



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, as well as the types of communications the University will provide to students, faculty, and staff in the event of an emergency or other event impacting 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, inclement weather, cyberattacks, 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 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
- Inclement Weather
- Cyberattack

- 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 for Strategic Initiatives and General Counsel/Title IX Coordinator. 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
- Human Resource Representative
- Director of Student Leadership & Residence Life
- Director of Campus Facilities and Operations
- Associate Provost for Campus Technology
- Vice President of Marketing & Communications or Designee
- Provost
- Director of the Wellness Center
- Full-time Faculty Employee appointed by the Provost for three academic years
- Full-time Staff Employee recommended by the Coordinating Representatives of the Staff Assembly (CRSA) and approved by the President for three academic years
- Full-Time Athletic Department Employee appointed by the Athletic Director for three academic years

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 and at the direction of the Chief of Police. If the Chief Financial Officer is unavailable to serve as the ERTL, the Provost shall serve as the ERTL. In the event that both the Chief Financial Officer and Provost 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 and notification.
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 for Strategic Initiatives and General Counsel/Title IX Coordinator, 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, Campus Facilities and Operations, Wellness Center, 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 for Strategic Initiatives and General Counsel/Title IX Coordinator, 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 or ERT 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 for Strategic Initiatives and General Counsel/Title IX Coordinator, 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 or ERT, by directing the MSJ Communications Department to make such dissemination, 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, coordinate next steps in response and communication.

The ERTL or ERT (if mobilized) facilitates coordination of the next steps in campus response after immediate action is determined and initial 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 to students, faculty, staff and the community, as deemed appropriate
- 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 de-activated by the ERTL or ERT. A formal announcement to students, staff, faculty, and the community, depending on the situation, will be disseminated through various channels of communication deemed appropriate by the ERTL and ERT (if activated), including MountSafe, email, MSJ phone system, social media, 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 at (513) 244-4623 or studentaccessibilityspecialist@msj.edu. If you are an employee with a disability (mobility, vision, hearing, speech, or cognitive), you are encouraged to contact the Chief Human Resource Officer at (513) 244-4979, Office of Human Resources, Science Building. Temporary or permanent disabilities impacting mobility or emergency response should be reported to the MSJ Police Department. Students and employees with disabilities (mobility, vision, hearing, speech, or cognitive) who provide notice to the MSJ Police Department will have a personal safety plan developed that will help increase the probability of a smooth evacuation in an emergency.

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.

The University has placed an emergency stair chair in the hallway leading to the Fire Inspectors office behind the Seton Front Desk. 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 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.

Some chemical emergencies, such as a train derailment or terrorist attack, may make leaving the area of danger (evacuating) dangerous to you. It may be safer for you stay inside where you are.

What does stay put and seal off your space mean?

- **“Stay Put and Seal Off Your Space”** means to **stay put and seal off the space you are in from any outside air to make a safe place where you are**. It means that leaving the area or building during a chemical emergency may place you in danger. It is **a way to keep you as safe as possible** until the emergency is under control.
- **Stay put and seal off your space is a type of shelter-in-place**. It is different from shelter-in-place for severe weather or tornadoes or a nuclear or radiation emergency.
- Listen to the radio, television, or your mobile news app, or **follow instructions** in text alerts to **stay put and seal off your space**.

PREPARING FOR SPECIFIC EMERGENCY SITUATIONS

➤ **Emergency Numbers**

The following is a list of emergency telephone numbers that you should use if you encounter an emergency or potential emergency on the MSJ University campus.

- | | |
|-----------------------------------|----------|
| • MSJ Police | 244-4200 |
| • Fire | 911 |
| • Emergency Medical | 911 |
| • Explosion | 911 |
| • Crimes in progress (on campus) | 244-4200 |
| • Crimes in progress (off campus) | 911 |
| • Power Outage | 244-4200 |
| • Broken Water Pipes | 244-4200 |

When calling 513-244-4200 or 911 from your location, be prepared to give the following:

- Your building name or address
- The telephone number you are calling from
- Your specific location

➤ **Fire/Explosion in Building**

In a fire emergency or explosion, your greatest asset will be your ability to remain calm and to have a plan of escape. The following procedures will be followed in the event of a fire or explosion:

- Building occupants must proceed to the appropriate exit (as indicated by the posted evacuation route) and vacate the building when a fire is detected. An alternate route is provided in case exits or stairways are blocked. If possible, activate the nearest fire alarm pull station, call 911 and advise them of the situation.
- All occupants are to evacuate outside to a safe location away from traffic. A headcount should be conducted to ensure accountability of all persons. The Incident Commander or their alternate should be notified if anyone is missing. They will confer with the fire department or other emergency personnel. Only emergency personnel will be allowed to enter the building.

