



WESTMINSTER
SALT LAKE CITY • UTAH

EMERGENCY MANAGEMENT PLAN

October 2016

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EMERGENCY MANAGEMENT PLAN

Members of the Westminster Community:

Westminster College ("Westminster " or "the College") is committed to developing and administrating a comprehensive emergency management program to encompass the College community. The Emergency Management Plan ("the Plan") supports the College's ongoing risk and threat assessment operations, emergency preparedness provisions, and business continuity and recovery plans to provide prompt and effective response for the protection of College students, faculty, staff, and campus visitors in an emergency situation. The Plan establishes procedures and an organized structure to guide the College in responding to significant foreseeable emergencies on the College campus, or property owned or operated by the College. While no plan can absolutely prevent any damage during an emergency, this Plan has been developed to coordinate the resources, facilities, and personnel of the College, and other external agencies as appropriate, for an effective response to any foreseeable emergency. All personnel assigned specific emergency responsibilities under this Plan (including departmental plans) should have a working knowledge of assigned roles, responsibilities, and applicable procedures.

I encourage all College students, faculty, and staff to familiarize themselves with this Plan, particularly the guidance in Section I, "What You Should Do in an Emergency and How to Prepare", and to be vigilant and responsive to actual or threatened emergency situations.

Sincerely,

Stephen R. Morgan
President

I. WHAT YOU SHOULD DO IN AN EMERGENCY AND HOW TO PREPARE

Westminster College ("Westminster " or "the College") has developed this Plan to help prepare our campus community to respond to and recover from a range of emergency situations.

Creating a culture of preparedness is a team effort involving staff, faculty, and students. The first step in being prepared for an emergency is to learn how you would be notified of and updated about a significant emergency, and then to learn and remember key actions you may be directed to take by College officials.

Emergency Communications Systems and Methods

Westminster uses several different systems and methods of communication to alert students, faculty, staff, and others of a significant emergency. It is important that you become familiar with these communication tools and ensure that your contact information is kept current so that the College can stay in touch with you. These include, as appropriate to the type and scope of emergency:

- Brief urgent messages communicated via email, voicemail, and text message using the College's Emergency Notification System (ENS) Blackboard Connect.
- Campus loudspeaker system, or "giant voice" system, broadcasts emergency messages and instructions to the campus at large.
- Information is also posted as follows:
 - College Website (www.westminstercollege.edu)
 - College Facebook page (www.facebook.com/westminsterslc)
 - Social media (<https://twitter.com/westminsterslc>)
- Broadcast media: Local radio, television, and online media outlets
- Other methods (bullhorns, flyers, building runners, personal emails and phone calls).

In case of a significant emergency, some or all of these systems will provide information about the nature of the emergency, what to do, and where to get additional details. Emergency updates and further information will be provided by postings to the listed websites, emails or texts to the campus community, and other methods as needed. Also, be sure to develop an emergency communications plan with your family and friends to keep them informed of your situation during an emergency.

Actions to Take

When a significant emergency occurs, there are typically two immediate strategies that are used to protect people: Evacuate and Shelter-in-Place.

- *Evacuate* means to immediately leave a potentially hazardous location (building, area of campus, entire campus, Salt Lake City, etc.) due to an imminent or impending threat to life or health.
- *Shelter-in-Place* means to go and/or stay indoors when a situation occurs that may be a threat to life or health. Generally, this means you will be instructed to go and/or stay indoors, lock doors/windows, and stay away from doors/windows. Remain there until you

are notified by Public Safety or College emergency communications systems that it is safe to leave.

This Plan provides more details on these strategies in Appendices B and C. In the event of an emergency, further details will be provided at the time by College officials.

People Requiring Additional/Special Assistance

People who have certain disabilities or impairments (specifically including, but not limited to, those limiting hearing, visual, and mobility functions) may require special or additional assistance during an emergency. These individuals are encouraged to inform College administrators designated to respond to requests for disability accommodations, and/or Resident Advisers, roommates, classmates, co-workers, friends, faculty, and supervisors of what special assistance they may require to receive effective emergency communications notices; and to respond to emergency situations so that interactive, advance planning can be done to see that such individuals receive emergency communications, and to provide special or additional assistance in an emergency. College administrators designated to address disability accommodations requests, by those individuals who self-identify, should include consideration of effective emergency communications and emergency response assistance in the accommodations process as relevant to the disability.

In an emergency situation, all members of the College community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of the College community should report to College personnel or emergency responders the condition and location of any person unable to leave a building or area being evacuated. More specific guidance on evacuation and other emergency responses for persons needing special assistance can be found in Appendices B and C.

II. PLAN OVERVIEW

Purpose

The purpose of this Plan is to establish general operational guidance, assign roles and responsibilities, and promote campus awareness for responding to emergencies that may affect the College community. Additionally, the Plan includes specific guidance for responding to particular types of emergency situations.

Scope

The guidance in this Plan applies to all members of the College community, visitors to the campus at the time of an emergency, and to the buildings and grounds that are owned and operated by the College. It is intended to help protect life and property, minimize damage caused by emergency situations, minimize disruptions to College operations, and move promptly to resume operations following emergency situations.

Assumptions

An emergency or a disaster may occur at any time of the day or night, during a weekend, or on a holiday, with little or no warning. The events in an emergency cannot be predicted. Consequently,

a plan of this type serves only as a general guide and checklist and will undoubtedly require modification, and more specific guidance and direction, as an emergency unfolds.

In certain emergency situations, the College may need to coordinate its response to the situation with one or more outside agencies, including but not limited to local, state, and federal government agencies, and disaster relief organizations. The specific role for any outside agency(ies) will depend on the emergency situation; however, the College will retain ultimate authority for decisions involving its facilities, campus, and community.

Phases of Emergency Management

Generally, an emergency will have three basic phases.

- **Preparation:** This includes developing readiness for emergencies based on education, organization, and communication. Ongoing threat assessment is a major factor in effective preparation and is designed to reduce risk either by mitigation (reducing the seriousness of an event) or prevention (eliminating the risk of an event). The College engages in ongoing threat assessment and risk reduction measures and processes that are part of the College's regular campus operations and risk management programs.
- **Response:** This involves procedures for responding to situations in a prompt and effective manner, including immediate actions to try and save lives, protect property and the environment, and meet basic human needs. Response also includes the implementation of mitigation activities designed to limit adverse health effects, personal injury, loss of life, property damage, system disruptions, etc. Guidance on specific responses to a variety of potential emergencies is set forth in Appendix A to this document. This Plan document primarily addresses the Response phase of campus emergencies.
- **Recovery (including Business Continuity):** This phase includes the development, coordination, and execution of service, operations, and site restoration plans, as well as other short-term and long-term plans for recovery. Recovery also includes a thorough review of the emergency and a careful discussion of plans for future events, including initiatives to mitigate the effects of future similar emergencies.

Some emergency situations may cause the campus to shut down some or all College operations. In such a case, the first step to recovery is to see that the campus is safe and secure. The second step will be to restore critical infrastructures and campus facilities/grounds to a level that will support critical functions. The third step will be to determine if and how to return to normal campus operations.

Business continuity begins shortly after an emergency has occurred (or, in some cases, while an emergency is occurring). After an assessment of damage or impact of the emergency has been completed, efforts will be taken to restore normal operations as quickly as possible. Business continuity is carried out at the College, departmental, building, or function level, as appropriate to the particular emergency. Department specific plans for the College, which are in the process of being prepared or updated as of the date of adoption of this Plan, will separately address business continuity measures. In the case of a large, area-wide disaster, business continuity will be carried out on a community level, as such a disaster will likely involve damages to infrastructure, utilities, access to campus, etc.

III. RANGE AND SCOPE OF COVERED EMERGENCY SITUATIONS

An emergency addressed by this Plan includes any significant, unplanned event with the real potential to cause death or significant injury to students, faculty, staff, or visitors, or that can significantly disrupt College operations, causing physical or environmental damage, or presenting other threats to College's facilities.

Examples (list not exhaustive):

- Active shooter
- Bomb threat
- Civil Disturbance
- Death of a Student, Faculty, or Staff Member
- Earthquake/Aftershocks
- Explosion
- Fire
- Flooding
- Food-borne Illnesses or Incidents
- Hazardous Materials Incident
- Infrastructure Failure
- Pandemics and Infectious Diseases
- Snow or Ice Storm
- Suspicious Packages/Mail
- Tornado /High Winds
- Violent Campus Intruder

Range of Severity and Scope of Emergencies

Emergencies can range from those impacting a single office or building to a large-scale catastrophe impacting the entire campus and surrounding communities. The larger the scale and scope of the emergency, the more campus and community resources required to manage it.

On the low end of the scale are department or building incidents that can be resolved with existing College resources or limited outside help. These typically are of limited duration and have little impact on the campus community beyond those people using the space/building at the time of the incident. A few illustrative examples are minor chemical or fuel spills, a minor fire confined to a single room not involving hazardous chemicals, or loss of heat or electricity to a building for a few hours, not jeopardizing health or safety.

Other more serious emergencies are those which impact a significant portion of the campus and/or outside community, including events that may develop into major campus or community disasters. These often require coordination with local and state authorities. A few illustrative examples would be an extended power outage, a severe storm or other weather event, a major fire, an active shooter, or contamination of the water supply.

Some emergencies may be catastrophic, involving the entire campus and surrounding community. These are often multi-hazard events beyond the emergency-response capabilities of campus and local resources. They likely will call for coordination with multiple state or federal agencies. A few illustrative examples include a flood, earthquake, major hazardous chemical spill, or act of terrorism.

Emergencies may not unfold all at once. There can be situations that primarily involve people, rather than infrastructure, which begin with a single incident but have the potential to quickly evolve into a multi-faceted campus crisis. A few illustrative examples of this could include a communicable disease, a death on campus, an off-campus accident impacting multiple members of the campus community, a civil disturbance or riot, a hazing incident, or a hate crime.

IV. EMERGENCY MANAGEMENT AUTHORITY

During an emergency, the President (or in their absence, by designation specifically for purposes of this Emergency Management Plan, the Provost, and thereafter, the Vice President of Finance and Administration, and thereafter, the Associate Vice President for Student Affairs/Dean of Students, and thereafter, the next most-senior available administrator) has ultimate emergency responsibility and authority for activating this Plan, as necessary, and reviewing all strategic decisions. The President has designated the Director of Campus Patrol as Incident Commander to oversee the management of all emergency activities, including development, implementation of strategic decisions. The President (or surrogate/designee) is assisted and advised by the Emergency Management Executive Team (EMET). The Incident Commander will assemble and direct an Emergency Operations Group (EOG) to manage that specific emergency situation, some or all of the members of which may be drawn from the EMET.

The following list of personnel contains the actual titles of the team members and, in some cases, abbreviated titles for subsequent use throughout this document.

Emergency Management Executive Team (EMET)

EMET provides executive leadership, advice, and counsel to the President (or surrogate/designee) on high level emergency management and recovery decisions for the College. Depending on the nature and scope of a particular emergency situation, some or all of the members of the EMET (or their designees) may be involved in tactical management of the response and recovery under the leadership of the designated Incident Commander, and may be designated as the Emergency Operations Group (EOG) for that emergency situation.

