

Saint Martin's University Campus Emergency Response Plan

INTRODUCTION:

The Saint Martin's University Campus Emergency Response Committee was created and charged with developing a campus-wide plan for responding to all levels of emergencies.

The committee is dedicated to creating, coordinating, standardizing and implementing a comprehensive plan for the preparedness, prevention, response, and resolution of any foreseeable emergency. These situations may be natural or man-made and may occur at any time. By standardizing responses, the University will provide a guide for all members of the University community to follow in the event of an emergency. This manual is not intended to be all-inclusive but to aid the calm, reasoned, response of each individual, ensuring the safety of each community member, the least damage to property and the least disruption to the educational process.

In the event of a major emergency, the Campus Emergency Response Team, or CERT, will be activated to coordinate the University's Campus Emergency Response Plan (CERP). The team consists of appointed University Officials under the direction of the University Executive Team member in charge. The team is composed of the following representatives:

- 1 Executive Team member in-charge or designee – **CERT Team Leader**
- 2 Abbey Representative
- 3 Vice President for Academic Affairs – **Academic Coordinator**
- 4 Vice President of Finance – **Finance Coordinator**
- 5 Vice President of Institutional Advancement – **Institutional Advancement Coordinator**
- 6 Dean of Student Services – **Logistics Coordinator**
- 7 Dean of Admissions & Financial Aid – **Logistics Coordinator Backup**
- 8 Director, Campus Safety and Security – **Safety/Security Coordinator**
- 9 Director, Residence Halls & Housing – **Student Services Coordinator**
- 10 Director, Facilities Management – **Facilities Coordinator**
- 11 Director of Communications – **Media Relations Coordinator**

HOW TO USE THIS MANUAL:

SECTION 1: Emergency Protocols:

Emergency protocols in Section I of the Campus Emergency Response Plan (CERP) consist of procedures to follow in the event of specific emergency situations. Since the exact nature of emergencies is unforeseeable CERT should follow the nearest appropriate protocol or combine protocols to respond effectively. This section also lists the responsible CERT parties and contains a checklist of parties or offices that should be notified immediately. The plan also includes a flow chart outlining the responsibilities of each CERT member and the appropriate communication flow that will occur when the Campus Emergency Response Plan is implemented (See attached flow chart).

Central Command Post: In the event of a major emergency in, or the destruction of Old Main, the CERT Central Command Post will be established in the faculty-staff room on the lower level of Building # 14, the O'Grady Library.

During an emergency situation, appropriate CERT members will meet to determine the best course of action to deal with distinctive elements of the given situation. The CERT, in whole or in part, will continue to meet throughout the situation until all post-incident actions are completed. Documentation, such as reports, forms, and other documents, will be submitted by the appropriate CERT member to the CERT Leader, as well as to other team members as the situation warrants. A CERT meeting to determine how best to bring closure for the University community will occur no longer than two days following a traumatic event and in other incidents where life safety has been threatened or has badly damaged the University's physical plant or reputation. CERT will determine at that time whether post-incident counseling services, debriefing of University constituencies, or other steps should be taken. A CERT meeting to determine procedural improvements in the areas of effectiveness, safety, communication and best outcome will follow within one week of the incident.

SECTION II: Evacuation Procedures:

Evacuation procedures for all buildings on campus are in Section II of this manual. Faculty and staff should take the time to review and share evacuation procedures with students so everyone is aware of exit routes. Procedures for evacuees, for faculty evacuating classes, and for helping people with disabilities are also included. People who may need individual assistance in the event of an evacuation should contact the Office of Campus Safety and Security, 360-438-4555 when they first arrive on campus.

SECTION III: Emergency Personnel:

Section III contains information pertaining to the Campus Emergency Response Team, including membership and responsibilities of Building Managers, Evacuation Monitors, Triage Coordinator, Search and Rescue Teams, Safety and Security Teams, First Aid Teams, and the Counseling Response Team.

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SECTION II: Evacuation Procedures:

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- Classroom/lab instructions for faculty
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- | | |
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| 5 | Maintenance Building |
| 6 | |
| 7 | Cebula Hall (Engineering Building) |
| 8 | Trautman Student Union Building |
| 9 | Norman Worthington Conference Center / Pavilion |
| 10 | Baran Residence Hall |
| 11 | Burton Residence Hall |
| 12 | |
| 13 | Kreielsheimer Hall (Performing Arts Building) |
| 14 | O'Grady Library |
| 15 | Spangler Residence Hall |
| 16 | 5500 Building |

SECTION III: Emergency Personnel:

- Campus Emergency Response Team -Membership and Responsibilities:
- Building Managers

Revised on April 17, 2012 @ 0935 hours

Evacuation Monitors
Triage Coordinator
Search and Rescue Teams
Safety and Security Teams

- First Aid Teams
- Counseling Response Teams

APPENDICES:

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- Appendix 7: Anti-terrorism Policy
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- Appendix 9: Saint Martin's University Phone Tree
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SECTION I: EMERGENCY PROTOCOLS

All Emergencies:

1. Call 911. If trained, may provide first aid/CPR as necessary.
2. Notify Campus Security. Emergency response personnel will determine the appropriate action plan.
3. Follow the designated evacuation plan if needed.
4. Campus Security will notify the CERT Leader to implement the Emergency Response Plan.

Armed Intruder:

1. Call 911 and stay on the line until told to hang up.
2. If indoors remain in your room, office, or classroom behind a locked door (if possible) and away from windows.
3. If outdoors find refuge in a nearby building.
4. Remain calm and quiet.
5. Wait for police to arrive.
6. If instructed by authorities to evacuate a building or campus grounds, follow directions exactly.
7. Campus Security will notify the CERT Leader to implement the emergency response plan.

Assault:

1. Call 911. If trained, may provide first aid/CPR as necessary.
2. Notify Campus Security. Emergency response personnel will determine the appropriate action.
3. Campus Security will notify the CERT Leader to implement the emergency response plan.

Blood-borne Pathogens:

1. Call 911. If trained, may provide first aid/CPR as necessary.
2. Notify Campus Security. Emergency response personnel will determine the appropriate action.
3. All responders should avoid contact and contamination.
4. Campus Security will notify the CERT Leader to implement the Emergency Response Plan.

Bomb Threat, Telephoned:

1. Person receiving bomb threat should try to remain calm; if possible, complete bomb threat checklist. (See Appendix 3 for form. Employees should have a form under their telephone.)
2. Call 911 and Campus Security to report the call.
3. Responders should not use electronic communications (cell phone, portable two-way radios).
4. Campus Security will activate fire alarm; Building Managers will evacuate building(s).
5. Campus Security will notify CERT Leader to implement the Emergency Response Plan.

Bomb:

1. If you suspect an object may be a bomb, leave the area immediately. Call 911 and Campus Security. Never touch a suspicious-looking object.
2. Campus Security will notify the CERT Leader to implement the Emergency Response Plan. Note: All responders: Do not use electronic communication devices (Cell phones, portable two-way radios, etc.) in the vicinity of a suspected bomb.

Death of Student or Other Community Member on Campus:

1. Call 911. If trained, may provide first aid/CPR as necessary, if appropriate.
 2. Call Campus Security, who controls the scene.
 3. Campus Security will notify the CERT Leader to activate the Emergency Response Plan.
 4. CERT Leader notifies or designates someone to notify:
 - a. Office of Communication, 360-438-8857.
 - b. If decedent is a student, notify the Dean of Student Services at 360-438-4367.
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1. If decedent is a residence hall student, notify Residence Life Director at 360-486-8856.
 2. If decedent is a student-athlete, notify the Athletic Director at 360-438-4372.
 3. If decedent is an international student, notify Director of International Education, 360-438-4375.

- c. If decedent is a member of the Monastery, notify the Abbot.
1. CERT determines whether to enact Violent or Sudden Death Protocol (Appendix 3).
2. CERT determines services to offer roommate/significant other of deceased person(s).
3. CERT Leader notifies next of kin, if warranted.
4. CERT determines follow-up services and how best to close incident for University community.

Fire and/or Explosion:

1. Activate fire alarm.
2. Call 911 and Campus Security at 360-438-4555.
3. Campus Security, Evacuation Monitor(s), and Building Manager(s) ensure building is evacuated.
4. Campus Security controls scene, prohibits re-entry to area.
5. Campus Security notifies CERT Leader to activate the Emergency Response Plan.

Hazardous Materials Contamination:

1. Activate fire alarm to evacuate building(s), call 911 and avoid contamination by hazardous material.
2. Notify Campus Security.
3. Campus Security will notify the CERT Leader to activate the Emergency Response Plan.

Contingency Plan for Main Campus Closure/Class Cancellation:

If normal operation of the University and/or its extensions is suspended or delayed due to severe weather or other emergency the Vice President for Academic Affairs/CERT Academic Coordinator (or designated backup) will determine whether to cancel classes or entirely close the main campus.

If severe weather or other emergency is forecast the Director of Communications/Media Relations Coordinator will send an e-mail message to the University community advising where to obtain information about closure/class-cancellation status.

Closure decisions for the Extension Campuses will be determined by respective military, Centralia College or Olympic College officials who will inform the Saint Martin's Director of Extension Campuses. The Extension Campus Director will inform the VPAA/Academic Coordinator, who will inform the Director of Communications/Media Relations Coordinator or designated backup. If extension campuses suspend normal operations, the policy located in Appendix 11, Extension Campus Contingency Plan will be followed:

1. If inclement weather or other situation develops overnight, a decision will be made no later than 6 a.m. The VPAA /Academic Coordinator will:
 - a. Notify the Director of Communications/Media Relations Coordinator of class closures, delays, or cancellations. If members of the University community think school may be closed, the decision to stay open will be communicated to the Director of Communications/Media Relations Coordinator.
 - b. Notify the Director of Communications/Media Relations Coordinator or designated backup.
2. The Director of Communications/Media Relations Coordinator or designated backup:
 - a. Releases information to internal, external audiences via broadcast e-mail and through area media.
 - b. Contacts Web Administrator to place appropriate message on University Web site.
 - c. Contacts Fr. Edward, 360-438-4413, to activate the closure message on the switchboard.
 - d. Places an Audix message (360-486-8899) on the designated internal telephone with more specific information for faculty, staff and students.
1. Employees and students are responsible for listening to media (e-mail, radio, TV, Web site, etc.) announcements or checking the University Web site for closure information.
2. When the status of the extension campuses is determined, Extension Director contacts the VPAA/Academic Coordinator who, in turn, gives the information to the Director of Communications/Media Relations Coordinator so additional information on the extensions can be added to the Web site/messages.
3. Conference Services personnel activate protocol to notify clients if their event will be affected by the University's closure and activates Conference Services Audix message about any cancelled events.
4. Each Office/Academic Division Office changes its voice mail message to announce closure of University campus or delay/cancellation of classes.
5. Each Office will use the phone tree in an emergency situation to pass important information among the University community.

Earthquakes:

1. Non-student Campus Security, Evacuation Monitors and Building Managers ensure buildings are evacuated.
2. Campus Security notifies the CERT Leader to implement the Emergency Response Plan.
3. Campus Security posts non-student personnel at entrances to prevent re-entry.
4. In the event of an after-hours earthquake, the VPAA/Academic Coordinator and Director of Communication/Media Relations Coordinator follows school closure protocol, if possible. The Director of Communications/ Media Relations Coordinator issues periodic updates to constituent groups of the University community using protocol similar to school closure as situation warrants.

