

# EMERGENCY RESPONSE MANUAL

## JUNE 2008

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# INTRODUCTION

## 1. PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of persons and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or his designate, may declare a state of emergency and these contingency guidelines may be implemented. There are two implementations of this guide. These are: (1) large-scale disorder and (2) large-scale natural or man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

## 2. SCOPE

These procedures apply to all personnel, buildings and grounds owned and operated by Samford University.

## 3. DEFINITIONS OF AN EMERGENCY

The following definitions of an emergency are provided as guidelines to assist determining the appropriate response.

- **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Generally handled through routine procedures not requiring major policy considerations or decisions.
- **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of the emergency.
- **DISASTER:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster an Emergency Control Center will be activated, appropriate support and operational plans will be executed.

#### **4. TYPES OF EMERGENCIES**

- **Fire**
- **Tornado**
- **Earthquake**
- **Medical or First Aid**
- **Chemical/Biological**
- **Bomb Threat**
- **Explosion**
- **Violent or Criminal Behavior**
- **Civil Disturbance or Demonstration**

#### **5. ASSUMPTIONS**

**This emergency response guide is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. The following generally apply:**

- **An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.**
- **The succession of events in an emergency are not predictable. Therefore, support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.**
- **Disasters may affect residents in the geographical location of the University; therefore, City, County, State, and Federal emergency services may not be available. A delay in off-campus emergency assistance may be expected.**
- **A major emergency may be declared if information indicates that such a condition is developing or is probable.**

# **DIRECTION AND COORDINATION**

## **1. EMERGENCY DIRECTOR**

All major emergency situations shall be directed by the President or his/her designates and in their absence by the Emergency Coordinator.

## **2. EMERGENCY COORDINATOR**

The direct operational control of the campus major emergency or disaster response and coordination of the Emergency Resource Team is the responsibility of the Emergency Coordinator, Director of Campus Safety Department, or his/her designated alternates.

# **EMERGENCY COMMAND POST**

## **1. CAMPUS SAFETY DEPARTMENT**

When a major emergency occurs, or it is imminent, it shall be the responsibility of the Campus Safety Department to establish and staff an appropriate Emergency Command Post. The regular department facilities in the Beeson University Center are to be kept fully operational if that office is not designated as the Emergency Command Post.

## **2. FIELD EMERGENCY COMMAND POST**

If the emergency involves only one building or a small part of the campus, a Campus Safety vehicle parked near the emergency scene may serve as the command post. At least one Campus Safety officer is to staff the command post at all times or until the emergency ends.

## **3. FIELD EMERGENCY COMMAND POST MINIMUM EQUIPMENT**

- Two barricades and barrier tape
- One portable hand-held radio
- Portable cellular telephone
- Portable public address system (bull horn)
- First aid kit
- Campus telephone directory
- Local telephone directory and yellow pages
- Emergency response manual

#### **4. GENERAL EMERGENCY COMMAND POST**

If the emergency involves a large part of the campus, the Command Post is to be set up in the Campus Safety Department Office in Beeson University Center. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one Campus Safety Officer is to staff the Command Post at all times until the emergency situation ends. A marshaling area for off-campus agency assistance shall be established by the Campus Safety Department for operations of the combined on-site emergency response. A conference room with facilities for emergency teams or media crews, and which is designed to accommodate multiple telephone and electrical appliances, is desirable.

## **RESOURCE TEAM**

#### **SAMFORD UNIVERSITY EMERGENCY RESOURCE TEAM**

The Samford University Emergency Resource Team shall consist of the following members. The Emergency Director may make additions and deletions as necessary.

