



Emergency Response and Recovery Plan
2011 - 2012

MISSION STATEMENT

Benedictine University is committed to the safety of all faculty, staff, students and visitors to our Springfield branch campus. The Emergency Response and Recovery Team (ERRT) has developed the Emergency Response and Recovery Plan with the sole purpose of preparing the University community for the event of an emergency or a disaster. Adherence to these guidelines by the University community will result in the saving of lives, the reduction of additional injury and property damage, the ability to meet human needs, the restoration of essential operations and priority services, and the capability of the University to communicate in a timely manner in the event of an emergency or disaster.

MISSION STATEMENT

DEFINITION OF EMERGENCY AND DISASTER

Emergency

As formally defined, an emergency is “a situation that requires immediate response by the jurisdiction’s first response departments/agencies to save lives, protect property and public health, or to lessen or avert the threat of a disaster.” An emergency can best be described as any unplanned event that can cause deaths or significant injuries to employees, customers or the public, or that can shut down a business, disrupt operations, cause physical environmental damage or threaten a facility’s financial standing or public image.

Disaster

A disaster is defined by Illinois law as “an occurrence or threat of widespread or severe damage, injury, loss of life or property, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, or hostile military or paramilitary action.”

DEFINITION OF EMERGENCY AND DISASTER

INTRODUCTION

This plan contains guidelines developed by the Emergency Response and Recovery Team (ERRT) for the following emergencies and/or disasters: evacuation, tornado, fire, bomb threat, workplace violence, severe weather (cold, heat, snow and flooding), utility failure, hazardous material accident, lightning, suicide attempts, threats or gestures and the use of first aid.

There is always a chance that an emergency and/or disaster could occur on the Springfield campus. The following guidelines ensure that staff, faculty and students know how to react during critical moments where the above listed instances are concerned. Please review them carefully and be prepared should anything ever happen.

ERRT members include:

- Chief of Campus Police
- Director of Physical Plant
- Dean of Student Affairs
- Director of Information Technology
- Director of Advising
- Director of Campus Ministry
- Director of Enrollment Services
- Director of Advancement
- Creative Designer,
Marketing/Communications
- Administrative Assistant, Graduate
and Professional Studies
- Business Office Manager
- Administrative Assistant to
Enrollment Services
- Registrar

INTRODUCTION

GENERAL GUIDELINES

Emergency situations call for prompt action and common sense. Where possible:

- Notify Campus Police at (217) 306-8031 immediately.
- Campus Police will notify the proper authorities and the Chief of Campus Police.
- The Chief of Campus Police will follow the Emergency Call Out Procedure.

Where safely possible, make the first call to Campus Police who will have the responsibility for dispatching the appropriate municipal officials. In the event of fire or life-threatening conditions, employees are expected to report their need for help to the appropriate agencies through 911 and then promptly notify the appropriate University officials. Municipal agencies such as the fire or police departments should be called only in the case of an emergency that dictates the immediate need for service.

GENERAL GUIDELINES

RESPONSIBILITIES

Supervisors

Supervisors have the following general responsibilities for their employees and activities prior to and during any crisis:

1. Supervisors should encourage and allow all employees under their direction to attend training sessions on emergency procedures.
2. Supervisors must inform all employees under their direction of the crisis situation.
3. If a building must be evacuated, personnel should leave in an orderly fashion and report to the designated assembly area outside the building where a head count can be taken by supervisors or designated persons. Unless directed differently, personnel should proceed to the designated area as listed under the "Preliminary Designated Assembly Area" located in the Evacuation section of this plan.
4. Supervisors are responsible for assisting the Emergency Response and Recovery Team in accordance with their duties. Supervisors, as well as their employees, should not exit the campus without authorization from the proper authorities.
5. Supervisors should ensure that all employees carry their University-issued BenCard at all times while on campus.

Faculty, Staff and Students

Faculty and staff have special responsibilities with regard to their students:

1. Faculty, staff and students should be familiar with University buildings and evacuation routes.
2. In an emergency situation, faculty and staff should instruct all students to calmly and respectfully comply with emergency procedures. If a building must be evacuated, students should be instructed to report to the designated assembly area as listed in the "Preliminary Designated Assembly Area" located in the Evacuation section of this plan. While in this area, a head count will be taken.

