

## **Dakota Wesleyan University Emergency Response Plan – Quick Reference**

YOUR FIRST PRIORITY IS YOUR SAFETY AND THAT OF  
THOSE AROUND YOU.  
MAKE DECISIONS ACCORDINGLY.

**Emergency: call 911 (9-911) or Emily George at ext. 2601 (605-995-2601)**

**Maintenance: 605-770-3385, 605-630-0010, 605-770-3386 (cell phones)**  
**\*\*LEAVE A MESSAGE WITH RETURN PHONE NUMBER/EXT IF NO ANSWER**

**Res. Director/Res. Adviser on-call, for safety concerns: 605-770-1593(cell)**

### **HANDLING EMERGENCY SITUATIONS**

In emergency situations, stay calm and take control. In a residence hall, staff is expected to assume control in a situation until some other qualified person arrives at the scene; in other cases, an Emergency Response Team member is expected to assume control.

### **Placing a call to 911 to report an emergency:**

CALLING 911- Emergency situations should be reported to law enforcement. Dial 911 (or 9-911 from campus phone), stay on the phone until it is answered (may take several rings) DO NOT hang up. Be prepared to provide as much information as possible including:

- Speak calmly, clearly and slowly;
- What is happening;
- Where you are located- building and room number;
- Number of people at your immediate location;
- Injuries- number and types;
- Your name;
- Any details that you witnessed (i.e. assailant - description, type of weapons, identity if you know it)

**The complete Emergency Response Plan is located below.**

## Emergency Response Plan

### **HANDLING EMERGENCY SITUATIONS**

In emergency situations, stay calm and take control. In a residence hall, staff is expected to assume control in a situation until some other qualified person arrives at the scene; in other cases, an Emergency Response Team member is expected to assume control.

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- What is happening;
- Where you are located- building and room number;
- Number of people at your immediate location;
- Injuries- number and types;
- Your name;
- Any details that you witnessed regarding the assailant- description, type of weapons, identity if you know it.

### **CONFIDENTIALITY STATEMENT**

*It is of the utmost importance that all students, faculty and staff understand the importance of respecting a person's confidentiality. It is illegal and unethical to discuss any emergency and/or medical information about someone with anyone except the Campus Nurse, Campus Counselor, Campus Pastor, Director of Student Life, or RD on call.*

#### **Explanation**

The Emergency Response Plan describes the Emergency Response Team and outlines some of the duties and responsibilities that each office shall hold during an emergency. The Emergency Response Team will be called upon in the event of a major emergency or disaster on campus. They will be asked to assemble at a specific location on the campus in order to make decisions and will be the decision making authority in conjunction with local emergency services, which might include the Mitchell Police and Fire departments as well as the Sheriff, search and rescue, and local emergency medical personnel. As a team, this group will make the essential decisions necessary to protect the people and possessions associated with Dakota Wesleyan University.

**Should the campus need to be evacuated due to a campus wide emergency, the Emergency Response Team (ERT) and the Emergency Support Team (EST) will meet in the appropriate location as agreed upon.**

**Emergency Response Team meeting locations:**

- Primary                      Campus Center Knox Conference Room: (995) 2142
- Secondary                  Physical Plant: (995) 2800
- Off campus site          Discovery Museum or Koka House

**Student, Staff and Faculty meeting locations:**

- Primary                      Wellness Center Gym: (995) 2856
- Secondary                  In fair weather, south side of the Corrigan Science Center
- Off campus site          Discovery Museum: 996-2122

**EMERGENCY RESPONSE TEAM (ERT)**

		<u>Ext.</u>	<u>Home #</u>	<u>Cell #</u>
Novak, Amy	President	2601	995-0711	770-3289
Essig, Lori	VP for Marketing and Comm.	2614	995-5980	770-4031
Gerlach, Donna	Campus Health Nurse	2957	605-236-5724	999-1784
Goldammer, Diana	Director of Student Life	2160	996-8089	770-8089
Goldammer, Tim	Food Services Director	2810		605-881-3610
Sandberg, Danny	Resident Life Director	2942		701-371-8251
Kriese, Theresa	Executive Vice President	2621	996-8141	770-5255
Hayen, Janet	Human Resource Director	2648	605-996-6143	605-770-6143
Chad Harvey	Director of Infor. Technology	2830		605-999-4247
Roidt, Joseph	Provost	2625		605-630-6508
Schoenfelder, Louie	Physical Plant Director	2800	605-227-4628	605-630-0010
Allen, Kitty	VP for Institutional Adv.	2612		606-627-5127

