



in case of
Emergency...

Shorter University Crisis Response Manual

Updated Spring 2022



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UNIVERSITY[™]

Transforming Lives through Christ

Emergency Contact Numbers

During regular office hours, please call the following office extensions as emergency situations require.

All after-hours calls should be directed to Campus Safety.

	<u>On-Campus</u>	<u>From Cell or Off-Campus Phone</u>
Campus Safety	ext. 7911	706-233-7911
Information Technology	ext. 7400	706-233-7400
Public Relations	ext. 7215	706-233-7215
Maintenance	ext. 7240	706-233-7240
President's Office	ext. 7201	706-233-7201
Residence Life	ext. 7315	706-233-7315
Student Affairs	ext. 7231	706-233-7231
Student Health Services	ext. 7278	706-233-7278
VP Of Auxiliary Services	ext. 7424	706-233-7424

Copies of this Crisis Response Manual have been provided to faculty and staff members, and a copy has been posted on the university's Web site. Should you or a colleague need an additional copy of this document, please contact Campus Safety.



From the President

As a University family, we want to be prepared for emergency situations. Our staff has prepared this handbook to help you be aware of what to do before an emergency occurs. Please read and familiarize yourself with this important information. If you have additional questions, please contact our Office of Campus Safety at 706-233-7218.

May the Lord bless you

always,

Dr. Don Dowless
President

Please Note

The following response plans shall serve as a guide for campus-wide response in the event of a crisis situation. These plans do not replace Policy and Procedure documents of specific departments, but instead serve as a guide for immediate response for the general campus population and for the coordination of efforts between departments.

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Accident, Serious Injury or Illness

Definition:

Emergency where one may be sick or injured.

Roles:**Health Services**

- Respond to call if during normal working hours and contact Campus Safety at ext. 7911 or 706-233-7911.
- Call 911 for Emergency Medical Transport, if necessary.
- Stay with the sick or injured individual until help arrives or episode resolves itself.
- Call Public Relations if 911 is called.
- Write up report for Vice President for Student Affairs.

Campus Safety

- Respond to call if after normal working hours.
- Call 911 for Emergency Medical Transport, if necessary.
- Have someone located at the gatehouse to give directions and someone near the location where the ill/injured is so that they can direct the EMTs to the victim.
- Call Public Relations if 911 is called.
- Write up report for Director of Health Services.

Faculty, Staff, and Students

- If life or death, contact 911 first then Health Services (ext. 7278 or 706-233-7278) during the normal working hours or Campus Safety (ext. 7911 or 706-233-7911) after normal working hours.
- If not life or death, then contact Health Services during normal working hours or Campus Safety after normal working hours.

Active Shooter/Armed Intruder

Definition:

A shooting or armed assault on campus may involve one or more individuals intent on causing physical harm to students, faculty and staff by the use of firearms or other deadly weapons such as a knife, a bomb or other harmful devices.

Immediate Individual Protective Actions

1. Try to remain calm.
2. Quickly clear students, staff and faculty from the hallways.
3. Close and lock all doors to offices and classrooms, turn off the lights and hide.
4. Call 9911 and 7911 from campus telephones or 911 and 706-233-7911 from cell phones and state the following
 - "This is Shorter University, we have an active shooter on campus, gunshots fired."
 - If you were able to see the offender(s), give a description of the individual's sex, race, clothing, type of weapon(s), and direction of travel.
5. If your door cannot be locked, begin stacking and interlocking all available tables and chairs in the doorway to create an obstacle.
6. Have everyone get down on the floor, against a solid interior wall and shelter-in-place.
7. If you are in the open and unable to find a room to lockdown in, run away from the sounds of the gunshots and get out any way possible.
8. Wait patiently for guidance from uniformed police officers or Campus Safety Officers.

