



Public Safety Department

Emergency Response Manual

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EMERGENCY RESPONSE MANUAL

1.0 INTRODUCTION

1.1 Purpose

This emergency response manual outlines activities to enhance the protection of lives and property through the effective use of our resources. Activities included in this document are responses to emergencies that can not be handled by routine measures and preventive measures to help reduce exposure to unsafe conditions.

This manual was developed specifically for the use by Fontbonne administrators in response to emergencies. It should be used as a guideline in training faculty, staff and students to respond properly during an emergency.

Section 2 of this manual details the immediate emergency procedures each person must know in order to quickly respond to emergencies occurring on campus in a safe manor. Section 3 describes the follow-up procedures necessary when medical or police emergencies occur on campus or when emergencies result in damage to any campus building or structure. Section 4 outlines the precautionary measures taken by Fontbonne University to help promote a safe working and living environment for the campus community.

It should be noted that the guidelines describing the response to emergency situations are general in nature. This is to allow flexibility in dealing with the unpredictable and unique circumstances surrounding each emergency. While this manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with any emergency occurring at Fontbonne.

1.2 Authorization and Procedural Changes

This manual has been authorized and approved by the Office of the President for Fontbonne University. The Public Safety Department has the responsibility of maintaining this manual. All requests for procedural changes, suggestions or recommendations should be submitted in writing to the Public Safety Department for review. All changes to this manual will be approved by the /Office of the President.

1.3 Scope

These procedures apply to all people who frequent property owned or operated by Fontbonne University. This includes faculty, staff, students and visitors. For the purposes of this manual, contract employees permanently assigned to Fontbonne University will be held to the same expectations as Fontbonne University employees in regards to preparing and training their employees in accordance to this manual.

1.4 Responsibilities

It is the responsibility of all vice presidents to:

- Ensure each department under their supervision is furnished a copy of this manual. Additional copies may be downloaded from the Public Safety section of the Fontbonne web site.

- Ensure changes in this manual are disseminated to those holding copies of this manual. Vice presidents will have changes submitted to them.
- Issue an annual statement to their departments reminding supervisors, directors and faculty members of their responsibility as outlined in the Emergency Response Manual.

All directors and supervisors are responsible for people under their supervision. Faculty members are responsible for the students in their classes. Responsibilities of directors, supervisors and faculty members in regards to this manual are outlined below:

During Normal Conditions

- Each director, supervisor and faculty member should read and be familiar with the contents of this manual.
- Ensure their faculty/staff/students are aware of the appropriate response to emergencies as well as the evacuation procedures for their specific building and/or work area. The guidelines in Addendum A (page 30) may be reproduced, circulated and used as training aid in fulfilling this responsibility. See section 4.2 for further details regarding training.
- All unsafe practices and conditions observed should be stopped or reported to either the Physical Plant Office at extension 4564 or the Public Safety Office at extension 4357 (HELP).
- All suspicious activities and illegal acts you observe should be reported immediately to the Public Safety Office at extension (719-) 4357 (help).

During Emergency Conditions

- Report all emergencies to either the Public Safety Office (extension 4596) or the Fontbonne operator (dial 0). If no one can be reached, dial 911.
- If evacuation is necessary, activate the building alarm and/or alert others of the emergency as indicated in section 2.2.
- Help move people to safety.
- Request emergency assistance.
- Assist emergency response personnel if assistance is requested.
- Fulfill recovery responsibilities as detailed in section 3.

1.5 Public Relations

Fontbonne University has basic guidelines to observe during a crisis situation in regards to releasing information:

1. Only authorized persons from the Communications & Marketing Department will release information to or talk with the media or other persons concerning emergencies involving Fontbonne University. Authorization to release information or make statements will be channeled through the crisis team.

2. Only factual information will be released. Information will be openly and honestly released. The media will be given as much information as possible, both the good and bad news.

3. The campus community will be kept informed through one-on-one meetings and voice mail.

All requests for information concerning campus emergencies will be directed to the Communications & Marketing Office at extensions 1402, 1483 or 1467.

Timely reports will be made to Communications & Marketing in order to keep them informed with up-to-date information.

Communications & Marketing will notify the switchboard operator when an emergency occurs. Instructions will be given concerning the appropriate response to questions. A voice or email message will be distributed to the campus community with the same information.

If individuals from the media appear on campus, the Communications & Marketing Office should be notified immediately. An area away from the emergency will be established for the media where a member from the Communications & Marketing Department will release information regarding the situation. Members of the media are restricted to this area. Only authorized people from the Communications & Marketing Department will release information or talk to the media.

2.0 EMERGENCY RESPONSE

2.1 Reporting an Emergency

All emergencies should be reported to the Public Safety Office by dialing extension:

(314-719-) **4357** (HELP) **or** **0**

(Fontbonne University operator, 8 a.m.
– 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

When you call to report an emergency, stay calm and speak slowly. Give the following information:

- State, “This is an emergency call.”
- Describe the exact location.
- Carefully explain the problem.
- Identify yourself and your phone number.
- **DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO.**
- You may be asked to stay by the phone or be given other instructions.

If anyone is available, dispatch one individual to a location near the emergency to meet and escort responding personnel to the site of the emergency. Ask witnesses to remain at the emergency site and help keep non-participants away. Emergency personnel will take control of the situation when they arrive. Neither you nor the witnesses should leave until you have been told that you are no longer needed.

2.2 Building Evacuation

The guidelines below should be followed when evacuating any building:

1. All building evacuations will occur when an alarm sounds and/or upon verbal instructions. Building fire alarms are activated by the directions listed on the pull stations. Pull stations are located by the fire stairwell doors on every floor of every building. If a building alarm system is inoperable, individuals will need to be verbally alerted. In the event of a gas leak, do not activate the building alarm system. Alert people verbally to evacuate the building.
2. Leave by the nearest marked exit and alert others to do the same. Do not enter any area marked by a hazardous material warning sign. If time permits, secure or take your personal purse, wallet, etc. with you.
3. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, firelanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.
6. During periods of inclement weather, you will be directed to go to another building.