Off-Campus Emergencies/Accidents/Deaths:

This protocol has been put in place to cover an emergency event in which students and other members of the University community who are out of town are injured, killed or involved in an emergency situation. Examples of this would be a van accident involving athletes or a hostage-taking situation abroad.

1. Person on scene contacts 911 or appropriate alternative and secures emergency help.
2. Person on scene contacts Saint Martin's Security with as much information as possible. 360-438-4555.
3. Campus Security personnel notify CERT Leader to activate the Emergency Response Plan.

Plumbing Emergency:

1. Between 8 a.m. and 5 p.m., call the Information Center (dial "0"); after business hours call Campus Security at 360-438-4555.
2. Information Center or Campus Security contacts Facilities Director if the situation warrants.
3. Information Center contacts Campus Security if the situation warrants.
4. Facilities Director determines appropriate action which may include evacuating immediate area.
5. Facilities Director assesses source and extent of damage, attempts to confine spill and places caution signs or tape.
6. Facilities Director or Security personnel will activate the Emergency Response Plan in the case of a serious plumbing emergency affecting the building.

Power Outage:

1. Between 8 a.m. and 5 p.m., call the Information Center (dial "0"); after business hours, call Campus Security at 360-438-4555.
2. Campus Security controls scene and coordinates necessary response, including evacuation, if necessary.
3. Campus Security notifies the Facilities Director to assess the situation.
4. Campus Security activates the Emergency Response Plan if situation warrants.

Rallies, Protests, Demonstrations:

1. If Saint Martin's University is notified beforehand of a rally, protest or demonstration:
 - a. A copy of the actual policy, as well as verbal instructions by the Campus Security Director, about areas for those events is given to the group's leader. In some cases, Campus Security will string caution tape marking the public property where protests can legally occur.
 - b. The Director of Campus Security alerts appropriate CERT members, Lacey Police Department, and other parties who may need knowledge of, or may be affected by, an upcoming protest.
1. If no permission is sought and a rally, protest or demonstration begins, the first responder notifies Campus Security at 360-438-4555.
2. Campus Security contacts protesting group, informs it of the University's Demonstration Policy and asks the group(s) to move to the nearest public sidewalk along University property.
3. If the protest escalates or turns threatening or if protesters fail to follow policy, Campus Security liaisons with Lacey police to control the situation.
- a. All Student Security Officers are immediately relieved of duty for safety reasons.
- b. Emergency response personnel will determine the action plan.
- c. Campus Security informs the CERT Leader and implements the Emergency Response Plan.

Serious Individual Illness or Injury on Campus:

1. Call 911. If trained, first responder may provide first aid/CPR as necessary. If untrained, the first responder should try to keep the individual calm and immobile (do not administer aid).
2. Notify Campus Security at 360-438-4555.
3. Emergency response personnel will determine the action plan.
4. Campus Security will contact CERT Leader to implement the Emergency Response Plan.

Sexual Assault:

1. Advise victim to talk to someone about the assault.
2. Advise victim on importance of reporting the assault to 911, Campus Security (360-438-4555), or, if the victim prefers to make a confidential report, contact the University's Counseling and Wellness Resource Center (360-438-4513 or 360-438-4371).
3. Advise victim of importance to seek immediate medical attention and an examination at a hospital emergency room.
4. Campus Security notifies the Dean of Students or Residence Life on-call staff member who in turn notifies the CERT Leader to implement the Emergency Response Plan.

Steam Emergency:

1. Between 8 a.m. and 5 p.m., call the Information Center, "0;" after business hours call Campus Security at 360-438-4555.
2. Security personnel or Information Center attendant notifies Facilities Director.
3. If situation warrants, Facilities Director contacts CERT Leader to initiate Emergency Response Plan.

Suicide:

1. Call 911 and Campus Security at 360-438-4555.
 2. Emergency response personnel will determine the action plan and control the scene.
 3. Campus Security notifies Dean of Students, who notifies the appropriate CERT members.
 4. Appropriate CERT member notify:
 - a. The Residence Hall Manager, 360-438-4546, if decedent is a residence hall student.
 - b. The Athletics Director, 360-438-4372, if decedent is an athlete.
 - c. Director of International Programs, 360-438-4375, if decedent is an international student.
 - d. The Abbot, if decedent is a member of the Abbey.
 - e. Emergency contact person, if decedent is a University employee.
1. CERT will determine services to offer roommate/significant others.
 2. CERT will determine whether to enact Violent or Sudden Death Protocol (Appendix 3).
 3. CERT Leader will implement the Emergency Response Plan.

Vehicle / Plane Crash on Campus:

1. Call 911 and Campus Security at 360-438-4555.
2. Emergency response personnel will determine action plan.
3. Campus Security notifies Dean of Students, who in turn notifies CERT Leader to activate the Emergency Response Plan.

SECTION II: Evacuation Procedures:

The success of any evacuation depends on common sense, logic and presence of mind. Because panic is an ever-present danger in any emergency, it is essential that Building Evacuation Monitors remain calm, assertive, and thorough in the performance of their role.

A building evacuation will occur when a fire alarm sounds or upon notification from Campus Security. Fire alarms may stop ringing; always continue to evacuate.

The Campus Security Director is the point of contact for arriving Fire/Police Officials and will report nature and location of emergency and status of evacuation.

Protocol for All Evacuees:

1. Follow the fastest and safest route allowed by the particular emergency.
2. Do not use elevators to leave the building.
3. If you are unable to evacuate the building, go to the nearest Safety Zone area on each floor next to the elevators. Use the Safety Zone's emergency intercom to transmit your location to the monitoring service; the monitor will notify emergency personnel to assist you in evacuation.
- 1 Assemble in the Designated Assembly Area for your building.
- 2 Remain at the Assembly Area until released by a University official.
- 3 Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.
- 4 Evacuees may be requested to move to an alternate site.
- 5 If requested, evacuees may assist emergency personnel.
- 6 Do not return to the building until the appropriate Building Manager signals it is safe to do so.

Evacuation Instructions for Faculty Members Holding Classes:

- 1 Announce evacuation; have everyone leave the classroom as quickly and safely as possible.
- 2 If time allows, shut windows, turn lights off, and close doors.
- 3 Instruct students to meet you at the Designated Assembly Area after completing evacuation.
- 4 Meet your class at the Designated Assembly Area, check to make sure all students are present.
- 5 Provide information at the Command Post concerning injuries or other emergency conditions. Try to remain calm. Your students will be looking to you for direction and leadership in an emergency situation. Be prepared to help them.

Procedures for Evacuating People with Disabilities:

- 1 Communicate the nature of the emergency, if known, to the person.
- 2 Ask how the person would like to be assisted.
- 3 Evacuate mobility aids with person, if possible.
- 4 Escort person to a Safety Zone area next to an elevator if unable to evacuate. An emergency intercom located in each elevator's Safety Zone should be used to contact the intercom monitor.
- 5

Visual Impairments:

- 1 Describe the nature of the emergency, if known, and offer to guide person to the nearest exit.
- 2 Have the person take your elbow and guide him/her to the Designated Assembly Area.
- 3 Advise the person along the way of obstacles such as stairs, narrow passageways or overhanging objects.
- 4 At the Designated Assembly Area, orient the person and ask if further assistance is needed.

Hearing Impairments:

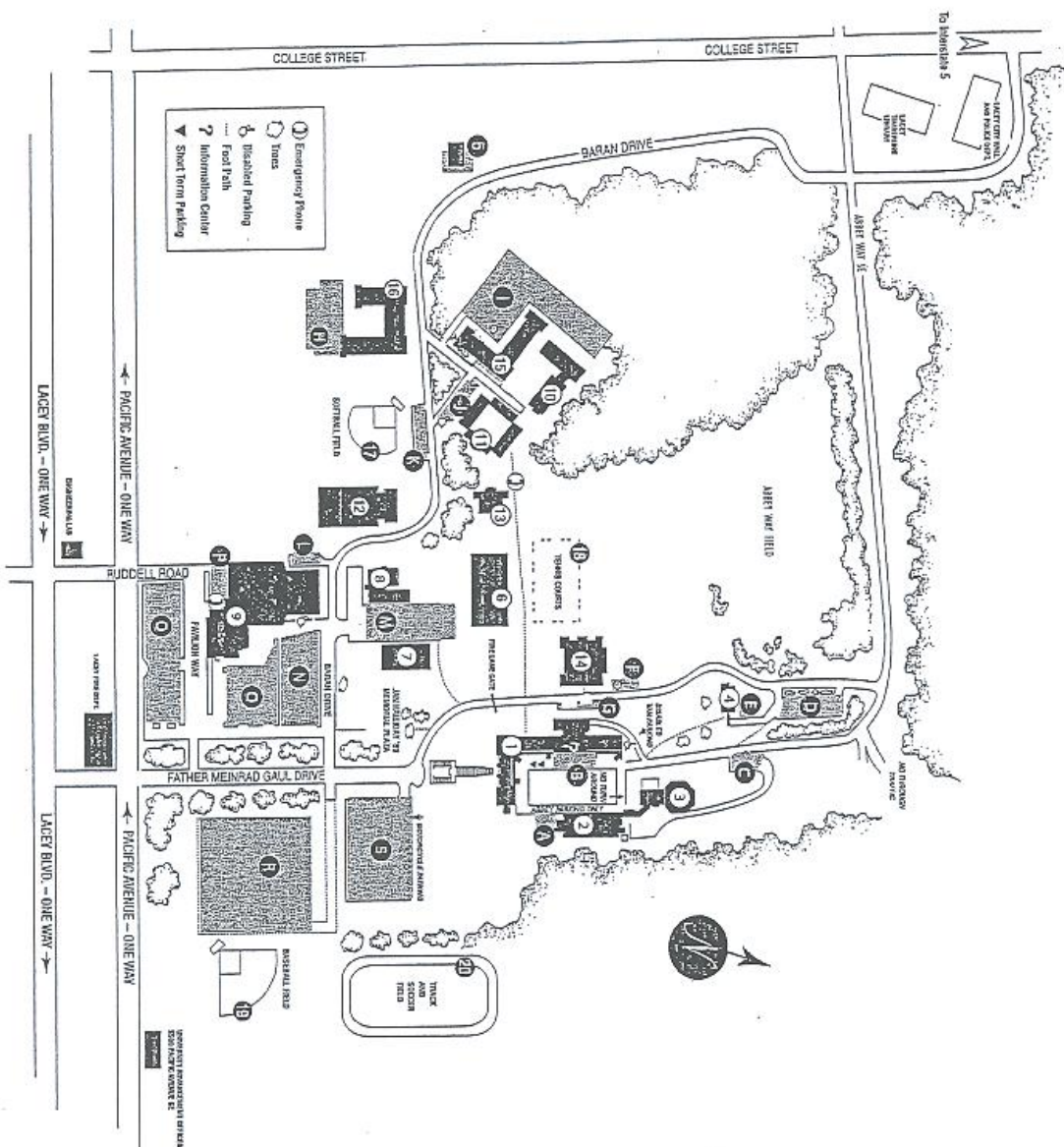
Communicate with the hearing-disabled person through writing, hand gestures or lip-reading and follow evacuation procedures.

