the details limited to the facts as known at the time. (Read #2-4 of this section **first**.)



- 1) President and Administrative Council
    - 2) Immediate family members
    - 3) Family's Pastor
    - 4) Residence Hall Staff (in cases of students)
    - 5) Campus Pastor
    - 6) Appropriate members of the campus community
  - c. Care should be taken not to speculate on cause of death or other details, which cannot be substantiated.
  - d. No notification should be made, in cases involving death, until after the coroner has confirmed the identity of the deceased. Once the coroner has authorized notification, the family members should be notified in person by one of the following individuals (in order of preference):
    - Family pastor (with police officer when possible)
    - Family relative/close friend (with police officer when possible)
    - Police officer.
  - e. The family members will need to know the name and telephone number of the hospital, in cases of injury, or the mortuary, in case of death.
  - f. Release of Information
    - 1) Information released to the campus community or general public shall be limited to a statement of facts, including name and directory information, having been first approved by the President or the Administrative Council.
    - 2) Information shall be made available through the President's Office with requests for additional details referred to the appropriate chief administrator.
5. Follow Up
- a. Campus Community
    - Every effort should be made to identify all persons who actually viewed the incident and the close friends of the victim.
    - Staff should be assigned to meet any special emotional and psychological needs evident.
    - The Dean of Students should be notified of these individuals.
  - b. Miscellaneous Concerns
    - Notify Board of Trustees
    - Provide support services for friends, coworkers
    - Inform campus community of funeral location and time
    - Send flowers from College for funeral
    - Provide profile of individual's involvement in the College for the minister/family
    - College representatives at funeral
    - On-campus memorial service (when appropriate)
    - Memorial fund (when appropriate)
    - In cases of death, remove name from College mailing lists, billings, etc.
    - Prepare information for release to the larger constituency.



## **I. CIVIL DISTURBANCE OR DEMONSTRATION**

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with the normal operation of the College
- PREVENTION of access to office, buildings or other College Operations
- THREAT of the physical harm to persons or damage to College Operations

If any of these conditions exist, Crisis Preparedness Coordinator should be notified and will be responsible for contacting and informing the President and the Administrative Council. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### **1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

- a) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
- b) If demonstrators are asked to leave but refuse to leave by regular facility closing time, arrangements will be made by the Crisis Preparedness Coordinator to monitor the situation during non-business hours.
- c) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (See Section 2).

### **2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

In the event that a demonstration blocks access to College Operations or interferes with the operation of the College:

- a) Demonstrators will be asked to terminate the disruptive activity by the appropriate College official.



- b) Key College personnel and student leaders will be asked by the appropriate College official to go to the area and persuade the demonstrators to desist.
- c) The Crisis Preparedness Coordinator or his/her designee will go to the area and ask the demonstrators to leave or discontinue disruptive activities.
- d) If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities.

**Except in extreme emergencies, the College President will be consulted before such disciplinary actions are taken.**

- e) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- f) After consultation with the College President, College Legal Counsel and the Administrative Council, the need for an injunction and intervention of civil authorities will be determined.
- g) If determination is made to seek the intervention of civil authorities, the demonstrators will be warned of the intention to arrest.

### **3. VIOLENT, DISRUPTIVE DEMONSTRATIONS**

In the event that a violent demonstration in which injury to persons or property occurs or appears probable, the College President, Crisis Manager, College Legal Counsel, and the Administrative Council will be notified.

#### **During business hours:**

- a) The Crisis Preparedness Coordinator will contact the Madison County Sheriff's Office.
- b) The College President, in consultation with College Legal Counsel, the Administrative Council and the Crisis Preparedness Coordinator, will determine the possible need for an injunction.
- c) Crisis Preparedness Coordinator will act as a liaison between the Madison County Sheriff's Office and the College.

#### **After business hours:**

- a) The Crisis Preparedness Coordinator will be immediately notified of the disturbance (740-604-6180).



- b) The Crisis Preparedness Coordinator will investigate the disruption and report it to the Crisis Manager.
- c) The Crisis Manager:
  - 1) Notify the College Legal Counsel.
  - 2) Notify key administrators and if appropriate the administrator responsible for the building area.
  - 3) Notify the College Director of Public Relations (Institutional Advancement).
  - 4) Arrange for a photographer.