- President
- Provost
- Vice President for Finance/Administration
- General Counsel
- Director of Risk Management
- Associate Vice President of Student Affairs/Dean of Students
- Executive Assistant to the President
- Director of Campus Patrol

- Executive Director of Integrated Marketing and Communications (Executive Director of Communications)
- Dean of Nursing and Health Sciences
- Managing Director of Plant Facilities (Campus Maintenance)
- General Manager of Dining Services
- Associate Provost for Information Services
- Director of Student Health Services
- Director of Counseling Center
- Director of Environmental Health and Safety
- Director of Student Success and Retention
- Executive Director of Human Resources

V. ACTIVATION OF THE PLAN

Initial Notification

Any member of the College community who witnesses or receives information regarding an emergency or impending emergency situation should contact the Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, or dial 911. The College may receive initial notification of an emergency or impending emergency from a number of sources, including campus constituents, the National Weather Service, and/or local/state/federal emergency officials.

If the incident is a low level office or building incident that can be readily resolved, Campus Patrol or the appropriate department will take steps to remedy the situation and advise the appropriate member(s) of the EMET.

If the incident involves a more serious emergency, Campus Patrol will notify one or more of the appropriate senior team members of the EMET, usually the Provost or Vice President of Finance and Administration. Senior Team will review the situation, consult with the President (or surrogate/designee) and other internal and external sources, as appropriate to the nature of the situation and the potential for threat to life and property, and designate a single Incident Commander, or implement other appropriate measures to address the situation. As emergency situations can be fluid and call for immediate action, Senior Team members of the EMET may review a situation, decide on the appropriate course of action, and then notify the President (or surrogate/designee) of the planned course of action. However, in all cases, the President (or surrogate/designee) will be briefed and kept up-to-date.

Designation and Authority of Incident Commander – Convening Emergency Operations Group

If the Plan has been activated, a single Incident Commander will be designated, as provided above, and they will assemble an Emergency Operations Group (EOG). The Incident Commander will, in many cases, be the Director of Campus Patrol. In other cases, the Incident Commander may be another member of the EMET. Depending on the nature and circumstances of the emergency, the EOG may be made up of members of the EMET and/or may include other College administrators as appropriate. The Incident Commander will oversee the EOG and the management of all emergency activities, including development, implementation, and review of strategic decisions, and post-event review. The Incident Commander is the ultimate internal authority for all

emergency response efforts involving the College in a particular emergency situation. They will lead a coordinated response effort, with members of the EOG charged with particular duties and leadership roles based on their areas of expertise.

Emergency Operations Center (EOC)

When needed in a particular emergency, the R. Harold Burton Conference Room of the Gore Building will be the primary location for the initial meeting of the EOG. If the Burton Conference Room is inoperable or inaccessible, the main meeting room (Room #107) at Westminster on the Draw will be the secondary location for the EOG to gather. Should neither of these sites be feasible, another site will be designated after a campus status assessment.

In the event of a widespread emergency that involves the broader community, law enforcement, and/or other external agencies, the location for the EOG to meet may be changed to coordinate

Emergency Response Priorities

General priorities for emergency response at the College are as follows:

1. Protection of Life
 - Humans
 - Service Animals
2. Stabilization of the Situation
 - Prevent the situation from expanding
 - Isolate the scene and control ingress/egress
 - Determine course of action
3. Protect the Environment
 - Confine, contain, or neutralize hazardous materials
4. Protect College Property
 - Facilities necessary for shelter and care of campus community
 - Critical College records and collections
 - Facilities used for education and operations
5. Restoration of Critical Services and Education Programs
 - Services critical to the basic operating environment (power, water, communications, etc.)
 - Services critical to the well-being of students
 - Services critical to educational programs
 - Services critical to support infrastructure and operations

First-Aid Centers

The Special Events Room in the Health, Wellness and Athletic Center will be the primary first-aid center. However, in a widespread campus emergency, the decision of whether and where to set up another campus location for first response, triage, and stabilization will be made by the Incident Commander and the EOG in consultation with area emergency services providers. Serious injuries will be transported to the University of Utah Medical Center.

Emergency Shelter

Should the emergency call for extensive emergency shelter, the Richer Commons and/or Shaw Dining Hall will be the facilities most likely designated to serve that purpose. The backup emergency shelter will likely be the Eccles Health, Wellness, and Athletic Center. The College has arrangements for overflow shelter at the LDS Stake Center on 1700 South and 1100 East and the Westminster Ward & Institute on 1200 East and 1900 South. If none of these sites is viable, the College will take steps to identify other available community resources for emergency shelter, including, but not limited to, coordinating with the Salt Lake City, Salt Lake County, and/or other resources, as appropriate.

Emergency Communications

Upon confirmation of a significant emergency or dangerous situation involving an immediate or impending threat to the health or safety of students or employees occurring on the campus, or in any other situation deemed appropriate by the President (or surrogate/designee), the President (or surrogate/designee) or the Incident Commander will, without delay, and taking into account the safety of the community, work to determine the content of an emergency notification and will instruct the Director of Communications to provide notice of the emergency using the Emergency Notification System, unless issuing the notification would compromise efforts to respond to the emergency. The College will take steps to see that the Emergency Notification System provides information to individuals with disabilities, including vision or hearing disabilities, as effectively as they are provided to others.

The President (or surrogate/designee) or the Incident Commander will continue to work with the Director of Communications to provide content of relevant directions and updates to the campus community throughout the emergency situation, using the best and most effective means possible under the circumstances.

In certain emergency situations, when time does not permit consultation, the Director of Communications, upon notification from the Director of Campus Patrol or the Associate Vice President for Student Affairs/Dean of Students, may independently determine to issue a campus alert using one or more of the following components of the emergency communications systems and methods.

Emergency Communications Tools for On-Campus Constituents

- Brief urgent messages communicated via email, voicemail, and text message using the College's Emergency Notification System (ENS) Blackboard Connect.
- Campus loudspeaker system or "giant voice" system broadcasts emergency messages and instructions to the campus at large.
- Information is also posted as follows:
 - College Website (www.westminstercollege.edu)
 - College Facebook page (www.facebook.com/westminsterslc)
 - Social media (<https://twitter.com/westminsterslc>)
- Broadcast media: Local radio, television, and online media outlets
- Other methods (bullhorns, flyers, building runners, personal emails, and phone calls)

Emergency Communications Tools for Family and the General Public

- Posting information to the:
College Website (www.westminstercollege.edu),
College Facebook page (www.facebook.com/westminsterslc),
- Social media (<https://twitter.com/westminsterslc>)
- Broadcast media: TV stations KUTV-2, KTVX-4, KSL-5, KSTU-13; Radio stations: KUER, KSL radio, KCPW, KPCW, Clear Channel, UPR.
- Personal emails and phone calls.

The Incident Commander and the EOG will communicate and coordinate with community partners (other institutions of higher education, K-12 school systems, transportation providers, health care providers, local law enforcement, and Salt Lake City government officials); as well as local/regional/state/federal emergency response officials and networks as necessary and appropriate in a particular emergency situation. The College will work to develop information sharing agreements as needed with such community partners to facilitate a prompt response in an emergency.

The Director of Communications will be the principal media contact and College spokesperson with external audiences.

Assessment of Campus Property and Facilities Damage

The Director of Campus Maintenance and staff will assess campus property and facilities damage as soon as possible and communicate their findings to the Incident Commander. In an emergency involving multiple facilities, they and the Incident Commander should first evaluate medical facilities and student residences. Campus Maintenance will work to mitigate any damage to facilities and grounds to restore them to a functional level. The Director of Campus Maintenance, working with the Direction of Campus Patrol, has the temporary emergency authority to evacuate or close a site they deem an immediate threat to life or safety subject to review by the Incident Commander. The Director of Campus Maintenance will also coordinate a survey of gas, electric, steam, water, and sewer utilities; and together with Campus Patrol, will also assist law enforcement and/or other external agencies with creating a safety perimeter at the site of the emergency, in consultation with the Incident Commander as appropriate.

The Director of Environmental Health and Safety may assist in providing information and/or on-site response in emergencies involving hazardous substances, including assessing damage or vulnerability to supplies of such substances from emergencies impacting storage sites. If an emergency situation calls for water or utility rationing, the Incident Commander, in consultation with the Director of Campus Maintenance, Campus Patrol, and/or external agencies, will direct that the campus community be notified of the specifics of such rationing and will oversee compliance, as needed.

Search of Open Buildings for Individuals Sheltered, Entrapped, or Injured

If and when the Incident Commander believes it prudent and safe to do so, depending on the nature of a particular campus emergency, Campus Patrol, with the assistance of other designated individuals as needed, shall conduct a search of all accessible College buildings to determine if any individuals are sheltered, entrapped, or injured inside.

Order for Evacuation of Campus

If it is necessary to evacuate the campus because of extensive failure of any critical system (sewer, water, electricity, etc.) or other danger present on campus, the Incident Commander, in consultation with the EOG and the President (or surrogate/designee), may order an evacuation. In that case, the College will communicate all evacuation details through the Emergency Communications Systems. See Appendix B for detailed information on campus evacuations.

Coordination with Local Officials

The Director of Communications will distribute this Plan to local officials. During a campus emergency with impact beyond the campus and requiring coordination/assistance from outside agencies, the Incident Commander, assisted by the Director of Communications and other members of the EOG as necessary, will coordinate with government officials and external agencies as appropriate to the emergency situation. The College will conduct an integrated response to such emergencies using a joint or unified command structure. Decisions directly impacting the College will be made by the Incident Commander, in consultation with the EOG and the President (or surrogate/designee). Contact information for all essential Salt Lake City and Salt Lake County emergency personnel, and key state and federal agencies likely to be involved with large-scale emergencies, is in Appendix F.

Key Roles

The Incident Commander and the EOG may request the following College offices to assume various roles during an emergency, sometimes outside the normal scope of their duties. If a department does not have specific emergency roles for its personnel, those personnel will become part of a pool of reserve personnel to assist as assigned by the Incident Commander and the EOG coordinating the specific emergency.

College Office	Role
Academic Deans	Identify and address instructional issues, including feasibility of continuing class schedule. Coordinate necessary faculty resources.
Athletics	Coordinate use of the Eccles Health, Wellness, and Athletic Center as a staging area, backup first-aid center, open bay temporary shelter, and/or temporary morgue.
Campus Maintenance	Mitigate facility and grounds damages and work to restore functionality. Set up temporary quarters for displaced units. Evaluate structures and estimate repairs. Have temporary emergency authority to evacuate or close a site deemed to present a threat to life or well-being. Provide site and building information to the Incident Commander. Coordinate a survey of gas, electric, steam, water, and sewer utilities, as appropriate. Assist Campus Patrol and law enforcement with creating a safety perimeter at the site of the emergency.

