

# VITERBO UNIVERSITY

## EMERGENCY RESPONSE PLAN

O Lord, be between us and harm and protect us from the harm of the world. (*Irish Blessing*)

### I. EMERGENCY CONTACTS

In the event of any emergency, it is important to call immediately.

A call to any of these numbers will activate response from the appropriate emergency response operation(s).

Police Department	→ 911
Fire Department	→ 911
Campus Safety	→ 3911 from a Viterbo University campus phone
	→ 608-796-3911 (or 608-780-1582 in the event of a power outage)

### II. EMERGENCY OR DISASTER SITUATIONS IN ALPHABETICAL ORDER

#### ACTIVE / ARMED SHOOTER

**If you witness an armed individual shooting at people on campus or hear gunshots:**

1. Immediately contact 911. Provide the police dispatcher with as much information as you can. Do not hang up unless told to do so.
2. Notify Campus Safety if able to do so. Call 3911 if calling from a Viterbo University campus phone. Call 608-796-3911(or 608-780-1582 in the event of a power outage).
3. Police officers will likely be the first responders on the scene. As they move into an area or facility, rescue efforts will be delayed until the shooter is located and stopped.
4. To assist police, please stay calm and patient during this time. If you know, provide the police with a location and/or description of the suspect.
5. If you encounter police, keep your hands empty and in plain view at all times. Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say.
6. If you are evacuating, carry nothing that could be mistaken for a weapon.
7. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured, and remove everyone safely from the area or building.

**If the shooter is outside the building:**

1. Proceed to a room that can be locked. Turn off all the lights. Close and lock all windows and doors.
2. Get all occupants on the floor and out of the line of gunfire. Also, ensure that no one is visible from outside the room.
3. One person in the room should call 911, advise the dispatcher of the situation including location.
4. Unfamiliar voices may be the shooter attempting to lure the victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
5. Remain in place until law enforcement, emergency management and/or university officials give an all-clear notification.

**If the shooter is inside the building:**

1. Lock the room if possible.

2. If your room cannot be locked, determine if there is a nearby location that can be reached safely and locked, or if you can safely leave the building.
3. Lie on the floor or under a desk and remain silent.
4. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc., in the room. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers on the outside. If you receive no instructions, proceed to your evacuation assembly point.
5. Contact 911. Report your name and location.
6. Remain calm, keep your hands up above your head and follow instructions. If an officer points a firearm at you, please try to remain calm. Make no movement that may cause the officer to mistake your actions for a threat.
7. If you witness anything, tell the responding officers as much about what you know about the situation.
8. Wait for the police to come find you.

**If the shooter(s) enters your class or office:**

1. Dial 911, if possible, and alert police to the shooter's location. If you can't speak, leave the phone open so the police can listen to what's taking place.
2. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overcome the shooter with force is a very last resort that should only be initiated after all other options have been exhausted.
3. If the shooter leaves your area and you are able to escape, proceed immediately to a safer place. Do not touch anything that is in the vicinity of the shooter.

**If you must move to another location:**

1. If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.
2. Move quickly, keep your hands visible, and follow the instructions of any officers you may encounter. Do not attempt to carry anything while fleeing.
3. Leave the wounded victims where they are and notify authorities of their location. Do not attempt to remove any injured persons.

**Assisting Police Officers**—Police officers responding to an active shooter are trained to advance immediately to the area in which the shots were last heard. The first responding officers will normally be in teams. They may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. They may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.

1. Remain calm, do as the officers tell you; and do not be afraid of them.
2. Put down any bags or packages and keep your hands visible at all times.
3. If you know where the shooter is, tell the officers.
4. The first officers will not stop to help people. Rescue teams with medical personnel will follow later.
5. Until you are released, remain at whatever assembly point authorities designate. Be aware that police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.

**Lockdown Procedures**—A lockdown is a temporary sheltering technique that converts any campus, building or room in to a large safe area to limit exposure to an active shooter or other highly dangerous, ongoing incident. Lockdowns typically last for any amount of time between 30 minutes and several hours. When alerted, occupants of a building or room will lock all doors and windows not allowing entry or exit to anyone until an all clear notification has been issued by law enforcement, emergency management and/or university officials. A lock-down will be announced via phone system, emergency notification system, email, or Web site or other communication device.

Once the notice to lockdown is issued:

1. Direct all students, staff, and visitors into rooms or enclosed buildings, ensure all persons are inside.
2. Follow instructions; remain calm.
3. Do not remain in open areas such as hallways or corridors. Go to the nearest classroom, lecture hall or auditorium.
4. Account for everyone in the room or office.

