

## **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.

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

CALLING 911 - Emergency situations should be reported to law enforcement. Dial 911, 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 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.

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**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         Dakota Discovery Museum or Koka Hall

**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         Dakota Discovery Museum: 996-2122

**EMERGENCY RESPONSE TEAM (ERT)**

		<u>Ext.</u>	<u>Cell #</u>
Novak, Amy	President	2601	605-770-3289
Thomas, Fredel	VP for Enrollment and Marketing	2652	605-999-6132
Gerlach, Donna	Campus Health Nurse	2957	605-999-1784
Kippes, John	Director of Student Life	2160	605-661-9753
Pinkelman, Mitch	Food Services Director	2810	605-857-0413
Amason, Caleb	Resident Life Director	2952	870-310-6483
Kriese, Theresa	Executive Vice President	2621	605-770-5255
Hayen, Janet	Human Resource Director	2648	605-770-6143
Harvey, Chad	Director of Infor. Technology	2830	605-999-4247
Roidt, Joseph	Provost	2625	605-630-6508
Schoenfelder, Louie	Physical Plant Director	2800	605-630-0010
Allen, Kitty	VP for Institutional Adv.	2612	606-627-5127

**EMERGENCY SUPPORT TEAM (EST)**

		<u>Ext.</u>	<u>Cell #</u>
Kalovsky, RiAnna	Adm. Asst. Student Life	2656	605-660-6190
George, Emily	Executive Admin Assistant	2601	570-872-4854
Larson, Jan	Dir of Marketing and Comm.	2614	605-990-2010
Kenkel, Kevin	Dir of Learning Resources	2617	605-770-2069
Olson, Mari	Dir of Communications	2613	605-999-3548
Van Meter, Eric	Campus Pastor	2919	870-219-6255
	Campus Counselor	2896	

**IMPORTANT OFF-CAMPUS NUMBERS**

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

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**MAINTENANCE EMERGENCIES**

**DWU Physical Plant**

**605-999-1967, 605-630-0010, 605-999-9776**

**\*\*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		605-630-0010
Kevin Adams	Maintenance Technician	2800		605-999-1967
Caleb Amason	Director of Resident Life	2952		870-310-6483
Laurie Langland	Archivist	2134	605-996-1770	

**RESIDENTIAL EMERGENCIES**

	<u>Ext.</u>	<u>Cell#</u>
RD/RA on-call cell phone		605-770-1593
Director of Residence Life	2952	870-310-6483
RD of Allen Hall, Jason Mehlhaf		605-421-0080
RD of Dakota Hall, Peter Novak		605-933-1741
RD of Dayton Hall, Artur Rodrigues		626-427-8780
ARD of Koka Hall, Ryan Chase		605-354-0378
Director of Student Life	2160	605-661-9753
DWU NURSE – Donna Gerlach – (9am to 5pm)	2957	605-999-1784

# Emergency Response Plan

## Revised June 2019

### 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  
Provost

#### Physical Plant

Alternate Building Usage  
Alternate Heating  
Emergency Cleanup

#### Student Life

Alternate Housing  
Notification of Families  
Counseling Services

#### Fresh Ideas

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 Alerts  
News Releases  
Social Media  
Website

The marketing and communications office is responsible for projecting a positive image for Dakota Wesleyan University, as defined by the administration. The vice president for enrollment and marketing 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 enrollment and marketing 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.

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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. Marketing and communications 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 DWU 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 immediately. After 5:00 p.m. call 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 911 **and** campus counselor (ext. 2896) or physical plant at 605-999-1967.

### **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.
  - 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. 2614) 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.

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#### **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
- Social media

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#### **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 911 (emergency) or 605-995-8400 (if not being threatened)
- Contact campus safety personnel immediately (ext. 2952, after hours 605-770-1593) and/or Physical Plant (ext. 2800 or ext. 2801, after hours 605-999-1967)
- 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 and contact academic affairs at ext. 2601.
- Academic affairs will contact the following:
  - DWU Physical Plant
  - Marketing and Communication ext. 2652 or 2614 (for sending mass text message)
  - Director of Student Life ext. 2160
- 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 (ext. 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. 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.
4. Inform the director of residence life, resident director, resident assistant, and/or director of student life or emergency response team/emergency support team 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 Enrollment and Marketing 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 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 ext. 2957 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. Resident assistants, campus safety personnel, hall safety personnel, and other university personnel should contact the appropriate resident director, director of residence life, or director of student life for these types of situations.

