# Mid-Continent University

## Emergency Procedure Guide for Off-Campus Sites

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**Introduction:**

This Mid-Continent University Emergency Procedure Guide for Off-campus Sites is designed to provide a framework of reference for addressing issues that may arise during a crisis at our off-campus locations. This Guide is developed to coordinate with and to supplement the Mid-Continent University Safety Plan.
This Emergency Procedure Guide shall be reviewed and revised as needed on an annual basis.

In the event of an emergency situation at one of our off-campus locations, the MCU ADVANTAGE Facilitator will assume the role of President’s designee and crisis commander. The Facilitator will be supported by the cohort group’s student leaders (the class representative, the chaplain, and/or a safety advocate). The Facilitator will be responsible for:

1. Notifying the emergency contact(s) for the facility listed on the facility agreement.

2. Notifying the Director of Campus Safety

Once the Facilitator has made contact with the Director of Campus Safety, this will initiate the following Communication Procedures.

Communication Procedures

During the onset of an emergency situation, the President shall be notified. The President may designate action to be taken by his designee:

1. Director of Campus Safety-
   a. Wayne Chapman extension 626—cell # 270-703-3577

2. Safety Committee Chairman-
   a. Keith Roach—extension 222

The Campus Crisis Team:

The Campus Safety Crisis Team will respond when and if activated by the President/ designee, based on perceived need. The Team will be responsible to meet the needs of those victimized by a crisis.

The Team shall be appointed by the President. The Team will be composed primarily of faculty/ staff members with knowledge of psychological assistance,
CPR, first aid, the facilities; and shall have the authority to take action when activated. A student will also be appointed to serve on the Campus Crisis Team.

When the crisis has been resolved, this Team will be responsible for presenting an after-action report to the Executive Vice President who will report to the President.

Abduction

Action Plan

1. Notification Procedure:
a. Individual aware of the abduction notifies the off-campus facilitator who notifies President/designee.

b. Facilitator notifies law enforcement, and next of kin, if applicable.

c. Facilitator requests all personnel and students involved to remain silent until conferring with law enforcement authorities.

2. President/ designee notify necessary staff of the incident.

3. President/ designee activate the Campus Crisis Team, as needed.

4. Staff gathers information and/or names of eyewitnesses.

5. Staff makes picture(s) and personal data available to law enforcement officials.

6. Staff obtains physical description of clothing worn by person abducted.

7. **Do not make comments to the press. Refer all press/media to the Director of Community Relations.**

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**Bomb Threat**

**Person receiving the threat:**

1. Do not hang up phone or put caller on hold.
   
   Remain calm……do not panic.
2. Prolong conversation as long as possible so Phone Company can trace the call. Try asking the caller to repeat.
   a. Obtain a copy of the Bomb Threat Checklist.
      Use the top portion as a guide in speaking with the caller.
      Record what you hear on this form.
      Attempt to record every word spoken by the individual making the threat.
   b. If the caller does not indicate the exact location of the explosive or the time of detonation, ask the caller to provide this information.
   c. It would be advisable to inform the caller that the building is occupied with students and staff, and that the explosion could result in death or serious injury to many innocent people.
   d. Pay particular attention to strange or notable background noises such as music, motor sound of traffic, and other types of noises which would give even a remote idea as to the place as which the call is being placed.
   e. Listen carefully to the voice and try to ascertain if it is male or female.
      Listen for distinctions in voice quality, accent, and speech impediments.
3. If at all possible, while the caller is on the phone, have someone else notify the emergency contact for the facility, and the President/designee.

Action Plan:

1. Facilitator implements evacuation procedures.
2. Facilitator alerts police and fire department.
3. President/designee activates Campus Crisis Team as needed.
4. Facilitator accounts for students assigned to his/her class and reports to the President/designee.
5. DO NOT RETURN TO ANY BUILDING UNTIL OFFICIALLY NOTIFIED BY EMERGENCY OFFICIALS OR CAMPUS OFFICIALS.
6. DO NOT TOUCH ANYTHING THAT APPEARS SUSPICIOUS.
7. Do not make comments to the Press.
   Refer all Press/Media to the Director of Community Relations.
Questions To Ask:

1. When is the bomb going to explode?

2. Where is it right now?
3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. What is your name?

9. What is your address?

Refer to the following pages containing:
1. Bomb Threat Checklist (pg. 10)
2. Suspect Package Alert Checklist (pg. 11)