5. Close and lock all doors and windows- interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
6. Turn off all lights.
7. Move all persons away from windows and doors.
8. Occupants should be seated below window level.
9. Remain silent. Turn off all radios or other devices that emit sound. Silence cell phones.
10. If gunshots are heard get on the floor and utilize heavy objects, such as tables, filing cabinets, etc., to hide under or behind.
11. If outdoors seek nearby shelter (from large trees, walls, mail boxes, etc.) and wait for additional instructions from appropriate law enforcement or campus authorities.
12. Do not allow anyone outside of classrooms until all clear notification is given by law enforcement, emergency management and/or university officials.

## **ALCOHOL OR DRUG OVERDOSE**

1. If you are concerned about a person's safety, call 911.
2. Check the person's breathing. If it is slow or irregular, or their skin is cold, call 911 for medical attention.
3. If someone has passed out from drinking, try to wake the person. If you cannot wake them, call 911 for medical attention.
4. Turn the person on his or her side.
5. Don't leave the person alone.
6. Never put an intoxicated person to bed to sleep it off.

## **BIOLOGICAL OR CHEMICAL ACCIDENT / HAZARDOUS MATERIAL**

### **Incident Occurs in a Campus Building**

1. Call 911. If the type and/or location of hazardous material are known, report that information to 911.
2. Notify Campus Safety. Call 3911 if calling from a Viterbo University campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
3. Seal off area of leak/spill. Close doors. (For gas odor/leak, DO NOT pull fire alarm or turn on/off any electrical switch.)
4. Evacuate to an upwind location. Take note of and report anyone missing.
5. Fire officer in charge will determine additional shelter-in-place or evacuation actions.
6. Shut off heating, cooling and ventilation systems in contaminated area.
7. Resume normal operations when law enforcement, emergency management and/or university officials approve.

### **Incident Occurs Outside of Viterbo Buildings or in the Surrounding Community**

1. Fire or law enforcement will notify university officials.
2. Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
3. Fire officer in charge of scene will instruct university officials on the need for sheltering or evacuation.
4. Evacuate to an upwind location, take note of and report anyone missing.
5. If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
6. Resume normal operations when law enforcement, emergency management and/or university officials approve.

## **BOMB THREAT**

### **Procedures upon Receiving a Bomb Threat**

1. If bomb threat is received by phone, complete the *Checklist for Telephone Threats* (shown in procedures for telephone annoyance, telephone stalking or telephone threats.)
2. Preserve evidence.
3. Place note in plastic bag, if available.
4. Notify Campus Safety or university official.
5. Photograph words written on walls.
6. Notify law enforcement.
7. Law enforcement, emergency management and/or university officials may order evacuation of a room, building or the entire campus.

### **Scanning Process Considerations**

1. Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property—inside or outside.
2. Any suspicious devices, packages, etc., should be pointed out to law enforcement, emergency management and/or university officials. Do not touch.
3. Once a device is located, Emergency Responders take responsibility for it.

### **Evacuation considerations:**

1. If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device.
2. While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
3. When evacuating, leave everything as is. Leave room doors unlocked.

## **CHEMICAL OR BIOLOGICAL TERROR THREAT**

A terror attack will likely come without warning. The threat of terror does not mean changing your life; just be prepared. It is recommended that each person on campus have an emergency readiness kit with a three-day supply of food and water, clothing, toilet paper, a battery radio, a first aid kit and a blanket. Plastic sheeting and duct tape is also recommended.

Before a terrorist incident:

1. Be alert and aware of your surroundings. Report anything suspicious.
2. Know the emergency exits in your place of residence and employment.
3. Keep emergency response kits in your residence, vehicle, and place of employment.
4. Do not open mail that looks suspicious (i.e., excessive postage, unknown origin, overseas return address).

During a terrorist incident:

1. Never rush into a suspected terrorist event. You may not know what substance has been released. Do not become a victim.
2. Decrease your time; increase distance and shielding from the suspected incident.
3. If you are exposed to a substance, do not flee the scene, you may expose others.
4. If an emergency responder (police/fire/ambulance) directs you to do something, do it immediately.

After a terrorist incident:

1. If you are a victim of a terrorist incident, expect to undergo decontamination on scene. This may involve the fire department using water to wash you down.
2. Do not try to enter the scene from a safe location to help affected persons. You may become a victim yourself.
3. Report suspicious activity to law enforcement

## **CIVIL UNREST / DEMONSTRATION**

1. Notify Campus Safety at 3911 if calling from a Viterbo University campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
2. Monitor situation. Notify law enforcement if necessary.
3. Ensure safety of students and staff, particularly safe entry into and exit from the building.
4. Document all activities.

