



Emergency
Management Plan
Updated August 2012

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SCOPE and PURPOSE:

The Emergency Management Plan (EMP) is intended to facilitate timely and effective response to crisis or emergency situations that impact normal operations of the campus community at The University of Mount Union. On-going review and administration of the plan will be a joint effort of the President's Council and the Campus Safety Committee. The main goal of the EMP is to enhance the safety of all members of the campus community, protect University property and facilities, and foster an environment conducive to quick recovery and business continuity when crises occur. The Campus Safety Committee (CSC), and its sub-committees, will make recommendations to the Vice President for Student Affairs when changes or additions to the EMP are needed.

The EMP is intended to address potential emergencies from a variety of perspectives: preparedness, response, communication and recovery. The EMP applies to all members of the University community and, when implemented, takes precedence over all other University of Mount Union policies.

Authority to declare a campus state of emergency and/or initiate the Emergency Operations Center (as outlined in the Plan) resides with the President's Council. Typically, declaration of a campus state of emergency will be issued by either the Vice President for Student Affairs/Dean of Students or the Vice President for Business Affairs/Treasurer; however, a state of emergency can be declared by the President and/or any member of his/her council. This authority also includes the ability to terminate a declared state of campus emergency. Whenever a state of emergency is declared, the Emergency Management Team (EMT) will be assembled for the purpose of determining the most appropriate methods for response and communication. The Emergency Management Team shall consist of the President's Council and other administrative staff (as appropriate per situation) with key roles for potential situations.

In the event that the President is not available to direct response efforts during a campus crisis, then the following leadership succession order will be temporarily utilized: Vice President for Academic Affairs/Dean of the University, Vice President for Business Affairs/Treasurer, Vice President for Student Affairs/Dean of Students.

It is the responsibility of all employees who supervise other employees to include the EMP as part of the new employee orientation process. Updates to the EMP will be distributed to all vice presidents, deans, department chairs, human resources, and area directors so that information can be shared with staff. Hard copies of the EMP will be maintained in all facilities by respective building coordinators. Additionally, the EMP is available on the University of Mount Union website with a link easily accessible on the main page.

Students will be informed of the EMP as part of the new student orientation process and also by e-mail communication at the start of each semester.

Not every potential emergency can be foreseen. The EMP is a dynamic document and will be improved or modified as needed to promote optimal effectiveness. Suggestions for improvement or modification of the EMP can be made to the Vice President for Student Affairs/Dean of Students (330) 823-2243.

EMERGENCY MANAGEMENT TEAM (President's Council and Potential Members):

President of the University
Vice President for Academic Affairs and Dean of the University
Vice President for Student Affairs and Dean of Students
Vice President for University Advancement
Vice President for Business Affairs and Treasurer
Vice President for Enrollment Services
Vice President for Marketing

Director of Physical Plant
Director of Human Resources and Staff Development
Director of Information Technology
Director of Residence Life
University Chaplain
Chemical Hygiene Officer
Director of Campus Safety and Security
Director of the Health Center
University Counseling Staff
Director of Multicultural Affairs
Director of Food Service

Emergency Operations Center

As determined appropriate and necessary, the Emergency Management Team will establish an Emergency Operations Center (EOC) at one the following locations:

- Beeghly Hall – Kresge Board Room
- Hoover-Price Campus Center – Osborne Conference Room
- Physical Plant – Physical Plant Office
- McPherson Wellness Center – Recruiting Room

Summons to Emergency Operations Center

When a state of campus emergency is declared, the Emergency Management Team will be summoned to the established Emergency Operations Center. Such summons will be issued by the member of President's Council who declares the state of emergency.

General Communications

All efforts will be made to maintain or restore phone communications. In the event phone (including cell phone) communication is not possible, hand held radios will be used to facilitate communications between the Emergency Operations Center and personnel in the field. All radios will be signed out through the Office of Student Affairs. Emergency communications to the campus community will be a priority of the Emergency Operations Center. Broadcast communications (if possible) will be made via the campus e-mail and website, phone broadcast, local radio and television stations, written bulletins and the Connect-ED multi-modal system as appropriate.

Administrative Structure

While the administration of the Emergency Management Plan is with the President's Council, the Vice President for Student Affairs/Dean of Students or the Vice President for Business Affairs/Treasurer will be the Incident Commander, if possible, when the Emergency Operations Center is activated. The Incident Commander will be working with the Policy Group to initiate the most effective response to the emergency situation. The diagram provided below outlines the administrative structure of the University of Mount Union Emergency Operations Center.

Policy Group

President
President's Council

Incident Commander(s)

Vice President for Student Affairs/Dean of Students
Or Vice President of Business Affairs/Treasurer

Civil Assistance

Fire
Police
Emergency Medical
State and Federal Agencies

Support Staff

Secretaries
Campus Security Officers

Marketing

Associate Director of
Marketing

Operations Group (potential members)

Associate Dean of Students
Director of Safety and Security
University Chaplain
Director of Physical Plant
Director of Auxiliary Services
Director of Human Resources
Chemical Hygiene Officer
Director of Residence Life
Director of Information Technology
Director of Health Center
Director of Counseling Services
Director of Food Service
Director of Multicultural Affairs

Intelligence Group

Building Coordinators

Emergency Operations Center—Member Responsibilities:

Policy Group:

The Policy Group will assist and advise the Incident Commander.

Incident Commander:

The Incident Commander will coordinate the University's response to an incident, or event, using intelligence reports from the Building Coordinators, the Operations Group and from responding civil agencies.

Marketing:

All communications to news agencies are to be cleared through the Mount Union Marketing representative. The Marketing representative will also issue statements to local media regarding emergency information (i.e. class cancellations, offices closings and event cancellations, etc.) If the Mount Union network is available, communications to the campus will also be through the network. Statements to media may be provided by other designated constituents as recommended by Marketing.

Operations Group:

Members of the Operations Group will coordinate available staff in their department to respond to the incident or situation and provide intelligence information directly to the Incident Commander. Operations Group members may be dispatched, by the Incident Commander, from the Operations Center to other areas on campus. For example, if communications are severely disrupted, members of the Operations Group may be dispatched to provide "field intelligence" to the Incident Commander via radio communications.