Bomb Threat Checklist:

Exact wording of threat:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

__________________________________________

__________________________________________
Sex of Caller:

☐ Male          ☐ Female          ☐ Age

Length of Call: ___________________ Date: ______________________________

Number at which call was received: ______________________________________

Caller’s Voice:

☐ calm  ☐ slow  ☐ normal  ☐ raspy  ☐ deep breathing

☐ angry  ☐ rapid  ☐ distinct  ☐ ragged  ☐ cracking voice

☐ excited  ☐ crying  ☐ slurred  ☐ lisp  ☐ whispered

☐ loud  ☐ laughing  ☐ deep  ☐ stutter  ☐ disguised

☐ soft  ☐ normal  ☐ nasal  ☐ clearing throat

☐ accent  ☐ familiar

Background Sounds:  Threat Language:

☐ voices  ☐ car  ☐ long distance  ☐ foul  ☐ read message

☐ PA  ☐ airplane  ☐ animal noises  ☐ incoherent

☐ music  ☐ booth  ☐ street noises  ☐ well-spoken

☐ static  ☐ deep  ☐ office machine  ☐ threatening

☐ clear  ☐ local  ☐ factory machines  ☐ irrational

Other:

**SUSPECT PACKAGE ALERT CHECKLIST:**

1. Is addressee familiar with name and address of sender?
2. Package/letter has no return address.
4. Improper or incorrect title, address, or spelling of addressee’s name.
5. Title, but no name.
6. Wrong title with name.
7. Handwritten address.
8. Misspelling of common words.
9. Return address and postmark are not from same area.
10. Stamps (excessive postage, unusual stamps) vs. metered mail.
11. Special handling instructions on package (special delivery, etc.)
12. Restrictive markings such as confidential, personal, etc.
13. Excessive securing material such as masking tape, string, or wrapping.
14. Oddly shaped or unevenly weighted package.
15. Lumpy or rigid envelope (stiffer than normal, heavier, etc.)
16. Lopsided or uneven envelope.
17. Oily stains or discolorations.
18. Strange odors.
19. Protruding wires or tinfoil.
20. Visual distractions (drawings, unusual statements, hand-drawn postage, etc.)

**Code Blue / Dangerous Situation**

**Action Plan:**

1. Facilitator directs individuals into room.
2. Close and lock door if possible.
3. Avoid the use of cell phones except to report current situation directly to campus officials. Do not call other entities. Campus officials will communicate by same means, if possible, and will notify emergency law officials.

4. Facilitator checks assigned areas for displaced individuals.

5. President/designee will activate Campus Crisis Team as needed.

6. Facilitator on location may use individual discretion to adjust procedure as situation dictates.

7. Do not unnecessarily confront any intruder.

8. **Do not make any comments to the Press.**
   
   Refer all Press/Media to the Director of Community Relations.

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**Earthquake**

In the event of an earthquake, Facilitator should take charge immediately and give instructions in firm calm voices, in order to prevent panic.

**In Classrooms or Offices:**

Move away from windows, shelves, suspended or heavy objects and furniture that may fall. Take cover under a table, counter, or heavy stable furniture. If notebooks or jackets are
handy, hold these overhead for added protection from glass and ceiling debris. Stay clear of hazardous chemicals that might spill. (Any flames, such as candles or lamps, should be extinguished before taking cover)

**In Halls or Stairways:**

If no cover is available, move to an inside wall or corner.

Turn away from windows, kneel alongside wall.

Bend head close to knees and cover side of head with elbows.

Clasp hands firmly behind head.

**In Library:**

Immediately move away from windows and bookshelves.

Take cover and/or precautions listed above.

**If Outside:**

Move to an open space, away from buildings, gas lines, and overhead power lines. Lie down or crouch low to the ground, in a low place if possible.

**After the Earthquake is over:**

Evacuate the building and move students and staff to a safe outdoor area until the building has been declared safe by the Office of Disaster Emergency Services or University officials.

**Action Plan:**

1. Facilitator directs students to ‘sheltered’ areas within the building where they can take cover until the earthquake ends.
2. Facilitator issues all clear.
3. Facilitator evacuates students from building according to Evacuation Procedure for the classroom in which the facility follows.
4. Each instructor accounts for students assigned to his/her class and reports to the President/designee.
5. Facilitator assumes pre-assigned responsibility as designated.