2.3 Tornadoes

You should know and understand the following terms:

- **TORNADO WATCH:** A tornado watch is issued by the National Weather Service when conditions are favorable for a tornado to occur. You should be prepared to take immediate action if a tornado warning is issued.
- **TORNADO WARNING:** A tornado warning is issued by the National Weather Service when a tornado has been sighted and moving towards your area. You should take immediate action if the tornado warning sirens sound.
- **TORNADO DRILL:** A tornado drill is an exercise for practicing our response for a tornado warning.

Individuals on University property will move to emergency reporting areas for tornadoes when the St. Louis County emergency sirens sound. You will stay in the reporting areas until the all clear has been issued by the National Weather Service. Public Safety will monitor the Weather Service broadcasts and announce the all clear on a voice message. The message may be heard by calling extension **8091**. If the weather sirens sound again after the all clear has been given, individuals will move back to the emergency reporting areas until a new all clear announcement is released.

The procedures below will be followed when the tornado sirens sound:

1. You should move to the tornado emergency reporting area for your building. See table 2.1. You should sit with your head against the wall with your head down if the storm strikes. Faculty members should account for their students by taking a head count.
2. As you leave your office or room, close all windows and doors. If time permits, secure or take your personal purse, wallet, etc. with you.
3. All people should remain in the emergency reporting areas until the all clear has been given.
4. All damage and injuries resulting from the storm should be reported to the Department of Public Safety by dialing extension 4596 or 0. Public Safety will call for emergency assistance and make the proper notifications.

If damage from the storm creates an emergency which requires evacuation of the building:

1. Activate the building alarm and walk to the nearest marked exit. Alert others to do the same. Do not enter any area marked by a hazardous material warning sign.
2. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
3. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, firelanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
4. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

Table 2.1 Tornado Reporting Areas

Dunham Student Activity Center	Training room, northwest stairwell, walkway to weight room
East Building	1 st floor hallways
Fine Arts Building	1 st floor restrooms and lower level hallways
Library	Basement
Medaille Hall	Basement, Mezzanine Lounge and bathrooms between suites
Physical Plant	Tunnel and basement
Ryan	1 st floor hallway near room 105, hallway near book store
Science Building	1 st floor hallway, men's bathroom on 1 st floor and 1 st floor stairwells
St. Joseph's Hall	Hallway between lounges

2.4 Fires

All emergencies should be reported to the Public Safety Office by dialing extension:

(314-719-) **4357** (HELP) or **0**

(Fontbonne University operator, 8 a.m.
– 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

Do not attempt to extinguish a fire unless:

- You first report the fire to the Public Safety Department.
- You have been trained and know how to properly use a fire extinguisher.
- You can safely extinguish the fire with the type and size of fire extinguisher on hand.

DO NOT ATTEMPT TO PUT THE FIRE OUT IF THERE IS ANY DOUBT IN YOUR MIND AS TO WHETHER YOU CAN SAFELY DO IT.

The procedure below should be followed in case of fire:

1. Activate the building fire alarm and/or alert people verbally. All people should exit by the nearest marked exit. Do not enter any area marked by a hazardous material warning sign. Close all room doors as you exit. **DO NOT LOCK DOORS IF SMOKE OR THE SMELL OF SMOKE IS PRESENT.** If time permits, secure or take your personal purse, wallet, etc. with you.
2. Assist people with disabilities in exiting the building. Do not use the elevators. Smoke is the greatest danger in a fire. If it is necessary, stay near the floor where the air is less toxic.
3. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, firelanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
4. Dispatch one individual to a location near the emergency to meet and lead emergency responders to the site of the emergency.
5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

NOTE: If you become trapped in a room or building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency rescue crews. If a window is not present, stay near the floor where the air is less toxic. If you are in a room, place a wet towel or jacket at the base of the door. Shout at regular intervals to alert emergency crews of your location.

2.5 Earthquakes

During an earthquake, remain calm and quickly follow the steps below.

1. **IF INDOORS:** Take cover under heavy furniture, in interior doorways, or against an interior wall. Stay away from windows, glass and exterior doorways. Avoid bookcases, cabinets or other structures that may fall. Do not attempt to leave the building.
2. **IF OUTDOORS:** Move quickly to an open area away from buildings, trees, utility poles and electrical lines. Do not attempt to enter a structure or building.
3. **IF IN A VEHICLE:** Stop as quickly as safety permits away from buildings, trees, utility poles and overhead lines. Stay in the vehicle for the protection it provides.
4. After the initial shock, evaluate the situation. If the facilities are damaged or medical help is needed, contact the Public Safety Office giving them all relevant information. Protect yourself at all times and prepare for after shocks.
5. If an emergency exists which requires emergency evacuation, activate the building alarm and walk to the nearest marked exit. Alert others verbally to do the same. Do not enter any area marked by a hazardous material warning sign.
6. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
7. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, firelanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
8. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

2.6 Civil Disturbances or Demonstrations

Civil disturbances or unsanctioned campus demonstrations should be reported to the Department of Public Safety at extension (719-) 4358 (HELP) or (719-) 8024. If the Public Safety Office can not be reached, contact Student Development at extension (889-) 1411.

Activities to be reported include unsanctioned marches, meetings or gatherings, picketing, rallies, unauthorized presence in a building after closing hours, obstruction of vehicles or pedestrian traffic or any activity which interferes with operation of the University.

A detailed plan to deal with these situations is on file with members of the Office of the President and the Department of Public Safety.

2.7 Loss of Utilities

During normal working hours, utility failures should be reported to the Physical Plant Office at extension (889-) 1404 or (889-) 4564. After normal working hours, utility failures should be reported to the Public Safety Office at extension (719-) 4358 (HELP). In the event there is an electrical failure that affects Ryan Hall, the campus telephone system may be inoperable and notification should be made in person.

If an emergency exists which requires evacuation of a building, follow the guidelines in section 2.2 of this manual, Building Evacuation.