Intelligence Group:

Building Coordinators comprise the Intelligence Group. Primary responsibility of this group is to facilitate an effective response specific for their building and provide information to the Incident Commander.

Support Staff:

Campus Security Officers and designated support staff representatives will help maintain effective communications and information exchange with campus and external constituents as pertinent.

Emergency Levels:

Level I Incidents (Mild to Moderate)

Initial response and recovery can be resolved with existing University resources and limited outside assistance (if needed). A Level I emergency does not have an immediate and significant impact on the normal operations of the entire campus, or the entire student population. These events or situations, while part of the Emergency Management Plan, do not require activation of the Emergency Operations Center and will be referred to the appropriate primary responder noted on the appropriate Incident Response Sheet. Sample Level I emergencies might include: broken water pipes, single victim medical emergencies, most crimes, or localized loss of electricity not lasting for an extended period, etc.

Level II Incidents (Moderate to Severe)

A Level II emergency will impact a sizable portion of the campus community and may require non-university resources to respond and resolve. Initial response will be determined by the type of emergency. Level II emergencies might include: extended power outages, major fire, civil unrest, medical emergencies involving multiple people, bomb threats, inclement weather (including forecasted weather), "Imminent Threat" advisory issued by the U.S. Department of Homeland Security, etc. After evaluating the circumstances involving a Level II emergency, the President's Council (or specific members thereof) may declare a state of emergency and establish the Emergency Operations Center.

Level III Incidents (Campus Crisis)

Level III emergency events and situations have an immediate and significant impact on the entire campus community and will require outside resources (if available). Level III emergencies include natural (or man made) disasters and local, regional or national acts of terrorism directly affecting the University. These emergencies may include casualties and significant property loss. The Emergency Operations Center will automatically be initiated for Level III emergencies. The only possible exception to automatically initiating the Emergency Operations Center for a Level III emergency would be if an armed intruder is on campus and community members might be prohibited from leaving their immediate area until the location and status of the threat is determined.

Blackboard Connect

Depending upon the level of the emergency, the University is able to initiate various alert components of Blackboard Connect, Mount Union's mass communication system that allows University officials to reach all members of the campus community with information during unforeseen events or emergencies within minutes. The system utilizes e-mail and telephone (both cell phones, campus residential and office phones, and home phones) to relay critical information. Members of the campus community also benefit from text-messaging, social media and RSS feed components, extremely valuable tools that increase the University's ability to contact students, faculty and staff at critical times.

What Should I Do In An Emergency Situation???

There is no one set protocol for response to all crisis/emergency scenarios. However, there are three key contingent steps for consideration when confronted with crisis: Hide Out, Get Out, Call Out.

- **HIDE OUT (Cover/Conceal)**

If members of the campus community are confronted by an emergency/crisis situation in which evacuation from their current location would expose them to potential peril or increased danger, then efforts should be undertaken to take cover. When appropriate (i.e. armed intruder) doors should be locked if possible, lights turned off, and efforts made to keep silent and out of sight.

- **GET OUT (Evacuate)**

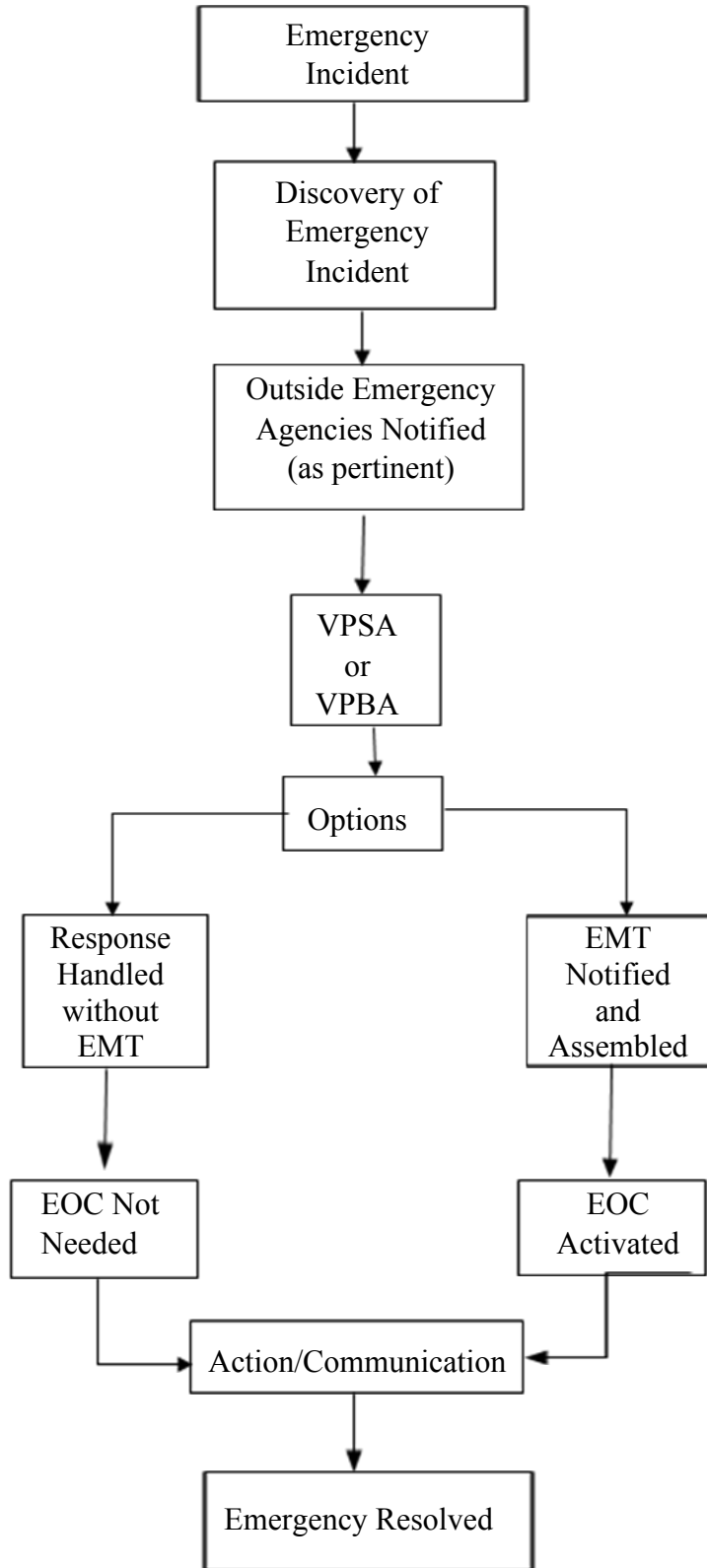
Whenever possible, members of the campus community should remove themselves from emergency/crisis locations provided that such evacuation will not expose them to increased danger. If unsure whether or not evacuation is a safe option, then taking cover and communicating the crisis to proper authorities may be the best alternatives.

