

EMERGENCY RESPONSE AND RECOVERY PLAN



SPRING 2019

**ST. LOUIS CHRISTIAN COLLEGE
1360 GRANDVIEW DR.
FLORISSANT, MO 63033**

EMERGENCY PHONE NUMBERS

EMERGENCY:	9-1-1
SLCC Security Office:	314-527-9396
Florissant Police Department:	314-831-7000
Florissant Fire Department:	314-837-4894
Poison Control Center:	1-800-222-1222

Table of Contents

<i>Description</i>	<i>Page</i>
Emergency Phone Numbers	2
Table of Contents.....	3
Preface, Revisions, Evaluation, Distribution.....	4
Introduction	6
Purpose of Plan, Objectives of Plan	6
Role of College Leadership in the Process	7
Project Glossary.....	7
Overview of the Plan.....	8
Stage One – Preparation and Education.....	12
Stage One Appendices	
1-A Shelter-In-Place Instructions.....	14
1-B Indoor Shelter Rooms	18
1-C College Response to Terrorism Threat Levels.....	19
1-D Common Weather Radio Alerts and Responses	21
Stage Two – Emergency Management.....	23
Stage Two Appendices	
2-A Evacuation	26
2-B Fire and Fire Alarms	26
2-C Severe Weather.....	26
2-D Medical Situations.....	27
2-E Lockdown.....	27
2-F Bomb or Suspicious Device	28
2-G Civil Disobedience or Hostile Act.....	28
2-H Chemical Exposure.....	29
2-I Earthquake.....	29
2-J IT Response to Emergencies	30
Stage Three – Temporary Facilities/Resources	31
Stage Four – Rebuilding, Restoration, and Replacing	32
Stage Five – Return to Pre-Event Operation.....	33
Notes and Addendums.....	37

PREFACE

Mission Statement

St. Louis Christian College pursues excellence in the Word and equips servant leaders for urban, suburban, rural and global ministry.

Description of Document

The Emergency Response and Recovery Plan is divided into six sections:

Introduction

Stage One – Education and Preparation

Stage Two – Emergency Management

Stage Three – Initial Recovery

Stage Four – Restoration of Facilities

Stage Five – Return to Pre-Event Operations.

Appendices are attached at the end of each section to permit the printing of the section as a stand-alone document when needed. A detailed explanation of these sections is provided in the introduction.

PROCEDURE FOR REVISION

The Emergency Response and Recovery Plan is reviewed on a three-year cycle by the Vice President of Finance and Business Administration and the Security Team.

October. The Vice President of Finance and Business Administration initiates the review process.

November. The committee reviews the guide and makes recommendations for improvement to the Administrative Council.

December/January. Administrative Council considers the changes and makes suggestions for improvement or continues the process by seeking approval for the changes from the trustees, if needed.

February. Proposed changes submitted to the Trustees for approval.

February 15. The guide is prepared for distribution.

EVALUATION OF THE PLAN

As part of the evaluation of the plan, we will involve a review and comments by the Florissant Police Department as well as the Emergency Management office of St Louis County.

The Emergency Response and Recovery Plan is completely revised and reprinted every three years. Addendums to the guide may be submitted in the interim if necessary.

The following revision schedule shall be followed:

Fall 2013

Fall 2016

Fall 2019

DISTRIBUTION

The Emergency Response and Recovery Plan is distributed to the following persons:

President

Administrators

Security Team

Residence Directors

Library

Students

St Louis County Emergency Management

City of Florissant Police and Fire Departments

The Emergency Response and Recovery Plan is also published on the SLCC Website.

Introduction

Purpose of Plan

The purpose of the Emergency Response and Recovery Plan (ERRP) is to:

1. Facilitate the education, preparation, and planning for on-going operations and restoration of the institution
2. Delegate authority in the event of a crisis that interrupts the normal operations of the college, and
3. Ensure the continued safety and security of the campus community

Objectives of Plan

This document provides the following information:

1. An understanding of a how a crisis should be addressed by college personnel.
2. A plan to prepare the college community for a crisis and to educate the community as to an appropriate response (Stage One).
3. Guidelines regarding the evacuation of the campus to a safe place (Stage Two).
4. Guidelines and information regarding the establishment of necessary temporary facilities on the campus to permit the ongoing work of the college (Stage Three).
5. A plan for the evaluation of present facilities and the creating of working plans to rebuild parts or all of the campus facilities as needed to restore the campus (Stage Four).
6. Guidelines to organize the returning of the campus to the repaired or replaced facilities in an orderly fashion (Stage Five).