## **EMOTIONAL OR PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to themselves or others, or is delusional and out of touch with reality. The crisis may be manifested as paranoia, disruptive behavior, hallucinations, complete withdrawal, uncontrolled behavior (anger, yelling) and self-injury.

1. When an individual is experiencing a severe psychological crisis, contact Campus Safety at 3911 or 608-780-1582.
2. Campus Safety can ensure physical safety and arrange for transportation to the nearest hospital emergency room.
3. Do not attempt to handle the potentially dangerous situation alone.
4. All suicide attempts should be reported immediately to 911 or Campus Safety at 3911.

## **FIRE OR EXPLOSION**

### **In the Event of a Fire/Smoke from a Fire:**

1. Pull fire alarm and call 911. Exit building quickly. Do not use elevators.
2. Call Campus Safety at 3911 or 608-796-3911 (or 608-780-1582 in the event of a power outage).
3. Evacuate students and staff to designated areas. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Campus buildings and designated assembly areas are listed here.
  - a. Brophy Nursing Center → Parking Lot B on 10<sup>th</sup> Street
  - b. Fine Arts Center → Parking Lot A on Jackson Street
  - c. Mathy Center → Physical Plant Parking Lot on Winnebago Street;
  - d. Murphy Center → FSPA Sidewalk on Franciscan Way
  - e. Outdoor Athletics Complex → Return to Campus or go to adjacent property on south end of complex.
  - f. Physical Plant Building → Physical Plant Parking Lot K on Winnebago Street
  - g. Reinhart Center → Parking Lot I on Jackson Street
  - h. Residence Halls and Apartments including 712 8<sup>th</sup> Street Apartment → Parking Lot E on 8<sup>th</sup> Street
  - i. San Damiano Chapel → FSPA Parking Lot on Franciscan Way
  - j. Student Development Center → FSPA Parking Lot on Franciscan Way
  - k. Student Union/ Dining Hall → Parking Lot E on 8<sup>th</sup> Street
  - l. Theme House Residents → Parking Lot I on Jackson Street
  - m. Treacy House → Parking Lot D on Market Street
  - n. Varsity Athletics Center → Physical Plant Parking Lot K on Winnebago Street
4. Be aware of arrival of emergency responders.
5. Take note of and report anyone missing.
6. Report missing persons to Campus Safety immediately.
7. Do not reenter buildings until they are declared safe by law enforcement, emergency management and/or university officials.

## **HOSTAGE**

### **Witness to a Hostage Situation**

1. Call 911. Give dispatcher details of situation.
2. Call Campus Safety at 3911 if calling from a Viterbo campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
3. Police will take control of hostage scene.
4. Document all activities.

### **If Taken Hostage**

1. Cooperate with hostage-taker to the fullest extent possible.
2. Try not to panic.
3. Treat the hostage-taker as normally as possible. Be respectful.
4. Ask permission to speak; do not argue or make suggestions.

## **INCLEMENT WEATHER**

Viterbo University's inclement weather plan is invoked only in the most serious times when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns. If the University closes, opens late or closes early, the information will be posted on the Viterbo University Web site and announced on local radio and television.

To check on individual class cancellations, go to the Viterbo Web site and search "Class Cancellations." If you are unable to access the Web, call 608-796-3080 for information regarding cancellations.

## **INFECTIOUS DISEASE**

1. In the event of an infectious disease outbreak, university officials will monitor progress and work with local, state and national authorities to determine the best course of action regarding institutional operations.
2. Information related to any widespread infectious disease outbreak will be available on Viterbo's Web site and Viterbo Health Services Web site (<http://www.viterbo.edu/HealthServices.aspx>).
3. In addition, the Center for Disease Control (CDC) Web site has extensive information on health threats (<http://www.cdc.gov>).
4. If you have specific questions about your personal health, please contact your medical provider or Health Services.