- **CALL OUT (Communicate)**

When members of the campus community discover or are confronted by crisis/emergency situations, they should communicate those dangers to proper authorities as soon as possible. Prior to communication, community members should assess risk and be sure to isolate (Cover) or remove (Evacuate) themselves from imminent danger. Once imminent danger has been avoided, community members can utilize the following numbers to contact assistance (you are encouraged to program these numbers into your phones for convenience and accessibility):

- Campus Security (330) 428-1344 or S-A-F-E from campus phones
- Alliance Police Department (330) 821-3131

University of Mount Union Emergency Response Flow Chart



National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS) that was implemented in 2002. This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts:

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision

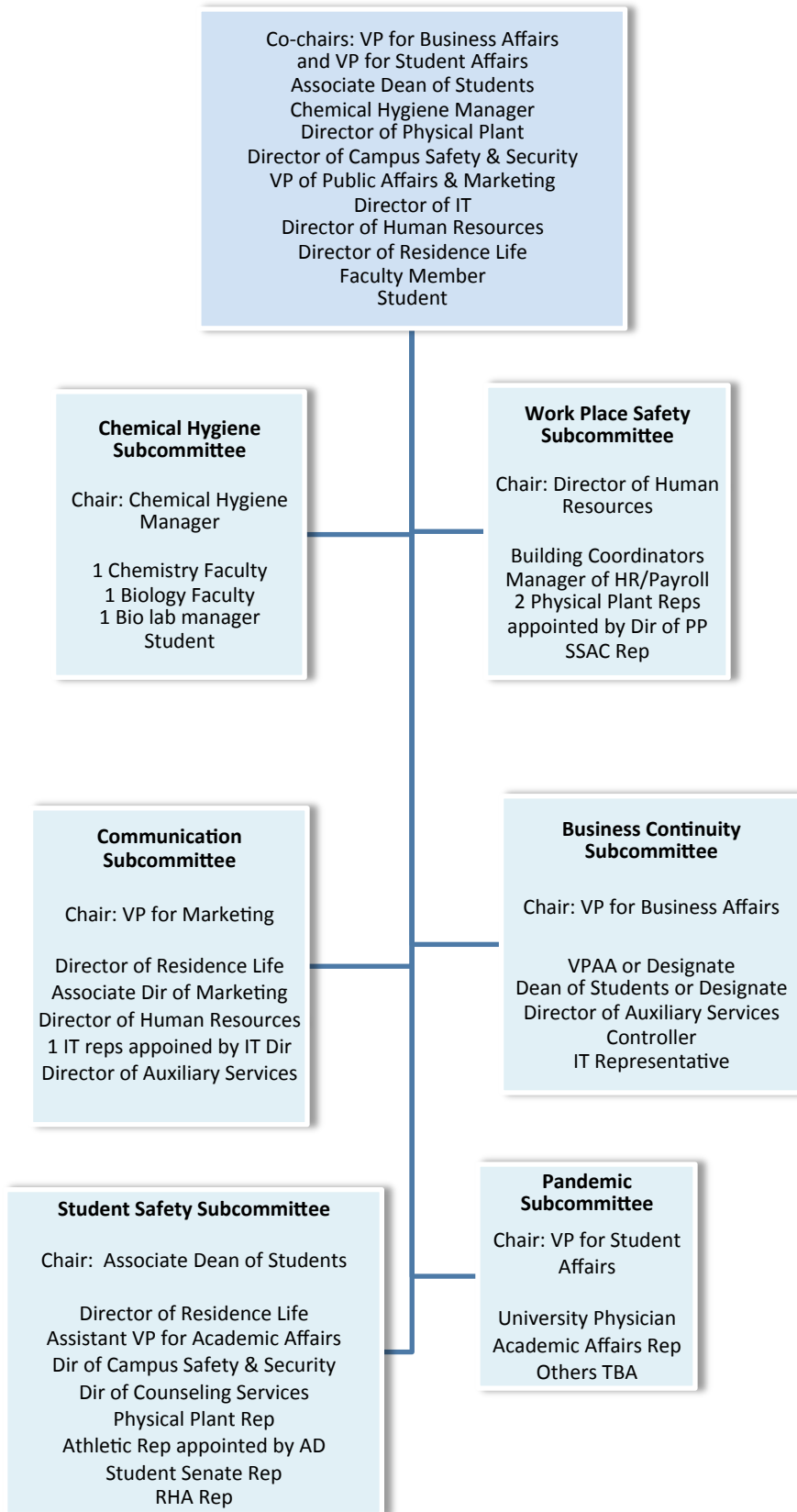
An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

For Imminent Threat Alerts:

- 1) Refer to "Imminent Threat" section under Level II Emergencies (p. 9)
- 2) As with other threat advisories, we will continue normal operations provided there is no specific and credible threat to the University, campus community, or Alliance area.
- 3) So that the campus community may be able to heighten their level of awareness, a campus-wide alert communication will be issued. Again, normal operations continue.
- 4) Critical facilities will enhance operational awareness and preparedness.
- 5) The Policy Group will evaluate the situation and, if necessary, activate the Emergency Operations Center (EOC) and issue an official response to the campus community regarding the threat condition.