People Using Wheelchairs, Crutches, Canes, or Walkers:

1. Ask which method of assistance the person prefers.
2. Evacuate mobility aids with the person, if possible.
3. If the person prefers to be moved in the wheelchair, remember:

- a. Ask if the person wants to move forward or backward down the stairs.
 - b. Wheelchairs have many moveable or weak parts.
 - c. Some people have no upper trunk or neck strength.
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- 1. If a seat belt is available, use it.
 - 2. If the person prefers to be removed from the wheelchair, ask his/her preference on the following:
 - a. Being removed from the wheelchair.
 - b. Whether to move extremities.
 - c. Whether to bring seat cushion or pads.
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- 1. Ask the person what is necessary for after-evacuation care.
 - 2. An evacuation chair may be needed; the wheelchair can be retrieved later.
 - 3. Contact Campus Security to retrieve mobility devices.

SAINT MARTIN'S UNIVERSITY AND ABBEY CAMPUS MAP 5000 Abbey Way SE LACEY, WASHINGTON 98503-7500 www.stmartin.edu



Legend

1. Old Main (bookstore on 2nd floor)
2. Monastery
3. Abbey Church
4. Lynch Center (Abbey Guest House)
5. Zwert Hall (Maintenance Building)
6. Harred Hall (Academic Building)
7. Celinda Hall (Engineering)
8. Trautman Student Union Building (TUE)
9. Irl and Inge Marcus Pavilion
10. Norman Worthington Conference Center
11. Baran Hall (Residence)
12. Burton Hall (Residence)
13. Student Recreation and Fitness Center
14. Kreiselheimer Hall (Arts Education)
15. O'Grady Library
16. Spangler Hall (Residence)
17. Parsons Hall (Residence)
18. Softball Field
19. Tennis Courts
20. Track and Soccer Field

PARKING

- A. Abbey private guest lot
- B. Courtyard lot
- C. University and Abbey visitor lot
- D. Lynch employee lot
- E. Lynch visitor lot
- F. O'Grady Library lot
- G. Reseneal employee lot
- H. Parsons Hall (resident student lot)
- I. Baran/Spangler Hall (resident student lot)
- J. Burton Hall (resident student lot)
- K. Softball (resident student/student lot)
- L. NW Pavilion employee lot
- M. CE employee lot
- N. NE Pavilion lot
- O. SE Pavilion lot
- P. SW Pavilion employee lot
- Q. South Pavilion lot
- R. Overlook lot
- S. Grand Staircase student lot

EVACUATION PLAN BY BUILDING:

Building Managers/Evacuation Monitors/Evacuation Points

This list will be updated by the Director of Public Safety every year and distributed across campus. The Director of Public Safety will appoint at least two Evacuation Monitors per building if staffing allows.

Building 1 – Old Main:

Building Managers: Director of Facilities/Dean of Student Affairs.

Designated Evacuation Monitors

1st Floor: North/South Wing: Bon Appetit Staff
East/West Wing: Stephen Parker/Arwyn Smalley

2nd Floor: North/South Wing: Financial Aid/Career Center
East/West Wing: Office of Marketing and Communications/HR

3rd Floor: North/South Wing: Ron Vandergriff /Laura Hoff
East/West Wing: Kathryn Porter/ OIPD Staff

4th Floor: North/South Wing: Office of Education Staff
East/West Wing: OIPD Staff

Evacuation Points:

Primary Assembly Area: Lynch Employee Parking Lot “D”

Alternate Assembly Areas:

1. Grand Staircase Lot “S”
2. Area between Monastery and tree line

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 2 – Monastery:

Building Manager: Abbot Neal Roth, O.S.B.

Evacuation Points:

Primary Assembly Area: Outside the north end of Old Main

Alternate Assembly Areas:

1. Japanese Garden, NW of Abbey Church

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 3 – Abbey Church:

Building Manager: Abbot Neal Roth, O.S.B.

Evacuation Points:

Primary Assembly Area: Outside the north end of Old Main

1. Japanese Garden, NW of Abbey Church.

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 4 – Lynch Building/Abbey Guest House:

Building Managers: Fr. Alfred Hulscher, O.S.B. and Andrew Moyer.

Designated Evacuation Monitors include: Fr. Alfred Hulscher, O.S.B, Andrew Moyer and MIS.

Evacuation Points:

Primary Assembly Area: South end of Lynch Employee Parking Lot

Alternate Assembly Areas:

1. Library (Building 14).

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 5 – Zaverl Hall (Maintenance Building):

Building Manager: Director of Facilities: Alan Tyler

Designated Evacuation Monitors include: Facilities staff.

Evacuation Points:

Primary Assembly Area: Inside the front of Parsons Hall (Building 16)

Alternate Assembly Areas:

1. Spangler Residence Hall (Building 15)

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 6- Harned Hall:

Building Manager: Library Director

Designated Evacuation Monitors include: Library/ITS Staff

Evacuation Points:

Primary Assembly Area: TUB (Building 8)

Alternate Assembly Areas:

1. Kreielsheimer Hall (Building 13)

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 7– Cebula Hall (Engineering Building):

Building Manager: Engineering Dean

Designated Evacuation Monitors include: Engineering staff.

Evacuation Points:

Primary Assembly Area: Trautman Student Union (Building 8)

Alternate Assembly Areas:

1. North end of NWCC/Hal and Inge Marcus Pavilion (Building 9)
2. Student Parking Lot "S," Command Post at West entrance of lot

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 8 – Trautman Student Union Building:

Building Manager: Campus Life Director.

Designated Evacuation Monitors include: Campus Life Staff.

Evacuation Points:

Primary Assembly Area: Kreielsheimer Hall (Building 13)

Alternate Assembly Areas:

1. North end of Cebula Hall (Building 7)

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 9 –Marcus Pavilion/Norman Worthington Conference Center (NWCC):

Building Manager: NWCC/Pavilion Director

Designated Evacuation Monitors Include: NWCC/Athletics staff.

Evacuation Points:

Primary Assembly Area: “Q” parking lot

Alternate Assembly Areas:

1. Southeast Pavilion Parking Lot “O”
2. Northeast Pavilion Parking Lot “N”

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 10 – Baran Residence Hall:

Building Manager: Housing/Residence Life Director

Designated Evacuation Monitors include: Residence Life Staff/RA's.

Evacuation Points:

Primary Assembly Area: TUB (Building 8)

Alternate Assembly Areas:

1. Kreielsheimer Hall (Building 13)

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 11 – Burton Residence Hall:

Building Manager: Housing/Residence Life Director

Designated Evacuation Monitors include: Residence Life Staff/RA's.

Evacuation Points:

Primary Assembly Area: TUB (Building 8)

Alternate Assembly Areas:

1. Kreielsheimer Hall (Building 13)

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 12- Recreation and Fitness Center

Building Manager: Charneski Recreation and Fitness Manager

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Designated Evacuation Monitor include: Charneski Recreation and Fitness Staff

Evacuation Points:

Primary Assembly Area: (Westside) K Parking Lot near the softball bleachers.

Alternate Assembly Area:

1. (Eastside) TUB basketball court:

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 13 – Kreielsheimer Hall (Arts Education Building):

Building Manager: Music Director

Designated Evacuation Monitors include: Music/Arts/Theater Staff.

Evacuation Points:

Primary Assembly Area: TUB (Building 8)

Alternate Assembly Areas:

1. North end of Engineering Building

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 14 – O’Grady Library:

Building Manager: Library Director

Designated Evacuation Monitors include: Library Staff.

Evacuation Points:

Primary Assembly Area: Harned Hall (Building 6)

Alternate Assembly Areas:

1. North end of Old Main
2. TUB (Building 8)

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 15 – Spangler Residence Hall:

Building Manager: Housing/Residence Life Director

Designated Evacuation Monitors include: Residence Life Staff/RA’s.

Evacuation Points:

Primary Assembly Area: TUB (Building 8)

Alternate Assembly Areas:

1. Kreielsheimer Hall (Building 13)

Triage Location: TBD by Lacey Fire Department

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Building 16- Parsons Residence Hall:

Building Manager: Housing/Residence Life Director

Designated Evacuation Monitors include: Residence Life Staff /RA’s.

Evacuation Points:

Revised on April 17, 2012 @ 0935 hours

Primary Assembly Area: Southwest corner of Parson Hall Parking Lot "H"

Alternate Assembly Areas:

1. Softball Field Parking Lot "K"

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

5500 Building - Office of Institutional Advancement:

Building Manager: VP of Finance

Designated Evacuation Monitors include: Advancement/Finance Staff.

Evacuation Points:

Primary Assembly Area: Parking lot East of the 5500 building (Chiropractor Office parking lot):

Alternate Assembly Areas:

1. Baseball field

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

NOTE: Command Headquarters, Campus-wide Emergency: Lower level of O'Grady Library SECTION

III: Campus Emergency Response Team

CERT Membership and Responsibilities:

The Campus Emergency Response Team (CERT) consists of appointed University officials who respond to emergencies and coordinate and direct activities associated with those responses. Depending on the emergency's level of seriousness, the CERT Leader or a designee may be called, as indicated in the Emergency Response Protocols. A sampling of emergency incidents and their protocols is listed in this manual; however, the manual may not cover all incidents in which the CERT might be activated.

Membership:

Members of the Campus Emergency Response Team meet periodically to discuss issues and protocols associated with critical incidents. Members of CERT are required to complete an annual training program. Membership consists of the following representatives or designees. See Appendix 1 for current members.

1. Executive Team member in-charge or designee – **CERT Leader**
2. Abbey Representative
3. Vice President for Academic Affairs – **Academic Coordinator**
4. Vice President of Finance – **Finance Coordinator**
5. Vice President of Institutional Advancement – **Institutional Advancement Coordinator**
6. Dean of Student Services – **Logistics Coordinator**
7. Dean of Admissions & Financial Aid – **Logistics Coordinator Backup**
8. Director, Campus Safety and Security – **Safety/Security Coordinator**
9. Director, Residence Halls & Housing – **Student Services Coordinator**
10. Director, Facilities Management – **Facilities Coordinator**
11. Director of Communications - **Media Relations Coordinator**

If needed for their expertise, other members of the University staff and/or faculty may be placed on the team by the CERT Leader to effectively respond to a given emergency. For example, faculty members with medical knowledge might be needed to coordinate medical needs during a natural disaster or the Director of Extension Programs might be a key CERT member in the case of an emergency affecting an extension program site or population.

CERT Leader: On Campus Executive Team Member In-Charge Responsibilities:

- 1 Assess incident situation.
- 2 Conduct initial briefing with those CERT members necessary for an effective response.
- 3 Authorize establishment of Emergency Plan.
- 4 Ensure planning meetings are conducted.
- 5 Coordinate staff activity.
- 6 Authorize release of information to the media and other key constituent groups.
- 7 Review effectiveness of campus response.

