**Emergency Response Plan**

# When to call for help - RIGHT AWAY!

**9-1-1 for immediate threat to life**

(860) 685-3333 – Public Safety for all others

* Any incident involving any weapon being displayed
* Any incident where a person has been injured by the actions of another.
* Any incident where a threat to harm or kill someone was made.
* Any suicide attempt or mention of suicide.
* Any substantial property damage.
* Any incident involving a hate crime.
* Any arson.
* Any crime in progress.
* When you smell fire, a burning odor, or see smoke.
* When rescue or emergency medical assistance is needed.

IF IN DOUBT, call and let trained personnel decide!

University Public Safety officers cannot provide the best quality service without the cooperation of responsible faculty, staff and students. They expect YOU to call and tell them whenever you observe suspicious persons or actions.

Some people fail to call simply because they are not aware that seemingly innocent activities might be suspicious. Others may notice suspicious activity and be hesitant to call. Still, others take it for granted that someone else has already called.

Public Safety offers various training sessions on prevention awareness, self-defense and active shooter response. Please contact Public Safety if your department would like to schedule training.

***Emergency Response and Preparedness Plan***

***Wesleyan University Middletown, CT***

**CAMPUS EMERGENCY NOTIFICATION**

**Dial 911- Life Threatening Emergency**

**(860) 685-3333 Other Emergencies**

**(860) 685-2345 Requests for Assistance or Dispatch**

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**WESLEYAN UNIVERSITY EMERGENCY RESPONSE**

**AND**

**PREPAREDNESS PLAN**



## PURPOSE

The purpose of the emergency procedures outlined in this plan is to provide protection to lives, property, and operations through the effective use of university, community, county, and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations through the coordination between the University and other government and emergency units. Additionally, it has

been designed to provide a basic contingency manual for the administration of the University in order to plan for campus emergencies. The plan does not cover every conceivable situation; it does, however, supply the basic administrative guidelines necessary to cope with most campus emergencies.

It is understood that Wesleyan University will make every effort to respond to individuals who are affected by a crisis or emergency with compassion and concern.

## APPLICATION

This plan applies to all faculty, staff, employees, students and visitors. It encompasses all buildings and grounds owned and operated by the University.

1. **MISSION**

The University’s mission in the event of an emergency is:

* + 1. Protect human life
    2. Preserve health and safety
    3. Protect university assets
    4. Maintain essential services
    5. Assess damage and recover to full operation

## RESPONSIBILITY FOR COMPLIANCE

The development and administration of this Emergency Response and Preparedness Plan is the responsibility of the Director of Public Safety.

## DEFINITIONS OF EMERGENCIES

The Director of Public Safety is designated to serve as the Campus Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist the campus emergency staff in determining the appropriate response:

* 1. ***MINOR EMERGENCY:*** Any incident which does not seriously affect the overall functional capacity of the University, such as minor plumbing problems or an inoperative elevator.
  2. ***MAJOR EMERGENCY:*** Any incident which affects an entire building or buildings and which will disrupt the overall operations of the University. Example:

Chemical spill during which outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of crises. The Central Emergency Command Post in the Usdan will be activated unless that building is affected.

* 1. ***DISASTER:*** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Central Emergency Command Post will be activated and the appropriate support and operational plans will be executed.

#### The types of emergencies covered in this manual are those that are likely to occur or those that may happen but some advance consideration should be given to them in order to lessen the impact on campus operations. Minor incidents with short lifecycles do not require formal use of Incident Command. If in doubt consider establishing command

#### Not every conceivable situation is listed. An “all hazards” approach is used here. Thus we are preparing authorities to respond to a wide variety of threats. Many of the same issues will be present in the case of terrorism.

#### In a terrorism incident the University may be confronted with multiple threats at the same time. Local resources may be less available (due to other off campus acts) and the overall timely response may be delayed or absent for long periods of time.

#### In these cases a functional command post and emergency operations center are essential to receive and disseminate information and procedures to be followed in a seamless manner.

#### In the event Usdan is not available, an alternate site such as Freeman Athletic Center or Olin Library should be used. A back up set of needed supplies will need to be brought to that location.

1. **EMERGENCY RESPONSE**

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. In all life threatening emergencies dial 911. All other emergencies should be directed to University Public Safety who will be responsible for contacting designated responders and administrative officials and initiating the specific guidelines in this plan.

It is not the intent of this document to address off-campus emergencies. If a life-threatening emergency occurs while on University business, dial 911. If 911 is not available in the area, dial 0 for the local operator.

Your personal safety is of utmost concern. Take appropriate precautions to assure your personal safety.

## GENERAL RESPONSIBILITIES

* 1. ALL EMPLOYEES

In case of emergency, all employees should follow the specific emergency procedure described in this plan.

Emergencies that may be life threatening should be reported immediately to 911. Other emergencies should be reported to Public Safety. Your personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with this plan. Instructors are responsible for initiating emergency procedures during class.