Special consideration is needed for a gas leak. If a gas leak is detected, cease all activity and begin building evacuation. Do not switch on or off lights or other electrical equipment and do not activate the building alarm system. Verbally alert people to evacuate. The operation of any electrical items may cause arcing and can trigger an explosion.

2.8 Bomb Threat

Any person receiving a bomb threat over the telephone should attempt to keep the caller on the line as long as possible by asking the caller:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What is your address?
6. What is your name?
7. Why did you place the bomb?

You should immediately report the call to the Public Safety Office at extension 4596 or by dialing 0. You should then complete the bomb threat data form (see page 10). Public Safety will supply the form to you if one is not available.

The Public Safety Office will contact the following:

- President's Office
- Vice President for Finance and Administration
- Vice President for Student Affairs
- Vice President and Dean for Academic Affairs
- Director of Public Safety
- Associate Vice President for Facilities
- Police

The University officials listed above will, in concert with the police, determine if evacuation is necessary.

While waiting for a decision regarding evacuation, the following measures will be taken:

1. The Vice President for Finance and Administration or the appointed designate will ask all individuals to make a cursory check of their immediate area for suspicious objects. Anything suspicious should be reported to the Public Safety Department. Do not touch any noted object.
2. Public Safety and Physical Plant personnel will search all building evacuation routes.
3. Public Safety and Physical Plant personnel will search all common areas.

If the evacuation is ordered for a single building on campus, the building fire alarm will be activated or you will be verbally instructed to begin the evacuation. You should:

1. Walk quickly to the nearest marked exit and alert others to do the same.

2. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities.
3. While evacuating, look for suspicious objects. Report anything suspicious to the Public Safety Office. Do not touch any suspicious object.
4. A location on campus will be chosen as an evacuation area. All individuals should report directly to the designated area.
5. Do not leave the evacuation area until you are told to do so by a University official.

If evacuation is ordered for all buildings, Fontbonne will close for the day. Unless there is immediate danger, notification will be given building by building in order to avoid traffic congestion. When notice of closing is received, all individuals will secure their personal belongings, exit the building and leave campus. Residence students will be told the location of their evacuation area when the notice to evacuate is given.

If there is a need to expedite the evacuation, the alarm in each building will be activated and/or you will be given verbal instructions to evacuate the premises. When the evacuation notice is received, you should:

1. Walk quickly to the nearest marked exit and alert others to do the same.
2. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities.
3. While evacuating, look for suspicious objects. Report anything suspicious to the Public Safety Office. Do not touch any suspicious object.
4. Individuals should leave campus directly. Public Safety officers and Physical Plant employees will direct traffic. You should obey all directions received.
5. Under certain circumstances, individuals will be directed to walk down Wydown or Big Bend when they evacuate. Everyone will be notified when it is safe to return for their vehicles.

Individuals with two-way radios should not transmit with their radios. Transmitting signals can cause certain types of bombs to explode.

BOMB THREAT INFORMATION

Questions to ask:

- 1. When is the bomb going to explode?
- 2. Where is the bomb?
- 3. What does the bomb look like?
- 4. What kind of bomb is it?
- 5. What is your address?
- 6. What is your name?
- 7. Why did you place the bomb?

EXACT WORDING OF THE THREAT:

Sex of Caller _____ Race _____ Age _____

Callers Voice:

calm rapid crying nasal deep clearing throat
 angry soft normal stutter ragged disguised
 excited loud distinct lisp accent deep breathing
 slow laughter slurred raspy familiar cracking voice

Background Sounds:

clear street noises animal noises factory machinery local
 music house noises crockery office machinery booth
 motor PA system voices long distance static

Other _____

Threat Language:

well spoken foul irrational incoherent taped message read

The Number of the Telephone That Received the Call: _____

Name _____ Date _____ Time Of Call _____

2.9 Medical Emergencies

All medical emergencies should be reported to the Public Safety Office by dialing extension:

(314-719-) **4357** (HELP) or **0**

(Fontbonne University operator, 8 a.m.
– 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

2.9.1 Emergency Medical Situations

Emergency medical situations include:

- Unconsciousness
- Convulsions
- Inability to breathe or breathing with severe difficulty
- Severe chest pain
- Severe bleeding
- Possible fractures of the spine or major bones

For these situations, you should:

1. Report the situation stating, ‘This is a medical emergency.’ Give the exact location of the victim, your name and describe the nature and severity of the medical problem. Do not hang up until you are told to do so. This procedure applies to all serious injuries and illnesses occurring on campus including those in the athletic areas, work areas, classrooms, residence halls, etc.
2. If available, send someone to a location near the emergency to meet and lead emergency responders to the scene.
3. Do not move the victim unless there is imminent threat of further injury.
4. After calling for help, administer first aid. Never provide or attempt to provide first aid beyond the scope of your training. No medication of any type may be given.
5. Ask all witnesses to remain until emergency responders arrive. Do not leave until you are told to do so.
6. Assist emergency responders on request.

If you are aware of an individual on campus that is seriously sick, injured or appears to be having an unknown problem, you should report the situation to Public Safety by dialing (719-) 4357 (HELP). A Public Safety officer will respond to evaluate the situation.

NOTE: An ambulance will be called at the request of the victim regardless of the extent of the injuries or illness.

2.9.2 Non-Emergency Medical Situations

Non-emergency medical situations include:

- Minor illnesses like colds, sore throat, flu, fever, etc.
- Minor injuries such as sprains, bruises, cuts, scratches, etc.
- Health related concerns.

If a person has a non-emergency medical problem, the individual's supervisor, faculty member, coach or sponsor has the responsibility to ensure proper attention is received. Proper attention may include referring resident students to their R.A., helping to arrange transportation to the hospital, making a telephone call for the sick/injured individual, advising individuals to seek medical treatment from their personal physician, etc.

An ambulance will be called at the request of the victim even if the illness or injury is not considered to be an emergency.

Remember that no medication of any type will be given and you will not administer first aid beyond the scope of your training.