## **MEDICAL EMERGENCY**

### **Serious Injury or Illness**

1. Call 911.
2. Then, call Health Services at 608-796-3806 and/or Campus Safety at 3911 if calling from a Viterbo campus phone. Call Campus Safety at 608-796-3911 (or 608-780-1582 in the event of a power outage).
3. Send someone outside to direct Emergency Medical Services to site.
4. Give full attention to the victim(s).
5. Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
6. If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
7. Check for vital signs. Initiate first aid, if you are trained.
8. Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
9. Applying pressure on wound or elevating wound may help stop or slow bleeding.
10. Protect yourself from body fluids. Use gloves if available.
11. Comfort the victim(s) and offer reassurance that medical attention is on the way. After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

## **MISSING STUDENT**

1. Report missing students to Campus Safety at 3911 if calling from a Viterbo campus phone. Call Campus Safety at 608-796-3911 (or 608-780-1582 in the event of a power outage).
2. Viterbo University reserves the right to actively investigate any report of a missing student who is enrolled at the university with no waiting period before an investigation.

## **PHYSICAL ASSAULT / FIGHT / THREAT**

1. Call 911 or call Campus Safety at 3911 if calling from a Viterbo campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
2. Isolate individuals and disperse onlookers.
3. If victim requires medical attention, follow *Medical Emergency* procedures.
4. Do not leave the victim alone.
5. When participants are separated, discourage any further visual or verbal contact.
6. Document all activities.

## **POWER OUTAGE**

1. Call Campus Safety at 608-796-3911.
2. Report outage to Physical Plant at 608-796-3920.
3. Remain calm.
4. Provide assistance to others in your immediate area who may be unfamiliar with the space.
5. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
6. If you are in an elevator, stay calm. Use the emergency button or call Campus Safety at 608-780-1582.
7. If instructed to evacuate, proceed cautiously to the nearest clear exit.
8. Planning for such situations includes having a flashlight available. Initiate power outage protocols for critical operations such as fume hoods.

## **SEXUAL ASSAULT**

1. Get medical care immediately. Most medical centers and hospital emergency rooms have professionals who have been trained to assist victims of sexual assault.
2. Obtain emotional support.
3. Contact professionals in these Viterbo University offices to explore alternatives for reporting a sexual assault on campus and/or with law enforcement authorities.
  - a. Campus Safety, 7 Student Development Center, 608-796-3911 or 608-796-3913.
  - b. Counseling Services, 4 Student Development Center, 608-796-3808.
  - c. Health Services, 3 Student Development Center, 608-796-3806.
  - d. Vice President for Student Development, 2 Student Development Center, 608-796-3801.

## **SEXUAL HARASSMENT**

See policy in *Student Handbook and Planner* or on Viterbo Human Resources Web site under Personnel Policies.

## **STALKING**

Stalking is a crime under Wisconsin state law. Legal options available to victims of stalking include reporting to the local police, seeking a remedy through civil proceedings, and/or utilizing the campus judicial process. If you believe you are being stalked, or if you have some questions about behavior that is frightening even if it has only happened once, follow these steps for assistance:

1. Call Campus Safety at 608-796-3911 (or 608-780-1582 in the event of a power outage).
2. File a police report.
3. If you know the identity of the stalker, inquire about the possibility of obtaining a restraining order.
4. Keep a journal of everything that occurs including dates, places and times of events.
5. Tell your friends, roommates, and employer about the stalking.
6. If you live on campus, inform your Residence Life Community Coordinator about the behavior.
7. If you are receiving annoying or threatening phone calls, keep a record of the time, date and message you receive.

## **SUICIDE**

1. Call 911 or call Campus Safety at 3911 if calling from a Viterbo campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
2. Consider any student reference to suicide as serious.
3. Do not leave the individual alone. Stay with the individual until help arrives.
4. Try to calm the individual.
5. Isolate the individual or the area, if possible.
6. Initiate first aid if necessary.

## **SUSPICIOUS INDIVIDUAL**

1. Call Campus Safety at 3911 if calling from a Viterbo campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
2. Note the individual's features, clothing, vehicle, where he/she is located in the building, whether he/she is carrying a weapon or package, etc. Give Campus Safety a full description of the individual.

## **SUSPICIOUS MAIL OR PACKAGE**

Call 911 if you suspect that a package contains a bomb or toxic matter.

### **When Sorting Mail or Receiving Delivered Packages**

1. Look for characteristics that make you suspicious of the content
  - a. Excessive postage, excessive weight
  - b. Misspellings of common words
  - c. Oily stains, discolorations, odor
  - d. No return address or showing a city or state in the postmark that does not match the return address
  - e. Package not anticipated by someone in the school or not sent by a known school vendor
2. Don't open package if it looks suspicious.
3. Call 911. If the type and/or location of hazardous material is known, report that information to 911.
4. Notify Campus Safety. Call 3911 if calling from a Viterbo University campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
5. Turn the letter/package over to law enforcement. Document all activities.