Role of College Leadership in the Process

Administrative Council – The Administrative Council will be the control center for the plan. The Administrative Council must approve moving to the next stage in the process. The Administrative Council consists of all current administrators.

President – The President, as Chair of the Administrative Council, will focus on the relationships in the public arena (e.g., news media, political setting), relationships with churches and individual donors, and provide administrative support for all stages in the plan.

Vice President of Finance and Business Administration - The Vice President of Finance and Business Administration serves the role of Disaster Response Coordinator (DRC). The DRC will mobilize the Disaster Response Team and set up the Command Center. Directs stages 3-5 of the plan. Additionally, The Vice

President of Finance and Business Administration is responsible for dealing with insurance and government agencies throughout process, is responsible for managing all financial issues during all stages of the plan and serves on the Administrative Council.

Vice President of Student Life – The Vice President of Student Life serves as the Emergency Response Coordinator (ERC) and directs stages 1-2 of the plan. The Vice President of Student Life serves on the Administrative Council and provides administrative support for all stages.

Vice President of Academics - The Vice President of Academics serves on the Administrative Council and provides administrative support for all stages.

Security Team – The Security Team consists of all current Security Officers and reports to the Vice President of Finance and Business Administration. The Security Officers are licensed and operate under the authority of the Saint Louis County Police Department.

Director of Facilities - The Director of Facilities provides support services as needed during Stage One, Two, and Three, assists in Stage Four, and provides support as needed for Stage Five. The Director of Facilities coordinates the use of volunteers in the recovery process.

Disaster Response Team – This team consists of the Vice President of Finance and Business Administration (or other designee), Security Team, Vice President of Student Life, Vice President of Academics, Vice President of Advancement, Director of Facilities, Residence Directors, and Residence Assistants.

Project Glossary

1. Campus Community refers to all persons who live, work or attend the college on the campus at 1360 Grandview Dr. Florissant or an extension site of the College.
2. College Resources refers to human, financial, and physical resources of St. Louis Christian College.
3. Crisis refers to any event that poses a serious, life-threatening situation to the college community regardless of type or source, or severe damage to property.
4. Empowered refers to having the authority and responsibility to carry out the functions necessary to complete the assigned responsibility and to be accountable to the administration for these functions. Authority to allocate resources to complete the assignment is subject to approval by the administration (if trustee approval is needed, the administration shall seek that approval before moving forward).
5. Financial Resources are any resources necessary for the recovery after a crisis has occurred.
6. Personnel Resources relate to people who are needed to carry out the plans.

7. Planning Activity is a single action that should be accomplished during the time increment in which it is identified. Care should be taken to make sure that the person assigned to the task be included in the personnel section and the dollar amount be included in the Financial Resources column.
8. Physical Resources relates to buildings, equipment, land, tools, etc.
9. Time Increment is the span of time in which an action is to be completed. An increment is defined as part of the policy being referenced.

Overview of Plan

Stage One – Education and Preparation

Description: Educate and prepare the campus for a potential crisis.

Purpose: The Vice President of Student Life determines a variety of methods to educate the college community as to the proper responses to various crisis situations and to prepare the community by putting in place needed actions to ensure proper responses to a crisis.

Objective: To prepare for, respond to, recover from or mitigate any disastrous event of any severity or magnitude, man-made or natural.

Leader: Vice President of Student Life

Criteria to Begin Stage One: Approval of the Administrative Council.

Criteria to End Stage One: This stage is on-going.

Stage Two – Emergency Management

Description: Stabilize the campus community and resources in the event of a crisis on campus.

Purpose: The Vice President of Student Life is empowered to direct college resources to establish orderly conditions on the campus and to care for the college community during a disaster or immediately following one.

Objective: To ensure injury and property damage is kept to a minimum

Leader: Vice President of Student Life

Criteria to Begin Stage Two:

Perceived Threats:

1. There is a credible threat to the well being of the campus community and/or campus facilities.
2. Local, state, or federal authorities have informed the College of a possible threat.

Realized Threats:

1. A disaster or attack that threatens the safety of the campus community.
2. A disaster or attack that renders a significant part of the campus unusable.

Criteria to End Stage Two:

1. The disaster or threat of disaster has passed.
2. Local, state, or national authorities have declared that an area emergency has passed.
3. All individuals are out of danger from the disaster.
4. All missing individuals are accounted for and any injured individuals have been transported off campus.
5. No individuals from the campus community remain in a shelter or are sheltered-in-place
6. The campus is secure.