RESPONSIBILITIES

UTILITY FAILURE

Examples of utility failure that may occur are electrical failure, plumbing failure/flooding, serious natural gas leak, steam line break, ventilation problems and elevator failure.

In the event of a utility failure, immediately notify Physical Plant at ext. 227. For emergency needs after hours, call Campus Police at (217) 306-8031.

If there is potential danger to building occupants:

- Notify Campus Police at (217) 306-8031.
- In a situation where a building needs to be evacuated, please proceed to the building's designated assembly area. Stay in the designated area until an "All clear" has been given to re-enter the building. Be prepared to move to another location if this area is deemed to be too close to the building. See "Evacuation" section for further instruction.
- Do not return to an evacuated building unless told to do so by Campus Police or their designee.
- Do not use elevators.
- Assist the disabled as needed.

If it becomes necessary to close a building or the University due to a utility failure, please see the procedures listed in the "Severe Weather" section of this plan.

UTILITY FAILURE

HAZARDOUS MATERIAL ACCIDENTS (CHEMICAL SPILL/RELEASES)

Hazardous materials are those chemicals or substances listed by the Illinois EPA as being subject to special inventory, storage and disposal requirements. In general, any material that is flammable, corrosive, reactive, combustible, explosive, a health hazard and/or toxic is hazardous. If you are uncertain about a substance, consider it hazardous.

A hazardous material accident is defined as requiring more than the person who caused the spill to clean or wipe it up immediately. If, in the judgment of the chemical stockroom manager, scientific materials manager, biology lab supervisor and/or faculty member responsible for such materials, the spill presents any danger to themselves or the other building occupants, the following steps should be taken:

- Evacuate the area where the spill occurred.
- Notify Campus Police at (217) 306-8031.
- Appropriately trained personnel should confine or stop the spill using appropriate absorbent materials on hand, avoiding contact with skin, eyes and clothing and/or by shutting the doors of the room.
- Do not walk through or stand in any spill areas.
- In the event that a building is evacuated, proceed to the designated assembly area. Stay in designated area until a head count can be taken and/or an “All clear” is given to re-enter the building.
- In the event of a major spill, a vendor specializing in chemical spill emergency responses will be contacted by the Director of Physical Plant and the Chief of Campus Police.

If you are caught outdoors during a hazardous materials incident, the following steps should be taken:

- Stay upstream, uphill and upwind of the spill.

- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
- If in a motor vehicle, stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

If it is safer to stay indoors, the following steps should be taken:

- Close and lock all exterior doors and windows. Close vents and as many interior doors as possible.
- Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
- Go into a room that is above ground and has the fewest openings to the outside.
- Seal the room by covering each window, door and vent using plastic sheeting and duct tape.
- Use material to fill cracks and holes in the room, such as around pipes.
- It is not recommended to stay in the sealed room for more than two to three hours because the effectiveness of the shelter diminishes with time.
- Be aware of carbon dioxide build-up if there are too many people in the sealed room.

After the hazardous materials incident has ended, follow the guidelines for re-entering locations previously contaminated:

- Return back to the building or residence hall only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- Report any lingering vapors or other hazards to Campus Police.

LIGHTNING

Purpose

Benedictine University has implemented a lightning policy to ensure the safety of outside field users and campus community members* from the possibility of lightning strikes. This policy applies to all outdoor activities including, but not limited to, athletics, camps, concerts and other outdoor events.

Policy

The decision to evacuate from outdoor areas due to potential lightning strikes relies on good judgment from all Benedictine employees. Using good judgment includes monitoring weather patterns on the Internet or using the “Flash-to-Bang” method. The Flash-to-Bang method is counting seconds between the observation of lightning and the audible sound of thunder. Each second counted indicates how many miles away the lightning occurred. Using this method, lightning within five miles (five seconds) would merit evacuation.

Safe Shelters

The safe shelters areas are: Dawson Hall, Becker Library, Angela Hall, Beata Hall and the East Gym. Each of these shelter areas is located on the ground floor of the indicated buildings. The location of outside persons will determine which of the safety shelters they will seek.

Padre Canella Park (Baseball Field) — Inside East Gym

Quad area north of Dawson Hall — Dawson Hall or Becker Library

Outside area adjacent to Angela Hall — Angela Hall

Area west of Ursuline Academy Building — Beata Hall

In the event that a possible lightning strike is imminent, determined by the “Flash-to-Bang,” all fields and outside areas will be immediately evacuated to designated safe shelters. Returning to outside facilities will be permitted upon 30 minutes after the most recent thunder or lightning.

