

Williams Baptist College

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College City, Arkansas Campus Emergency Response Plan

Williams Baptist College
Emergency Response Plan

Preface

This document outlines the College's plan for responding to and recovering from College-wide emergencies. Recognizing the impracticality of developing and maintaining plans for every possible emergency, this Emergency Response Plan provides general guidelines for activating decision processes, gathering decision-makers and marshalling resources to address College-wide emergencies.

Managed By:

Emergency Preparedness Committee

VP for Academic Affairs
VP for Business Affairs
VP for Enrollment Management/Student Services
VP for Institutional Advancement
President
Dean of Students
Director of Campus Safety
Director of Maintenance

Approved By:

Dr. Tom Jones
President

The Williams Baptist College Emergency Plan is reviewed and updated annually or as needed.

Williams Baptist College Emergency Response Plan

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Section I

Emergency Management

Introduction

Emergencies can be situations or events that create a turning-point for better or for worse in the life of an institution. While the magnitude of crises will vary greatly, they generally strike without sufficient warning, leaving panic and lack of preparation to compound the problem.

Williams Baptist College is not immune from experiencing a natural or man-made disaster. Although the risk of such an occurrence may be minimal, the potentially devastating effects that a disaster may have on persons, property and the mission of the College require us to develop and maintain an effective Emergency Response Plan.

Authority

The Emergency Response Plan has been prepared at the direction of Dr. Tom Jones, President of Williams Baptist College. The Office of the President acts as the custodian of the Emergency Response Plan and annually directs the review and revision of the plan.

Scope

The Emergency Response Plan is designed to facilitate communication and decision-making during emergencies with consideration of and reference to the standards outlined in the National Incident Management System (NIMS), and the Incident Command System (ICS) of the Homeland Security Presidential Directive HSPD-5. The use of SEMS, NIMS, and ICS systems will facilitate coordination of information and resources among agencies, including the Arkansas Department of Emergency Management and the Lawrence County Emergency Services. The Plan will be activated whenever a natural or induced emergency cannot be controlled by routine measures. The Plan serves as a guide for responding to major emergencies with the goal of protecting lives and property through the effective use of personnel and resources.

Mission

The mission of the Emergency Response Plan is to mitigate major emergency situations by facilitating the orderly, immediate, and effective management of a crisis or potential crisis in order to minimize or alleviate injury to people; minimizing or alleviating damage to College property; preserving the College's positive witness; and providing for a healthy recovery from the crisis situation.

Purpose

The purpose of the Williams Baptist College (WBC) Emergency Response Plan is to establish policies, procedures and an organizational structure for response to emergencies occurring on campus. It describes the role and operation of the units and personnel of WBC during an emergency. However, nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

Section II

Emergency Categories

Definition

An emergency is an event or situation that has taken place and seriously impairs, halts, or threatens the normal operation of the College; where the lives, property, mission, and/or the witness of the College is jeopardized; and/or efforts to mitigate the identified threat or causal factor requires significant institutional response and coordination of resources and personnel.

Priorities

College personnel and resources will be used to provide priority protections for:

- Priority I: Life Safety
- Priority II: Life Support and Assessment
- Priority III: Restoration of General Campus Operations

It is intended that progression through the priorities will move the College from the Incident Command System (see page 9) response back to the normal WBC organizational structure.

Levels

Three levels of operation have been identified, relative to the severity of the emergency:

- Level One: The emergency event can be managed through normal institutional procedures without activating the Emergency Response Plan.
- Level Two: The emergency event requires the President (Incident Commander) to activate portions of the Emergency Response Plan.
- Level Three: The emergency cannot be managed by available campus resources. The event requires the President (Incident Commander) to activate the full Emergency Response Plan, including the establishment of an Emergency Operations Center (EOC).