Immediate Response Actions

1. Immediately contact the Rome Police Department by dialing 911 or 9911 from a campus phone.
2. As deemed appropriate, Campus Safety or other university officials will announce a building-wide lockdown through the Shorter2U emergency alert system, voice commands, bullhorns, telephone or e-mail.
3. Police Officers will immediately deploy to the crisis area to locate, isolate, and, if tactically possible, confront the offender.
4. Campus Safety and other assisting university officials will reverse-evacuate individuals who are outside into any securable building and ensure that all buildings are notified to lock their exterior doors, and shelter-in-place.
5. Campus Safety will block all roadways leading to the crisis area and direct commuter traffic away from campus.
6. Campus Safety will establish an emergency responder assembly area for a tactical command post.
7. Upon arrival of the Rome Police Officers, Campus Safety personnel will brief responding units and provide, at a minimum, the description and location of shooter.
8. At this point, Incident Command will be transferred to the ranking Rome Police Department Official.

Biohazard

Definition: Biohazards are classified as:

1. Liquid waste generated by humans or animals.
2. Non-infectious, preserved and unpreserved animal carcasses and body parts.
3. Contaminated sharps, including needles, syringes, scalpels, intravenous tubing with needles attached, or any item that is sharp enough to penetrate the skin and is contaminated with potentially infectious material.
4. Biohazard injuries or infections are normally restricted to individuals and may not require activation of the Emergency Response Plan.

Emergency Procedures

In case of serious injury or sudden illness:

Call Campus Safety at ext. 7911 or 706-233-7911, or if needing off-campus emergency services, call 911. If the biohazard includes bodily fluid or waste, call the Director of Health Services at ext. 7278 or 706-233-7278. Clearly describe the situation and your location.

- 1. Minor Injuries:** These injuries normally involve a small cut or break in the skin or a chemical burn with coincident exposure to a biohazard. Persons involved should:
 - a. Contact First Aid, probably Health Services (ext. 7278 or 706-233-7278).
 - b. Treat immediately at or near the scene of the accident.
 - c. Rinse contaminated wound with copious quantities of water from an eye wash or emergency shower and encourage bleeding.
 - d. If the wound is on the face, take care not to contaminate the eyes, nostrils, or mouth.
 - e. Wash the wound with mild soap and lukewarm water. DO NOT USE abrasives or brushes which may cause further injury.
- 2. Serious Injuries:** If more than first aid is required, take the following steps:
 - a. Treat the immediately threatening condition (maintain ABCD's – Airways, Breathing, Circulation, Deadly Bleeding).
 - b. Call 911.
 - c. Advise emergency response personnel of the contamination, nature of injuries, and biohazard handling procedures.
 - d. Ensure that the biohazard material does not further contaminate the accident victim by moving away from the area of aerosolization and by removal of contaminated clothing.
- 3. Injection or Sharps Injury with Biohazard Exposure:**
 - a. Disinfect the puncture area immediately.
 - b. Seek immediate treatment – Call 911.
- 4. Personal Biohazard Decontamination Procedures:** Individual(s) involved directly in the spill should remove garments known or thought to be contaminated and leave the area.

Personnel should be aware of all exits, interlock override switches, fire extinguishers, fire alarms, eyewash stations, safety showers, spill and first aid kits.

Bomb or Bomb Threat

Definition: A known, or threatened, explosive device, that is intended to cause disruption, property damage, or bodily injury.

Roles:

Person Receiving the Threat

- If a threat is phoned in, keep the caller on the line as long as possible, while trying to obtain and document the following vital information:
 - Exact location of device
 - Detonation time
 - Voice description of caller
 - Background noises
 - Exact wording of message
 - Time of call
- Notify Campus Safety immediately by calling ext. 7911 or 706-233-7911.

Campus Safety

- Call 911 and request response from City Police and Fire Departments.
- Initiate Shorter2U alert.
- Respond to scene and begin evacuation.
- Evacuate adjacent buildings, if injuries could result from a blast.
- In conjunction with Rome Police and Fire Department personnel, coordinate and conduct a thorough search.
- Conduct follow-up investigations and submit appropriate reports to the university administration and to authorities.

Director of Campus Safety (or designee)

- Make the decision to allow people to return to the evacuated areas, assuming the search reveals negative results.

Facilities Management

- Shut off gas and electricity to affected area, if deemed necessary.