*No one should remain outside during a thunder or lightning storm.

LIGHTNING

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT TOUCH THE OBJECT.**
 - Clear the area.
 - Immediately contact Campus Police at (217) 306-8031 on a land line. Cell phones and radios may trigger detonation of the bomb.

2. If you receive a telephone call of a bomb threat, ask the caller the following questions in this order (see next page for form):
 - a. Where is the bomb? Exactly?
 - b. What does it look like?
 - c. When is it going to explode?
 - d. What will make it explode?
 - e. How do you deactivate it?
 - f. Why was it put there?

3. Keep talking to the caller as long as possible and record the following using a sheet of paper:
 - a. Date and time call received
 - b. Telephone number on which threat was received
 - c. Your name
 - d. Approximate age and gender of caller
 - e. Tone of voice
 - f. Accent or impediment
 - g. Background noises
 - h. Is voice familiar? If so, who did it sound like?
 - i. Remarks

If there is someone else in the area with you, have her/him contact Campus Police at (217) 306-8031 while you keep the caller on the line. Do not touch the suspected object. Do not open drawers, cabinets or turn lights or computers on or off.

Evacuate the building immediately when the building evacuation alarm is given. Assist those needing assistance in evacuating the building. Report to the designated evacuation area so that an accurate head count may be taken. Be prepared to move to another location if this area is deemed to be too close to the building.

BOMB THREAT PHONE REPORT

Date and time called received: _____

Telephone number on which threat was received: _____

Your name: _____

Exact words of caller: _____

ASK THESE QUESTIONS — IN THIS ORDER

Where is the bomb? Exactly? _____

What does it look like? _____

When is it going to explode? _____

What will make it explode? _____

How do you deactivate it? _____

Why was it put there? _____

DESCRIPTION OF CALLER'S VOICE

Male _____ Female _____ Young _____ Middle-age _____ Old _____

Tone of voice _____

Accent or impediment _____

Background noises _____

Is voice familiar? If so, who did it sound like? _____

Remarks _____

FIRE

Should you discover a fire, remember **RACE**:

- **R**emove anyone from immediate danger.
- **A**ctivate the fire alarm system by pulling the nearest fire alarm pull station, then call 911 and then Campus Police at (217) 306-8031.
- **C**ontain the fire by closing doors.
- **E**vacuate the building.

All buildings are equipped with fire alarm systems which activate at certain temperature levels or smoke conditions. However many small fires will require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated:

- Evacuate **IMMEDIATELY** in a calm, orderly manner closing all office and classroom doors.
- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
- After evacuating the building, proceed to the preliminary designated assembly area for that particular building. Supervisors, faculty and resident assistants will take a head count at the evacuation area and notify Campus Police if anyone is unaccounted for. Be prepared to move to another location if this area is deemed to be too close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire. Remember **PASS**:

- **P**ull the pin from the fire extinguisher.
- **A**im the fire extinguisher at the base of the fire.
- **S**queeze the handles together.
- **S**weep the spray from side to side across the base of the flames.

If the fire is not put out by the first fire extinguisher used, **EVACUATE** the building. **DO NOT** attempt to use a second fire extinguisher.

FIRE

SEVERE WEATHER (COLD, HEAT, SNOW, FLOODING)

If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

- Physical Plant or Campus Police will notify the Executive Vice President.
- The Executive Vice President will communicate the situation to the President.
- When the decision to close the University is reached, the Benedictine University at Springfield Emergency Notification Phone Tree will go into effect.
- A decision to cancel morning classes only or all morning/afternoon/evening classes will be made by 6:00 a.m. This cancellation applies only to the Benedictine University at Springfield branch campus.
- A decision to have a delayed opening will be made by 6:00 a.m. All delayed openings apply only to the Benedictine University at Springfield branch campus.
- A decision to cancel afternoon classes only or afternoon/evening classes will be made by 10:00 a.m. This applies to classes beginning at 12:15 p.m. or later. This cancellation applies only to the Benedictine University at Springfield branch campus.
- A decision to cancel evening classes only will be made by 2:00 p.m. This applies to classes beginning at 6:00 p.m. or later only on the Benedictine University at Springfield branch campus.
- One individual has codes required to publicize closings on radio/TV: the Creative Designer/Marketing and Communications.