2.10 Armed Intruders

If you observe an armed individual on campus, you should report the situation immediately to Public Safety by dialing extension:

(314-719-) **4357** (HELP) **or** **0**

(Fontbonne University operator, 8 a.m.
– 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

Public Safety will insure 911 is called and keep people away from the affected area until the police arrive.

If you are in the affected area, you should alert others in the immediate vicinity and:

Response to Intruder Shooting At Your Building

Turn out the room lights and lay on the floor. Consider crawling to a hallway away from the intruder.

Response to Armed Intruder in Your Building

Turn out the room lights, shut and lock the room door and move to a point in the room where you can not be seen from the hallway.

Response to Armed Intruder If You Are Outdoors

Run to the closest structure that will shield you from the sight of the intruder. If nothing is close, run perpendicular from the intruder until you reach safety.

Unless you are in immediate danger, all people in the affected area should remain in place until instructions are received from emergency responders.

2.11 Catastrophic Emergencies

If an emergency occurs in our community where there is widespread injury to people or damage to property and immediate assistance from the police, fire department, and ambulance service is unavailable, everyone should:

- Evacuate damaged buildings and/or areas where danger exists
- Help with the evacuation of handicap and injured people
- Note location of trapped or unconscious people
- Administer first aid
- Follow the instructions given by University officials

Individuals on campus at the time of the emergency will be asked to register at the Information Center which will be located at the Conference Room in Medaille Hall. All hazardous conditions and the location of trapped, injured or unconscious people should be reported at the time of registration. After registering, individuals should go to the Assembly Area in DSAC and wait for further instructions. If you have first aid training, you should go to the First Aid Station in DSAC. If needed, Fontbonne officials will seek volunteers from this Assembly Area to help with emergency efforts

All students and visitors wishing to leave campus may do so after informing the Information Center of their decision.

All faculty and staff members are asked to remain on campus until the situation can be evaluated. All employees not needed for the emergency response will be released. All released employees choosing to leave Fontbonne should inform the Information Center of their decision to leave prior to departing campus.

Individuals choosing to leave campus should carefully evaluate the chances of reaching their destination before beginning their journey.

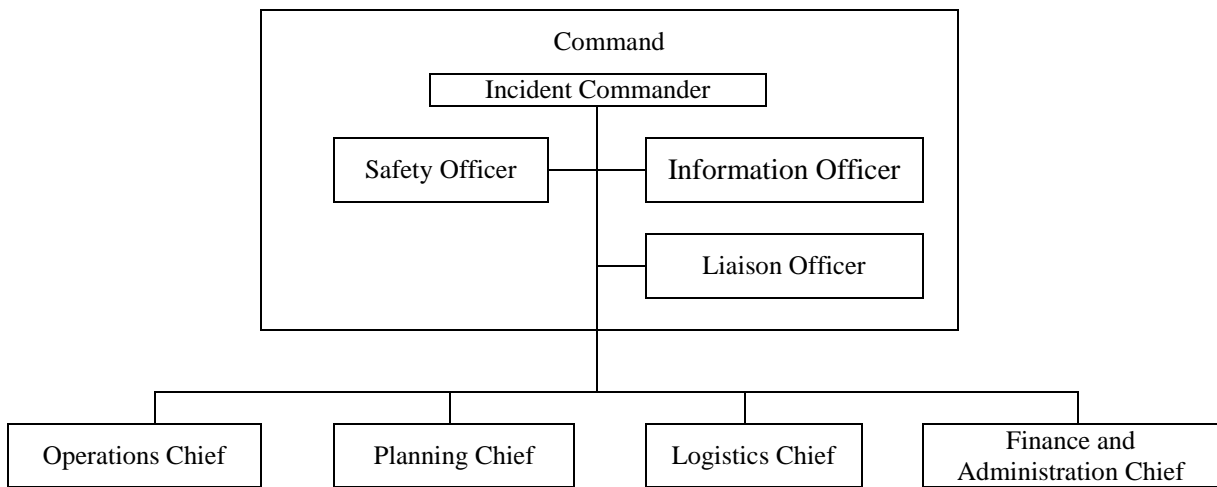
3.0 RECOVERY RESPONSIBILITIES

3.1 Introduction

Procedures in this section should be followed if an emergency occurs on campus and the situation can not be handled through routine measures.

Although the responses to emergencies are tailored to the needs of Fontbonne, the nomenclature contained in this manual conforms to the standards practiced by federal, state and local agencies that will be responding to our request for help and/or assistance. This standardized structure in response to emergencies is known as the Incident Command System (ICS). Adopting this system helps eliminate any misunderstandings between Fontbonne personnel and the outside people who will be responding to our campus.

ICS is a standardized on-scene incident management concept that divides an emergency response and related responsibilities into five manageable components: Command, Operations, Planning, Logistics, and Finance and Administration. The ICS structure is outlined below:



The general responsibilities of each section include:

The Incident Commander (IC) is responsible for all aspects of the response and assumes total responsibility for incident management. The IC will activate each of the sub-components as needed for recovering from the emergency. The IC will be designated as outlined in this section.

The Information Officer's role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations. The Director of Communications & Marketing assumes this function.

The Liaison Officer's role is to serve as the point of contact for assisting and coordinating activities between the IC and various agencies and groups. This may include police and fire department personnel, local government officials, and criminal investigating organizations arriving on the scene. The Director of Public Safety assumes this function.

The Safety Officer's role is to develop and recommend measures to the IC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe

situations. This position will be appointed by the IC based on the nature of the emergency.

The Operations Chief is responsible for all operations directly applicable to the primary mission of the response. This position will be appointed by the IC based on the nature of the emergency.

The Planning Chief is responsible for collecting, evaluating, and disseminating the tactical information related to the incident, and for preparing and documenting reports related to the incident. This position will be appointed by the IC based on the nature of the emergency.

The Logistics Chief is responsible for providing facilities, services, and materials for the incident response. This position will be appointed by the IC based on the nature of the emergency.

The Finance and Administrative Chief is responsible for all financial, administrative, and cost analysis aspects of the incident. The Vice President for Finance and Administration assumes this function.