Faculty and Staff

- Check escape routes and then assist with an orderly evacuation.
- At evacuation site, take and encourage others to take precautionary measures, including covering head and face with arms, books or clothing (in case of flying glass or debris).

Public Relations

- Assist Campus Safety in issuing a Shorter2U alert, if needed.
- Serve as the official university spokesperson to media.
- Handle all media releases regarding the situation.

Student Support Services and Campus Ministries

- Following the emergency, make counseling services available to students, faculty, and staff in need of those services.

Closing the Campus/Cancelling Classes

Definition: Snow, ice, extreme weather conditions, or other situations may necessitate the canceling of classes and/or closing of Shorter campuses.

Notification of closing the campus BEFORE the work day:

1. A Shorter2U campus alert will be sent to faculty, staff, and students who have registered for the alerts.
2. Notifications will be sent by campus e-mail to faculty, staff, adjunct instructors and students.
3. The home page of the Shorter University Web site, www.shorter.edu, and the Facebook and Twitter pages will have a notification of campus closings or class delays as will the main switchboard recording, which can be reached at 706-291-2121.

Notification of closing the campus DURING the work day:

1. A Shorter2U campus alert will be sent to faculty, staff, and students who have registered for alerts.
2. Notifications will be sent by campus e-mail to faculty, staff, adjunct instructors, and students.
3. The home page of the Shorter University Web site, www.shorter.edu, and the Facebook and Twitter pages will be updated.

Roles:

President

- Makes school closing decision (in conjunction with Campus Safety).
- Notifies Dean of Students, Public Relations, Campus Safety, and Maintenance.

Public Relations

- Issues Shorter2U alert and updates Web site.
- Sends e-mail messages to faculty, staff, and students.
- Alerts media contacts of Shorter University closings.
- Initiates changing of main switchboard greeting.

Campus Safety

- Alerts President and/or Vice President of Auxiliary Services of weather hazards as they develop.
- Notifies Vice President of Student Affairs.
- Blocks roads at entrance and top of the Hill for hazardous road conditions.
- Provides signage at main entrance that indicates closing or delayed opening.

Maintenance

- Checks on buildings as weather permits.
- Arrives early on the first day back after a weather-related closing to check steps, stairs, and sidewalks and to take corrective actions as needed.
- Places caution signs as needed.

Closing Information

Should the campus be closed due to severe weather or other emergency, the following communication channels will be used as the primary method of notification.

- **A Shorter2U text message alert**
- **An announcement posted to the Shorter website www.shorter.edu, Facebook & Twitter accounts**
- **A campus email (when possible)**

Shorter2U Emergency Alerts

Shorter University has an emergency notification system, Shorter2U, to send alerts via text message in the case of weather announcements, campus closings, or other important updates to normal operations. While these messages are automatically sent out via email and posted to the Shorter University Facebook and Twitter accounts, text messaging may result in more immediate notification. While the service is free of charge to faculty, staff, and students, it does require enrollment.

Go to <https://scholar.shorter.edu> and then the Campus Life Tab to register. After enrolling, log into your account where you can provide up to two cell phone numbers and two email addresses. Depending on your cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the University to use the service.

Additional Weather Alerts Recommended

As severe weather may develop quickly or during the overnight hours, the University strongly recommends all employees and students sign up for real-time weather alerts based on your location, including the Shorter campus. Options serving the Rome area include the following apps: WSB-TV Weather, FOX 5 Atlanta: Storm Team, Storm Tracker, or the Weather Channel.

Death on Campus

Roles:

Faculty, Staff, and Students

- Call 911.
- Call Campus Safety at ext. 7911 or 706-233-7911.
- If a death happens during class, faculty should evacuate the classroom.
- Call Director of Health Services at ext. 7278 or 706-233-7278.

Campus Safety

- Call 911.
- Secure area.
- Call Director of Health Services.
- Call Vice President of Auxiliary Services.
- Call Vice President of Student Affairs.
- Call Provost if it is a faculty member.
- Call Vice President of Finance if it is a staff member.