For school closing announcements:

- Listen to radio stations WMAY AM 970, WTAX AM 1240, WDBR FM 103.7, WTAX FM 107.5.
- Call Benedictine University at Springfield at (217) 525-1420.
- Watch WICS (ABC) Channel 20, WAND (NBC) Channel 17.
- Go online to www.wics.com or springfield.ben.edu.

SEVERE WEATHER

RELEASE OF INFORMATION

Fires, floods, explosions, accidents and deaths — each will attract media and community attention to the University. Any attempt to cover up events will only make matters worse and begin a rumor mill. The public is entitled to know bad news, particularly if they have been alerted to the situation. If the press becomes involved, they have free access to hospitals, police and fire departments — even University employees.

External Crisis Communications. When there is a crisis, the Office of Marketing and Communications and the Director of Advancement shall be responsible for dealing with the media and will speak on behalf of the University. The Office of Marketing and Communications is responsible for dealing with all other external audiences.

The Office of Marketing and Communications should be alerted immediately to any press inquiries.

When confronted by the media:

- Do not volunteer any information.
- Decline any requests for an interview, unless approved by the Executive Director of Marketing and Communications.
- Refer any questions to Marketing and Communications at ext. 248.

The Office of Marketing and Communications has an active relationship with members of the Springfield area media and can screen all calls to determine what information the reporter needs. If necessary, they may call a press conference to present the facts in more detail.

Internal Crisis Communications. The official spokesperson for the internal community is the President of the University. Should a crisis situation arise, the President will issue a statement discussing the circumstances in detail and the action the University will pursue. In addition, other administrative officers may also address special communications to appropriate members of the Benedictine community at the request of the President.

RELEASE OF INFORMATION

WORKPLACE/CLASSROOM VIOLENCE

A threat of violence *MAY* include, but is not limited to, a person on or near campus with a weapon, the lockdown of nearby facilities or a significant law enforcement action in the neighborhood adjacent to the University.

Violence in the workplace/classroom can have many sources. It may be a current or former disgruntled employee or student. It may be an angry customer, spouse or relative of an employee or student. The violence could be a random act such as robbery or a hate crime to the discipline or firing of an employee or an academic dispute between an instructor and student.

The following guidelines are designed to reduce the likelihood of workplace/classroom violence and provide information for all employees to use as methods of prevention and intervention of violence.

- If possible, call 911 from campus or cell phones when there is an imminent threat to life. When appropriate students, staff and faculty should report threatening activities to the Campus Police by dialing (217) 306-8031.
- Notify those around you.
- Try to flee or hide if not directly confronted.
- If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
- Do not challenge, bargain or make promises you cannot keep with the person.
- Let the person have his or her say.
- Listen attentively.
- If it can be done safely, clear the area of other personnel and students.
- Take shelter in place if you are unable to evacuate the building safely.
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building.

While violent crime is rare on college and university campuses, recent local and national events have brought into focus the need to prepare for violent situations. No single plan can assure ultimate safety or address every eventuality. The University may support criminal prosecution for any act of physical violence against a University employee or student while on campus.

Call for Lockdown

A "LOCKDOWN" is when campus community members are directed to remain where they are, to lock the door(s) to the space they are in if possible, to close windows and blinds, to turn off lights and to remain quiet. The intent is to create as many physical layers of separation between you and a potential aggressor until the "All clear" is given.

A “LOCKDOWN” will be used in an attempt to minimize the risk of violence and to increase the safety of students, staff, faculty and guests by restricting access and visibility to community members by a threatening person or by an event internal or external to the university. Lockdown procedures will only be invoked in situations that constitute life-threatening events and where a facility evacuation could be fatal.

PROCEDURE

If you hear the direction to “LOCKDOWN” over the public address system, classroom phones, an administrator announces the lockdown in person or by any other means of communication, you are to follow the procedures below.