CAMPUS SAFETY COMMITTEE



Acts of Intolerance *Emergency Level I*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

Student Victim(s) Involved:

- **Vice President for Student Affairs/Dean of Students**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Diversity and Inclusion
 - Director of International Student Services
 - Director of Residence Life

Employee Victim(s) Involved:

- **Vice President for Business Affairs/Treasurer**
 - President
 - President's Council

- Director of Human Resources
- Departmental Supervisor

Property Damage Involved:

- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security.
- Provide assistance to victim(s)—if safe to do so.
- Identify campus and external resources available to victim(s).

Aircraft Disaster/Collapse of Building or Structure/Explosion
Emergency Level III

First Contacts to be made by Mount Union community members:

- **Alliance Fire Department (if needed)** (330) 821-1212
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Fire Department (if needed)** (330) 821-1212
- **Alliance Police Department (if needed)** (330) 821-3131
- **Local Ambulance (if needed):**
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

In the event of an aircraft disaster/collapse of a building or structure/explosion, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
- **Director of Physical Plant**

General Action/Information:

- Impacted areas/buildings should be evacuated immediately.
- Efforts should be made to determine/identify any potential victims.
- Until cause of incident is determined, great caution should be given to identify any potential hazards (energized electrical lines, chemical/biological hazards, etc.).
- Impacted areas/buildings should not be re-occupied until authorized by campus or local authorities (typically Alliance Fire Department).

Alcohol or Other Drug—Overdose or Extreme Intoxication *Emergency Level II*

First Contacts to be made by Mount Union community members:

- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

Student Incident:

- **Vice President for Student Affairs/Dean of Students**
 - **Associate Dean of Students**
 - Director of Alcohol, Drug and Wellness Education
 - Director of Counseling
 - Director of Residence Life (involves residential students)
 - Director of Student Involvement and Leadership (involves Greek student or incident at Greek house)

Employee or Visitor Incident:

- **Vice President for Business Affairs/Treasurer**
 - Director of Human Resources
 - Departmental Supervisor

General Action/Information:

- Immediately contact Campus Security.
- Provide assistance to person if possible—do not put yourself in danger if person is violent or if blood/bodily fluids are evident.
- Identify campus and external resources available for people involved—including friends, roommates, or other witnesses.
- Try to avoid arguments/confrontation with people who may be intoxicated.

Armed Intruder
Emergency Level III

First Contacts to be made by Mount Union community members:

- **Alliance Police Department** (330) 821-3131
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (330) 821-3131
- **Local Ambulance:**
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

In the event of an armed intruder, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Director of Physical Plant
 - Associate Dean of Students
 - Director of Counseling

General Action/Information:

- The Alliance Police Department should be called immediately.
- Emergency Operations Center will be established.
- Do not stay in an open and visible area.
- Do not sound fire alarms.
- If you can run to safety, do not run in a straight line.
- If unable to escape, lock and barricade (if possible) yourself in (and the intruder out of) the room; turn off lights and remain quiet; stay away from windows; try to remain calm.
- If you are undetected by the intruder, evacuate as quietly as possible—keep your hands up to signal (to intruder and authorities) that you are unarmed and are not a threat.
- Impacted areas/buildings should not be re-occupied until authorized by campus or local authorities.

Assaults
(Not including sexual assaults)
Emergency Level I-II

First Contacts to be made by Mount Union community members:

- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

Student Victim(s) Involved:

- **Vice President for Student Affairs/Dean of Students**
 - Associate Dean of Students
 - Director of Residence Life (if residential student)
 - Other student affairs staff—as pertinent

Employee Victim(s) Involved:

- **Vice President for Business Affairs/Treasurer**
 - Director of Human Resources
 - Departmental Supervisor

Property Damage Involved:

- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security.
- Provide assistance to victim(s)—if safe to do so (avoiding blood and other bodily fluids).
- Identify campus and external resources available to victim(s).

Bomb Threat *Emergency Level II*

First Contacts to be made by Mount Union community members:

- **Alliance Police Department** (330) 821-3131
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Fire Department** (330) 821-1212
- **Alliance Police Department** (330) 821-3131
- **Local Ambulance:**
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

In the event of a bomb threat, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security.
- Threatened areas/buildings should be evacuated immediately—try to remain calm.
- Efforts should be made to solicit information from person making threat (see Bomb Threat Checklist—appendix).
- Impacted areas/buildings will not be re-occupied until authorized by campus or local authorities (typically Alliance Fire Department/Police Bomb Squad).

Crimes

Emergency Level I-II

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

Student Victim(s) Involved:

- **Vice President for Student Affairs/Dean of Students**
 - President
 - President's Council
 - Associate Dean of Students
 - Other student affairs staff—as pertinent

Employee Victim(s)/University Property Involved:

- **Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Director of Human Resources
 - Departmental Supervisor

Property Damage Involved:

- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security—report all crimes or suspicious activities.
- Provide assistance to victim(s)—if safe to do so.
- Identify campus and external resources available to victim(s). Members of the campus community are encouraged to file reports with the Alliance Police Department when crimes occur.

Deaths

(Includes any death occurring on-campus, or the death of students or employees off campus)

Emergency Level I-II

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

In the event of a death, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

Death of Student:

- **Vice President for Student Affairs/Dean of Students**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Counseling
 - University Chaplain
 - Other student affairs staff—as pertinent

Death of Employee or Campus-visitor:

- **Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Director of Human Resources
 - Departmental Supervisor

General Action/Information:

- Inform Campus Security.
- Emergency Management Team will assemble to determine course of action whenever a student death occurs.
- Grief counseling services will be provided for the campus community.

Earthquakes

Emergency Level II-III

First Contacts to be made by Mount Union community members:

- **Alliance Fire Department** (if needed) (330) 821-1212
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Alliance Fire Department** (if needed) (330) 821-1212
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

In the event of an earthquake, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life
 - Other student affairs staff—as pertinent
- **Director of Physical Plant** (to coordinate inspection for property damages)

General Action/Information:

- If inside a building during an earthquake, seek cover under a desk or table and cover head and neck to protect from falling objects; stay away from glass and windows; remain under cover until tremors stop.
- If outside during an earthquake, move away from buildings, utility poles and other structures; use your arms to protect your head from falling objects/debris.
- Immediately contact Campus Security.
- Provide assistance to victim(s)—if safe to do so (avoiding blood and other bodily fluids).
- Identify campus and external resources available to victim(s).
- When earthquake has ended, use caution when entering/exiting facilities—watch for compromised utilities (gas, electric, etc.).
- In the event of an earthquake that causes significant physical damage, the Emergency Operation Center will be immediately activated. If all potential EOC locations are impacted by the earthquake then an alternative outdoor location may be established.