**EMERGENCY SUPPORT TEAM (EST)**

		<u>Ext.</u>	<u>Home #</u>	<u>Cell #</u>
Moody, Chelsea	Adm. Asst. Student Life	2656		605-999-9727
George, Emily	Executive Admin Assistant	2601	605-796-4303	570-872-4854
Thomas, Fredel	Dean of Admissions	2652		605-999-6132
Kenkel, Kevin	Dir of Learning Resources	2617	996-9304	770-2069
Olson, Mari	Public Relations Spec	2613		999-3548
Van Meter, Eric	Campus Pastor	2919		870-219-6255
Cimpl, Linda	Campus Counselor	2896		605-770-6411

**IMPORTANT OFF-CAMPUS NUMBERS**

	<u>Phone</u>
Mitchell Dept. of Public Safety	9-605-995-8400 (non-emergency) 9-911 (emergency)
Avera Queen of Peace Health Services	9-605-995-2000
Poison Control Center	(9-911)
Rape/Victim Services (Safehouse hotline)	9-605-996-4440
Suicide Prevention Lifeline, National	1-800-273-8255

**MAINTENANCE EMERGENCIES**

**DWU Physical Plant 605-770-3385, 605-630-0010, 605-770-3386**

**\*\*LEAVE A MESSAGE WITH RETURN PHONE NUMBER/EXT IF NO ANSWER.**

		<u>Ext.</u>	<u>Home#</u>	<u>Cell #</u>
Schoenfelder, Louie	Physical Plant Director	2800	605-227-4628	605-630-0010
Al Jenks	Asst Director Phy Plant	2800		605-770-3385
Danny Sandberg	Director of Resident Life	2942		701-371-8251
Laurie Langland	Archivist	2134/2618	996-1770	

**RESIDENTIAL EMERGENCIES**

	<u>Ext.</u>	<u>Cell#</u>
RD/RA on-call cell phone		605-770-1593
Director of Residence Life	2942	<b>701-371-8251</b>
RD of Dayton Hall	2944	605-770-9025
RD of Allen Hall	2943	951-333-3623
Director of Student Life	2160	605-770-8089/605-996-8089
DWU NURSE – Donna Gerlach – (8am to 4pm)	2957	605-999-1784

**Emergency Planning**

Depending on the emergency/disaster, including its size, intensity, location and time of day/year, there will be a number of decisions that need to be made. This section designates some of the specific duties to particular departments.

**Primary Safety / Health**  
(people & buildings)

Campus safety personnel and Campus Nurse  
Local Police, Fire & Rescue services  
Student Life  
Physical Plant  
Academic Dean

**Physical Plant**

Alternate Building Usage  
Alternate Heating  
Emergency Cleanup

**Student Life**

Alternate Housing  
Notification of Families  
Counseling Services

**Aramark**

Alternate Food Services

**Academics**

On Site Student Management  
Class Scheduling  
Alternate Classrooms  
Alternate Office Space  
Alternate Delivery Methods  
Records Preservation

**Information Technology**

Alternate Phones  
Computer Services

**Marketing and Communication**

Mass Text and Social Media Alerts  
News Releases  
Website

The university relations office is responsible for projecting a positive image for Dakota Wesleyan University, as defined by the administration. The vice president for university relations will have the responsibility and authority to serve as college spokesperson with the media in presenting the college's position on general issues when called upon by the media.

In times of crisis or other serious concern, or when detailed information about a specific topic deems it necessary, the president may appoint another spokesperson for DWU, or serve in that capacity himself/herself. In such instances, the vice president for university relations will be informed, allowed to offer professional advice and will be involved in developing an agreed upon strategy for handling the media or statement to the press. Appropriate administrators, faculty and staff will be informed of the strategy or statement.

In an effort to maintain effective and appropriate communication within the campus community, some news releases will be released to faculty and staff via email before being released to the media. It should be understood that the internal release of information is privileged, meant only for the campus community, and should under no circumstances be forwarded to the media. University relations and sports information are the only offices that will provide news releases of any kind to the media.

In times of crisis, information will be released from the marketing and communications office or the president's office. The campus community will receive communiqués through the campus email system, the TigerNet intranet system, emergency texting and social media. Public information meant for parents, the community and other external constituencies will be posted on the official DWU website and released to the media.

## **PERSONAL SAFETY**

### **Threatening Student Behavior**

If you feel the situation has escalated beyond where you're confident that you can ensure everyone's safety, call 911 (9-911 on campus phone) immediately. After 5:00 p.m. call 9-911.

If you believe a student is a threat to his or her own safety or that of anyone in the area, call academic affairs (ext. 2601). Academic affairs will call 9-911 **and** counselor (ext. 2896) or physical plant at (605)770-3385.

### **Active Shooter Procedures**

While the number is relatively small, the number of violent incidents on college campuses involving active shooters has increased and warrants the development of appropriate policies and procedures to best protect the DWU campus community. Active shooter incidents evolve rapidly, where seconds, rather than minutes, matter. In general, how one responds to an active shooter will depend on the specific situation. There is no way to predict the motives or actions of a person intent on committing an act of violence, therefore the following recommendations are just that, recommendations, based on the practices and policies of numerous colleges and universities. Any option may still result in a negative consequence.