Logistics Coordinator: Dean of Student Services Responsibilities:

- 1 Is the Incident Commander responsible for implementing the Emergency Plan.
- 2 Communicates directly with Building Managers to assess building(s) needs.
- 3 Allocates immediate supplies or requests supplies for emergent needs.
- 4 Oversees all communication in terms of logistics.
- 5 Is in charge of family notification of faculty, staff and students.
- 6 May activate Search/Rescue, First Aid, Safety/Security or Counseling Response Teams.
- 7 Coordinate shelter operations with other agencies.

Media Relations Coordinator: Director of Communications Responsibilities:

- 1 With CERT Leader determine overlying message themes for emergency communications with various constituent groups and the media.
- 2 Prepare designated contact person(s) for media interviews and for questions from constituents to help them stay informed.
- 3 Establish Central Emergency Information Center (e.g., telephone, fax, laptop computer, etc.)
- 4 Prepare initial information summary and talking points as soon as possible.
- 5 Release information to the University community and the media.
- 6 Establish and maintain emergency communications.
- 7 Inform students, employees and the Abbey about campus closure and recovery activities.
- 8 Respond to special requests for information.
- 9 Work with other CERT members to disseminate information to parents, board members, etc.
- 10 Monitor media coverage for accuracy of reports and respond to reporters.
- 11 Maintain an accurate record of all recovery activities.

Student Services Coordinator: Director, Residence Halls & Housing Responsibilities:

- 1 Recruit, receive and coordinate volunteer assistance.
- 2 Assess support services necessary to respond to emergency.
- 3 Survey habitable space including room capacity and available amenities.
- 4 Survey availability of bathroom and cooking facilities.
- 5 Supervise arrangements for basic needs, and, with Sodexo member, for food and water.
- 6 Assist Facilities Coordinator in the establishment of work crews for faculty, staff and students.
- 7 Aid in the initial stages of the clean-up of individual dwellings.
- 8 Establish and coordinate a system for giving psychological assistance, as needed.

Facilities Coordinator: Director of Facilities Management Responsibilities:

- 1 Establish and equip Emergency Command Post.
- 2 Provide emergency power and lighting systems.
- 3 Requisition vehicles, equipment and operators necessary to move personnel and supplies.
- 4 Provide fuel.
- 5 Establish crews for campus-wide damage survey; determine habitable space for casualties.
- 6 Assign staff to remove debris, emergency repairs and temporary construction and protect equipment.
- 7 Organize and assign rotational work shifts.
- 8 Request assistance for emergency operations from utility companies, as needed.
- 9 Solicit assistance from local helping agencies.
- 10 Provide periodic updates to Command Post as important information develops.
- 11 Establish and coordinate telephone and computer services.

Public Safety Coordinator: Public Safety Director / Assistant Director Responsibilities:

1. Designate location for the Emergency Command Center if library location is unusable.
2. Direct emergency services to incident site.
3. Direct security enforcement resources.
4. Coordinate medical response.
5. Coordinate fire control.
6. Coordinate search and rescue efforts.
7. Obtain emergency and/or police assistance from city, county, state and federal government.
8. Assist in establishing evacuation locations, schedules, travel and system.
9. Provide periodic updates to Command Post.
10. Maintain an annual record of emergency training sessions and those who are trained in First Aid / CPR and other emergency response procedures.

Academic Coordinator: Vice President of Academic Affairs Responsibilities:

- 1 Assist President with coordination of incident management.
- 2 Assess academic impact and coordinate responses, including securing alternative class sites and other needs necessary to resume University's educational mission.
3. Assess overall incident impact on the institution.
- 4 Assess whether University must be closed or its activities curtailed and, through Media Relations Coordinator, announce decision to University constituents as per University Closure Protocol.

Finance Coordinator: Vice President of Finance Responsibilities

- 1 Assess human resources impact and coordinate response.
- 2 Assess business impact and coordinate response.
- 3 Contact insurance companies.
- 4 Contact common vendors, if necessary.
- 5 Contact banks if necessary.
- 6 Secure all University records.
- 7 Dispense PO's, petty cash and other emergency finances to re-establish normal operations.
- 8 Keep accurate purchase and expense records related to the emergency and response.

**Institutional Advancement Coordinator: Vice President of Institutional Advancement
Responsibilities:**

- 1 Coordinate personal contacts to share messages about crisis situation with donors and friends.
- 2 Coordinate specific messages to alumni.
- 3 Provide for security of donor records/files.

GENERAL CERT PROCEDURES: This outline provides general procedures only. See specific emergency situations for more guidance. In the event of an actual emergency incident, variations may occur to meet the particular demands of the incident. Emergency situations not covered in the manual will use these basic guidelines and adapt procedures, as needed.

Step 1: Saint Martin's University Campus Security is notified of a critical incident. (438-4555).

Step 2: Campus Security notifies CERT Leader. Leader gathers information and contacts the appropriate staff/individuals. If the situation warrants, CERT member proceeds to the site of the incident or to the hospital. Other Officials may be requested to proceed to these sites.

Step 3: In order to effectively resolve a critical incident, CERT Leader will activate the entire team.

Step 4: During response to a critical incident, Director of Communications/Media Relations Coordinator will determine the key messages to constituents and media and prepare all spokespeople to stay on message.

Step 5: During response to an emergency, CERT will notify appropriate individuals of the situation, actions taken to resolve the incident, and the status of the individuals involved. These individuals may include family members, roommates, significant others, residence hall advisors, staff/faculty, monastic community members, local authorities and/or local social services. CERT members work with Director of Communications/Media Relations Coordinator to develop news releases or initiate contact with the media regarding the emergency.

Step 6: Upon resolution of the emergency CERT will coordinate debriefing and/or support efforts within the community. Appropriate resources include Counseling Services, Access Services, local social services, Campus Ministry and/or Residence Life staff.

Step 7: Following each incident, CERT will evaluate the procedures followed and make recommendations for revisions to provide a more effective response.

Building Managers: Building Managers oversee the evacuation of their building and communicate all important information to responsible individuals and responding authorities. Building Managers will also communicate important information to the community regarding the evacuation and emergency. **Responsibilities:**

- 1 Announcing evacuation in a clear, calm voice.
- 2 Look both ways at all doorways ways to determine direction of emergency.
- 3 Oversee orderly evacuation of room.
- 4 Shut windows, turn off lights, and close doors (if time allows).
- 5 Escort evacuees to Designated Assembly Area.
- 6 Are last to leave their given zone of responsibility.
- 7 Steer occupants away from elevators during evacuation.
- 8 Have the Evacuation Monitors report to them that their sections are clear, if there are any injuries or missing individuals, etc.
- 9 Report important information to CERT Leader, Director of Campus Security, Police and Fire Departments.
- 10 Communicate important information (with bullhorn) to members of the community.

Evacuation Monitors: In the event of an alarm or upon notification from Campus Security announcing an emergency evacuation, building Evacuation Monitors will put on yellow hardhats, locate disabled person(s) in zone of their responsibility and begin evacuation. For Old Main, the CERT leader and Evacuation Monitors will gather at the north end of the Courtyard at the designated meeting place. Evacuation Monitors are authorized to appoint assistants as needed during the course of an evacuation.

Responsibilities:

- 1 Announce evacuation in a clear, calm voice.
- 2 Look both ways at all doorways ways to determine direction of emergency.
- 3 Oversee orderly evacuation of area of responsibility.
- 4 Close windows, turn off lights, and shut doors (if time allows).
- 5 Check the area for individuals needing evacuation assistance and communicate over the designated phone system at the site.
- 6 Escort evacuees to Designated Assembly Area.
- 7 Are last to leave their given zone of responsibility.
- 8 Steer occupants away from elevators during evacuation.
- 9 Check in with departments and classes from your floor to determine any injuries, missing individuals or any important information.
- 10 Report all information to the Building Manager.
- 11 Prepare to be assigned to an emergency response team by a member of CERT or your Building Manager.

Triage Coordinator: A Triage Coordinator will keep track of information pertaining to the injured students, faculty and staff that are treated at the scene or sent to local hospitals for treatment.

Responsibilities:

- 1 Take paper and pen with you when evacuating a building. If there is not time you may ask the Building Manager or CERT member for paper and pen.
- 2 Go directly to the designated triage location.
- 3 Ask injured individuals to spell their name (first, last and middle initial) if possible. Ask them who their emergency contact is (first and last name, plus relationship to the individual and contact numbers.)
- 4 Note their injury, where they are being transported or if are they being treated and released at scene.
- 5 Pass information to Building Manager, CERT Member responsible for notifying emergency contacts.
- 6 Comfort individuals as they are being treated at the triage location.
- 7 Ask Building Manager for additional blankets from Emergency Storage or the WCC to keep those individuals warm.
- 8 Maintain contact with the Fire Department to track the individuals being treated.

Search and Rescue Teams: A Search and Rescue team will be assembled under the direction of the CERT Leader in cases of a major building or campus-wide emergency. Search and Rescue Teams will be made up of campus faculty and staff who have volunteered for the position and have had extensive training. In the case of a campus-wide emergency more than one team may be needed.

Responsibilities:

- 1 Immediately go to the Emergency Operation Center once you have successfully evacuated a building.
- 2 Wait for direction from the CERT Leader for the location your team will be sent.
- 3 Once at the building contact the Building Manager if possible to know of missing individuals and overall safety concerns in the building or designated outdoor areas.
- 4 Begin search and rescue; maintain constant communication with Building Manager or CERT Leader.

Safety and Security Teams: A Safety and Security team will assemble under the direction of the CERT Leader in cases of a major building or campus-wide emergency. Safety and Security teams will be made up of faculty and staff plus Student Security who have completed extensive training. Safety and Security Teams will secure the campus, and, if needed, secure personal belongings within buildings, and direct traffic.

Responsibilities:

- 1 Immediately go to the Emergency Operations Center once building is successfully evacuated.
- 2 Wait for direction from the CERT Leader for the location your team will be sent.
- 3 Pick up your emergency response backpacks.
- 4 Once at the building contact the Building Manager to let the manager know that the teams will begin to secure the outside of the buildings and any needed traffic control. Then secure personal belongings if the buildings are determined to be safe for re-entry.
- 5 Maintain constant communication with the Building Manager or the Director of Safety and Security.

First Aid Teams: A First Aid team will be assembled under the direction of the CERT Leader in cases of a major building or campus-wide emergency. First Aid Teams will be made up of campus faculty and staff who have volunteered for the position and have completed extensive first aid and CPR training. In the case of a campus-wide emergency more than one team may be needed.

Responsibilities:

- 1 Immediately go to the Emergency Operations Center once building is successfully evacuated.
- 2 Wait for direction from the CERT Leader for the location your team will be sent.
- 3 Pickup your first aid kits.
- 4 Once at the building contact the Building Manager to determine if the team is needed at the triage location or inside the building.
- 5 Maintain constant communication with the Building Manager or CERT Leader.
- 6 Follow all safety precautions learned during trainings.

Counseling Response Teams: A Counseling Response Team will assemble under the direction of the CERT Leader in cases of a major building or campus-wide emergency. Counseling Response Teams will be made up of counseling staff and faculty from the counseling department who has completed proper training programs.