Types

Though impractical to develop and maintain plans for every possible emergency, there are incidents that are relatively common as workplace emergencies. A few of these are discussed in Section Five and include:

- Fire
- Bomb Threat
- Hazardous Waste Spill
- Tornado / Sever Weather
- Earthquake
- Armed Intruder
- Medical or Psychological Emergency
- Extreme Heat

Section III Organization

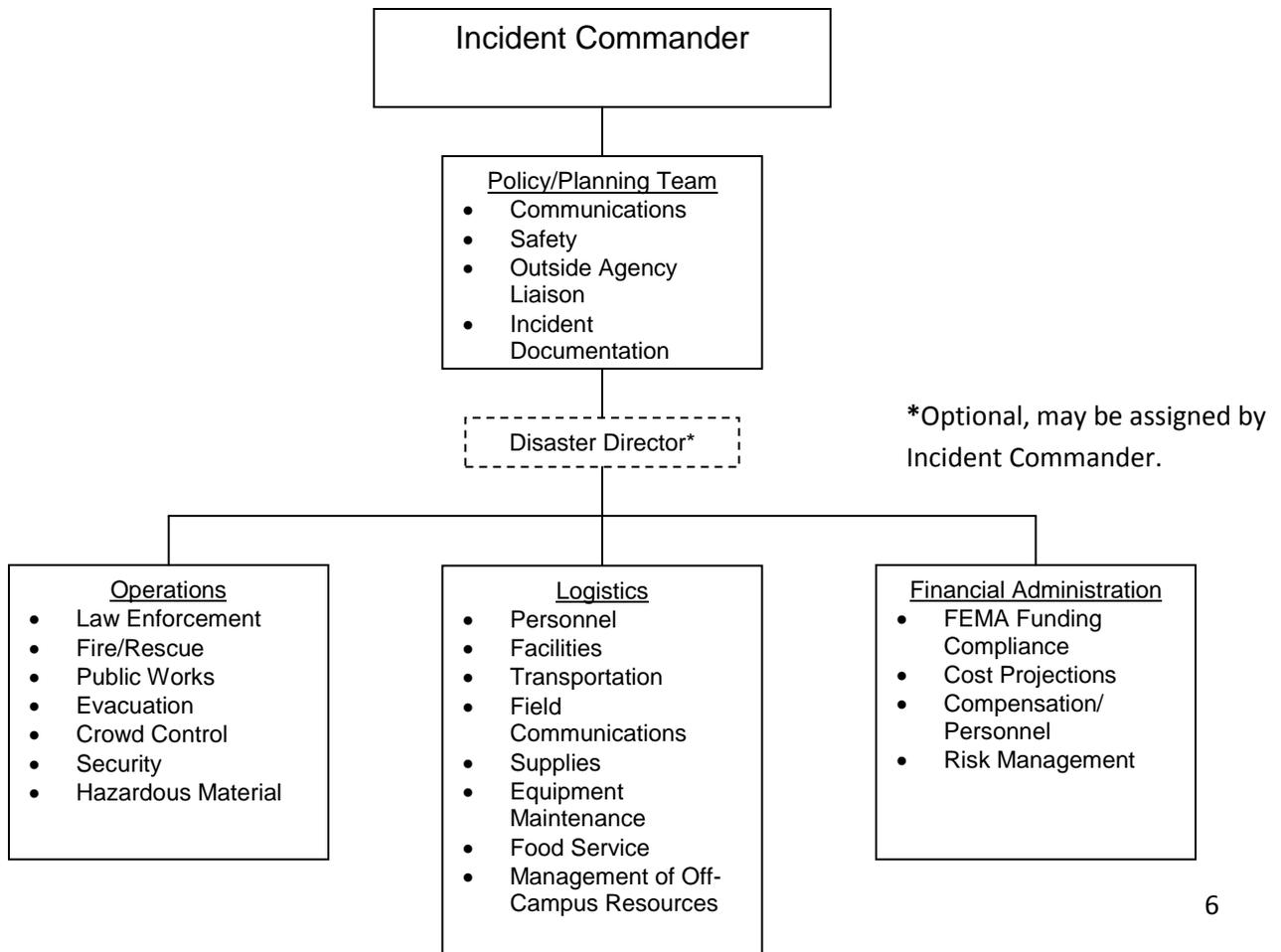
The Incident Command System

The Emergency Response Plan is primarily an administrative guide for rapid communication and decision-making. Following the Incident Command System (ICS) structure, it is designed to provide an organizational structure that can change appropriate to the requirements of the emergency, provide leadership with the continuous control necessary to coordinate unified operations responding to the incident, and/or assign employees who possess reasonable emergency expertise and training to critical functions in a timely manner.