### **Steps to take if you think there is an active shooter on campus**

1. First- protect yourself by moving to a safe location.
2. Second- if safe- Call 911 (or 9-911 from campus phone).
  - a. Provide details of situation- who and where you are, what you have witnessed, and if anyone has been injured
  - b. If possible alert others - call marketing and communications office (ext. 2620) or academic affairs (ext. 2601).

While there is no evidence to suggest one right way to respond to the threat of violence, there are some general recommendations to follow if, and only if, you deem it safe to do so.

**In the event of an active shooter on campus and you are:**

- The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify director of student life.
- If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting a LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.
- Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room.
- Assess the ability to safely EVACUATE the building.
- If there is no safe manner to EVACUATE the building, have others assist in
  - conducting a LOCKDOWN of the room.
- Rooms in LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.
- Unless evacuating, rooms in LOCKDOWN, shall remain secured until personally given the "All Clear" by a law enforcement officer in uniform.
- If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.
- If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes, making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

**Unsecuring the area:**

- The assailant may not stop until engaged by law enforcement or until their objective is met;
- Do not allow yourself to be lured into the open (the assailant may bang on the door, yell for help, or otherwise entice you to open the door);
- If there is any doubt about the safety of the individuals inside the room, keep the room secured until you are confident that official law enforcement is in command of the situation.
- You may be instructed by law enforcement to exit with your hands on your head. Follow their instructions.
- Once you have been evacuated, you will not be permitted to retrieve items or access the area until the crime scene is released

**Keeping Updated:**

If an active shooter situation develops, DWU will work with law enforcement to support their efforts to manage the situation.

- Alert on the DWU homepage – [www.dwu.edu](http://www.dwu.edu)
- Text message
- All-campus email

**Intruders on Campus – “See something, say something”**

If you see or suspect any illegal or unusual activity occurring on or about the DWU campus:

- Call Mitchell Department of Public Safety at 9-911 (emergency) or 995-8400 (if not being threatened)
- Contact campus safety personnel immediately (x2942, after hours 770-1593) and/or Physical Plant (x2800 or x2801, after hours 605-770-3385)
- Provide your name and location, and the location and nature of the incident.
- Do not attempt to interfere with the situation except for self-protection.
- Get a description of any suspects involved. Important characteristics to note are: height & weight, method and direction of travel, names used, approximate age, race, and sex, distinguishing marks and tattoos.
- Also try to note a description of any vehicles involved. Important information to note about vehicles includes: color, make & model, and license number.

**Bomb Threat**

- Assume threat is legitimate.
- Ascertain source of threat, if possible.
- Remain calm.
- Anyone receiving a bomb threat will immediately call 911 (9-911 on campus phone) and contact academic affairs at ext. 2601.
- Academic affairs will contact the following:
  - DWU Physical Plant
  - Marketing and Communication x2614 or 2620 (for sending mass text message)
  - Director of Student Life x2160
- All people are to evacuate the affected building or buildings

**Missing Persons**

Occasionally a student leaves campus without letting someone know or seems to disappear without explanation. If you have not seen a student resident in your regular contact, please report to Executive Vice President or Director of Student Life.

If it seems like an unusual situation, immediately contact other residence hall staff and the Director of Student Life (x 2160) regarding a residential student's absence, providing as many details as possible. It is important to find out, if possible, the time of disappearance. Usually law enforcement officers will not begin search procedures for 24 hours and we often will not contact family members for 24 hours unless deemed necessary.



Note: If a student is away from campus on a regular basis for extended periods of time, staff should talk with the student, not to pry into personal matters, but to insure personal safety and express concern for academic progress and/or adjustment to on-campus living. Keep your staff informed about these students.

## **MEDICAL EMERGENCIES**

### **Handling Medical Emergencies**

In emergency situations, stay calm and take control. In a residence hall, staff is expected to assume control in a situation until some other qualified person arrives at the scene; in other cases, an Emergency Response Team member is expected to assume control.

### **General**

Use the following guidelines when you face an emergency situation.

1. Take charge of the situation.
2. Assess the situation. Determine the real nature of the emergency.
3. If someone is injured:
  - a. Act quickly for severe bleeding, stoppage of breathing, and poisoning.
  - b. Administer first aid and call 911 (9-911 on campus phone). State your name, exact location, phone number, what the emergency is, how many victims there are, condition of victims and what is being done.
  - c. When injury is severe and medical attention is needed at once, call 911 (9-911 on campus phone).
4. Inform the DRL, RD, RA and/or DSL or ERT/EST member immediately of any emergency situations.
5. Complete an incident report immediately and file it with the Student Life Office within 24 hours.
6. The Vice President for University Relations will have the responsibility and authority to serve as college spokesperson with the media in presenting the college's position on general issues when called upon by the media.