* 1. ADMINISTRATORS, DEANS,

DIRECTORS AND SUPERVISORS

Every administrator, director, and supervisor has the following general responsibilities prior to and during any emergency:

* + 1. *Emergency Preparedness*

Understand and disseminate emergency procedures and information as outlined in this plan.

* + 1. *Emergency Situations*
       1. Inform all building occupants under their direction of the emergency condition.
       2. Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating emergency response.

## CAMPUS EMERGENCY STAFF -

## Organization and Responsibility

* 1. DIRECTOR OF PUBLIC SAFETY

1. Assume responsibility for the overall direction of the Emergency Operations Plan.
2. Work with the campus emergency staff and other resources in assessing the campus emergency and prepare the University's specific response.
3. Activate the campus emergency command post as needed
4. Declare and terminate a campus state of emergency as outlined in this plan.
5. Assure that notification and liaison activities are established with the University administration, local, county and state governmental agencies, campus emergency staff, and other resources as necessary.
6. Assure the review and revision of the emergency operations program and emergency procedures as needed.
7. Maintain a roster of campus emergency staff and emergency personnel including outside agencies.
8. Assure that corrections of deficiencies reported by regular inspections of the emergency operations program are completed.
9. Perform other related duties as may be directed by virtue of the campus emergency.
10. In conjunction with Environmental Health and Safety, prepare and submit report(s) appraising the final outcome of an emergency.
11. The Associate Director of Public Safety will act in the absence of the Director.
    1. Public Safety Administrative Support Staff
       1. Act for the Public Safety Dept. as delegated during a campus emergency.
       2. Maintain a record of events and files of all reports and correspondence pertaining to the emergency operations program.
       3. Maintain the emergency operations program and emergency procedures.
       4. Assist the Director in preparation of the final report to the Campus Administration after an emergency.
       5. Maintain an up-to-date roster of all campus emergency staff and emergency personnel including outside agencies.
    2. MEDICAL DIRECTOR: STUDENT HEALTH CENTER
       1. Assist triage of emergency scene in collaboration with community resources.
       2. Support the first-aid AND emergency care operations on campus.
       3. Assist with other emergency activities as needed.
       4. Any medical clinician from the Health Center shall act for the Medical Director in that person’s absence or incapacitation.
    3. FACILITIES AND PHYSICAL PLANT
       1. Building and Utility Services:
          1. Assure that Central Heating is protected, and that damaged utility services are secured or shut off.
          2. Maintain the campus fire alarm systems and emergency generators.
          3. Conduct damage assessment and emergency repairs as needed.
          4. Arrange for qualified contractors to make repairs and start recovery effort if needed
       2. Transportation and Supplies:

Provide vehicles, supplies, and delivery support for the campus emergency staff and emergency personnel in cooperation with Public Safety and Transportation Services

* + 1. Manpower and Equipment:
       1. Provide support for the emergency operations and extra staffing of the Physical Plant.
       2. Provide equipment and operators to remove obstacles and obstructions.
       3. Provide staff support to aid in the securing of damaged buildings.
    2. Provide equipment and supplies to emergency personnel.
    3. Assist with other emergency activities as needed.
    4. The Associate Director shall act for the Director, if needed
  1. SAFETY OFFICER: ENVIRONMENTAL HEALTH, SAFETY

Serve as a reference point for changes, suggestions related to the plan

* + 1. Suggest revisions to the emergency operations plan as significant changes occur and review content and make suggestions for changes to the Public Safety Director
    2. Assist the Public Safety Director with developing the post-emergency report.
    3. Provide technical and safety assistance to reduce hazards prior to and during emergency or disaster conditions.
    4. Investigate and evaluate campus hazards in environmental health and safety. Initiate corrective action.
    5. Coordinate safety inspections for buildings and grounds using discrepancy reports to initiate corrective action.
    6. Coordinate and schedule training programs for campus personnel.
    7. The Fire Safety Officer shall act for the Safety Officer in that person’s absence or incapacitation.
  1. VICE PRESIDENT FOR STUDENT AFFAIRS
     1. Approve procedures to be followed in the event of an emergency affecting student well being
     2. Determine when an incident requires Critical Incident Stress Management
     3. Ensure that campus alerts and updates are transmitted
     4. Will serve at University Command Post in a decision making capacity as needed
     5. Once the crisis has subsided, convene a meeting of all personnel involved in the response to debrief and critically review institution's response.
  2. UNIVERSITY COMMUNICATIONS DIRECTOR Coordinate and direct all dissemination of information relating to the incident to all media. Act as the link between the University and the public to ensure that all information is factual and provided in a timely manner.
  3. COUNSELING AND PSYCHOLOGICAL SERVICES DIRECTOR
     1. Make an assessment of the traumatic event and determine the appropriate intervention.
     2. The Director will mobilize a Critical Incident Stress team and conduct stress debriefings and defusing as required.
     3. The Human Resources department will be available to help make Employee Assistance Program (EAP) referrals after the emergency is managed or may consider bringing resources on site.
  4. OFFICE OF THE PROVOST

The Provost or her/his designee will assess information

made available as the incident is unfolding to address

scheduling and space availability issues related to teaching

and learning. The Provost will also work with Human

Resources as needed to address faculty and staff

shortages related to the emergency. In the absence of

the President, the Provost will assume that authority.