The College normally operates under the guidance of the President through the functional units (Student Services, Institutional Advancement, Business Affairs, and Academic Affairs), each of which is led by a Vice President. During a disaster or major emergency, the ICS structure may not resemble the normal organization of the College. Employees may be temporarily reassigned to other duties outside their normal assignments.

The Emergency Response Plan is organized to follow a standardized organizational disaster response designed to increase communication and efficiency among emergency response agencies. It utilizes the five basic functions of emergency operations as established by the Homeland Security Agency through the National Incident Management System (NIMS): Management, Planning, Operations, Logistics, and Administration/Finance.

Emergency Response Organization Chart



Incident Commander

The College President is designated as the Incident Commander (executive) responsible for, and the activation and management of, the Emergency Response Plan.

Policy/Planning Team

Consisting of the President's Cabinet, the President's Policy/Planning Team is intended to serve as the primary policy and planning group during a major campus emergency and during emergencies occurring off-campus which potentially affect college operations.

Policy/Planning Team Chair and Alternates

The President of the College, or designee, shall chair the Policy/Planning Team. In the absence of the President, an alternate chair shall assume command in order of the following succession:

- Vice President for Academic Affairs
- Vice President for Business Affairs
- Vice President for Enrollment Mgmt/Student Svcs/Student Life
- Vice President for Institutional Advancement

Policy/Planning Team Members and Alternates

The Policy/Planning Team is intended to be incident-specific, thus, not every Cabinet Member will be assigned to the Policy/Planning Team during every emergency. Alternate Policy/Planning Team Members are as follows:

<u>Primary</u>	<u>Alternate</u>
Vice President for Academic Affairs	Dean, Adult Education
Vice President for Business Affairs	Director of Alumni Relations
Vice President for Enrollment/Student Svcs	
Vice President for Institutional Advancement	
Dean of Students	
Director of Physical Plant	
Director of Campus Safety	

Policy/Planning Team Responsibilities

In addition to general management, the Policy/Planning Team will perform/assign the following responsibilities:

Public Communications <ul style="list-style-type: none">-controls all media contact-creates incident summaries-secures IC approval of all releases-releases information to media-provides periodic media briefings	Safety Management <ul style="list-style-type: none">-reviews for safety issues-investigates accidents-initiates HAZMAT site safety plan
Outside Agency Coordination <ul style="list-style-type: none">-serves as contact for agency reps-identifies potential inter-organizational problems-maintains communication with all agencies	Emergency Documentation <ul style="list-style-type: none">-maintains & distributes reports-refers items to Dir. of Comm.-properly routes messages-maintains historical record

Disaster Director

The Incident Commander or his/her designee may designate a member of the Policy Team as Disaster Director. The Disaster Director will serve as the link between the Incident Commander/Policy Team and the Emergency Operations Center (EOC).

The Director of Campus Safety will serve as the Disaster Director

Operations

The Operations Section carries out the tactical missions of the emergency response plan. Such missions may include: law enforcement, fire/rescue, public works, evacuation, crowd control, security, and hazardous materials.

The Vice President Enrollment/Student Affairs will be responsible for the management of this section with the Dean of Student Services serving as an alternate.

Logistics

The Logistic Section manages the logistical aspects of the emergency response plan. These elements would include activities related to: personnel, facilities transportation, field communications, supplies, equipment maintenance, food service, medical services, counseling services, and management of off-campus resources.

The Vice President for Business Affairs will be responsible for the management of this section with the Director of Physical Plant serving as an alternate.

Finance

The Finance Section manages the financial needs of the emergency response plan. Providing financial and cost analysis, this section also ensures that obligation documents initiated at the incident are properly prepared and completed.

The Vice President for Business Affairs will be responsible for the management of this section with the Director, Information Technology serving as an alternate.