As you leave the building:

- Before opening a closed door, feel the surface of the door with the back of your hand.
- If the door is hot, do not open it because there is probably fire on the other side.
- Backtrack and use your alternate escape route.
- If the door is cool, open it carefully.
- Close all doors behind you to help prevent the spread of smoke and fire.
- Do not attempt to use an elevator.
- If you encounter smoke, stay low or crawl if necessary since there is usually cleaner air close to the floor. If available, place a wet rag over your mouth and nose to help filter the air.
- Assist anyone who appears to be disoriented or injured.
- Once outside the building, proceed directly to your assigned assembly point.
- Do not reenter the building until directed to do so by MSJ Police or the Fire Department.

If clothing catches fire:

- STOP-DROP and ROLL!
- Do not run.
- Smother the flames by wrapping yourself (or a victim) in a blanket, rug, coat, etc.
- Roll on the floor.

If you become trapped during a fire emergency:

- Find a room, preferably with a window.
- Close the door.
- If smoke enters the room, seal the door with rags, clothing, or other materials.
- Look for a phone and try to call 911. Tell the dispatcher that you are trapped and give your location.
- If there is a window, signal rescuers using a rag, piece of paper, clothing, etc.
- If there is visible smoke outside the window, do not open it!
- If there is no visible smoke outside the window, open the top part of the window a few inches to let the smoke out and open the bottom of the window to let fresh air in.
- It may be possible to exit the building from a window; however, you should not attempt to jump from any window higher than the second floor from the ground level unless necessary. Wait as long as you can for rescuers to help you down.
- If no window is available, remain calm. Stay near the floor. Shout at regular intervals to alert emergency crews of your location.

➤ **Armed Intruder on Campus**

MSJ utilizes the RUN, HIDE, FIGHT program when dealing with armed intruders on campus. RUN, HIDE, FIGHT is approved by the Department of Homeland Security, FBI, and has been adopted by many colleges and universities across the country. RUN, HIDE, FIGHT is designed to increase survivability during an active shooter or armed intruder situation. 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. Since no two situations are exactly alike, there is no specific order to the components of the RUN, HIDE, FIGHT response plan.

Pre – Plan:

- Know your office, classroom, workspace, and surrounding areas
- Know all your exits, windows, and doors
- Know your hiding places
- Plan on how to secure your space
- Look at your surroundings and see what can be used as an improvised weapon

Decide quickly whether to Run, Hide, or Fight. There is no right or wrong order to this.

If you decide to RUN:

- Run as fast and as far away as you can get
- Leave your belongings behind
- Evacuate whether others agree or not
- If possible, help others to escape
- Keep your hands visible
- When it is safe to do so, dial 911

If you decide to HIDE:

- Barricade or lock your door if possible
- Turn off the lights
- Silence your phone and be as quiet as possible
- Gather objects to be used as improvised weapons
- Look for alternate escape routes
- Dial 911

If you decide to Fight:

- As a last resort, be prepared to fight
- Use any type of improvised weapon to distract, disarm, or incapacitate the shooter
- If possible, fight as a team
- Act with physical aggression and commit to your actions

➤ **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. Campus Police monitor an emergency weather radio in multiple locations and in the event 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.

Tornado preparedness means that you know the difference between a tornado WATCH and a tornado WARNING, where the tornado shelters are in your building, and when to initiate the appropriate procedures.

During a tornado:

- If you are in a designated shelter area, curl up on the floor, face down, cover your head with your arms and hands and stay away from windows and glass.
- If you are outside, curl up in a drainage ditch or other low-lying area.
- Once the tornado has passed, you can return to your work area if the building is not damaged. If the building is damaged, evacuate the building and proceed to your Emergency Assembly Point.
- Assist anyone who may have been injured. Do not move an injured person unless their life is in immediate danger from fire, leaking gas, or other imminent hazards.
- Notify MSJ Police at 244-4200 or 911 of any injured persons and follow their directions.