Vice President for Student Affairs

- Call President.
- Call Public Relations.
- Call Campus Minister.
- Call family of student for a student death.
- Call Provost and Vice President of Finance.

Provost

- Call President.
- Call Public Relations.
- Call family of faculty member.

Vice President of Finance

- Call President.
- Call Public Relations.
- Call family of staff member.

Definition:

In a crisis situation, sudden evacuation of a building or of the entire campus may be necessary. All persons must evacuate immediately upon the request of Campus Safety, any university official, or an emergency responder. No one may return before the all-clear signal has been given.

Roles:**All Faculty, Staff and Students**

- Upon receiving notification (alarm or verbal command), immediately leave the building by the nearest marked emergency exit, closing doors behind you. [Do not lock doors as you leave.]
- Alert others of the evacuation as you are exiting the building.
- Do not use elevators.
- Do not return to an evacuated area unless instructed or permitted to do so by Campus Safety or a university official.
- Move away from the evacuated building at least 500 feet.
- Do not block roadways, fireplugs, or access to evacuated areas or buildings.
- Stay clear of emergency operations unless emergency personnel request your assistance.

Campus Safety

- To evacuate a single building, engage the fire alarm.
- To evacuate more than one building, initiate a Shorter2U alert.

Campus Safety Council Members

- Ensure that individuals on your floor have received the evacuation order.
- Lead others from your building/area to evacuate in a timely and orderly fashion.

Public Relations

- Assist Campus Safety in issuing a Shorter2U alert, if needed.

Fire

In case of a fire in a building or on the premises:

Roles:

Anyone Discovering a Fire

- Pull the fire alarm.
- Call 911 from a cell phone or 9-911 from a campus phone.
- Call Campus Safety at ext. 7911 or 706-233-7911.
- If possible without jeopardizing your safety, close doors to confine the fire.
- Leave the building.

All Faculty, Staff and Students

- Upon hearing the fire alarm, immediately leave the building by the nearest marked emergency exit, closing doors behind you. [Do not lock doors.]
- Alert others of the situation as you are exiting the building.
- Do not use elevators.
- Do not return to an evacuated area unless instructed or permitted to do so by Campus Safety or a university official.
- Move away from the evacuated building at least 500 feet and gather with the class, residence hall floor, or office you were with at the time of the fire.
- Do not block roadways, fireplugs, or access to evacuated areas or buildings.
- Stay clear of emergency operations unless emergency personnel request your assistance.
- Report to Campus Safety information about missing persons, trapped persons, injuries, and other information available about the incident.
- In case of inclement weather, move to the Winthrop-King Centre, unless that building is affected by the fire.

Faculty/Staff and/or Residence Life

- Gather class or residence hall floor together and take roll.
- Report to officials if anyone is missing, trapped, or injured.

Campus Safety

- Call the Fire Department by calling 911.
- Supervise the evacuation and check for injuries.
- Assign roles to auxiliary persons, as needed.
- Keep access roads open.
- Call President, Vice President for Auxiliary Services, and Public Relations.
- Call Vice President of Student Affairs.
- When the fire department arrives, make contact with the officer in charge and report information about missing persons, trapped persons, and injuries.

Campus Safety Council Members

- Ensure that individuals on your floor have received the evacuation order.
- Lead others from your building/area to evacuate in a timely and orderly fashion.

Health Services

- Administer first aid, if needed.

Restricted to Campus

A health-related or other crisis situation may require that students be restricted to campus. Depending upon the situation, this restriction could also be extended to faculty and staff.

Roles:

Initiating Department

- Contact Vice President for Student Affairs.

Vice President for Student Affairs

- Call President for approval of "Restricted to Campus" order.
- Call Campus Safety to initiate Shorter2U announcement.
- Call Provost and Vice President for Finance.

Public Relations

- Send e-mail announcement to faculty, staff, and students. Issue a Shorter2U alert.

Campus Safety

- Issue a Shorter2U alert.
- Place a guard at the gatehouse to restrict traffic.
- Post personnel (as available) in parking lots to prevent departure by vehicle.
- Call Vice President for Auxiliary Services.

