



MOUNT ST. JOSEPH
UNIVERSITY

Mount St. Joseph University Disaster, Emergency Response, and Notification Plan



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DISASTER, EMERGENCY RESPONSE AND NOTIFICATION PLAN

The objective of the Mount St. Joseph University Disaster, Emergency Response and Notification Plan (the “**Plan**”) is to provide a guide explaining how students, faculty, staff, and visitors should respond in the event of various types and levels of disasters and emergencies that might occur on or around campus. A copy of this Plan is located on MSJ’s website at: www.msj.edu.

This Plan applies to a broad range of situations, including natural disasters, such as floods, severe storms and tornadoes, or man-made disasters, such as chemical accidents, fires, explosions, armed intruders, and bomb threats, as well as any other situation that may disrupt the normal operations of MSJ or when the MSJ community is at risk of harm. This Plan is designed to address any and all risks of harm to the MSJ community on MSJ property, but does not encompass all instances of business risks that may occur given the dynamic nature of the MSJ environment. In addition to the Plan, MSJ has implemented numerous other policies and procedures that focus on more narrow business risks, including, but not limited to, the MSJ Inclement Weather Policy that addresses weather situations that may create hazardous conditions for travel to and from campus, [Inclement Weather Policy](#), the MSJ Crisis Communications Plan that is maintained by the MSJ Communications Department, and the MSJ Lab Safety and Chemical Hygiene Plan that is maintained by the MSJ Chemistry and Biology Departments.

PART I- RESPONSE, NOTIFICATION AND RECOVERY

Part I of the Plan outlines MSJ’s Emergency Process (“**EP**”) for managing different levels of disasters and emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. It identifies individuals that are responsible for emergency response and critical support services and it provides a management structure for coordinating and deploying essential resources.

SCOPE

The EP contained in this Plan may be activated in the event of:

- Earthquakes
- Hazardous material releases/chemical spills
- Floods
- Tornadoes/Severe weather
- Fire or explosions
- Falling aircraft
- Armed intruder
- Extended power outages
- Bomb threats
- Medical epidemics
- Uncontrolled crowds

- Disaster or emergency on campus or in the community that has the potential to affect MSJ students, faculty or staff
- Other situations disrupting the normal operations of MSJ or when the MSJ community is at risk of harm

The EP may also be activated during major emergencies that occur adjacent to campus, but do not necessarily impact our physical facilities, in order to coordinate emergency information and support services. Examples of this may include, but are not limited to, a major chemical spill on an adjacent roadway or a tornado in the surrounding area.

EMERGENCY RESPONSE TEAM

Members of the Emergency Response Team (“**ERT**”) are MSJ’s primary responders and decision-makers in certain levels of disasters and emergencies as set forth in this Plan, in consultation with the President, Provost, and/or Vice President Compliance, Risk and Legal Affairs/General Counsel. They ascertain the scope of an incident, advise the President, establish response strategies and tactics, deploy resources, and initiate the emergency recovery process. The ERT also convenes to review and revise this Plan, as needed. The ERT is comprised of the following individuals:

- MSJ Chief of Police (or the senior MSJ Police Officer on duty if the Chief of Police is unavailable)
- Chief Financial Officer
- Captain, MSJ Police Department
- Dean of Students
- Director of Building & Grounds
- Associate Provost for Campus Technology
- Vice President of University Communications or Designee
- Associate Provost for Academic Affairs
- Full-time Faculty Employee appointed by the Provost for each academic year
- Full-time Staff Employee recommended by the Coordinating Representatives of the Staff Assembly (CRSA) and approved by the President each academic year
- Full-Time Athletic Department Employee appointed by the Athletic Director each academic year

EMERGENCY RESPONSE TEAM LEADER

The Emergency Response Team Leader (“**ERTL**”) is the University’s Chief Financial Officer, who serves as the incident commander for certain levels of disasters and emergencies as set forth in this Plan. If the Chief Financial Officer is unavailable to serve as the ERTL, the Vice President of University Communications shall serve as the ERTL. In the event that both the Chief Financial Officer and Vice President of University Communications are unavailable, the Chief of Police shall have authority to designate an ERTL from members of the ERT.

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (“EOC”) is the central location for ERT mobilization and operation. MSJ’s EOC are as follows:

- Primary EOC – Welcome Area outside of the Office of the President
- Alternate EOC- to be used as determined by the ERTL

EMERGENCY MARSHALLS

Emergency Marshalls are full-time employees at MSJ who are selected to serve as volunteers under the EP. Emergency Marshalls are trained in certain emergency protocols by the MSJ Police Department and may serve as the point of contact for a department or building during the EP.

EMERGENCY PROCESS

The EP is MSJ’s framework for responding to emergencies or disruptions that may threaten the health and safety of the MSJ and surrounding community or disrupt MSJ’s programs and operations.

The EP consists of the following four (4) phases:

1. Identify the emergency.
2. Immediate action.
3. Assess, prioritize, coordinate response, and communication.
4. Review and recovery.

1. Identify the emergency.

Emergencies may only be declared by the ERTL or civil authorities, such as the MSJ Police Department, Delhi Police Department, Delhi Fire Department, or other local, state or federal government agencies. To aid in efficient and effective emergency response operations, MSJ classifies disaster and emergency situations as Level 1, Level 2, or Level 3. The MSJ Chief of Police initially assesses the magnitude of any emergency, and if a possible Level 2 or Level 3 situation exists, the MSJ Chief of Police contacts the ERTL to assess the situation. The EP is activated **only** in Level 2 and Level 3 emergencies. The ERTL shall consult with the MSJ Chief of Police, the ERT, the President, the Provost, and/or the Vice-President Risk, Compliance and Legal Affairs/General Counsel, as appropriate. Unless an obvious and immediate emergency exists, consultations should be utilized in the decision-making process. The designated level for an emergency may change as conditions intensify or subside.