Emergency Staffing

Emergency functions may be performed by: College employees, volunteers from within/without the College community, volunteer organizations (e.g. The American Red Cross, The Salvation Army, etc.), and outside agencies from federal, state, and local governments.

The Vice President for Institutional Advancement will be responsible for the management of this section with the Director, Alumni Relations serving as an alternate.

Section IV

Emergency Operations Center

Definition

The Emergency Operations Center (EOC) is a physical place (facility, area, etc.) for centralized direction and control of the emergency response organization. It provides for the assessment and direction for on-going incidents, centralization of resource management, coordination between multiple emergency incidents or a single major incident, and the coordination of communications.

Activation

The Emergency Operations Center (EOC) will be established by the Incident Commander. The EOC will be activated and staffed as appropriate to the incident. Once the EOC has been activated, appropriate staff will be notified according to the needs dictated by the incident. The notification should include the nature of the emergency, current situation, and where to report.

Locations

The primary facility for the Emergency Operations Center (EOC) will be the Board Room in the President's Office Suite (Swaim Administration Building). If necessary, designated alternate sites could include Sloan Center, Maddox Fine Arts Building, or Rose Room.

The Communications Center will be located in the Board Room also. The Incident Commander or the Public Information Officer will provide periodic briefings regarding the emergency incident. These briefings will be held in the "Old Chapel" unless otherwise stated. If necessary, alternative sites could include the Moody Room, Manley Chapel, Rose Room, or other locations.

Deactivation

The President will determine when to deactivate the Emergency Operations Center.

Section V

Procedures

Declaring a Campus Emergency

The Incident Commander (President), or designee, is responsible for declaring an emergency for the purpose of safeguarding lives and property of the College community or to maintain the orderly conduct of College business.

State of Emergency

When civic authorities proclaim a State of Emergency that affects the College, the Incident Commander will activate the Emergency Response Plan.

Emergency Response Personnel

The Incident Commander may choose to access outside assistance from a variety of sources including federal, state, and local agencies. These services could include fire, public safety, and public health resources.

Activation of the Policy/Planning Team

Upon determination of an emergency, the President (or alternate) will see that appropriate members of the Policy/Planning Team are notified. If needed, alternates will be notified.

Meeting Places

Policy/Planning Team

When activated, all members of the Policy/Planning Team will report to the President's Conference Room (Administration Building/2nd Floor). Should the President's Conference Room be inaccessible, an alternative meeting space will be designated.

Employees/Students/Residents

Campus residents and employees on duty at the time of the emergency event should assemble at the Southerland Mabee Center when safe to do so. Information and instruction will be presented regarding specific procedures and plans for emergency management. Assignments will be given to employees able to assist in the care of those in need. Should the "SMC" be inaccessible, an alternative meeting space will be designated.

Deactivation of the Policy/Planning Team

The President will determine when to deactivate the Policy/Planning Team. This determination shall be made after consultation with the Policy/Planning Team and will generally occur at the same time that the Emergency Operations Center is fully or partially deactivated.

Training for Emergency Staff

Emergency staffing needs will be anticipated prior to emergencies. A staffing list for the Emergency Operations Center (EOC) will be maintained by the Office of the President.

Section VI

Specific Incident Response

Training

The leadership of the five divisions of the College (Offices of the President, Academic Affairs, Student Enrollment and Student Services, Business Affairs, and Institutional Advancement) are responsible for insuring that its employees and students are familiar with the emergency responses appropriate to the incidents addressed in this plan.

Leadership

During an emergency incident, division leadership is responsible for insuring that its employees, students, and visitors have evacuated the workplace area when appropriate, accounting for those evacuated, and communicating their needs to emergency management personnel.

Communications

The Incident Commander and the Policy/Planning Team are responsible for making decisions regarding the delivery method, timing and content of communications. Communications directed to any and all groups will be recorded in written form even when the message is delivered verbally.

Though employees play an important role in supporting the overall communication plan during an emergency, at no time should anyone other than the designated spokesperson speak with the media. This will help ensure the dissemination of valid and precise information.