- **Emergency Director: President or his/her designate**
- **Emergency Coordinator: Director, Campus Safety Department**
- **Damage Control: Vice President, Operations and Planning**
- **Student Affairs: Vice President, Student Affairs**
- **Academic Affairs: Provost or his/her designate**
- **Business Affairs: Vice President, Business Affairs**
- **Public Information: University Communications Officer**
- **University Ministries: University Minister**
- **Counseling Services: Director of Counseling Services**
- **Housing: Director of Residence Life**
- **Health Services: Director of Student Health Services**
- **Food Services: Director, Campus Dining**
- **Telephone Services: Telecommunications**

Team members may coordinate as necessary with the Emergency Director and other members of the team for implementation of the emergency contingency plan and support as it pertains to their area of responsibility. During an emergency situation, team members are to be kept in constant communication with the Emergency Command Post. Depending on the situation, this communication may be by telephone or two-way radio.

# **RESPONSIBILITIES**

## **1. EMERGENCY DIRECTOR**

**Responsible for the overall direction of the University emergency response. Declares and ends, as appropriate, the state of campus emergencies. Conducts liaison activities with the University Administration, governmental agencies, Emergency Resource Team and others as necessary. This may be the President of the University or his/her designate.**

## **2. EMERGENCY COORDINATOR**

**The Director of Campus Safety is responsible for the overall control and coordination of the emergency response. Determines the type and magnitude of the emergency and establishes the appropriate command post. Initiates contact with the President and University Administration, begins assessment of the University's condition. Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency. Maintains liaison with local agencies such as fire, police and other emergency service organizations. Performs other duties as may be required by virtue of the campus emergency. Prepares and submits a report to the President appraising the final outcome of the emergency. Supervises Campus Safety operations. Maintains the Campus Safety Department in a state of readiness. Notifies appropriate administrators and departments of major emergencies. Monitors campus warning and evacuation systems. Takes immediate action to protect life, property and to safeguard records. Obtains assistance from the City, County and Federal emergency agencies as may be required. Provides traffic control, access control, perimeter and internal security patrols as resources permit. Maintains liaison with University officials for telecommunications support and other support as may be required.**

## **3. DAMAGE CONTROL**

**The Vice President for Operations and Planning provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, and emergency repairs and equipment protection. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the Emergency Resource Team for emergency use. Obtains the assistance of utility companies as required for emergency operations. Furnishes emergency power and lighting systems as required. Surveys habitable space and relocates essential services and functions. Coordinates with other University officials for liaison and support.**

#### **4. STUDENT AFFAIRS**

The Dean of Students or designee will administer all activities and decisions regarding student activities and on-campus residential facilities. The offices of Student Health, University Ministries, Counseling Center, and Food Service will respond appropriately as needed. The Dean of Students will be the liaison with the Emergency Resource Team and other University officials to provide support and oversight as required.

#### **5. ACADEMIC AFFAIRS**

The Provost notifies faculty members, on or off campus, of the emergency situation as may be appropriate. Coordinates all matters relating to academic functions. May provide technical expertise and support from faculty members in appropriate situations, such as chemical spills or mishaps.

#### **6. BUSINESS AFFAIRS**

In conjunction with other officials, the Vice President for Business Affairs takes necessary action to protect and preserve University business records. Coordinates and expedites emergency purchases which may be required to meet the emergency situation. Provides personnel data that may be required to service employee and staff emergencies. Establishes contact and maintains liaison with appropriate business concerns; i.e., University insurance carrier. Maintains liaison with the Emergency Resource Team and other University officials to provide support as necessary.

#### **7. UNIVERSITY COMMUNICATIONS**

The University Communications Office establishes liaison with the news media for dissemination of information as requested by the President. He/She arranges for photographic and audio-visual services. He/She advises the President of all media reports concerning the emergency as these reports relate to the University. He/She prepares news releases for approval of the President and releases same to the news media.

#### **8. UNIVERSITY MINISTRIES**

Responds to special situations in which spiritual support, guidance, and comfort is needed. In the event of serious injuries and/or death the University Minister is responsible for contacting parents. Also, when appropriate, the University Minister may, in conjunction with the Director of Counseling Services, provide counseling to students in the aftermath of a crisis.