Stage Three – Initial Recovery

Description: Set up temporary facilities for all personnel, staff and/or students, to ensure all logistical issues are addressed to support human needs and structural assessment in order for the College to return to normal operations.

Purpose: The Vice President of Finance and Business Administration is empowered to respond to a declared crisis to establish temporary facilities appropriate to the crisis and as needed to permit the on-going function of the college program as determined by the administrative council to be proper in view of the crisis.

Leader: Vice President of Finance and Business Administration

Criteria to Begin Stage Three:

1. Point when campus is stabilized.
2. Personnel are accounted for.
3. Scope of disaster to campus has been identified.
4. Receive go-ahead from local authorities.

Criteria to End Stage Three:

1. When essential services and facilities lost are recovered.
2. When temporary facilities are vacated and equipment removed.
3. When temporary facilities are removed from property.
4. When all related issues are addressed.

Stage Four – Facility Restoration

Description: Determine the extent of the damage and determine if a facility needs repaired or replaced.

Purpose: The Vice President of Finance and Business Administration with the assistance of the Director of Facilities is empowered to determine the restoration needed and seek appropriate approvals from administration and county officials (e.g., building permits).

Objectives: Stage Four activities will achieve the following objectives:

1. Determine the extent of the damage
2. Determine if a facility needs repaired or replaced

Leader: Vice President of Finance and Business Administration and the Director of Facilities

Criteria to Begin Stage Four:

1. College (and possibly local authorities) assesses the damage.
2. Insurance settlement agreed upon
3. Conceptual drawings and costing completed
4. Contractor and negotiation of contract completed
5. Financing in place.
6. Trustee approval

Criteria to End Stage Four:

1. Certificate of occupancy
2. All restoration requirements met
3. Archive "As built" plans

Stage Five – Completion of Recovery

Description: Reinitiate use of the damaged facility.

Purpose: The Vice President of Finance and Business Administration is empowered to begin the process of returning the college community to the restored facilities and to complete all tasks related to the complete restoration of all resources lost or depleted during the crisis, subject to administrative approval.

Objectives: Stage Five activities will achieve the following objectives:

1. Students and staff have returned to campus facilities with all pre-event classes and activities on-going.
2. Supervise the creation and administration of the moving people and equipment into the restored facilities.

Leader: Vice President of Finance and Business Administration

Criteria to Begin Stage Five:

1. Solid/realistic completion date from contractor and confirmed from Director of Facilities.

Criteria to End Stage Five:

1. Temporary facilities not in use.
2. All operations are running in new/restored facilities.

ERRP Stage One

Preparation and Education

Purpose

Prepare and communicate an appropriate response to a campus or area emergency in order to ensure the well being of the campus community.

Objectives

The purpose of this stage will be fulfilled by achieving the following objectives:

1. Put safeguards in place to protect the campus community should an emergency develop.
2. Coordinate the preparation and training of the campus community prior to a disaster.
3. Coordinate with national, state, and local disaster response programs.

Description

The Emergency Response Coordinator, in conjunction with the campus community and outside authorities, establishes plans and procedures in place to allow for quick responses to emergencies.

Coordinator

The Vice President of Student Life

Procedures

The following set of procedures is designed to provide a template to guide the decisions of the ERC during and after a campus disaster. The authority to deviate from the protocol rests in the hands of the Emergency Response Team, following the direction of the President.

Pre-Emergency Protocol

1. Promote use of electronic notification.
2. Provide instruction on use of Call Boxes to report emergencies
3. Post evacuation charts in every classroom, residence, and office
4. Place weather radios and information sheets in all campus housing units with the resident directors and in key office areas. Keep the campus community informed and prepared concerning the use of the weather radios and the associated protocols. Units are to be checked regularly by campus personnel.
5. Execute training sessions to prepare for the Shelter-In-Place and/or Evacuation procedures outlined in those sections.
6. Distribute literature and resources to the campus community to keep them informed concerning correct responses to emergencies.

7. Train personnel concerning emergency responses.
8. Perform an annual audit of equipment and information.

Possible Scenarios and Associated Protocols:

Severe Storms/Tornados

1. Upon hearing of a weather alert over the National Oceanographic Aeronautical Administration (NOAA) weather radio or by electronic notification, obey the instructions of the warning and follow the Shelter-In-Place protocol.
2. Record the names of everyone who is sheltered in the area.
3. Wait for the “all clear” from the weather radio, the local authorities, or the Emergency Response Coordinator.
4. If the structure you are in appears to be unsafe, cautiously exit the structure.
5. Remain alert for instructions from either campus or local authorities.