### **Life Threatening Situations**

1. Do not leave the person alone. Call 911 (9-911 on campus phone) immediately. Give the exact location, what the emergency is, how many victims there are, condition of victims and what is being done. Do not move the victim unless he or she is in further danger if left in that place or position. The Campus Nurse can be reached at x2957 during business hours.
2. Station someone outside the building to help direct the medical response team to the correct location.
3. Provide first aid that is necessary to prevent death or further injury, such as artificial respiration or applying direct pressure to bleeding. Use AED if applicable/available.
4. Keep the other bystanders calm and away from the area.
5. If the victim refuses to go to the hospital in an ambulance, you are not obligated to take them. Encourage them to use the ambulance, if the medical response team says that they need to go to the hospital.
6. If possible, someone should accompany the person to the hospital.

### **Alcohol and Drug Problems**

If a potentially intoxicated person returns (or is returned) to the hall and/or campus:

1. RA's, campus safety personnel, Hall safety personnel, and other University personnel should contact the appropriate RD, Director of Residence Life, or Director of Student Life for these types of situations.
2. Staff members are asked to observe and note the student's behavior, attitude, and appearance.
3. The RD, DRL or DSL will need some information from you either prior to or after their arrival:
  - Who is the individual?
  - Where are they now?
  - Who is or was with them?
  - Do you know if it is a result of alcohol consumption?
  - Does anyone know how much he/she has consumed?
  - Does anyone know if drugs were involved?
  - Does anyone know if they were mixing alcohol and drugs?
  - Describe their appearance and their behaviors.
  - Do we know where they were drinking?
  - Do they have a car and/or does anyone have their car keys?
  - Anything else that you think that we should know.
4. The RD and/or designee will do an assessment upon arrival and determine a course of action. Should it be necessary, 911 (9-911 on campus phone) will be called and the EMS officers will make a treatment determination upon arrival.
5. The University will follow-up with the student upon his/her return to campus.
6. The student and/or parent will be billed for any costs/fees associated with this police, including ambulance and/or hospital charges, if necessary.
7. Incidents in other buildings or areas on campus should contact Director of Residence Life (x2942) or campus safety personnel (770-1593) after hours.

### **General Rule**

Call 9-911 EVERY TIME that you encounter someone "passed out" and/or difficult to revive, regardless of why you suspect they have "passed out". They could have medical conditions that require immediate treatment, even if you smell and/or suspect alcohol/drugs.

### **Deaths**

1. In the family
  - a. Be prepared to honor requests of the family in delivery of the message.
  - b. Any time you are aware of a death in the immediate family of a student, contact the Director of Student Life x2160.
2. Of a Student - When the parents are not yet aware of the death.
  - a. Contact one of the following immediately: Director of Student Life (x2160, or 605-770-8089 after hours), Campus Pastor (x2919), Campus Counselor (x2896).
  - b. Provisions should be made for informing the students in that student's residence hall and for responding to possible reaction.

- c. The vice president for university relations will have the responsibility and authority to serve as college spokesperson with the media in presenting the college's position on general issues when called upon by the media.

**If a Psychological Crisis Occurs (e.g. suicide attempt, panic, confusion)**

1. Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
2. Contact the Campus Counselor (x2896) and/or the Campus Pastor (x2919).
3. Call campus safety personnel (x2942 or 770-1593 after hours). Notify the Director of Residence Life (x2942 or 770-1593) and/or Director of Student Life (x2160, or 605-770-8089 after hours).
4. Call 911 (9-911 on campus phone) if you feel the situation warrants. Give your name, telephone extension, your location, and the location of the victim. Inform emergency responders if any drugs, medications, or weapons are involved.
5. Stay calm and do not provoke panic in others.
6. Be sensitive to family and friends during the crisis.

**Procedure for If You Discover a Suicide Victim**

1. Notify Emergency Medical System by calling 911 (9-911 on campus phone).
2. Notify the Director of Residence Life (x2942 or 770-1593) and/or Director of Student Life (x2160, or 605-770-8089 after hours)
3. Keep calm and in control.
4. In a deliberate calm voice, appoint specific people to
  - a. Meet EMS at the front door.
  - b. Keep unnecessary people off the floor or at a distance.
  - c. Attend to any bystanders exhibiting extreme response.
5. Maintain scene for possible investigative purposes.

**Procedure for Handling Rape/Sexual Assault**

Residential students contact Resident Director and/or Director of Student Life immediately. Non-residential students and faculty/staff contact Director of Student Life, campus safety personnel or Campus Counselor.