Facilities Management

- Assist Campus Safety, as needed, in restricting vehicle traffic.
- In cases of winter weather conditions, check to ensure that heating is maintained.

Residence Life

- Provide in-person notification, if needed, to supplement announcement.
- Keep students in the safest area(s) on campus.
- If restriction includes faculty and staff for an extended period of time, make arrangements for temporary housing for faculty and staff.

Vice President for Finance

- Assign staff as needed to meet the requirements of the situation.

Sexual Assault

Definition: Sexual assaults (rape, forcible sodomy, sexual battery, object penetration, and attempts thereof) are personal violent crimes to both male and female victims that have great psychological and physical effects on the victims. Campus Safety personnel shall use appropriate communication skills when interacting with sexual assault victims. All involved personnel and students must maintain the privacy of the sexual assault victim.

Roles:

Faculty, Staff and Students

- Call 911.
- Ensure the victim's safety.
- Call Campus Safety at ext. 7911 or 706-233-7911.
- Call Director of Health Services at ext. 7278 or 706-233-7278.

Campus Safety

- Call 911.
- Ensure the victim's safety.
- Secure area.
- Call appropriate city or county law enforcement facility.
- Call Director of Health Services.
- Call Vice President for Auxiliary Services.
- Call Vice President for Student Affairs.
- Call Provost if it is a faculty member.
- Call Vice President of Finance if it is a staff member.
- Call Sexual Assault Center 24-hour Hotline (706-802-0580), if local law enforcement officers have not done so.

Health Services

- Provide a safe haven for the alleged victim.
- Assess alleged victim's external injuries. Do not wash or apply medication to wounds, but cover open, bleeding wounds with sterile bandages. Do not remove forensic evidence.
- If the assault occurred within the last 72 hours, explain to the victim the necessity of not performing the following activities to preserve evidence: washing self or clothes, brushing teeth, rinsing the mouth, eating, drinking, smoking, douching, combing hair or putting on

make-up, changing clothes, or going to the toilet. If the victim has already done any of these things, reassure them, but ask that they not do any more "cleanup."

- Ask the victim if they need an ambulance for transportation.
- If an ambulance is not called, encourage alleged victim to go to the hospital for treatment of injuries, if necessary. Accompany victim or meet victim at the hospital.
- If there are no obvious injuries, encourage alleged victim to go to the Sexual Assault Center. Accompany victim or meet victim at the Sexual Assault Center.

Sexual Assault, continued

Vice President for Student Affairs

- Call President.
- Call Public Relations.
- Call Campus Minister.
- Encourage victim to call family or get victim's permission for you to call their family.

Provost

- Call President.
- Call Public Relations.
- Encourage victim to call family or get victim's permission for you to call their family.

Vice President of Finance

- Call President.
- Call Public Relations.
- Encourage victim to call family or get victim's permission for you to call their family.

Shorter2U Emergency Notification System

Shorter uses the Shorter2U emergency notification system to provide instant alerts regarding emergency situations, severe weather or other important advisories, and school closings. Alerts can be received on your cell phone (via text message), e-mail or pager. To enroll, follow the directions below.

- 1) Log in to Scholar at <https://scholar.shorter.edu/ics>
- 2) Click on the Campus Life tab at the top of the page.
- 3) Go to "Signup for Emergency Notifications" and follow the instructions.

After enrolling, log into your Shorter2U account where you may add up to two cell phone numbers and two e-mail addresses where alerts will be sent.

If you have previously enrolled in the service but are not receiving messages, your account may have expired. Please re-enroll for the service at this time.

If you encounter trouble with the registration process and need assistance, please contact Web manager Andrew Bailey at abailey@shorter.edu or 706-233-7252.

With the exception of test messages, the Shorter2U system will only be used in the event of an emergency, weather or other important advisory, or school closing.

Student Disruption/Civil Disturbance

Definition:

An incident that disrupts or has the potential to disrupt the orderly functions of the school.