When responding to all emergency calls, the public safety officer on duty will assess the situation and make emergency notifications for containing the emergency. This includes requesting assistance from the campus community, police, fire department, ambulance service, etc.

The public safety officer will then report the incident to the University official as indicated in this section. This University official becomes the Incident Commander (IC). The IC will assume responsibility for coordinating all activities in response to the emergency. The IC will continue to direct the response until the emergency situation has been fully resolved.

In all situations, the public safety officer on duty will contact the office of the Vice President for Finance and Administration. The vice president will, as appropriate, contact our insurance company, school attorney and required regulatory agencies. The vice president will ensure all required regulatory forms and reports are completed and timely filed.

The Vice President for Finance and Administration will also contact members of the Crisis Team. The Crisis Team will supply support to the IC. Members of the Office of the President will serve as the Crisis Team. The Crisis Team will evaluate the emergency situation and appoint, based on need, other members of the Fontbonne Community to serve on the Team during the emergency. This may include the Associate Vice President for Facilities, Director of Communications & Marketing, Director of Physical Plant, Director of Public Safety, an outside consultant, etc.

At the conclusion of the emergency, all individuals involved in the incident will complete a written report describing their role in the emergency. Individual reports will be given to the IC. The IC will complete a comprehensive report summarizing the entire emergency. The IC will submit the completed report to the Vice President for Finance and Administration.

General responsibilities of the IC include:

- Establish an Emergency Command Post for directing the emergency response
- Activating components of the ICS as needed
- Keeping the Information Officer supplied with current information
- Calling off duty personnel to assist with the emergency
- Approving reentry to evacuated buildings

- Insuring repairs or other appropriate measures are being taken
- Logging chronologically all activities in regards to the emergency
- Completing a comprehensive report documenting all aspects of the emergency
- Insuring all specific responsibilities contained in this section which are relevant to the emergency are being fulfilled
- Holding a post emergency meeting

The philosophy of the ICS calls for one Operations Chief. In certain situations it may be necessary to establish more than one Operations Chief. For example, a fire which results in injury to people and extensive damage to a building may require an Operations Chief to deal with the injuries (assuming victims may be faculty, staff and students) and a Operations Chief to handle repairs to the facility. Whenever more than one person performs the duties of the Operations Chief, their efforts will be coordinated through the IC.

3.2 Damage to Facilities

Public Safety will report all damage to campus buildings and structures to Associate Vice President for Facilities. The Associate Vice President for Facilities will assume the responsibilities of the IC. The IC will decide to whether to activate the Operations Chief or personally handle the situation.

In all cases, the Public Safety Department will contact the office of the Vice President for Finance and Administration who will make required notifications as indicated in Section 3.1.

The IC will approve buildings for reentry after an evacuation. A building that may have been damaged must be thoroughly inspected before approval is given reentry. Mechanical and elevator rooms will be inspected. The integrity of the electric, gas and water utility services will be verified. All areas containing hazardous materials will be inspected. Recovery from hazardous material spills will be coordinated with the fire department. Reporting hazardous spills to the Environmental Protection Agency (1-913-281-0991) will also be coordinated with the fire department.

Each building on campus will require a unique response to an emergency situation depending on the activities normally associated with the building, the type of damage and the extent of the damage. The IC will coordinate activities associated with the damaged building/structure until all repairs have been completed.

The following list should be used as a general guide in the event damage should occur to a building on campus:

- Analyzing the situation.
- Calling off-duty personnel as needed.
- Notifying divisions who occupy space in the affected areas. Advise them if there is a need to make arrangements for alternate housing, office space, classroom or meeting space, etc.
- Photographing the area should be considered.
- Arranging for repairs. Where appropriate, ensure the affected areas have been released for repairs by the fire department, police department and our insurance company.

- Insuring that all divisions prepare a comprehensive inventory of all lost or damaged property. The list should be filed with the office of the Vice President for Finance and Administration.
- Helping individuals secure personal possessions and items necessary to conduct business.
- Maintaining contact with the Communications & Marketing Department.
- Completing a comprehensive report concerning the incident. The report should be filed with the office of the Vice President for Finance and Administration.
- Holding a post-emergency meeting.

3.3 Minor Personal Injuries

The public safety officer responding to the emergency will complete a report concerning the incident.

Supervisors should ensure all injured faculty and staff members contact the Human Resources Office if the injured person misses work or is treated by a doctor as a result of the injury.

Minor athletic injuries will be reported to the coach, group leader or sponsor to the Athletic Director. The Athletic Director will maintain a file indicating the name of the injured person and the date, time and circumstances surrounding each reported injury.

A copy of reports concerning minor injuries will be forwarded to the President for Finance and Administration and to Human Resources if an employee is involved.

3.4 Serious Injuries or Illnesses

The Public Safety Department will report serious injuries as indicated below:

Victim	Incident Commander: The office of
Student	VP for Student Affairs.
Staff	Individual's divisional VP
Faculty	VP and Dean for Academic Affairs
Visitor, vender or outside group	VP for Finance and Administration

In all cases, the Public Safety Department will contact the office of the Vice President for Finance and Administration.

The IC should gather all relevant information currently available and assess the severity of the accident/illness. Depending on the severity of the injury/illness, the IC will contact the individual's family if the victim is a member of the faculty, staff or student body. If the victim is an international student, notification should be coordinated with the Director of International Affairs.

If a member of an outside group or vender sustains a serious injury or becomes seriously ill on campus, the IC will insure the sponsor of the outside group or the individual's employer is made fully aware of the situation. Fontbonne University is not responsible for contacting the family of a victim if the individual is a member of an outside group, a vender or a visitor on campus. In these cases, the group's sponsor, the individual's employer, the police or the hospital will notify next of kin.

When appropriate, the IC will ensure Communications & Marketing prepares and releases a statement to the Fontbonne community.

The IC is responsible for preparing a comprehensive report concerning the incident. The report will be filed with the office of the Vice President for Finance and Administration. If an employee is involved, the office of the Vice President for Finance and Administration will inform the Human Resource Department of the incident.

