

Quick Reference

EMERGENCY PLANS

for
William Carey University

Hattiesburg, MS

2012-2014

Switchboard	0
Security.....	601-318-6300
Facilities.....	601-318-6155
Ambulance	9-911
Police.....	9-911
Sheriff.....	9-911
Fire Department	9-911
Forrest General On-Call..	288-4445

INTRODUCTION

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
Tobacco-Free Campus**

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SAFETY COMMITTEE

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	Amanda Knesal
Armstrong, Jim	Julie May
Bob Blevins	Kiyan McCormick
Jerry Bracey	DeDe Shows
Donald Cabana	Julie Smith-Rogers
Kelly Caffrey	Marcus Steele
Karen Cherry-Freeman	Italo Subbarao
Robin Dennis	Karen Taylor
Sarilyn Freeman	
Cynthia Kinsey	

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AUTOMOBILE ACCIDENT

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, ext. 6300; vice president for student services, ext. 6188 or 6779; and director of housing, ext. 6102.
4. In all cases, a full report should be given to the vice president for student services by the person witnessing the accident.

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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, ext. 6300 and the vice president for student services, ext 6188/6779. The proper university personnel will be notified. If no answer, call the director of housing, ext. 6102 or the president's office, ext. 6495. After hours, call security at ext. 6300.

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HAZARDOUS WEATHER

When the weather conditions are severe enough to warrant limited activities at William Carey University, students and employees will be advised by watching WDAM-TV in Hattiesburg or by listening to local radio stations. Announcements and other information regarding WCU operations will be provided on the wmcarey.edu website and by the above mentioned media outlets. Only under emergency or threatening conditions will WCU be closed during normal operating hours. Campus security is equipped with radios capable of receiving civil defense broadcasts. Security personnel will notify key contacts in each building of threatening conditions. For weather developments, contact either Campus Security, ext. 6300 or the Office of Student Services, ext. 6188.

Tornadoes and Hurricanes. All persons will be alerted as to the emergency situation by telephone or word of mouth. All university personnel should go immediately to an interior room or hallway and stay away from glassed areas. In the case of campus evacuation, Hattiesburg students will be evacuated along city evacuation routes as directed by local authorities. In each building, contact people have been identified. They will be notified when warnings are issued during regular working hours. These contact people are listed on the last page of this book. Please follow their instructions.

Security will be responsible for notifying persons on campus for warnings that occur in the evening or on weekends.

Flooding. In the case of heavy rain that results in flooding, campus personnel should evacuate buildings that are flooded and contact Facilities at ext. 6155 and Campus Security, ext. 6300. No one should wade or play in flooded areas.

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FACILITIES (Building Problems)

Electrical/Light Fixture

Call Facilities at ext. 6155 during regular working hours. At night, call on-duty security officer at ext. 6300.

Plumbing Failure/Flooding

Stop using electrical equipment immediately. Call Facilities at ext. 6155 during regular working hours. At night, call on-duty security officer at ext. 6300.

Gas Leaks

Stop all operations. Leave the building. Do not touch light switch, telephone, or electrical equipment. This will cause an explosion. During regular working hours, call Facilities at ext. 6155; vice president for student services, ext. 6188; director of housing, ext. 6102; and Security, ext. 6300. At night, call on-duty security officer at ext. 6300.

Ventilation Problems

If smoke or foul odors come from the ventilation system, immediately notify Facilities at ext. 6155 during regular working hours. At night, call on-duty security officer at ext. 6300.

Weekends/Nights

Facilities emergency services can be reached through the on-duty security officer at ext. 6300.

If you are in a residence hall, call the RA on duty or the hall director.

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SERIOUS INJURY OR ILLNESS

I N J U R Y O R I L L N E S S

1. In emergency situations, call for emergency medical services and/or transportation to local health care facilities (9-911).
2. Report the injury/illness to the vice president for student services (ext. 6188) immediately. If you are in a residence hall, call the RA on duty or the hall director.
3. In case of injury or illness, the vice president for student services 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 and notify the director of facilities, ext. 6155.
7. A full report should be given to the vice president of student services 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 residence on 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.

FIRE OR BOMB THREAT – DO NOT TREAT AS A JOKE

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1. **WARN OTHERS.** A fire or bomb threat will be announced by area coordinators in each resident hall or by deans, faculty, and staff in other campus buildings.
2. **EVACUATE THE BUILDING:** Everybody must leave the building immediately. All personnel will be moved at least 500 feet away from the building. (See Building Evacuation section for proper location.) If time permits, important documents and medications should be taken.
3. **CALL THE CAMPUS SWITCHBOARD, ext. 0.** Instruct that the following calls be made:

Fire Department.....9-911	Ambulance.....9-911
Police9-911	WCU Administration.....6495
Sheriff's Office.....9-911	
4. **COUNT HEADS.** Each instructor, department head, and resident assistant 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.** Campus 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 in your building.
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 on campus 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 other facilities. Residential students will be given a preliminary notice to begin to make preparation to evacuate the campus. Student Services will work with students to make sure that each student has a place to go and knows the appropriate measures to take. The international student coordinator will work with Student Services to provide for the placement of international students.

In the event that the President's Office issues an evacuation advisory and orders the closing of the campus, all students who do not have a place to go or means to get home will relocate to the nearest Red Cross approved disaster shelter. Students going to a disaster shelter are encouraged to take all important documents, a pillow, change of clothing, toiletries, enough food for one day, and medications. **IF THE CAMPUS IS CLOSED DUE TO A DISASTER, NO STUDENTS WILL BE ALLOWED TO REMAIN ON CAMPUS.**

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.