LEVEL 1- Reference Appendix A for Level 1 Emergency Process Flowchart

A Level 1 emergency is a minor incident that is quickly resolved with internal resources or limited help. It is usually localized within a department or a building and has little or no impact on personnel or normal operations outside the locally affected area. Level 1 emergencies do not require activation of the EP. Impacted personnel or

departments coordinate directly with the MSJ Police Department to resolve Level 1 conditions. Examples of Level 1 emergencies may include, but are not limited to, an unusual odor, a small chemical spill, a water leak, and a single personal injury.

LEVEL 2- Reference Appendix B for Level 2 Emergency Process Flowchart

A Level 2 emergency is a disaster or emergency that impacts sizeable portions of the campus. It may disrupt or threaten mission-critical functions or the personal safety of students, employees, guests or the surrounding community. Assistance from external organizations may be needed. Level 2 situations could escalate quickly and have serious consequences. Examples of Level 2 emergencies may include, but are not limited to, a building fire, major chemical spill, extensive power or utility outage, severe flooding, or an external emergency situation that has the potential to impact operations.

The EP is activated in a Level 2 emergency. The ERTL determines plan activation and may convene the ERT. The ERTL and/or ERT evaluates the scope of the incident, facilitates the coordination of essential services, and provides emergency information. If the ERT is mobilized, the EOC is opened. Emergency Marshalls may be mobilized.

LEVEL 3- Reference Appendix C for Level 3 Emergency Process Flowchart

A Level 3 emergency is a major disaster or emergency that generally involves the entire campus and may involve the surrounding community. Normal MSJ operations are suspended or impeded. The effects of the disaster or emergency are wide-ranging and complex. Resolution of the disaster or emergency conditions requires timely University-wide cooperation and extensive coordination with external jurisdictions and/or resources. Examples of a Level 3 emergency may include, but are not limited to, a tornado in the campus vicinity, an armed intruder, or a major earthquake.

The EP is automatically activated in a Level 3 emergency. The ERTL coordinates plan activation and the ERTL or MSJ Police Department may make immediate notification of the situation through internal channels of communication, including MountSafe, email, MSJ phone system, and other available sources. All members of the ERT are to immediately report to the EOC or alternate EOC as soon as possible. ERT members are fully mobilized to evaluate the scope of the incident, facilitate the coordination of essential services, and provide emergency information as necessary to implement the EP. Emergency Marshalls are mobilized as needed.

SUMMARY OF EMERGENCY EVENT LEVELS

- LEVEL 1
 - A minor incident that is quickly resolved with internal resources or limited help.
 - The ERTL is not involved and the emergency is handled by the MSJ Police Department.
 - The EP is not activated.

- The ERT is not involved.
- The EOC is not opened.
- LEVEL 2
 - A disaster or emergency that impacts sizeable portions of the campus and that may affect mission-critical functions or personal safety.
 - The EP is activated.
 - ERT may be mobilized.
 - The EOC may be opened if ERT is mobilized.
 - Emergency Marshalls may be mobilized.
- LEVEL 3
 - A major emergency or disaster that involves the entire campus and may involve the surrounding community.
 - The EP is activated.
 - The ERTL or MSJ Police Department may make an immediate internal communication.
 - The ERT is mobilized.
 - The EOC is opened.
 - Emergency Marshalls are mobilized as needed.

2. Immediate action and notification.

Any person should call 911 and report any emergency or dangerous situation to the MSJ Police Department immediately. Orders to evacuate buildings, close or lock-down the campus, or shelter-in-place are authorized by the ERTL or MSJ Police Department in accordance with the EP. Most, but not all, emergency response operations will involve the coordination of internal departments and resources, such as the MSJ Police Department, Office of the Provost, Office of Residence Life, Buildings & Grounds, Wellness and Health Services Center Office, Information Services and Support, etc. and/or external agencies and resources, such as Delhi Township Police and Fire Departments, Hamilton County SWAT, and other agencies as required through the mutual aid agreement with all police agencies in Hamilton County.

Please refer to the Emergency Process Flow Charts contained in the Appendices of this Plan for more information about the coordination of MSJ's response under any level of emergency.

In the event the MSJ Police Department or ERTL receives information and confirms that a significant emergency or dangerous situation poses an immediate threat to the health or safety of students, employees or guests on the campus, notification decisions will be made. An "immediate" threat encompasses an imminent or impending threat. The ERTL and MSJ Police Department or ERT (if mobilized) will, taking into account the safety of the community, collaborate to determine the content of the notification and direct that notification be made, unless issuing a notification will, in the judgment of the ERTL and/or first responders (including, but not limited to the MSJ Police Department, Delhi Township Police and/or Fire Departments, and Emergency Medical Services) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In a Level 3 emergency or disaster, the ERTL or the MSJ Police Department may independently determine the information to be disseminated to the campus community or outside of the campus

community, including the content and method of dissemination appropriate to the emergency, and send notifications using MountSafe or other available sources to communicate an immediate threat to the MSJ community.

In most Level 2 and Level 3 emergencies or disasters, the ERTL or ERT (if mobilized), in consultation with the President, Provost, and/or Vice President Compliance, Risk, and Legal Affairs/General Counsel, will determine the information to be disseminated to the campus community, including the content and method of dissemination appropriate to the emergency. Internal channels of communication, including MountSafe, email, MSJ phone system, and other available sources may be used to communicate the threat to the MSJ community (or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population). Once the content of any internal notification is determined, the timely dissemination is the responsibility of the ERTL, ERT, or MSJ Communications Department as deemed appropriate under the circumstances.

In most Level 2 and Level 3 emergencies or disasters, the ERTL or ERT (if mobilized), in consultation with the President, Provost, and/or Vice President Compliance, Risk, and Legal Affairs/General Counsel, will determine the information to be disseminated outside of the campus community, including the content and method of dissemination appropriate to the emergency. Once the content of any external message is determined, the timely dissemination is the responsibility of the ERTL, ERT, or MSJ Communications Department as deemed appropriate under the circumstances.