Responsibilities of the IC in regards to a serious illness or injury include:

- Assessing the situation and seriousness of the incident
- Keeping Communications & Marketing supplied with current information
- Making family notifications as indicated in this section
- Insuring all specific responsibilities contained in this section which are relevant to the emergency are being fulfilled
- Considering the release of a statement to the Fontbonne community or the affected individuals
- Monitoring the condition of the victim
- Holding a post emergency meeting when appropriate
- Completing a comprehensive report

3.5 Pandemics

Fontbonne has special instructions to follow in the event of a pandemic event. If Fontbonne is informed that an illness has been diagnosed as a type of infectious disease that has impacted or may impact our campus, the Incident Command System will be activated in accordance with those instructions. A notice to the Fontbonne community will be made at that time.

3.6 Fatalities

Public Safety will report all fatalities occurring on campus as indicted below:

Victim	Incident Commander: The office of
Student	VP for Student Affairs
Staff	Individual's divisional VP
Faculty	VP and Dean for Academic Affairs
Visitor, vender or outside group	VP for Finance and Administration

In all cases, the Public Safety Department will contact the office of the Vice President for Finance and Administration and the Communications & Marketing Department.

The IC will verify the identity of the victim and gather all information concerning the incident that is currently available. This includes the nature of the death, location of the body and the law enforcement agency involved with the incident.

If the victim is a member of the faculty, staff or student body:

The IC will make contact with the victim's next of kin in person and supply all relevant information concerning the death. Whenever the victim is taken to the hospital, consideration should be given to contacting the family concerning the "illness or accident"

and having the family meet you at the hospital. This would permit medical assistance if it should be needed by the family.

In the event the next of kin is located out of town where personal contact can not be made by the IC, enlist the aid of the local police department to make personal notification. This request may need to be coordinated through the Clayton Police Department. The IC should then contact the family with a personal telephone call.

If the victim is a member of the international program, contacting the next of kin should be coordinated with the Director of International Affairs.

Only as a last result should the initial notification of a fatality be done over the telephone.

In some serious crimes, the police will make notification to the family. In all situations, the police should be consulted before an attempt is made to notify the next of kin.

Fontbonne University is not responsible for contacting family members if the victim is a member of an outside group, a venter or a visitor on campus. In these cases, notifying next of kin will be made by the group’s sponsor, the individual’s employer, the police or the hospital.

Responsibilities of the IC in regards to a fatality include:

- Confirming the identity of the victim
- Gathering all available information regarding the incident
- Notifying next of kin
- Maintaining contact with the Crisis Team and other divisions as appropriate
- Insuring statement is prepared and released to appropriate Fontbonne community members
- Insuring that counseling or other emotional support is available if needed.
- Sending flowers to funeral.
- Insuring a Fontbonne representative attends the funeral.
- Completing comprehensive report.

3.7 Police Emergencies

Certain situations (deaths, kidnappings, taking hostages, barricaded subjects, riots, shootings, etc.) require police intervention for resolution. Once the police arrive on campus, the Fontbonne community will operate under the direction of the police in regards to the incident. The Director of Public Safety will serve as the Liaison Officer and maintain contact with the police until the situation is contained. The Liaison Officer will arrange for all rooms, telephones, etc. that the police may request. When the situation is contained and authorization is received from the police, the IC will assume control of the response until the situation is fully resolved. The IC responsible for a police emergency is indicated below:

Victim	Incident Commander: The office of
Student	VP for Student Affairs
Staff	Individual’s divisional VP
Faculty	VP and Dean for Academic Affairs
Visitor, venter or outside group	VP for Finance and Administration

The IC will refer to the applicable section of this manual to address the necessary response for the current situation.

3.8 Catastrophic Emergencies

If a catastrophic emergency occurs, the Vice President for Finance and Administration will assume the duties of the IC. If this individual is unavailable, the Public Safety officer on duty will assume the duties of the IC. The first member from the Office of the President to report to the Emergency Command Post will assume the duties of the IC.

The IC will establish and staff the following stations:

- ❖ Emergency Command Post: Physical Plant Office
- ❖ First Aid Station: Weight Room in Dunham Student Activity Center (DSAC)
- ❖ Information Center: the Medaille Conference Room
- ❖ Assembly Area: DSAC Arena

In the event that any of the areas above received damage and can not be used, a sign will be placed at these locations indicating where the emergency stations have been moved.

EMERGENCY COMMAND POST

The Emergency Command Post will be established in the Physical Plant Office by the Public Safety officer on duty if it has not been established by the IC. This post will be the central point for receiving damage reports and emergency assistance requests. The Emergency Command Post will communicate information to the individuals on campus that are responding to the emergency. This post will also monitor emergency radio stations and keep the Information Center updated with current information concerning the disaster. Reporting the campus situation to the public authorities will be the responsibility of the Command Post.

FIRST AID STATION

The weight room in DSAC will be designated as the First Aid Station. All individuals on campus with first aid training should register at the Information Center and then proceed to the First Aid Station. If it is necessary, a second first aid station will be established in the Training Room in DSAC.

INFORMATION CENTER

The Information Center will be established in the Medaille Conference Room.

The responsibilities of the Information Center include:

- Registering people who are on campus and compiling a list of people that may be missing.
- Maintaining a list of injured people.
- Keeping people on campus updated with current information concerning the emergency.
- Obtaining volunteers to assist with the emergency.
- Referring people to the proper assembly areas on campus.

ASSEMBLY AREA

The Assembly Area will be located in the DSAC arena. This area will be the main gathering area for individuals on campus. Necessary supplies will be dispensed from DSAC. Regular announcements concerning the disaster will be made at this location.

4.0 PRECAUTIONARY MEASURES

4.1 General Information

Activities to increase the effectiveness in the response to emergencies and the preventative measures to help eliminate hazardous conditions are deemed as important as the actual response to an emergency. For this reason, these activities have been included in this Emergency Response Manual.