**NOTE:** Crisis Preparedness Coordinator reserves the right to call for Police Department assistance without counsel of others if it is deemed to be of paramount importance to the safety of persons involved.

## **J. RAPE/SEXUAL MISCONDUCT**

### **IF A RAPE OCCURS ON CAMPUS:**

1. Immediately alert Crisis Preparedness Coordinator (ext. 115 or 740-604-6180). Follow procedures outlined in policy number 5410 of the RBC policy manual incorporated herein by reference. Have as much information about the situation ready as possible (assailant, location, time). If it has not been done already, Crisis Preparedness Coordinator will then notify local authorities.
2. Counseling services will be contacted upon request of the victim.
3. Protect the privacy of the victim and family. Take the necessary steps to protect the victim's identity by asking all involved not to share information with others.
4. Offer the victim care and first aid, but **avoid destroying any evidence** until the authorities arrive. Do not permit the victim to use the restroom until instructed to do so by the police.
5. If a staff member or student talks to victim prior to the arrival of the police, restrict the conversation to immediate medical needs. If there is discussion about the situation, speak only in very general terms. **DO NOT DISCUSS THE SPECIFICS OF THE CASE.** It is better in court if the initial statements about the crime are recorded by the police.
6. A trained representative of the College will accompany the victim to the hospital (if appropriate).
7. If applicable, the Crisis Preparedness Coordinator will work with the Director of Communications to develop press releases to inform the community of the assailant's disposition.

### **IF THERE IS SEXUAL MISCONDUCT:**

1. Immediately alert Crisis Preparedness Coordinator (ext. 115 or 740-604-6180). Follow procedures outlined in policy number 5410 of the RBC policy manual incorporated herein by reference.



#### **K. KIDNAPPING**

1. Call 9-1-1 -- emergency squad/medical
2. Call Madison County Sheriff's Office
3. Pastoral notification of family --- President or Administrative Council member
4. Call Crisis Preparedness Coordinator

#### **L. ASSAULT**

1. Call 9-1-1 -- emergency squad/medical
2. Call Madison County Sheriff's Office
3. Pastoral notification of family --- President or Administrative Council member
4. Assign staff member of same sex to accompany victim as needed through medical attention, police investigation
5. File workers compensation report

#### **M. ROBBERY**

1. Call 9-1-1 -- emergency squad/medical if injuries involved
2. Call Madison County Sheriff's Office
3. Contact insurance company to report loss

#### **N. AIRCRAFT CRASH ON CAMPUS**

In the event a mishap occurs such as an explosion or an aircraft crash on campus, take the following action:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided notify the Crisis Preparedness Coordinator. Give your name and describe the location and nature of the emergency.
3. If necessary or when directed to do so, activate the building's alarm. **CAUTION: THE BUILDING ALARM MAY NOT RING INSIDE ALL BUILDINGS, SO YOU MUST REPORT THE EMERGENCY BY TELEPHONE**
4. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same. *If no buildings are endangered, instruct individuals to stay inside.*
5. Once outside move to a clear area that is at least 200 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. ***Know your assembly areas.***
6. If requested, assist emergency crews as necessary.
7. A Crisis Management Command Center may be set up near the disaster site. Keep clear of the Management Center unless you have official business.
8. **DO NOT RETURN TO AN EVACUATED BUILDING.**

**IMPORTANT:** After an evacuation, report to your designated assembly area. Stay there until an accurate head count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.



## O. FLOOD

A **flood watch** means that conditions are favorable for flooding. Staff members need to be aware, but no action will be taken.

A **flood warning** means that rising water threatens to close roads, wash out bridges and inundate property. Action should be taken to move to higher ground.

### BEFORE THE FLOOD:

1. Anticipate 2 or 3 alternative evacuation routes or pick-up locations.
2. Learn your building's flood evacuation route and the location of high ground. It is also important to know different routes into the school and which ones may flood.

### DURING OR AFTER THE FLOOD:

1. If possible, listen to television or radio for weather information and instruction.
2. Turn off utilities. Disconnect electrical appliances, being careful not to touch any electrical equipment if the floor is wet or underwater.
3. Report broken utility lines and/or other facility damage to the proper authorities.
4. A qualified professional should check all water-damaged equipment prior to usage.
5. Flooded areas should be gradually pumped out to minimize structural damage.

