

University of Saint Katherine



CRISIS MANAGEMENT PLAN

February 1, 2023

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CRISIS MANAGEMENT MISSION STATEMENT

University of Saint Katherine is committed to overseeing the health, well-being and safety of the students, staff, faculty and visitors to our campus. Our goal is to minimize any and all danger to life resulting from the effects of a natural disaster or civil disturbance.

PREFACE

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

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

I. INTRODUCTION

A. PURPOSE

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

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

Secondary objectives include:

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

B. SCOPE

These procedures apply to all personnel, buildings and grounds, operated by University of Saint Katherine.

C. TYPES OF EMERGENCIES

Types of emergencies covered in this manual are:

- ▶ Armed suspects/Shooting
- ▶ Building Evacuation
- ▶ Civil Disturbance or Demonstration
- ▶ Death or Serious Injury
- ▶ Earthquake
- ▶ Explosive/Bomb Threat
- ▶ Fire
- ▶ Hazardous material leak or Spill
- ▶ Homicide
- ▶ Hostage situation
- ▶ Resuming Operations
- ▶ Suicide

D. DEFINITIONS OF AN EMERGENCY

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

TERMS:

1. **STATE OF EMERGENCY:** A condition, which requires immediate action in order to save lives and maintain control of the University of Saint Katherine campus. A state of emergency will be declared and terminated by the President or his designee.
2. **CAMPUS EMERGENCY:** Any emergency that might endanger the lives of University of Saint Katherine population or buildings.
3. **COMMUNITY EMERGENCY:** Any emergency in the surrounding San Marcos or San Diego County area that might endanger the University of Saint Katherine population.
4. **CRISIS MANAGEMENT COMMAND CENTER (CMCC):** The location from which the CMT will monitor, support and give direction during an emergency situation. Giving appropriate protective action and guiding supportive personnelservices to and from the site of emergency.

5. **CRISIS MANAGEMENT TEAM (CMT):** Individuals listed in this policy who will direct the University through a disaster or civil disturbance.

6. **EARLY WARNING SYSTEM:** Warning of danger may come from sources such as television and radio. When the Crisis Management Plan (CMP) is implemented by the President or his designee, key CMT members or their designated representative will begin the first stage of the Crisis Management Plan.

E. ASSUMPTIONS

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

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

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

F. DECLARATION OF CAMPUS STATE OF EMERGENCY

The University President or his designee acts as the highest level of authority during an emergency.

PRESIDENT: The University President along with the President's Cabinet is responsible for the initial declaration of a state of campus emergency, as well as a declaration to end the state of emergency when appropriate.

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

- ▶ Chief Academic Officer
- ▶ Vice President of Enrollment Management
- ▶ Director of Student Affairs
- ▶ Athletic Director

II. ORGANIZATION

A. CRISIS MANAGEMENT TEAM (CMT)

1. In a crisis situation, all resources and personnel will be applied to the management of the following individuals.
2. These individuals have been selected and given the authority to make any necessary changes to University procedures in the process of handling the crisis:

Name and Title:

Dr. Frank Papatheofanis
President and Founder

Dr. Tina Keating
Chief Academic Officer (CAO)

Marina Trigonis
VP of Enrollment Management

Melanie Veteto
Director of Student Affairs

Athletic Director (AD)

B. CRISIS MANAGEMENT COMMAND CENTER (CMCC)

1. A member of President's Cabinet will be assigned to the Command Center Coordinator roll.
2. The CMCC will be the single point for monitoring and coordinating all responses to a crisis situation.
3. Access to the CMCC will be limited to the Crisis Management Team or appointed representatives.
4. Personnel will be notified of the Command Center site at time of roll call.

III. THE RESPONSE

A. GENERAL RESPONSE OF CMT

The following steps are designed to provide efficient and immediate responses to any crisis situation on or near the University of Saint Katherine:

1. Duties of the first CMT member to arrive on the scene:
 - a. Determine the type, extent, and location of the emergency.
 - b. Send personnel to evacuate and secure the area.
 - c. Contact emergency services (fire, rescue squad, police, etc.).
 - d. Notify Crisis Management Team.
 - e. Establish Crisis Management Command Center.
 - f. When approved by the CMT, choose and broadcast one of the Early Warning System messages:

1) Emergency Preparation:

“This is _____(Name), with an official disaster alert. A _____(Type of crisis), is expected to strike the University of Saint Katherine Campus within_(Time).”