Responsibilities: As soon as possible, the Counseling Response Team will meet at the Emergency Operations Center. This meeting will briefly assess emergency intervention needs and resources dispersed as appropriate.

1. Direct Service Responsibilities:

- a. All regularly scheduled appointments will be canceled until further notice. Designated staff should prepare to suspend activities and individual client contacts if necessary, as determined, to assist in meeting the immediate needs of the campus community.
- b. Access hours will be increased. Staff will be asked to assist in assessing traumatic impact and support needs of the campus community.
- c. Counseling staff will be present at the triage site to assist with emergent trauma of students, staff and faculty.

2. Crisis Incident Stress Debriefing:

- a. Counseling staff will assist with various group discussions following the incident. Staff will go to various campus locations to facilitate discussions as needed.
- b. If psychologically trained faculty is available, they may be asked to assist with the facilitation of discussions following the crisis.
- c. After the crisis is resolved, counseling staff will debrief and provide direct support for those impacted by the crisis such as Security personnel or others.
- d. Staff members involved in the provision of crisis services will meet at the end of each day. It is essential that the service delivery staff debrief and prepare for the changes they may encounter the next day.
- e. Counseling staff will liaison with specific departments or work units to assess the psychological needs of those departments. We will also provide community resource information including acute or long-term mental health care options through local providers.

APPENDICIES

APPENDIX 1: List of Building Managers and Evacuation Monitors

This list will be updated by the Director of Public Safety at the start of each semester, every year and distributed across campus. The Director of Public Safety will appoint at least two Evacuation Monitors per building if staffing allows.

Building Managers/Evacuation Monitors

Building 1 – Old Main:

Building Managers: Director of Facilities (Alan Tyler)/Dean of Student Affairs (Melanie Richardson).

Designated Evacuation Monitors

1st Floor: North/South Wing: Bon Appetit Staff
East/West Wing: Stephen Parker/Arwyn Smalley

2nd Floor: North/South Wing: Financial Aid/Career Center
East/West Wing: Office of Marketing and Communications/HR

3rd Floor: North/South Wing: Ron Vandergriff /Laura Hoff
East/West Wing: Kathryn Porter/ OIPD Staff

4th Floor: North/South Wing: Office of Education Staff
East/West Wing: OIPD Staff

Building 2 – Monastery:

Building Manager: Abbot Neal Roth, O.S.B.

Building 3 – Abbey Church:

Building Manager: Abbot Neal Roth, O.S.B.

Building 4 – Lynch Building/Abbey Guest House:

Building Managers: Fr. Alfred Hulscher, O.S.B. and Andrew Moyer.
Designated Evacuation Monitors include: Fr. Alfred Hulscher, O.S.B, Andrew Moyer and MIS.

Building 5 – Zaverl Hall (Maintenance Building):

Building Manager: Director of Facilities: Alan Tyler
Designated Evacuation Monitors include: Facilities staff.

Building 6- Harned Hall:

Building Manager: Library Director (Scott Harrison)
Designated Evacuation Monitors include: Library/ITS Staff

Building 7– Cebula Hall (Engineering Building):

Building Manager: Engineering Dean (Zella Kahn-Jeter)
Designated Evacuation Monitors include: Engineering staff.

Building 8 – Trautman Student Union Building:

Building Manager: Campus Life Director (Ginney Beth Joiner)
Designated Evacuation Monitors include: Campus Life Staff.

Building 9 –Marcus Pavilion/Norman Worthington Conference Center (NWCC):

Building Manager: NWCC/Pavilion Director (Raymond Feliciano)

Designated Evacuation Monitors Include: NWCC/Athletics staff.

Building 10 – Baran Residence Hall:

Building Manager: Housing/Residence Life Director (Tim McClain)

Designated Evacuation Monitors include: Residence Life Staff/RA's.

Building 11 – Burton Residence Hall:

Building Manager: Housing/Residence Life Director (Tim McClain)

Designated Evacuation Monitors include: Residence Life Staff/RA's.

Building 12- Recreation and Fitness Center

Building Manager: Charneski Recreation and Fitness Manager (Lisa Hendrickson)

Designated Evacuation Monitor include: Charneski Recreation and Fitness Staff

Building 13 – Kreielsheimer Hall (Arts Education Building):

Building Manager: Music Director (Darrell Born)

Designated Evacuation Monitors include: Music/Arts/Theater Staff.

Building 14 – O'Grady Library:

Building Manager: Library Director (Scott Harrison)

Designated Evacuation Monitors include: Library Staff.

Building 15 – Spangler Residence Hall:

Building Manager: Housing/Residence Life Director (Tim McClain)

Designated Evacuation Monitors include: Residence Life Staff/RA's.

Building 16- Parsons Residence Hall:

Building Manager: Housing/Residence Life Director

Designated Evacuation Monitors include: Residence Life Staff /RA's.

5500 Building - Office of Institutional Advancement:

Building Manager: VP of Finance (Susan Heltsley)

Designated Evacuation Monitors include: Advancement/Finance Staff.

APPENDIX 2: Bomb Threat Information Checklist

Please keep a copy of these questions by your phone to record bomb threat information: Date: Time call received: Time call ended: Telephone where call was received: Person receiving call: Exact words used by the caller:

Facts to ask for: When is the bomb going to explode? Where is the bomb located? What does it look like? What kind of bomb is it? How will it explode? How was it delivered?

Describe as best you can the following about the caller's voice characteristics: Tone: loud, soft, high pitch, low pitch, raspy, pleasant... Speech: fast, slow, distinct, distorted, stutter, nasal... Language: excellent, good, fair, poor, cursing... Manner: calm, angry, coherent, incoherent, righteous, emotional, rational, irrational, deliberate, laughing... Accent: regional, foreign, ethnic, certain age, used slang... Did this person sound like anyone you know? If so, who?

The Call: Did you hear background noise? (Office machines, factory machines, boats, planes, trains, automobiles, animals, children, voices, music, bells, quiet...)

APPENDIX 3: Violent or Sudden Death Protocol

This appendix is designed to provide CERT members guidance in response to sudden or violent deaths of students, staff or faculty, as well as other charged traumatic events. Faculty and staff should become familiar with these procedures and the needs of the community following traumatic events.

The primary emphasis is to provide support and stability for community members in the midst of a crisis. The Counseling Center staff will have responsibility for coordinating and debriefing the victims immediately affected and vicariously traumatized individuals who either observed the incident or are involved with or related to the victims in order to contain the incident.

The following interventions are grounded in theoretical foundations and implemented through clear, precise tasks routinely used in school systems throughout the United States.

CERT Leader Convenes CERT To Review Facts, Develop Action Plan:

1. CERT implements Emergency Plan and Crisis Communication Plan. Puts phone tree into action. Contacts victim's family, if applicable, and offer condolences.
Informs family of school response plan. Continues to work with family members/significant others throughout the process.
2. Release information. Media Relations Coordinator gathers information for distribution to campus, media. Media Relations Coordinator determines key messages to communicate about the situation. Using key messages, creates fact sheet for distribution to key spokespeople and prepares them to answer questions using same. Prepares office staff with key messages in form of talking points and/or scripts to deal with incoming calls and inquiries. Issues news release; speaks with reporters or refers reporters to most knowledgeable and prepared source.
3. Announce Emergency Faculty and Staff Meetings. A CERT member will conduct the meeting. Provides facts of the case. Reviews policy regarding parental inquiries. Acknowledge faculty and staff loss and gives time for them to verbalize feelings. Reviews institutional action plan.
Identifies possible staff and faculty roles. Provides support for faculty, staff.
4. Set Up Informational Meeting for Students.

Conducted with the class/friends of the deceased, if deceased or injured person is a student, or an all-community meeting, if applicable.
CERT member or designated staff or faculty member will conduct the meeting, which will:
Inform students/others of the crisis. Provide factual information about the incident. Identify available support resources. Encourage support amongst peer group and the importance of talking to each other.
5. Conduct Assessment of Campus Needs for Support Group. Request assistance and direction from counseling center. Provide a forum for community to discuss and grieve the loss of community member. Support group should strengthen coping strategies and lessen the chance of suicide contagion. Meeting should be conducted by counseling center personnel. Meeting should be conducted with persons who were close to the deceased, such as his/her student living group, teachers, class and/or other distressed individuals. In the case of suicide, additional vulnerable students may be identified during this meeting. They should be approached individually and referred to appropriate resources. There is a delicate balance between allowing students to grieve and talk about the deceased on the one hand and memorializing the event, on the other. At no time should the act of suicide be glamorized or viewed as an appropriate means to deal with misfortunes. Suicide should be viewed as the result of a complex interplay of factors, which contributed to the act.

6. CERT Submits Necessary Documentation. CERT should document response steps taken.

Damages should be documented and reports submitted to appropriate authorities. CERT also should collect legal documentation, as necessary.

APPENDIX 4: Rally, Protest and/or Demonstration Policy

Saint Martin's University is a private, four-year, Liberal Arts University. As such, the University recognizes individual and collective research, thought and the peaceful exchange of ideas and information from many viewpoints as important ideals in academic and personal growth. The purpose of this policy is to provide faculty, staff, students and the Abbey an opportunity to engage in the lawful business of education and spiritual practice without undue interruption.

As a matter of policy, the University will accommodate peaceful informational rallies, protests and demonstrations only in specific areas designed to minimize distractions to the academic and spiritual pursuits of the University and Abbey community.

Rally, protest or demonstration representatives must register their intent to hold an event at Saint Martin's University with the Dean of Students, Director of Campus Safety and Security and/or the Director of Campus Life.

Rally, protest or demonstration participants are encouraged to use the sidewalk adjacent to Pacific Avenue on the South side of Saint Martin's University. In the event more space is needed, the University may provide room in the Pavilion/Conference Center Parking Lot "Q," located next to the Pacific Avenue sidewalk. (This area is bordered on the West by Ruddell Road and on the East by Meinrad Drive.) A large, well-defined portion of this lot will be cordoned off by the University for rally/protest/demonstration use. To ensure participants' safety, vehicles are not allowed in this area.

All rally, protest and/or demonstration events allowed on the Saint Martin's University campus must be peaceful in nature. Participants are not allowed to confront people arriving on campus, people already on campus, or those leaving campus. No direct contact will be allowed between any opposition rallies, protests, or demonstrations. Noise levels may be monitored and controlled.

As a private landowner, Saint Martin's University reserves the right to ask participants to leave campus for any reason, including failure to abide by rally/protest/demonstration rules; reasonable requests from University Officials; confrontational, threatening or violent behavior; vandalism; or the need to use the lot for previously scheduled events. Refusal to leave when asked may result in arrest for criminal trespass.

APPENDIX 5: Crisis Communication Policy; Release of Information Protocol

The Office of Communication is an advocate for Saint Martin's University in the news media and in media generated by the University. Part of its mission is to strive to work honestly, efficiently, ethically and as candidly as possible with the media and other key constituent groups during a crisis. At the same time, the Office speaks for and protects legitimate interests of Saint Martin's, its students, faculty, staff and members of the Abbey.

The level of response to a crisis depends on the scope and severity of the crisis itself. The Media Relations Coordinator will be responsible for interpreting information and disseminating it to the University community and the media. All inquiries from the media are to be directed to the Media Relations Coordinator, 360-438-4541 or 360-438-4332.