In the event of an extended closure, university facilities and security will establish an operations center in Common Grounds, or an alternate site if necessary. A communications network will be activated and sensitive university facilities will be monitored and restored as quickly as possible. The university has an agreement with Mississippi Power Company that allows Mississippi Power to use the gym as an employee family temporary assembly location. This would be a short term arrangement.

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When the evacuation period is over and campus facilities are restored, a comprehensive review will be conducted by school administrators and facilities 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 President's Office will announce that the campus is open, and a schedule for resumption of classes will be issued through the media, the WCU website, and student/employee email.

During campus closure the following will be responsible:

- 1. Facilities**—Establish an operations center and provide emergency electric power using a generator. Survey damage to campus facilities and establish procedures for recovery. Establish and maintain a communication network with university personnel. Establish contact with external agencies to restore utilities as soon as possible and make contact with contractors to obtain estimates for clean-up and repairs.
- 2. Security**—Provide security for university property. Control access to the campus for authorized individuals. Maintain contact with law enforcement, as needed.
- 3. Student Services**—Maintain a record of where all residential students have relocated. Make contact with residential students as soon as possible. Work with facilities and security personnel to ensure security of items left in

dorms. Notify residential students when the campus is cleared for them to return.

- 4. Information Technology**—Restore the university website, administrative and financial software programs, and ensure the ability to maintain contact with students. In the event of an extended closure, support faculty in their effort to maintain the progress of classes and class assignments. Work with human resource personnel to ensure the timely deposit of salaries.
- 5. VP for Business Operations**—Work with facilities to survey damage and determine cost of clean-up and repairs. Contact insurance carriers to determine the amount of coverage and continue to work with them through the recovery process.
- 6. President's Office**—Issue closure or evacuation announcements. Coordinate all resources of the university throughout the disaster. Assure that all essential job tasks can be performed by two or more employees. Give general direction to the recovery efforts. Determine when the university can resume normal operations.

In the event of massive destruction and long term closure, the administrative council will serve as the leadership team to make decisions.

Contacts and Evacuation Areas for Specific Buildings in Case of Emergency

<u>Building</u>	<u>Contact Person</u>	<u>Extension</u>	<u>Evacuation Area</u>
Art Building	Chatham Kemp	6528	1st floor-Lawrence Hallway
Bass Hall	Resident Director	6385	1st Floor-Tatum Court, front porch 2nd floor-Tatum Court, front steps 3rd floor-Tatum Court, front sidewalk
Braswell Hall	Area Coordinator	6634	Clinton Gym
Bryant Hall	Resident Director	6458	1st floor-Lawrence Hall, west park. lot 2nd floor-Lawrence Hall, back park. lot 3rd floor-Lawrence Hall, east park. lot
Byrd Hall	Resident Director	6635	Clinton Gym
Clinton Gym	Mr. Steve Knight	6415	Parking lot between gym & Thomas
Common Grounds			Evacuate to Lawrence Hall – if time does not permit, go to interior wall and cover with couch cushions
COM Buildings	Dr. Darrel Lovins	6552	Interior Hallway
Crawford Hall	Dr. Tim Glaze	6386	McMillan Hall lawn
Donnell Hall	Dr. Bennie Crockett	6116	Mary Ross Hall
Encore Facility			Student Center Storage
Facilities Building	Bob Blevins	6155	
Fail/Asbury Nursing	Dr. Janet Williams	6568	Soccer Field
Fairchild	Dr. Barry Morris	6587	Thomas Fine Arts entrance
Gillespie Museum	Pam Shearer	6107	Interior Wall
Green Science	Dr. Frank Baugh	6118	Lawrence Hall porch
Johnson Hall	Resident Assistant		Clinton Gym entrance
Kennedy Sports Complex	Mr. Steve Knight	6415	Parking lot
Lawrence Hall	Ms. Brenda Waldrip	6188	Crawford Hall lawn

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**Contacts and Evacuation Areas for Specific Buildings
in Case of Emergency, continued**

<u>Building</u>	<u>Contact Person</u>	<u>Extension</u>	<u>Evacuation Area</u>
Library	Mrs. Sherry Laughlin	6170	Thomas Fine Arts entrance
McMillan Hall	Mr. Jeff Andrews	6741	Wilkes Student Center entrance
Missionary House			1st Floor Bathroom
Polk Hall	Resident Director	6356	1st floor-Green Science, front porch 2nd floor-Green Science, front walk
Ross Hall	Area Coordinator	6234	1st floor-Tatum Ct., SW parking lot 2nd floor-Tatum Ct, SW steps
Mary Ross Hall	Dr. Cheryl Dale	6199	Clinton Gym entrance
Student Center	Emily Sheckells	6444	Storage Room
Lorena Smith Hall	Dr. Barry Morris	6587	Library
Tatum Court	Dr. Tommy King Dr. Garry Breland	6495 6101	Lawrence Hall porch
Tatum Theatre	Tim Matheny	6521	Clinton Gym
Thomas Business	Dr. Cheryl Dale	6199	Clinton Gym entrance
Thomas Fine Arts	Dr. Don Odom	6178	Tatum Court front porch
Wheeler House	Mrs. Barbara Hamilton	6524	Soccer Field
Wilkes Hall	Mr. Dale McVeay	6132	McMillan Hall lawn