Quick Reference

EMERGENCY PLANS

for
William Carey University
Tradition Campus
Biloxi, Mississippi
2012-2014

Switchboard.........................1802
Security
   Cell Phone...........228-223-1807
Ambulance.........................9-911
Police...............................9-911
Sheriff..............................9-911
Fire Department...............9-911
This plan was developed to help provide protection for the students, faculty, and staff of William Carey University.

Please read this plan. All university personnel should be prepared to take proper action should an emergency of any type occur. Familiarize yourself with the categories.

Keep this book handy for quick reference in times of emergency.

William Carey University is a Smoke-Free Campus
A Safety, Health, and Traffic Committee composed of university personnel will meet on a yearly basis to review the safety and emergency procedures of the institution. The committee welcomes comments and suggestions from the faculty, staff, and administration in making WCU a safer environment.

**Committee Members**

Tommy Rauch—Chair

Arnold Arredondo
Armstrong, Jim
Bob Blevins
Jerry Bracey
Donald Cabana
Kelly Caffrey
Karen Cherry-Freeman
Robin Dennis
Sarilyn Freeman
Cynthia Kinsey

Amanda Knesal
Julie May
Kiyon McCormick
DeDe Shows
Julie Smith-Rogers
Marcus Steele
Italo Subbarao
Karen Taylor
If you are involved in or witness an automobile accident on campus you should:

1. Assess the accident. Is medical assistance needed?

2. A doctor or ambulance should be called (9-911) if necessary when the severity of the injury is determined or if there is any doubt about the condition of the injured person.

3. If injury or significant property damage occurs, immediately call Security, 228-223-1807, or the administrative dean, 228-702-1831.

4. In all cases, a full report should be given to the administrative dean by the person witnessing the accident.
CIVIL DISTURBANCE

A civil disturbance is any set of circumstances that in the judgment of the administration would cause a disruption of normal university activities and would potentially jeopardize the safety of students, faculty, or staff.

Call Campus Security at 228-223-1807 or the administrative dean at 228-702-1831. The proper university personnel will be notified.
HAZARDOUS WEATHER

Enter the season prepared—identify your evacuation route. Your community’s hurricane evacuation plan includes designated safe areas, areas to be evacuated during a hurricane emergency, and safe evacuation routes to shelter. Get information on emergency planning in your area by contacting your local civil defense or emergency services offices.

Advisories and Warnings—Thanks to modern detection and tracking devices, the National Weather Service can usually provide 12 to 24 hours of advance warning. The Weather Service of NOAA issues advisories when hurricanes approach land.

Hurricane Plan
The safety of all William Carey students, faculty and staff is of the utmost concern to the administration. The following guidelines will be followed in case of a hurricane charted to hit the Mississippi Gulf Coast. We will maintain close contact with local law enforcement and civil defense agencies carrying out this plan.

- The administrative dean will be responsible for announcements from the university administration due to weather conditions.
- Classes will be canceled only if the intensity of the hurricane justifies such action.
- The earliest possible decision will be made on the necessity of evacuating the campus.
- Monitor the weather closely before, during, and after the storm has passed.

A “HURRICANE WATCH” is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the “watch” should listen for further advisories and be prepared to act promptly if a hurricane warning or evacuation order is issued. A “HURRICANE WARNING” is issued when hurricane winds of 74 miles an hour or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. Precautionary actions should begin immediately.
FACILITIES (Building Problems)

Electrical/Light Fixture
File a completed work order form with maintenance. Forms may be obtained from the business office.

Plumbing Failure/Flooding
Stop using electrical equipment immediately. Call the administrative dean at 228-702-1831.

Gas Leaks
Stop all operations. Leave the building. Do not touch light switch, telephone, or electrical equipment. This will cause an explosion. Notify the administrative dean, 228-702-1831 and campus security, 228-223-1807.

Ventilation Problems
If smoke or foul odors come form the ventilation system, immediately notify the administrative dean, 228-702-1831.

Weekends/Nights
Physical plant emergency services can be reached through the on-duty security officer at 228-223-1807.
SERIOUS INJURY OR ILLNESS

1. In emergency situations, call for emergency medical services and/or transportation to local health care facilities (911).