## P. OPERATIONAL PLAN FOR BOMB THREAT (Form Appendix D)

### A. BOMB THREAT

#### 1) By Telephone

- Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record as much as possible on the Bomb Threat Form.
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- Pay particular attention to background noises, such as motors running, music or any other sounds, which may indicate the location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics.
- If possible, try to have more than one person listen in on the bomb threat call.

#### b. By written message

- 1) Letter should be preserved for investigation by the police.
- 2) Place letter in a document protector and report it per established procedures.





## B. Procedures

- a. Activate fire alarm.
- b. Call 9-1-1 and report threat to police, providing:
  - name and title
  - building location
  - problem
- c. Call the President's Office to report the incident and action taken so far.
- d. Evacuate buildings and proceed to Emergency Assembly Areas to take roll
- e. Buildings should not be re-entered until authorities advise it is safe to do so. If the bomb threat message contained a specific time of detonation, the buildings should not be re-entered until a significant period of time has elapsed after the designated time, no matter how thorough a check was conducted.
- f. Under no circumstances should an untrained faculty or staff member attempt to locate and/or move a suspicious device.
- g. When it has been determined that building re-entry is permitted, occupants should once again visually inspect their area for unusual items before settling in.

## **DO NOT TOUCH OR MOVE THE OBJECT!**

If a time or location is NOT given in the bomb threat message and it has been decided that evacuation is unnecessary, the precautionary measures outlined above will be initiated to ensure that the college is safe from threat. In most cases, more detailed plans are necessary if a time and location are given.

## **Q. POWER FAILURE**

The response procedures are dependent upon whether we have or do not have advance warning and whether school is in session or is not in session.

1. Power outage WITH ADVANCE warning
  - a. If after consultation with Chief Academic Officer, classes will be cancelled or the regular hours of the school day changed, notify:
    - Physical Plant
    - Faculty, staff and residence hall staff
  - b. Alert key personnel to specific responsibilities.
  - c. Turn off all electrical equipment (computers, printers, typewriters, copiers, etc.) individually.
  - d. Shut off all electrical switches at the electrical panel.
  - e. When power is restored, check the effect of the power outage on the site (refrigerated food, clocks, timers, etc.)



2. Power outage WITHOUT ADVANCE warning
  - a. Tune to the Emergency Broadcast System on battery-powered radio.
  - b. The Operations staff should survey the campus for any power problems or potential safety concerns that may have caused or resulted from the power outage
  - c. The Operations staff should contact the local power station to determine the nature of the power outage and whether any action is necessary by College personnel
  - d. If after consultation with Chief Academic Officer classes will be cancelled or the regular hours of the school day changed, notify:
    - Physical Plant
    - Faculty, staff and residence hall staff
  - f. When power is restored, check the effect of the power outage on the site (refrigerated food, clocks, timers, etc.).

## **R. TORNADO**

IF THERE IS A TONADO WATCH ISSUED FOR THE ROSEDALE BIBLE COLLEGE AREA:

1. Immediately alert the Crisis Preparedness Coordinator (ext. 115 or 770-604-6180).

IF THERE IS A TONADO WARNING ISSUED FOR THE ROSEDALE BIBLE COLLEGE AREA:

1. Immediately alert the Crisis Preparedness Coordinator (ext. 115 or 770-604-6180).
2. A message will be sent via Populi concerning steps to be taken.
3. As the extent of the threat is monitored, students may be asked to shelter in place or to gather in the basement of the classroom building until the all clear is given.

## **S. RESUMING OPERATIONS**

1. Immediately after an emergency, take steps to resume operations.
2. Establish a recovery team, if necessary. Establish priorities for resuming operations.
3. Continue to ensure the safety of personnel and students on the property. Assess hazards. Maintain security at the incident site.
4. Conduct an employee briefing.
5. Keep detailed records. Take photographs of or videotape the damage.
6. Account for all damage-related costs. Establish special job order numbers and charge codes for purchases and repair work.
7. Follow notification procedures.