1. Ask whether the victim has any injuries that need immediate attention. Phone for medical assistance 911 (9-911 on campus phone) immediately if necessary.
2. Strongly encourage the victim not to change clothes or wash until he or she has had a chance to visit the hospital. All rape exams are done at Avera Queen of Peace ER. A female advocate from the Safe House will be at the hospital.
3. The victim should be taken to the hospital. An RA, RD, DRL, DSL or faculty/staff member may offer to go with the victim as moral support or the victim may wish to ask a friend to go with him/her.
4. Encourage the victim to report the incident to police. If he/she is reluctant, it may be helpful to share that there are female officers who are sensitive to this type of situation and would be willing to help in any way.

5. If the victim agrees, call the police (995-8400). State the situation and ask that an officer come to make a report of the incident. (If the perpetrator is still in the area, you should immediately contact the police. The victim can still choose not to file a report.)
6. If the victim does not call police, try to get a complete description of the suspect, the surroundings and the actual occurrence. Collect any physical evidence available. You will need to exercise extreme sensitivity to the victim’s emotional needs.
7. Depending on the situation, the victim may need ongoing counseling to recover from the event. Please refer to Campus Counselor (x2896), Campus Pastor (x2919), Director of Residence Life (x2942) or Director of Student Life (x2160) and area Safe House (996-2765).

**Contagious Diseases**

Dakota Wesleyan acknowledges that there is an increased risk of contracting vaccine-preventable infections in environments such as college campuses, especially for those who are not immunized. Immunization policies are in place to guard and protect the health of the students, faculty and staff. In addition, the South Dakota Health Department has the authority to quarantine, isolate or exclude any student, faculty or staff member at risk for these illnesses because of no immunizations for mumps, measles, pertussis, meningitis, influenza, hepatitis B, or other communicable diseases as deemed by the South Dakota Department of Public Health. If quarantine, isolation or exclusion is deemed necessary, a student, faculty or staff member may be required to stay off campus 26 days from the last exposure to communicable disease. Exclusion time may vary, depending on what the incubation period of the disease is.

**Pandemic Housing Plan**

In the event of a pandemic flu event, this is DWU’s plan to quarantine infected residents.

1. Ideally, students would be taken home by family members.
2. Students who were not ambulatory or able to get home due to distance would be housed in the Christen Family Wellness and Recreation Center. This area would need to be secured and used as a makeshift ward. Cots would be set up, restrooms are accessible, and food would be delivered.

**See Pandemic Planning procedures on separate worksheet**

<b><u>FIRST AID KIT AND SPILL (BODY FLUIDS) KIT LOCATIONS</u></b>		<b><u>AED Machine Locations</u></b>
<p><b><u>Allen Hall</u></b> Kits are secured to the bulletin board on each floor generally right outside the RA’s room.</p> <p><b><u>Dayton Hall</u></b> Kits are secured to the bulletin board on each floor generally right outside the RA’s room.</p> <p><b><u>Apartments</u></b> Kits are secured to the bulletin board on each floor generally right outside the RA’s room.</p>	<p><b><u>Corrigan Science Center</u></b> Nursing Department</p> <p><b><u>Institutional Advancement</u></b> Bathroom closet – 1<sup>st</sup> floor</p> <p><b><u>Koka House</u></b> Back closet</p> <p><b><u>McGovern Library</u></b> 1<sup>st</sup> floor &amp; 2<sup>nd</sup> floor</p> <p><b><u>Physical Plant Office</u></b> Bathroom Cupboard</p> <p><b><u>Prather Hall</u></b> Janitor’s closet</p> <p><b><u>Psi Cottage</u></b> Kitchen Cabinet</p>	<p><b><u>Corrigan Science Center</u></b> First Floor, West</p> <p><b><u>McGovern Library</u></b> Next to the Front Desk</p> <p><b><u>Sherman Center</u></b> Lobby</p> <p><b><u>Wellness Center</u></b> Athletic Office</p>

	<b><u>Rollins Campus Center</u></b> Janitor's closet-basement Nurse's Office	
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<b><u>FIRST AID KIT AND SPILL (BODY FLUIDS) KIT LOCATIONS-Continued</u></b>		
<b><u>Arts Center</u></b> Wood Shop Ceramic Lab <b><u>Education Computer Lab</u></b> Cupboard <b><u>Hughes Science Hall</u></b> Janitor's closet-east end basement Main Office Theater area-makeup room	<b><u>Smith Hall</u></b> Janitor's closet – lower level 3 <sup>rd</sup> floor math dept. office Registrar's office <b><u>Wellness Center</u></b> Athletic Office Athletic Training Room	

## FACILITIES

### **College-Owned Materials**

If any college-owned materials (e.g., books, papers, photos, artwork, etc) are damaged due to fire, water, or other causes, the goal is to preserve the materials. The university archivist should be contacted before handling any such materials, ext. 2134. The archivist will help determine how best to deal with the materials. If any library or archives collections are damaged, notify the director of learning resources. The library has more detailed guidelines to follow regarding damaged materials. If any computer equipment or stored computer files are damaged, contact the Director of Learning Resources, ext. 2617.