Failure of Alarms/Fire Equipment *Emergency Level I*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Fire Department (if needed)** (330) 821-1212
- **Alliance Police Department (if needed)** (330) 821-3131
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Director of Residence Life
 - Associate Dean of Students
- **Director of Physical Plant**
 - Maintenance Supervisor
 - Fire safety contractors/suppliers

General Action/Information:

- Campus buildings that have fire detection systems have back-up systems for 2-3 hours in the event that electrical service is impeded; buildings without fire detection systems have manual alarm pull stations.

- If a residential building is without its fire protection system, campus security officers (or residence life staff as appropriate) will be utilized as fire patrol in the building until service is restored.
- If a manual pull station fails to sound the alarm then the individual should, without putting themselves in danger, attempt to notify others for the purpose of evacuating the building. When alarms fail to sound, the fire department should be contacted immediately

Fire

Emergency Level I-II

First Contacts to be made by Mount Union community members:

- **Alliance Fire Department** (330) 821-1212
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Fire Department** (330) 821-1212
- **Alliance Police Department** (330) 821-3131
- **Local Ambulance (if needed):**
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if a residential building is involved)
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**

General Action/Information:

- In the event of any fire, the nearest fire alarm should be activated.

- If fire is confined to a trash container or small area and you can safely attempt to extinguish it, attempt to do so. If the fire cannot be extinguished using one extinguisher then immediately evacuate the building.
- Never allow a fire to get between you and an exit.
- Do not use elevators in a building where there is a fire.
- If safe to do so, assist persons needing assistance to evacuate the building.
- If unable to evacuate, call Campus Security to share your name and location. Close the door between you and the fire. If possible, place wet towels under the door, open the window and signal for attention to notify emergency personnel of your location.
- Impacted areas/buildings should not be re-occupied until authorized by local authorities (Alliance Fire Department).
- A small contained (and extinguished) fire constitutes a Level I emergency; if the fire requires outside assistance it escalates to Level II.

Flooding *Emergency Level I*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Director of Campus Safety and Security**
- **Alliance Police Department** (330) 821-3131
(if city street is involved)

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Director of Residence Life (if residential building is involved)
 - Additional staff—as pertinent
- **Director of Physical Plant**
 - Physical Plant personnel
 - Alliance Water Department (as pertinent)

General Action/Information:

- If flooding occurs in a campus building, call Campus Security immediately.
- The University of Mount Union is located above the established local flood plain; however, there is potential for damage from surface water entering underground utility systems and buildings.

- Should flooding occur on campus, the physical plant will dispatch appropriate personnel to address and resolve the problem.

Hazardous Chemical Release *Emergency Level II-III*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Fire Department** (if needed) (330) 821-1212
- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance:** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**
- **Mount Union Chemical Hygiene Officer** (330) 823-3665

In the event of a hazardous chemical release, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Faculty Reps from Chemical Hygiene Sub-committee
 - Associate Dean of Students
 - Director of Residence Life (if a residential building is involved)
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**

General Action/Information:

- In the event that any potentially hazardous chemical is released into the environment, the Chemical Hygiene Officer should be notified.
- If the chemical release presents an immediate imminent danger to any sector of the campus community then Campus Security and the Alliance Fire Department should be immediately contacted and the Emergency Management Team will be assembled.
- During a chemical emergency the area impacted should be evacuated. Surrounding/adjacent areas should also be evacuated if the situation presents the potential for explosion or spreading contamination.
- If fire is involved, refer to fire section of the Emergency Management Plan.

Kidnap/Hostage Incident *Emergency Level III*

First Contacts to be made by Mount Union community members:

- **Alliance Police Department** (330) 821-3131
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security** (330) 829-8721

In the event of a kidnapping/hostage incident, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

Student Victim(s) Involved:

- **Vice President for Student Affairs/Dean of Students**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if residential student is involved)
 - Director of Counseling
 - University Chaplain
 - Other student affairs staff—as pertinent

Employee Victim(s)/University Property Involved:

- **Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Director of Human Resources
 - Departmental Supervisor

General Action/Information:

- Immediately contact Campus Security—report all crimes or suspicious activities.
- Alliance Police/SWAT Team will assume control of the immediate scene/situation—the Emergency Management Team will work in conjunction with local authorities to resolve the incident.
- Provide assistance to victim(s)—if safe to do so.
- Assemble any witnesses who can provide information to the Alliance Police Department.

Lake Drowning
Emergency Level III

First Contacts to be made by Mount Union community members:

- **Local Ambulance**
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Local Ambulance**
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Alliance Police Department** (330) 821-3131
- **Alliance Fire Department** (330) 821-1212
- **Director of Campus Safety and Security**

In the event of a lake drowning, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

Student:

- **Vice President for Student Affairs/Dean of Students**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Counseling
 - University Chaplain
 - Other student affairs staff—as pertinent

Employee or Campus-visitor:

- **Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Director of Human Resources
 - Supervisor of employee

General Action/Information:

- Inform Campus Security.
- Campus Security will establish and maintain crowd control in such instances so that emergency personnel can investigate/take action as needed.
- Emergency Management Team will assemble to determine course of action whenever a campus death occurs.
- Grief counseling services will be provided for the campus community.