Because of the nature of emergencies, Office members will keep a copy of general University background materials, a media distribution list and University stationary at home and at another campus location.

For most of the incidents in this manual, it is necessary to contact the Office of Communications so they can serve as a conduit for information and media coordination, as well as facilitate communication among the University's various constituencies. If any member of the campus or CERT becomes aware of a potential crisis, he or she is directed to alert the Office of Communications, 360-438-4541 or 360-438-4332.

In a crisis situation, if members of the news media enter campus for interviews or attempt to contact students, faculty or staff, the Office of Communications should be contacted immediately at 360-438-4541 or 360-438-4332 and the media representatives either sent to the Office or the Media Relations Coordinator will go to their location.

Actions To Be Implemented By Office Of Communication CERT Coordinator In The Event Of A Crisis Or Emergency:

- 1 If unable to re-enter Office after a crisis situation, establish a media post where phone lines, laptop, cell phones and other communication devices are available, then inform other CERT members of the media post's location and contact information.
- 2 Gather accurate information to assess the nature and scope of the situation and determine whether a crisis exists, the extent of the crisis, and those people or buildings affected.
- 3 Discuss the crisis situation with CERT Leader and/or appropriate members. Identify target audiences. Appoint an appropriate spokesperson who can best address the media about the crisis.
- 4 Be prepared to act as University spokesperson and, if necessary, arrange accommodations for mobile TV units and a press bank.
- 5 With VPAA/Academic Coordinator, activate the University Closure Policy, if necessary.
- 6 Seek legal counsel, should the situation warrant it.
- 7 Prepare and distribute a fact sheet and talking points detailing the crisis situation and the University's response.
 - a. Provide list of talking points to spokesperson and appropriate member of CERT and prepare them for media interviews.
 - b. Provide Information Center operator with copy of fact sheet.
 - c. Arrange with Web Administrator to have fact sheet and other basic information posted on the University web site's home page.
 - d. Send broadcast email if appropriate.
8. Write a brief summary of the crisis, the University's official reaction, efforts taken beforehand to avoid such a crisis (e.g. if fire occurs, the dates of most recent fire drills, fire alarm checks, emergency plan). Update summary periodically throughout the situation to create a written record of response efforts.
9. Decide which areas, if any, should be off-limits to the media/public, in consultation with CERT members.
10. Convey information to the public via the media: Prepare and distribute news releases, select media outlets best able to disseminate news and information quickly, efficiently to target audiences.
11. Prepare and e-mail internal memo if the means exist to do so.
12. Post all news releases on Web site and internal memos on University's intranet.
13. Respond to media inquiries.
14. Decide if a news conference is appropriate or useful in dealing with the news.
15. Decide who on CERT is available and best suited for radio sound bites or TV appearances to tell the story of the crisis and the University's response to it. Prepare those individuals for the news conference or interviews.
16. Follow up immediate event with new releases for media and internal communications as needed to keep target

audiences informed and provide closure.

17. Review communication plan after the incident to assess and revise plan for better future response in emergencies.

COMMUNICATIONS NOTIFICATION LIST (Internal and External): Internal e-mail

to:

All Students All Faculty All Adjunct Faculty All Staff All Abbey SMU Board of Trustees

Newspapers:

The Olympian Phone: 360-754-5423 newsroom; 754-5464 editorial Fax: 357-0202 attn: newsroom E-mail:

lpembert@theolympian.com Phone: 754-5445

and/or

E-mail: hwoodward@theolympian.com Phone: 754-

4225

The News Tribune E-mail: david.wickert@thenewstribune.com Phone: 253-274-7341 Fax: 253-597-8274

The Daily Chronicle, Centralia E-mail:

jgraham@chronline.com Phone: 360-807-8232

Radio:

KELA-AM 1470, KMNT-FM 102.9, Centralia E-mail: kelakmnt@email.com Phone: 360-736-3321; newsroom 736-3322 Fax: 736-0150

KITI-AM 1420, Centralia 1133 Kresky Phone: newsroom 360-736-6397 Fax: 736-4761

KGY AM 1240, Olympia E-mail: news@kgyradio.com Phone: 360-943-1240 Fax: 352-1222 MIXX 96.1 FM, Olympia E-mail: air@mixx96.com Phone: 360-943-9696

KIRO-AM 710, Seattle 207 3rd Ave., Seattle 98121 Phone: 206-728-5476 Fax: 441-4180

KMAS-AM 1030, Shelton 210 W. Cota (PO Box 760), 98584 Phone: 360-426-1030; newsroom 426-9675 Fax: 426-5268

KOMO AM 1000, Seattle 140 4th AVE N, Seattle, 98109 Phone: 206-404-4000; newsroom 206-516-3101 Fax: 516-3110

KPLU FM 88.5, public radio, Spanaway 121st and S. Park, Eastvold Bldg., 98447 e-mail: news@kplu.org phone: 800-677-5758; 253-533-7758; also 206-535-7758 fax: 206-535-8332 Tom Banse: tbanse@u.washington.edu; (360) 352-3971

KXRO-AM 1320; KDUX-FM 104.7, Aberdeen PO Box 47; 1308 Coolidge Rd. 98520 Phone: 360-533-1320 Fax: 532-0935

Television:

KING 5 TV, Seattle E-mail: newstips@king5.com Phone: 800-456-3975; 1-206-448-5555

KIRO 7 TV, Seattle E-mail: newstips@kiro7.com Phone: 800-777-5476; 206-728-7777

KOMO 4 TV, Seattle E-mail: tips@komo4news.com Phone: 206-404-4000

Selected other areas, state and national media outlets on distribution list, as nature of events dictates.

APPENDIX 6: Earthquake Response Procedures

1. In the event of an earthquake the first thing to do is *drop, cover and hold*. Take cover under the nearest sturdy desk, inside wall or doorway. Protect your head and neck, and hold on until the shaking stops. Be prepared for aftershocks.
2. Stay away from windows, outside walls and large office furnishings or equipment.
3. Do not attempt to leave building until the shaking stops.
4. Evacuate the building using stairways only as soon as the shaking stops; go to your assembly area.
5. Remain at your building's assembly area until released by a CERT member.
6. Stay away from buildings, power lines, light poles and other sources of potential hazard.
7. Members of the University community may need to shelter in place for up to 72 hours after the event.

The following is a list of basic emergency supplies for offices: Portable radio Flashlights and extra batteries First-aid kit Water Non-perishable food Supply of Medications

8. Check local radio, TV or the University's web site for emergency reports and, if after regular business hours, University closure information.

APPENDIX 7: Anti-Terrorism Policy

Any act of terrorism on the Saint Martin's University campus will most assuredly have a negative impact on the psyches and many, if not all, physical aspects of everyday community life. Acts of terrorism include, but are not limited to chemical, biological, conventional, and radiological explosive events and nuclear blast events.

While none of these situations are desirable, they are survivable. It should be noted in the event of a catastrophic terrorist event, we may need to shelter in place for up to 72 hours to allow time for county, state and federal emergency officials to render aid and assistance. In the event of use of any weapon of mass destruction on the Saint Martin's campus, the FBI will have complete operational control of the situation. Upon transfer to the clean-up and recovery stage, the Federal Emergency Management Agency (FEMA) will assume operational control until the event is concluded.

The essence of any effective response to terrorist attack is to remain as calm and clear-headed as possible. Such situations call for the utmost in common sense. With that in mind, read on and prepare yourself to survive should you be faced with a catastrophic event.

Of the events listed above, it is important to note that only chemical, conventional explosive, and nuclear blast events are readily detectable. What may not be clear is the difference between a conventional and a radiological explosion, since the external appearance is the same. A radiological explosion (also known as a "dirty bomb") uses a conventional explosive event as a vehicle to disperse radiological agents. Depending on the material used in a "dirty bomb," the negative effects of radiation exposure may take hours or days to manifest themselves upon humans exposed to the event. The explosion itself is obvious; the unknown part is if it is a "conventional" or "dirty" event. It is best to treat conventional explosions as potential radiation threat.

The First Responder to a Terrorist Act Will:

1. Call 911 or Campus Security (360-438-4555).
2. Determine, if possible, the type of event at hand.
3. Initiate the appropriate response.
4. Assist in establishing a quarantine perimeter.
5. Assist officials in response.

Contamination considerations preclude the first responder's return to the general population until examined and released by health officials. Additional information may be obtained at the Homeland Security Web site (www.dhs.gov) to reach local, state and federal agencies and other valuable antiterrorism and emergency response information.

Biological Events:

Biological events include the intentional spread of contagious agents such as anthrax or smallpox. These events are hard to pinpoint immediately. Often, the effects of biological agents are delayed. Biological agents may cause extreme sickness or death and may or may not be contagious to others. If a biological event on campus is reported:

- 1 Immediately notify 911 and Campus Security, 360-438-4555. Security will immediately contact CERT Safety/Security Coordinator (Security Director or, alternatively, Assistant Director) and/or CERT Leader. Under no circumstance should a student employee of that Office undertake any duty that will place him or her in a potentially harmful situation.
- 2 CERT Safety/Security Coordinator, or, in his/her absence, a CERT member will establish a quarantine perimeter of approximately 300 feet. No one will be allowed in or out of this area until cleared by officials.
- 3 If the report is from your immediate area, it is important to remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
- 4 Public health officials will determine what type of biological event has occurred and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact biological agent in question. Be patient.
- 5 While in the quarantine area do what you can to protect yourself. Get as far away from the event as possible, while remaining in the quarantine area, and cover your mouth and nose with layers of fabric such as cotton T-shirts, handkerchiefs or towels. Tissue or paper towels will work if nothing else is available. When possible, wash thoroughly with soap and hot water. Remember, within the confines of your quarantine area, get upwind from the source of contamination if possible.
- 6 Note personal health symptoms as well as symptoms of those around you. Write down this information if possible to pass on to health officials. Remain calm, and await treatment/release.

Revised on April 17, 2012 @ 0935 hours

Chemical Events:

Chemical events involve a deliberate release of a toxic gas, liquid, or solid. Chemical events may cause immediate serious illness and/or death. Chemical events are easier to identify than biological events; some common symptoms include watering of the eyes, muscular twitching, choking, breathing problems and loss of coordination. Affected areas may include large numbers of dead or dying people, birds, fish or small animals. If a chemical event on campus is reported:

- 1 Immediately notify 911 and Campus Security, 438-4555. Security will immediately contact CERT Safety/Security Coordinator and/or the CERT Leader. Under no circumstance should a student employee of the affected office undertake any duty that will place him or her in a potentially harmful situation.
- 2 CERT Safety/Security Coordinator or, in his/her absence, a CERT member, will establish a quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded, as heavy night air does not facilitate chemical dispersion. If a wind exists, a larger perimeter will be emplaced downwind to prevent further human contamination.
- 3 If the report is from your immediate area, it is important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
- 4 If people within the contamination area are unable to identify the chemical agent, public health officials must determine the type of chemical agent and the proper course of action. However, it is important to remember that it may take a significant amount of time to determine the exact chemical agent in question. Be patient.
- 5 While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible (while remaining in the quarantine area). When possible, remove clothing and wash thoroughly; look for a hose, faucet or other source of water. Long, continuous watering down of contaminated skin is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub the chemical into your skin. Cover your mouth and nose with layers of fabric such as cotton T-shirts, handkerchiefs, tissue paper, or paper towels to reduce the possibility of chemical intake into your respiratory system. Remember, within the confines of your quarantine area, get upwind from the source of contamination.
- 6 Note personal health symptoms as well as symptoms of those around you. Write down this information if possible to pass on to health officials. Remain calm, and await treatment/release.