College Office	Role
Campus Patrol	Provide site security, crowd control, evacuation, mobile communications, and investigation of incidents, as appropriate. Serve as liaison with on-site law enforcement, fire, and medical command personnel.
Communications	Media coordination, campus communications, and spokesperson.
Dining Services	Provide dining services for students, displaced personnel, and emergency workers. Oversee procurement and stockpiling of emergency food and water supplies.
Environmental Health and Safety	Assist in providing information and/or on-site response in emergencies involving hazardous substances. Assess damage or vulnerability to supplies of such substances from emergencies impacting storage sites.
Finance and Administration	Provide or arrange for transportation services, as required. Obtain emergency goods and services. Pick up and deliver to designated location(s).
Human Resources	Coordination of emergency needs of employees on campus, including shelter, food, health care as appropriate.
Information Services	Assure availability of key/critical systems (onsite restoration if required or offsite/disaster recovery options). Facilitate and support emergency technology offerings (devices and connectivity as possible, including laptops, tablets, telephones [plus phone bank and 800 number if feasible and beneficial], cellular broadband, etc.) at Emergency Operations Center.
President's Office	Staff the President's office, communicate with trustees, and gather EMET and other personnel on call of the President.
Print & Mail Center	Provide courier services as directed. Provide printed material as directed (letters to parents, posters, temporary procedures, signage, etc.)
Student Affairs	Coordination of non-academic needs of students, including shelter, food, and health care. Serve as liaison with families. Coordinate Resident Advisors and other staff or student resources as building runners for communication with students in on- and off-campus housing, when other means of communication are unavailable.
Student Health Services and Counseling Center	Provide medical support and mental health counseling. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first-aid services, community emergency services providers, and local medical providers. May be asked to assist/provide onsite medical triage.

Emergency Equipment and Supplies

The College maintains emergency supplies and equipment in locations centrally available to the campus as described in Appendix D.

Termination of State of Emergency

The President (or surrogate/designee), in consultation with the Incident Commander and the EOG, has the sole authority to declare an end to any state of emergency. The Director of Communications will send follow-up information to the campus community via ENS as necessary.

Departmental Emergency Management Plans

At the time of publication of this Plan document, the offices listed above that have particular roles under this Plan are currently preparing or updating departmental emergency management plans to provide for carrying out those roles and responsibilities, and such departmental plans will be appended to this Plan document when finalized. In addition, certain other departments, in order to protect invaluable and irreplaceable College assets, have emergency management plans in place to provide for their particular and unique university records and/or assets, and are responsible for reviewing those plans annually and updating them as appropriate:

- Athletics
- Campus Patrol
- Communications
- Development Office
- Enrollment Office
- Environmental Safety
- Finance and Administration
- Human Resources
- Information Services
- Library
- Special Collections

Training and Tests

The Director of Risk Management will annually review this Plan. Members of the EMET and departments having particular roles and responsibilities under this Plan will receive training on their roles and responsibilities. The Plan will be tested at least annually using tabletop and/or other tests/exercises, including local government and emergency response officials, and other resources, as appropriate. The College, through the Risk Management Coordinator, will document tests and exercises of the Plan, including date, time, and specifics of each test/exercise, and whether it was announced or unannounced. In conjunction with such annual tests of the Plan, and otherwise as required by applicable law, the College will publicize the Plan and emergency guidance and resources.

VI. ADOPTION, HISTORY OF PRIOR PLAN DOCUMENTS, AND RECORD OF DISTRIBUTION

Adoption

The Westminster College Emergency Management Plan is adopted effective October 1, 2016. It replaces the prior Emergency Operations Plan which was adopted in 2010.

A formal review of this Plan will occur annually by the Director of Risk Management. In addition, the Plan will be revisited, and updated as necessary, based on issues or concerns identified by drills, exercises, actual emergency situations, and/or changes necessitated by regulatory developments, agency guidance, organizational structure, technological changes, etc. As changes are made to the Plan, they will be approved by the President of the College and recorded by date and description below, to provide a record of the Plan's modification.

History of Prior Plan Documents and Amendments

- Westminster Emergency Operations Plan adopted 2010

Record of Distribution

Copies of this Plan document have been distributed to the Chiefs of the Fire and Police Departments of the Salt Lake City, the Emergency Manager for Salt Lake City, the Salt Lake County Sheriff, the Emergency Manager for Salt Lake County, and the Chief Executive Officer of the University of Utah Medical Center. Notice of the adoption of this Plan has been provided to the Westminster College campus community by mass email and postings on the College's webpage, see <https://westminstercollege.edu/emergency-management-plan>. A copy of the Plan is also available on the College's Facebook page (www.facebook.com/westminsterslc).

VII. ACKNOWLEDGEMENTS

The following institutional plan documents and guidance information served as valuable resources in the development of this Plan document:

- Washington and Lee University Emergency Management Plan
- Boston College Comprehensive Emergency Management Plan
- Kenyon College Emergency Operations Plan
- Randolph Macon College Emergency Response Overview
- Stanford University Guide for Assisting Individuals with Disabilities in an Emergency
- University of Miami Emergency Preparedness Information

APPENDIX A:

MANAGEMENT OF SPECIFIC EMERGENCY SITUATIONS:

This Appendix describes the courses of action that are unique to specific emergency situations. The purpose of this Appendix is to provide guidance for any individual who is faced with a specific emergency situation, including whom to notify, how to respond, and other situation-specific information.

Each specific emergency situation contains three different components: Initial Response, General Instructions, and Special Considerations. The information contained under the heading "Initial Response" is designed to serve as a guide for individuals who discover or identify a specific emergency situation. The information set forth under the heading "General Instructions" is designed to provide guidance to all students, faculty, staff, and others in responding to a specific emergency situation. The information under the "Special Considerations" heading includes other information that may be helpful in handling or responding to a specific emergency situation.

The list of specific emergency situations contained in this Appendix is not exhaustive. If you are faced with an emergency situation that is not specifically identified in this Appendix, you should contact the Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, or dial 911. In any situation, if you call either 911 or Campus Patrol, the other will be notified automatically. Given the communication between Campus Patrol and the 911 emergency responders, if you are responding to an emergency and are unsure as to which number to call, rest assured that either call you make will prompt an emergency response.

Some of the specific emergency situations contained in this Appendix could involve a bias, hate, or discrimination component. In such instances, the emergency situation itself will be handled under this Plan. After the emergency situation has been addressed, any bias, hate, or discrimination component will be addressed separately under College's Equal Opportunity Policy or Title IX Policy, and/or other applicable College policies and procedures.

1. BOMB THREAT

Initial Response

- If you receive a bomb threat telephone call, remain calm and obtain as much information as possible. (See Bomb Threat Checklist below for detailed instructions.)
- If possible, have someone else contact Campus Patrol during the call at extension 2525, or (801) 832-2525 from off-campus. If no one else has contacted Campus Patrol, notify Campus Patrol immediately after the caller has ended the call.
- If the threat was left on your voicemail, do not erase it.
- If you receive a written bomb threat, ensure that the document is handled as little as possible and pass it on to Campus Patrol. If the written bomb threat is received by electronic means, save it to your computer.
- Notify the immediate supervisor within your work area.

- Campus Patrol will assess and investigate the situation, as appropriate, and determine whether to notify law enforcement or other external agencies. Campus Patrol may involve other College personnel as necessary or appropriate.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)

General Instructions

- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)

Special Considerations

- A bomb threat may result in an explosion or a fire. If this occurs, see the Explosion section or the Fire section of this Appendix, as appropriate.
- If a bomb threat results in physical compromise to a building or facility on campus, contact the Director of Environmental Health and Safety to assess damage or compromise to any hazardous materials in the building/facility.

Bomb Threat Checklist

Remain calm. Gather as much information as possible regarding the bomb and the caller. If possible, have someone else contact Campus Patrol during the call at extension 2525, or (801) 832-2525 from off campus. If no one else has contacted Campus Patrol, notify Campus Patrol immediately after the caller has ended the call. Be sure to note the following:

- Time:
- Call Received:
- Call Ended:
- Caller's Exact First Words (ask caller to repeat if necessary):

Questions to ask

1. When is the bomb going to explode?
2. Where is the bomb located?
 - What building?
 - What floor?
 - What room or area?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to explode?
6. Why has the bomb been planted?
7. Did you place the bomb?
8. Where are you calling from?

Caller's Voice

- Male
- Female
- Young
- Old
- Deep
- High
- Calm
- Nervous
- Rough
- Refined
- Angry
- Excited
- Rapid
- Slow
- Slurred
- Upset
- Loud
- Quiet
- Any Accent?
- Familiar Voice?
- Whose?
- Any background noises?

Other Information:

- Your Name:
- Telephone Number Called:

2. CIVIL DISTURBANCE

A civil disturbance, for purposes of this Plan, is a disruptive event caused by a group of people, including, but not limited to, riots, protests, sit-ins, demonstrations, and illegal parades. A civil disturbance might include actual or potential violence or other crimes, either immediately or as the disturbance escalates.

Initial Response

- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- In the event of an injury, call 911.
- Campus Patrol or other College personnel will assess and investigate the situation, as appropriate, and negotiate or take other appropriate actions to attempt to resolve the disturbance.

- Campus Patrol or the Incident Commander will contact local law enforcement or other government agencies for assistance as necessary or appropriate.

General Instructions

- Avoid responses or measures that might exacerbate or escalate potential violence or chaos.
- Stay away from doors and windows, secure work areas, and shut down computers, as appropriate.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.
- Evacuate or shelter-in-place if instructed. (See Appendices B and C)

Special Considerations

1. If a disturbance escalates into a violent incident, see the Violent Incidents section of this Appendix.
2. Demonstrations by members of the College community generally should not be interrupted or disbanded unless one or more of the following conditions exists as a result of the demonstration:
 - Disruption of the normal operations of the College.
 - Obstruction of access to offices, buildings, or other facilities.
 - Threat of physical harm to persons or damage to facilities.
 - Willful demonstrations within the interior of any building or structure, except as specifically authorized, and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
 - Unauthorized entry into or occupation of any room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any property, equipment, or facilities.

3. DEATH OF A STUDENT, FACULTY, OR STAFF MEMBER WHILE ON CAMPUS OR DURING A CAMPUS-SPONSORED EVENT

Initial Response

- Call 911
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- Campus Patrol will notify law enforcement and other relevant agencies, as appropriate.
- Comply with all law enforcement procedures and requirements.
- The President and other appropriate College personnel, in consultation with law enforcement, will coordinate the effort to notify the College community and the decedent's family, as appropriate.
- Counseling services through Counseling Center (for students) and the Employee Assistance Program (for employees) will be available to provide support for members of the College community.

- As appropriate to the circumstances, the Director of Risk Management or Campus Patrol, in conjunction with other College personnel, will assess the situation and determine whether an internal College investigation should be conducted. If so, Campus Patrol will assist in the investigation as necessary.
- The President and other appropriate College personnel will determine whether, and to what extent, to hold a ceremonial response or otherwise recognize the decedent.
- The President and other appropriate College personnel will coordinate with the family of the decedent to make all post-death arrangements, as appropriate.
- Await and follow instructions from the President, Campus Patrol, other College personnel, or law enforcement.

General Instructions

- Comply with all law enforcement procedures and requirements.
- Cooperate with Campus Patrol, other College personnel, and law enforcement during any investigation.
- Await and follow instructions from the President, Campus Patrol, other College personnel, or law enforcement.
- Seek support from Counseling Center and the Employee Assistance Program, as needed.