**Evacuation Procedure:**

**Action Plan:**

1. Predetermined procedures established for students on the night of orientation.
2. Exit Signs diagrams shall be posted in buildings at prominent areas throughout the off-campus location prescribed by the fire code. Alternate exits should be designated if usual exits are blocked.

3. Follow building evacuation procedures according to incident.

4. Facilitator directs individuals to evacuate the building at a safe distance before stopping to check the class roster.

5. Once outside the building, facilitator and student leadership will assist other students as needed.

6. Facilitator accounts for students assigned to his/her class and reports to the President/designee.

7. Students leaving the off-campus site must sign an emergency sign-out sheet provided at a central location established in a safe area.

**PRE-DETERMINED RALLY POINT AFTER EVACUATION:**

________________________________________________________

**Fire, Gas Leak, or Explosion:**

**Action Plan:**

**Fire or Explosion:**

Immediately sound the fire alarm located within the building.
Gas Leak:

Do not sound fire alarm.

Do nothing to create an open flame or sparks.

Evacuate building immediately.

1. Notify the President/designee as soon as possible.
2. Implement Evacuation Procedure
   Check all rooms, including restrooms, to see that the building is empty.
3. Facilitator notifies fire department, 911, and utility company.
4. Facilitator notifies emergency contact for the facility noted on the facility agreement, or other designee to shut off utilities.
5. President/designee activates the Campus Crisis Team as needed.
6. If qualified, Facilitator or student leadership renders first aid as needed.
7. Facilitator prevents unauthorized return of anyone to building/area in danger.
8. Fire Department officials inspect and declare area safe before staff/students return.
9. Facilitator directs further actions as required.
10. Do not make any comments to the Press.
    Refer all Press/Media to the Director of Community Relations.

Hazardous Accident:

Warning of any hazardous accident is usually received from the Fire Department, law enforcement officials, or from emergency preparedness officials.
An overturned tanker, broken fuel line, or any accident in a commercial establishment that uses chemicals are all potential hazards if the accident should occur near the off-campus location.

**Action Plan:**

1. Facilitator confers with emergency preparedness officials to determine the type of action to be taken.
2. Upon determination that an evacuation is necessary, Facilitator implements evacuation procedures.
3. President/designee activates the Campus Crisis Team as needed.
4. A University official will direct further action as required.
5. Students and Facilitator must not return to the evacuated area until an official of an emergency agency has declared the area to be safe.
6. **Do not make comments to the Press.**
   
   Refer all Press/Media to the Director of Community Relations.
Hostile Intruder Emergency

Action Plan

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

• Lock yourself in the room you are in at the time of the threatening activity.
• If communication is available, call 911.
• Do not stay in the open hall.
• Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
• Barricade yourself in the room with furniture or anything you can push against the door.
• Lock the window and close blinds or curtains.
• Stay away from windows.
• Turn all lights and audio equipment off.
• Try to stay calm and be as quiet as possible.
• If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

1. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.

2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
4. The last option you have if caught in an open area of the building, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

6. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

Warning Signs

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you advise your Facilitator who will initiate contact with local authorities and the appropriate campus officials as soon as possible.

• Threatens harm or talks about killing other students, faculty or staff.
• Constantly starts or participates in fights.
• Loses temper and self-control easily.
• Swears or uses vulgar language most of the time.
• Possesses or draws artwork that depicts graphic images of death or violence.
• Assults others constantly to include immediate family members.
• Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
  • Becomes frustrated easily and converts frustration into uncontrollable physical violence.

If you have questions or concerns about this information, please contact Campus Safety at 247-8521 ext. 248 or tjackson@midcontinent.edu.
**Missing Person:**

**Action Plan:**

1. Person aware of the missing individual notifies the Facilitator.

2. Facilitator notifies Director of Student Services for ADVANTAGE.

3. Director of Student Services for ADVANTAGE notifies President.

4. Director of Student Services for ADVANTAGE notifies law enforcement, and next of kin, if applicable.

5. President/designee activates Campus Crisis Team as needed.

6. President/designee notifies necessary staff of the incident.

7. As instructed, staff gathers information and/or names of eyewitnesses.

8. Staff makes picture and personal data available to law enforcement officials.

9. Staff obtains physical description and the description of clothing worn by individual.

10. **Do not make comments to the Press.**

    Refer all Press/Media to the Director of Community Relations.
Public Assembly:

Procedure:

Should an emergency occur during an assembly, the following procedure should be followed.