What to do if caught inside a building where the intruder is located:

1. Students, staff and faculty must report threatening activities to Campus Police by dialing (217) 306-8031.
2. The Campus Police officer on duty will determine when to initiate a lockdown of one or more campus buildings when there is a clear and imminent threat.
3. Also call 9-1-1 from campus or cell phones when there is an imminent threat to life.
4. Notify those around you.
5. Move to a location within the building that has a lockable door and lock it; use a door wedge to secure door from inside; or stack furniture in front of the door.
6. Get out of the intruder’s line of sight. Move away from windows, doors and outer walls.
7. Crouch down and hide behind furniture.
8. Turn off all lights and close window blinds.
9. Be quiet and do not draw attention to yourself. Do not talk; turn off cell phones or turn to vibrate; turn down the ringer volume on any desk phones in the area.
10. Do not exit the building when a fire alarm sounds unless you have reason to believe that there actually is a fire in the building or you have been advised by Campus Police or other recognized first responder to evacuate.
11. Be ready to move if current location is deemed to be too dangerous. Always be on the lookout for possible escape routes.
12. Campus Police or a recognized first responder will notify occupants when it is safe to resume normal activities.
13. Any person who knowingly initiates a false report that results in a lockdown response of campus will be referred for disciplinary action to the appropriate authority.

What to do if outside or exposed to immediate threat: (If you are outside or in an exposed area during an immediate threat, you must decide the best course of action for your own safety.)

1. **Hide** – Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls and benches for cover.
2. **Run** – If you think you can safely make it out of the area then do so. If you decide to run, do not run in a straight line. Run in a zigzag fashion and try to keep objects, such as trees, garbage cans, buildings and cars, between you and the hostile person.
3. **Play Dead** – If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lie as still as possible.
4. **Fight** – Your last option, if caught in the open and in close proximity to the intruder, is to fight back. This is dangerous and not recommended.

What to expect from police, during and after a violent situation occurs:

1. Police officers' top priority is to stop the violence as quickly as possible.
2. The officers responding to the call may not be wearing the traditional uniform but will be wearing exterior bulletproof vests, helmets and be armed with semi-automatic rifles.
3. They will be giving loud, forceful and direct instructions.
4. Follow their commands.
5. The first police entry team will not stop to render aid to those injured.
6. The secondary entry team will assist and remove victims.
7. You may be searched and directed to run from the area with your hands above your head. These procedures are meant to increase police officer safety, until the event is resolved.
8. You may be handcuffed temporarily until the officer has cleared you.

FIRST AID

Campus Police officers will assist when needed. Call (217) 306-8031 for assistance.

Other than aid/care provided from above, basic first aid should be self-administered when feasible.

Medical Emergency

In case of a serious injury, contact 911 immediately. Then contact Campus Police at (217) 306-8031.

When warranted, only trained personnel should assist with the victim until help arrives.

First Aid/Bodily Fluid Kits

Location	First Aid Kit
Business Office/Dawson Hall	X
Campus Police/Beata Hall	X
Athletic Office/Dawson Hall	X
Bookstore/Dawson Hall	X
Becker Library/Circulation Desk	X
Campus Ministry/Beata Hall	X
P.I.T. (Lower Angela Hall)	X
Campus Police squad car	X

Handling of Bodily Fluids

Bodily fluid accidents can occur at any time. To protect yourself and others from the possibility of exposure to contaminated fluids (blood, vomitus, etc.):

- When warranted, only trained personnel should handle first aid situations.
- If a person voluntarily assists (as a good Samaritan):
 - WEAR DISPOSABLE LATEX or NITRILE (for those allergic to latex) GLOVES.
 - CONTACT PHYSICAL PLANT WHO WILL PROPERLY DISPOSE OF SOILED MATERIALS IN A RED BIOHAZARD BAG.
- When feasible, the injured should self-administer first aid.
- Assist by locating the first aid.
- For fluid spills, contact Physical Plant at ext. 227. Do not attempt to clean up bodily fluids.
- If a red biohazard bag is used, make sure waste is taken to the appropriate disposal area.
- Return the first aid kit to its location.
- WASH HANDS THOROUGHLY WITH SOAP AND WARM WATER.

FIRST AID

SUICIDE WARNING SIGNS, ATTEMPTS, THREATS OR GESTURES

Any individual experiencing mental or emotional instability or distress is encouraged to obtain professional assistance. The purpose of the following procedure is to ensure appropriate medical and psychological response to suicide attempts, threats or gestures by members of the University community. A suicide attempt, threat or gesture is defined as any situation in which a person performs a life-threatening behavior with the intent of jeopardizing his/her life or to give the appearance of such intent.