When a crime covered under the Jeanne Clery Act has been committed on campus property, but the facts do not warrant an emergency notification, the ERTL, MSJ Police Department or ERT will authorize a timely warning if the crime committed is determined by the MSJ Police Department to constitute a serious and continuing threat to students or employees. Such a warning serves to alert the community, help educate students and employees about possible dangers on campus, and in some cases, may even lead to the apprehension of a suspect or reduction of the threat. A timely warning may also be authorized if a crime occurs off-campus, on property covered by the Jeanne Clery Act. Timely warnings may be issued through various channels of communication, including MountSafe, email, MSJ phone system and other available sources.

3. Assess, prioritize and coordinate next steps in response.

The ERTL or ERT (if mobilized) facilitates coordination of the next steps in campus response after immediate action is determined and notifications are made to the MSJ community and externally, if appropriate, consistent with the emergency. The responsibilities of the ERTL or ERT in coordinating the next phase of response include:

- Assessing the scope and impact of the incident
- Making additional emergency notifications as appropriate
- Prioritizing next emergency actions
- Communicating additional information and instructions
- Monitoring and re-evaluating conditions

ERTL and ERT emergency response actions are guided by MSJ's overriding emergency priorities, as follows:

1. Protection of life
2. Prevention of injuries
3. Protection of property
4. Preparation of the campus for extended plan or response
5. Resume educational program

In addition, depending on the context and other characteristics of the particular disaster or emergency situation, ERTL and ERT emergency response may take into account the following categorical order of priorities:

- Buildings used by dependent population
- Residences
- Occupied classrooms, auditoriums, work areas
- Occupied arenas, special events venues
- Buildings critical to health and safety
- Potential shelters, food supplies
- Sites containing potential hazards
- Facilities that sustain the emergency response
- Energy systems
- Computer installations
- Communications services
- Transportation systems
- Classroom and research buildings
- Administrative buildings

When activated, the ERT remains at the EOC to coordinate decisions and resources. EOC equipment and supplies are maintained and stored by the MSJ Police Department. The MSJ Police Department is responsible for planning and maintaining the EOC resources, such as appropriate data, equipment and supplies, and an ERT Directory containing internal and external contact information. Copies of the ERT Directory will be maintained at the primary EOC location with additional copies that may be taken to any alternative EOC site.

Site-based or departmental emergency plans may be developed by the MSJ Police Department to supplement the EP and provide more site-based emergency response information. Such plans may include Emergency Marshalls who may serve as the point of contact for a department or building during the EP, circulate information to individuals within the department or building regarding emergency procedures, and maintain a list of the names, contact information, and location of individuals living or working in the building or department (as applicable) who may be temporarily or permanently mobility impaired and/or require assistance in the event of an emergency. Updated copies of site-based or departmental emergency plans may be referenced by the ERT and Emergency Marshalls during the EP.

4. Review and recovery.

When emergency conditions are resolved and normal operations resume, the EP will be deactivated by the ERTL or ERT. A formal announcement will be disseminated through various channels of communication deemed appropriate by the ERTL and ERT (if activated), including MountSafe, email, MSJ phone system, and other available sources.

If the nature of the incident requires an extension of some emergency services, special ERT work groups may be appointed to coordinate those continuing activities. These groups may need to consider and/or address:

- Academic or administrative space reallocations
- Support services for impacted students, faculty or staff
- Community relief assistance
- Cost recovery

During and after execution of the EP, the MSJ Chief of Police, the ERTL, and the ERT (if activated) will create, acquire and maintain appropriate documentation to facilitate MSJ's response and recovery efforts. Examples of such documentation may include, but are not limited to, the following:

- Lists of damaged and destroyed equipment
- Equipment usage records
- Vendor purchase orders, invoices and payments
- Materials usage records
- Contractor contracts, invoices and payments
- Insurance information/settlements
- Police, fire and medical response logs
- Report of events

Following the cessation of emergency operations, an incident report will be prepared by the MSJ Police Department and reviewed by the ERT to evaluate the effectiveness of the response effort. The EP will be evaluated and appropriately modified as necessary after any emergency experience.

PART II- SAFETY INFORMATION FOR MSJ COMMUNITY

Part II of the Plan provides safety information for all students, faculty, staff and visitors who may be on campus in the event of a disaster or emergency.

The occurrence of a crisis will require prompt response from all members of the campus community and specifically personnel with assignments included in this Plan. Since no two emergencies will be the same in nature, scope or magnitude, it is necessary for the University's response plans to be basic, flexible and subject to modification as the need arises. Modification will be at the discretion of the MSJ Police Department, ERTL, ERT, the President, or civil authorities. However, in any emergency, the following priorities shall apply:

1. Protection of life
2. Prevention of injuries
3. Protection of property

4. Preparation of the campus for extended plan or response
5. Resume educational program

Every student, faculty member, staff member and visitor at Mount St. Joseph University should be as prepared as possible for emergency evacuation of campus buildings. This is particularly important for people with disabilities, for whom the environment becomes even more difficult during and after an emergency than for the non-disabled.

STUDENTS AND EMPLOYEES WITH DISABILITIES

If you are a student with a disability (mobility, vision, hearing, speech, or cognitive), you are encouraged to contact the Director of the Learning Center, Disability Services, and Project EXCEL at (513) 244-4623 or Stacy.Mueller@msj.edu. The Learning Center, Room 156 Seton Center. If you are an employee with a disability (mobility, vision, hearing, speech, or cognitive), you are encouraged to contact the Director of Human Resources at (513) 244-4979 or lisa.kobman@msj.edu, Office of Human Resources, Seton Center. Students and employees with disabilities (mobility, vision, hearing, speech, or cognitive) who provide notice as requested will have a personal safety plan developed, in consultation with the MSJ Police Department, that will help increase the probability of a smooth evacuation in an emergency. Temporary or permanent disabilities impacting mobility or emergency response should be reported to the MSJ Police Department.