2) Mass Evacuation:

“This is _____(Name), with an official disaster alert. A _____(Type of crisis) has occurred or is in progress at _____(Location).”

3) Each of these messages will be followed with specific commands:

- Stay where you are
- Move away from windows
- Proceed to the nearest evacuation area
- Evacuate all buildings
- Follow procedures for specific crisis situation as outlined in the Crisis Management Plan.

2. From the Crisis Management Command Center:
 - a. Contact each member of the CMT.
 - b. Begin an accounting of all students, faculty, staff, and visitors.
 - c. Keep a detailed log of events and responses to the situation. Log the time and any deviations from the Crisis Management Plan.

- d. Establish procedures for further evacuation in case the incident expands. This may include sending students and faculty home by normal means or providing transportation.
 - e. Begin planning to secure equipment and structures.
3. For crisis situations not detailed in this plan, the following items should be considered:
- ▶ Assess the situation
 - ▶ Warn employees and students
 - ▶ Communicate with personnel and community responders
 - ▶ Conduct an evacuation and accounting for all persons in the facility
 - ▶ Manage response activities
 - ▶ Activate and operate an emergency operations center
 - ▶ Shut down operations
 - ▶ Protect vital records
 - ▶ Restore operations

B. EVACUATION PLAN

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

A. Evacuate premises:

- 1) The first person who is aware of a crisis (fire, bomb threat, gas leak, chemical spill, etc.) requiring evacuation of a building or area should direct evacuation of the immediate area by activating the fire alarm.
- 2) An individual should immediately phone/go/send someone to the appropriate place to report the crisis and have the fire alarm activated.

B. Evacuation Procedures:

- 1) It is important for all students to go to designated area to leave the way clear for emergency personnel and equipment. Further instructions, if necessary, will be given at the assembly areas.
- 2) Entire student body and staff should evacuate buildings and assemble in the parking lot or other area as directed by emergency personnel.

IV. RESOURCES

A. ON CAMPUS RESOURCES

1. UNIVERSITY NOTIFICATION SYSTEM:

The mass notification system is the primary means of emergency notification at University of Saint Katherine. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The University switchboard is the focal point for the two-way transmission of official emergency communications to University administrators.

IMPORTANT: During an emergency, campus phones must be restricted to University official notification only. In the absence of phone services, the Emergency Preparedness Coordinator, with cooperation from the Student Affairs Team may provide runners for emergency notification (contingent on available personnel).

2. CAMPUS SECURITY:

Emergency assistance is available by dialing **9-1-1** from on-campus telephones. If telephones are inoperable, information must be relayed by messenger.

B. OFF-CAMPUS DISASTER RESOURCES

Phone Number

<i>Federal Emergency Management Agency (FEMA)</i>	800-621-3362
Air Quality Management District (S. Coast AQMD).....	800-288-7664
Ambulance Service.....	911
American Red Cross, S. CA Blood Region.....	909-859-7006
Animal Control, City of San Marcos.....	619-299-7012
California Highway Patrol, San Diego County	858-293-6000
FBI (Federal Bureau of Investigation)	858-542-8825
San Marcos Fire Department.....	911
San Marcos Police Department – Emergency.....	911
Paramedics.....	911
Poison Control Center	800-222-1222
Southern California Earthquake Center	213-740-5843
Southern California Edison Company.....	800-611-1911
Southern California Edison Company	626-633-7156
Southern California Emergency Operations Center	562-740-5843
Vector Control, San Diego County	858-694-2888
U.S. Geological Survey Hotline	888-392-8545

V. PROCEDURES

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

A. BUILDING EVACUATION

USK ACADEMIC CAMPUS & USK ATHLETIC COMPLEX

All areas should evacuate to the student parking lots

1. All building evacuations will take place when an alarm sounds and/or notification by the Emergency Preparedness Coordinator, the Department Coordinator, or the Building Coordinator.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist the disabled in exiting the building. DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
5. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

1. USK ACADEMIC CAMPUS

- a. **When classes are in session:** When a signal to evacuate the building is activated (such as the fire alarm or a bullhorn) or when notified by the emergency preparedness coordinator, police officer, fire fighter, walk quickly to the nearest marked exit and ask others to do the same. Use the following script to address those in attendance:

“Your attention please, we have just been informed that we need to evacuate the building. Please calmly proceed to the nearest exit and make your way to the Student Parking lot. Thank you for your cooperation.”