### **If a Letter/Package is Opened and Contains a Written Threat but No Suspicious Substance**

1. Call 911. If the type and/or location of hazardous material is known, report that information to 911.
2. Notify Campus Safety. Call 3911 if calling from a Viterbo University campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
3. Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
4. Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.

### **If a Letter or Package is Opened and Contains a Suspicious Substance**

1. Call 911. If the type and/or location of hazardous material is known, report that information to 911.
2. Notify Campus Safety. Call 3911 if calling from a Viterbo University campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).
3. Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
4. Limit access to the area in which the letter/package was opened.
5. Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
6. Law enforcement, emergency management and/or university officials will determine the need for decontamination of the area and the people exposed to the substance.

## TELEPHONE THREAT, TELEPHONE STALKING OR OBSCENE PHONE CALL

If you are a victim of telephone stalking or received telephone threats or obscene calls:

1. Remain calm.
2. Do not hang up. Keep the caller on the line as long as possible and listen carefully.
3. Do not hang up after caller hangs up. Leave your phone off the hook.
4. Notify Campus Safety. Call 3911 if calling from a Viterbo University campus phone. Call 608-796-3911 (or 608-780-1582 in the event of a power outage).

Ask the following questions:

1. Where is the bomb/chemical or other hazard?
2. When will it explode/be activated?
3. What does it look like?
4. What kind of bomb/hazard is it?
5. What will cause it to explode/activate?
6. What is your name?
7. Did you place the bomb/hazard? WHY?
8. Where are you?

Number of calls received: \_\_\_\_\_

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, whom did it sound like? \_\_\_\_\_

Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

### Caller ID Information

Male	Female	Adult	Juvenile	Age
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### Call Origin

Local	Long Distance	Internal	Cell Phone
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### Caller's Voice – Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

### Background Sounds – Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	Horns
House noises	PA system	Music	Factory machines	Motor	Phone booth

Other, please specify \_\_\_\_\_

### Threat Language – Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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## TORNADO OR SEVERE THUNDERSTORM

**Tornado / Severe Thunderstorm WATCH has been issued for the area.**

1. Monitor weather updates.
2. Review Tornado / Severe Thunderstorm Warning procedures and be prepared to take action.

**Tornado / Severe Thunderstorm WARNING has been issued or a tornado has been spotted near the campus.**

1. Move to interior hallways (and away from windows and long span roofs found in cafeteria and gymnasiums). Bend down to floor and cover head with hands.
2. Supervisory personnel, classroom instructors, etc., make certain everyone vacates office. Take note of and report anyone missing. Close office, classroom door, etc.

Remain in interior hallway until law enforcement, emergency management and/or university officials give an all-clear notification.