- a. Notify employees' families about the status of personnel on the property.
  - b. Notify off-duty personnel about work status.
  - c. Notify insurance carriers and appropriate government agencies.
8. Protect undamaged property. Close up building openings. Remove smoke, water and debris. Protect equipment against moisture. Restore sprinkler systems. Physically secure the property. Restore power.
  9. Conduct an investigation. Coordinate actions with appropriate government agencies.
  10. Conduct salvage operations. Segregate damaged from undamaged property. Keep damaged goods on hand until an insurance adjuster has visited to the premises, but you can move material outside if it's seriously in the way and exposure to the elements won't make matters worse.
  11. Take an inventory of damaged goods. This is usually done with the adjuster, or the adjuster's salvor if there is any appreciable amount of goods or value. If you release goods to the salvor, obtain a signed inventory stating the quantity and type of goods being removed.
  12. Restore equipment and property. For major repair work, review restoration plans with the insurance adjuster and appropriate government agencies.
  13. Assess the value of damaged property. Assess the impact of business interruption.
  14. Maintain contact with suppliers.



## APPENDIX A

### EMERGENCY PREPAREDNESS CHECKLIST

When disaster strikes it is too late to prepare. There are certain items that should always be readily available, and should be stockpiled if there is any indication of impending disaster or emergency. These include but are not limited to the following:

**Water:** At least one gallon daily for each person. If forewarned of disaster, store as much water as possible in non-breakable containers.

**Non-perishable Foods:** These would include canned fruits and vegetables, dried foods, foods that require little or no cooking. Also have on hand any food that is required for those who are on special diets.

**Eating and drinking utensils:** Non-breakable

**Can openers**

**Supply of trash bags**

**Water purifying tablets**

**A heating source:** Cook stove or sterno, as well as extra fuel

**Communication, Lighting, and Safety Needs:** Battery operated radio with an extra supply of batteries. Lantern and fuel, and/or a flashlight and batteries. Candles and matches or a lighter. Fluorescent distress flag or flares. Fire extinguishers. Work gloves. CB Radio. Shovel.

**Clothing and Bedding:** One complete change of clothing per person, suited to the weather situation. Sturdy work clothes and shoes. Extra socks and underwear. Outer wear such as rain gear and boots. Pillows. A sleeping bag or two blankets per person.

**Personal Items:** Washcloth and small towel. Reading and writing materials. Sewing kit. Toiletries such as soap, deodorant, toothbrush, and toothpaste. Brush and/or comb and other hair care items. Contact lens cleaner. Insect repellent and insecticide. Mirror. Sanitary napkins or tampons. Shaving kit. Dentures.

**Sanitary Needs:** Paper towels and toilet paper. Liquid detergent. Disinfectant. Garbage can or bucket with tight fitting lid, which can be used as an emergency toilet if the need arises. Garbage bags.



## APPENDIX B

### CAMPUS DISASTER SUPPLY LIST

- Paper plates and cups
- Plastic knives, forks, and spoons
- Napkins and paper towels
- A first-aid kit. The kit should include hydrogen peroxide, antibiotic ointment, bandages, tape, instant ice pack, aspirin and non-aspirin pain reliever, scissors, tweezers, and safety pins.
- Bottled water
- Cooler
- Food pantry with non-perishable items (**brought by students**).  
*Suggestions include:* tea, powdered coffee, canned fruit and vegetable juices, powdered milk, ready to serve canned soups, canned or dried fruits, cookies, crackers, granola bars, peanut butter, sugar, salt, hard candy, and nuts.
- Tools – brooms, a crowbar, hammer, rope, screwdriver, shovel, plastic or electric tape, and tarp.
- Phone numbers of disaster relief agencies, and fire and police departments.
- Large trashcans with lids and large plastic garbage bags.
- Extra newspaper – for blankets and fire, also to wrap waste and garbage.
- Signage for campus entrances.

## APPENDIX C

### HAZARDOUS MATERIAL SPILL SITE SPECIFICS CHECKLIST

The checklist delineates the action to be taken in response to a major chemical accident. It is imperative that all staff members are aware of these procedures and that persons other than the CMT be preauthorized to carry them out if the CMT is not available to make the determination required. If specific persons are designated to perform these tasks, their names should be noted as appropriate.

Site \_\_\_\_\_ Date \_\_\_\_\_

Location of accident \_\_\_\_\_ Time \_\_\_\_\_

Check off completed tasks as appropriate to the circumstances of the chemical accident.

- ☐ Determine if students/staff should be kept indoors or evacuated to safe location outside of classrooms/dorms/work areas.

Action taken: \_\_\_\_\_

- ☐ (Only if necessary) 911 called by \_\_\_\_\_ Time \_\_\_\_\_

Report:

- his/her name and title, school/site name and address
- problem (type of chemical accident; specific location or site; has/has not entered the storm drain; action taken, if any).