* 1. PRESIDENTS OFFICE

All decisions regarding the discontinuation of University

functions and operations will be approved by the President.

Further the President will approve all plans for recovery. In

the absence of the President the Provost will fill this role.

* 1. VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

The V.P. for finance and administration provides high level

direction regarding stabilization and recovery operations

Especially those related to physical facilities

procurement and the coordination and contracting with

outside resources during the emergency and post

emergency recovery

## CENTRAL EMERGENCY COMMAND POST & COMMUNICATION CENTER

The command post will serve as a focal point for key personnel and a central location for emergency equipment and operations.

In the event of an emergency that includes the loss of power command post operations will be via two-way radio on the Public Safety frequency.

The operational duration per radio is 10 hours. Should the outage extend past this time frame, efforts will be made to use a generator to provide power for base station operation and other essential communication hardware. Batteries can be charged through the generator’s power should the outage be extended.

Public Safety will maintain an up to date listing of staff having university cell phones. Dependent on need, these staff may be asked

to provide their phone for emergency telecommunications during a

time of crisis where the telephone system is inoperable.

## COMMUNICATIONS PLAN - MEDIA COMMUNICATION PLAN

* 1. The Director of Public Safety will direct the dispatcher to contact University Communications and request the designee(s) come to the campus to set up a Media Communications Center within close proximity to the command post. The Director of University Communications will request that all calls concerning the crisis be forwarded to the Media Communications Center.
  2. The Director of University Communications, through discussions with those present in the Command Post will begin developing strategy for releasing information, proactively, to the media.
  3. If the crisis occurs after hours, the University Communications Director will contact appropriate staff members at home to secure special assistance. The number of persons contacted will depend upon the nature of the crisis.
  4. The Director of University Communications will assign responsibilities to staff members. The Director and his/her staff will assist Public Safety in keeping the media a safe distance from the event site.
  5. The Director of University Communications will determine whether a major press conference area needs to be made available. If major media are expected, parking will need to be arranged for uplink vehicles. The Director will coordinate this with the Director of Public Safety or his/her designee.

## EMERGENCY PROCEDURES

This section contains the recommended procedures to be followed during emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise. Events and reference pages are listed below.

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VIOLENT OR CRIMINAL BEHAVIOR………………………........30

### \*ACTIVE SHOOTER REPORTING AND RESPONSE PROCEDURES

* 1. If you witness an active shooter on campus (or any person with a weapon) call 911 as soon as possible. Information to provide to the dispatcher or law enforcement officials includes:
     1. Location of the active shooter or armed individual
     2. Number of shooters or suspects
     3. Physical description of suspect(s)
     4. Number and type of weapons in their possession
     5. Number of potential victims at the location
  2. What to do:
     1. RUN: Do not hesitate. If it is possible to flee the area safely and avoid danger, do so. Go to the closest, safest exit. If the armed subject is outside the building, move to a core area of the building, away from the outside doors and windows. If time permits, call 911.
     2. HIDE: Keep the attacker away from you. Hide behind a large, heavy object, or lock and barricade doors, turn off lights, get on the floor and out of the line of fire/create make-shift barricades for those who cannot get on the floor. Remain quiet and hidden. Silence your cell phone, including the vibration setting.
     3. Prepare to FIGHT: You have a legal right to defend yourself. Commit to a plan of action should the armed subject or active shooter enter your space. Be aggressive. Improvise weapons, create distractions. You are not helpless. What you do matters.
     4. Remain in place until an official “ALL CLEAR” instruction is given. Listen and comply with police commands. It will be sent via Blackboard Connect.
  3. React properly when law enforcement arrives.
     1. Remain calm, and follow officers’ instructions.
     2. Put down any items in your hands (e.g., bags, jackets).
     3. Immediately raise hands and spread fingers.
     4. Keep hands visible at all times.
     5. Avoid making quick movements towards officers, such as attempting to hold on to them for safety.
     6. Avoid pointing, screaming, or yelling.
     7. Do not ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

1. **AIRBORNE RELEASES**

**Public Safety**

**Designated Emergency Response Number: 860-685-3333**

**Wesleyan Physical Plant/Facilities Services: 860-685-3400**

Local emergency responders have developed a plan in accordance with Federal and State laws in order to respond safely to airborne release situations. Public Safety upon learning of the release will notify administration and the physical plant without delay. All ventilation systems and related components should be shut down and remain off until advised otherwise by Incident Command.