Medical Situation—Serious Communicable Disease or Food Poisoning *Emergency Level II-III*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security** (330) 829-8721
- **Director of the Student Health Center** (330) 823-2692

In the event of a medical situation involving a serious communicable disease or food poisoning, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if residential student is involved)
 - Director of Physical Plant
 - Director of Food Service (if on-campus food poisoning is suspected)

General Action/Information:

- Contact Campus Security.
- MOUNT UNION Student Health Center should be contacted. If victim cannot make it to the Health Center or the Center is closed, alternative plan should be implemented for transporting them to the Health Center or Alliance Community Hospital (as appropriate). If the victim is unable to be transported with minimal to moderate assistance then a local ambulance service should be called.
- If a student is transported to the Student Health Center, then the Director/Staff of the Center take over primary responsibility for the situation; however, the Health Center staff may request assistance from Campus Security for transportation or other needs.
- In cases of suspected food poisoning, an investigation (questioning) should be used to determine potential causes and whether there may be commonalities if multiple victims are involved. If suspected source of food poisoning involves an on-campus dining venue, the Director of Food Service should be contacted.
- If a major communicable disease (i.e. meningitis, SARS, MRSA, etc.) is suspected then the Student Health Center will follow protocol for handling such persons—contact will be made with: the Emergency Management Team for communication/notification purposes, local hospital, county health agency, and the Physical Plant (cleaning/disinfecting needs). Consideration may also be given to the need for isolation students and/or shutting down ventilation systems that might hasten the spread of suspected disease.

Medical Situation—Single Victim Involved
Emergency Level I

First Contacts to be made by Mount Union community members:

- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Alliance Police Department** (if needed) (330) 821-3131
- **Director of Health Center (if during business hours)** (330) 823-2692
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - Director of Residence Life (if residential student is involved)
 - Other student affairs staff—as pertinent

General Action/Information:

- Contact Campus Security.
- MOUNT UNION Student Health Center should be contacted. If victim cannot make it to the Health Center or the Center is closed, an alternative plan should be implemented for transporting them to

the Health Center or Alliance Community Hospital (as appropriate). If the victim is unable to be transported with minimal to moderate assistance then a local ambulance service should be called.

- If a student is transported to the Student Health Center, then the Director/Staff of the Center take over primary responsibility for the situation; however, the Health Center staff may request assistance from Campus Security for transportation or other needs.

Missing Person *Emergency Level II*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

Missing Student:

- **Vice President for Student Affairs/Dean of Students**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if residential student is involved)
 - Director of Counseling
 - University Chaplain
 - Other student affairs staff—as pertinent

Missing Employee:

- **Vice President for Business Affairs/Treasurer**
 - President
 - President's Council

- Director of Human Resources
- Employee's Supervisor

General Action/Information:

- Immediately contact Campus Security—report all crimes or suspicious activities.
- In most cases, the “missing” person is with a friend/acquaintance or has gone somewhere (i.e. library, shopping, etc) without notifying anyone.
- Alliance Police Department should be called immediately if there is evidence to support suspected foul play or if, after thorough investigation and 24 hours time, there is no explanation for possible whereabouts of the missing person.
- Assemble/identify any potential witnesses who can provide information to the Alliance Police Department.

Nuclear Accident
Emergency Level II-III

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Fire Department** (if needed) (330) 821-1212
- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance:** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Chemical Hygiene Officer** (330) 823-3665
- **Director of Campus Safety and Security**

In the event of a nuclear accident, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Faculty Reps from Chemical Hygiene Sub-committee
 - Associate Dean of Students
 - Director of Residence Life
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**

General Action/Information:

- There are two nuclear power plants located within 150 miles of The University of Mount Union; however, the Nuclear Regulatory Commission only requires that power plants have emergency/evacuation plans for a 10 mile radius.
- If there would be a nuclear accident at one of the nearby power plants then the Emergency Management Team would immediately convene and make decisions for actions at MOUNT UNION based upon information from federal, state, and local authorities.

Psychological Crisis *Emergency Level I-II*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - Director of Counseling
 - Director of Residence Life (if residential student is involved)
 - Other student affairs staff—as pertinent

General Action/Information:

- Contact Campus Security.
- A psychological crisis exists when an individual is threatening harm to him/herself or to others, or is out of touch with reality; other manifestations of a person in psychological crisis might include uncontrollable behavior and/or hallucinations.

- Provide comfort/assistance to person if possible—but do not put yourself in danger if person is violent or if blood/bodily fluids are evident; try to avoid arguments/confrontations with people who may be experiencing psychological difficulties.

Riot or Civil Unrest *Emergency Level I-III*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Alliance Fire Department** (if needed) (330) 821-1212
- **Local Ambulance:** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if a residential building is involved)
 - Other student affairs staff—as pertinent
- **Director of Physical Plant** (if property damage/vandalism is involved)

General Action/Information:

- In the event of any campus demonstration/protest/riot, Campus Security should be contacted.

- If event involves a peaceful demonstration, remain calm and do not disrupt the activity.
- Demonstrations/protests should typically only be disrupted if any of the following factors exist: the activity is disrupting the normal operations of the University; access to offices, buildings, or other facilities is obstructed; a threat of personal bodily harm or property damage exists; the activity evolves into unauthorized entry into or occupation of University property, facilities, etc.

Severe/Inclement Weather *Emergency Level II-III*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Alliance Fire Department** (if needed) (330) 821-1212
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life
 - Other student affairs staff—as pertinent
- **Director of Physical Plant** (if property damage is involved)

General Action/Information:

- Severe weather may occur in a variety of forms: rain, snow/ice, high winds, hail, and lightning.
- In the event that severe weather would result in class cancellation or the closing of the University, that information would be communicated using e-mail, website, local radio/media, and potentially

through the Connect-ED intermodal communication system. Additionally, school closing/class cancellation information may be obtained by calling the University of Mount Union Emergency Notification Line (330-829-2806).

- If a tornado warning is issued for Alliance, the city will sound its alarm system—evacuation/shelter plans should be followed (posted in all buildings). Campus Security and the Residence Life staff will also make efforts to notify students about tornado activity when time permits.