### VITERBO CAMPUS BUILDING SAFE ZONES

Buildings and Grounds	Building Safe Zones – As Designated by La Crosse Emergency Management
Bookstore	➤ Proceed to Office or Interior Hallway Adjacent to Bookstore
Bonaventure Hall	➤ Proceed to 1 <sup>st</sup> or 2 <sup>nd</sup> Floor Interior Hallway ➤ Do not use lounges or ground (terrace) level hallway
Brophy Nursing Center	➤ Proceed to B122 Lecture Hall or 1 <sup>st</sup> Floor Interior Hallway ➤ Use 2 <sup>nd</sup> Floor Offices only if unable to reach 1 <sup>st</sup> Floor
Fine Arts Center	➤ Proceed to Basement, 1 <sup>st</sup> Floor Interior Hallway or 1 <sup>st</sup> Floor Restroom. Avoid all Hallways and Lobbies with glass windows. ➤ If in Theatre, proceed to Basement or Interior Hallway. Avoid all Hallways and Lobbies with glass windows. Exit on East Side. ➤ If in Black Box, remain in Black Box area. ➤ If in Recital Hall, proceed to basement or 1 <sup>st</sup> floor Interior Hallway. Avoid all Hallways and Lobbies with windows.
Grounds / Parking Lots	➤ Proceed to Safe Zones in closest Building
Hawk's Nest	➤ Proceed to interior area adjacent to Residence Life Offices and Mug Shots Coffee Shop
Library	➤ Proceed to Southeast End of 1 <sup>st</sup> Floor near Periodicals and away from windows or 1 <sup>st</sup> Floor Restrooms
Marian Hall	➤ Proceed to Basement or 1 <sup>st</sup> Floor Interior Hallway
Mathy Center	➤ Proceed to 1 <sup>st</sup> Floor Locker Rooms, 1 <sup>st</sup> Floor conference room or 1 <sup>st</sup> Floor Coaches offices ➤ Boys and Girls Club → Proceed to 1 <sup>st</sup> Floor Restrooms
Mc Donald Terrace	➤ Proceed to Basement
Murphy Center	➤ Proceed to Basement and Tunnel (access via NE Stairwell and Emergency Exit near HR and School of Business) ➤ Use 2 <sup>nd</sup> and 3rd Floor Interior hallways
Outdoor Athletics Complex	➤ Proceed to Club House and Locker Rooms
Physical Plant Building	➤ Proceed to Restroom
Reinhart Center	➤ Proceed to Basement Areas including Restrooms, Hallway or Commons Area (away from south wall) ➤ Rooms 127 and 130 on 1 <sup>st</sup> Floor ➤ Interior Hallways only if unable to reach the Basement or 1 <sup>st</sup> Floor Areas
Rose Terrace	➤ Proceed to Basement or Interior Hallways
San Damiano Chapel	➤ Proceed to Basement Mechanical Room (through the unlocked door to mechanical space), Restroom off Hallway to Brophy or Brophy Nursing Center Safe Zones
Student Development Center	➤ Proceed to Basement
Student Union and Dining Hall	➤ Students evacuate Building and Proceed to Residence Hall Safe Zones
Student Union Kitchen	➤ Staff proceed to lower level Interior Hallway between elevator and Bookstore
Treacy House	➤ Proceed to Basement ➤ Use 1 <sup>st</sup> or 2 <sup>nd</sup> Floor Interior Hallways or Bathtub/Shower only if unable to reach Basement
Varsity Athletics Center	➤ Proceed to Interior Hallways, Locker Rooms or Racquetball Courts
712 8 <sup>th</sup> Street House	➤ Evacuate Building and Proceed to McDonald or Rose Basement ➤ Use Interior Hallway or Bathtub/Shower only if unable to reach McDonald or Rose Basement
810/ 812 Viterbo House	➤ Proceed to Basement
821 & 823 7 <sup>th</sup> St. House	➤ Proceed to Basement
909 8 <sup>th</sup> St. House	➤ Proceed to Basement

## WEAPONS

**Weapons, combustible items, firearms, explosives, incendiary devices or any instrument which under the circumstances it is used is readily capable of causing death, physical or property damage**—If you suspect any of the aforementioned mechanisms on campus property, stay calm and immediately call 911. Then, call Campus Safety at 608-796-3911 or the 608-780-1582. Give the following information:

1. Name of individual in possession of weapon or device.
2. Location of the weapon.
3. Whether the individual in possession of weapon or device has threatened anyone.
4. Any other details that may prevent the individual from hurting someone or himself/herself.

### **III. RELATED PROCEDURES**

#### **EMERGENCY NOTIFICATION PROCEDURES**

Any one or a combination of these methods of communication may be used for notification in the event of an emergency, disaster, etc. These methods of communication are tested annually.

1. Primary
  - a. Email Communication
  - b. Viterbo University Web site
  - c. Employee Phone Tree—supervisors call employees, etc.
  - d. Off-site hosted notification (*City Watch*)
  - e. Public Address System in library and/or residence halls
  - f. Posters, flyers, signs, etc.
2. Secondary
  - a. Media alerts (radio, newspaper, television, etc.)
  - b. WKBT *News Channel 8 to Go* Alerts (Voluntary Sign Up)

#### **EVACUATION PROCEDURES**

1. Law enforcement, emergency management and/or university officials initiate evacuation procedures.
2. Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
  - a. Bombs: University administrator notifies staff of evacuation route dictated by known or suspected location of a device.
  - b. Chemical spill: Total avoidance of hazardous materials may require alternate routes. Plan route accordingly.
  - c. Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route. Fire evacuation areas are shown here.
    - i. Brophy Nursing Center → Parking Lot B on 10<sup>th</sup> Street
    - ii. Fine Arts Center → Parking Lot A on Jackson Street
    - iii. Mathy Center → Physical Plant Parking Lot on Winnebago Street;
    - iv. Murphy Center → FSPA Sidewalk on Franciscan Way
    - v. Outdoor Athletics Complex → Return to Campus or go to adjacent property on south end of complex.
    - vi. Physical Plant Building → Physical Plant Parking Lot K on Winnebago Street
    - vii. Reinhart Center → Parking Lot I on Jackson Street
    - viii. Residence Halls and Apartments including 712 8<sup>th</sup> Street Apartment → Parking Lot E on 8<sup>th</sup> Street
    - ix. San Damiano Chapel → FSPA Parking Lot on Franciscan Way
    - x. Student Development Center → FSPA Parking Lot on Franciscan Way