RESPONDING TO DIFFERENT TYPES OF DISASTERS AND EMERGENCIES

- **Evacuation**

A campus, building, or room evacuation may be ordered if the campus, building or room is deemed unsafe and uninhabitable by civil authorities, the MSJ Police Department, ERTL or ERT. Every student, faculty member, staff member, and visitor should be as prepared as possible for emergency evacuation of campus buildings.

If you encounter someone requiring assistance during an evacuation, inform the person of the nature of the emergency and offer to guide the person to the nearest exit. If the person is hearing impaired, use hand gestures or other means, such as turning the light switch on and off to alert him or her of the emergency, verbalize or mouth information, or provide the person with a short note. Since elevators may not be available or should not be used in many emergency situations, individuals with mobility impairments may not be able to evacuate themselves without assistance. For individuals requiring assistance, if there is no immediate danger, go to a safe place to await rescue personnel.

On the sixth floor east lounge of the Seton Residence Hall, the University has placed an emergency stair chair. This chair makes the evacuation of the mobility impaired safer and faster. The mobility-impaired person is the best authority on how he/she should be moved.

Ask before you move someone apparently in need of assistance. While it is best to let rescue personnel conduct assisted evacuations, a person can be carried by two people who have interlocked their arms to form a chair, or a person can be carried in a sturdy office chair.

- **Lockdown**

A lockdown procedure will occur if a threat occurs on campus or in the local neighborhood that requires students, faculty, staff, and visitors to be taken indoors where it is less likely that they will be injured. Some emergency situations may require a secondary response beyond lockdown, such as initiating shelter in place.

- **Shelter-In-Place**

This is to protect students, faculty, and staff who are already inside the buildings. Everyone should find some place of shelter inside the building and stay there until you are directed to leave.

When appropriate, you should determine if the room you are in can be locked and if so, lock all windows and doors, and turn off all the lights. If the room cannot be locked, determine if there is a nearby location that can be reached safely and secured in the manner above. If it is not possible to lock the doors or attempt to safely reach another area, then it may be necessary to do the following:

- Place furniture and equipment in front of the doors to barricade them. If a door opens out into a corridor, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Stay away from windows when the emergency situation is outside the room. If the threat is in the room, lower level windows may be used as an emergency exit.
- Stay alert for instructional messages as described below, and put cell phones on vibrate.
- Remain in place until the police or a MSJ employee known to you gives the “all clear.”
- If the threat compromises your shelter, then leave that place for another place of safety even to the extent of leaving or fleeing from the building.

- **Campus Shelters**

Campus shelters will primarily be used during severe weather emergencies, such as tornados or winter storms. The shelter location is specific to each building on campus as noted below:

Location	Shelter Area
Administration Building	Ground floor near Fiscal Operations
Archbishop Alter Library	Ground floor near ISS Help Desk
Children’s Center	Ground floor between Bookstore & Food Court
Centennial Fieldhouse	Lower level of the Fieldhouse
MSJ Theatre	Ground floor near Fiscal Operations
Classroom Building	Ground floor near Fiscal Operations
Dorothy Meyer Ziv Art Building	Ground floor near multi-purpose room
Jean Dowell Gymnasium (Old Gym)	Ground floor near multi-purpose room
Jean Patrice Harrington Student Center	Ground floor between Bookstore & Food Court
Mater Dei Chapel	Ground floor near ISS Help Desk
Music Wing	Music Classroom 20
Science Building	Ground floor of Science Building
Seton Center/Residence Hall	Ground floor of Seton Center
Sports Complex	Visitor’s Locker Room

PREPARING FOR SPECIFIC EMERGENCY SITUATIONS

- **Fire in Building**

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Do not use elevators. Once safely outside a building, contact 911 and the MSJ Police Department and await further information from the MSJ Police Department, ERTL, or ERT. Students and/or employees are informed where to relocate by the MSJ Police Department, ERTL, ERT and/or Emergency Marshalls if circumstances warrant at the time of the alarm.

Do not take chances with fire – even a small one can get out of control quickly. At no time should attempts to control a fire, the closing of doors or the activation of the alarm delay the exit from the building.

- **Armed Intruder on Campus**

MSJ utilizes the A.L.I.C.E. program when dealing with armed intruders on campus. The A.L.I.C.E. program was created to enhance the traditional lockdown or shelter-in-place policies used in educational institutions. A.L.I.C.E. is designed to increase survivability during active shooter or armed intruder situations. Because it may take several minutes for police to respond, it is important for students, faculty, staff and guests to realize that they may be the real first responders on the scene. The five components of A.L.I.C.E. can be used to gain an advantage and to survive an armed intruder situation: Alert, Lockdown, Inform, Counter, and Evacuate. Since no two situations are exactly alike, there is no specific order to the components of the A.L.I.C.E. response plan.

Alert

If you see an armed person(s) or hear gunfire, then:

- Call 911
- Notify the MSJ Police Department by calling (513) 244-4200 or 4200 or 0 from any campus phone.
- Give as much detail as safely possible, such as describing the intruder's appearance, clothing, type of weapon, location, etc..

If another person alerts you to the above information, find out if they have informed the authorities. If they have not or if you are unsure, then make the emergency notification yourself.

Lockdown

You will be notified of a University lockdown by various communication channels such as MountSafe, email, campus phones and any other available resource.

Lock the door(s). Turn off the lights. Lower the blinds and cover any windows in the door. Stay away from windows and doors, but consider whether the windows may be used as an emergency exit to safety. Place cell phones on vibrate or silent.

Utilize objects in the room or on your persons (e.g. desks, tables, chairs, belts, etc.) to help secure the door(s). Do not rely solely on locks. You need to provide an initial barrier(s).

Once you have barricaded the door(s), do NOT open the door(s) for anyone unless notified by civil authorities, the MSJ Police Department, ERTL or ERT. Look for alternate escape routes, such as through windows or other doors.

Prepare mentally to defend yourself and others – remember your objective is to survive. Gather items that could be used as weapons (e.g. cups, chairs, books, bags, pens, staplers, fire extinguishers, etc.).

Inform

If you have information about the suspect, stay in communication with the MSJ Police Department by phone or whatever means available, advising them of the intruder's location and actions. Accurate, real-time information can be critical in these situations.