Conventional Explosive Events:

A conventional explosive event is one that does not include the release of biological, chemical or radiological materials. It is an event that may cause serious injury or death by way of debris hurled violently from the source of the explosion, from powerful sub- and super-sonic shock waves released as a result of the explosion, secondary building collapses and/or fires. Conventional explosive events are easy to identify; loud noise, debris flying through the air, shock waves and fire are usual indicators of such an event. If a conventional explosive event on campus is reported:

- 1 Immediately notify 911 and Campus Security, 360-438-4555. Security will immediately contact CERT Safety/Security Coordinator (Security Director, or, alternatively, Assistant Director) and/or CERT Leader. Under no circumstance should a student employee of that office undertake any duty that will place him or her in a potentially harmful situation.
- 2 CERT Safety/Security Coordinator or, in his/her absence, a CERT member, will establish a quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by

officials. If the event occurs at night, the perimeter may be expanded, as heavy night air may fuel fires or facilitate contamination of chemical or biological agents in the explosion area.

- 1 If the report is from your immediate area, it is important to get upwind and away from the source of the explosion as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
- 2 If people within the explosion area are unable to identify the exact location of the event, public health officials must determine if other, secondary, explosives may be in the immediate area and take the proper course of action to eliminate the danger of additional explosions. However, it is important to remember that it may take a significant amount of time to determine the exact location and safety of the explosion area. Be patient.
- 3 While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible (while remaining in the quarantine area). When possible, treat injuries with available first aid until arrival of emergency medical personnel; wash thoroughly when possible. If necessary, cover your mouth and nose with layers of fabric such as cotton T-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of contaminating your respiratory system from dust and smoke from the explosion. Remember, within the confines of your quarantine area, get upwind from the source of contamination.
- 4 Note personal health symptoms as well as symptoms of those around you. Write down this information if possible to pass on to health officials. Remain calm, and await treatment/release.

Radiological Explosion Events:

A radiological explosion may also be referred to as a "dirty bomb". Dirty bombs use conventional explosives as a vehicle to disperse radiological agents. Depending on the radiological material used in a "dirty bomb", the negative effects of radiation exposure may take hours or days to manifest themselves upon any humans exposed to the event. The explosion itself is obvious; the unknown part here is if it is a "conventional" or "dirty" event. It is best to treat all "conventional" explosions as a potential radiation threat. If a radiological, or "dirty bomb" explosive event on campus is reported:

- 1 Immediately notify 911 and Campus Security, 360-438-4555. Security will immediately contact CERT Safety/Security Coordinator (Security Director or, alternatively, Assistant Director) and/or CERT Leader. Under no circumstance should a student employee of that office undertake any duty that will place him or her in a potentially harmful situation.
- 2 CERT Safety/Security Coordinator or, in his/her absence, a CERT member, will establish a quarantine perimeter of approximately 500 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded, as heavy night air does not facilitate radiological dispersion. If a wind exists, a larger perimeter will be emplaced downwind to prevent further human contamination.
- 3 If the report is from your immediate area, it is important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
- 4 If persons within the contamination area are unable to identify the radiological agent used, public health officials must determine the type of agent and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact radiological agent in question. Be patient.
- 5 While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible while remaining in the quarantine area. Shield yourself with whatever is available; buildings, cars, natural barriers are all good sources of radiological shielding. Minimize your exposure to the radiological agent; when possible, remove clothing and wash thoroughly; look for a hose, faucet or other source of water. Long, continuous watering down of contaminated skin and clothing is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub the radiological agent into your skin. Cover your mouth and nose with layers of fabric such as cotton T-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of radiological intake into your respiratory system. Remember, within the confines of your quarantine area, get upwind from the source of contamination, put barriers between you and the contamination, minimize the time of your exposure.
- 6 Note personal health symptoms as well as symptoms of those around you. Write down this information if possible to pass on to health officials. Remain calm, and await treatment/release.

Nuclear Explosion:

A nuclear explosion is potentially the most devastating of all terrorist threats, provided it is delivered in military proportions (a bomb or missile). A nuclear blast generates massive amounts of intense light and heat and a punishing shock wave that can spread nuclear contamination into the air, water and ground surfaces for mile and miles around. Few people have the ability to generate delivery of this type of weapon, at least one of sufficient size to cause the damage they are noted for. However, the nature of terrorism is such that we cannot preclude the threat of a devastating nuclear blast. If a nuclear explosion on or around campus is reported:

- 1 Immediately notify 911 and Campus Security, 360-438-4555. Security will immediately contact CERT Safety/Security Coordinator (Security Director or, alternatively, Assistant Director) and/or CERT Leader. Under no circumstance should a student employee of that office undertake any duty that will place him or her in a potentially harmful situation.
- 2 CERT Safety/Security Coordinator or, in his/her absence, a CERT member, will establish a quarantine perimeter of the entire campus. The sheer destructive power of such an event precludes a response such as would be generated by conventional or radiological explosions. County, state and federal government officials will take immediate control of the situation; quarantine perimeters will likely be expanded to as much as a mile or more from the impact zone. Survivors may not leave the quarantine area until released by officials. If a wind exists, a larger perimeter will be emplaced downwind to prevent further human impact from radiation contamination.
- 3 It is important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. The destructive power of radiation is limited to time and distance; limit your exposure time. Stay upwind at all times. Put barriers such as buildings, cars or natural formations between you and the source of radiation and remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger of radiation sickness.
- 4 Health officials must determine the type of radiation released and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact radiological agent in question. Be patient.
- 5 While in the quarantine area do what you can to protect yourself. Once you minimize your exposure, are as far away as can be in your quarantine area and make appropriate use of available shielding, look for available sources of water. When possible, remove clothing and thoroughly wash your skin; long, continuous irrigation of contaminated skin and clothing is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub contamination into your skin. Cover your mouth and nose with layers of fabric such as cotton T-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of contaminating your respiratory system. Remember, within the confines of your quarantine area; get upwind from the source of contamination, put barriers between you and the contamination, minimize the time of your exposure.
- 6 Note personal health symptoms as well as symptoms of those around you. Write down this information if possible to pass on to health officials. Remain calm, and await treatment/release.

APPENDIX 8: List and Location of Vital On-Campus Emergency Supplies, Equipment and Information

- 1 Emergency radios. Locations: Campus Security, Pavilion, Evacuation Monitors, Residence Life Office.
- 2 Food and water supplies. Limited to Sodexho stocks on hand and water supplies from in-house water clubs.
- 3 First aid kits. Various locations, as marked with signs, including Campus Security, Admissions. Security checks them monthly and restocks as needed.
- 4 Emergency generators. Automatic generators in place include Old Main, O'Grady Library and the Norman Worthington Conference Center and Pavilion, the last of which provides emergency lighting.

APPENDIX 9: Saint Martin's University Faculty/Staff Phone Tree

Phone trees help spread important information in a rapid, organized way. The University's crisis response phone tree has been arranged so each University employee can be called in an emergency situation, if necessary. To work effectively, the phone tree should be reviewed by all faculty and staff members each year and reviewed during new employee's orientation. The phone tree will be updated at the beginning of each semester and re-distributed to campus employees.

Faculty and staff also should change their office telephone message greeting remotely to reflect campus closures or class cancellations. The information desk staff or a trained CERT member will remotely change the main campus number to reflect important emergency information. The Information Desk staff or a trained CERT member will also access the main switchboard line in the library and begin answering the phones, to pass on important information.

Phone Tree Instructions:

- 1 Each individual on the list calls the person/persons he/she is responsible for contacting and reads the message.
- 2 If that person is not home, leave a message and skip to the next person on the list.
- 3 The last person on the phone tree should call the first person to ensure that the tree is completed and that the message was accurate.

Making Calls:

- 1 Ask the person you're calling to get a paper and write down the specifics of the message to keep the facts straight as the message works its way along the phone tree.
- 2 Give facts about the event, as known, identifying critical information needs – what happened, who's ok and who's hurt; any actions to be taken to respond, help, etc.
- 3 Notify the person of any upcoming meeting or where/when they can/will receive more information, if possible.
- 4 Remind them to pass on only essential information and to do it without delay.

Office of the President: President Calls:

1. Executive Assistant, who calls:
 - A. CERT members, if necessary / urgent
 - B. Vice President for Academic Affairs
 - C. Vice President of Finance
 - D. Vice President of Institutional Advancement
 - E. Dean of Students
 - F. Dean of Admissions & Financial Aid
 - G. Director, Facilities Management
 - H. Director, Campus Ministry
 - I. Director of Communication, who calls: I-1. Communication office staff. I-2. Web Administrator, who calls.
I-2a. Web department staff. I-3. Information Center Manager, who calls: I-3a. Information Center staff.
2. The Abbot, who calls:
 - A. Abbey Director of Real Estate
 - B. Abbey Accountant
3. Chair, Board of Trustees, if necessary / urgent

Academic Affairs Office: Vice President for Academic Affairs Calls:

1. Executive Assistant, who calls:
 - A. Dean of Engineering, who calls: A-1. Engineering faculty and adjunct faculty

- A-2. Directors of Graduate Programs in Engineering and adjunct faculty
- B. Dean of Math/Science or Dean of Humanities, who calls: B-1. Math/Science faculty, lab assistants and adjunct faculty B-2. Humanities faculty and adjunct faculty
- C. Dean of Education, who calls:
 - C-1. Director of Graduate Programs in Education and adjunct faculty C-2. Education faculty, adjunct faculty and other education staff
- D. Dean of Business and Economics, who calls: D-1. Business faculty and adjunct faculty D-2. Director of MBA Program and adjunct faculty
- E. Dean of Social Sciences, who calls: E-1. Social Science faculty E-2. Director, MAC Program and adjunct faculty
- F. Director of Library, who calls: F-1. All library employees
- G. Director of Integrated Technology Services, who calls: G-1. All ITS staff members
- H. Registrar, who calls: H-1. Registrar Staff H-2. Director of Veterans Programs H-3. Director of Extension Campuses, who calls: H-3a. Extension employees at McChord AFB and Fort Lewis
 - H-3b. Military Liaisons, if necessary H-3c. Olympic College Liaison(s), if necessary
- I. Title III Grant Coordinator, who calls:
 - I-1. Learning Center Director, who calls: I-1a. Learning Center staff
- J. Faculty President

Finance Office: Vice President of Finance calls:

- 1. Administrative Assistant, who calls:
 - A. All finance office employees.
 - B. Human Resources Manager.
 - C. Manager of Student Accounts, who calls: C-1. Student Accounts staff.
 - D. Bookstore Manager, who calls: D-1. Bookstore staff.
 - E. Campus Post Office Manager.