During an airborne release, follow these steps:

* 1. If directed, evacuate the building site and move to a designated safe location.
  2. If not informed to evacuate, close all windows and doors to the outside.
  3. If the airborne release starts to bother you, hold a wet cloth or handkerchief over your nose and mouth.
  4. Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
  5. Evacuation and building reentry information will be broadcast campus wide via blackboard connect.

The lead time of an airborne release incident could be from zero to thirty minutes. As a result, this short time may not allow for a safe evacuation. An evacuation under these conditions may expose the population to airborne hazardous substances; therefore, the recommendation is to shelter in place.

Preferred areas for protective sheltering would be interior hallways, rooms without windows or exterior doors, enclosed stairways, and rooms on the side of the building away from where the hazard is approaching.

**Note:** This procedure relates to both on and off campus airborne releases.

1. **BITTER COLD WEATHER (MUNICIPAL POWER FAILURE)**

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

* 1. If, during bitter cold weather, residences of the city of Middletown suffer a power failure, the university may offer the use of Freeman Athletic Center as designated by Campus Administration.

The campus officer on duty, when notified, will open those buildings designated and contact the Director of Public Safety, a custodial (Sun Services) supervisor, and the appropriate local officials.

* 1. The Director of Public Safety will contact the proper administrative representatives for those buildings being used for this event. They in turn will coordinate with teaching staff that may be impacted by people temporarily residing in this space.

### BOMB THREAT

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

* 1. If you observe a suspicious object (including mail) or potential bomb on campus DO *NOT HANDLE THE OBJECT!* Clear the area and immediately call Public Safety at the designated emergency response number 685-3333.
  2. Any person receiving a bomb threat should ask the caller:
     1. Exact location of bomb (building, floor, room, etc.).
     2. Time bomb is set to explode
     3. Kind of bomb, timing device, etc.
  3. Keep talking to the caller as long as possible and record the following:
     1. Date and time of call
     2. Location of alleged bomb
     3. Detonation time of alleged bomb
     4. Type of bomb
     5. Speech pattern, accent, distinguishing characteristics, etc.
     6. Background noise
     7. Critical statements made by caller
  4. Immediately notify Public Safety at the designated emergency response number, 685-3333.
  5. If the threat of an explosion is imminent, activate the fire alarm and evacuate the building.
  6. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat. Alert emergency personnel of their location.
  7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
  8. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by Public Safety

### CHEMICAL SPILL

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

* 1. Report any spill of hazardous chemicals immediately to Wesleyan Public Safety at the designated emergency response number, 685-3333. Public Safety will call Environmental Health, Safety.
  2. When reporting, provide the following information:
     1. Your name
     2. Name of material spilled
     3. Estimated amount
     4. Exact location of spill
     5. Report injuries
     6. Actions you have taken
  3. Vacate the affected area at once and seal it off to prevent further contamination.
  4. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from spill site. Alert emergency personnel of their location.
  5. Once outside, move to an area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
  6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the Campus Environmental Health and Safety Manager, the Fire Department, or University Public Safety

### CIVIL DISTURBANCE/DEMONSTRATIONS

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

**Vice President for Student Affairs Office**

**Designated Emergency Response Number: (860) 685 2772**

* 1. Keep calm. Resistance may only increase destruction of property and a threat of bodily harm. Do not confront demonstrators.
  2. Call Public Safety at the designated emergency response number. The dispatch center will contact the Vice President of Student Affairs or designee. Provide the following information:
     1. Location (building, entrance, floor, room, etc.)
     2. Approximate number of leaders
     3. Size of group
     4. Obvious objective or demand of group
     5. Group is: rational, organized, violent, etc.
  3. When Public Safety arrives, provide them with an update. Follow their instructions.

### EARTHQUAKE

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

**Wesleyan Physical Plant/Facilities Services:**

**860-685-3400**

During an earthquake, remain calm and quickly follow the steps outlined below:

* 1. If INDOORS seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
  2. If OUTDOORS, move quickly away from buildings, utility poles and other structures. *Caution*: Always avoid power or utility lines as they may be energized.
  3. After the initial shock, evaluate the situation; and if emergency help is necessary, call Public Safety at the designated emergency response number. Report any injuries.
  4. Damage to facilities should be reported to Physical Plant.
  5. If there is a strong odor of natural gas, please relay this information to Public Safety and evacuate the building.

# ELEVATOR MALFUNCTION

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

**Wesleyan Physical Plant/Facilities Services:**

**860-685-3400**

* 1. If you are trapped in an elevator, pick up the emergency phone to

notify Public Safety. The telephone will automatically ring at the dispatch console. If the phone is inoperable, turn on the emergency alarm which will signal for help. *DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY EMERGENCY RESCUE STAFF.*

* 1. If a person is stranded in an elevator, *DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.*
  2. If you receive notice that an elevator has malfunctioned, notify Public Safety at the designated emergency response number. Provide the following information:
     1. Your name
     2. Building
     3. Floor
     4. Present situation
  3. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.
  4. If you find an inoperative elevator without occupants, notify Public Safety and Physical Plant.