- Level 1 – disruption is confined to one area but there is not a threat to anyone.
- Level 2 – disruptive forces are mobile or pose a direct threat to another person.
- Level 3 – disruption is widespread with large-scale student participation and is a serious threat to university community.

Roles:

Faculty, students, staff

- Call Campus Safety at ext. 7911 or 706-233-7911 no matter which level of disruption.
- Call 911 or 9911 from a campus phone if in fear of loss of life.

Campus Safety

- Assess level of disruption.
- Call 911 or 9911 from a campus phone if in fear of loss of life.
- Call Vice President for Auxiliary Services.
- Call Vice President for Student Affairs.

Vice President for Auxiliary Services

- Call President.
- Call Public Relations.

Tornado

Definitions:

Tornado Watch: Conditions are favorable for a tornado or severe weather.

Tornado Warning: Tornado has been sighted; take shelter immediately.

Monitoring:

1. Upon the forecast of severe, inclement weather, the Campus Safety office will monitor the weather radio.
2. **The campus will be alerted of a tornado warning** by a campus-wide e-mail and the Shorter2U campus alert system.

Roles:

Campus Safety

- Monitor weather radio.
- Initiate a Shorter2U alert.
- Maintain contact with faculty, staff, and student body.
- Use megaphone for crowd control, if needed.
- Give the all-clear signal via Shorter2U alert when appropriate.

Maintenance

- Assist in serving as weather spotter during watch.
- Close campus exits if a tornado warning is issued.

Public Relations

- Assist Campus Safety with Shorter2U alert, if needed.

Faculty and Staff

- If a warning is issued during class time, lead students to the areas designated in the following evacuation plan.
- Close doors behind you.
- Using class roster, verify that your students are in the secure area.
- Verify that students are following the proper safety procedures.
- Kneel against the wall with head down and hands covering head.

Students

- Do not attempt to leave campus if a tornado warning is issued.
- Proceed to the areas listed on the evacuation plan.
- Kneel against the wall with head down and hands covering head.

Tornado Evacuation Plan

Tornadoes are most common in March, April, and May. Resident students, faculty, and staff are encouraged to copy this page and post this sheet where it can be easily seen.

Precautions: In general, when storms produce high winds and lightning, be prepared to move to an interior hall or a lower floor. **Stay away from windows and fire exits. Close all doors.**

Instructions for Campus Buildings

Alumni, Cooper, and Van Hoose: Evacuate to first floor interior halls.

Art House @ Horseleg Creek Property: Evacuate to interior hallways; lower floors preferred.

Bass A, B, & C: Evacuate to first floor interior hallways.

Cooper Fine Arts: Evacuate to first floor interior hallway.

Dining Hall: Evacuate to Austin Moses Room or kitchen.

Fitton Student Union: Evacuate to first floor interior hallways near bookstore or pool area.

Gwaltney, Towns, and Mallory: Evacuate to the basement.

Hazel Eubanks Hall: Evacuate to interior hallways; lower floors preferable.

Ledbetter College of Business: Move to center interior hallways.

Livingston Library: Move to the center of the basement floor.

Minor Fine Arts: Evacuate to Cooper Fine Arts first floor interior hallways.

Bagley Hall: Evacuate to interior hallways; lower floors preferable.

Newman Hall: Evacuate to interior hallways; lower floors preferable.

Price Learning Center: Evacuate to the Library basement floor.

Roberts Hall: Evacuate to interior hallways; lower floors preferable.

Rome Hall: Evacuate to the first-floor interior hallways.

School of Education:

E-Building: Evacuate to the stairwell, lowest level

Thornwood House: Evacuate to the center of the basement floor.

School of Nursing:

Academic Building: Move to the student lounge area.

Administration Building: Evacuate to the center of the basement floor.

Lecture Hall: Move to the gym backstage area.

Sheffield-Thompson Building: Top floor and main floor: Move to interior hallway on main level; basement levels: move to interior hallways on basement level.

Thornwood Burns Housing: Evacuate to the center of the basement floor.

Welcome Center: Evacuate to the center interior hallways.

Winthrop-King Centre: Evacuate to the interior hallways on first or second levels.



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