Special Considerations

The appropriate actions for College personnel will depend on the specific situation and those individuals who are involved. Because circumstances will vary, no predetermined procedure can dictate the appropriate actions for each individual situation. College personnel should communicate and determine how to handle each situation on a case-by-case basis.

4. EARTHQUAKE/AFTERSHOCK

Initial Response

- Shelter-in-place. (See Appendix C)
- Follow the General Instructions below.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- Once the earthquake or aftershock has ended, Campus Patrol, Campus Maintenance, and other College personnel will assess the situation and take appropriate actions to address any damage or other issues.
- The Incident Commander will establish an area for medical treatment, if necessary.
- Depending on the damage, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.
- Await and follow instructions from Campus Patrol, Campus Maintenance, other College personnel, or support agencies.

General Instructions

- Assume a low position as close to the center of the room as possible.
- Stay clear of book shelves, overhanging cabinets, lighting fixtures, etc.
- Take cover under the closest table, desk, or other solid piece of furniture.
- Be prepared to quickly assess damage and injury and report it to Campus Patrol.
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.
- If there is any chance that the earthquake or aftershock has been severe enough to cause structural damage, evacuate the building as soon as it is safe to do so. (See Appendix B)
- Do not reenter or leave the building or area under any circumstances until it has been cleared for reentry by Campus Patrol or through the Emergency Notification System.
- If you are in a vehicle, stop at the safest place possible (away from power lines and trees) and stay in the vehicle for shelter.

Special Considerations

- An earthquake or aftershock may result in infrastructure failure. If this occurs, see the Infrastructure Failure section of this Appendix.
- If an earthquake or aftershock results in physical compromise to a building or facility on campus, contact the Director of Environmental Health and Safety to assess damage or compromise to any hazardous materials in the building/facility.

5. EXPLOSION

Initial Response

- If it is safe to do so, evacuate the area. (See Appendix B)
- Call 911 from a safe location as soon as possible.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- If it is unsafe or not possible to evacuate, get under a sturdy table, desk, or other object to protect yourself from debris.
- Follow the General Instructions below.
- The Incident Commander will establish an area for medical treatment, if necessary.
- Once the explosion has ended, Campus Patrol, Campus Maintenance, and other College personnel will assess the situation and take appropriate actions to address any damage or other issues.
- Depending on the damage, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.

General Instructions

- If it is safe to do so, evacuate the area. (See Appendix B)

- Do not reenter or leave the building or area under any circumstances until it has been cleared for reentry by Campus Patrol or through the Emergency Communications Systems.
- Do not attempt to rescue people who are inside a collapsed building or other dangerous area.
- If it is unsafe or not possible to evacuate, get under a sturdy table, desk, or other object to protect yourself from debris.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.

Special Considerations

- If you suspect a fuel or other chemical spill or leak that could result in an explosion, follow the guidelines outlined in the Hazardous Materials section of this Appendix.
- An explosion may develop into a fire. If this occurs, see the Fire section of this Appendix.
- An explosion may result in infrastructure failure. If this occurs, see the Infrastructure Failure section of this Appendix.
- If an explosion results in physical compromise to a building or facility on campus, contact the Director of Environmental Health and Safety to assess damage or compromise to any hazardous materials in the building/facility.

6. FIRE

Initial Response

- Extinguish the fire only if you can do so safely and quickly!
 - After the fire is extinguished, call 911.
 - Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- If the fire cannot be extinguished:
 - Activate (pull) the nearest fire alarm.
 - Evacuate the area. (See Appendix B) If you can do so safely, confine the fire by closing the doors and windows as you evacuate.
 - Call 911.
 - Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
 - Follow the General Instructions below.
 - If necessary, Campus Patrol, the Incident Commander, and other College personnel will assist the responding fire department in efforts to address the situation (to attend to persons involved, prevent the spread of the fire, etc.).
 - Depending on the nature and degree of the fire, other support agencies and resource units may be brought in for service or assistance.

- Once the fire has been extinguished, Campus Patrol, Campus Maintenance, and other College personnel will assess the situation and take appropriate actions to address any damages or other issues.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.

General Instructions

- Close the doors and windows in your immediate area.
- Activate (pull) the nearest fire alarm if it is not already activated.
- Evacuate the area via the nearest exit. (See Appendix B)
- Do not use elevators.
- Do not block or prop open fire doors. In a fire situation, closed doors provide you with protection and time to exit safely.
- Feel door from top to bottom. If it is hot, do not proceed; go back.
- If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- Avoid smoke-filled areas. If you are caught in smoke or heat, stay low to the ground where the air quality is better. Take short breaths through your nose until you reach safety.
- If the nearest stairwell or exit is blocked by fire, heat, or smoke, go to another exit.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- Do not reenter or leave the building or area under any circumstances until it has been cleared for reentry by Campus Patrol or through the Emergency Communications Systems.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.
- If you become trapped, keep doors closed and place cloth material around and under the door to prevent smoke from entering. Signal for help by hanging an object at the window to attract the attention of rescue personnel.
- If you catch on fire, stop, drop, and roll to smother the flames.

Special Considerations

- Reasons for evacuating a building:
 - Visible signs of smoke and/or fire
 - Activation of a building's fire alarm
- A fire may result in an explosion. If this occurs, see the Explosion section of this Appendix.

If a fire results in physical compromise to a building or facility on campus, contact the Director of Environmental Health and Safety to assess damage or compromise to any hazardous materials in the building/facility.

7. FLOODING

Initial Response

- If, based on the severity of the flooding, there is any potential danger if you remain inside the building, evacuate the area. (See Appendix B)
- If it is safer to remain inside the building, shelter-in-place. (See Appendix C)
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, and report the exact location and severity of the flooding.
- If the flooding presents any danger to persons, call 911.
- Follow the General Instructions below.
- Campus Patrol will notify Campus Maintenance or other appropriate College personnel.
- Campus Patrol, Campus Maintenance, or other College personnel will assess and investigate the situation and take steps to mitigate the damage, remove the water, and perform repairs, as appropriate.
- Depending on the nature and degree of the flooding, other support agencies and resource units may be brought in for service or assistance.
- Await and follow instructions from Campus Patrol, Campus Maintenance, other College personnel, or law enforcement.

General Instructions

- Use extreme caution around any electrical appliances or outlets near any leak or water.
- Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.
- If it is safe to do so, secure vital equipment, records, and hazardous material, and shut off all non-essential electric equipment.
- If there is any potential for danger if you remain inside the building, or if otherwise instructed, evacuate the area. (See Appendix B)
- If it is safer to remain inside the building, shelter-in-place. (See Appendix C)
- If instructed to shelter-in-place, move to the upper floors of the building, if possible.
- Do not reenter or leave the building or area under any circumstances until it has been cleared by Campus Patrol or through the Emergency Notification System.

Special Considerations

- This section is intended to cover isolated floods (caused by water leaks in a particular building or area of campus) as well as larger floods that impact the local and/or campus community (caused by flooding of a river or other body of water). The response to a particular flood may vary depending on the specific circumstances.
- If flooding results in physical compromise to a building or facility on campus, contact the Director of Environmental Health and Safety or the Chemical Hygiene Officer to assess damage or compromise to any hazardous materials in the building/facility.

8. FOOD-BORNE ILLNESS OR INCIDENTS

Initial Response

- Seek appropriate medical care for any affected persons, including calling 911, if appropriate.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus; or the Student Health Services at extension 2239, or (801) 832-2239 from off-campus.
- Attempt to gather as much information as possible regarding the cause of the food-borne illness and the related symptoms.
- Campus Patrol or the Student Health Services should contact Dining Services or other College personnel, as appropriate.
- Campus Patrol, the Student Health Services, Dining Services, or other College personnel should assess the problem, determine the risk to the community, and if needed, begin preventive measures to hinder the spread or recurrence.
- Campus Patrol, the Student Health Services, Dining Services, or other College personnel should notify other members of the College community and provide further information and instructions, as appropriate.
- Campus Patrol, the Student Health Services, Dining Services, or other College personnel should coordinate with the health department or other external agencies to treat affected victims, collect specimens, perform laboratory testing, or take any other appropriate actions as necessitated by the specific problem.
- Await and follow instructions from Campus Patrol, the Student Health Services, Dining Services, other College personnel, or external agencies.

General Instructions

- If an individual requires immediate medical attention as a result of a pandemic or infectious disease, call 911 or otherwise seek medical attention, as appropriate.
- Await and follow instructions from Campus Patrol, the Student Health Services, Dining Services, other College personnel, or external agencies.

9. HAZARDOUS MATERIALS INCIDENT

A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials that endangers people or the environment. Simple spills that can be managed by the user and do not endanger people or the environment can be cleaned up by an individual who has been trained pursuant to the Chemical Spill Response Plan, the Chemical Hygiene Plan, and/or the Radiation Safety Manual, as applicable, and do not constitute an emergency situation for purposes of this Plan.

Initial Response

- If it can be done safely, isolate the area, but do not walk into or touch any spilled materials and avoid inhalation of gases/fumes/smoke.
- If the spill occurred inside of a building, evacuate the area. (See Appendix B)
- Call 911 and provide as much information as possible from the list below about the hazard, making sure to report any person(s) unable to evacuate the area due to illness/injury.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus providing as much information from the list below, making sure to report any person(s) unable to evacuate the area due to illness/injury.
- When reporting a hazardous materials incident, provide the following information about the hazard, if known:
 - Name and quantity of the material.
 - Location and time of the release of the material.
 - Any exposures or injuries to persons.
 - If any fire or explosion is involved.
 - Your name, phone number, and location.
 - Present the Material Safety Data Sheet of the hazardous material involved to emergency responders if it is available.
- Follow the General Instructions below.
- Campus Patrol will assess and investigate the situation, as appropriate.
- In the event that there are any individuals injured or ill as a result of a hazardous materials incident and unable to evacuate the area, Campus Patrol will either assist in evacuating such individuals, if safe to do so, or contact other College personnel or local emergency responders for assistance in responding to the injured/ill individual(s).
- Campus Patrol will notify Campus Maintenance, the Environmental Health and Safety Officer, or other appropriate College personnel, as appropriate.
- If the incident involves any radioactive materials, Campus Patrol should notify the Radiation Safety Officer.
- Depending on the nature and degree of the hazardous materials incident, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.
- Await and follow instructions from Campus Patrol, Campus Maintenance, other College personnel, or support agencies.

General Instructions

- Do not walk into or touch any spilled materials.
- Avoid inhalation of all gases, fumes and smoke; stay up wind. Do not assume gases/vapors are harmless because they lack odor.
- If it can be done safely, isolate the area by closing doors and windows.
- Make no attempt to clean up hazardous materials.
- Evacuate or shelter-in-place if instructed. (See Appendices B and C)

- If safe to do so, assist any person who has been injured or who is overcome from exposure and cannot evacuate or shelter-in-place without assistance. Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.
- If instructed to shelter-in-place:
 - Move to a location that is above ground level, if possible.
 - Close and lock all windows and exterior doors.
 - If possible, turn off all ventilation systems such as air conditioners, heating units, exhaust fans, or air handlers.
 - If there is a danger of explosion, close any shades, blinds, or curtains.
- Await and follow instructions from Campus Patrol, Campus Maintenance, other College personnel, or support agencies.