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2. Staff members are asked to observe and note the student's behavior, attitude, and appearance.
3. The resident director, director of residence life or director of student life 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 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 (ext. 2952) or campus safety personnel (605-770-1593) after hours.

### **General Rule**

Call 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 ext. 2160.
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 (ext. 2160, or 605-661-9753 after hours), Campus Pastor (ext. 2919), Campus Counselor (ext. 2896).
  - 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 enrollment and marketing 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)**

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1. Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
2. Contact the Campus Counselor (ext. 2896) and/or the Campus Pastor (ext. 2919).
3. Call campus safety personnel (ext. 2952 or 605-770-1593 after hours). Notify the Director of Residence Life (ext. 2952 or 870-310-6483 after hours) and/or Director of Student Life (ext. 2160, or 605-661-9753 after hours).
4. Call 911 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.
2. Notify the Director of Residence Life (ext. 2952 or 870-310-6483) and/or Director of Student Life (ext. 2160, or 605-661-9753 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 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 Mitchell Safehouse will be at the hospital. Put any clothing or material that have potential evidence in a paper bag (not plastic) and bring it with you to the emergency room.
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 (605-995-8400). 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 and place it

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in a paper bag. 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 (ext. 2896), Campus Pastor (ext. 2919), Director of Residence Life (ext. 2952) or Director of Student Life (ext. 2160) and Mitchell Safe House (605-996-2765).

### **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**

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<b>FIRST AID KIT AND SPILL (BODY FLUIDS) KIT LOCATIONS</b>	<b>AED Machine Locations</b>	
<p><b><u>Allen Hall</u></b> Kits are secured to the bulletin board on each floor, and in the main RA closet</p> <p><b><u>Arts (old) Center</u></b> First floor red shelf on south wall</p> <p><b><u>Apartments</u></b> Kits are secured to the bulletin boards on each floor, and in the main RA closet</p> <p><b><u>Christen Family Athletic Center</u></b> Athletic Office Athletic Training Room Above AED in main hallway</p> <p><b><u>Corrigan Science Center</u></b> Nursing Department Above AED on first floor</p> <p><b><u>Dakota Hall</u></b> Bulletin boards in common areas of each floor, and in the cupboard behind the RA desk</p> <p><b><u>Dayton Hall</u></b> Kits are secured to the bulletin board on each floor, and in the RA closet</p> <p><b><u>DWU/Avera Sports Complex</u></b> Above AED, Athletic Training Room, Great Life front desk</p>	<p><b><u>Education Computer Lab</u></b> Innovation Lab EDU 108 cupboard, and Education office storage closet</p> <p><b><u>Hughes Science Hall</u></b> Snack Pack Rm, above first aid kit, and basement floor-door of Rm 6</p> <p><b><u>Koka Hall</u></b> Laundry room</p> <p><b><u>McGovern Library</u></b> Front desk above AED, TRIO (common office) desk drawer</p> <p><b><u>Welcome Center</u></b> Reception desk drawer</p> <p><b><u>Dakota Discovery Museum</u></b> Front desk</p> <p><b><u>Black Box Theater</u></b></p> <p><b><u>Physical Plant Office</u></b> Top of cupboard in main office</p> <p><b><u>Rollins Campus Center</u></b> Above AED in Sherman Nurse's Office</p> <p><b><u>Smith Hall</u></b> Janitor's closet-between bathrooms on lower level Registrar's office, room 209</p>	<p><b><u>Allan Pods/Apt</u></b> Lobby</p> <p><b><u>Corrigan Science Center</u></b> First floor, west hallway</p> <p><b><u>Christen Family Athletic Center</u></b> Hallway across from gym</p> <p><b><u>Dakota Hall</u></b> By RA desk</p> <p><b><u>Dayton Hall</u></b> Lobby</p> <p><b><u>DWU/Avera Sports Complex</u></b> Seating lobby by kitchenette</p> <p><b><u>Athletic Training Rm in DWU/Avera Sports Complex</u></b> 2 mobile sport specific units</p> <p><b><u>Koka Hall</u></b> Common lounge</p> <p><b><u>McGovern Library</u></b> Next to the Front Desk</p> <p><b><u>Sherman Center</u></b> Lobby</p>