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](#)

➤ **Campus Shelters for Inclement Weather**

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	Lower Level Hallways/Interior Rooms of Administration Building
Archbishop Alter Library/Aquinas	Lower Level Hallways/Interior Rooms of Library/Aquinas
Centennial Fieldhouse	Lower level locker rooms
MSJ Theatre	Lower Level Hallways/Interior Rooms of Classroom Building
Classroom Building	Lower Level Hallways/Interior Rooms of Classroom Building
Dorothy Meyer Ziv Art Building	Lower Level Hallways/Interior Rooms of Athletic/Art Building
Jean Dowell Gymnasium (Old Gym)	Lower Level Hallways/Interior Rooms of Athletic/Art Building
Jean Patrice Harrington Student Center	Lower Level Hallways/Interior Rooms of Harrington Center
Mater Dei Chapel	Lower Level Hallways/Interior Rooms of Library/Aquinas
Music Wing	Lower Level Hallways/Interior Rooms of Music/Classroom Building
Science Building	Lower Level Hallways/Interior Rooms of Science Building
Seton Center/Residence Hall	Lower Level Hallways/Interior Rooms of Seton Building
Sports Complex	Interior Locker Rooms

➤ **Earthquakes**

Unlike other emergencies, earthquakes strike without warning, are short-lived, and are often violent. Therefore, the procedures to deal with them are much less specific. You must be prepared to initiate emergency procedures within a few seconds after the initial tremor.

During an earthquake:

- Remain calm and act immediately.
- If indoors, seek refuge under a desk, a sturdy table, or a doorway and hold on. Stay away from windows, shelves, and heavy equipment.
- If outdoors, quickly move away from buildings, utility poles, overhead wires, and other structures.
- Avoid downed power or utility lines as they may be energized.
- DO NOT attempt to enter a building until advised by the proper authorities.

After the initial shock:

- Be prepared for aftershocks. Although aftershocks are usually less intense than the main quake, they can cause further structural damage.
- Take steps to protect yourself from falling debris and other hazards.
- For emergency assistance, call MSJ Police at 244-4200 or 911.
- DO NOT use anything with an open flame, such as cigarette lighters, matches, torches, lanterns, etc., since gas leaks may be present.
- Open windows and doors to ventilate the building. Watch out for broken glass.
- If the earthquake causes a fire or explosion, implement the Fire Emergency procedures
- Determine whether anyone is trapped in an elevator or under fallen objects. If so, contact MSJ Police at 244-4200 or 911 so rescue operations can be initiated.

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.

➤ **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.

Chemical Spill Procedure:

If you are unsure of the emergency procedures regarding the chemical or feel incapable of safely containing and handling the release, proceed with the following instructions:

- EVACUATE the room and close the door behind you.
- CONTACT Campus Police at 244-4200 or call 911

PROVIDE the following information:

- Building and room where the spill occurred
- The name of the chemical, if known
- Approximate amount of spilled material

Depending on the extent of the spill and the hazardous nature of the chemical released, you may need to evacuate the entire floor or building.

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.

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. Document that you have been exposed to infectious material for appropriate follow-up can provided.

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.

➤ Gas Leak

In the event of a gas leak, DO NOT activate the fire alarm. Call 911 and advise them of the location of the leak. Then call MSJ Police at 244-4200. Verbally notify other building occupants to evacuate the area.

➤ Bomb Threat/Suspicious Object

Treat bomb threats seriously. To help ensure the safety of the building occupants and the public, consider bomb threats real until proven otherwise. In some cases, bomb threats are meant to disrupt normal activities. However, the decision to evacuate the building is for the proper authorities to decide. Whether a bomb threat appears real or not, read and follow these instructions carefully. Please do not do any of the following during a bomb threat:

- Do not use radios or cellular phones. Turn them off! Anything that emits a radio or a microwave signal has the potential to detonate a bomb.
- Do not “key” microphones.
- Do not activate the fire alarm.
- Do not evacuate the building until police have arrived and evaluated the threat.

- Do not touch or move a suspicious package.

Receiving a bomb threat by telephone:

Remain calm.

Try to get as much information as possible from the caller.

- Check caller ID for phone number.
- 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 the caller's name?

Call MSJ Police at 244-4200 immediately after receiving the call.

Evacuate the building to the Emergency Assembly Point for fire emergencies if directed by MSJ Police or fire officials.

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.

➤ **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.

➤ **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 ERT and MSJ Police Department will coordinate with the MSJ Wellness Center and civil authorities regarding the retrieval and distribution of medications and other supplies and/or other steps needed to reduce the spread of illness in campus and/or in the community. The ERT may implement temporary health and safety requirements for students, faculty, and staff based on recommendations of federal, state, and local health agencies. 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.

➤ **Cyberattack**

Cybersecurity at the University is everyone's responsibility. All University community members have responsibility for protecting the confidentiality, availability, and integrity of the University's information and information technology resources.