- xi. Student Union/ Dining Hall → Parking Lot E on 8<sup>th</sup> Street
  - xii. Theme House Residents → Parking Lot I on Jackson Street
  - xiii. Treacy House → Parking Lot D on Market Street
  - xiv. Varsity Athletics Center → Physical Plant Parking Lot K on Winnebago Street
3. Take note of and report anyone missing.
  4. Do not lock classroom doors when leaving.
  5. When outside the building, account for all students and employees. Immediately inform Campus Safety of any missing individuals.
  6. Evacuate students and staff to designated areas. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Campus buildings and designated assembly areas are listed here.

## **LOCKDOWN PROCEDURES**

A lockdown is a temporary sheltering technique that converts any campus, building or room into a large safe area to limit exposure to an active shooter or other highly dangerous, ongoing incident. Lockdowns typically last for any amount of time between 30 minutes and several hours. When alerted, occupants of a building or room will lock all doors and windows not allowing entry or exit to anyone until an all-clear notification has been issued by law enforcement, emergency management and/or university officials.

A lock-down will be announced via phone system, emergency notification system, email or Web site or other communication device.

### **If you hear gunshots in or around your building or once the notice to lockdown is issued:**

1. Direct all students, staff and visitors into rooms or enclosed buildings, ensure all persons are inside.
2. Follow instructions; remain calm.
3. Do not remain in open areas such as hallways or corridors. Go to the nearest classroom, lecture hall or auditorium.
4. Account for everyone in the room or office.
5. Close and lock all doors and windows—interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
6. Turn off all lights.
7. Move all persons away from windows and doors.
8. Occupants should be seated below window level.
9. Remain silent. Turn off all radios or other devices that emit sound. Silence cell phones.
10. If gunshots are heard lay on the floor using heavy objects, such as tables, filing cabinets, etc.
11. If outdoors seek nearby shelter (large trees, walls, mail boxes, etc.) and wait for additional instructions from law enforcement, emergency management and/or university officials.

Do not allow anyone outside of classrooms until an all-clear notification is given by law enforcement, emergency management, and/or university officials.

## **SHELTER IN PLACE PROCEDURES**

Sheltering in place provides refuge in designated areas of a building(s). Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route, etc.).

1. Emergency Management or university officials announce that students and staff must go to shelter areas.
2. Bring all persons inside building(s).
3. Take note of and report anyone missing.
4. Close all exterior doors and windows, if appropriate.
5. Stay in room and close door. Keep air as clean as possible.
  - a. Seal door.

- b. Open or close windows as appropriate.
  - c. Limit movement and talking in room.
6. All persons remain in shelter areas until law enforcement, emergency management and/or university officials declare that it is safe to leave.

## IV. CRITICAL INCIDENT RESPONSE

**Critical Incident Activation**—The university president will determine whether an occurrence will be declared a Critical Incident. In the absence of the university president, the vice president for finance and administration (VPFA) will make the determination. A critical incident is one that requires immediate action to ensure a safe environment, and to ensure the maintenance or restoration of university operations.

1. The declaration of a critical incident will specify the location of the Command Center for the particular incident.
2. The VPFA will notify the President’s Cabinet members that a Critical Incident has been declared.
3. The President’s Cabinet members may be asked to meet to take whatever actions are deemed appropriate.
4. The Vice President for Communications and Marketing (VPCM) will send out a notification of the Critical Incident by email, web, telephone or other appropriate method.
5. The VPCM will contact the Critical Incident Response Team, or their designees, to manage the response.
6. The Critical Incident Response Team is comprised of the VPFA, the VPCM, the Director of Campus Safety and the Director of Physical Plant. (To augment the Critical Incident Response Team and to handle the specific occurrence effectively, the VPFA may contact additional personnel.)

## V. CRITICAL INCIDENT DUTIES AND RESPONSIBILITIES

The duties and responsibilities related to a critical incident are outlined in the chart shown below. The titles and duties are consistent with emergency management guidelines to help law enforcement, emergency management and/or university officials in assisting Viterbo in the event of an emergency and/or disaster. Backup staff members are assigned to each function.