Institutional Advancement Office: Vice President of Institutional Advancement calls:

- 1. Executive Assistant, who calls:
 - A. Institutional Advancement staff.

Student Services Office: Dean of Students calls:

- 1. Executive Assistant, who calls:
 - A. Director of Campus Safety and Security, who calls: A-1. Security Staff.
 - B. Director of Counseling Services, who calls: B-1. Counseling staff.
 - C. Director of Disability Support Services C-1. Disability Support staff.
 - D. Director of Sodexo, who calls: D-1. Sodexo staff.
 - E. Director of Intercultural Initiatives, who calls: E-1. Intercultural Initiatives staff.
 - F. Director of Career Services F-1. Career Services staff.

- G. Dean of International Education, who calls: G-1. International Education staff.
- H. Director of Campus Life, who calls: H-1. Campus Life staff.
- I. Residence Hall & Housing Director, who calls: I-1. Residence Hall staff.
- J. Director of Conference Services, who calls: J-1. Conference Services staff.
- K. Director of Athletics, who calls: K-1. Athletic staff.

Admissions Office: Dean of Admissions & Financial Aid, who calls:

- 1. Administrative Assistant, who calls:
 - A. Admissions staff.
 - B. Director of Financial Aid, who calls: B-1. Financial Aid staff.

Facilities Management: Director of Facilities Management, who calls:

- 1 Maintenance Staff.
- 2 Supervisor, Custodial Services, who calls:
 - A. Custodians.
- 1 Grounds Crew.
- 2 Control Systems – Phones, Keys, Alarms (Fr. Edward).

Campus Ministry: Director of Campus Ministry calls:

- 1. Campus ministry staff.

APPENDIX 10: Contingency Plan for Extension Campuses at Military Facilities Centralia College and Olympic College

Saint Martin's University will make every effort to pursue its mission of education to all of its students, including those enrolled in programs on its extension campuses at Fort Lewis, McChord Air Force Base, Centralia College and Olympic College. Extension campus closure and class cancellation procedures are explained below.

Military Bases: In the event that security levels at the bases are raised, an emergency on either base occurs and/or the education centers become inaccessible, preparations will proceed for Saint Martin's classes to continue. At no time should students and faculty use heightened gate security status at either Fort Lewis or McChord Air Force Base as the only indicator of extension campus closure or class cancellation. Possible scenarios and contingency plans have been discussed with military authorities at both the base and the post, as well as with Saint Martin's administrators at the University's main campus in Lacey.

All Extension Campuses: The following procedures will be followed to enable students and faculty to obtain up-to-date information on campus closure and class cancellations at the bases or at Olympic College.

1 Military base extensions: The Director of Extensions will be notified by appropriate military personnel of any changes in the current status of accessibility to the base and the post. In turn, he/she will notify the Vice President for Academic Affairs or a designated backup at the University's main campus in Lacey. He/she then will instruct the Media Coordinator or designated backup to carry out those portions of the University closure necessary to keep extension students and faculty informed of extension campus class closures or cancellations.

2 Olympic College extension: If a change in normal operations is necessary at Olympic College due to severe weather or emergency conditions, campus closure or class cancellation, information will be relayed to Saint Martin's Director of Extension Campuses by an Olympic College administrator. He/she then will notify the VPAA/Academic Coordinator or designated backup at the University's main campus in Lacey. He/she then will instruct the Media Relations Coordinator or a designated backup to carry out those portions of the University closure necessary to keep extension students and faculty informed of extension campus closure or class cancellation status.

3 If extension campuses remain closed for three or more calendar days, classes will be moved to the main Saint Martin's University campus or another designated location.

4 Information about closure, class status and/or class relocations will be provided to students by their instructors or from the sources below.

A. Messages on Saint Martin's extension campus office phone lines. Students and faculty should call their respective Fort Lewis or McChord extension numbers and listen for messages that will keep them updated on the situation and on class cancellations.

Fort Lewis extension: 253-964-4688 McChord extension: 253-584-3533 Centralia College extension : 360-736-9391 Olympic College extension: 360-475-7686

B. More information about a post/base closure, impending closure or class cancellations will be made available through Saint Martin's main campus Information Center, 360-491-4700.

C. Closure and contingency plan information will be placed on the University's Web site, www.stmartin.edu. A link to closure information will be placed on the Web site's home page.

D. Media will be immediately notified about a closure and of the University's extension campus emergency plans. Students can check local newspapers, radio stations and television stations for more information.

E. McChord campus students also can check the McChord Air Force Base Web site, www.mcchord.af.mil, for more information.

F. Fort Lewis campus students also can check gate status and class information at the Fort Lewis Web site, <http://www.lewis.army.mil/eso/>.

G. Centralia extension students can check the Centralia College Web site, www.centralia.ctc.edu.

H. Olympic extension students can check the Olympic College Web site, www.oc.ctc.edu.

- 1 In the event extension students must attend classes on the main campus, they will be provided a handout which will include a campus map, parking information and information on other main campus basic services.
- 2 The University's extension staff offices and personnel will relocate to the main campus to serve their students in the event of extension campus closures.

APPENDIX 11: Massive Campus-Wide Emergency Plan Check-List: This checklist will help all SMU Emergency Responders. In a major emergency use this reference for your response strategy:

- ☐ CERT members, Building Managers and Evacuation Monitors should immediately turn on their radios.
- ☐ Evacuate the building immediately following the critical incident, following the designated evacuation plan. If it is not safe to evacuate the building, evacuation monitors should quickly determine a safe location inside the building for individuals to gather or tell individuals to stay where they are located but keep a list of their locations.
- ☐ If safe, members of Emergency Response Teams should immediately report to emergency operations center. Evacuation Monitors need to take an inventory of safety concerns, missing individuals, injuries or deaths and report them to the Building Manager.
- ☐ Building Managers will maintain constant contact with the CERT Leader, Logistics Coordinator, Director of Safety and Security and, if determined, with local emergency officials.
- ☐ After evacuation the Logistics Coordinator will immediately go to the Emergency Operations Center. If the CERT Leader can not go to the Emergency Operations Center, a new CERT Leader will be determined by the CERT team.
- ☐ The Logistics Coordinator will assign duties to the CERT team members and send Emergency Response Teams to different locations.
- ☐ The Logistic Coordinator with the CERT members will prepare for injuries, deaths, campus safety concerns, long-term shelter needs, food and water service to community and all internal and external communication needs.
- ☐ If possible the voicemail on the main campus number will be remotely changed by information desk staff or a trained CERT member and will give important information regarding the emergency.
- ☐ The main switchboard will be routed to the Library location so either Information Desk staff or designated members of CERT can answer the phones.
- ☐ If individuals are transported to the hospital the CERT Leader will designate members of the Safety and Security or Counseling Response Teams to go to the local hospitals to be available for individuals and family members and to communicate important information back to the Emergency Operations Center.
- ☐ If needed, short-term and long-term evacuation centers should be established to keep people warm, provide food and water and places to sleep. The first location should be the Pavilion, second should be Spangler Hall or third would be the O'Grady Library. Location will be determined by the CERT Leader if locations are determined to be safe.
- ☐ If the incident is community-wide the CERT Leader should open communications with the City of Lacey Emergency Operations Center via a designated radio connection. This would allow the CERT Leader to have access to immediate local or statewide assistance if needed.
- ☐ Once all immediate actions are taken the CERT Leader will call for a meeting with the CERT members to review the most recent information, and determine the next set of actions that need to be taken.
- ☐ Those actions will be assigned by the CERT Leader.
- ☐ Once the emergency has passed and everything has been taken care of the CERT Leader will call a debriefing meeting with members of CERT, various response teams and determine debriefings with community constituents.
- ☐ The Counseling Response staff should schedule incident debriefing with the community.
- ☐ Preparations for long-term actions will be determined by CERT.

APPENDIX 12: Community Incident Requiring Saint Martin's Assistance

North Thurston School District: The North Thurston School District will transport three or more of its schools to the SMU Pavilion Parking Lots when an emergency occurs within the schools or their nearby community (provided Saint Martin's is not affected by the same emergency). If the emergency becomes long-term, the District would like to move its students into the Pavilion.

City of Lacey: The City of Lacey will use various nearby facilities in case of a community-wide emergency. The City would like to use the Norman Worthington Conference Center and Pavilion or Kreielsheimer Hall for media press conferences, staging for media satellite trucks, and staging areas for long-term assistance vehicles such as power and cable companies.

APPENDIX 13: After Business Hours Protocol

After normal business hours during the regular workweek, on holiday and weekends, emergency response is generated through the Saint Martin's University Office of Campus Safety and Security. Upon discovery or notification of an emergency, the on-duty Officer will:

1. Call 911 (if needed).
2. Contact the CERT Leader to implement the Emergency Response Plan.
3. Contact the SMU Security Department Director and Assistant Director.

APPENDIX 14: Emergency Response Flow Chart: (See attached).

Emergency Response Plan

Evac Monitors

Evacuate the Building, report any injuries, missing individuals and important building safety info.

Executive Team Member in Charge

Oversee all the functions of the plan.

Building Manager Evacuation Monitors

Report that their floors, injuries or missing individuals or building concerns. Building Manager is constantly in contact with the following groups, and is communicating with the community important information

Building Manager sends info to...

Logistic Coordinator

Building Manager tells the Logistic Coordinator what items are needed...

- Relocation Site
- Supplies
- Media Coordination
- Campus Communication
- Family Notification
- Long Term Concerns
- Info from Emergency Responders
- May activate...
- Campus Security Teams
- First Aid Teams
- Search and Rescue Teams
- Counseling
- Response Teams

Triage Coord.

Building Manager notifies the Triage Coordinator that the Evac Monitors have reported injuries and Emergency Responders are setting up a triage location.

Triage Coord. Takes names of individuals, emergency contact information, injuries, hospital being sent to or treated at the scene. Reports all info then to the logistics coordinator for proper notification..

Emergency Responders

The Building Manager will meet the Police and Fire Departments and share info from Evac Monitors.

The Building Manager is the contact person for the Fire and Police departments and will tell if the building can be re-opened or any concerns or needs they have.

Triage Coord. will work with the medics to keep up on names of individuals being treated.

Dir. of Security

The Dir. of Security and staff will assist in evacuation.

Then the dir. or asst. dir will assist the fire department with alarm location and additional needs.

The dir. with his staff will secure all building entries and exits, and if needed secure all personal belongings located inside the buildings.

Crowd Control

Campus Emergency Response Team (CERT)

Media

- Main Msg
- Info Center
- Talking Pts
- Media Coordination
- Campus Communication

Student Serv.

- Shelter Site
- Contact Families
- Hospital Coord.
- Food Service
- Volunteers
- Post Counsel-

Facilities

- Supplies
- Equipment
- Clean-up
- Removal
- Utilities
- Phone Service

Academic

- Class Location
- Open or Closed
- Classroom Sites
- Prof. Needs

Finance

- Human Resources
- Insurance
- Business Impact
- Money for Emergency Needs

Advance-ment

- Talking Pts shared With donors and alumni
- Security of Records

Abbey

- Support Role
- Counseling
- Prayer Service
- Abbey's Emergency Plan