In the event of a cyberattack that is impacting technological operations on campus, the University's Information Services and Support (ISS) Department will immediately contact the ERTL, and the institution's Cyberattack Response Plan will be implemented. **Reference Appendix D for the Cyberattack Response Flow Chart.**

An immediate notification through MountSafe will be sent to students, faculty, and staff in the event of any cyberattack. ISS will investigate to determine the extent of the impact on campus technology. During the investigation, ISS will not staff the Help Desk. The University's website, myMount, MSJ email, Blackboard, and other systems may be down. However, the University will remain open in the event of a cyberattack. Students should report to face-to-face classes, labs, and clinicals as scheduled. Employees should report to work as scheduled. Each campus school and department has developed a cyberattack response plan to ensure continued operations, and the plan should be implemented upon receiving a cyberattack notification from MountSafe. Additional status notifications will be provided to students, faculty, and staff as ISS determines the extent of the attack and steps needed to restore full technological operations. All community members should monitor MountSafe alerts for updated information.

➤ **Inclement Weather Policy**

Mount St. Joseph University (the "University") prioritizes the safety of its students and employees. In the event that inclement weather could potentially make travel conditions to and from campus dangerous for the University community, the Emergency Response Team Leader (the "ERTL"), in consultation with the Chief of Police and Provost, shall determine whether or not to cancel classes, delay opening, or close portions or all of the University.

The University is reluctant to cancel classes, delay opening or to close without necessity. Weather conditions throughout the area are often not uniform and careful consideration of the safety of the entire University community is given by the ERTL prior to making any inclement weather safety decisions. The use of University Remote Operations is expected to be the most common choice for most inclement weather.

Inclement weather safety decisions will typically be made by 6:00 a.m. for daytime classes and by 3:00 p.m. for evening classes. Any class cancellations, delays or closings will be communicated to all employees and students through MountSafe using their registered phone number(s), email(s), or text(s). MSJ will also provide notice of inclement weather safety decisions to local radio and TV stations that announce local school and business closings. Additionally, messaging will be added to the www.msj.edu webpage announcing the University's status. When University Remote Operations is deployed, the team's goal is to make the decision the prior evening to allow faculty and staff to update online messaging and resources which will allow all community members to prepare for remote operations the next day.

Essential personnel should plan to report to campus in all statuses and scenarios unless otherwise instructed by the Director of their immediate department.

This policy is the purview of the Emergency Response Team. Employees who have questions about how this policy applies to your work team or department, should contact their direct supervisor. Students who have questions about how this policy applies to your coursework or team should contact their Instructor/Professor, Program Director, or Coach.

Plan C – University Closed.

- MountSafe Messaging: See the attached appendix
- Further Context: Physical campus is closed. All classes are cancelled. Essential Personnel are expected to report to campus.
 - This option will be used rarely, in response to community-wide, extreme weather events, as it closes nearly all operations.
 - This option may also be used for a non-weather-related campus emergency
 - Plan C affects all University classes and events for the day and evening.
 - Students reporting to off-site locations should follow the inclement weather protocols of the location to which they are reporting.

Plan R – University Remote Operations

- MountSafe Messaging: See the attached appendix
- Further Context: Physical campus is closed but all classes and University departments will operate virtually on normal hours and schedules. Essential Personnel are expected to report to campus.
 - Students should expect to conduct their day virtually and refer to instructions posted to Canvas or official communication protocols from their instructors or programs.
 - Students reporting to off-site locations should follow the inclement weather protocols of the location to which they are reporting.
 - Faculty and Staff will revise online and voice messaging to reflect the temporary operating status and provide direction to students and the community.
 - Plan R allows for programs and teams to plan alternate times / activities and schedule events as road conditions allow.
 - Plan R is expected to be the University's most common response to inclement weather.

Plan D1 / D2 – University Delayed Start 1 hours or 2 hours

- MountSafe Message: See the attached appendix
- Further Context: Physical campus will open 1 hour (D1) or 2 hours (D2) late. Classes and events occurring during the delay period are cancelled. Essential Personnel are expected to report to campus.
 - Students should expect their day to continue normally after the delay period but should refer to instructions posted to Canvas or official communication protocols from their instructors or programs.
 - Students reporting to off-site locations should follow the protocols of the location to which they are reporting.
 - Faculty and Staff will revise online and voice messaging to reflect the temporary status and provide direction to students and the community.

Other Considerations

1. Individual Discretion

- Regardless of the University's status, individuals must use personal judgment based on local travel conditions.
- Instructors are expected to be understanding of students who choose not to travel in unsafe conditions and of students who may not be able to participate due to other obligations, a lack of technological resources, or other impediments.
 - Students are responsible to contact instructors to obtain any missed content
- If the University is open and an instructor is unable to attend, the instructor must notify students and make arrangements to cover missed content.
- Students should wait 30 minutes for an instructor before leaving a classroom if no prior notice is given.
- Essential personnel should plan to report to campus in all statuses and scenarios unless otherwise instructed by the Director of their immediate department. Essential personnel not able to report should contact their immediate supervisor as soon as possible regarding their inability to report.