To help maintain a safe working and living environment, Fontbonne University will take steps to insure all applicable codes pertaining to life and safety are followed. The Clayton Fire Department conducts regular inspections of our campus and our campus is inspected on an annual basis by our insurance company.

In addition to the above inspections, Fontbonne University performs its own campus inspections for hazardous conditions and tests all safety equipment and systems on a regular basis.

4.2 Reviewing Emergency Procedures

It is vitally important to know your emergency responsibilities and to be able to properly respond to an emergency. Meeting this requirement will require training. Preparing to protect the lives of those in our community during an emergency is a priority at Fontbonne.

Preparing Students for Emergency Response

Faculty members will review the emergency procedures with their students on the first day of class each term. All information contained in the EMERGENCY PROCEDURE REFERENCE GUIDE of this manual (Addendum A) should be reviewed. Faculty members should also have contingency plans in place to assist any disabled individual in their class that may need help when responding to an emergency. If help is needed in constructing a plan to meet a specific need, the Public Safety Office should be contacted at extension 8024.

All resident students will receive emergency response training during orientation for their first term on campus each school year. All applicable emergency information discussed in this manual should be reviewed. Fire drills will be conducted at the start of each term in the residence halls and a tornado drill conducted in March in conjunction with the statewide tornado drill. The Director of Residential Life has responsibility of conducting these drills. Dates of the drills should be documented and kept on file. All information contained in the EMERGENCY PROCEDURE REFERENCE GUIDE of this manual (Addendum A) should be discussed prior to conducting a drill. The Director of Residential Life should also have contingency plans in place to assist any disabled resident student in responding to an emergency. If help is needed in constructing a plan to meet a specific need, the Public Safety Office should be contacted at extension 8024.

Preparing Employees for Emergency Response

Each August, supervisors will review the emergency information contained in the EMERGENCY PROCEDURE REFERENCE GUIDE of this manual (Addendum A) with their employees. Supervisors should be confident that their employees know how to properly respond to all types of emergencies. Supervisors should also have contingency plans in place to assist any disabled individual in their department that may need assistance when responding to an emergency. If a supervisor needs help in constructing a plan to meet a specific need, the Public Safety Office should be contacted at extension 8024.

New employees of Fontbonne should receive emergency response training as part of their orientation training. All topics discussed in this manual should be review with the new employee. It is the responsibility of the individual's supervisor to provide this training. A copy of the EMERGENCY PROCEDURE REFERENCE GUIDE (Addendum A) may be used to assist in providing this training.

4.3 Safety Tours

Each year, members of the Physical Plant and Public Safety Departments will conduct a formal inspection in all buildings on campus for the purpose of identifying hazardous or unsafe conditions. A written notation will be made describing each safety violation observed. A work order will then be completed for each violation noted. Fontbonne has established a goal to correct all safety hazards within 30 days from the date of the report.

4.4 Inspection of Safety Hardware

Fire Extinguishers

Each fire extinguisher on campus will be inspected monthly. The tamper seal will be inspected, the pressure gauge will be noted and a visual inspection for leaks will be made. The Physical Plant Department will have responsibility for this function.

Fire extinguishers will be inspected annually by a contract company to ensure all extinguishers meet local and state fire codes. The Physical Plant Department will have responsibility of completing this function.

Emergency Lights

Emergency lights will be inspected in all buildings monthly to ensure lights are operational. The Public Safety Department will perform this inspection.

Exit Lights

Exit lights in all buildings will be checked daily. The Public Safety Department has responsibility to perform this inspection. During the academic school year, the Residence Life staff has this responsibility in each resident hall.

Exterior Lights

The Public Safety Department will inspect all exterior lighting each evening.

Fire Doors

Each fire door on campus will be checked quarterly to ensure doors close and latch automatically after use. The Public Safety Department has the responsibility to perform this function.

Locking Hardware

Locking hardware on all exterior entrance doors of each campus buildings will be inspected on a daily basis. The Public Safety Department has the responsibility to perform this function.

Fire Alarm Systems

Fire alarm systems will be tested annually in each building. The Physical Plant Department in concert with the Clayton Fire Department will complete this inspection.

Addendum A

Summary of Emergency Procedures

The following outline is a summary of general emergency procedures discussed throughout Section 2. It may be reproduced and used as an aid when training people to respond properly to a campus emergency.

EMERGENCY PROCEDURE REFERENCE GUIDE

Reporting an Emergency

All emergencies should be reported to the Public Safety Office by dialing extension:

(314- 719-) **4357** (HELP) **or** **0**
(Fontbonne University operator, 8 a.m.
– 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: 911 (9-911)

When you call to report an emergency, stay calm and speak slowly. Give the following information:

- State, “This is an emergency call.”
- Describe the exact location.
- Carefully explain the problem.
- Identify yourself and your phone number.
- **DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO.**
- You may be asked to stay by the phone or be given other instructions.

If anyone is available, dispatch one individual to a location near the emergency to meet and escort responding personnel to the site of the emergency. Ask witnesses to remain at the emergency site and help keep non-participants away. Emergency personnel will take control of the situation when they arrive. Neither you nor the witnesses should leave until you have been told that you are no longer needed.

Building Evacuation

The guidelines below should be followed when evacuating any building:

1. All building evacuations will occur when an alarm sounds and/or upon verbal instructions. Building fire alarms are activated by following the directions listed on the pull stations. If a building alarm system is inoperable, individuals will need to be verbally alerted. In the event of a gas leak, do not activate the building alarm system. Alert people verbally to evacuate the building.
2. Leave by the nearest marked exit and alert others to do the same. Do not enter any area marked by a hazardous material warning sign. If time permits, secure or take your personal purse, wallet, etc. with you.
3. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.

5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.
6. During periods of inclement weather, you will be directed to go to another building.