Benedictine University at Springfield is also committed to assisting students in need. The Early Warning Team (EWT) further supports Benedictine students outside of the student's immediate peer network. The goals of this team are to identify students who may have academic, social or personal troubles and to direct students to the necessary assistance they may need during their troubles.

EWT members include:

- Dean of Student Affairs
- Director of Campus Ministry
- Director of Resource Center
- Director of Advising
- Chief of Campus Police
- Residence Life Manager

Warning Signs

Please contact the EWT for students and a supervisor for staff if you notice any of the following:

DEPRESSION

SUICIDE PLAN

GIVING POSSESSIONS AWAY

Procedure

When a faculty or staff member becomes aware of a suicide attempt, threat or gesture by an individual, the following procedure should be implemented:

- Ask the person directly, "Are you so upset that you are thinking of suicide?" or "Are you thinking about hurting yourself or others?" If the answer is "Yes," continue with the emergency procedures below.
- Contact Campus Police at (217) 306-8031 who will contact 911. If time permits contact the Dean of Student Affairs at ext. 239 concerning a student or Personnel Resources concerning an employee at ext. 260.
- Stay calm and talk reassuringly with the person until help arrives. A suicidal person who reaches out to someone is often making a final effort to get help. A suicidal individual will welcome a direct, protective gesture such as stating, "Let's talk about what's troubling you."
- When Campus Police arrive, they will take charge of the situation and wait with the individual until the Springfield emergency response team arrives.
- The individual will be transported to St. John's Hospital in Springfield or another facility for a psychiatric evaluation/observation.

Notification to a student's parents/guardian may occur when deemed necessary.

SUICIDE ATTEMPTS, THREATS OR GESTURES

EVACUATION

An “EVACUATION” is a temporary and controlled rapid removal of people from a building, disaster area or campus as a rescue or precautionary measure. If the removal extends to more than a few months or becomes permanent, it is called “relocation.”

It is the policy of Benedictine University to have defined procedures to protect the life and safety of students, staff and guests should there be a hazard that causes the University to decide to evacuate.

Building Evacuation

1. Evacuate a building when instructed to do so by the Campus Police or any member of the ERRT or designee.
2. Aid those needing assistance.
3. In case of fire, do not use elevators.
4. Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until a head count can be taken by your supervisor, faculty member, resident assistant (RA) or other designee.
5. If the need arises that staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, be prepared. Appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors can be accounted for.
6. Do not return to an evacuated building unless told to do so by Campus Police or their designee.

What to do if inside during a building evacuation:

1. In the event an alarm, such as a fire alarm or an evacuation announcement, leave the building quickly and safely using the nearest exit.
2. Aid those needing assistance.
3. When evacuating the building, leave your belongings in the classroom. Stopping to collect them only delays your evacuation and could cause others to potentially be harmed.
4. In case of fire, do not use elevators.
5. If there is a non-ambulatory individual still in the building, notify University Police of their location.
6. Once outside, proceed to the preliminary designated assembly area.
7. Listen for specific directions.
8. An authorized person will announce when the building is safe to reenter.

Evacuation of the Mobility Impaired

Ambulatory Individuals

Ambulatory individuals are those with disabilities that might impair rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated meeting area.

Non-Ambulatory Individuals

Non-ambulatory individuals are those with disabilities that require the use of wheelchairs. To assist those individuals, proceed as follows:

1. Call Campus Police at (217) 306-8031. Provide as much information as possible. Most importantly, provide the individual's location.
2. Move the impaired individual near the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs.
3. If the hazard becomes life-threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform the Campus Police of the individual's new location.

Campus Evacuation

Should it become necessary to evacuate the entire campus, the decision to implement these procedures rests with the Chief of Campus Police. In situations requiring immediate action, please dial 911.