2. Changing Conditions

- The University may update weather-related decisions throughout the day, based on evolving conditions. Partial-day closures or evening-only decisions are possible. As weather safety conditions change, decisions may be altered by the ERTL.

3. Previously Scheduled PTO

- Employees with pre-approved PTO scheduled on a day when the University unexpectedly closes will be charged PTO for this time.
- In the event of University Remote or University Delay:
 - Staff and faculty should conduct business via phone, email, and virtual meetings, and report to campus at the announced start time.
 - Staff who do not report to campus or perform remote operations must request a full PTO day.

4. Snow Emergencies and Travel Advisories

- The University will adhere to snow emergencies and travel advisories issued for Hamilton County, Ohio.
- Regardless of the University's operating status, individuals are expected to exercise personal judgment based on local travel conditions and comply with the travel advisories issued by their respective counties.

Note: This policy is subject to change at any time without prior notice to reflect operational needs, holidays, or when classes are not in session.

Appendix – Example MountSafe Messaging

Plan C – University Closed Messaging Examples

- **Text Message Script**
 - *(228 characters not including the “MountSafe Alert:”)*
 - MountSafe Alert: Campus closed on _/_/_ due to weather (Plan C). All classes and events are canceled, and students at off-site locations must follow local site protocols. Essential personnel must report to campus. More info: www.msj.edu/weather
- **Email & Phone Script**
 - **Subject: MountSafe Alert: University Closed on [Day of Week], _/_/_**
 - The physical campus is closed today, and all University classes, activities, and day and evening events are canceled. If you are a student reporting to an off-site location, please follow the inclement weather protocols of your specific site. Essential personnel are expected to report to campus as scheduled.
 - For more information on Plan C, please visit www.msj.edu/weather. Thank you for your attention. Stay safe.

Plan R – University Remote Operations Messaging Examples

- **Text Message Script**
 - *(295 characters not including the “MountSafe Alert:”)*
 - MountSafe Alert: Campus remote on _/_/_ due to weather (Plan R). Students & employees will operate virtually on normal schedules. Students should follow instructor/program protocols. Students at off-site locations follow local site protocols. Essential personnel report to campus. More info: www.msj.edu/weather
- **Email & Phone Script**
 - **Subject: University Remote Operations on [Day of Week], _/_/_**
 - The University is operating remotely and physical campus is closed.
 - All classes and University operations will operate virtually on normal schedules. Students should refer to instructions posted to Canvas or official communication protocols from their instructors or programs, and students reporting to off-site locations should follow the protocols of their specific site. Essential personnel are expected to report to campus as scheduled.
 - For more information on Plan R, please visit www.msj.edu/weather. Thank you for your attention. Stay safe.

Plan D1 / D2 – University Delayed Start 1 hours or 2 hours Messaging Examples

Note: For these, simply select or swap [1 Hour / D1] or [2 Hours / D2] depending on the situation.

- **Text Message Script**

- *(296 characters not including the “MountSafe Alert:” I left 5 characters blank for the time campus opens, i.e. 10:30 a.m.)*
- **MountSafe Alert:** 1-hour delay on _/_/_ (Plan D1). Campus opens at ____ a.m. Classes & events held during this delay are canceled. Normal schedule resumes after. Refer to program protocols. Students at off-site locations follow site protocols. Essential personnel report to campus. More info: www.msj.edu/weather **OR**
- *(296 characters not including the “MountSafe Alert:” I left 5 characters blank for the time campus opens, i.e. 10:30 a.m.)*
- **MountSafe Alert:** 2-hour delay on _/_/_ (Plan D2). Campus opens at ____ a.m. Classes & events held during this delay are canceled. Normal schedule resumes after. Refer to program protocols. Students at off-site locations follow site protocols. Essential personnel report to campus. More info: www.msj.edu/weather

- **Email & Phone Script**

- **Subject: MountSafe Alert: University Delay on [Day of Week], _/_/_**
- The University is operating on a 1-hour delay due to weather. Campus will open at ____ a.m.
- All classes and campus events scheduled during this delay period are canceled. Normal classes will resume after the delay period, but students should refer to instructions posted to Canvas or official communication protocols from their instructors or programs. Students reporting to off-site locations should follow the protocols of their specific site. Essential personnel are expected to report to campus as scheduled.
- For more information on Plan D1, please visit www.msj.edu/weather. Thank you for your attention. Stay safe. **OR**
- **Subject: MountSafe Alert: University Delay on [Day of Week], _/_/_**
- The University is operating on a 2-hour delay due to weather. Campus will open at ____ a.m.
- All classes and campus events scheduled during this delay period are canceled. Normal classes will resume after the delay period, but students should refer to instructions posted to Canvas or official communication protocols from their instructors or programs. Students reporting to off-site locations should follow the protocols of their specific site. Essential personnel are expected to report to campus as scheduled.
- For more information on Plan D2, please visit www.msj.edu/weather. Thank you for your attention. Stay safe.