Response

The following information has been compiled as a quick reference in responding to relatively common workplace emergencies. Employees should be familiar with the information to effectively respond to emergency incidents.

Fire

Every day Americans experience the horror of fire but most people don't understand fire.

Fire is FAST!

Fire is HOT!

Fire is DARK!

Fire is DEADLY!

Only when we know the true nature of fire can we prepare ourselves.

If You See A Fire

- Report it immediately by calling 9-911 (campus phone) or 911 (cell phone).
- If safe to do so, rescue and remove endangered/injured persons to a safe location and administer First Aid.
- Seek assistance and evacuate the area as necessary.
- Report it to the Office of Campus Safety (870-759-4161).
- Report it to your immediate supervisor or other WBC staff/faculty.

If You Are In A Fire

- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling. When the smoke alarm sounds, get out fast. You may have only seconds to escape safely.
- If there is smoke blocking your door or first way out, use your second way out. Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your way out.
- Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use your second way out.
- If there is smoke coming around the door, leave the door closed and use your second way out.
- If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
- If you can't get to someone needing assistance, leave and call 9-911 (campus phone). Tell the emergency operator where the person is located.
- If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 9-911 (campus phone) or 911 (cell phone). Say where you are and signal for help at the window with a light-colored cloth or a flashlight.
- If your clothes catch fire, **stop, drop, and roll** – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by calling 9-911 (campus phone) or 911 (cell phone).

Suspicious Article

Do not handle
Report article to Office of Campus Safety (870-759-4161)
Report the article immediately to your supervisor
Evacuate the area, pending further instructions from the
Office of Campus Safety or law enforcement authorities.

Hazardous Materials

Hazardous Materials Incident

Remove yourself and others from the spill to a safe location, administer first aid and seek assistance.

If additional medical care is required, proceed to a medical care facility
Immediately notify your supervisor and the Physical Plant at (870) 759-4166 or
(870) 759-4124 of the item spilled and location of spill.

If safe to do so, stop, confine, or isolate the spill.

Active Shooter

At Williams Baptist College, we hope that something like an active shooter on our campus will never happen. However, we know that the WBC campus is not immune to such an event, and our “hope” that such an event never happens is not a responsible plan. Therefore, we wish to address how each of us should respond if we ever have an active shooter on campus.

ACTIVE SHOOTER PROFILE

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.¹

PREVENTION

The prevention of an active shooter is, of course, the best possible scenario. For this to happen, every member of the WBC family (faculty, staff, and students) should always be attentive to warning signs they may see or hear about from other people. Such warning signs may include subtle or directly violent messages in papers and student projects, direct threats of violence, and rumors about guns or other weapons on campus. If any of these or other signs are noticed, please do not hesitate to contact the Office of Campus Safety:

- Director: 501-276-4013
- Assistant Director:
- Office: 870-759-4161

Or call the Lawrence County Sheriff's Office:

- 9-911 (campus phone) or 911 (cell phone) if an emergency
- Or 870-886-2525

YOUR RESPONSE TO AN ACTIVE SHOOTER

RUN! HIDE! FIGHT!

Those three words should be used to determine the actions you take when confronted with violence on campus. From the U.S. Department of Justice: Federal Bureau of Investigation, the following response should be taken:

¹ http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf.

RUN!

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible. Take note of disabled persons in your presence that need help getting away. If safe to do so, help them escape with you.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 9-911 (campus phone) or 911 (cell phone) when safe to do so.
- Call the Office of Campus Safety when safe to do so.
 - Director: 501-276-4013
 - Assistant Director:
 - Office: 870-759-4161
 - *Information to Provide Law Enforcement and Campus Safety Personnel:*
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location

HIDE!