Tornadoes

Individuals on Fontbonne University property will move to emergency tornado reporting areas when the S. Louis County tornado sirens sound. The procedures below should be followed:

1. You should move to the tornado emergency reporting area for your building. Sit with your head against the wall with your head down if the storm strikes. Faculty members should account for their students by taking a head count.
2. As you leave your office or room, close all windows and doors.
3. All people should remain in the emergency reporting areas until the all clear message is announced on extension **8091** or until a Fontbonne official has given the all clear.
4. All damage and injuries resulting from the storm should be reported to the Department of Public Safety by dialing extension 4596 or 0. Public Safety will call for emergency assistance and make the proper notifications.
5. If damage from the storm creates an emergency that requires evacuation of the building, activate the building alarm and walk to the nearest marked exit. Alert others to do the same. Do not enter any area marked by a hazardous material warning sign.
6. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
7. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
8. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

Fires

Report all fires to the Public Safety Office by dialing extension:

(314-719-) **4357** (HELP) **or** **0**

(Fontbonne University operator, 8 a.m.
– 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: 911 (9-911)

The procedure below should be followed in case of fire:

1. Activate the building fire alarm and/or alert people verbally. All people should exit by the nearest marked exit. Close all room doors as you exit. **DO NOT LOCK DOORS IF SMOKE OR THE SMELL OF SMOKE IS PRESENT.** If time permits, secure or take your personal purse, wallet, etc. with you. Do not enter any area marked by a hazardous material warning sign.
2. Assist people with disabilities in exiting the building. Do not use the elevators. Smoke is the greatest danger in a fire. Stay near the floor where the air is less toxic.
3. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
4. Dispatch one individual to a location near the emergency to meet and lead emergency responders to the site of the emergency.
5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

If you become trapped in a room or building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency rescue crews. If a window is not present, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location.

Earthquakes

During an earthquake, remain calm and quickly follow the steps below.

1. **IF INDOORS:** Take cover under heavy furniture, in interior doorways, or against an interior wall. Stay away from windows, glass and exterior doorways. Avoid bookcases, cabinets or other structures that may fall.
2. **IF OUTDOORS:** Move quickly to an open area away from buildings, trees, utility poles and electrical lines. Do not attempt to enter a structure or building.
3. **IF IN A VEHICLE:** Stop as quickly as safety permits away from buildings, trees, utility poles and overhead lines. Stay in the vehicle for the protection it provides.
4. After the initial shock, evaluate the situation. If the facilities are damaged or medical help is needed, contact the Public Safety Office giving them all relevant information. Protect yourself at all times and prepare for after shocks.
5. If an emergency exists which requires emergency evacuation, activate the building alarm and walk to the nearest marked exit. Alert others verbally to do the same. Do not enter any area marked by a hazardous material warning sign.
6. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
7. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
8. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

Medical Emergencies

All medical emergencies should be reported to the Public Safety Office by dialing extension:

(314-719-) **4357** (HELP) **or**

0

(Fontbonne University operator, 8 a.m.
– 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: 911 (9-911)

An emergency medical situation is defined for the purpose of these procedures as being a life threatening condition including but not limited to:

- Unconsciousness
- Convulsions
- Inability to breathe or breathing with severe difficulty
- Severe chest pain
- Severe bleeding
- Possible fractures of the spine or major bones

For these situations, you should:

1. Report the situation stating, “This is a medical emergency.” Give the exact location of the victim, your name and describe the nature and severity of the medical problem. Do not hang up until you are told to do so. This procedure applies to all serious injuries and illnesses occurring on campus including those in the athletic areas, work areas, classrooms, residence halls, etc.
2. If available, send someone to a location near the emergency to meet and lead emergency responders to the scene.
3. Do not move the victim unless there is imminent threat of further injury.
4. Administer first aid. Never provide or attempt to provide first aid beyond the scope of your training. No medication of any type may be given.
5. Ask all witnesses to remain until emergency responders arrive. Do not leave until you are told to do so.
6. Assist emergency responders on request.

NOTE: An ambulance will be called at the request of the victim regardless of the extent of the injuries or illness.

Armed Intruders

If you observe an armed individual on campus, you should report the situation immediately to Public Safety. All emergencies should be reported to the Public Safety Office by dialing extension:

(314-719-) **4357** (HELP) or **0**
(Fontbonne University operator, 8 a.m. – 4:30 p.m., Monday through Friday).

Should you need the police, fire department or an ambulance and no one listed above can be reached,

Dial: 911 (9-911)

Public Safety will insure 911 is called and keep people away from the affected area until the police arrive.

If you are in the affected area, you should alert others in the immediate vicinity and:

Response to Intruder Shooting At Your Building

Turn out the room lights and lay on the floor. Consider crawling to a hallway away from the intruder.

Response to Armed Intruder in Your Building

Turn out the room lights, shut and lock the room door and move to a point in the room where you can not be seen from the hallway.

Response to Armed Intruder If You Are Outdoors

Run to the closest structure that will shield you from the sight of the intruder. If nothing is close, run perpendicular from the intruder until you reach safety.

Unless you are in immediate danger, all people in the affected area should remain in place until instructions are received from emergency responders.

Catastrophic Emergencies

If an emergency occurs in our community where there is widespread injury to people or damage to property and immediate assistance from the police, fire department, and ambulance service is unavailable, everyone should:

- Evacuate damaged buildings and/or areas where danger exists
- Help with the evacuation of handicap and injured people
- Note location of trapped or unconscious people
- Administer first aid
- Follow the instructions given by University officials

Individuals on campus at the time of the emergency will be asked to register at the Information Center which will be located at the Conference Room in Medaille Hall. All hazardous conditions and the location of trapped, injured or unconscious people should be reported at the time of registration. After registering, individuals should go to the Assembly Area in DSAC

and wait for further instructions. If you have first aid training, you should go to the First Aid Station in DSAC. If needed, Fontbonne officials will seek volunteers from this Assembly Area to help with emergency efforts

All students and visitors wishing to leave campus may do so after informing the Information Center of their decision.

All faculty and staff members are asked to remain on campus until the situation can be evaluated. All employees not needed for the emergency response will be released. All released employees choosing to leave Fontbonne should inform the Information Center of their decision to leave prior to departing campus.

Individuals choosing to leave campus should carefully evaluate the chances of reaching their destination before beginning their journey.