2. ATHLETIC COMPLEX

- a. **During Athletic Contest:** Use the bullhorn to alert all occupants to calmly proceed to the exits and direct them to the Student Parking Lot on the east side of the building. Use the following script to address those in attendance:

“Your attention please, we have just been informed that we need to evacuate the building. Please calmly proceed to the nearest exit and make your way to the Student Parking lot. Thank you for your cooperation.”

- b. **During Athletic Practice Session:** Alert Head Coach and direct team(s) to the east exits, which leads to the Student Parking Lot.
- c. **All other Times:** Walk through entire complex looking for any occupants. Make sure to check all corner storage areas. Alert any occupants to evacuate using the east exits, which leads to the Student Parking Lot.

B. EARTHQUAKE

1. EARTHQUAKE RESPONSE DURING THE SHAKING:

- a) Stay calm and reassure others. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways or near outsidewalls.
- b) Duck, cover and hold. If indoors, get beside a desk or a table and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck and hold near an interior wall or an interior doorway. Shield your head and face from falling debris. Do not go outside!
- c) If outside, stay away from buildings, trees, power lines, poles and all overhead obstructions. Do not attempt to go indoors!
- d) If in a vehicle, pull over to the side of the road and stop in a safe place in an open area. Avoid overpasses and power lines.

2. EARTHQUAKE RESPONSE – AFTER THE SHAKING STOPS:

- a) Be prepared for aftershocks. Move cautiously and wear enclosed, sturdy shoes to avoid injury from broken glass or other debris.
- b) Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary.
- c) Check for fires and, if safe to do so, extinguish small fires. Do not turn on light switches or appliances and do not light a match. If you smell gas, report it to a campus administrator.
- d) Check for facility damage. Report all problems to an administrator.

- e) Telephones must be restricted to emergency use only, provided they are working at all. Do not use the telephone except for a lifesaving emergency.
- f) Evacuate the building if it is badly damaged, if there are gas leaks or fires, or if directed to do so. During evacuation, close all doors and turn off all electrical equipment. Bring your personal emergency kit with you and use the stairway. Do not use the elevator! Assist all individuals with disabilities.
- g) Move away from the building to your pre-determined evacuation assembly area or to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by someone in authority. Keep streets and walkways clear for emergency equipment and personnel.
- h) Make note of individuals who are missing. Provide all requested information to a campus administrator and other emergency response personnel. Turn on radio for emergency information.
- i) Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained personnel to guide rescue efforts.

3. GENERAL EARTHQUAKE INFORMATION:

a) Principle of Psychological First Aid

Following an earthquake, there may be persons who are overwhelmed by the event and have difficulty coping with the situation and their emotions. You may be able to help those persons to make it through the first few difficult hours.

- Attempt to calm the victim to relieve the anxiety and stress.
- Communicate confidence in yourself as well as concern for the victim.
- Show you care by your attitude.
- Accept a person's limitations as real.
- Encourage the person to speak freely about whatever is on their mind.
- Be very patient.
- When the person begins talking, interrupt as little as possible.
- Do not argue with the person if he/she disagrees with you and do not impose your ideas on him/her. His/her own solution will be the most successful for him/her.

- Accept your own limitations in a relief role. Do not attempt to be all things to all people. Do what you can and obtain additional help from a qualified counselor.

b) Emotional and Psychological Considerations in a Disaster is a crisis in itself. However, disaster increases the crisis situation when it is accompanied by job and/or financial difficulties, illness, loss of personal belongings, death, injury, or family problems.

Factors in dealing with crisis of your own or that of your familymembers include:

- Being able to talk about the experience and express the feelings accompanying the experience.
- Being fully aware of the reality of what has happened, and being assured that you are with caring people.
- Resuming concrete activity and being able to reconstruct the pre-disaster liferoutine as soon as possible.