Watch for additional directions and information that may be sent through various communication channels deemed appropriate, such as MountSafe, e-mail system, campus phone system and any other available resource.

Counter

Do not be afraid to fight back. If the intruder enters the room, use objects in the room (e.g., computers, furniture, staplers, fire extinguishers, etc.) and on your person (e.g., books, binders, backpacks, purses, drinks, etc.) to defend yourself, to distract the shooter, and to disrupt the shooter's aim and concentration. Remember anything can be a weapon.

Make yourself a difficult or "hard" target. Run around the room. Create chaos. Attack in a group or swarm the intruder.

Grab the intruder's limbs and head. Take him to the ground and hold him there. If you have possession of the weapon, hide and secure it away from the intruder, such as by placing it in a trashcan. Do not carry or hold the weapon, as police may think you are the armed intruder. *Maintain possession of the weapon without being in possession.*

Inform the police that you have control of the intruder and tell them where you are located. Listen to the instructions given by civil authorities, the MSJ Police Department, ERTL or ERT.

Evacuate

Safely evacuate whenever possible. YOU may have to decide if and when it is safe to evacuate to remove yourself from the danger zone as quickly as possible. Run in a zigzag pattern as fast as you can until out of the danger zone. Utilize windows if you are able to do so. Do not attempt to drive from the area until instructed to do so by civil authorities, MSJ Police Department, ERTL or ERT. Go to a secure rally point, as determined by the civil authorities, MSJ Police Department, ERTL or ERT.

- **Serious Injury**

In the event of a serious personal injury, call 911 and/or notify the MSJ Police Department by calling (513) 244-4200 or 4200 or 0 from any campus phone. Assist injured persons if you are capable of doing so without injuring yourself. The MSJ Police Department will be the liaison to any responders from Delhi Fire, EMS or other resources not affiliated with MSJ. When appropriate, the MSJ Police Department will protect the scene, take photos, measurements, etc.

- **Tornado/Severe Weather**

A weather radio is one of the most reliable methods of obtaining urgent weather information. The Hamilton County Emergency Management Agency follows the direction of the National Weather Service (“NWS”). If the NWS issues a warning, Hamilton County will activate ALL the sirens for the county. The Hamilton County siren is the emergency confirmation in the event of a tornado or severe weather. In the case of severe weather and/or a tornado, attempts will be made to notify persons on campus through various channels of communications.

A severe weather warning means that a dangerous weather event is imminent. Immediate action should be taken to protect life and property. Dangerous weather can take the form of heavy winds, lightning, thunderstorms, tornados and ice or snow.

Whenever you are aware of severe weather or tornado warnings, you must go immediately to the lowest floor of the building or designated shelter area. Stay away from glass windows and glass doors. Leave auditoriums, gyms and other free span rooms.

After the threat is over, the MSJ Police Department, ERTL or ERT will make notification that all is clear through various communication channels. To learn more about the various ways to receive alerts and warnings in Hamilton County, visit the website of the Hamilton County Emergency Management Agency.

MSJ has a separate **Inclement Weather Policy** for weather situations that may create hazardous travel conditions for travel to and from campus. [Inclement Weather Policy](#)

- **Earthquake**

If you are inside during an earthquake:

Immediately take cover under a table or desk, between rows of seating if in an auditorium, or in a doorway. In areas where cover is not available, kneel at the base of an interior wall, facing the wall and with head down and covered by arms. Turn your body away from windows and mirrors. Be alert for falling objects and stay away from overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside during an earthquake:

Move to an open area away from buildings, trees, and power lines. If unable to move to an open area, watch for falling objects.

If you are in an automobile during an earthquake:

Stop your vehicle in the nearest open area. Stay in the vehicle until the shaking stops.

After an earthquake:

After the shaking stops:

- Be aware of the possibility of aftershocks.
- If possible and it is safe to do so, evacuate the building as soon as the shaking has ceased. Do not use elevators. Do not re-enter a building until re-entry is authorized by the MSJ Police Department, the MSJ Emergency Response Team, or civil authority.
- Do not move injured persons unless they are in obvious immediate danger (from fire, building collapse, etc.).
- Open doors carefully. Watch for falling objects.
- Do not use elevators.
- Do not use matches or lighters.
- Limit use of telephone to calls for emergency services. Report injuries or unaccounted for individuals.

- **Hazardous Materials Spill/Release**

A hazardous material spill is a spill in which there is a significant amount of a hazardous material released or one in which the release of the substance cannot be controlled. Examples of hazardous materials in quantities that would be considered a spill are: more than one gallon of bleach, more than 100 ml of sulfuric acid, over one gallon of gasoline, and any quantity of mercury. Examples of infectious materials include blood and other body fluids.

Consult the SDS/MSDS (material safety data sheets) developed by the MSJ Chemistry and Biology Departments before accessing chemicals. The MSJ Police Department has a list of chemicals stored in the Science Building and MSJ Buildings and Grounds Department has a copy of the SDS/MSDS.

Hazardous Material Spill Response

Pull nearest fire alarm. Call 911. Notify the MSJ Police Department by calling (513) 244-4200 or 4200 or 0 from any campus phone. Advise the officer as to the nature and location of the problem including the room number if possible.

If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and then seek medical attention.

If possible and it is safe to do so, stop the source of the hazardous material. **DO NOT** attempt to clean the spill yourself. Evacuate the immediate area, closing doors behind you. Do not re-enter a building until re-entry is authorized by the MSJ Police Department, ERTL, ERT or civil authority.

The MSJ Police Department, ERTL, ERT, or civil authority will begin notification to the campus community as appropriate. Provide as much of the following information to first responders as possible:

- Where has the hazardous material spill occurred? Specify the floor, room number, and location in room.
- Has there been a fire and/or explosion?
- Are there any injuries? If so, how many?
- What material has been spilled?
- What is the state of the material (i.e., solid, liquid, gas, combination)?
- Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

Infectious Material Spill Response

Notify the MSJ Police Department by calling (513) 244-4200 or 4200 or 0 from any campus phone. Advise the officer as to the nature and location of the problem including the room number if possible.