CRITICAL INCIDENT FUNCTION	CRITICAL INCIDENT DUTIES AND RESPONSIBILITIES	STAFF ASSIGNED	BACKUP STAFF
Incident Commander (Person in Charge)	Activates emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies authorities and provides situation updates; requests resources.	Rick Artman, President 608-796-3003 Office 608-779-4743 Home	Todd Ericson, VP Finance and Administration 608-796-3856 Office 608-783-7699 Home 608-397-9983 Cell
Operations Chief	Directs actions, i.e., lockdown, evacuation, site Safety, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.	Dave Pleasants, Director, Campus Safety 608-796-3913 Office 608-638-9305 Home 563-568-9425 Cell	Diane Brimmer, VP Student Development 608-796-3801 Office 507-895-9486 Home 608-385-4872 Cell
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services and materials to support operations.	Gene McCurdy, Director, Physical Plant 608-796-3921 Office 608-519-0829 Home 608-385-7430 Cell	Dennis Kolb, Asst. Director, Physical Plant 608-796-3923 Office 608-783-2439 Home

<b>CRITICAL INCIDENT FUNCTION</b>	<b>CRITICAL INCIDENT DUTIES AND RESPONSIBILITIES</b>	<b>STAFF ASSIGNED</b>	<b>BACKUP STAFF</b>
Internal and External Communications	May be designated site spokesperson; cooperates with the agencies on joint news releases; coordinates media briefings as necessary.	Pat Kerrigan, VP Communications and Marketing 608-796-3041 Office 507-895-8442 Home 608-790-2834 Cell	Anthony Slaby, News and Feature Writer 608-796-3042 Office 608-769-0233 Home 608-769-0233 Cell
External Liaison	Contact person for outside agencies; may represent university at city emergency operations center or at emergency responders' on-scene command post.	Pat Kerrigan, VP Communications and Marketing 608-796-3041 Office 507-895-8442 Home 608-790-2834 Cell	Anthony Slaby, News and Feature Writer 608-796-3042 Office 608-769-0233 Home 608-769-0233 Cell
Telecommunications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.	Tom Hausmann, Director, Instructional and Institutional Technology 608-796-3860 Office 608-385-7033 Home	Steve Wenger, Telecommunications Manager 608-796-3950 Office 608-784-5889 Home
Medical (attach list of qualified first-aid/CPR responders)	Provides first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.	Sue Danielson, Coord., Health Services 608-796-3806 Office 608-343-1136 Cell	Silvana Richardson, Dean 608-796-3687 Office 608-788-0595 Home
Safety	Responsible for safety and safety of the site; stops operations if conditions become unsafe.	Dave Pleasants, Director, Campus Safety 608-796-3913 Office 608-638-9305 Home 563-568-9425 Cell	Sue Danielson, Coordinator, Health Services 608-796-3806 Office 608-343-1136 Cell
Site Safety/ Facility Check	Responsible for seeing that the building and grounds are visually inspected and secured.	Dave Pleasants, Director, Campus Safety 608-796-3913 Office 608-638-9305 Home 563-568-9425 Cell	Jay Van Slate, Per Mar Security Supervisor 608-796-3912 Office 608-787-0385 Home
Student Release Coordinator	Responsible for implementing school's plan for release of students.	Barbara Gayle, Academic VP 608-796-3081 Office 608-788-1368 Home 360-561-5515 Cell	Diane Brimmer, VP Student Development 608-796-3801 Office 507-895-9486 Home 608-385-4872 Cell
Financial Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with insurance provider for insurance; initiates business recovery efforts.	Todd Ericson, VP Finance and Administration 608-796-3856 Office 608-783-7699 Home 608-397-9983 Cell	Gene Alberts, Asst. VP Finance 608-796-3849 Office 608-781-0397 Home 608-769-2484 Cell

## **VI. MEDIA PROCEDURES**

1. Communications and Marketing will issue public statements as necessary. These statements may be made in conjunction with assisting agencies. Safety, timely and accurate information, and protecting the privacy of students, employees and families will be important priorities for communication in the event of an emergency.
  - a. Engage media to help disseminate important public information
  - b. Update media regularly
  - c. Explain how emergency is being handled
  - d. Do not release names to media
  - e. Do not allow media to obstruct responders
  - f. Maintain log of all telephone inquiries for future use
2. Refer all information concerning the emergency situation and media personnel to Communications and Marketing at 608-796-3047.
3. University spokespersons are the university President (608-796-3001) and the VP of Communications and Marketing (608-796-3047).
4. One or more of these facilities may be used as a media information center(s) (to be located away from the affected area): Reinhart Center Board Room, Fine Arts Center Main Theatre, the Fine Arts Center Lobby, San Damiano Chapel, 121 Brophy Nursing Center or 129 Mathy Center.

*Student Development 9/8/09*