C. FIRE

1. Notify the fire department immediately, using 911. Be prepared to give as much specific information as possible, such as the following:
 - a. I am calling to report a fire at University of Saint Katherine.
 - b. The fire is located in (office or location) (define the type of fire, i.e. electrical, closet, attic, car, etc.)
 - c. The telephone # I am calling from is _____
 - d. An escort will meet you at _____
 - e. Fire vehicles can enter the site at _____
2. Evacuate premises
3. Campus Administrator Duties during time of emergency:
 - a. The campus administrator, or designee, shall take whatever steps are possible to protect the school's vital records.
 - b. In case of a fire alarm, other than a practice drill, the campus administrator, or designee, shall phone the local fire department immediately.
 - c. The campus administrator should alert the President of the situation as soon as possible.
 - d. Communication should be kept open with the local police and fire officials.
 - e. Call the police department with crowd and traffic control, if necessary.
 - f. Notify utility companies of a break or suspected break in lines. Record time called and person reported to.

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

RESCUE – Get out of the room where the fire is located as quickly as possible and make sure others are out. Do not use elevators!

ALERT – Pull the nearest fire alarm to alert occupants, use the nearest phone and dial 9-1-1

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

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

FIRE EXTINGUISHER INFORMATION:

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

HOW TO OPERATE A FIRE EXTINGUISHER:

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

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

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

SQUEEZE – or press the handle.

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

GENERAL FIRE SAFETY PRECAUTIONS:

1. The safety of individuals is most important. If you suspect someone is trapped inside a building, notify fire fighters on the scene. Do not reenter a burning building.
2. If you are trapped in a fire, keep very low as you attempt to leave the building. Cover your nose and mouth with a cloth or T-shirt. If a door is hot, do not attempt to open it, but find another exit or window. If possible, place wet towels or clothing in the cracks around the door. Jumping from a window is an extreme measure and is only to be considered when you are in immediate danger.
3. If the door is not hot, open it carefully and exit the building with caution and stay low.
4. Use a wet towel or blanket to protect yourself from flames and smoke.

5. Always stay close to the floor.
6. Many fires are of electrical origin. Check for frayed cords, broken plugs, and avoid using too many appliances in one circuit.
7. Know your emergency exits and the location of fire extinguishers.
8. Don't block doors or use stairways for storage.
9. Move away from the building to your pre-determined evacuation assembly area.
10. A campus Emergency Crisis Center may be set up near the emergency site. Keep clear of the Crisis Center unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.
12. If requested, assist emergency crews as necessary.

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

1. CHEMICAL ACCIDENT

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

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

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

a) On-Site Chemical Accidents

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

1. Be aware of the chemical.
2. Notify the department head, or designee, of type of chemical and location.
3. Attempt to contain the spill—if the on-site staff cannot safely do this, request assistance. University personnel should not attempt to clean

up or remove the spill; leave that for trained personnel.

4. Re-locate students/staff to safe areas.
5. If the nature of the chemical accident poses an immediate health hazard or potential for explosion or destruction of property, the police/fire emergency system should be activated by calling 9-1-1 on the telephone.
6. If the substance should pose an ecological hazard by entering the storm drain system or by a major ground leak, we are required by law to immediately contact the authorities through the 9-1-1 emergency system.

E. ARMED SUSPECTS/ SHOOTING: ACTIVE SHOOTER IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Students are likely to follow the lead of staff and faculty during an active shooter situation.

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

1. If the threat is **NEAR YOU and YOU CAN ESCAPE:**
 - a. **MOVE AWAY** from it, do so as quickly as possible. **RUN, if possible.**
2. If the threat is near you and **YOU CANNOT ESCAPE:**
 - a. **Find a secure room and LOCK THE DOOR:**
 - b. Put any big object in front of the door to prevent entry.
 - c. Turn off the lights and silence all electronic devices.
 - d. Hide behind furniture and be as quiet as possible.
 - e. Wait for Crisis Coordinator to release you from your position.
 - f. If you **CANNOT (SAFELY) LOCK THE DOOR nor ESCAPE:**
 - g. **HIDE**, as best you can, **but be prepared to disarm the threat:**
 - h. Two to five persons (Attack Team) should be just inside the door to knock down the weapon and push the shooter to the floor and disarm.
 - i. Set a table up on its side by the door to block a clear view of the room from the door.
 - j. Set a chair or desk by the door to slow the approach and help trip the attacker, then darken the room as much as possible.
 - k. As the attacker enters, throw something to the opposite side of the room to distract the shooter from the Attack Team's location.
 - l. Other persons in the room should stay away from the entrance "line of sight" to avoid gunfire.