Non-weather Emergencies, Terrorist Threat or Attacks, and Threat or Attacks on the physical, mental, spiritual or emotional wellbeing of our campus.

1. Security Team is to be on active patrol.
2. Upon hearing of an emergency over the weather radio or by electronic notification, obey the instructions of the warning and follow the Shelter-In-Place protocol.
3. Record the names of everyone who is sheltered in the area.
4. Wait for the “all clear” from the weather radio, the electronic notification, the local authorities, or the Emergency Response Coordinator.
5. Remain alert for instructions from either campus or local authorities.

Infectious Diseases/Illnesses/Pandemic Influenza

Upon becoming suspicious that a member of the campus community has acquired or has had contact with an individual who has an infectious disease/illness, the following stages are to be taken:

1. Isolate the individual(s) as much as possible
2. Call 911 and the Centers for Disease Control and Prevention
3. Follow instructions from local authorities

Appendix 1-A

Shelter-In-Place Instructions

During an emergency you may be asked to "Shelter-in-Place." The local officials may ask you to shelter-in-place when the risk of harm during an evacuation is greater than sheltering yourself in your home or workplace.

Follow these Shelter-In-Place Instructions for residential buildings

1. Choose a room with few or no windows.
2. Close all doors and windows. Seal any obvious gaps around windows, doors, vents, etc., with tape, plastic wrap, towels, or other materials. A wet towel at the bottom of the door is also a good idea. Close the blinds and stay away from the windows.
3. Turn off all HVAC (Heating, Ventilation & Air Conditioning) systems. If applicable, place vents in the closed position, set the ventilation system to 100% recirculation.
4. Turn off and cover all exhaust fans, i.e., bathrooms, kitchen.
5. Close as many internal doors as possible.
6. Take your cell phone, weather radio and a portable radio (with extra batteries) with you.
7. Stay inside until you are advised it is safe to exit your home. Once advised, open your apartment to air it out.
8. Stay off the telephone except to report emergencies. Authorities may be trying to communicate with you.
9. Do not leave the shelter until given permission by the Emergency Team.

Follow these Shelter-In-Place Instructions for non-residential campus buildings

1. Cancel class. Follow reverse evacuation procedures to bring the campus community indoors.
2. If there are visitors in the building, provide for their safety by asking them to stay, not leave. When authorities provide directions to shelter-in-place, it is important for everyone to take those steps immediately.
3. Provide for answering telephone inquiries by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the development assistant, or person designated to answer these calls. This room should also be sealed.
4. Allow those with cell phones to call to let others know where they are. However, keep calls short.

5. If time permits, change the automated attendant message on the telephone system to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
6. Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
7. If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
8. Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
9. Pre-stage essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
10. Select interior room(s) with the fewest windows or vents to serve as **Shelter-in-Place** rooms. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, and meeting rooms. See Appendix 1-D for a list of shelter-in-place rooms organized by building.
11. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Wireless telephone equipment may be overwhelmed or damaged during an emergency.
12. Bring everyone into the room. Shut and lock the door.
13. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room if available and time permits.
14. Write down the names of everyone in the room, and call your schools' designated emergency contact to report.
15. Listen for an official announcement or electronic message from college officials. Stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Shelter-in-Place Kit

Water

- Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.
- Store one gallon of water per person per day.
- Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).*

Food

- Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following foods in your kit:
- Ready-to-eat canned meats, fruits, and vegetables
- Canned juices
- Staples (salt, sugar, pepper, spices, etc.)
- High energy foods
- Vitamins
- Food for infants
- Comfort/stress foods

First Aid Kit

Assemble a first aid kit for your home and one for each car.

- adhesive bandages, various sizes (20).
- 5" x 9" sterile dressing (1).
- conforming roller gauze bandage (1).
- triangular bandages (2).
- 3 x 3 sterile gauze pads (2).

- 4 x 4 sterile gauze pads (2).
- roll 3" cohesive bandage (1).
- germicidal hand wipes or waterless alcohol-based hand sanitizer (2).
- antiseptic wipes (6).
- pair large medical grade non-latex gloves (2).
- Adhesive tape, 2" width.
- Anti-bacterial ointment.
- Cold pack.
- Scissors (small, personal).
- Tweezers.
- CPR breathing barrier, such as a face shield.

Prescription and Non-Prescription Drugs

- Varies by individual. Each person is responsible for his/her own medications. The Emergency Team is not permitted to dispense these items.