Special Considerations

- When responding to a chemical spill, contact the Environmental Health and Safety Officer and see the Chemical Spill Response Plan for more information.
- When responding to an emergency situation involving radioactive material, contact the Environmental Health and Safety Officer and see the Radiation Safety Manual for more information.
- A hazardous materials incident may develop into a fire. If this occurs, see the Fire section of this Appendix.
- In the event of a threat of hazardous materials such as a bomb threat or suspicious package/mail, see the Bomb Threat section or the Suspicious Packages/Mail section, as appropriate.
- For chemical burns, flush chemicals off of the surface of the skin under cool running water for 20 minutes or more, remove any contaminated clothing or jewelry, and wrap burned area with a clean, dry cloth.

10. INFRASTRUCTURE FAILURE

From time-to-time, infrastructure problems could render work sites, classrooms, and residence halls unsafe or uninhabitable. These problems include, but are not limited to, failures of electricity, computers, steam, water or telephones.

Initial Response

- If based on the severity of the infrastructure failure there is any potential for danger, or if otherwise instructed, evacuate the area. (See Appendix B)
- If an individual requires immediate medical attention as a result of an infrastructure failure, call 911.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- Campus Patrol will assess and investigate the situation, as appropriate, and notify Campus Maintenance, Information Services, or other appropriate College personnel.

- Depending on the nature and degree of the infrastructure failure, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.
- Await and follow instructions from Campus Patrol, Campus Maintenance, Information Services, other College personnel, or support agencies.

General Instructions

- If based on the severity of the infrastructure failure there is any potential for danger, or if otherwise instructed, evacuate the area. (See Appendix B)
- Await and follow instructions from Campus Patrol, Campus Maintenance, Information Services, other College personnel, or support agencies.
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.

Special Considerations

- Infrastructure failures may lead to further emergency situations; such as fires or flooding. In such an event, see the Fire section or the Flooding section of this Appendix, as appropriate.
- If an infrastructure failure results in physical compromise to a building or facility on campus, contact the Director of Environmental Health and Safety to assess damage or compromise to any hazardous materials in the building/facility.

11. PANDEMICS AND INFECTIOUS DISEASES

Initial Response

- Seek appropriate medical care for any affected persons, including calling 911, if appropriate.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, or the Student Health Services at extension 2239, or (801) 832-2239 from off-campus.
- Attempt to gather as much information as possible regarding the symptoms of the affected individual and the cause of such symptoms.
- Campus Patrol or the Student Health Services should contact other College personnel as appropriate.
- Campus Patrol, the Student Health Services, or other College personnel should assess the problem, determine the risk to the community, and if needed, begin preventive measures to hinder the spread.
- Campus Patrol, the Student Health Services, or other College personnel should notify other members of the College community and provide further information and instructions, as appropriate.
- Campus Patrol, the Student Health Services, or other College personnel should coordinate with the health department or other external agencies to treat affected victims, collect specimens, perform laboratory testing, or take any other appropriate actions as necessitated by the specific problem.

- Await and follow instructions from Campus Patrol, the Student Health Services, other College personnel, or external agencies.

General Instructions

- If an individual requires immediate medical attention as a result of a pandemic or infectious disease, call 911 or seek medical attention, as appropriate.
- Await and follow instructions from Campus Patrol, the Student Health Center, other College personnel, or external agencies.

Special Considerations

- A pandemic may affect multiple communities across Utah and the country simultaneously. Individuals are urged to plan in advance based on campus and external agency guidance and instructions.

12. SNOW OR ICE STORM

Initial Response

- When weather conditions exist such that there is actual or predicted snow and/or ice, the Provost or his/her designee will evaluate the conditions of the roads and walkways, among other things, and decide whether to postpone or cancel classes or any other activity due to the weather. In making this decision, the Provost or his/her designee may consult with Campus Maintenance, Campus Patrol, or other College personnel, as appropriate.
- The Provost or his/her designee will communicate any cancellations or postponements to the College community.
- College Maintenance will work to remove the snow and/or ice and take other appropriate steps to prepare and protect the College community and facilities from snow and/or ice.
- Await and follow instructions from Campus Patrol, Campus Maintenance, or other College personnel.

General Instructions

- Stay in a warm, secure location.
- Avoid travelling if you cannot do so safely.
- Await and follow instructions from Campus Patrol, Campus Maintenance, or other College personnel.

Special Considerations

- For information on College's inclement weather policies and operations, see the Inclement Weather Information on the Human Resources website.

13. SUSPICIOUS PACKAGES/MAIL

Initial Response

- Do not move, touch, or carry any suspicious letter or package, regardless of the position or condition of the letter or package.
- Notify the Mail Services Manager at extension 2692, or (801) 832-2692 from off-campus.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- If it is safe to do so, close the Mail Center or other area where the package was received, ensuring that all doors and windows are secure before leaving the area.
- Campus Patrol will assess and investigate the situation, as appropriate, and determine whether to notify law enforcement or other external agencies. Campus Patrol may involve other College personnel as necessary or appropriate.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)
- If the package is determined to be dangerous, Campus Patrol may notify other offices in case similar packages have been received, as appropriate.

General Instructions

- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)

Special Considerations

- Signs of a potentially dangerous package include:
 - No return address or one that cannot be verified as legitimate
 - Restrictive markings
 - Excessive postage
 - No postage
 - Non-canceled postage
 - Misspelled words
 - Addressed to title only or incorrect title
 - Wrong title with name
 - Addressed to someone no longer with the College or otherwise outdated
 - A city or state in the postmark that does not match the return address
 - Unexpected or from an unfamiliar source
 - Rigid or bulky
 - Lopsided or uneven
 - Oily stains, discolorations, or crystallization on wrapper
 - Powdery substance on the outside
 - Excessive tape or string
 - Strange odor

- Packages that are not wrapped, but are sealed with tape
- Addresses that are written very sloppily, often with black marker
- Letters that are cut out of other publications that are either glued or taped to a package or letter
- Suspicious or threatening messages written on packages
- A suspicious package situation may develop into a bomb threat or a hazardous materials incident. If this occurs, see the Bomb Threat section or the Hazardous Materials section of this Appendix.

14. TORNADO/HIGH WINDS

Initial Response

- If a tornado, derecho, or other dangerous high wind event is imminent, the Emergency Notification System will be activated.
- Follow the General Instructions below.
- Await and follow instructions from Campus Patrol, other College personnel, or support agencies.
- After a tornado, derecho, or other dangerous high wind event has passed, Campus Patrol, Campus Maintenance, and other College personnel will assess the situation and take appropriate actions to address any damage or other issues.
- Depending on the nature and degree of the tornado, derecho, or other high wind event, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.

General Instructions

- Move to the lowest level of the building, if possible.
- Go to an area of safety such as a room or corridor in the innermost part of a building.
- If you are outside and cannot get inside to an area of safety, stay away from buildings, windows, telephone poles, and electric poles. If possible, seek out a low-lying area such as a ditch or ravine, lie face down, and cover your head.
- Avoid windows, corridors with windows, and large, open spaces (such as auditoriums and cafeterias). There is no guaranteed safe place during a tornado. Seek shelter in the best location to minimize your exposure.
- Do not use elevators during a tornado warning.
- Close all doors, including main corridors, making sure they latch.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- Await and follow instructions from Campus Patrol, other College personnel, or support agencies.
- Pursue evacuation if instructed. (See Appendix B)

Special Considerations

- For information on College's inclement weather policies and operations, see the Inclement Weather Information on the Emergency Management website and Human Resources website.
- A tornado watch means that conditions are right for a tornado. Stay alert to weather conditions and watch for any emergency communications.
- A tornado warning means that a tornado has been sighted or indicated by the National Weather Service radar in the Salt Lake City area. If the College becomes aware of a tornado warning, the Emergency Notification System will be activated.
- A tornado, derecho, or other high wind incident may result in a fire or infrastructure failure. If this occurs, see the Fire section or the Infrastructure Failure section of this Appendix, as appropriate.
- If a tornado, derecho, or other high wind incident results in physical compromise to a building or facility on campus, contact the Director of Environmental Health and Safety to assess damage or compromise to any hazardous materials in the building/facility.

15. VIOLENT INCIDENTS

For purposes of this Plan, violent incidents include, but are not limited to, the following:

- Active shooters
- Acts of terrorism
- Assaults
- Violent campus intruders
- Violence resulting from a civil disturbance
- Sex offenses
- Violent crimes
- Workplace violence

Initial Response

- Call 911.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- When reporting a violent incident, provide the following information about the incident, if known:
 - What is happening
 - The location
 - Who is involved
 - Type of weapon(s) involved, if any
 - Whether anyone has been injured or killed, to your knowledge
- Follow the General Instructions below.
- Campus Patrol will assess and investigate the situation and notify other appropriate College personnel or law enforcement, as appropriate.

- Campus Patrol and other College personnel will assist law enforcement or other external agencies, as appropriate.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.

General Instructions

- If safe to do so, evacuate the area as quickly as possible. (See Appendix B)
- If it is not safe to evacuate, or if otherwise instructed, shelter-in-place. (See Appendix C)
- If you are in a secured area, or if you are instructed to shelter-in-place:
 - If you are aware of the location of the incident, move to the opposite side of the building if it is safe to do so.
 - Lock the doors and/or barricade the doors and any other entrances or openings with furniture or other available items, as appropriate.
 - Take adequate cover/protection behind solid objects (e.g., walls, desks, filing cabinets, etc.) as far away from the doors and other entrances and openings as possible.
 - Close all blinds, shades, and curtains, and/or cover all windows.
 - Turn off all lights, computer monitors, radios, and other electronic equipment.
 - Silence all mobile phones, if possible.
 - If there are multiple individuals in an area, attempt to spread out as much as possible.
 - Keep the area secure until otherwise directed by Campus Patrol or other law enforcement personnel.
- If you are in an unsecured area and unable to evacuate or shelter-in-place safely:
 - Immediately seek protection.
 - If the violent incident is close by, seek to establish a barrier between you and the violent incident.
 - If you are confronted by an immediate violent incident and you cannot flee, try to hide. If other victims are around you, consider playing dead.
 - Your last option should be to fight back using anything available (e.g., books, backpack, chair, etc.).
- Do not reenter or leave the building or area under any circumstances until it has been cleared by Campus Patrol or through the Emergency Communications Systems.
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement.

Special Considerations

- Initial law enforcement response will be primarily focused on locating, containing, and ending the violent incident.
- Once the violent incident is ended, responding officials will then begin to treat any injured individuals and evacuate the affected area(s), as appropriate. (See Appendix B)

- If a violent incident results in the death of a student, faculty, or staff member, see the Death of a Student, Faculty, or Staff Member section of this Appendix.

APPENDIX B

EVACUATION

This Appendix describes the procedures for evacuation of individual buildings or areas, or the entire campus, as a result of a campus emergency. All members of the College community should become familiar with these recommended evacuation procedures. This includes learning where exits are located in classroom, work, and residential buildings, knowing the location of the assembly area designated for your location, and knowing the off-campus transportation pick up site.