WHEN LAW ENFORCEMENT ARRIVE ON THE SCENE

1. **How you should react when law enforcement or 911 arrives**
 - a. Remain calm, and follow officers' instructions
 - b. Keep your hands visible at all times
 - c. Avoid making quick movements towards officers such as attempting to hold on to them for safety
2. **Information you should provide to law enforcement or 911 operators**
 - a. Location of the active shooter
 - b. Number of shooters, if more than one
 - c. Physical description of shooter(s)
 - d. Number and type of weapons held by the shooter(s)
 - e. Number of potential victims at the location

F. HOSTAGE SITUATION

IF PRESENT WHEN A HOSTAGE SITUATION OCCURS:

1. It is most important to **stay calm and alert the Police (9-1-1) and the Emergency Preparedness Coordinator.**
2. Do not attempt to confront or challenge the suspect, or engage in heroics.
3. Never use words such as "hostage," "captives," or "negotiate" when communicating with the suspect.
4. Go into a rest mode. Be passive and appear to display more restful or sleepy behavior as opposed to being active.
5. Obey the suspect's commands without argument. Listen to the suspect's complaints and demands. Ask permission of the suspect in all matters.
6. If safe, make an effort to establish a rapport with the suspect. Find out and use the suspect's first name and the first names of those being held (this will help personalize hostages as people rather than objects).
7. **KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF.** Every effort must be made to keep the suspect and hostages from hearing or seeing news reports. Such reports could escalate the situation.
8. Be patient and help minimize tension and frustration. Keep in mind that the **AVERAGE HOSTAGE SITUATION LASTS BETWEEN 6-8 HOURS, and the AVERAGE BARRICADE LASTS 3 HOURS.**

OUTSIDE THE HOSTAGE SITUATION:

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

AFTER THE SITUATION IS RESOLVED:

1. The police department will need assistance in identifying witnesses. Gather the witnesses in a centralized location, but do not allow them to talk to one another (in order to protect the police investigation).
2. The campus administrator will work with the police to develop any and all press releases.
3. The campus administrator will debrief with the appropriate parties as necessary.

G. HOMICIDE

IF A HOMICIDE OCCURS ON CAMPUS:

1. Immediately alert the Police (911).
2. If safe, evacuate others from the area as quickly as possible.
3. If classes are in session, a Shelter-In-Place will be implemented to contain students and faculty in their classrooms/buildings.
4. **DO NOT DISRUPT THE CRIME SCENE.** Be aware that the crime scene will be secured with tape and that designated staff members under the direction of the campus administrator are to protect the crime scene area. No one is to enter that area until the police arrive to do so.
5. Anticipate that witnesses are to be gathered in one central location for questioning. Do not allow them to talk to one another (to protect the police investigation).

H. SUICIDE

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

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

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

I. DEATH OR SERIOUS INJURY

These procedures apply when addressing a situation involving serious injury or the loss of life of a University of Saint Katherine student, employee, or visitor on campus.

1. On Site Procedures
 - a. Designate person "in charge."
The "on the scene" University staff member with the most authority will be responsible for coordinating events and will be considered the official "in charge" until such time as a USK administrator is present.
 - b. Notify Authorities
Authorities should be notified in the following order when possible:
 - Emergency Medical Service (9-1-1)
 - c. Identification of injured/deceased
The staff member or administrator in charge should immediately locate an individual who can assist the medical personnel in identifying the injured/deceased.
 - d. Secure scene of incident
 - Every effort should be made to secure the incident scene.
 - The area should be evacuated of all persons except for University officials, medical personnel, or police officers.
 - Staff members should be assigned to address crowd control concerns.

- If the accident occurs outdoors, secure a reasonable distance from the scene (75' to 100'). If the accident occurs indoors, the adjacent rooms or offices should be vacated until permission is given by authorities to re-enter the area.
- The individual's personal belongings should be maintained in a secure manner until the family is able to indicate to University personnel when and how the items will be removed from campus.