1. Alert occupants and initiate Evacuation Procedures as needed.
2. Notify the President’s Office immediately.
   The President’s Office will notify the proper authorities.
3. Render first aid if necessary.
4. The President or designee will direct all other action.
5. **Do not make comments to the Press.**
   Refer all Press/Media to the Director of Community Relations.
Serious Student Illness/Injury off campus:

**Action Plan:**

When injury appears to require immediate medical attention:

1. Facilitator contacts emergency services or, if necessary, transports victim to the nearest hospital for treatment. If there is any doubt as to the seriousness of the injury, you are expected to seek immediate medical attention.

2. Facilitator contacts Director of Student Services for ADVANTAGE/designee.

3. Director of Student Services for ADVANTAGE/designee notifies the Vice President of Adult Programs who notifies the President.

4. Vice President/designee notifies victim’s next of kin, or emergency contact.

5. President/designee activates Campus Crisis Team as needed.

6. President/designee notifies necessary staff of the incident.

7. If the incident occurred at an off-campus site and medical attention was required, an accident form should be submitted to the Director of Student Services for ADVANTAGE.

8. If professional medical attention was required, the Director of Student Services for ADVANTAGE shall follow up with a written report to the Vice President of Adult Programs and the President.

9. **Do not make comments to the Press.**

   Refer all Press/Media to the Director of Community Relations.

**Action Plan:**

When injury does not appear to require immediate medical attention:

1. Facilitator notifies the Director of Student Services for ADVANTAGE.

   a. During University Hours: The Facilitator may use discretion in conferring with University based certified CPR-first aid person.

   b. After University Hours: The Facilitator may confer with local medical services.

2. Director of Student Services for ADVANTAGE notifies the Vice President of Adult Programs who notifies the President.

3. Vice President/designee notifies next of kin or emergency contact.
4. Vice President/designee documents the action taken after the incident.

5. **Do not make comments to the Press.**
   
   Refer all Press/Media to the Director of Relations.
Serious Faculty/Staff Illness/Injury off campus:

Action Plan:
1. When illness or injury appears to require immediate attention, student leadership (class representative or chaplain) contacts 911.
2. Unless it is necessary to prevent further injury, do not move injured person.
3. Student leadership notifies Director of Student Services for ADVANTAGE.
4. Director of Student Services for ADVANTAGE notifies the Vice President for Adult Programs/designee notifies victim’s next of kin.
5. When illness or injury does not appear to require immediate medical attention, the student leadership may decide to select one of the following alternatives:
   a. Emergency Contact:
      The contact responds to the off-site location and transports the victim in his/her vehicle.
   b. Rescue Services:
      Student leadership summons the local Emergency Medical Services (EMS) by calling 911.
6. After the incident, an accident form shall be submitted to the Director or Human Resources.
7. Do not make any comments to the Press.
   Refer all Press/Media to the Director of Community Relations.
Tornado

Tornado Watch:
- At the discretion of the instructor, all activities outside will cease. Facilitators will supervise students assigned to those areas within pre-assigned areas.
- All other classroom/work activities will be continued throughout the day, unless a warning is issued.
- During a tornado watch, the students will be dismissed at their regularly designated times and will follow their customary schedules, unless a decision is made by the President or his designee to alter the schedule.

Tornado Warning:
- In the event of a tornado warning, and in order to prevent panic, Facilitators should take charge immediately and give instructions in firm calm voices.
- The opening or closing of windows is not recommended, due to the limited amount of time available once a tornado warning has been issued.
- Students will not leave off-campus site if a tornado warning has been issued for the area until the drivers have been advised that it is safe to do so.

Action Plan:
1. Facilitator activates tornado warning alert.
2. Do not exit the building you are in.
3. Take cover in an interior room of the building you are in.
4. If caught outside, find the lowest level of ground, even if it is a drainage ditch; always bring on the alert for rising water.
5. Facilitator directs students to their safe area until he/she issues an all clear.
6. Facilitator implements evacuation procedure if structural damage occurs.