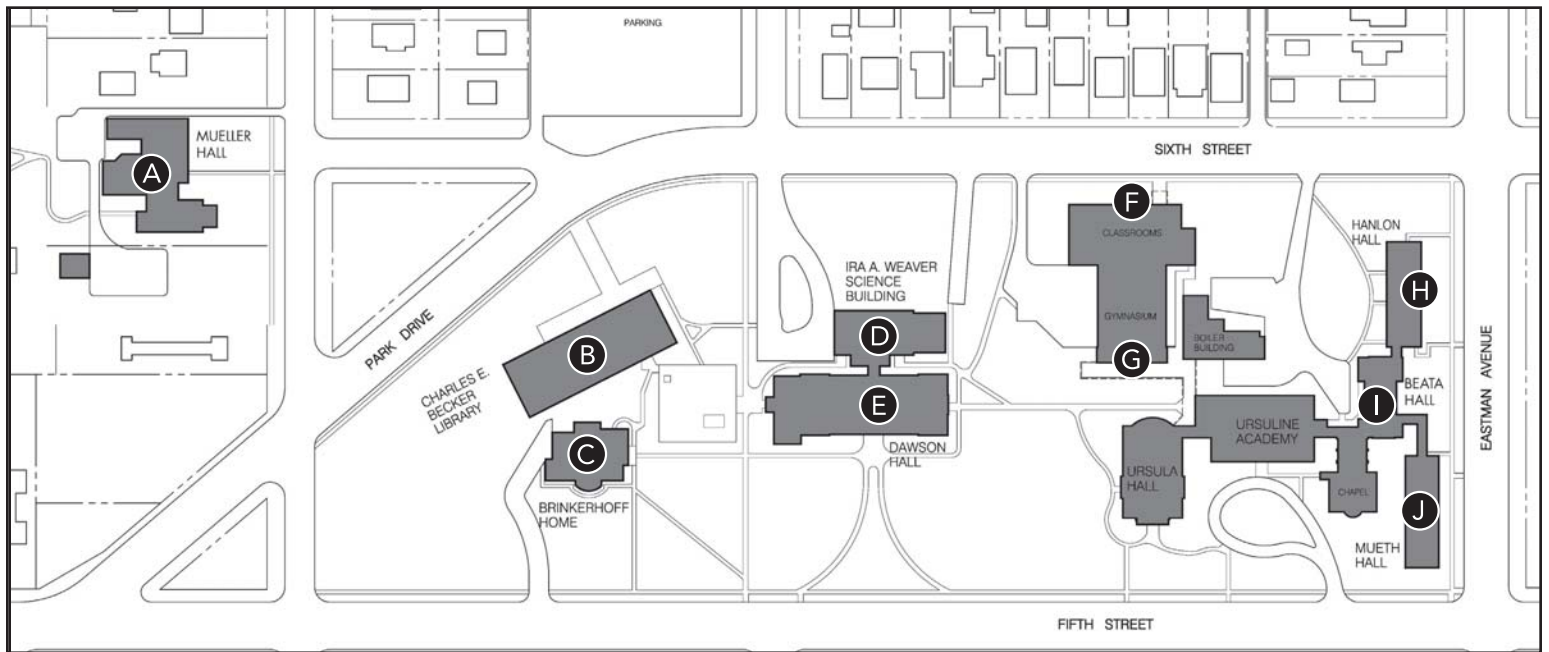
When evaluating possible evacuation, consideration will be given to the following:

- Specific threat
 - *Bomb, fire, storm, earthquake, explosion, hazardous materials incident*
- Context
 - *Time of day, likelihood*
- Recommendations of the public safety officials

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the following procedures will be followed:

1. The campus will be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.
2. Other areas may then be evacuated, depending on the nature of the threat.
3. A gradual evacuation is preferable to a total, immediate evacuation, if possible, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel.
4. In all cases, evacuees would be directed away from the vicinity of the threat.

NOTE:
 In the case of fire or other emergency situations that might affect electricity, **DO NOT USE ELEVATORS** for evacuation.



Preliminary Designated Assembly Areas

Mueller Hall:

A: Grassy area south of main entrance.

Becker Library:

B: Grassy area southeast of building.

Brinkerhoff Home:

C: Grassy area south of house.

Weaver Science Building:

D: Grassy area just east of the building.

Dawson Hall:

E: Grassy area just west of the building.

Angela Hall:

F: East Entrance - Grassy area south of the building.

G: West Entrance - Grassy area northwest of the building.

Hanlon Hall:

H: Grassy area north of building.

Beata Hall:

I: Parking area just north of building.

Mueth Hall:

J: Grassy area just north of building.

East Gym:

(Not shown on map) Parking lot north of the gym.

Dockson Plaza:

(Not shown on map) Parking lot south of the buildings.