If the infectious material comes in contact with your skin, immediately wash with soap and water.

If possible and it is safe to do so, stop the source of the hazardous material. **DO NOT** attempt to clean the spill yourself. Evacuate the immediate area, closing doors behind you. Do not re-enter a building until re-entry is authorized by the MSJ Police Department, ERTL, ERT, or civil authority. The MSJ Police Department, ERTL, ERT, or civil authority will begin notification to the campus community as appropriate. Make yourself available to first responders to supply critical information to aid in clean up.

Chemical/Hazardous Spill or Leak Off-Campus That Threatens Campus Community

If on campus, follow shelter-in-place direction. Do not open windows. Do not leave buildings. Keep doors closed. Additional directions and information will be sent to the Mount community by the ERTL or ERT through various communication channels.

- **Bomb Threat/Suspicious Object**

All bomb threats and suspicious objects must be taken seriously because of the possibility that they pose an actual danger to portions of the campus, the entire campus, and/or the surrounding area.

If you receive a telephone bomb threat:

If your phone is equipped or you have access to a recording device, record the phone call. If possible, discreetly ask a colleague or other nearby individual to call 911 or the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone.

Keep the caller on the phone for as long as possible. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, its location, the validity of the threat, or the identity of the caller. Listen carefully for background noises.

Note the phone number of the caller if your telephone has a display. Gather as much information as possible. If possible, use the following to question the caller in a polite and non-threatening manner:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?

If the threat was received by another individual and he/she is relaying information to you, gather as much information as possible.

Upon completion of the call or upon receiving a report of a bomb threat, immediately dial 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone.

Then, document as many details of the call and the caller while the call is still fresh in your memory. Include:

- The exact words of the threat.
- The date and time of the call.
- Information regarding the threat including:
 - Whether it was incoherent or clearly-articulated.
 - Whether the caller was reading the threat.
 - Whether the threat was pre-recorded.
 - Whether the threat involved profanity.
- Information about the caller including:
 - Where the caller is located (if unknown, document background noise or other details that may help identify the caller's location).
 - The caller's estimated age.
 - Whether the caller's voice is familiar.
 - Whether the caller has an accent.
 - The caller's demeanor.
 - The caller's emotion.
 - Details regarding the caller's voice.
 - Whether the caller is male or female.
 - Whether the caller was well-spoken.
 - Whether the caller was irrational.
- Background sounds (or lack thereof) including:
 - Static.
 - Street noises.
 - Conversation.
 - Music.
 - Animal noises.
 - House noises.
 - Kitchen noises.
 - Motor noises.
 - Machinery.

Remain available to answer questions.

If you receive a written bomb threat:

Written bomb threats may be typed, handwritten, or electronic (email, social media, or other). If you receive or are made aware of a written bomb threat, immediately call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. If the threat is received in hard copy, handle the document as minimally as possible. If the threat is electronic, do not delete it. If

possible, preserve a copy of the threat.

Remain available to answer questions.

If you receive or find a suspicious object:

A suspicious object is defined as any package, parcel, container, or other object that is suspected of being an explosive device because it is out of place or unusual for that location and cannot be accounted for, or because a threat has been received.

If you receive or find a suspicious object, do not touch or otherwise tamper with it. Immediately call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. Follow instructions precisely.

Direct people to move away from the object **at least 600 feet**. Do not attempt to evacuate the building without the authorization of the MSJ Police Department, ERTL, ERT, or civil authority. Do not use portable radio equipment or cell phones **within 600 feet** of the suspicious object.

Be aware that a combination of the following typical characteristics may trigger suspicion in a letter or package:

- Restricted marking such as “Personal” or “Special Delivery”
- No return address or one that cannot be verified as legitimate
- A city or state in the postmark that does not match the return address
- Unusual weight based on size
- Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string

If you open a parcel containing suspicious material or alleged to contain suspicious material:

Set it down immediately wherever you are located. Do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air. If the material is corrosive or presents an immediate danger, wash or rinse your hands. Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.

Call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. If anyone enters the closed area in which the suspicious letter or package, advise that person to also stay at the scene.

- **Power Outage**

If you are in a campus area that experiences a power outage, call the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. If you can remain safe while doing so, provide assistance to others in your immediate area that may be unfamiliar with the space. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.

Do not attempt to use elevators. If you are in an elevator when the power goes out, use the emergency button or telephone to alert the MSJ Police Department.

- **Flooding and Water Damage to a Building**

Serious water damage can occur from a number of sources: broken pipes, clogged drains, damaged skylights or windows, or construction errors. If a water leak or flooding occurs on campus, call the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. Report the exact location and severity of the leak or flooding. If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area. If you know the source of the water, and if possible and safe to do so, stop the water at the source (i.e., unclog the drain, turn off the water, etc.). Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects.

- **Explosion on Property**

Call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. Assist any injured persons if safe to do so. Treat as a fire and evacuate. Report injuries or unaccounted for individuals to the MSJ Police Department, ERTL, ERT or civil authority.

- **Workplace / Campus Violence**

Workplace/campus violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information may be helpful in detecting or anticipating workplace/campus violence and help to create a safer, healthier workplace/campus for everyone.

Examples of workplace and campus violence include:

- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property
- Conduct that harasses, disrupts, or interferes with another individual's performance
- Conduct that creates an intimidating, offensive, or hostile environment

Potential warning signs of workplace and campus violence include:

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

Risk factors that may contribute to workplace and campus violence include:

- Termination of employment
- Suspension or dismissal of a student
- Disciplinary actions
- Ongoing conflicts between employees
- Domestic or family violence
- Financial problems

If violence occurs or there is an immediate threat of violence, leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area. If possible, call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. Provide as many details as possible.

- **Serious Injury**

Call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. Arrange to meet arriving MSJ Police Officers and/or EMS personnel to direct them to the location of the injured person(s). Assist any injured persons if possible and if safe to do so.