An evacuation may be necessary when conditions are such that it is no longer safe for individuals to remain inside of a single building or area, within a section of campus, or anywhere on campus, whether due to extensive failure of critical systems or other danger(s). You may be notified of the need to evacuate by the sounding of a fire alarm in the building, a directive from Campus Patrol or College Facilities personnel, or by an evacuation order communicated through the Emergency Notification System. However, if you are in a campus building and, despite not having received any order to evacuate, you believe it is not safe for individuals to remain inside the building (due to a fire or hazardous materials leak, for example), pull the nearest fire alarm to alert all those in the building to evacuate, and follow the evacuation procedures below.

1. BUILDING OR AREA EVACUATION

If a fire alarm sounds or you receive an order to evacuate from Campus Patrol or College Facilities personnel or through the Emergency Notification System, follow these procedures:

- Stay calm, do not rush, and do not panic.
- If safe to do so, gather your essential personal belongings, including personal identification, purse/wallet, keys, and prescription medications; it may be hours or days before you are allowed back in the building.
- If safe to do so, close the doors and windows in your immediate area, but do not lock them.
- Proceed to the nearest exit.
- Do not use elevators.
- Once outside, move quickly away from the building to the designated evacuation assembly area for your location. (See Accounting for Individuals Following Building Evacuation below).
- Report to the appropriate supervisor or instructor and let him/her know that you are safe.
- Report any medical emergencies or individuals remaining in the building to emergency officials, either in person (if emergency officials are present on the scene) or by calling 911 or Campus Patrol at extension 2525, or (801) 832-2525 from off-campus.
- Contact Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, if you noticed significant damage to property or anything unusual during your evacuation.

- Do not reenter the building under any circumstances until it has been cleared for reentry by Campus Patrol or through the Emergency Notification System.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement/emergency officials.

Accounting for Individuals following Building/Area Evacuation

- It is important to report to your designated assembly area (see page 6) so that the College can attempt to account for all members of the community.
- As quickly as possible, depending on the nature and scope of the emergency and the feasibility of meeting at the designated assembly area(s), faculty of classes that were in session, workplace supervisors, Residence Life staff, and other designated facility reporters will account for their students and staff, known or presumed to have been in the building/area, and report missing and/or presumed missing individuals to Campus Patrol or emergency officials. As it is safe to do so, Campus Patrol or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.
- If you leave campus after evacuating a building or area without reporting to your designated assembly area, please try to email or call the faculty of your class that was in session at the time of the evacuation, your supervisor, Residence Life staff, or your Dean, as appropriate, to advise them that you are safe and of your location.
- The College, through the Incident Commander and the EOG, will use all reasonable efforts to try to account for all members of the campus community following an evacuation, using information from reporting faculty, supervisors, Residence Life staff, other designated facility reporters, Student Affairs, Human Resources, Campus Patrol, law enforcement, and other external emergency officials, and comparing that information with class schedules, work schedules, housing rosters, and other College records relevant to identifying the whereabouts of students, employees, and campus visitors at the time of the emergency evacuation, and thereafter.

2. CAMPUS EVACUATION

In case of a campus-wide disaster, such as a major earthquake, large hazardous materials release, or widespread fire, certain sections of campus, or the entire campus, may need to be evacuated, whether because of extensive failure of critical systems or other dangers on campus. In such cases, the Incident Commander, in consultation with the EOG and the President (or surrogate/designee), Campus Patrol, and others, depending on the situation, may order an evacuation and, with the coordination of any appropriate external agencies, will determine the scope and method of implementing such an evacuation, as warranted by the situation.

Campus Patrol and the Emergency Notification System will alert the campus community on specific evacuation details. However, if an order is given to evacuate the campus or a section of campus, follow these general procedures:

- Individuals should follow the building evacuation procedures set forth above to evacuate the building or area in which they are located. Depending on the nature of the emergency leading to the order to evacuate, Campus Patrol and the Emergency Notification System will provide instructions on whether individuals should proceed to their designated assembly location first for an accounting of persons, or take other measures, which may depend on whether they have their own transportation off campus or need transportation.
- Students should not return to the evacuated building(s) or area(s) to retrieve personal belongings unless advised by Campus Patrol or the Emergency Notification System that it is safe to do so.
- It may be necessary to implement a phased evacuation, in order to minimize the time needed to evacuate and manage traffic congestion. The evacuation order and instructions will include specific information regarding the order in which particular campus locations or constituents will evacuate, when the evacuation will begin, the logistics and routes to be used, and other relevant information.
- Students, employees, and campus visitors who have vehicles on or near campus are encouraged to carpool with others who are without readily available transportation.
- The College will contract with vendors and/or make arrangements with other local or regional organizations to provide buses, vans, or other vehicles to transport students, faculty, staff, and campus visitors without their own transportation to safe locations off campus, depending on the nature and scope of the emergency.
- Individuals who do not have their own transportation should report to the west side of the Eccles Health, Wellness, and Athletic Center or to the duck pond in Sugarhouse Park to pick up College-provided transportation.
- In most cases, certain key personnel will be required to remain on duty until the evacuation is complete. Such key personnel may include (but is not limited to) all or some of the following (additional staff may be required to remain on campus at the direction of the President (or surrogate/designee), in consultation with the Incident Commander and the EOG):
 - Senior Team
 - Emergency Management Executive Team
 - Campus Patrol
 - Campus Maintenance
 - Student Affairs (Dining Services, Student Health Services, Residence Life)

Accounting for Individuals During or Following Campus Evacuation

- Processes for accounting for students and employees, and to the extent possible, campus visitors, will depend on the nature and scope of the emergency, whether individuals have been told to report to designated assembly areas before evacuating campus, and whether individuals use College-provided transportation, their own transportation, or carpool with others from campus.
- If individuals have been told to report to designated assembly areas before evacuating campus, faculty of classes that were in session, workplace supervisors, Residence Life

staff, and other designated facility reporters, will try to account for their students and staff, known or presumed to have been in the building/area when the evacuation began, and report missing and/or presumed missing individuals to Campus Patrol or emergency officials on the scene.

- The College will use all reasonable efforts to account for those individuals using College-provided transportation in an evacuation before, during, or after the off-site transportation process, depending on how quickly the evacuation needs to proceed.
- As it is safe to do so, Campus Patrol or other designated individuals will conduct a search of all open buildings on campus for any sheltering, entrapped, or injured occupants.
- When safe to do so, individuals who have used their own transportation to evacuate, or have carpooled with others, should email or call the faculty teaching the class in session at the time of the evacuation, their workplace supervisor, Residence Life staff, or their Dean, as appropriate, to advise that they are safe and of their current location.
- The College, through the Incident Commander and the EOG, will use all reasonable efforts to try and account for all members of the campus community following the evacuation, using information from reporting faculty, supervisors, Residence Life staff, other designated facility reporters, Student Affairs, Human Resources, Campus Patrol, law enforcement and other external emergency officials, and comparing that information with class schedules, work schedules, housing rosters, and other College records relevant to identifying the whereabouts of students, employees, and campus visitors, at the time of the emergency evacuation and thereafter.

3. EVACUATION OF INDIVIDUALS WITH DISABILITIES

If you have a disability and are unable to evacuate a building or area on your own, stay calm and take steps to protect yourself, as appropriate. Call 911 or Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, and tell the responder where you are or where you will be and if you have a service animal or other assistive devices or equipment. If you must move:

- Move to an exterior enclosed stairwell.
- Request persons exiting by way of the stairwell to notify emergency officials of your location.
- Follow all other evacuation procedures set forth in this Appendix.

It is suggested that individuals with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of the best methods of assistance during an emergency. For assistance with preplanning for an emergency, contact Disability Services at extension 2289, or (801) 832-2289 from off-campus (students), or your supervisor or department head (for employees). A few non-exclusive examples of preplanning measures include:

- Learning alternate exit routes from commonly used areas
- Identifying a "buddy" to help
- Keeping extra medication, assistive devices, etc. on hand

- Wearing medical alert tags to inform emergency personnel or volunteers of pertinent health conditions

Assisting Individuals with Disabilities in Evacuation

During an emergency, if you notice an individual with a disability who may need assistance, ask them if they need help, how you can properly provide assistance, and if they need to take any necessary items, including service animals or other assistive devices or equipment.

The following guidance is intended to provide general instructions for aiding individuals with disabilities during an evacuation based on the specific type of disability:

- Mobility Impairment
 - Do not separate an individual from their service animal and realize that the service animal may be anxious in an emergency and may act to protect the handler.
 - If an individual cannot exit the building on their own, ask if assistance is needed.
 - If they elect to await evacuation assistance, escort the individual to the nearest stairwell or other predetermined location (based on preplanning).
 - Some individuals with mobility impairments who are able to walk independently may be able to negotiate stairs with minor assistance.
 - Do not try to carry anyone with mobility impairment unless there is no other option. You could do more harm to them or yourself.
 - After you leave the building, immediately inform emergency officials of the location of any person awaiting evacuation.
 - If there are no other options, use any and all measures to evacuate the mobility impaired individual if it is safe to do so, taking any precautions necessary and advisable based on the specific emergency situation.
- Blindness or Visual Impairment
 - Do not separate an individual from their service animal and realize that the service animal may be anxious in an emergency and may act to protect the handler.
 - Give verbal instructions about the safest route or direction using directional terms and estimated distances, and advising of obstacles they may encounter.
 - Ask if assistance is needed. If so, offer your elbow and provide guidance through the evacuation route. This may be especially helpful if there is debris or a crowd. (Never grasp the arm of the individual you are assisting.)
 - While escorting an individual out of the building, explain as you are walking where you are going, what you are doing, and any obstacles that you encounter.
 - Orient the individual to their location after exiting.
- Deafness, Hearing Loss, Language Difficulty
 - Do not separate an individual from their service animal and realize that the service animal may be anxious in an emergency and may act to protect the handler.
 - Get their attention by eye contact or touch, if necessary.

- Communicate the problem including the need to evacuate. Gesturing and pointing are helpful, but be prepared to write a brief statement if the individual does not seem to understand.
- Offer visual instructions to designate the safest route or direction by pointing toward exits or evacuation maps.
- Offer to escort the individual from the building.

4. DESIGNATED ASSEMBLY AREAS AND OFF-CAMPUS TRANSPORTATION PICK-UP SITE

In the event of any emergency where evacuation of sections of campus or the entire campus is necessary, the following locations have been designated as assembly areas where students, faculty, staff, and visitors are to report once they have evacuated the listed buildings. You should remain at the designated location until you are accounted for and/or receive further instructions.

In the event that you need College-provided transportation off campus in an evacuation of the entire campus or a section of campus, proceed as and when directed by Campus Patrol and the Emergency Notification System to the report to the west side of the Eccles Health, Wellness, and Athletic Center or to the duck pond in Sugarhouse Park to pick up transportation.