Tools and Supplies

- Mess kits, or paper cups, plates, and plastic utensils*
- Emergency preparedness manual*
- Battery-operated radio and extra batteries*
- Flashlight and extra batteries*
- Cash or traveler's checks, change*
- Non-electric can opener, utility knife*
- Fire extinguisher: small canister ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil

Shelter-in-Place Kit, continued

- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

Sanitation

- Toilet paper, towelettes*
- Soap, liquid detergent*
- Feminine supplies*
- Personal hygiene items*
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Clothing and Bedding

*Include at least one complete change of clothing and footwear per person.

- Sturdy shoes or work boots*
- Rain gear*
- Blankets or sleeping bags*
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items

- Remember family members with special requirements, such as infants and elderly or disabled persons

For Baby*

- Formula
- Diapers
- Bottles

- Powdered milk
- Medications

For Adults*

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

Entertainment

- Games and books

Important Family Documents

- Keep these records in a waterproof, portable container:
 - Will, insurance policies, contracts deeds, stocks and bonds
 - Passports, social security cards, immunization records
 - Bank account numbers
 - Credit card account numbers and companies
 - Inventory of valuable household goods, important telephone numbers
 - Family records (birth, marriage, death certificates)
- Store your kit in a convenient place known to all family members. Keep a smaller version of the supplies kit in the trunk of your car.
- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace your stored food every six months. Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

Appendix 1-B

Indoor Shelter Rooms, Organized by Building

Bethel Hall (Apartments)

Bathroom or Basement, as instructed

Berea Hall (Men's Residence Hall)

Lounge or first floor hall

Bethesda Hall (Women's Residence Hall)

Lounge hall/storage area

Bethany Hall (Women's Residence Hall)

First floor hall

Music Complex

Interior walls/halls

Presidents Hall

Downstairs Hall

Conference room, lower level closed dining area

Keystone Complex

Hall in South wing

Room 010

Fitness Center

Hall outside locker rooms

Men's and women's locker rooms

Appendix 1-C

College Response to Terrorism Threat Levels

Threat conditions characterize the risk of terrorist attack. Protective measures are the steps that will be taken by the College to reduce vulnerabilities. The Homeland Security Advisory System establishes five Threat Conditions. The College will do the following under the given conditions:

Low Condition - Green

Low risk of terrorist attacks. The following protective measures may be applied:

- Refining and exercising preplanned protective measures
- Ensuring personnel receive training on HSAS, departmental, or agency-specific protective measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

Guarded Condition - Blue

General risk of terrorist attack. In addition to the previously outlined protective measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the campus community with necessary information.

Elevated Condition - Yellow

Significant risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby authorities;
- Assessing further refinement of protective measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans and assign specific individuals to key roles.

High Condition - Orange

High risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- Coordinating necessary security efforts with local authorities;
- Taking additional precaution at campus events;
- Preparing to work with a dispersed workforce; and place specific individuals with key roles on stand-by

- Campus personnel will prepare essential documents for transportation to the vault.
- All on campus residents will be instructed to prepare a shelter-in-place kit that will last at least three days.

Severe Condition - Red

Severe risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- Cancel all classes and close all offices.
- Assign previously named individuals to their roles.
- Instruct all campus residents to shelter-in-place and to not leave the campus. All exiting and entering of the campus will be strictly monitored.
- Campus residents should call friends and/or family to let them know they are sheltering-in-place. Conversations should be very brief and telephone use (land line & wireless) should be limited to emergency communications only.
- The campus will be declared to be in a State of Emergency and the Emergency Response Coordinator will redirect personnel as necessary.
- All buildings will be secured and access will be on an as needed basis only.
- Campus personnel will secure all essential documents in the vault.
- Campus personnel will take all precautions to back-up all digitized information and store it off site
- Block access to student entrance to force all vehicles to enter through main entrance
- Increasing or redirecting personnel to address critical emergency needs.

Appendix 1-D

Common Weather Radio Alerts and Responses

Alert	Response
Tornado Watch	Suitable conditions exist for a tornado. Remain alert and be prepared to seek shelter.
Tornado Warning	Take cover immediately in the hallway of the dorm unless instructed to do otherwise by authorized personnel. Apartment residents should seek an interior room in their apartment or go to the basement.
Severe Thunderstorm Watch	Suitable conditions exist for a severe thunderstorm. Remain alert and be prepared to seek shelter.
Severe Thunderstorm Warning	Take cover immediately in the hallway of the dorm unless instructed to do otherwise by authorized personnel. Apartment residents should seek an interior room in their apartment or go to the basement.
Shelter In Place Warning	Follow Shelter-In-Place instructions. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Civil Danger Watch	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Civil Danger Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Radiation Hazard Watch	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Radiation Hazard Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Material Hazard Watch	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Material Hazard Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Law Enforcement Warning	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Local Area Emergency	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.