- If you are unable to **RUN**, you should **HIDE**.
- Hide in an area out of the shooter's view.
- Lock door and/or block/barricade entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.
If you are in a classroom, lab, restroom, or an office with a door, attempt all of the following:
- Lock or block/barricade the door and reinforce it with a desk, file cabinet, or any heavy furniture that is available.
- Turn off all lights, close the blinds, and cover any door window if possible.
- Eliminate noise: computers, cell phones, radios.
- Keep quiet, out of sight, and seek the safest spot in the room. Hide behind a concrete wall or a heavy object.
- Do not respond to anyone who knocks on the door, and keep it locked.
- If you are in a hallway and cannot escape safely (if you do not know where the shooter is located): Seek out a room, and lock/barricade the door.
- Take note of disabled persons in your presence. If safe to do so, help them hide.
- Call 9-911 (campus phone) or 911 (cell phone) if safe to do so.
- Call the Office of Campus Safety if safe to do so.
 - Director: 501-276-4013
 - Assistant Director:
 - Office: 870-759-4161
 - *Information to Provide Law Enforcement and Campus Safety Personnel:*
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location
- While hiding with other persons, develop a plan to attack the shooter if he/she gains entry to your location (see **FIGHT!** below).
- If there are injured persons where you are hiding, utilize basic first aid if you are able to.
- If you are outside, and cannot safely run away: Seek cover and concealment: a wall, a tree, parked vehicles, or any other object that can hide you and/or stop a bullet. Stay hidden. Do not let the shooter know where you are located.

FIGHT!

- If **RUNNING** is not an option, and **HIDING** was not successful, your only option will be to **FIGHT**.
- Fight as a last resort and only when your life is in imminent danger.
- If in a group, swarm the shooter.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons to use against, or throw items at the active shooter (chairs, fire extinguisher, scissors, etc.).
- Commit to your actions....your life depends on it.

For a **video** on how to properly utilize the **Run! Hide! Fight!** response, please visit <http://www.youtube.com/watch?v=5VcSwejU2Do>.

WHAT TO EXPECT FROM CAMPUS SAFETY AND LAW ENFORCEMENT

- Notification of an active shooter will go out to the Williams Baptist College community as soon as possible via the mass notification system. Some Williams Baptist College campus safety officers are armed, and may have the responsibility of first response in the event of an active shooter on campus. If possible, armed campus safety officer(s) will be entering the shooter's area, while other campus officials will be directing arriving law enforcement personnel as they arrive.
- Responding law enforcement and campus safety officers may wear regular patrol uniforms, external bulletproof vests, Kevlar helmets, and/or other tactical equipment. Others may be in plain clothes. All officers should have a visible badge of some kind.
- Officers may be armed with rifles, shotguns, and handguns. Officers may use pepper spray or tear gas. Officers may shout commands, and may push individuals to the ground for their safety.
- The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons when they are safe to do so.
- When the situation is declared safe by law enforcement or campus safety personnel, notification of "All Safe" or "All Clear" will go out via the mass notification system.
- **STAY PUT!** Do not exit your secure area until you are instructed to do so by law enforcement or campus safety personnel. You will likely be escorted out the area.
- For safety purposes, you may be instructed to keep your hands on or above your head.
- You may be searched.
- The entire area will be considered a crime scene by law enforcement. You will not be allowed to return to the area until the crime scene has been processed.
- Everyone will be escorted to or told to gather at a designated area for medical treatment, counseling, and to be interviewed by investigative personnel from law enforcement.
- Do not leave campus until you have been released to do so by law enforcement personnel.

NOTE: These safety response guidelines are not all-inclusive. Every situation is different, and may call for actions/reactions that are not addressed in this response plan.

Medical or Psychological Emergency

- For any severe accident or incident, IMMEDIATELY GET ASSISTANCE. Call 9-911 (campus phone) or 911 (cell phone) to request assistance from Emergency Medical Services (EMS).
 - After placing the call to 9- 911, notify Office of Campus Safety (870-759-4161).
 - Be prepared to provide the following information:
 - Nature of the medical emergency (type of injury, number of people injured).
 - Location of the emergency (building and specific room number).
 - Your name and the telephone number from which you are calling.
 - If possible, stay on the phone until released by the dispatcher.
- For any threat of or attempted suicide, IMMEDIATELY GET ASSISTANCE. Call 9-911 (campus phone) or 911 (cell phone)!
 - After placing the call to 911, notify Office of Campus Safety (870-759-4161).
 -