➤ **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.

➤ **Alarm Systems**

As shown in the table below, evacuations may be signaled by several different methods depending on the emergency.

Emergency	Method of Notification	Required Action
Fire	Fire Alarm System	Evacuate building
Tornado	Community Sirens Weather radio Outdoor Mass Notification System	Proceed to the designated shelter area
Chemical Spill	Verbally	Evacuate room, if necessary Contact Chem. Lab Manager
Bomb Threat	Verbally	Contact MSJ Police
Earthquake	Verbally Public Mass Communications	Get under sturdy furniture, such as a table, desk, or doorway
Gas Leak	Verbally	Evacuate building
Active Shooter	“MountSafe” notifications, verbally	Move away from the shooter to a place of safety. If this is not possible, shelter in place and lock or barricade doors. Spread out, stay low, turn off the light’s cellphones and radios. Be prepared to “fight.”

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 alert system that sends registered individual's phone, email and/or text messages about MSJ disasters and emergencies. To make sure that you receive all MountSafe notifications, please make sure that your information is updated 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

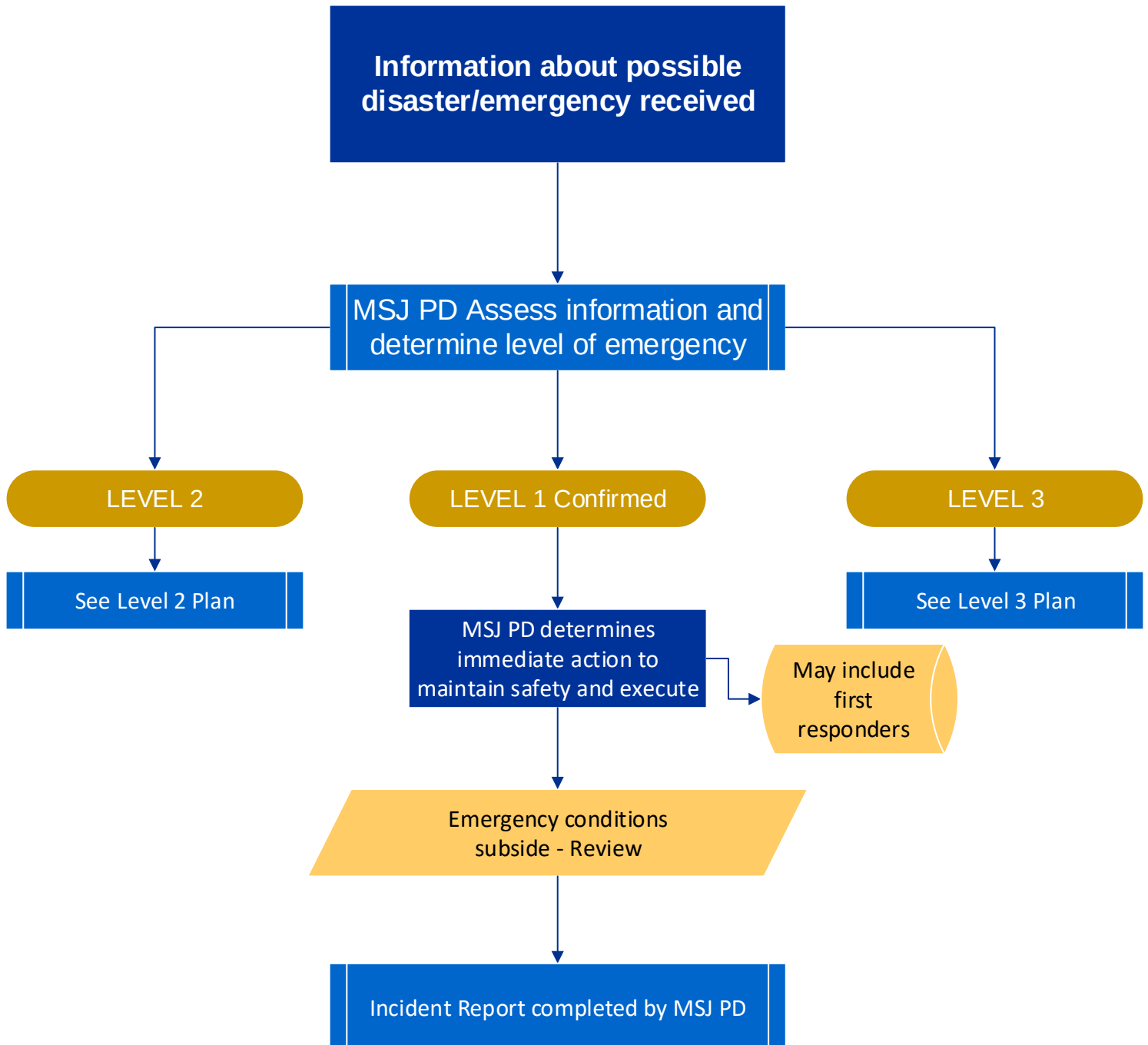
Mount St. Joseph University Level 1 Disaster / Emergency Plan