2. Report the injury/illness to the administrative dean at 228-897-7102 immediately.

3. In case of injury or illness, the administrative dean will notify the involved person’s family.

4. If requested by the injured person, first aid supplies are available on campus.

5. All safety precautions should be enforced and injured persons should not be moved until they have been checked.

6. Faculty and staff should follow universal precautions in handling body fluids as recommended by the Centers for Disease Control, i.e. wear rubber gloves, double bag.

7. A full report should be given to the administrative dean by the person(s) administering aid to the victim.

8. The university does not maintain an isolation facility. Students who are diagnosed with a contagious disease will be expected to return to their home or to a hospital, as appropriate. WCU may require a clearance from a physician to return to the campus.

9. While university policy places a limit on student absences from class, this limit will be suspended in the event of an epidemic, and students will be permitted to progress in class via internet assignments, email, and other alternative means. An announcement will be issued from the president’s office when such an event is determined.
1. **WARN OTHERS.** A fire or bomb threat will be announced by the administrative dean or Security. Identify alarm for students and/or others that may be in the building and not familiar with the alerting procedures.

2. **EVACUATE THE BUILDING:** Everybody must leave the building immediately. All personnel will be moved at least 500 feet away from the building. If time permits, important documents and medications should be taken.

3. **CALL THE CAMPUS SWITCHBOARD.** Instruct that the following calls be made:

   - Fire Department .........................911
   - Police .....................................911
   - Sheriff’s Office ..........................911
   - Ambulance .................................911
   - WCU Administration .................228-702-1831

4. **COUNT HEADS.** Each instructor or department head will make sure all his/her students/employees are out of the building and notify the fire department if someone is missing.

5. **KEEP ACCESS ROADS OPEN.** University personnel will make sure that access roads are kept open for emergency vehicles.

6. **IN CASE OF FIRE, USE FIRE EXTINGUISHERS.** Attempt to put fire out. Know the location of and how to operate fire extinguishers.

7. **STAY IN A SAFE AREA.** No one, absolutely no one, will be allowed to go back into the building for any reason until the fire department has declared the area safe. Students, employees, and visitors will follow instructions of security personnel and/or police.
CAMPUS CLOSURE

Hurricanes have the potential of being the most disruptive and destructive disasters that confront our region. In order to react appropriately, university personnel will monitor National Weather Service warnings when hurricanes enter the Gulf of Mexico. When a hurricane becomes imminent, university facilities personnel will take appropriate measures to secure buildings and trailers.

If the campus is closed for an extended period of time, information will be posted to the WCU website. The university will utilize the website, email, Saderwatch, and announcements on radio and television stations to inform students and employees of the status of the university, and instructors will continue class assignments to the greatest extent possible. All policies and regulations regarding class absences, class schedules, and the university calendar are subject to temporary suspension if a long term disaster which results in the closing of the campus occurs. If the campus is severely damaged and it is not possible for classes to resume quickly, announcements of alternate meeting sites will be posted to the website and announced through the media. Employees should consult the website regularly as well. Payroll checks will be electronically deposited as routinely as circumstances allow. Employees who receive a paper check are not guaranteed that the checks will be available in a timely manner. These deposits will depend on the circumstances of each event.

When the evacuation period is over and campus facilities are restored, a comprehensive review will be conducted by school administrators and maintenance staff to ensure that buildings and other facilities are safe and functional. The status of university personnel will also be determined. WCU facilities and security personnel will make the determination that the campus is functional, accessible, and safe. At that time, the WCU President’s Office will announce that the Coast campus is open, and a schedule for resumption of classes will be issued through the media, the WCU website, and student/employee email.
**EVACUATION FOR SPECIFIC BUILDINGS**

<table>
<thead>
<tr>
<th>Building</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Evacuation Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Jerry Bracey</td>
<td>228-702-1831</td>
<td>North parking lot</td>
</tr>
<tr>
<td>Academic</td>
<td>Jerry Bracey</td>
<td>228-702-1831</td>
<td>North parking lot</td>
</tr>
</tbody>
</table>

Notify administrative dean at 228-702-1831 for all evacuations/emergencies.