Bomb Threat

All threats to the campus community are to be taken seriously. If you receive a telephone call informing you that a bomb has been placed on campus, do the following:

- If you are on the phone with the caller making the threat, get someone's attention by waving to them, and write a note to them to use a campus phone if possible to call 9-911 (campus phone) or 911 (cell phone) and the Office of Campus Safety about the bomb threat.
- Remain calm. Keep the caller on the line as long as possible to attempt to gather as much information as possible. If the bomb threat was left on your voicemail, do not erase it.
- The decision of whether or not to evacuate a building will be determined by appropriate WBC personnel and administration after a thorough evaluation of the information available. This decision will be communicated quickly to students and personnel.
- **If evacuation is called for, do not use cell phones or radios within 300 feet of the area.**
- Check for but do not disturb unusual objects you as you leave a classroom or an office. Report any unusual objects to the Office of Campus Safety (870-759-4161).
- Refer to the following checklist to record information the caller provides to help determine the seriousness of the threat and possibly identify the caller:

If you personally receive the threat, follow this **Bomb Threat Checklist:**

Your name: _____ Date & Time: _____

Exact wording of the threat:

If your telephone has caller ID, where is the call coming from? _____

Questions you should ask the caller:

When will the bomb explode? _____	Where is bomb located? _____
What does the bomb look like? _____	What kind of bomb is it? _____
What will cause bomb to explode? _____	Did you place the bomb? _____
Why? _____	What is your name? _____
What is your address? _____	Facts about caller's voice: Male/Female Age: _____

Unique voice characteristics (accent, ethnicity, etc.): _____

Describe caller's voice: calm, angry, excited, slow, rapid, soft, loud, laughing, crying, slurred, raspy, disguised, accent, other: _____

Background noises: street noises, other voices, music, motor, factory/machinery, etc.: _____

Caller's language: well-spoken/educated, foul, irrational, incoherent, taped, message read from a script, other: _____

Tornado/Severe Weather

*In the event that a **Tornado Watch** is issued for our area:*

- Mass notification will be sent to WBC faculty, staff, and students informing them.
- Resident Directors will be notified, who will then notify students in the residence halls.
- You should continue with your daily routine; however, you should remain alert to the possibility of severe weather and be prepared to act accordingly.

*In the event that a **Tornado Warning** is issued for our area:*

- Mass notification will be sent to WBC faculty, staff, and students informing them to take immediate shelter in your **designated storm shelter area**.
- Resident Directors will be notified, who will then notify students in the residence halls to take immediate shelter in your **designated storm shelter area**.
- Stay away from windows and exterior doors.
- Notice will be issued to Resident Directors, Resident Assistants, Faculty and Staff to assist with sheltering.
- You should promptly move to your designated **storm shelter area**. If you do not know where your designated storm shelter area is, refer to emergency floor plan posters located throughout each building.
- Remain in your designated storm shelter area until a warning expiration message is announced via the mass notification area.

*In the event that a **Severe Thunderstorm Warning** is issued for our area:*

- Mass notification will be sent to WBC faculty, staff, and students informing them.
- Avoid contact with corded phones and devices (computers, etc.) plugged into wall outlets for recharging.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid open fields and water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal.

Note: If the facility and/or area is damaged due to any storm, stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks. Report any injuries by calling 9-911 (campus phone) or 911 (cell phone) and the Office of Campus Safety (870-759-4161).

Earthquake

Depending on where you live, you may know a considerable amount about earthquakes or you may know nothing about them. As demonstrated in recent years, though, earthquakes can occur anywhere without any warning, so it is worth understanding how to prepare for an earthquake and how to stay safe during and after an earthquake no matter where you call home.

Preparations

- Keep a stocked emergency kit in your home. Check out [Ready.gov](https://www.ready.gov) for a list of items to include in your kit.
- Anchor heavy furniture, like bookshelves and media centers, to the wall.
- Store heavy or fragile items on low shelves or in low cabinets whenever possible.