Sexual Assaults
(Includes “acquaintance rape”)
Emergency Level II

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if desired by victim) (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security** (if needed)

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

Student Victim(s) Involved:

- **Vice President for Student Affairs/Dean of Students**
 - President
 - President’s Council
 - Associate Dean of Students
 - Director of Counseling
 - Director of Health Center
 - University Chaplain
 - Director of Residence Life (if residential student)
 - Other student affairs staff—as pertinent

Employee Victim(s) Involved:

- **Vice President for Business Affairs/Treasurer**
 - Director of Human Resources

General Action/Information:

- **Victim has the option of contacting a Sexual Assault Responder, who is a faculty or staff member trained as advocates to assist victims with the decisions they are faced with in this situation. A list of Sexual Assault Responders is available in the Student Handbook, which can be found on-line at http://www2.Mount Union.edu/StudentLife/student_handbook/.**
- Sexual assaults may involve rape but might also include any number of unwanted physical/sexual advances. If permission is not granted or the individual does not want to engage in sexual activity or is tricked or coerced into the behavior, it is sexual assault. It is also sexual assault when physical or sexual activity occurs with a person who is under the influence of alcohol or other drugs and is unable to give consent.
- *Victims of sexual assaults or acquaintance rapes may not want to report the offense in an official capacity and the wishes of victims should be honored.* University employees (except psychological, medical, and pastoral staff) are required, in compliance with the Clery Act, to report sexual assault incidents to Campus Security but the victim's name is not required in cases where the victim chooses anonymity. This can be done through a Sexual Assault Responder. In situations where the sexual assailant is not known to the victim and where a potential risk may exist for the campus community, the University, in compliance with the Clery Act, will supply timely notification to the campus outlining the facts of recent incident(s) and encouraging precautions among community members. The identity of the victim will not be released.
- Provide assistance and comfort to victim—encourage them to consider reporting the incident and to also consider seeking medical assistance at a hospital. The University of Mount Union has a Sexual Assault Responder program with trained faculty and staff members who can discuss reporting and treatment options with victims. Additionally, victims can utilize the local Rape Crisis Hotline as a support/resource (330-821-RAPE).
- If victims are considering reporting the incident or seeking medical treatment then they should avoid using the bathroom, cleaning themselves/showering, using a douche, or using mouthwash/brushing teeth as critical evidence may be lost.

Suspicious Letter or Package *Emergency Level I-II*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (330) 821-3131
- **Local Fire Department** (if needed) (330) 821-1212
- **Director of Campus Safety and Security**
- **Chemical Hygiene Officer** (if needed)

In the event of a suspicious letter or package, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**
 - HVAC Technician

General Action/Information:

- Immediately contact Campus Security—report all crimes or suspicious activities.
- Once the letter or package has raised suspicion, do not handle further or attempt to open.
- If the threat seems to be explosive, pull fire alarm and evacuate building/area. If the threat is chemical, biological, radiological—evacuate building/area. Anyone who touched the suspected chemical/biological/radiological threat should separate themselves from others if possible.
- Secure area to prevent others from entering—ventilation system should be shut down if possible.

Suspicious Person *Emergency Level I*

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (if needed) (330) 821-3131
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Other student affairs staff—as pertinent

General Action/Information:

- Immediately contact Campus Security—report all crimes or suspicious activities.
- Trust your instincts; when something or someone doesn't seem right call Campus Security to have the matter checked-out.
- If you believe the person is non-violent and does not represent a threat then you can approach and inquire if they might need assistance. If the suspicious person responds but does not seem to have legitimate reason for being there or just doesn't "feel" right, it is best to call Campus Security. Many times potential criminals may be investigating the environment before committing the crime.

Transportation Accidents *Emergency Level I-II*

First Contacts to be made by Mount Union community members:

- **Alliance Police Department** (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police Department** (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
- **Director of Physical Plant**

General Action/Information:

- The University of Mount Union owns and operates a fleet of vehicles for various transportation purposes. Whenever one of the fleet vehicles is involved in an accident, the event must be reported and documented immediately.
- When accidents occur off campus, the police department in the location of the accident should be contacted and a report filed.
- If a vehicle accident occurs on campus, Campus Security should be called. If there is a serious injury associated with the accident then an ambulance should be called
- Within 24 hours of an accident, a driver of a University-owned vehicle should complete a MOUNT UNION Accident Report Form (typically kept in the glove boxes of all fleet vehicles.)
- If major injury or death occurs as a result of an accident, the Emergency Management Team will assemble to facilitate emergency communication and response actions.

Utility Failures
Electrical Outage
Emergency Level I-II

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Ohio Edison/First Energy** (if needed) (800) 633-4766
- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Fire Department** (if needed) (330) 821-1212
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security** (330) 829-8721

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if residential buildings are impacted)
- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security—report location(s) of outage.

- Maintenance personnel will be dispatched to the location to determine cause of the outage. Ohio Edison/First Energy may need to be called if source of problem cannot be resolved on campus.
- Elevators should be checked to determine if anyone is stranded as a result of the outage. Building(s) should be evacuated if the outage is extended and will last longer than the back-up batteries for fire alarm systems (typically 8-12 hours).
- If it is determined that the outage will last for an extended period, then the Emergency Management Team will work with campus and external service providers and develop an action plan and pertinent communications.

**Utility Failures
Elevator Malfunction
Emergency Level I**

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Director of Campus Safety and Security** (330) 829-8721
- **Elevator Service Technician**

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - Associate Dean of Students
 - Director of Residence Life (if residential buildings are impacted)
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security—report location of problem.
- If trapped in a malfunctioning elevator, try to call Campus Security for assistance—elevators are equipped with emergency phones that automatically connect with Campus Security. If you no

success reaching help via phone, try knocking on the walls/doors of the elevator and calling out for help; stay calm—help will be summoned.

- Determine if elevator is occupied or unoccupied at time of malfunction.
- If the elevator is unoccupied, then contact to Physical Plant can wait until morning if the malfunction occurs after business hours.
- “Out of Order” signs should be posted on the elevator doors on each floor of the building.