2. Notification and Release of Information:

a. Information needed

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

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

b. Notify appropriate persons

- In incidents involving students, the Director of Student Affairs (or designee), and in incidents involving University employees, the President (or his designee), should notify the following persons and offices listed below, giving the details limited to the facts as known at the time:

1. President and Cabinet
2. Immediate family members
3. Campus Clergy
4. Appropriate members of the campus community

c. Care should be taken not to speculate on cause of death or other details, which cannot be substantiated.

d. No notification should be made, in cases involving death, until after the coroner has confirmed the identity of the deceased. Once the coroner has authorized notification, the family members should be notified in person by one of the following individuals (in order of preference):

- Family relative/close friend (with police officer when possible)
- Police officer.

e. The family members will need to know the name and telephone number of the hospital, in cases of injury, or the mortuary, in case of death.

f. Release of Information:

- 1) Information released to the campus community or general public shall be limited to a statement of facts, including name and directory information, having been first approved by the President or the President's Cabinet.
- 2) Information shall be made available through the Presidents Office with requests for additional details referred to the appropriate chief administrator.

3. Follow Up

a. Campus Community

- Every effort should be made to identify all persons who actually viewed the incident and the close friends of the victim.
- Staff should be assigned to meet any special emotional and psychological needs evident.
- The Director of Student Affairs and the Campus Clergy should be notified of these individuals.

b. Miscellaneous Concerns

- Notify Board of Trustees
- Provide support services for friends, coworkers
- Inform campus community of funeral location and time
- Send flowers from University for funeral
- Provide profile of individual's involvement in the University for the minister/family
- University representatives at funeral
- On-campus memorial service (when appropriate)
- In cases of death, remove name from University mailing lists, billings...
- Prepare information for release to the larger constituency.

J. CIVIL DISTURBANCE OR DEMONSTRATION

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

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

If any of these conditions exist, Emergency Preparedness Coordinator should be notified and will be responsible for contacting and informing the President, Vice Presidents, Deans and University Legal Counsel. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

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

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

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

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

Except in extreme emergencies, the University President will be consulted before such disciplinary actions are taken:

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

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears probable, the University President, campus administrator, University Legal Counsel, and the Vice President's will be notified.

During business hours:

- a. The campus administrator will contact the San Marcos Sherriff's Department.
- b. The University President, in consultation with University Legal Counsel, and the President's Cabinet will determine the possible need for an injunction.

KIDNAPPING, ASSAULT, ROBBERY:

- Call 9-1-1 -- emergency squad/medical

K. OPERATIONAL PLAN FOR BOMB THREAT (form, Appendix D)

BOMB THREAT

1. By Telephone

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

2. By written message

- Letter should be preserved for investigation by the police.
- Place letter in a document protector and report it per established procedures.
- Procedures:
 - Activate fire alarm.

- Call 9-1-1 and report threat to police, providing:
 - name and title
 - building location
 - problem
- Call the President's Office to report the incident and action taken so far.
- Evacuate buildings and proceed to Emergency Assembly Areas (parking lots) to take roll.

- Buildings should not be re-entered until authorities advise it is safe to do so. If the bomb threat message contained a specific time of detonation, the buildings should not be re-entered until a significant period of time has elapsed after the designated time, no matter how thorough a check was conducted.
- Under no circumstances should an untrained faculty or staff member attempt to locate and/or move a suspicious device.
- When it has been determined that building re-entry is permitted, occupants should once again visually inspect their area for unusual items before settling in.

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

L. SHELTER IN PLACE

In certain situations, such as an intruder (i.e. possible shooter) it will be necessary for occupants to remain indoors and locked in.

A systematic approach to Shelter-In-Place of these facilities includes:

1. USK ACADEMIC CAMPUS

During class time: Send out a representative or a message to all students and faculty instructing them that there is a Shelter-In-Place order and to remain inside the classrooms using the following script/message:

“We have just been informed that that we are in a shelter-in-place situation. Please remain inside your classrooms. Lock your doors and move to the center of the classroom. Stay away from the windows and doors. Please remain inside the classrooms until the order has been lifted. Thank you for your cooperation.”

2. USK ATHLETIC COMPLEX

During Athletic Contest: Use the bullhorn and alert all occupants to calmly clear areas with doors and windows and gather in the center of the floor. Use the following script to address those in attendance:

“Your attention please, we have just been informed that we are in a Shelter- In-Place situation. Please calmly and quietly proceed to the center of the floor away from all doors and windows. Thank you for your cooperation.”

During Athletic Practice Session: Alert Head Coach and instruct team(s) to calmly proceed to the main gym on the first floor. Instruct them to remain in the main gym area until Shelter-In-Place order has been lifted.