### **Fire**

- Students, staff and faculty are responsible for familiarizing themselves with fire exits and escape routes. If you see a fire:
- Activate the fire alarm and immediately call 911 (9-911 on campus phone).
- Close all windows and doors if possible, unless instructed to do otherwise.
- If the fire can be extinguished at no risk to yourself, do so; otherwise evacuate the building and notify the Fire Department at 911 (9-911 on campus phone).
- Evacuate building immediately! Walk (do not run) to the nearest exit. If blocked by fire, go to another exit. Assist anyone needing help evacuating. Do not use elevators.
- If in a residence hall notify the campus safety personnel (x2942, after hours 770-1593) and/or the Physical Plant (x2800 or x2801, after hours 770-3385) of the location of the fire.
- If in other buildings on campus notify the campus safety personnel (x2942, after hours 770-1593) and/or the Physical Plant (x2800 or x2801, after hours 770-3385) of the location of the fire.

### **Power Outage**

If a utility problem is discovered, such as an electrical short or an elevator failure, call the Physical Plant (x2800 or x 2801, after hours 605-770-3385)

- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off utilities to any building.
- Stay clear of the problem. Go outside and wait for a Physical Plant or Utility Company employee and direct them to the problem location.
- Physical Plant personnel will recommend response procedures once the problem has been confirmed. Building occupants should evacuate immediately if asked to do so by a Physical Plant or Utility Company employee. Windows should be open to allow ventilation if necessary. Stay clear of any electrical short, gas leak, water leak or other related danger.
- In the event of an elevator failure, use the elevator alarm button or call for help. Do not attempt to pry open the doors or damage any electrical components. Trained elevator mechanics will correct the problem.

**Water Damage**

- Do not touch any electrical equipment in the area.
- Prohibit people from entering the area or from entering the building, if necessary.
- Call the Physical Plant (x2800 or x2801, after hours 605-770-3385)
- Determine the source of the water.
- Contact the Resident Director, if in a Residence Hall.

**Gas Leak**

- EVACUATE building first!
- Call 911
- Call the DWU Physical Plant (x2800 or x 2801, after hours 605-770-3385)

**Winter Weather/Status of Classes**

Road conditions can be accessed at 511. On line at: <http://hp.state.sd.us/> Listen to the radio for updated information in inclement weather and read the Student Handbook for details on snow removal policies on nearby streets. To check the status of classes call: 605-995-2123. Any classes that have been cancelled due to the absence of the instructor or weather will be listed.

Local radio stations **KORN, KQRN, and KMIT**, or television stations **KSFY, KDLT and KELO** all offer weather related information and university announcements regarding closures.

**Nursing Facilities:**

**Mitchell:**

Clinical laboratory experience is cancelled at local clinical facilities if the university is closed. The administrative chair or designated faculty member is responsible for postponing clinical start time or cancelling clinical in extremely adverse weather conditions. Each faculty member has developed a student calling tree to be utilized in notifying students and clinical agencies in this situation.

**Sioux Falls:**

Since the nursing faculty travel to Sioux Falls early Thursday mornings, they have selected two students in Sioux Falls to alert them to adverse traveling conditions by 7 a.m. Faculty members would consult with the administrative chair before cancelling class. Nursing faculty utilize a student calling tree to communicate changes in class times.

**Severe Summer Weather**

Tornadoes form in conjunction with larger severe thunderstorm cells. It is conceivable to have a severe thunderstorm, lightning, hail, intense winds and tornadoes all in one experience. This is why it is important to pay attention to the development of the larger summer storm cells in our region, and to react quickly to the Civil Defense sirens located in Mitchell. These sirens will sound a continuous blast lasting about three minutes when a tornado is sighted nearby or is otherwise expected on Doppler radar. As a note, the Civil Defense sirens in Mitchell are tested the first Friday of each month at 10 a.m.

When the Civil Defense sirens sound, or DWU or Mitchell Police or any city or county emergency crew personnel tell you to take cover, please do the following:

- Proceed to the nearest shelter on campus. Basements of all buildings may serve as a temporary shelter. Or use the interior hallways on the ground floors.
- When danger is imminent, persons should face interior walls, and assume protective postures: crouch on elbows and knees, hands over the back of the head.
- If caught outside, and the danger is imminent, proceed to nearest ditch, culvert, or ravine and lie face down, hands over head, until the danger has passed.

A **tornado watch** indicates conditions as being favorable for a tornado. Stay alert.

A **tornado warning** indicates that a tornado has been sighted. Seek shelter immediately.