#### **9. COUNSELING SERVICES**

The Director of Counseling Services will respond to various types of emergencies, crises, and circumstances where professional counseling may be needed. This may involve personal counseling or group counseling following traumatic events. This might also involve counseling with parents, faculty, staff and students during a crisis or other critical incidents.

## **10. RESIDENTIAL LIFE**

**The Director of Residence Life will respond to all crises and emergencies which occur in or around residence facilities or involve resident students. The Director will coordinate his/her staff members in responding to emergencies and in providing necessary services to students during and after any crisis or critical event. The Director will communicate with and work cooperatively with other members of the Emergency Resource Team to ensure resident students receive the care and attention required. The Director will ensure evacuation procedures are in place and will help find alternate housing if necessary.**

## **11. HEALTH SERVICES**

**When an emergency or crisis occurs on campus, the Director of Student Health Services (SHS) will consult with the Emergency Director or Coordinator. The Director of SHS will conduct an assessment of medical needs, assist in the coordination of necessary medical attention, and determine the need for additional medical assistance. He/She will work in conjunction with the Emergency Resource Team members to meet the needs of the campus community. When appropriate, the SHS director will assemble his/her staff and resources and serve as a treatment facility for the management of non-critically or injured students, faculty, and staff.**

## **12. FOOD SERVICES**

**The Director of Campus Dining will ensure that adequate food preparation continue during any crises or emergency. This includes provisions of food for students and employees who may be on campus during the emergency circumstance. The Director of Campus Dining will work in conjunction with the Emergency Resource Team Members.**

# **RESPONSIBILITIES OF OTHER EMPLOYEES**

## **1. ADMINISTRATORS, DEANS AND DEPARTMENT HEADS**

Every administrator, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency.

- **Emergency Preparedness**
  - ▶ **Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training or explanation as required. The Campus Safety Department may be called for assistance.**
  - ▶ **Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. The Campus Safety Department may be called for assistance.**
- **Emergency Situations**
  - ▶ **Inform employees and students under their direction of the emergency situation. Initiate emergency procedures as may be required; i.e., evacuate the building.**
  - ▶ **Evaluate the impact that the emergency has on their activity and take appropriate action.**
  - ▶ **Maintain emergency communications with officials from their own activity and other officials as may be required.**

## **2. FACULTY AND SUPERVISORS**

Each faculty member and staff supervisor has the responsibility to:

- **Educate his/her students and/or employees concerning the emergency procedures as well as evacuation procedures for their building and/or activity.**
- **Survey and evaluate his or her building or assigned area for hazards and report same to the Campus Safety Department. Prepare work orders to Facilities Services to take corrective action to minimize hazards.**
- **Inform students and staff of an emergency and initiate emergency procedures as outlined in this guide or other safety procedures.**

## **EMERGENCY NOTIFICATION SYSTEM AND COMMUNICATIONS**

**The telephone is the primary means of emergency notification for Samford University. During an emergency situation the campus telephones are restricted to official use only. In the event of a failure of the campus telephone system, alternate means of communications will be used: portable cellular type telephones may be used if that system is operational; University portable radios will become the primary system for on-campus communications; runners may be used, contingent on the availability of personnel and the operational status of other systems.**

**The Campus Safety Department is the focal point for two-way transmission of official emergency information to appropriate administration officials. The Campus Safety officer on duty will initiate emergency situation notification to appropriate officials. Those officials receiving notification are to pass the information on to those departments and offices under their direction.**

**During emergency conditions members of the Emergency Resource Team, and other officials as necessary, may be supplied with a portable two-way radio for the purpose of maintaining communications.**

# REPORTING EMERGENCIES

All emergencies or other incidents should be reported to the Campus Safety Department and other appropriate authorities.