1. **EXPLOSION**

#### Middletown Fire Department

**Designated Emergency Response Number: 911**

**Public Safety**

**Designated Emergency Response Number: 860-685-3333**

In the event of an explosion on campus, take the following action:

* 1. Immediately take cover under tables, desks, or other objects which will give protection against falling glass and debris.
  2. After the initial effects of the explosion have subsided, notify the Fire Department at the designated emergency response number (911). Give your name and describe the location and nature of the emergency. Notify Public Safety at the designated emergency response number (685-3333).
  3. Activate the building fire alarm.
  4. Evacuate the building through the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their location.
  5. *DO NOT USE ELEVATORS.*
  6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
  7. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by Middletown Emergency Services or Public Safety.

### FIRE

#### Middletown Fire Department

**Designated Emergency Response Number: 911**

**Public Safety**

**Designated Emergency Response Number: 860-685-3333**

* 1. In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety. If a fire is in a room, and all people have exited the room, close the door to the room.
  2. When you are in a safe area, away from the fire, call the Middletown Fire Department at the designated emergency response number (911). Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator. Follow-up with a call to Public Safety at the designated emergency response number (685-3333).
  3. Evacuate the building through the nearest uninvolved exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel of their location.
  4. Always evacuate a building when the alarm is ringing.
  5. *DO NOT USE ELEVATORS.*
  6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Students should report to their designated muster location.
  7. *DO NOT RETURN TO OR ENTER AN EVACUATED BUILDING* unless authorized by a Fire Department official.

### INCLEMENT WEATHER PLAN

Wesleyan’s inclement weather plan is invoked in the most serious times when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns.

* 1. When inclement weather (dangerous temperatures, snow, ice, wind or rain) occurs, Public Safety will confer with the Vice President for Student Affairs prior to 5:30 a.m. for day classes and 12 noon for late afternoon classes and events to determine if classes and events are cancelled. The Vice President will determine other personnel needed for decision making and a conference call will be established
  2. A determination of closure means all university classes and events are cancelled.
  3. When the Governor closes State government offices this DOES NOT necessarily mean that Wesleyan University will close.
  4. A state of emergency declaration in CT will likely result in closure.

5. The Vice President for Student Affairs or designee will notify the campus community of the decision via Blackboard Connect.

### INFECTIOUS DISEASE OUTBREAK

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

**Health Center**

**Designated Emergency Number: 860-685-2470**

The Davison Health Center will most likely be involved in the assessment and management of an infectious disease outbreak. If not, contact the Health Center at the number above.

* 1. The Health Center personnel will contact the State Emergency Health Office and the Vice President for Student Affairs.
  2. In cooperation with University Administration and State health officials, the Health Center will manage infectious outbreaks according to CDC, State and ACHA guidelines.
  3. If the situation requires emergency medical care, follow emergency procedures by calling 911 to provide immediate health care.
  4. Campus updates will be provided via Blackboard Connect, the Health Center Web Page and the Campus Main Page
  5. Protocols and Procedures are in place to manage temporary living arrangements for students diagnosed with non-life threatening infectious diseases via Residential Life. The Health Center medical director or designee will communicate with director of Residential Life or designee to coordinate necessary room changes and dietary needs.

### LIFE THREATENING EMERGENCIES OR DEATH

#### Designated Emergency Response Number: 911 Public Safety

**Designated Emergency Response Number: 860-685-3333**

In the event of a life-threatening emergency or death at Wesleyan University, take the following action:

* 1. Notify the designated emergency response number (911) and Public Safety (685-3333). A Public Safety officer will proceed to the scene immediately and meet emergency responders.
  2. The scene will be secured by a Public Safety officer.
  3. Emergency care will be provided as needed pending Emergency Medical Service (E.M.S.) arrival. The officer will start with a preliminary investigation, and inform the Director of Public Safety.
  4. Public Safety will turn the scene over to Middletown Police, if indicated.
  5. In the event of a death of a student, the Director of Public Safety (or if unavailable, the officer on duty) will contact the Vice President for Student Affairs and the on call Dean and proceed to the scene.
  6. In the event of a death of a staff member, Public Safety will contact the Vice President for Administration and Finance and or Provost.

### MEDICAL AND FIRST AID

#### Middletown Emergency Services

**Designated Emergency Response Number: 911**

**Public Safety**

**Designated Emergency Response Number: 860-685-3333**

* 1. If a serious injury or illness occurs on campus, immediately call 911 for an ambulance. Give your name; describe the nature and severity of the medical problem, and the campus location of the victim. Do not hang up until released by the emergency operator. Call Public Safety at the designated emergency response number to inform them of the emergency and inform them that the Fire Department/Ambulance has been notified.