- ☐ Owner, notified by \_\_\_\_\_ Time \_\_\_\_\_

Message: "This is (name and title) at (Rosedale Bible College/site). We have a chemical accident (type and location). We (have/have not) evacuated outside the classroom/dorms/work areas, (have/have not) called 911, and (have/have not) requested Physical Plant to contain/clean up."

- ☐ Notified by responding government agency (Fire, Police/Haz Mat Team) of chemical accident.

Directed to remain on the site to \_\_\_\_\_ by  
(name of person/title and agency) \_\_\_\_\_

- ☐ Transportation requested from Physical Plant to move (#) \_\_\_\_\_ students and staff.

☐ Yes ☐ No Time \_\_\_\_\_

Evacuation Location \_\_\_\_\_

- ☐ President's Office/CMT notified of evacuation by \_\_\_\_\_

- ☐ Students/all personnel return to classrooms/dorms/work areas. Time/date \_\_\_\_\_



## APPENDIX D

### **BOMB THREAT SITE SPECIFIC CHECKLIST**

This checklist describes the action to be taken in response to a bomb threat. Section I is to be recorded by the person receiving a bomb threat. If the threat is by letter, record the words of the threat in this section and proceed to Section II of the checklist. Section II is the report of the actions taken following the receipt of a bomb threat. If specific persons are designated to perform these tasks, their names should be noted as appropriate.

Site \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Person receiving call \_\_\_\_\_

1. **Report by Persons Receiving Call** (Check off completed tasks as appropriate to the circumstances of the incident. Attach record of additional actions.)

A. Exact Words of Caller/Threat \_\_\_\_\_  
\_\_\_\_\_

B. If possible, ask the caller the following questions:

- Where is the bomb (building, location)? \_\_\_\_\_
- What time is it set to go off? \_\_\_\_\_
- What kind of bomb is it? What does it look like? \_\_\_\_\_
- Who set the bomb? Why was the bomb set? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your name? \_\_\_\_\_ How old are you? \_\_\_\_\_

C. Evaluate the voice of the caller and check applicable spaces:

- ☐ Male ☐ Female ☐ Adult ☐ Teen ☐ Elem. Age Child ☐ Old
- ☐ Accent ☐ Speech Impediment ☐ Intoxicated ☐ Slow ☐ Rapid
- ☐ Voice is familiar? If so, sounds like: \_\_\_\_\_

D. Background noise (check applicable spaces):

- ☐ Music ☐ Conversation ☐ Typing ☐ Babies or children ☐ Airplane
- ☐ Cars or trucks ☐ Machine noise ☐ Other \_\_\_\_\_

E. Time caller hung up \_\_\_\_\_

F. Remarks: \_\_\_\_\_  
\_\_\_\_\_



2. **Report by Designated Person** (Check off completed tasks as appropriate to the circumstances of the incident. Attach record of additional actions.)

☐ Fire Alarm activated by \_\_\_\_\_ Time \_\_\_\_\_

☐ 9-1-1 called by \_\_\_\_\_ Time \_\_\_\_\_

Report:

- his/her name and title
- building/site location
- problem (bomb threat)
- “We have just evacuated the buildings.”

☐ President’s Office notified by \_\_\_\_\_ Time \_\_\_\_\_

Message: “This is (name and title). We have just received a bomb threat. We have evacuated the buildings and called 911.

☐ Written threat (letter) protected in document holder and kept by \_\_\_\_\_

☐ Thorough inspection of all classrooms, work areas, lounges, bathrooms, offices, multipurpose room, kitchen, shrubbery, roof, and perimeter areas conducted by: (check as appropriate) ☐ Fire ☐ Police

☐ Evacuation from site declared necessary by \_\_\_\_\_

Buses requested from Transportation to move (#) \_\_\_\_\_ students and staff. ☐ Yes ☐ No;

Time \_\_\_\_\_ Evacuation Location \_\_\_\_\_

☐ Management and Police notified of evacuation from site by \_\_\_\_\_

☐ Suspicious object located in/at/near \_\_\_\_\_

and 9-1-1 called by \_\_\_\_\_ Time \_\_\_\_\_

**OR**

☐ Nothing suspicious located. Re-entry authorized by \_\_\_\_\_ Time \_\_\_\_\_

☐ Students/all personnel returned to classrooms/work area. Time \_\_\_\_\_