Map¹	Work/Living Areas	Map	Designated Assembly Location	Designated Facility Reporter
1.	Bamberger Hall	AA	Bamberger Hall East	Dixie Egan
2.	Behnken Hall	BB	Village Green South	RA Elaine Sheehan
3.	Gore School of Business	CC	Gore West	Melissa Koerner
5.	Bassis Center	DD	Climbing Wall	Kerry Case
6.	Carleson Hall	E	Foster/Carlson North	RA Cozy Huggins
8.	Converse Hall	F	Converse Circle	Darlene Dilley
9.	Dick Science Building	G	Dick East	Melanie Agnew
10.	Eccles Ceramic Center	H	Ceramic Wall	Clayton Keyes
12.	HWAC	I	HWAC East	Traci Siriprathane
15.	Foster Hall	E	Foster/Carlson North	Lance Newman
16.	Giovale Library	J	Eccles Plaza	Emily Swanson
17.	Hogle Hall	H	Ceramic Wall	Ata Siulua
18.	Jewett Center	K	Jewett Parking	Brian Gray
19.	Alumni House	L	1200 East	Michelle Barber-Lyhnakis
20.	Maintenance Building	L	1200 East	Kenton Gregory
22.	Malouf Hall	G	Dick East	Melanie Agnew

¹ See Appendices B-1 and B-2

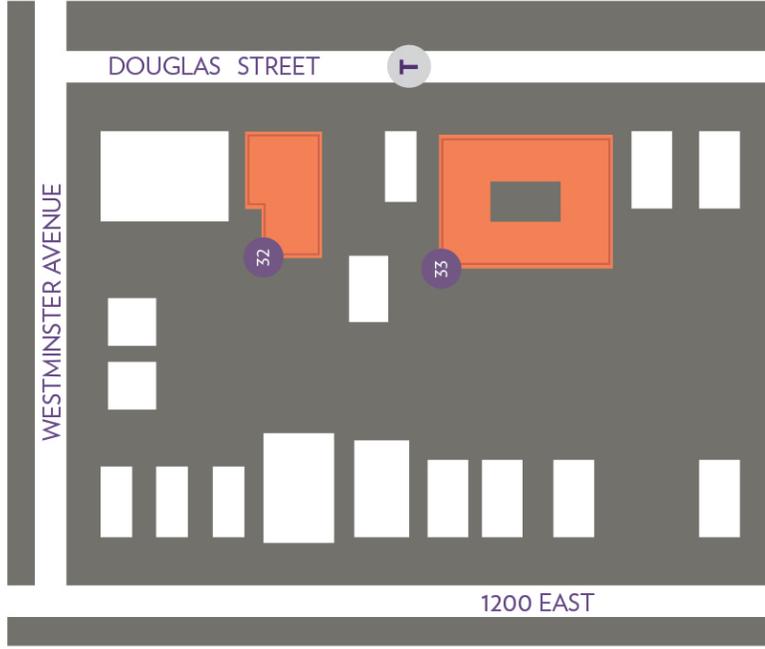
23.	Meldrum Science Center	M	Foster South	Robyn Hyde
24.	Nunemaker Place	N	Village Green North West	Richard Badenhausen
25.	Olwell Hall	O	Village Green North East	RA Moriah Rutterbush-Rayment
26.	Payne Gymnasium	P	Payne West	Jeff Brown
28.	Shaw Student Center	Q	Richer Commons	Karnell Black
29.	Stock Hall	R	Lower Nunemaker Lot	Julie Olaf
30.	Walker Hall	J	Eccles Plaza	Sara Demko
31.	The Draw	S	Sugarhouse Park Duck Pond	Ryan Cook
32.	Villa Darvi	T	Douglas Street	Oliver Anderson
33.	Century	T	Douglas Street	Oliver Anderson

EXTENDED CAMPUS BUILDINGS

WESTMINSTER ON THE DRAW



VILLA DARVI AND CENTURY APARTMENTS



ON MAP	ON THE DRAW	ON MAP
31	On the Draw	S Sugarhouse Park, duck pond
32	Villa Darvi	T Douglas Street
33	Century Apartments	T Douglas Street

APPENDIX C

SHELTER-IN-PLACE

This Appendix describes the procedures recommended when you are instructed to shelter-in-place. For purposes of this Plan, the term shelter-in-place is intended to include the safety strategy often referred to as "lockdown." All members of the College community should become familiar with these recommended procedures. For additional guidance related to a specific type of emergency situation, see the applicable section(s) of Appendix A.

It may be necessary to shelter-in-place when conditions are such that it is safest to go inside or remain inside a building or room. This strategy is used when conditions do not allow for a safe evacuation or when being inside a building or room provides additional protection from an emergency situation. You may be notified of the need to shelter-in-place by a directive from Campus Patrol personnel or an order to shelter-in-place communicated through the Emergency Notification System. However, if you are in a campus building and, despite not having received any order to shelter-in-place, you believe it is not safe to leave the building, or if you are outside and believe that it is safest to be indoors (due to a weather emergency or hazardous materials incident, for example), follow the shelter-in-place procedures below.

1. SHELTER-IN-PLACE

If you are instructed to shelter-in-place:

- If possible, quickly locate and gather necessary supplies (e.g., food, water, etc.).
- Go inside or stay inside the building.
- If possible, go to an interior room or corridor where there are no windows.
- In an emergency involving a violent actor, and if it seems safe to do so, move to a room that can be locked from the inside or take whatever measures you can to barricade the door and prevent entry from the outside.
- Do not use elevators.
- Close all windows and doors.
- Do not leave the building under any circumstances until it has been cleared by Campus Patrol or through the Emergency Notification System.
- Await and follow instructions from Campus Patrol, other College personnel, or law enforcement/emergency officials.

Accounting for Individuals When Instructed to Shelter-in-Place

- Processes for accounting for students and employees, and to the extent possible, campus visitors, will depend on the nature and scope of the emergency.
- As quickly as possible, depending on the nature and scope of the emergency and the feasibility of communication, faculty of classes that were in session, workplace supervisors, Residence Life staff, and other designated facility reporters will account for

their students and staff known or presumed to have been in the building/area in which they have been instructed to, and report missing and/or presumed missing individuals to Campus Patrol or emergency officials. As it is safe to do so, Campus Patrol or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.

- The College, through the Incident Commander and the EOG, will use all reasonable efforts to try to account for all members of the campus community in an incident where individuals have been instructed to shelter-in-place, using information from reporting faculty, supervisors, Residence Life staff, other designated facility reporters, Student Affairs, Human Resources, Campus Patrol, law enforcement, and other external emergency officials, and comparing that information with class schedules, work schedules, housing rosters, and other College records relevant to identifying the whereabouts of students, employees, and campus visitors at the time of the emergency incident resulting in an instruction to shelter-in-place and thereafter.

2. SHELTER-IN-PLACE FOR INDIVIDUALS WITH DISABILITIES

If you have a disability and are unable to get to a building or area to shelter-in-place on your own, stay calm and take steps to protect yourself, as appropriate. If it is safe to do so, call 911 or Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, and tell the responder where you are or where you will be and if you have a service animal or other assistive devices or equipment. If you must move:

- Move to the safest area of the building that is readily accessible to you.
- If the emergency situation requires you to move to a higher or lower level of the building or other area and you are unable to access the appropriate location, request persons passing by to notify emergency responders of your location so that the emergency responders can assist you.
- Follow all other shelter-in-place procedures set forth in this Appendix.

It is suggested that individuals with disabilities prepare for emergencies before they happen and inform co-workers, professors, and/or classmates of the best methods of assistance during an emergency. For assistance with preplanning for an emergency, contact Disability Services at extension 2289, or (801) 832-2289 from off-campus (students), or your supervisor or department head (for employees). A few examples of preplanning measures include:

- Learning alternate exit routes from commonly used areas
- Identifying a "buddy" to help
- Keeping extra medication, assistive devices, etc. on hand
- Wearing medical alert tags to inform emergency personnel or volunteers of pertinent health conditions

Assisting Individuals with Disabilities When Instructed to Shelter-in-Place

During an emergency, if you notice an individual with a disability who may need assistance, ask them if they need help, how you can properly provide assistance, and if they need to take any necessary items, including, but not limited to, service animals or other assistive devices or equipment.

The following guidance is intended to provide general instructions for aiding individuals with disabilities when instructed to shelter-in-place, based on the specific type of disability:

- Mobility Impairment
 - Do not separate an individual from their service animal, and realize that the service animal may be anxious in an emergency and may act to protect the handler.
 - If an individual cannot access the appropriate area to shelter-in-place on their own, ask if assistance is needed.
 - If they elect to await assistance from emergency responders, escort the individual to the safest accessible area.
 - Some individuals with mobility impairments who are able to walk independently may be able to negotiate stairs with minor assistance.
 - Do not try to carry anyone with mobility impairment unless there is no other option. You could do more harm to them or yourself.
 - After you have sheltered in place, immediately inform emergency officials of the location of any person awaiting assistance.
 - If there are no other options, use any and all measures to assist the mobility impaired individual in accessing the appropriate area to shelter-in-place if it is safe to do so, taking any precautions necessary and advisable based on the specific emergency situation.

- Blindness or Visual Impairment
 - Do not separate an individual from their service animal, and realize that the service animal may be anxious in an emergency and may act to protect the handler.
 - Give verbal instructions about the safest route or direction using directional terms and estimated distances, and advising of obstacles they may encounter.
 - Ask if assistance is needed. If so, offer your elbow and provide guidance through the route to the appropriate area. This may be especially helpful if there is debris or a crowd. (Never grasp the arm of the individual you are assisting).
 - While escorting an individual, explain as you are walking where you are going, what you are doing, and any obstacles that you encounter.
 - Orient the individual to their location after arriving at the shelter-in-place location.

- Deafness, Hearing Loss, Language Difficulty
 - Do not separate an individual from their service animal, and realize that the service animal may be anxious in an emergency and may act to protect the handler.
 - Get their attention by eye contact or touch, if necessary.

- Communicate the problem including the need to shelter-in-place. Gesturing and pointing are helpful, but be prepared to write a brief statement if the individual does not seem to understand.
- Offer visual instructions to designate the safest route or direction to the appropriate area to shelter-in-place by pointing to signs and/or maps.
- Offer to escort the individual to the appropriate area to shelter-in-place.

APPENDIX D

PUBLIC HEALTH, MEDICAL, AND MENTAL HEALTH PROVISIONS

This Appendix describes the courses of action that the College will implement to address emergency medical, public health, and mental health counseling issues, including treatment needs, medical supplies, and reporting.

1. PUBLIC HEALTH, MEDICAL, AND MENTAL HEALTH TREATMENT

In the event of an emergency, the Student Health Services medical personnel who are on campus will be available to assist in the evaluation and care of students and others who require medical attention. Additionally, the College Counseling staff will be available to provide counseling support services for students and others affected by an emergency situation. Untrained College personnel should only provide basic first aid and/or cardiopulmonary resuscitation (CPR), if necessary and appropriate.

If an emergency situation requires additional health care providers, the College will use all reasonable efforts to secure additional providers, or arrange for those affected to be transported to other locations where proper evaluation and care may be obtained. When external providers or agencies are involved in providing emergency care, the Student Health Services and College Counseling personnel will coordinate their efforts with these external providers and agencies based on the facts and circumstances of each emergency situation.