If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the

response to those needs. Under such circumstances, University staff should refrain from recommending specific health care vendors.

In circumstances involving a person who is unconscious and/or not oriented, call 9-1-1 and Public Safety. All officers are trained in First Response Care, C.P.R., and AED.

* 1. Keep the victim still and comfortable until help arrives. Do not move the victim.
  2. In case of a minor injury or illness, students may go to the Student Health Center or have a trained person provide appropriate first aid.
  3. First-Aid and CPR training is available through various resources within the campus community.
  4. Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

### NATURAL GAS LEAK

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

**Wesleyan Physical Plant/Facilities Services:**

**860-685-3400**

* 1. If you smell natural gas and suspect a **large/significant** gas leak,

evacuate area and activate fire alarm ***OUTSIDE*** the area of the leak.

* 1. *DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.*
  2. Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
  3. *DO NOT USE ELEVATORS. DO NOT PANIC.*
  4. Notify Public Safety at the designated emergency response number. State the location and extent of involvement of the gas leak.
  5. Once outside, move away from the building at least 100 feet. Keep walkways clear for emergency crews.
  6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by Public Safety.
  7. For minor leaks during normal business hours (7:00 a.m. to 3:30 p.m., Monday — Friday) contact the Physical Plant Office at 685- 3400. If no response or after hours, contact Public Safety at 685- 3333.

### PSYCHOLOGICAL CRISIS

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

A psychological crisis exists when an individual is threatening harm to him/her or others, or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs always consider self-care and only intervene if you deem the situation safe enough.

* 1. *STAY CALM.*
  2. Notify Public Safety at the designated emergency response number. Provide the following information:
     1. Your name
     2. Precise location
     3. Observed symptoms of behavior
     4. Individual's name, if known
  3. Until help arrives, be pleasant, considerate, and understanding to avoid aggravating the situation. If possible assure a route of egress for both you, other staff and the person involved.
  4. Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if he/she is violent/combative.
  5. If another person is available and able to leave the area, have them meet Public Safety at the entrance to the building and provide up-to-date information.
  6. Notify the Director of Counseling and Psychological Services.

### RADIATION EMERGENCY

#### Public Safety

**Designated Emergency Response Number:860-685-3333**

* 1. In case of an emergency call Public Safety at the emergency number.
  2. If a skin wound occurs, thoroughly wash it with running water, allow some bleeding and then bandage. The Radiation Safety Officer or other personnel trained in use of radiation monitors will evaluate the injured person(s) for radioactive contamination.
  3. If any clothing items are contaminated with radioactive materials, remove the clothes and place them in designated collection containers or plastic bags. These items will be cleaned or disposed. THE CONTAMINATED CLOTHES AND PERSONS MUST NOT LEAVE the laboratory or established decontamination zone until the Radiation Safety Officer checks them. A decontamination zone or emergency response services should not provide patient care in a contaminated area.
  4. Mark any contaminated surface areas as demonstrated by your instructor/supervisor. Clean up the spill following previously conveyed directions of the Radiation Safety Officer or under the direction of the Radiation Safety Officer.
  5. Thoroughly wash your hands and other exposed body areas until the radiation monitor indicates the absence of contamination.
  6. Prevent access into the spill area until authorized by the Radiation Safety Officer.
  7. Personnel without radiation badges or other personal radiation dosimeter must not enter the spill area.

### SEXUAL ASSAULT

#### Public Safety

**Designated Emergency Response Number:**

**860-685-3333**

**Middletown Police: 860-344-3200**

**Dean of Students Office: 860-685-2775**

* 1. Reporting sexual assault to the Middletown Police: Contact the

Middletown Police Department at 860-344-3200. The investigating

officer will explain the investigatory and legal processes that follow a report. Reporting an incident of sexual assault to the police begins a legal process that may or may not result in an arrest. The University encourages complainants to pursue criminal action for incidents of sexual harassment or misconduct that may also be crimes under Connecticut law. The University will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law.

* 1. Reporting violations to the University: If the accused is a member of the Wesleyan community, students may report an incident to the University by any of the following methods: Contact the Office of Public Safety at 860-685-3333 (24 hours) or the Office of the Dean of Students at 860-685-2775 (during business hours). Or you may prefer to report the incident to a faculty or staff member (including Residential Life student staff) with whom you feel comfortable. Faculty and staff members must then report the incident to the Title IX officer, who will assist you in identifying your options, providing resources and support and addressing any immediate safety concerns for you or the broader campus community. By reporting the incident to the University, you ensure that prompt and equitable action is taken in response to the incident. This action may include providing accommodations and protective remedies for the complainant, initiating an investigation of the conduct, and if appropriate, seeking judicial charges against the alleged perpetrator.

A complete list of Sexual Assault Response Options are available at:

wesleyan.edu/healthservices/sexualassault

### TORNADO/SEVERE WEATHER

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

A tornado watch/severe weather watch means tornadoes are likely to develop. Employees are expected to be alert to changing weather situations

and be prepared to take action if upgraded to a warning. A tornado warning means a tornado has been spotted in the immediate area.