TORNADO

Tornado Watch

Tornado watches are announced by the National Weather Service when weather conditions are developing that could produce a tornado in the Sangamon County area. Campus Police will monitor the National Weather Service announcements. Be prepared to move to a place of safety if the tornado watch should be upgraded to a tornado warning.

Tornado Warnings

Tornado warnings are announced by the National Weather Service and/or by the Civil Preparedness sirens that sound when a tornado has actually been sighted in the Sangamon County area. ALL persons should seek immediate shelter from the approaching tornado.

Everyone should leave rooms that have windows and move away from objects that could harm them if these objects were to fall. Leave an office and/or classroom if one or more of the walls is an existing outside wall. Once in a safe place, sit down on the floor and protect your head from flying objects by placing your arms over your head.

In the event of an official tornado warning, all individuals are encouraged to proceed to the designated areas of their building. The areas are as follows:

Mueller Hall

- Seek shelter in the basement area.

Becker Library

- Seek shelter in the basement area.

Brinkerhoff Home

- Seek shelter in the basement area.

Weaver Science Building

- Seek shelter in the basement area.

Dawson Hall

- Seek shelter in the basement area.

Angela Hall

- Seek shelter in the basement area.

Hanlon Hall

- Seek shelter in the basement area.

Beata Hall

- Seek shelter in the basement area.

Mueth Hall

- Seek shelter in the basement area.

East Gym

- Seek shelter in the basement area.

Dockson Plaza

- Seek shelter in the bathroom of your apartment.

Things to Remember

- Do not leave the building you are in unless otherwise instructed.
- Seek shelter immediately.
- Do not use elevators.
- Stay clear of large, open areas and outside walls.
- Stay clear of windows.
- Stay calm and protect yourself from any flying objects.
- If there is no time to go to the designated areas, select the safest and most structurally sound parts of the building.

** No one should remain in the residence hall rooms or lounge areas.*

Stay in these designated areas until the "All clear" signal has been given by Campus Police or by a designated person.

TORNADO

EMERGENCY ALERTS AND INFORMATION NOTIFICATIONS

Emergency Alerts and Notifications are not the same.

Emergency Alerts inform you ideally within five minutes of a situation that is currently occurring and provide brief, basic direction on what action to take.

Emergency Information Notifications provide you with more detailed information about an upcoming situation or a situation that has just occurred and what action to take, if any, and are not as time-sensitive as Emergency Alerts.

Many of our communication vehicles can and will be used to provide both alerts and notifications, as is appropriate per emergency situation. It is important to listen to and follow all directions provided and wait for the "All clear" notification before resuming normal activities.

The following are means by which the campus community may be alerted and/or notified of an emergency, keeping in mind that no one communication vehicle will reach everyone. It is also possible that some alert and notification systems may not survive and/or withstand the effects of an emergency situation.

The ERRT members or designees will alert and/or notify the campus population and the general public of major emergencies through a combination of the following University-wide alert and notification systems when the emergency situation permits and is appropriate:

1. Fire alarms in all campus buildings are automatically activated in the event of a fire or can be activated by a pull station.
2. Broadcast email with the "Importance: High" option (message will appear with a red exclamation point in each user's inbox) and emergency situation details to all Springfield campus faculty, staff and students.
3. Broadcast voicemail with emergency situation details to all users who have a campus voicemail account. Please note that voicemail broadcasts require more time to distribute. The last user may not receive a message for 10-20 minutes after initializing the process.
4. Page every phone on campus.
5. Benedictine University at Springfield website announcement at springfield.ben.edu.
6. The Switchboard operators at (217) 525-1420 are provided with, and the switchboard message recorded with, the emergency situation details.
7. The University's Emergency Notification Phone Tree. Each University office is responsible for creating and maintaining a phone tree to ensure effective communication of emergency situation details.
8. Residence Life staff will personally contact each resident student through a variety of means including letters, posters and resident assistants.
9. Campus Police vehicles equipped with a public address system and emergency lights.
10. ERRT members will place posters/notices on campus buildings and specifically for health-related incidents, prepare/distribute fact sheets with definitions, a plan and steps taken, including identifying isolation or quarantine areas.
11. The President may issue an email to the internal community and a letter to current and prospective Benedictine parents, alumni and friends of the University.
12. ERRT members and their designees may provide verbal notification by walking around campus to communicate emergency situation details.
13. The Office of Marketing and Communications or designee will update Capitol Radio Group and www.wics.com.