### **Acronyms**

DRL	Director of Residence Life
RD	Resident Director
RA	Resident Assistant
DSL	Director of Student Life
ERT	Emergency Response Team
EST	Emergency Support Team
EMS	Emergency Medical System



## **Pandemic Planning**

### **Flu Terms Defined**

*Seasonal (or common) flu* is a respiratory illness that can be transmitted person to person. Most people have contracted and a vaccine is available.

*Avian (or bird) flu* is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly in fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.

*Pandemic flu* is virulent human flu that causes a global outbreak, or pandemic, or serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

Dakota Wesleyan University has developed a pandemic influenza plan that mirrors the U.S. Department of Health and Human Services and the State Health Department.

Websites consulted: [www.cdc.gov](http://www.cdc.gov) and [www.state.sd.us/doh](http://www.state.sd.us/doh)

### **Areas of Risk**

Individual health and well-being

- Students

- Faculty and Staff

- Larger community

Operations

- Assessment, closure, contingencies

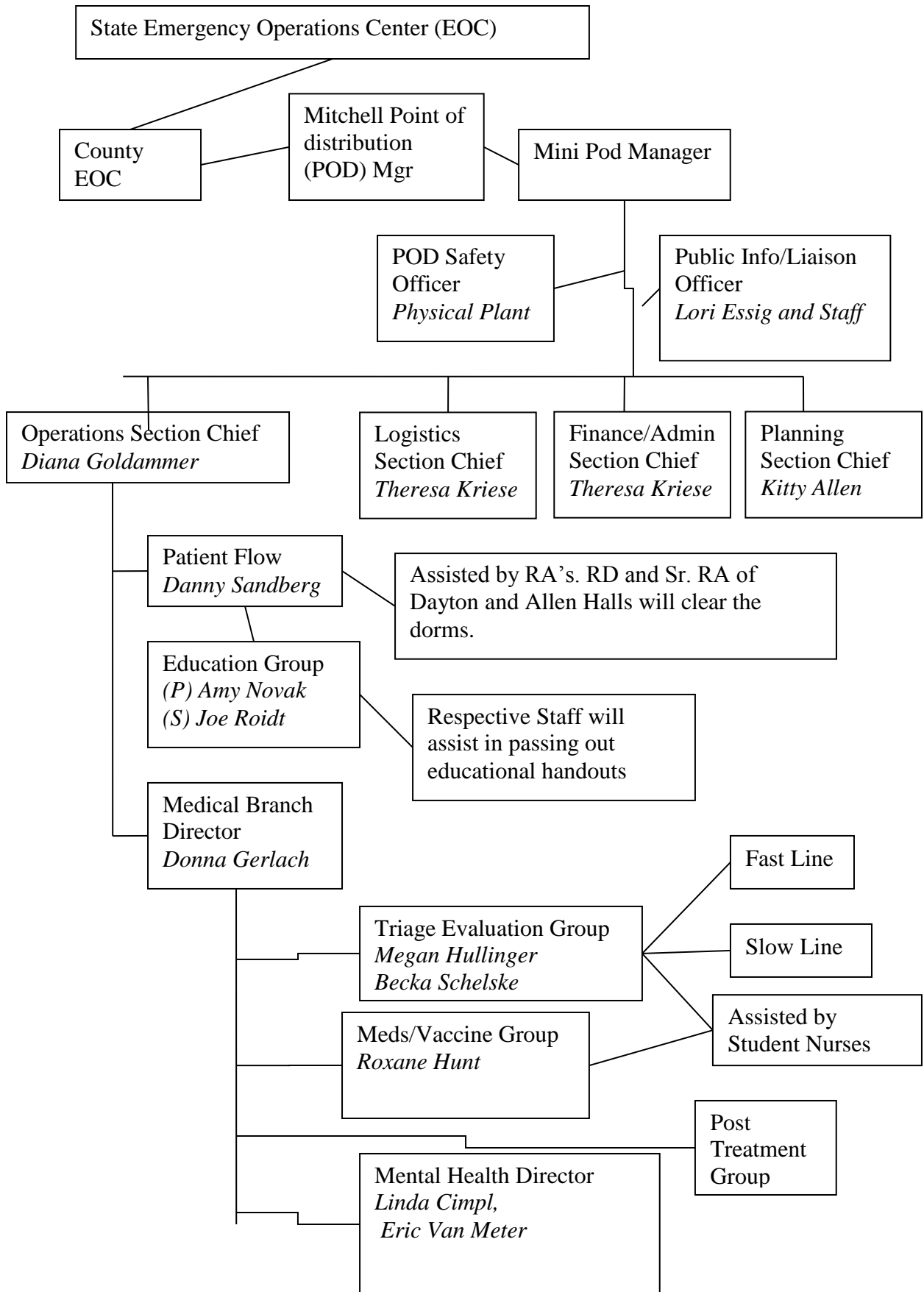
- Continuity of student learning

- Communications

- Room and board

- Maintenance

- Personnel



TASKS

**Planning and Coordination:**

**President's Council**

- Appoint a pandemic response team:
  - Provost
  - Director of Student Life
    - Campus Health Nurse
    - Director of Residence Life and campus safety personnel
    - Food Service Director
  - Dean of Admissions
  - Executive Vice President
    - Physical Plant Director
    - Human Resources Director
  - Vice President for Marketing and Communications
  - Vice President for Institutional Advancement
  