All other Times: Walk through entire complex looking for any occupants. Make sure to check all corner storage areas. Alert all occupants to calmly proceed to the main gym on the first floor. Instruct them to remain in the main gym area until Shelter-In-Place order has been lifted.

3. USK ATHLETIC TRAINING ROOM

During athletic practice sessions (peak time): There may be many occupants talking, listening to music, getting taped, stretching, etc. However, the room is small enough that all occupants can be alerted at one time by using a loud voice. Alert all occupants to calmly proceed to the main gym on the first floor. Instruct them to remain in the main gym area until Shelter-In-Place order has been lifted.

Non-Peak times: Walk through athletic training room to look for any occupants. Alert all occupants to calmly proceed to the main gym on the first floor. Instruct them to remain in the main gym area until Shelter-In-Place order has been lifted.

M. RESUMING OPERATIONS

1. Immediately after an emergency, take steps to resume operations.
2. Establish a recovery team, if necessary. Establish priorities for resuming operations.
3. Continue to ensure the safety of personnel and students on the property. Assess hazards. Maintain security at the incident site.
4. Conduct an employee briefing.
5. Keep detailed records. Take photographs of or videotape the damage.

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

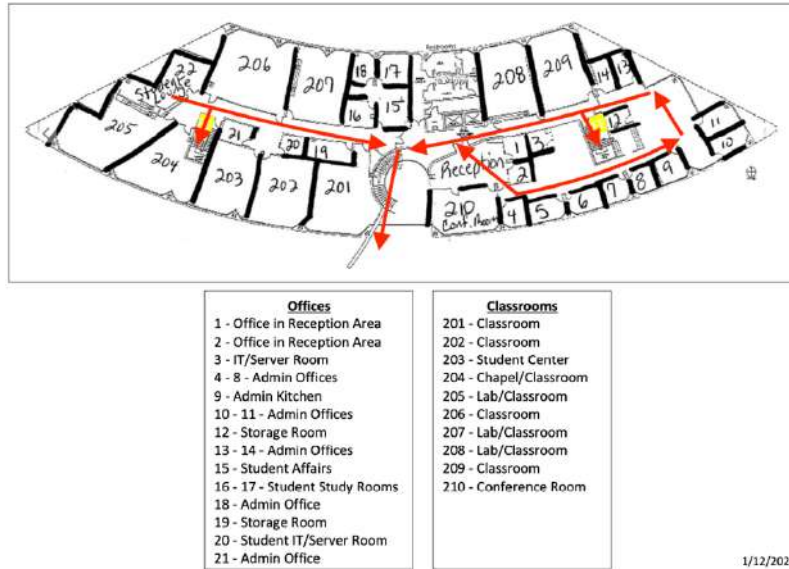
VI. BUILDING PLANS

A. USK ACADEMIC CAMPUS

The Academic Campus is located on the **second floor** of 277 Rancheros Drive, San Marcos, CA 92069.