- **Death of Student, Faculty or Staff**

Call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone. The MSJ Police Department will secure the scene.

In the event of a death on campus, it is critical to preserve the scene. Do not disturb anything in the location or the room in which the victim is located. Do not let anyone into the location or room except emergency personnel. Do not attempt to gain entrance into the location or the room. Arrange to meet arriving MSJ Police Officers and/or Delhi EMS and direct them to the location of the victim.

- **Pandemic/Disease Outbreak**

A pandemic/disease outbreak on MSJ's campus or in the Greater Cincinnati may affect these areas:

- Impact on students, faculty and staff – Inability to come to class, to hold class, to come to work, and/or to provide vital functions to the community to ensure effective operations
- Inability of commerce to supply needs of our community
- Potential loss of public transport

In the event of a pandemic/disease outbreak, the MSJ Police Department will coordinate with the MSJ Wellness Center and civil authorities regarding the retrieval and distribution of medications and other supplies. If emergency care is needed for any individuals, call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone.

- **Any Other Emergency Not Listed**

In the event of an emergency not otherwise listed in this Plan, call 911 and the MSJ Police Department at (513) 244-4200 or 4200 or 0 from any campus phone as needed. Precisely follow the instructions of MSJ Police Officers, the ERTL, the ERT, or civil authorities. Ensure your safety prior to assisting

others. Assist injured persons if possible and if safe for you to do so.

GLOSSARY OF TERMS

Emergency Marshalls- Volunteer MSJ employees trained in certain emergency protocols who may serve as the point of contact for a department or building during the Emergency Process set forth in the Mount St. Joseph University Disaster, Emergency Response and Notification Plan

EOC- Emergency Operations Center that serves as the central location for Emergency Response Team mobilization and operation

EP- Emergency Process set forth in the Mount St. Joseph University Disaster, Emergency Response and Notification Plan establishes the framework for responding to emergencies or disruptions that may threaten the health and safety of the MSJ and surrounding community or disrupt MSJ's programs and operations

ERT- Emergency Response Team members are the primary responders and decision-makers in certain levels of disasters and emergencies set forth in the Mount St. Joseph University Disaster, Emergency Response and Notification Plan

ERTL- incident commander for Level 2 and Level 3 emergencies under the Mount St. Joseph University Disaster, Emergency Response and Notification Plan

Level 1 Emergency- A minor incident that is quickly resolved with internal resources or limited help.

Level 2 Emergency- A disaster or emergency that impacts sizeable portions of the MSJ campus.

Level 3 Emergency- A major disaster or emergency that generally involves the entire campus and may involve the surrounding community.

MountSafe- MSJ's opt-in alert system that sends registered individuals phone, email and/or text messages about MSJ disasters and emergencies. Registration for MountSafe can be completed by visiting www.msj.edu/safe.

MSJ Police Department- The commissioned law enforcement agency by the State of Ohio charged with the safety and security of all University students, employees and visitors, which can be contacted by calling (513) 244-4200 or 4200 or 0 from any campus phone.

Plan- Mount St. Joseph University Disaster, Emergency Response and Notification Plan

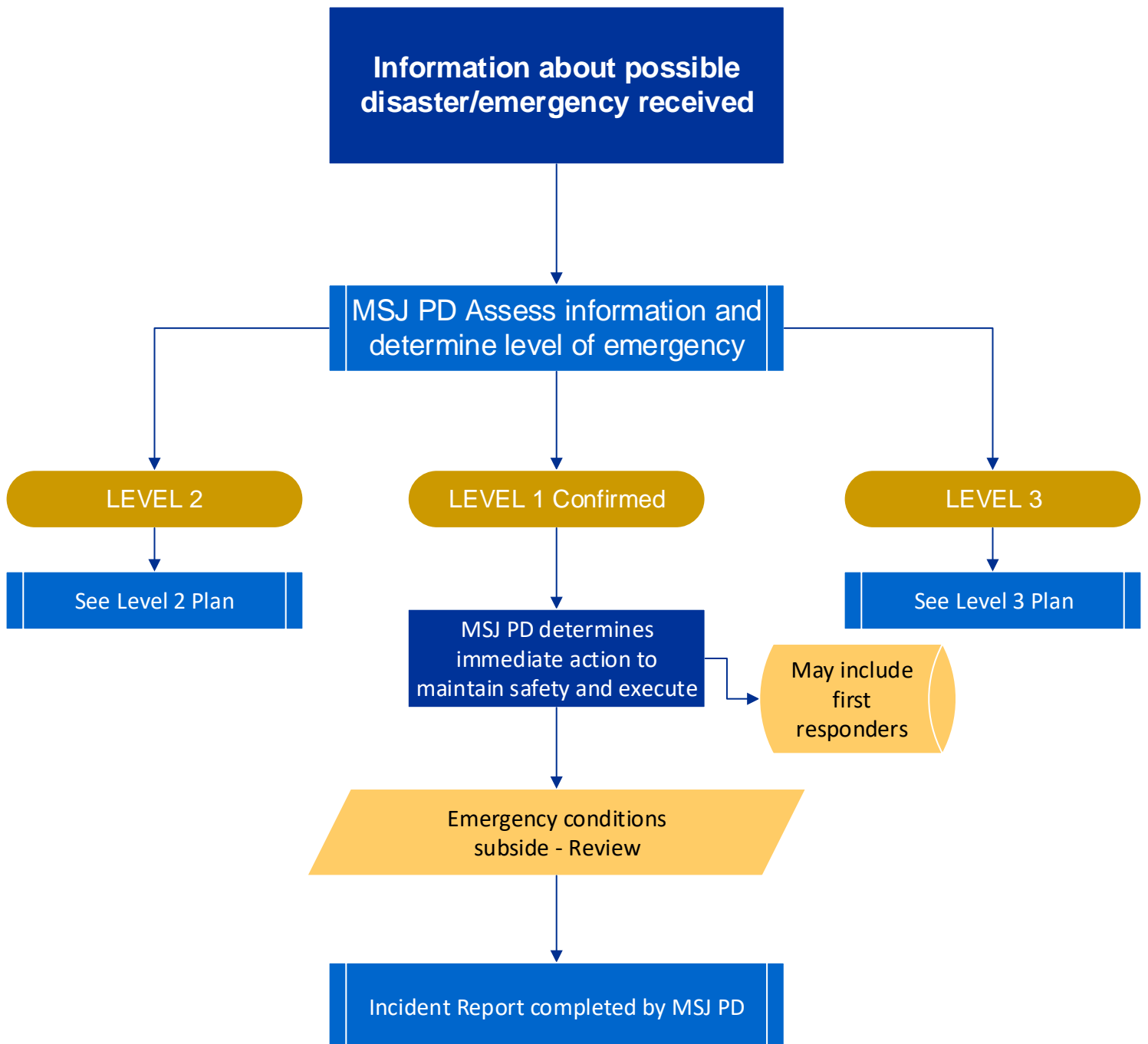
Mount St. Joseph University Level 1 Disaster / Emergency Plan