Employees/students are expected to take the following action.

* 1. If you receive notification of a tornado **warning** or sight a tornado, move to the lowest level in an interior hallway of the building as quickly as possible.
  2. Stay away from windows and areas with a large expanse of glass.
  3. Avoid auditoriums, gymnasiums, and other large rooms with free- span roofs.
  4. *DO NOT USE ELEVATORS.*
  5. If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
  6. Protect your head and face. If possible, get under a sturdy table or other structure.

### UNSAFE WATER SUPPLY

#### Public Safety

**Designated Emergency Response Number: 860-685-3333**

This procedure addresses actions to be taken after notification by the city of Middletown Water Utility that harmful contaminants have been identified in the water supply. Middletown Water Utility is required by state and federal law to inform the campus of a violation of the maximum contaminant level for certain contaminants in water.

Once the Water Utility has notified Public Safety, you will be notified to take the following steps:

* 1. Do not consume campus water.
  2. If bacterial contaminants are present, all water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
  3. Ice and any beverages prepared with contaminated water should be discarded.
  4. Continue the no use and/or water boil order until the city of Middletown Water Utility or Public Safety notifies you that the city has rescinded the warning or alert.

### VIOLENT OR CRIMINAL BEHAVIOR AND ACTIVE SHOOTER

#### Life Threatening Number: 911 Public Safety

**Designated Emergency Response Number: 860-685-3333**

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to Public Safety at the designated emergency response number.

* 1. If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify Public Safety at the designated emergency response number and report the incident, including the following:
     1. Your name
     2. Nature of the incident
     3. Location, date, and time of incident
     4. Description of person(s) involved
     5. Description of property involved
  2. Assist the officer(s) when they arrive by providing additional information upon request.
  3. Take the following action if you are a victim of a property crime:
     1. Go to a safe place and notify Public Safety.
     2. Do not touch anything.
     3. Meet with the officer at the location the officer requests.
     4. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.
  4. Take the following action if you are a victim of a violent/personal crime:

1. Be observant! The more information you can provide, the better chance the criminal will be apprehended.

*Remember: Whatever you decide to do, you must be prepared*

*mentally and physically. Your safety is the most important thing to remember during any attack.*

1. As soon as possible get to a safe place and notify Public Safety at the Designated Emergency Response Number. Advise officers of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
2. Meet with the officer. Follow the officer's instructions.

**XII. TRANSPORTATION**

In case of medical emergencies and when emergency transport is necessary, a private ambulance service will provide the transportation. Emergency transport is requested through the 911 Emergency dispatch center. A patrol vehicle may be used for non-emergency medical cases only. The patrol vehicle can be contacted by calling the designated emergency response number for Public Safety

Generally, it is advised that individual faculty, staff or students not take responsibility for transporting a person involved with any health emergency.

In the case of protective custody or emergency detention where a restraint is necessary, police will be involved directly with transportation.

## XIII: EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

Every individual must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. This is even more critical to the safety of those individuals with mobility impairments because the use of elevators during emergencies is dangerous and should be avoided. Thus, individuals will need to use alternative methods of leaving a building. Because of constantly changing populations and building occupancy patterns, it is not possible for the University to make reliable arrangements for the evacuation of specific individuals from the many buildings they may occupy in the course of a week. In the absence of this ability, the following suggestions are advised for individuals to increase the chances of their safe evacuation from a building in an emergency situation.

Recommendations for persons with disabilities or persons who provide assistance to persons with disabilities are included in the following list.

* 1. Contact in advance the Disability Resource Office to discuss building evacuation procedures for individuals with disabilities.
  2. Identify in advance and be familiar with at least two exit routes from every area and building you occupy. An emergency exit route should not include an elevator.
  3. Identify in advance possible volunteers, such as classmates, faculty or fellow workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
  4. If you are unable to exit a building, contact Public Safety or civil authorities or arrange others to inform Public Safety or civil authorities with your location.
  5. Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
  6. If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand.
  7. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
  8. Carry a loud whistle or similar device you can operate for use in the event you become trapped.
  9. Individuals who need to work in isolated areas after normal building occupancy hours should determine telephone availability. If a telephone is not available, they should contact Public Safety in advance and provide their location and occupancy times.

## XIV: BUILDING FLOOR PLANS

Public Safety maintains updated floor plans. Maps will be provided to responders as needed.

## XV: THE CRISIS PLAN/CHECK-OFF LIST

Upon notification of a campus state of emergency, Public Safety shall start the notifications and the completion of the Emergency Response Checklist**.**

Each campus emergency will present hazards and situations unique to that emergency. It will be imperative that Public Safety notify the proper personnel in a timely manner. Once the Crisis Team is notified, they will have the flexibility to respond to the incident as they deem proper for the situation at hand. The Emergency Phone Numbers provides a complete listing of individuals and/or agencies that can respond to a particular emergency.