The highlighted areas are Emergency Exits

The red arrows indicate different routes to evacuate the building

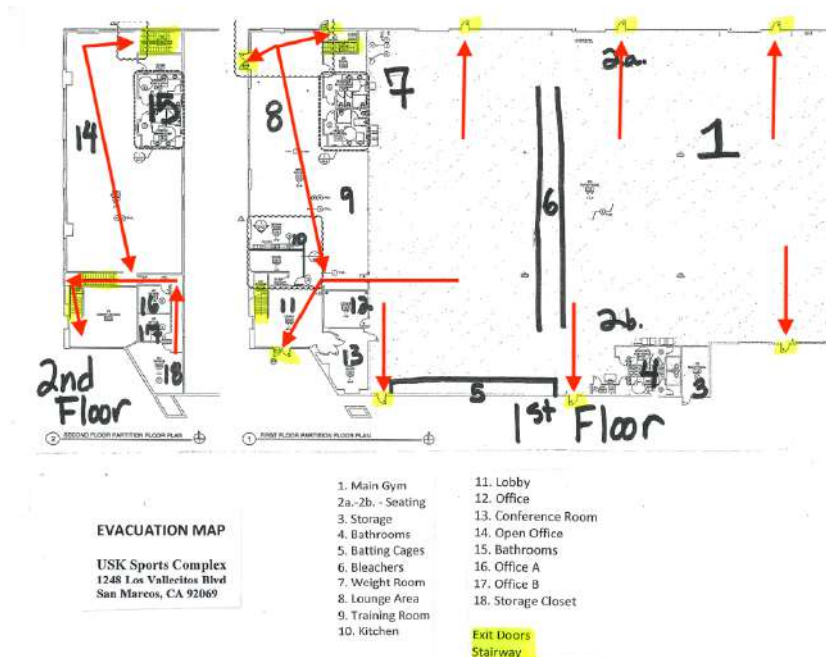


B. USK ATHLETIC COMPLEX (GYM)

The Athletic Department is located at 1248 Los Vallecitos Blvd., San Marcos, CA 92069

The highlighted areas are Emergency Exits

The red arrows indicate different routes to evacuate the building



APPENDIX A

EMERGENCY PREPAREDNESS CHECKLIST

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

- Water:** At least one gallon daily for each person. If forewarned of disaster, store as much water as possible in non-breakable containers.
- Non-perishable Foods:** These would include canned fruits and vegetables, dried foods, foods that require little or no cooking. Also have on hand any food that is required for those who are on special diets.
- Eating and drinking utensils:** Non-breakable
- Can openers**
- Supply of trash bags Water purifying tablets**
- A heating source:** Cook stove or sterno, as well as extra fuel
- Communication, Lighting, and Safety Needs:** Battery operated radio with an extra supply of batteries. Lantern and fuel, and/or a flashlight and batteries. Candles and matches or a lighter. Fluorescent distress flag or flares. Fire extinguishers. Work gloves. CB Radio. Shovel.
- Clothing and Bedding:** One complete change of clothing per person, suited to the weather situation. Sturdy work clothes and shoes. Extra socks and underwear. Outer wear such as rain gear and boots. Pillows. A sleeping bag or two blankets per person.
- Personal Items:** Washcloth and small towel. Reading and writing materials. Sewing kit. Toiletries such as soap, deodorant, toothbrush, and toothpaste. Brush and/or comb and other hair care items. Contact lens cleaner. Insect repellent and insecticide. Mirror. Sanitarynapkins or tampons. Shaving kit. Dentures.
- Sanitary Needs:** Paper towels and toilet paper. Liquid detergent. Disinfectant. Garbage can or bucket with tight fitting lid, which can be used as an emergency toilet if the need arises. Garbagebags.

APPENDIX B

CAMPUS DISASTER SUPPLY LIST

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

APPENDIX C

HAZARDOUS MATERIAL SPILL SITE SPECIFICS CHECKLIST

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

Site: _____ Location: _____

Date: _____ Time: _____

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

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

Action taken:

- (Only if necessary) 911 called by: _____ Time: _____

Report:

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

- Owner, notified by _____ Time _____

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

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

- Directed to remain on the site by (name of person and title and agency):

- Evacuation Location _____

- President’s Office/CMT notified of evacuation by: _____

- Students/all personnel return to classrooms/dorms/work areas.

Time/date: _____

APPENDIX D

BOMB THREAT SITE SPECIFIC CHECKLIST

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

SECTION I.

Site: _____ Date: _____ Time: _____

Person receiving call: _____

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

a. Exact Words of Caller/Threat:

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

- a. Where is the bomb (building, location)? _____
- b. What time is it set to go off? _____
- c. What kind of bomb is it? What does it look like? _____
- d. Who set the bomb? Why was the bomb set? _____
- e. What is your name? _____
- f. How old are you? _____

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

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

B. Background noise (check applicable spaces):

- Music Conversation Typing Babies or children Airplane
- Cars or trucks Machine noise Other _____

C. Time caller hung up: _____

D. Remarks: _____

SECTION II.

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

Fire alarm activated by: _____ Time: _____

911 called by: _____ Time: _____

Report:

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

Message:

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

President’s Office notified by: _____ Time: _____

Written Threat (letter) protected in document holder and kept by: _____

Thorough inspection of all:

- Classrooms, work areas, lounges, bathrooms, offices, multipurpose room, kitchen, roof, and perimeter of areas conducted by:

Fire Department

Police Department

Evacuation from site declared necessary by: _____

- Evacuation location: _____

OR

Re-entry authorized by: _____

- Students/all personnel returned to classrooms/work area

Time: _____

Suspicious object located:

Location: _____

Located by: _____ Time: _____