2. EMERGENCY MEDICAL SUPPLIES

The College maintains emergency medical supplies, including first aid kits and automatic external defibrillators (AED). Two large first aid kits are located in the Meldrum Science Center and maintained and refilled by the laboratory director. Small first aid kits are located in every science laboratory (20), the nursing department (2), each machine shop (3), and the hangar at the airport (1). Each department is responsible for maintaining and refilling the small first aid kits in their area. The Campus Patrol vehicle, Campus Patrol Office, and the Safety Office also have first aid kits, which are maintained and refilled by Campus Patrol. Additionally, the Student Health Services has first aid supplies on-hand and ready to respond to an emergency situation.

The College has two AEDs in the Health, Wellness, and Athletic Center. The Athletic Department has two AEDs that are on the practice field and courts when teams are practicing and playing, and one that services the Athletics Weight Room. The Athletic Department is responsible for maintaining the AEDs in working order. The Fitness, Wellness, and Recreation Department maintains two AEDs in its department by the climbing wall and in the workout room. In addition, Campus Patrol has a portable AED for emergencies, which is kept in the Campus Patrol vehicle and maintained by Campus Patrol.

Laboratories in the Meldrum Science Center have a map in each laboratory depicting the location of emergency equipment, including first aid kits, spill kits, safety showers where applicable, and fire extinguishers.

3. REPORTING INFORMATION THE HEALTH DEPARTMENT

Campus Patrol, the Student Health Services, or other College personnel will report information about outbreaks, epidemics, or other unusual medical situations to the health department or other external agencies, as appropriate or required by law.

APPENDIX E

EMERGENCIES IN OFF-CAMPUS PROGRAMS (DOMESTIC OR INTERNATIONAL)

This Appendix provides general guidance for addressing emergency situations that occur away from campus. Specifically, this Appendix is designed to address emergency situations that may arise during College-sponsored off-campus trips and/or programs involving College students, faculty and/or staff. Such emergency situations may include, but are not limited to, the following:

- A crime committed by or against a student, faculty, or staff member
- A serious illness, accident, or injury
- A weather-related emergency or other natural disaster
- A participant's kidnapping, unlawful detention, or disappearance
- A participant's death
- A political crisis or military coup
- A terrorist attack

This Appendix is addressed to faculty and staff coordinators of College domestic and international off-campus programs (from single day field trips to extended international trips), who will have primary responsibility for addressing such off-campus emergencies and who will be the critical point of contact for College officials on campus. To the extent relevant, faculty/staff coordinators should also refer to the threat specific instructions and guidance provided in Appendix A of this Plan in particular emergency situations.

1. ADVANCE PLANNING AND PARTICIPANT ORIENTATION

Traveling and studying away from campus carries certain inherent risks and College faculty and staff cannot ensure the safety of students and other participants in off-campus trips. Nevertheless, recognizing these inherent risks, faculty and staff coordinating trips away from campus should take reasonable steps to prepare themselves to deal with any situation that may arise. As part of this preparation, the coordinating faculty and staff should do the following in advance of travel:

- Take reasonable precautions in advance planning, as appropriate for the location and planned activities of the trip, including direct arrangements or contracts with vetted third parties to handle logistics and transportation, housing, and other program elements.
- Orient all participants effectively on trip details, reasonable precautions, and trip/program expectations.
- Have in place appropriate insurance, agreements of responsible travel, and emergency contact information for all participants. For overseas travel, this should include registering, and having participants register, for College-provided global medical and evacuation insurance.

- Provide the appropriate College officials with a detailed itinerary and contact information so that the College officials know the whereabouts of the participants and may reach the coordinating faculty and staff and/or other participants in the group throughout the trip/program, as necessary.
- For international travel, register with the appropriate U.S. embassy abroad and with the Smart Traveler Enrollment Program of the U.S. State Department.
- Before departing for the trip/program, or upon arrival at the destination, locate the nearest hospital and police or other law enforcement station, and familiarize yourself with how to contact local first responders. Provide this information to all participants.
- To assist in accounting for all participants in the event of an emergency, have a communication plan to stay in touch with all program participants if one or more of the coordinating faculty and staff have to leave the group to care for one or more participants, or when one or more participants are separated from the group for any reason.

Faculty leading May Term Study Experiences and Summer Study Experience trips should follow the specific guidelines for such programs.

2. GENERAL INSTRUCTIONS TO FOLLOW IN ANY EMERGENCY

Each emergency situation will require a unique response specific to the event at hand, which will depend upon an immediate assessment of the situation and the appropriate actions that should be taken under the circumstances. However, there are several key steps that help in assessing any situation, establishing an appropriate course of action, and accounting for all participants.

- Take any immediate actions necessary to protect the safety and/or welfare of all program participants.
- Seek appropriate medical care for any affected participants, as appropriate. In seeking medical assistance on international trips, the 24-hour emergency number provided by College's global medical insurance company may be helpful if local resources are not sufficient or readily available. In seeking medical assistance, be prepared to provide health care personnel with the affected participant's medical and insurance information.
- If the situation involves a crime of violence or other potential crimes, contact law enforcement. For international trips, also notify the nearest U.S. embassy or consulate in cases of assault or other crimes of violence.
- Depending on the nature of an emergency, seek assistance as needed from representatives of affiliated or sponsoring programs or institutions, local law enforcement, or other local resources to help manage the situation.
- For international trips, depending on the nature of the emergency, assistance should be sought through the nearest U.S. embassy or consulate so that local resources and/or assistance from the U.S. government can be obtained, as necessary and appropriate.
- Obtain as much information as possible about the exact nature and circumstances of the situation so that you can assess appropriate next steps and/or consult with on-site or College campus resources about how to move forward.

- As soon as practicable, notify and stay in touch with College officials, as appropriate (relevant Dean's office for domestic trips; Center for International Education for international trips), and follow directions from such officials.
- Account for all participants using your communication plan.
- For international trips where medical, political, or natural disaster evacuation may be required or advisable, collaborate with College officials and the College's global insurance provider (contact information provided on insurance card), as appropriate.

If a crime occurs in housing or classroom space leased by the College, report details on the incident to College's Campus Patrol as soon as practicable following the incident or upon return to campus, so that the incident can be accounted for in Campus Security Act compliance statistical reporting.

3. ADDITIONAL PROCEDURES IN THE EVENT OF SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, OR SEX-BASED STALKING

These procedures apply in the event of sexual assault, relationships violence, or sex-based stalking while on an off-campus program.

- Seek immediate medical and/or counseling care for the affected individual, as appropriate. Offer to make arrangements for such medical and/or counseling care and/or to accompany them to and/or from the treating facilities. If you are unable to accompany them, arrange for another participant to do so if the individual agrees.
- In cases of sexual assault, instruct the individual to follow basic sexual assault procedures, including not to shower, eat or drink, smoke, douche, change clothes, or anything else that might destroy important physical evidence in the event of a prosecution, and to take precautions to treat sexually transmitted diseases or to prevent pregnancy.
- Clarify with the individual the degree to which they wish to involve law enforcement and/or other authorities.
- On international trips, inform the individual that the laws and procedures for dealing with sexual assault, relationship violence, or sex-based stalking in the host country may differ from those in the United States and obtain and communicate to the individual as much information as possible about the specific laws that may apply so that s/he can evaluate how to proceed. The U.S. embassy or consulate should be able to clarify the laws of the host country for you.
- Assist the individual in reporting the incident if they wish to do so.
- With the individual's knowledge, contact the Title IX Coordinator at (801) 832-2262 or the Assistant Provost for International Services at (801) 832-2825 (for international trips) to report the details of the incident as soon as practicable following the incident.

Faculty and staff accompanying students on trips away from campus are designated as responsible employees, and as such, have a duty to report sexual assaults, relationship violence, and sex-based stalking. Reports should be made to the Title IX Coordinator at (801) 832-2262.

4. ADDITIONAL PROCEDURES IN THE EVENT OF A DEATH ON AN INTERNATIONAL TRIP

These procedures apply in the event of a death on an international trip.

- If possible, the faculty program director should make a positive identification of the body, unless the participant's family is available to do so.
- Immediately contact the College, the U.S. embassy at the location, and the College's global insurance provider to arrange for repatriation of any remains and communication of relevant information with the decedent's family.

5. FACULTY PROGRAM DIRECTOR ACCIDENT OR MEDICAL EMERGENCY

If the faculty or staff coordinating the trip/program becomes ill, has an accident, or otherwise becomes unable or unavailable to carry out their duties, another faculty or staff member on the trip, or one of the students or other participants, should immediately contact the Assistant Provost for International Services at (801) 832-2825 (for MTSE trips) or the dean of the school sponsoring the trip/program, as appropriate.

6. SPECIAL MEASURES IF TERRORIST OR ANTI-AMERICAN THREATS OR ACTS OCCUR ON INTERNATIONAL TRIPS

These procedures apply in the event of a terrorist act or anti-American threat occurs on international trips.

- Call the U.S. embassy or consulate at your location for advice on any special precautions that are necessary under the circumstances.
- Provide the consulate with a list of participants' names and addresses and with emergency contact information for you and other faculty/staff.
- Meet with the participants and ask them to take any recommended precautions.
- Contact and stay in touch with the Center for International Services at College.
- Stay in touch with the nearest embassy or consulate and monitor local conditions to assess whether further precautions become necessary, up to and including evacuation.

7. CONTACTING THE COLLEGE TO CONFIRM YOUR GROUP IS UNAFFECTED BY AN EMERGENCY

If a major incident has occurred within the country/city you are visiting (act of terrorism, natural disaster, etc.), but has not affected your group, please contact the College to confirm that all participants are safe so that the College will be able to give family members or others who contact the College current information on the safety of the participants. In such an event please contact the Assistant Provost for International Services at (801) 832-2825 (for MTSE trips) or the dean of the school sponsoring the trip/program, as appropriate.

8. CAMPUS RESPONSE TO EMERGENCIES DURING OFF-CAMPUS TRIPS

These procedures govern the College's response to emergencies occurring during off-campus trips.

- The College will convene an appropriate emergency response team on campus to assess and respond to the situation at hand. To the extent practicable and applicable, this emergency response team will reference the applicable processes and procedures set forth in this Plan and/or other College policies and procedures in developing their response to the specific emergency situation.
- For international trips, the Center for International Services or other College personnel may contact the U.S. Department of State, overseas embassies, medical personnel, travel organizations that specialize in emergency situations, security staff, and/or international aid agencies, as appropriate.
- The College's emergency response team will develop and assist faculty/staff program personnel and participants in implementing an appropriate course of action based on the information provided and on the assistance needed.

APPENDIX F

OFF-SITE EMERGENCY PERSONNEL

Phone numbers current as of October 2016.

Contact Person	Phone Number
Campus Patrol	801-832-2525
24 Hr. Crisis and Info Line	1-888-421-1100
Immediate Emergency	911
National Weather Service (Utah)	801-524-5133
Poison Control	800-222-1222
Police Dispatch	801-799-3000
Public Utilities Emergency Dispatch	801-483-6700
Rape Recovery Center 24 Hr. Line	801-467-7273
Salt Lake City Fire Department	911 or 801-799-4231
Salt Lake City Needs	801-535-7704
Salt Lake City Public Utilities	801-483-6900
Salt Lake City Public Works	801-468-3701
Salt Lake City Victim Advocate 24 Hr. Line	801-580-7969
Salt Lake County Emergency Services	385-468-7092
Salt Lake County Sheriff Department	801-743-7000