It will also be the responsibility of Public Safety to assure the appropriate response (internal or external) for clean-up and decontamination when there is a spill of blood or other potentially infectious materials from an incident.

## XVI: COMPLIANCE & ASSESSMENT

Public Safety will work with other campus departments and offices to assure an evaluation of any significant crisis response is conducted after the incident.

Recommendations for response improvements and other corrective action will be forwarded to Public Safety to be reviewed for input into the campus Emergency Response and Preparedness Plan.

# Emergency Response Checklist

Wesleyan University Public Safety

This form is to be filled out upon notification and response of an emergency on or involving the campus area. It shall be the responsibility of the senior campus Public Safety officer on duty to ensure that this form is filled out accurately even though the switchboard operator/dispatcher will, in all probability, be the person initially completing the form.

1. Date and Time of notification:
2. Person calling in the notification: Name:

Address:

Phone#

1. Officer dispatched to the scene: (Initials)
2. Determine cause and source of emergency. (Initials)
3. Notify the proper Emergency Response Agencies (check after item): a. 9-1-1
4. Public Safety
5. Middletown Fire
6. Hunter’s Ambulance

6. Notify the proper response personnel (check after item):

* 1. Director of Public Safety
  2. Director of Facilities
  3. Environmental Health, and Safety
  4. Vice President for Administration and Finance
  5. Call in off-duty officers and additional operator/dispatcher (if directed)
  6. Call Director of University Relations
  7. Appropriate Division officers
  8. Dean/Administrator on call
  9. Vice President for Student Affairs

1. Set up perimeter around site and secure (check after item):
   1. Prevent vehicle traffic access
   2. Prevent people from entering
2. Establish a command post and communications center
3. Establish a triage care location
4. Establish a holding/media area Senior Officer:

Operator/Dispatcher: Supervisor:

Date:

Notes:

### APPENDIX 1

**NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS) UNIVERSITY EMERGENCY RESPONSE PLAN**

**PURPOSE**

NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system organizes resources such as facilities, equipment, personnel, procedures, and communication systems within a standardized operating structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. It provides for common understanding of terminology, incident command structures and interoperability of emergency communication systems. Use of the NIMS at the University facilitates our ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

As a management system, NIMS helps to mitigate incident risks by providing accurate information, strict accountability, planning, cost-effective operations and logistical support for any incident. NIMS operating structures can be used on any type or size of an incident. It can also be used for planned non-emergency events. Below are examples of the types of incidents and events that have been managed through NIMS:

* + Fires, HAZMAT, and multi-casualty incidents.
  + Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
  + Search and rescue missions.
  + Significant transportation accidents.
  + Major planned events, e.g., celebrations, parades, concerts.

### KEY PRINCIPLES

1. Modular response model based on activating only those organizational elements required to meet the needs of the immediate incident.
2. Common terminology applied to organization elements, position titles, facility designations and resources.
3. Unified command structure which ensures that organizational elements are linked to form a single overall structure with appropriate span-of-control limits. Trained redundancy and order of succession in the Command Structure to ensure coverage in emergencies
4. Comprehensive resource management for coordinating and inventorying resources for field responses.
5. Integrated communication so that information systems operate smoothly among all response agencies involved.
6. Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
7. Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

### ORGANIZATION

NIMS is organized around five major management activities.

1. Command. Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.
2. Operations. Develops the tactical organization and directs all resources to carry out the Incident Action Plan.
3. Planning. Develop the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.
4. Logistics. Provide resources and all other services needed to support the organization.
5. Finance/Administration. Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

During minor incidents, the five major activities may be managed by a single individual.

Large incidents usually require each of these activities to be established as a separate section within the organization. The EMT (Emergency Medical Technician) will make this decision based on the demands of the incident and appoints an Incident Commander Each of the primary Incident Command System sections may be further subdivided.

**GLOSSARY**

Emergency Response Plan (EMP) - The EMP is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University

Emergency Response Plan Coordinator- The Emergency Response Plan

Coordinator is a member of the Emergency Operations Team who is responsible for the maintenance of the Emergency Response Plan. At Wesleyan this position is held by the Director of Public Safety

Emergency Management Team (EMT) - The EMT is an assemblage of University officials appointed to advise and assist in making emergency-related policy decisions.

Emergency Operations Center (EOC) - The EOC serves as the centralized, well-supported location in which the Emergency Operations Team and the Executive

Management Team may gather and assume their respective role.

Incident Commander-The Incident Commander is in charge of the Emergency. The Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.

National Incident Management System (NIMS) - NIMS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management.

Public Safety Communications Center-Is the central telecommunication facility that receives and disseminates emergency information. The Public Safety Department maintains this facility on a 24/7/365 basis.

Response Protocols- Response Protocols are plans that address specific types of threats/incidents (i.e. terrorism, natural disaster, etc.).