## EMERGENCY TELEPHONE LISTING

### ON CAMPUS

Campus Safety Department	726-2020
Chief's Cellular Phone	337-4560
Facilities Services (Business Hours)	726-2711
(After Hours)	726-2711
President's Office	726-2727
Assistant to the President	726-2977
Vice President, Oper/Planning	726-2850
Vice President, Student Affairs	726-2736
Vice President, Business Affairs	726-2811
Provost, Academic Affairs	726-2718
University Communications	726-2656

### OFF CAMPUS

Homewood Police Department	879-2101
Homewood Fire Department	879-4701
Paramedics / Rescue	879-4701
Jefferson County Sheriff's Department	325-1450
Alabama Department of Public Safety	322-4691
Jefferson Co. Health Department (Business Hours)	933-9110
(After Hours)	933-9271
Civil Defense – Jefferson County	254-1039
National Weather Service	942-1811
Ambulance Service: Careline	970-8700
Hospitals: Brookwood Medical Center	877-1930
Baptist Medical Center Montclair	592-1400
Carraway Methodist Hospital	226-6212
St. Vincent's Hospital	939-7100
South Highlands Hospital	930-7055
University of Alabama (UAB)	934-5105

**NOTE:** All Emergencies may be reported by calling 911.

# **EVACUATION PROCEDURES**

## **Building Evacuation**

- All building evacuations will occur when an alarm sounds and upon notification by Campus Safety officers or other authorized officials.
- When an alarm is activated or evacuation instructions are received from an authorized official, leave the building by the nearest exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators.
- Once outside the building, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, firelanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by an authorized official.

## **Campus Evacuation**

- Evacuation of all or part of the campus grounds will be announced by the Campus Safety Department as may be required.
- All persons are to immediately vacate the area of the campus in question and relocate to another part of the campus or vacate the campus as instructed.
- Evacuation of the campus by vehicle may be via the main entrance, the southwest gate, or an improvised exit as may be dictated by the emergency situation.
- Evacuation of the campus by foot may be at any point on the perimeter of the campus, on the opposite side from the emergency area.

## **Evacuation Sites**

If an order is given to evacuate the campus, the following sites have been identified for use (in order of response):

**Fort William C. Mulkey (National Guard Armory)  
2100 S Lakeshore Drive, Birmingham, AL.  
Capacity: 2000-2500**

**Covenant Presbyterian Church (Located behind the Armory)  
65 Old Montgomery Highway, Birmingham, AL.  
Capacity: 1000-1500**

**First Baptist Church of Birmingham (Across from the Armory)  
2209 Lakeshore Drive, Birmingham, AL.  
Capacity: 1000-1500**

## **FIRE ALARMS**

**If fire or smoke activates the fire alarm system or the building coordinator/occupant discovers fire or smoke conditions:**

- 1. The building coordinator/occupant should immediately dial 911.**
- 2. The building coordinator/occupant should provide; their name, location, nature of emergency and specific building information.**
- 3. The individual making the 911 call should activate the fire alarm system by use of a pull station.**
- 4. After making the 911 call and activation of the fire alarm system, all occupants are to evacuate the building immediately.**
- 5. Homewood 911 will notify Campus Safety after receiving the initial 911 call.**
- 6. Homewood Fire Department, Campus Safety and Facility Services personnel will inspect the building and take appropriate action to respond to the fire emergency.**
- 7. All occupants are to remain in their designated area until the “ALL CLEAR” is given to the building coordinator by Campus Safety.**

# **FIRE PROCEDURES**

**A continuing emphasis is placed on fire prevention at Samford University. However, when prevention fails we must be prepared for evacuation to assure survival. A clear understanding of the characteristics of fire and smoke is essential for escape in a fire situation.**

**Fire is hot and heat rises; therefore, at ceiling levels temperatures are hottest. Oxygen is burned at high levels first, so air is available on the floor. Smoke that is produced banks down to knee level and hovers there, even in serious fires. If you remain in a prone position or crawl, chances are you will be able to breathe and even see across the floor to a fire exit or area of refuge.**