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.



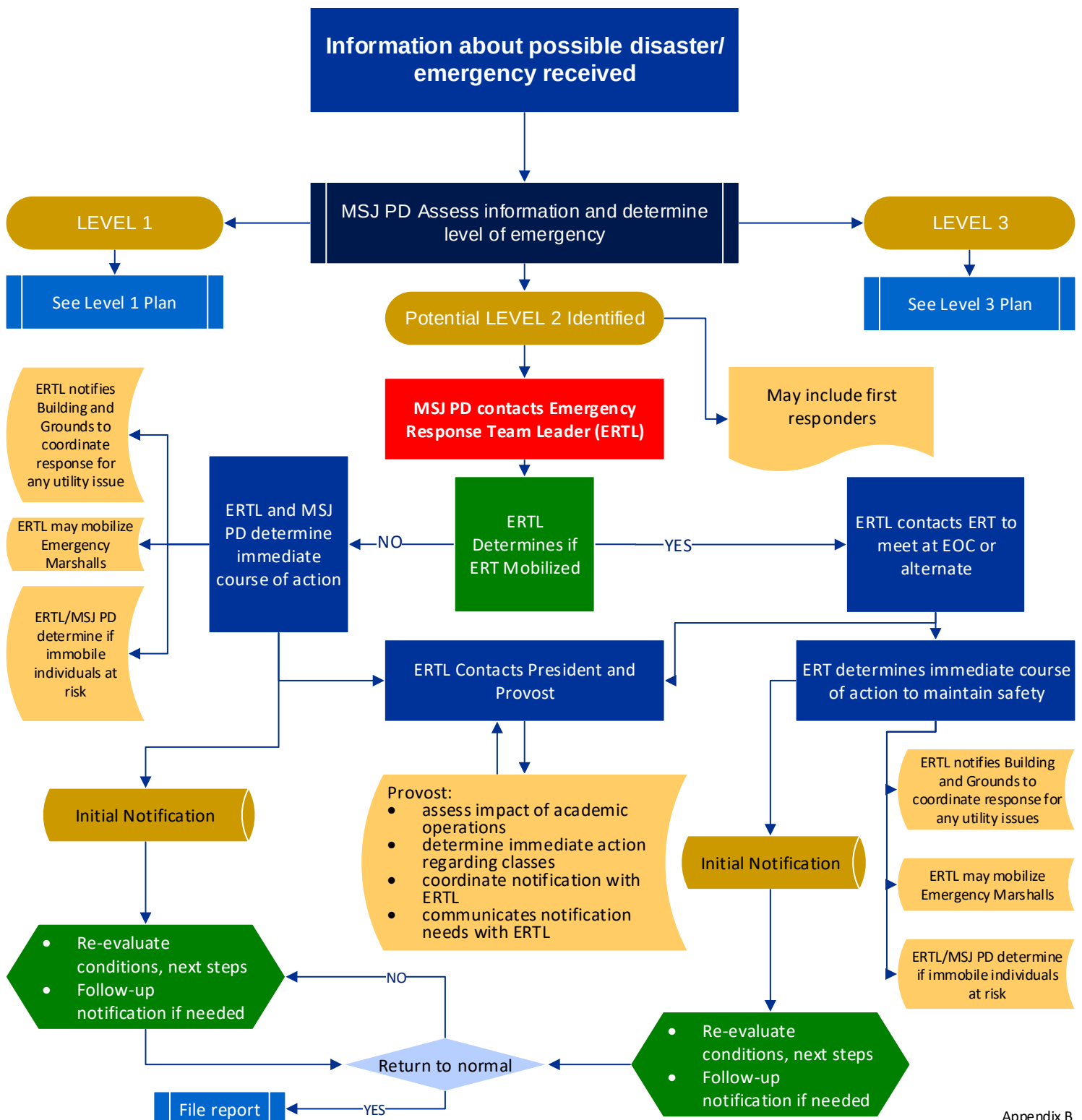
Mount St. Joseph University Level 2 Disaster / Emergency Plan



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.