Severe Weather Statement	Listen to the information carefully. Be prepared to either evacuate or shelter-in-place. Do not leave your campus housing. Listen for further instructions from authorized personnel.
Immediate Evacuation Warning	Listen to the information carefully. Collect your evacuation materials. Do not leave campus on your own. Listen for further instructions from authorized personnel.

ERRP Stage Two Emergency Management

Purpose

Implement an appropriate planning, response, recover, and mitigation program to effectively control and abate a campus or area emergency, from man-made or natural events, in order to ensure the well being of the campus community.

Objectives

1. Coordinate an adequate response to mitigate a campus or area emergency.
2. Maintain control of the campus during an emergency situation.
3. Coordinate the response of outside emergency personnel and the college community.
4. Coordinate all public statements concerning the emergency.

Criteria to Begin Stage Two

Perceived Threats:

1. There is a credible threat to the well being of the campus community and/or campus facilities.
2. Local, state, or federal authorities have informed the College of a possible threat.

Realized Threats:

1. A disaster or attack that threatens the safety of the campus community.
2. A disaster or attack that renders a significant part of the campus unusable.

Description

Upon the occurrence of a disaster with the severity and magnitude that merits the declaration of a Campus State of Emergency, the highest-ranking individual on campus will declare such an emergency and he/she shall serve as the Disaster Response Coordinator (DRC), until further instructions are received.

The Disaster Response Team consists of the following personnel:

Vice President of Finance and Business Administration (or the designee)

Security Team

Vice President of Academics

Vice President of Student Life

Director of Facilities

Residence Director, Residence Assistants

The President will serve as the Public Information Coordinator and assists the team.

Coordinator

Vice President of Student Life

Line of succession:

Vice President of Finance and Business Administration

Vice President of Academics

The Disaster Response Team consists of the following personnel:

Vice President of Finance and Business Administration (or designee)

Security Team

President – public relations

Vice President of Student Life

Vice President of Academics

Vice President of Advancement

Director of Facilities

Residence Directors, Residence Assistants

Procedures

Decision making protocol:

The following set of procedures is designed to provide a template to guide the decisions of the DRC during and after a campus disaster. The authority to deviate from the protocol rests in the hands of the Emergency Response Team, along with the direction of the President.

Initial Recovery Steps for All Emergencies

1. Administrators (or designate) present make the decision whether or not to declare the campus in a state of emergency
2. Issue electronic warnings and message to students and staff.
3. Account for all individuals possible known to have been in the area and begin forming a missing person's list.
4. Notify local authorities, College administrative council members, and the Emergency Response Team.
5. Cooperate with local authorities to execute search and rescue operations if necessary
6. Move affected individuals to a safe location
7. Set up Command Center in a suitable location (map of property showing alternate sites by preference).
8. Cancel all school activities and classes

Secondary Recovery Steps for All Emergencies

1. Have authorities inspect for damage to any affected buildings and relocate affected individuals as necessary
2. Re-appropriate campus personnel to secure the campus and ensure the safety of the campus community
3. Ensure that all affected individuals have access to food and water through coordination with Red Cross Emergency Services or other community disaster service organization.
4. Set up a database of names and conditions of affected individuals
5. Support any recovery efforts in affected areas within reasonable proximity to the campus
6. Contact local counselors to provide onsite grief and trauma counseling.

Criteria to End Stage Two

1. The disaster or threat of disaster has passed.
2. Local, state, or national authorities have declared that an area emergency has passed.
3. All individuals are out of danger from the disaster.
4. All missing individuals are accounted for and any injured individuals have been transported off campus.
5. No individuals from the campus community remain in a shelter or are sheltered-in-place
6. The campus is secure.

Appendix 2-A

Emergency Evacuation Procedures

Turn cell phone on to receive emergency alert messages.

Follow evacuation routes as posted in the room.

If route is blocked, follow another route to nearest safe exit.

Gather in the nearest safe space. Record names of all present.

Appendix 2-B

Emergency Fire or Fire Alarm

Turn cell phone on to receive emergency alert messages.

Call **9-1-1**.

Pull fire alarm, if not already sounding.

Notify security at 314-527-9396.

Notify/help others in your area.

Close doors and windows in area.

Exit building by the evacuation routes posted.

If fire is small and contained, activate fire extinguisher.