**Should the need arrive to evacuate a building because of fire, follow these procedures:**

- 1. Go to your door. Using the back of your hand, feel the door from top to bottom for heat. Comment: If it's hot, don't open it. If it's cool, go to step 2. If the door is hot, go to step 8.**
- 2. Brace yourself behind the door and open it slowly. Comment: Just because the door isn't hot doesn't mean there isn't fire or heavy smoke on the other side. To stand up and open the door could mean instant death due to the on-rush of superheated air into your lungs. Crouching behind the door prevents it from being blown open due to the pressure created by fire, and keeps you relatively safe from the fire. If the environment outside isn't favorable, close the door and go on to step 8.**
- 3. Enter the hallway, and make your way to the nearest exit. Comment: Know your exits and weigh the situation. Can you make it to the nearest exit?**
- 4. Disabled – Proceed to designated assistance and holding areas.**
- 5. Exit the building via stairwells. Comment: Do not use elevators. You could become trapped or an overheated circuit may bring you to the floor of the fire.**
- 6. If your assigned stairwell is blocked by smoke and heat, go to an alternate exit. Comment: However, if you choose to leave and there's no indication of smoke in the corridor, close your door and leave it unlocked as you may be forced to return to your room by heavier smoke and heat.**

- 7. Once you have exited the building, stand away from it and wait for the order to return.**
- 8. If both your exits are blocked, go back to your room or area of refuge. Comment: Remember, if you have closed your door and left it unlocked, the environment in your room should be relatively free of smoke.**
- 9. Pack the doorframe with wet towels, sheets, whatever you have on hand to retard smoke from migrating into your room. Comment: Keep a towel to cover your face as well.**
- 10. Stay close to the floor. Proceed to your window and open the top and bottom. Comment: The smoke will escape through the upper portion and you'll be able to obtain fresh air through the lower portion.**
- 11. Let everyone within hearing distance be aware that you are trapped. Comment: Yell and wave a towel outside the window; and most of all, stay near the window. Go to the designated assembly area.**

## **TORNADO**

**Civil authorities monitor weather conditions and to the best of their ability announce tornado watch and warning situations. A tornado watch indicates that the weather conditions are such that a tornado could occur. A tornado warning indicates that a tornado has been sighted on radar or by individuals.**

**In the event of a tornado warning, the weather/civil preparedness siren located on campus will be sounded by local authorities. The sirens will be tested on a monthly basis, the first Wednesday of each month at 10:00 a.m. The test will be one minute or less.**

- If indoors, seek refuge in a doorway, interior hallway, under a desk or table. Stay away from windows and exterior doors. After the tornado has passed, evacuate the building.**
- If outdoors and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground. Caution: Avoid power or utility lines as they may be energized.**
- If in an automobile, stop as quickly as safety permits, exit the vehicle and seek shelter in a ditch or depression in the ground. Lie flat on the ground. Caution: Avoid power or utility lines as they may be energized.**
- After the tornado has passed, notify the Campus Safety Department of the situation and any immediate emergency action which may be necessary.**

## **SPECIFIC PROCEDURES RESIDENCE LIFE**

**During daylight hours and normal business hours, personnel should be alert to the weather conditions, listen for any warning sirens and take action consistent with the situation. During the night hours, when residents are normally in the residence halls, Residence Life personnel should be alert for tornado watch or warning announcements. If the warning siren sounds, assist residents in moving to safer areas.**

**Residents should move to the interior of the buildings and, if possible, to the lower floors, basements if possible. Residence Life personnel should become totally familiar with their building and identify areas which offer the best protection for the safety of the residents.**

**After a tornado, Residence Life personnel should conduct an accounting of all the residents assigned to the building. Campus Safety should be notified of the situation and will process any needs for emergency assistance; i.e., medical attention, locating residents, etc.**

## **EARTHQUAKE**

**In the event of an earthquake, follow these procedures.**

- If indoors, seek refuge in a doorway, under a desk or table. Stay away from glass windows, shelves and heavy equipment which may fall.**
- If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized.**
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.**
- After the initial shock, evaluate the situation and if emergency help is necessary call the Campus Safety Department. If indoors, evacuate the building. Protect yourself at all times and be prepared for aftershocks.**
- Report damaged facilities to the Campus Safety Department and Facilities Services. Caution: Be alert for gas leaks and power failures which create special hazards.**