MOUNT ST. JOSEPH
UNIVERSITY

A minor emergency that impacts little to no portions of the campus and will not disrupt or threaten mission, critical functions, personal safety of member of the University community or surrounding community.

Examples: An unusual odor, small chemical spill, a water leak, a single personal injury.



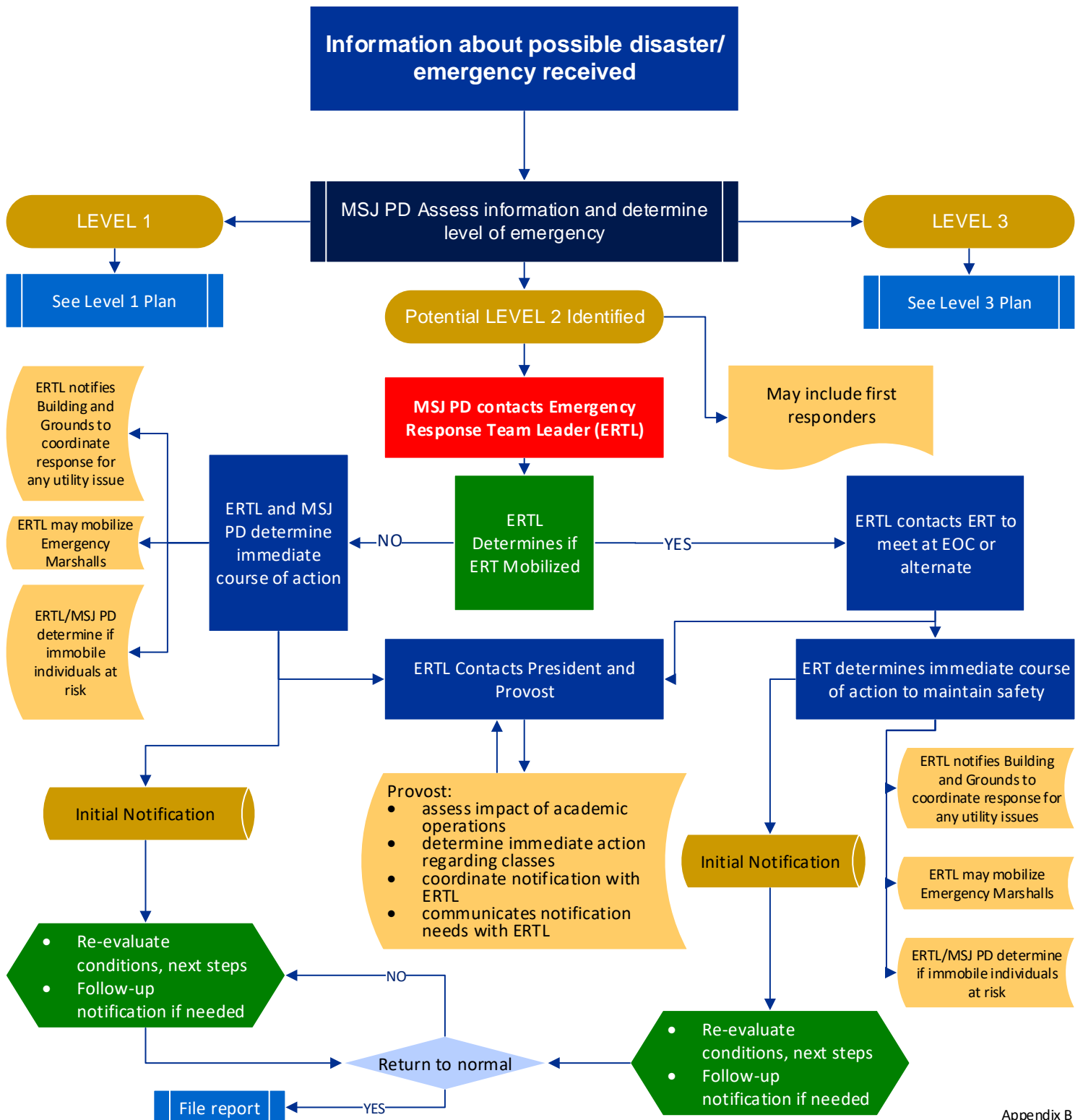
Mount St. Joseph University Level 2 Disaster / Emergency Plan



MOUNT ST. JOSEPH UNIVERSITY

A major disaster or emergency that impacts sizable portions of the campus and may disrupt or threaten mission, critical functions, personal safety of member of the University community or surrounding community.

Examples: Contained building fire, major chemical spill, extensive power or utility outage, severe flooding.



Mount St. Joseph University Level 3 Disaster / Emergency Plan



MOUNT ST. JOSEPH UNIVERSITY

A major disaster or emergency that generally involves the entire campus, may involve the surrounding community, and impedes or necessitates the suspension of normal University operations.

Examples: A tornado in the campus vicinity, an armed intruder, a major earthquake or a long-term power utility outage.