Utility Failures
Natural Gas Leak
Emergency Level I-II

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Columbia Gas** (if needed) (800) 344-4077
- **Alliance Police Department** (if needed) (330) 821-3131
- **Local Fire Department** (if needed) (330) 821-1212
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security** (330) 829-8721

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if residential buildings are impacted)
- **Director of Physical Plant**
 - Dale Anderson Corporation (as pertinent)

General Action/Information:

- If you smell gas or suspect a leak, immediately contact Campus Security—report location(s) of suspected leak.
- Maintenance personnel will be dispatched to the location to determine if there is a leak. Columbia Gas may need to be called if source of problem cannot be resolved on campus or if service to building(s) needs to be shut-off.
- If there is risk of fire or explosion then the Alliance Fire Department should be called.
- As appropriate, the building/area should be evacuated.
- If there is a risk to campus or there is cause for extended loss of use for a facility then the Emergency Management Team will assemble to address the crisis action plan.

Utility Failures
Telecommunications Failure
Emergency Level I-II

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Director of Information Technology** (330) 823-2844
- **Director of Campus Safety and Security** (330) 829-8721

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if residential buildings are impacted)
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security—report location(s) of outage.
- Information Technology personnel will be dispatched to the location to determine cause of the outage.

- Telecommunication failures are most likely to occur during a loss of electricity. In the event of a power outage the telephone system has a back-up battery system that can support up to 4 hours; the back-up system for the computer network is limited to approximately 1 to 1 ½ hours.
- If it is determined that the outage will last for an extended period, then the Emergency Management Team will work with campus and external service providers and develop an action plan and pertinent communications.

Utility Failures
Water/Sewage Service Disruption
Emergency Level I

First Contact to be made by Mount Union community members:

- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Water Department** (if needed) (800) 823-5216
- **Local Fire Department** (if needed) (330) 821-1212
- **Director of Campus Safety and Security** (330) 829-8721

Campus Security will then contact the appropriate staff member based on the list below. The officer will call the first person on the list. If that person is not available, the next person will be contacted and so on down the list until contact is made. It then becomes the responsibility for the staff member contacted to ensure that additional notifications are made as necessary.

Calling Procedures for Residential Facilities

1. Resident Director for building
2. Resident Director on Duty
3. Director of Residence Life
4. Associate Dean of Students
5. Dean of Students

Calling Procedures for Greek Houses

1. Director of Student Involvement and Leadership
2. Associate Dean of Students
3. Dean of Students

Calling Procedures for Campus except Residential Facilities and Greek Houses

1. Associate Dean of Students
2. Dean of Students

If the nature of the incident requires additional action on the part of the Emergency Management Team, the Team members listed in bold below will notify the others on their respective lists as needed.

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Director of Residence Life (if residential buildings are impacted)
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**

General Action/Information:

- Immediately contact Campus Security—report location(s) of outage/leak.

- Maintenance personnel will be dispatched to the location to determine cause of the outage/leak. Alliance Water Department may need to be called if source of problem cannot be resolved on campus.
- If major leaks occur then the area should be evacuated. All floors below the leak should also be evacuated and efforts undertaken to prevent/minimize potential damages.
- Advanced notice will be provided for scheduled disruptions of water/sewer service.
- If it is determined that the problem will last for an extended period, then the Emergency Management Team will work with campus and external service providers and develop an action plan and pertinent communications

Workplace Violence/Terrorism *Emergency Level III*

First Contacts to be made by Mount Union community members:

- **Alliance Police Department** (330) 821-3131
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Mount Union Campus Security** (330) 428-1344
or S-A-F-E on-campus phones

Primary Contacts made by Campus Security:

- **Alliance Police/SWAT Team** (330) 821-3131
- **Local Fire Department** (if needed) (330) 821-1212
- **Local Ambulance** (if needed)
 - Emergency Medical Transport (330) 829-9900
 - Stark-Summit Ambulance (330) 821-9680
- **Director of Campus Safety and Security** (330) 829-8721

In the event of workplace violence/terrorism, Campus Security will directly contact the following members of the Emergency Management Team, who will in turn contact the others on their respective list:

- **Vice President for Student Affairs/Dean of Students or Vice President for Business Affairs/Treasurer**
 - President
 - President's Council
 - Associate Dean of Students
 - Other student affairs staff—as pertinent
- **Director of Physical Plant**

General Action/Information:

- Any threat of violence directed toward any member of the campus community should be immediately reported to Campus Security.
- Threats might include specific threats to individuals or groups or general threats toward the campus or local communities.
- If the Department of Homeland Security issues a Severe (“Red”) Condition, then the Emergency Management Team will convene.
- Incidents of workplace violence may vary and may be best addressed by other sections of this plan (i.e. hostage/kidnap situation, armed intruder, hazardous chemical release, explosion, etc.) which require collaborative efforts between campus and external resources.

**APPENDIX A
EMERGENCY CONTACT INFORMATION**

Ambulance Services

Emergency Medical Transport 330-829-9900
 Stark-Summit Ambulance 330-821-9680

Illness: Weekdays 8 a.m. – 4 p.m.

Health Center 330-823-2692
 From Campus Phones 2692

Alliance Police Department - Emergency 330-821-3131
 From Campus Phone 2255

Alliance Fire Department - Emergency 330-821-1212
 From Campus Phone 2255

Residence Hall Emergencies:

Weekdays – 8 a.m. – 5 p.m. 330-823-7288
 Weekends and evenings: Contact Resident Director on Duty 330-428-3500

Campus Security 330-428-1344
 330-428-0460
 from campus phones: S-A-F-E

Physical Plant Office 330-821-2472

Utility Numbers

Alliance Water Department 330-823-5216
 Department of Health 330-821-7373
 Ohio Edison/First Energy - Electric Company 800-633-4766
 Dale Anderson Corp – Gas Lines 330-823-1442
 330-495-7769
 Columbia Gas – Gas Lines 800-344-4077

Other Important Numbers

Main switchboard 330-821-5320
 From Campus Phones 0

APPENDIX B

TELEPHONE BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

Record any information displayed in your telephone display window _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER(S) VOICE: Male Female

Calm Disguised Nasal Angry Broken

Stutter Slow Sincere Lisp Rapid

Giggling Deep Crying Squeaky Excited

Stressed Accent Loud Slurred Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Person receiving call: _____

Date: _____

Telephone number call received at: _____

REPORT CALLS IMMEDIATELY TO: SECURITY 330-428-1344