## **MEDICAL AND FIRST AID**

**Emergency telephone numbers:**

<b>Samford Campus Safety</b>	<b>726-2020</b>
<b>Paramedics, Homewood Fire Department</b>	<b>879-4701</b>
	<b>911</b>

**If serious injury or illness occurs on campus, immediately call the Campus Safety Department and the Homewood Paramedics. Give your name, location of the victim and describe the medical problem.**

- **Keep the victim still and comfortable. Do not move the victim.**
- **Ask victim, “Are you okay?” and “What is wrong?”**
- **Check breathing and give artificial respiration / CPR if necessary. This should be by trained personnel only.**
- **Control serious bleeding by direct pressure on the wound.**
- **Continue to assist the victim until help arrives.**
- **Look for emergency medical ID, question witnesses and give all information to the paramedics.**

## **CHEMICAL OR RADIATION SPILL**

**Any spillage of a hazardous chemical or radioactive material is reported immediately to the Campus Safety Department, and the Homewood Fire Department. When reporting, be specific about the nature of the involved material and exact location.**

**The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Safety personnel or other authorized authorities.**

**Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names and other information to authorities. Required first aid and cleanup by specialized authorities should be started at once.**

**If the spillage is in a building, follow evacuation procedures and evacuate the building. As may be necessary, follow the instructions of Campus Safety Officers or other authorities to evacuate part or all of the campus.**

# **BIOLOGICAL THREAT**

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents which would likely be used as weapons are bacteria, viruses, and toxins.

## **BACTERIA**

Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.

## **VIRUSES**

Viruses are organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

## **TOXINS**

Toxins are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

There are many ways to implement a biological attack; the following agents are some of the most feared:

## **ANTHRAX**

Anthrax is a bacterium, but contains a spore that is able to get into the lungs, reproduce and create a toxin which is fatal.

## **SMALLPOX**

Smallpox is a virus. It was a major killer until being controlled by vaccinations in the 20<sup>th</sup> century. It has been eradicated world-wide; however, terrorists could release new strains.

## **BOTULIN TOXIN**

Botulin bacteria produce the botulin toxin. This toxin inhibits the release of chemicals in nerve cells that cause muscle contractions and paralysis.

## **EBOLA VIRUS**

This virus spread through direct contact and can be fatal in some individuals.

## **WHAT TO DO TO PREPARE FOR A BIOLOGICAL ATTACK**

**The best protection against a chemical and/or biological attack would come from being prepared and getting quick medical attention. It is recommended that a disaster kit be available and include the following:**

- 1. Battery-powered commercial radio with extra batteries.**
- 2. Non-perishable food and drinking water.**
- 3. Roll of duct tape and scissors.**
- 4. Plastic for doors, windows and vents for the room where individuals will be sheltered. This should be a room where air can be blocked which could contain biological and/or chemical agents.**
- 5. First aid kit.**
- 6. Sanitation supplies including soap, water and bleach.**

## **WHAT TO DO DURING A BIOLOGICAL ATTACK**

**It is recommended that the following guidelines be adhered to during a biological attack:**

- 1. If in a residence hall, follow the instructions of Residence Hall Supervision. If supervision is not available, contact the Office of Campus Safety for instructions; 726-2020 (If in a classroom, follow the instructions of the faculty/staff member for advice of where to go). If possible, turn off all ventilation, including furnaces, air conditioners, vents and fans. Seek shelter in an internal room, preferably one without windows. Remain in protected areas where toxic vapors are reduced or eliminated, and be sure to take your battery-operated radio with you. If you are caught in an unprotected area, you should; attempt to get up-wind of the contaminated area, attempt to find shelter as quickly as possible, and listen to the radio for official instructions.**