If Indoors

- **Drop, Cover, and Hold On.** DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped.
- Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If Trapped Under Debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Extreme Heat

Heat kills by pushing the human body beyond its limits. In extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature. Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his or her age and physical condition. Older adults, young children and those who are sick or overweight are more likely to succumb to extreme heat. A heat wave is an extended period of extreme heat, and is often accompanied by high humidity. These conditions can be dangerous and even life-threatening for humans who don't take the proper precautions. What you should do if the weather is extremely hot:

Prevention

- Never leave children or pets alone in closed vehicles.
- Stay indoors as much as possible and limit exposure to the sun.
- Stay on the lowest floor out of the sunshine if air conditioning is not available.
- Postpone outdoor games and activities.
- Consider spending the warmest part of the day in air conditioned buildings.
- Circulating air can cool the body by increasing the evaporation rate of perspiration.
- Eat well-balanced, light, and regular meals. Avoid using salt tablets unless directed to do so by a physician.
- Drink plenty of water; even if you do not feel thirsty. Avoid drinks with caffeine. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible. Avoid dark colors because they absorb the sun's rays.
- Protect face and head by wearing a wide-brimmed hat.
- Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat, and take frequent breaks.
- Avoid extreme temperature changes.

Heat Stroke

Heat stroke is the most serious heat-related disorder. It occurs when the body becomes unable to control its temperature: the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. When heat stroke occurs, the body temperature can rise to 106 degrees Fahrenheit or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given.

Symptoms

Symptoms of heat stroke include:

- Hot, dry skin or profuse sweating
- Hallucinations
- Chills
- Throbbing headache
- High body temperature
- Confusion/dizziness
- Slurred speech

First Aid

Take the following steps to treat someone with heat stroke:

- Call 9-911 (campus phone) or 911 (cell phone) and Office of Campus Safety (870) 759-4161.
- Move the sick person to a cool shaded area.
- Cool the sick person using methods such as:
 - Soaking their clothes with water.
 - Spraying, sponging, or showering them with water.
 - Fanning their body.

Heat Exhaustion

Heat exhaustion is the body's response to an excessive loss of the water and salt, usually through excessive sweating. Persons most prone to heat exhaustion are those that are elderly, have high blood pressure, and those working or active in a hot environment.

Symptoms

Symptoms of heat exhaustion include:

- Heavy sweating
- Extreme weakness or fatigue
- Dizziness, confusion
- Nausea
- Clammy, moist skin
- Pale or flushed complexion
- Muscle cramps
- Slightly elevated body temperature
- Fast and shallow breathing

First Aid

Treat a person suffering from heat exhaustion with the following:

- Have them rest in a cool, shaded or air-conditioned area.
- Have them drink plenty of water or other cool, nonalcoholic beverages.
- Have them take a cool shower, bath, or sponge bath.

Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization.

Symptoms

Symptoms of heat syncope include:

- Light-headedness
- Dizziness
- Fainting

First Aid

Persons with heat syncope should:

- Sit or lie down in a cool place when they begin to feel symptoms.
- Slowly drink water, clear juice, or a sports beverage.

Heat Cramps

Heat cramps usually affect persons who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion.

Symptoms

Muscle pain or spasms usually in the abdomen, arms, or legs.

First Aid

Persons with heat cramps should:

- Stop all activity, and sit in a cool place.
- Drink clear juice or a sports beverage.
- Do not return to strenuous work or activity for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.
- Seek medical attention if any of the following apply:
 - The person has heart problems.
 - The person is on a low-sodium diet.
 - The cramps do not subside within one hour.

Automated External Defibrillator (AED) Locations

- Southerland Hall lobby
- Southerland Mabee Center at entrance to front stairs

*Note: Both of these AED's are portable.

To Report ANY Emergency

- Call 9-911 (campus phone) or 911 (cell phone) when appropriate to do so.
- Call the Office of Campus Safety:
 - Office (870) 759-4161
 - Director 501-276-4013
 - Asst. Director
- When you call, give your name, telephone number and location, and the nature and location of the emergency.
- Don't hang up until the person answering the call ends the conversation.
- If you need assistance, but there is no emergency, call the Office of Campus Safety.
- All media inquiries should be directed to the Office of Public Relations (870-759-4106).