Appendix 2-C

Emergency Severe Weather

Tune the radio to stations: KMOX News Radio AM 1120;
BRN (Bott Radio Network), KSIV AM 1320.

Tune the television to channels: KSDK News Channel 5; Fox 2 News;
KMOV Channel 4.

Turn cell phone on to receive emergency alert messages.

Listen for local emergency warning alert sounds.

Take shelter as directed in basement or as directed by the Emergency Response Team.

Appendix 2-D Emergency Medical Situation

Call **9-1-1** immediately for:

- Any life threatening situation
- Loss of consciousness
- Chest pain
- Excessive bleeding
- Seizures
- Head injury with loss of consciousness
- Compound fractures
- Allergic reactions
- Ingestion of toxic substance

Call Campus Security, 314-527-9396

The officers are all trained in CPR and AED. They can help you talk with emergency first responders.

Appendix 2-E Emergency Lockdown

Turn cell phone on to receive emergency alert messages.

Go to the nearest safe inside shelter – your room or other commons area

Stay away from windows.

Lock all doors.

Turn off lights

Appendix 2-F

Emergency Bomb or Suspicious Device

Emergency Response Team are to notify college personnel and others by land-line phone system or in person.

Do not use cell phones. They may activate the device.

Activate the fire alarm system

Evacuate building and meet in a safe place, as for a fire emergency.

If you become aware of the device, notify campus security at 314-527-9396.

If you receive a bomb threat, get as much information as you can and stay alert so that you can give correct information to the emergency responder. Try to talk the person into giving information such as:

Time set for the explosion

Location of the bomb or bombs

Reason for the call or threat

When asking the caller questions, listen for clues:

1. background noise
2. caller's voice
3. threatening language
4. gender of the caller

Appendix 2-G

Emergency Civil Disturbance or Hostile Acts

Turn cell phone on to receive emergency alert messages.

The campus may invoke emergency Lockdown procedures. Follow instructions received on the cell phone or from the Security Officers.

Lock all outside doors to the building

Do not become involved with the disturbance.

Police intervention may be necessary.

Appendix 2-H

Emergency Chemical Exposure

Call **9-1-1**.

Call Campus Security at 314-527-9396.
The Security Officers are trained to help you handle the emergency.

If exposed, avoid contact with others.

No one may enter the area until the exposure has been cleared.

Appendix 2-I

Emergency Earthquake

If outdoors, move away from building.

Stay away from power lines, electrical poles and trees.

If indoors, evacuate building, if possible.

If not possible, go to inside wall, away from windows.

Go to lowest level possible.

Take cover under desks, tables, or heavy furniture

Protect self with padding such as mattresses and cushions.

Put on shoes.

Turn cell phone on to receive emergency alert messages.

Appendix 2-J

Information Technology (I.T.) Response to Emergencies

In the event of data loss, the I.T. Services Director must assess the loss and damage. This loss includes software, hardware, and data. This assessment will include cost to replace and rebuild lost network systems such as servers, personal computers, phone equipment, physical network cables, and networking equipment such as switches. A plan of purchasing such equipment and software must be in place and the funds need to be accessible to the I.T Services Director

The I.T Services Director must then attempt to recover as much data as possible from in place data archives and backups.

The I.T Services Director has access to files containing information such as logons and passwords to critical accounts and companies. This information needs to be shared with Vice President of Finance and Business Administration or designated officials especially in the event that the I.T Services Director is unable to respond to the disaster.

I.T. Disaster Plan:

I.T. currently secures in-house data and programs via backup to an off-campus server. Student data, donor data, and financial data are stored by the host system in a hosted environment.

A campus wide wireless network is in place for Internet access and communication services.

Repair of Network Infrastructure:

In event of natural disaster, I.T. will need to be able to recreate the network infrastructure for Internet access and phone. Cable will need to be installed and network devices purchased, configured and installed.

ERRP Stage Three Temporary Facilities/Resources

Goal: As soon as possible after a disaster, the activities of this stage are to mobilize necessary resources to provide for temporary facilities and equipment needed to address those resources that were destroyed as result of the disaster.

Leader: Vice President of Finance and Business Administration

Criteria to Begin Stage Three

1. Point when campus is stabilized.
2. Personnel are accounted for.
3. Scope of disaster to campus has been identified.
4. Receive information from local authorities.

Information

Time Increment	Physical Resources	Personnel Resources	Physical Resources

Criteria to End Stage Three

1. Essential services and facilities lost are recovered.
2. Temporary facilities are vacated and equipment removed.
3. Temporary facilities are removed from property.
4. All related issues are addressed.