- Delineate essential functions and activities, departmental interdependencies, accountability and the resources needed to perform them;
- Establish orders of succession to key positions and establish and maintain current roster(s) of personnel with the authority to perform essential functions, to include implementation of this plan;
- Outline a decision process for determining appropriate actions in implementing plans and procedures to include timelines, deliverables, and performance measures.

**Response Team**

- Incorporate into the pandemic plan scenarios that address university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community, cancellation of classes, and/or other public events;
  - a) closure of campus, student housing;
  - b) assessment of the suitability of student housing for quarantine of exposed and/or ill students
  - c) contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);
  - d) stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.
- Establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials and the chain of communications, including alternate mechanisms.

### **Student Life**

- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the university. Identify and review the university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.
- Ensure that pandemic influenza planning is consistent with any existing university emergency operations plan, and is coordinated with the pandemic plan of the community and of the state higher education agency.
- Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college/university and community during and after a pandemic
- Test the linkages between the university and the systems of the local and/or state health department and the state's higher education agency.
- Provide procedures for the notification and relocation of residents and personnel to one or more alternate operating facilities.
- Provide procedures for the orientation of personnel and for conducting operations and administration at alternate operating facilities.
- Provide for the ability to coordinate activities with non DWU personnel.
- Implement an exercise/drill to test your plan and revise it regularly.
- Participate in exercises of the community's pandemic plan.

### **Business Office**

- Provide for the identification and preparation of alternate operations-staffing, maintenance, resources.
- Provide for operational capability with minimal disruption to operations, but in all cases within 12 hours of activation.
- Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations until normal business activities can be reconstituted, which could be up to 30 days.
- Provide for reconstitution of capabilities, and transition from continuity operations to normal operations.
- Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

### **Academic Affairs**

- Provide for the identification and preparation of alternate continuity of learning; articulate in individual course syllabi.

### **Marketing and Communications**

- Provide for the ability to communicate activities with students, faculty, staff, parents, and larger community.

- Post plan and institutional learning from development of preparedness and response plan to share with larger community and other colleges to improve community response efforts.

### **Continuity of Student Learning and Operations:**

#### **Academic Affairs**

- Develop and disseminate alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of university closures.

#### **Business Office**

- Develop a continuity of operations plan for maintaining the essential operations of the college/university including payroll; ongoing communication with employees, maintenance and housekeeping.

#### **Student Life/Academic Affairs**

- Develop a continuity of operations plan for ongoing communication with students and families; safety; as well as food service for student housing.

### **Infection Control Policies and Procedures:**

#### **Student Life**

- Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette). (See infection control [www.cdc.gov/flu/pandemic/healthprofessional.htm](http://www.cdc.gov/flu/pandemic/healthprofessional.htm) ) Make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine. [www.cdc.gov/flu/protect/preventing.htm](http://www.cdc.gov/flu/protect/preventing.htm)
- Establish a pandemic plan for campus-based healthcare facilities that addresses issues unique to healthcare settings (See [www.cdc.gov/flu/pandemic/healthprofessional.htm](http://www.cdc.gov/flu/pandemic/healthprofessional.htm) ). Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.

#### **Student Life/Business Office**

- Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).

#### **Business Office/Academic Affairs**

- Establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).
- Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.

#### **President's Council**

- Adopt CDC travel recommendations ([www.cdc.gov/travel](http://www.cdc.gov/travel)) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

## **Communications Planning**

### **Student Life**

- Assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders.

### **Marketing and Communications**

- Develop a dissemination plan for communication with employees, student, and families, including lead spokesperson and links to other communication networks. Ensure language, culture and reading level appropriateness in communications.
- Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating university response and actions to employees, student, and families.
- Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

### **Academic Affairs**

- Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.

### **Student Life/Marketing and Communications**

- Advise employees and students where to find up-to-date and reliable pandemic information from federal, state, and local public health sources.
- Disseminate information about the university's pandemic preparedness and response plan. This should include the potential impact of a pandemic on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing.
- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing/sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (including the HHS Pandemic Influenza Planning Guide for Individuals and Families at [www.pandemicflu.gov](http://www.pandemicflu.gov)), and the at-home care of ill students or employees and their family members.