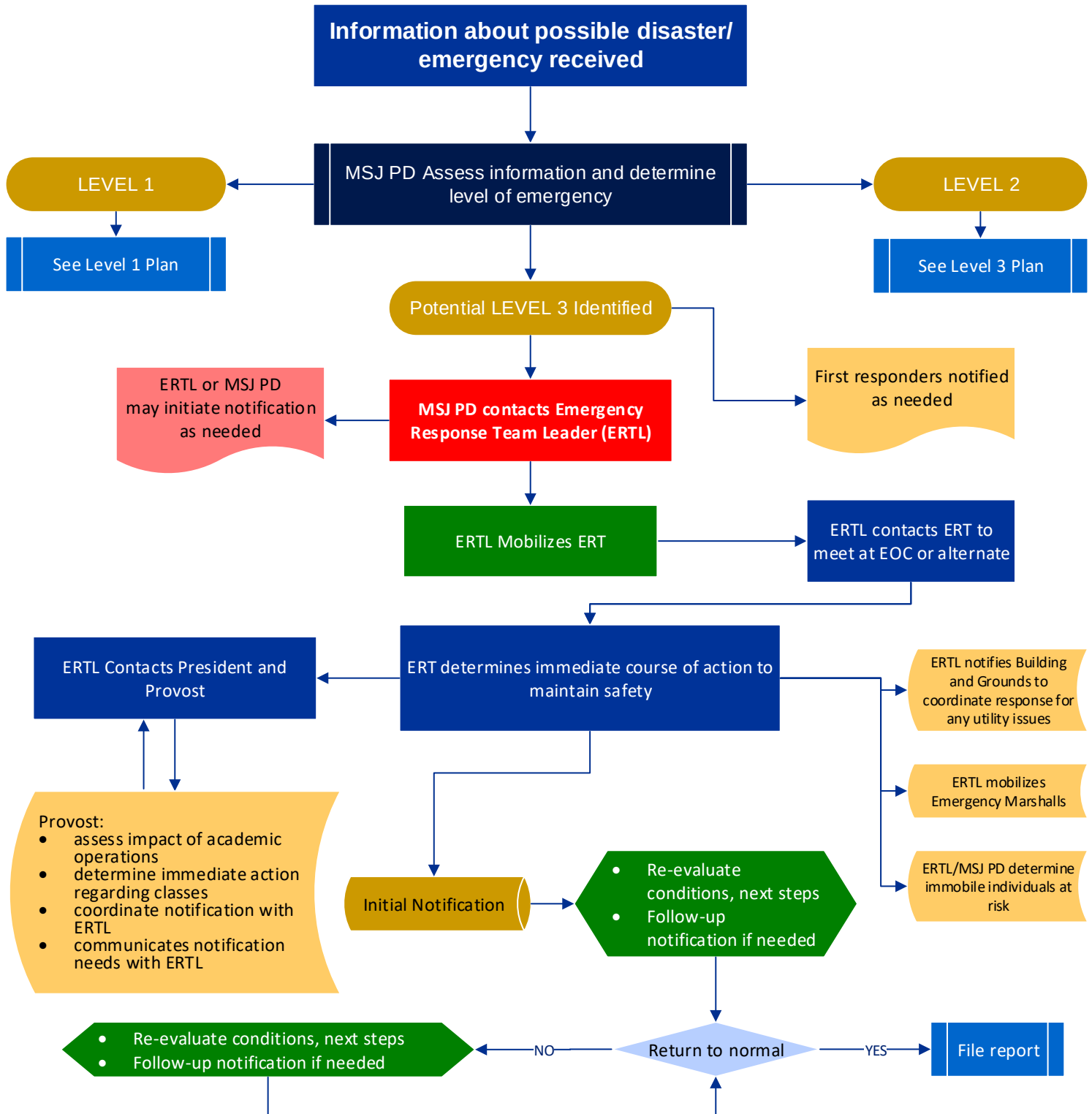
Mount St. Joseph University Level 3 Disaster / Emergency Plan



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.



Mount St. Joseph University

Cybersecurity Plan



MOUNT ST. JOSEPH
UNIVERSITY

A cybersttack that is impacting the technological operations on campus. There may not be access to email, Blackboard, myMount, www.msj.edu, MSJ telephone, or other platforms during this time. Face-to-face classes, labs and clinicals will continue to meet normally. Employees should report to work as scheduled.