Safest Areas in the building:
(Always avoid areas with glass windows and doors)

LIST BELOW THE SAFEST AREAS IN THE BUILDING DURING TORNADO......
Unwanted Intruder:

Action Plan:
Visitors should always make officials aware of visit.

1. Facilitator notifies emergency contacts for the facility and the university that an unidentifiable visitor is on the premises. Clearly report the intruder’s description, location, and any threats made or weapons present.

2. If the visitor is deemed to be an unwanted intruder, then Facilitator utilizes the Code Blue/Dangerous Situation Procedure (Page 12), and notifies the local authorities.

3. In the event of an unwanted intruder, it is important that the Facilitator use a firm calm voice while directing students to remain quiet and seated until the ‘all clear’ is given.

4. Students are to remain calm and are to stay in their classroom. Do not attempt to change locations.

5. If possible, lock the door and wait for an ‘all clear’.

6. Do not call any outside entity unless requested by Facilitator to do so.

7. Do not make any comments to the Press.
   Refer all Press/Media to the Director of Community Relations.
Weather Related Schedule Changes:

When inclement weather develops, the primary means of alerting non-traditional students will be made through the university’s website and facebook page.

The President may initiate an alternative plan, notifying students and employees of the plan.

It is the responsibility of the President or designee to determine if additional emergency procedures are required and announced.

-Important Notice-

Due to MCU being a residential University, the weather conditions will have to become extremely poor for campus to close down. Schedules will be amended before scheduled classes/work are completely cancelled.

Therefore, ADVANTAGE students are encouraged to use their own discretion in extreme weather conditions.
## Important emergency Contact Information

**INDICATE OFF-CAMPUS SITE CITY HERE & UPDATE EMERGENCY CONTACT INFORMATION:**

<table>
<thead>
<tr>
<th>Name &amp; Information:</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graves County Fire Dept.</td>
<td>(270) 247-6251</td>
</tr>
<tr>
<td>Viola Fire Dept.</td>
<td>(270) 856-3721</td>
</tr>
<tr>
<td>Hickory Water Dept.</td>
<td>(270) 247-6481</td>
</tr>
<tr>
<td>KY State Police</td>
<td>(800) 222-5555</td>
</tr>
</tbody>
</table>

**Emergency & DUI Hotline**

<table>
<thead>
<tr>
<th>Name &amp; Information:</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayfield Post</td>
<td>(270) 856-3721</td>
</tr>
<tr>
<td>Graves County Sheriff</td>
<td>(270) 247-4501</td>
</tr>
<tr>
<td>Mayfield Police</td>
<td>(270) 247-1981-Office</td>
</tr>
<tr>
<td></td>
<td>(270) 247-1621-Dispatch</td>
</tr>
<tr>
<td>Graves County DES</td>
<td>(270) 247-5599</td>
</tr>
</tbody>
</table>

**Centers for Disease Control**

1600 Clifton Rd
Atlanta, GA 30333

<table>
<thead>
<tr>
<th>Name &amp; Information:</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY Dept. of Education</td>
<td>(502) 564-3678</td>
</tr>
<tr>
<td>Kde.state.ky.us</td>
<td></td>
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</tbody>
</table>

**School Threats**

<table>
<thead>
<tr>
<th>Name &amp; Information:</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY Emergency Management</td>
<td>(800) 255-2587</td>
</tr>
<tr>
<td>Kyem.dma.state.ky.us</td>
<td></td>
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</table>

**KY Dept. of Public Health**

<table>
<thead>
<tr>
<th>Name &amp; Information:</th>
<th>Phone #</th>
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<tbody>
<tr>
<td>Epidemiology</td>
<td>(888) 973-7678</td>
</tr>
<tr>
<td>Publichealth.state.ky.us/BIOTERRORISM.htm</td>
<td></td>
</tr>
</tbody>
</table>

**Food, Water, Radiological**
Attachment B

Important Contact Information for Mid-Continent University

Trisha Vowell  (270) 251-8940  Cell:  (270) 705-4572
Lora Canter    (270) 251-9499  Cell:  (270) 705-4808
June Wright    Cell:  (270) 804-2101

Emergency Contact Information for ENTER FACILITY NAME HERE

Students are encouraged to utilize this contact information in emergency situations only and provided the Facilitator is unable to do so. MCU ADVANTAGE employees will communicate with the facility on all other issues.