ERRP Stage Four

Rebuilding, Restoration, and Replacing

Goal: Beginning as soon as possible, the activities of this stage are to identify the facilities that were destroyed or damaged and begin the process of rebuilding. This will include reassessing the needs of the college regarding facilities at the time of the disaster.

Objectives: Stage Three activities will achieve the following objectives:

Leader: Vice President of Finance and Business Administration

Criteria to Begin Stage Four

1. College (and possibly local authorities) assesses the damage.
2. Insurance settlement agreed upon
3. Conceptual drawings and costing completed
4. Contractor and negotiation of contract(s) completed
5. Financing in place.
6. Trustee approval

Timeline

Time Increment	Physical Resources	Personnel Resources	Financial Resources
ASAP		Independent Appraiser	
Throughout project		Supervision of Construction	

Plan for completion.

1. Assess the current level of facility satisfaction
 - a. Student Life-dorms/apartments
 - b. Faculty/Staff/Administrators- Keystone Complex, Presidents Hall, Music Complex.
 - c. Compile suggestions received to determine future needs
2. Assess furnishing needs.
3. Establish current insurance coverage for each existing building

4. Research rebuilding costs of various building designs and materials, current and future building costs.
5. Determine estimated costs of removal and disposal of damaged and destroyed building materials.
6. Determine at what point the College would consider relocation.
7. Prepare timeline of reconstruction from disaster to move-in, starting from different points of readiness.

Criteria to End Stage Four

1. Certificate of occupancy
2. Completed punch list
3. Archive "As built" plans

ERRP Stage Five

Return to Pre-Event Operation

Purpose

This stage includes all organization and authority to address the physical needs of the college community and to oversee the return to the college community to the facilities.

Objectives

Stage Five activities will achieve the following objectives:

1. Establish the timeline for the return of personnel and equipment to the restored facilities.
2. Supervise the creation of the budget and the related expenditures for the restoration process.

Description

Planning begins as soon as a time is established that the replacement facilities are scheduled for completion, the activities of this stage are to organize the move back into permanent facilities and releasing the temporary facilities.

Coordinator

Vice President of Finance and Business Administration

Criteria to Begin Stage Five

1. Solid/realistic completion date from contractor and confirmed from Director of Facilities

Procedures

The procedures begin at the project time of completion of the physical resources; therefore, the increment is stated in “weeks before” and “days following” rather than beginning from the event. Some time increments may be adjusted as needed to address restoration periods that are shorter in length.

<i>Time Increment</i>	<i>Physical Resources</i>	<i>Financial Resources</i>
10 Weeks Before	Confirm space allocation with Administrators	None
	Determine office equipment/furniture needs	Create office equipment budget
	Establish equipment needed to make move	Create move-in budget
9 Weeks Before		
8 Weeks Before	Order Equipment	
7 Weeks Before	Order Furniture	
6 Weeks Before		
5 Weeks Before		
4 Weeks Before		
3 Weeks Before	Determine an estimated time when temporary facilities may be returned	None
2 Weeks Before	None	None
Week Before	Confirm equipment for the move	None
Day Before		
Move In	Move	Equipment rental

Time Increment	Physical Resources	Financial Resources
Day(s)		
One Day After		
Two Days After	Seek evaluation of new facilities and address weaknesses. Release temporary facilities from service.	
Ten Days After	Seek evaluation of new facilities	
Six Weeks after		

Space Allocation

1. Survey Administrators regarding space needed.
2. Establish a space allocation plan to meet the needs identified.
3. Present preliminary plan to Administrative Council for suggestions.
4. Make changes to the document as suggested by the Administrative Council.
5. Present revised plan to department chairs and request comments.
6. Make revisions suggested by department chairs.

Office Equipment/Supplies Budget.

Office equipment refers to information technology equipment, copiers, etc.

Office Equipment Needs.

Office equipment is furniture.

Supply Needs.

Office supplies refers to the small items necessary to run an office (e.g., paperclips, staplers)

The Move-in Budget

Establish equipment needed to make move

Evaluation of New Facilities

Create evaluation instrument appropriate to the operation.

Schedule administration of evaluation instrument.

Criteria Release Temporary Facilities From Service

Approximately three weeks before move in, inform all parties when temporary facilities will be available for return.

Confirm when facilities are ready for return.

Criteria to end Stage Five

1. Temporary facilities not in use.
2. All operations are running in new/restored buildings.

Notes/Addendum to Emergency Response and Recovery Plan