## **WHAT TO DO AFTER A BIOLOGICAL ATTACK**

**In many biological attacks, individuals will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment.**

**In some situations, like the Anthrax letters sent in 2001, individuals may be alerted to a potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. Again, it will be important for you to pay attention to**

**official instructions via radio, television, and emergency alert systems.**

**If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items and wash yourself with warm soapy water immediately. Put on clean clothes and seek medical assistance. The Office of Campus Safety is designated as Samford University's official emergency office for the entire campus.**

## **BOMB THREATS**

**There are only two reasonable explanations for a call reporting that there is a bomb in a particular location: (1) The caller has knowledge or believes that an explosive device has been placed in the location and he/she wants to minimize personal injury or property damage. (2) The caller wants to create an atmosphere of anxiety and panic to disrupt normal activities.**

**The vast majority of bomb threats turn out to be a hoax; however, it is practically impossible to determine immediately whether the threat is real or a hoax. Therefore, for the safety of people, buildings should be evacuated when a bomb threat is received.**

**When a bomb threat is called in:**

- Keep the caller on the line as long as possible. Ask him to repeat the message. Record every word spoken by the person.**
- If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask him for this information.**
- Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.**
- Pay particular attention to peculiar background noises such as motors running, background music, and any other noise which may give a clue as to the location of the caller.**
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.**
- Report this information immediately to the Campus Safety Department. The person receiving the call should complete the Bomb Threat Report Form (attachment).**

- **Campus Safety Officers and other authorities will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and if any are found to report their location to Campus Safety. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.**

**DEPARTMENT OF CAMPUS SAFETY  
SAMFORD UNIVERSITY  
BOMB THREAT REPORT FORM**

**THREATENING PHONE CALL**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Exact words of person placing call:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Questions to ask caller:**

1. **When is the bomb going to explode?** \_\_\_\_\_
2. **Where is the bomb right now?** \_\_\_\_\_
3. **What kind of bomb is it?** \_\_\_\_\_
4. **What does it look like?** \_\_\_\_\_
5. **Why did you place the bomb?** \_\_\_\_\_

**DESCRIPTION OF CALLER'S VOICE:**

**Male:** \_\_\_\_\_ **Female:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Young:** \_\_\_\_\_

**Middle Age:** \_\_\_\_\_ **Old:** \_\_\_\_\_

**Tone of Voice:** \_\_\_\_\_ **Accent:** \_\_\_\_\_

**Is voice familiar?** \_\_\_\_\_ **If yes, who did it sound like?** \_\_\_\_\_

**Background noises:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**PERSON RECEIVING/MONITORING CALL:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Authorities notified of threat:** \_\_\_\_\_ **Time:** \_\_\_\_\_

# EXPLOSION

In the event of an explosion, take the following actions:

- Immediately take cover under tables, desks or other objects which will give protection from falling glass or debris.
- After the effects of the explosion have subsided, notify the Campus Safety Department. Give your name, the location and nature of the damages.
- If necessary, or when directed to do so, activate the building alarm system. The alarm system may only alert persons in the building; you must still report the emergency by telephone.
- When the building evacuation alarm sounds or when told by authorized officials to leave the building, do so by following established evacuation procedures.

# VIOLENT OR CRIMINAL BEHAVIOR

The Campus Safety Department is located in Room 202, Beeson University Center and provides 24 hour, 7 day a week help and protection.

Emergency Number: 726-2020

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, **AVOID RISKS:** be observant to details for later reporting.

If you observe criminal behavior, suspicious persons or suspicious activities on campus, promptly report this information to the Campus Safety Department at 726-2020.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

**In the unlikely situation if you are taken hostage:**

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unstable. Don't make mistakes which could jeopardize your well-being.

- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times possible, but do not stare. Treat the captor like royalty.**
- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.**
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.**
- f. Be prepared to answer the police on the phone. Be patient. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates them in additional offenses.**

# **CIVIL DISTURBANCE OR DEMONSTRATIONS**

**A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:**

- 1. Interference with the normal operations of the University.**
- 2. Prevention of access to office, buildings or other University facilities.**
- 3. Threat of physical harm to persons or damage to University facilities.**

**If any of these conditions exist, Campus Safety should be notified and will be responsible for contacting and informing appropriate University officials. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:**

## **Peaceful, Non-Obstructive Demonstrations**

- a. Generally, demonstrations of this kind should not be interrupted.**
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time: (1) Arrangements will be made by the Director of Campus Safety to monitor the situation during non-business hours: or (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.**

## **Non-Violent, Disruptive Demonstrations**

**In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:**

- a. Demonstrators will be asked to terminate the disruptive activity by the Director of Campus Safety or other designated officials.**
- b. Key University personnel and student leaders will be asked to go to the area and ask the demonstrators to desist.**
- c. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue may result in disciplinary action or possible intervention by civil authorities.**
- d. After consultation with the President and other officials, the need for an injunction and intervention of civil authorities will be determined.**

## **Violent, Disruptive Demonstrations**

**In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and other appropriate University officials will be notified.**

### **During Business Hours**

**In coordination with appropriate University officials, Campus Safety will contact the Homewood Police Department. The Campus Safety Department will establish a communications link with the Homewood Police Department.**

### **After Business Hours**

**The Campus Safety Department should be immediately notified of the disturbance. Campus Safety will investigate the disruption and notify the Director of Campus Safety, and the Dean of Students. The Dean of Students will report the circumstances to the President and notify key administrators as appropriate. In coordination with the President, Director of Campus Safety and other officials, determine the need for police assistance.**

### **Note**

**The Director of Campus Safety has the authority to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.**

### **Attachments**

- A. Directive to immediately terminate demonstration.**
- B. Directive to immediately terminate demonstration with the assistance of police.**
- C. Inclement Weather Response Team (IWRT)**
- D. Active Shooter Incident**

## **ATTACHMENT A**

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

**(Identify Self)**

**This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Trustees; take whatever measures are necessary to restore order- - including calling for police assistance. Any student who continues to participate in this demonstration is subject to immediate suspension and possible arrest.**

## **ATTACHMENT B**

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE**

**(Identify Self)**

**You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.**

## ATTACHMENT C

Members of the IWRT will be subject to immediate campus response when the threat of inclement weather is forecasted. For the purposes of this attachment, inclement weather can include but is not limited to: the threat of tornadoes, snow/ice/rainy conditions, hurricanes, etc. The IWRT will include a team director, coordinator, leaders(s), and member(s).

### **TEAM DIRECTOR**

Chief Bobby N. Breed

### **TEAM COORDINATORS**

Deputy Chief Steve Inman

Lieutenant Kevin Gillilan

### **TEAM LEADER – TEAM-A**

Supervisor Linda Vandiver

### **TEAM LEADER – TEAM-B**

Supervisor Alicia Newton

### **TEAM MEMBERS (A)**

Officer Robbie Tucker

Officer Geoffrey White

### **TEAM MEMBERS (B)**

Officer Melissa Borchardt

## **ATTACHMENT D ACTIVE SHOOTER**

### **Contact Authorities**

- 1) Department of Campus Safety – 205.726.2020
- 2) Emergency 911 – City of Homewood Police and Fire Department. Be aware that the 911 emergency systems will likely be overwhelmed. Suggest that all personnel program the Department of Campus Safety’s direct telephone line/number into any desk and/or cellular telephone for all emergency use.

### **What To Report**

- 1) An understanding of what has occurred...
- 2) Specific information regarding the caller’s location, room number, etc...
- 3) Any injuries reported? If so, where and of what nature...
- 4) Assailant(s) – location, room number, physical description, weapon(s), etc...

### **Secure Immediate Area**

- 1) Lock all doors...
- 2) Turn off lights and close all blinds...
- 3) Turn off all radios and computer monitors...
- 4) Keep all occupants calm, quiet, and out of sight...
- 5) Silence all cellular phones (vibrate mode)...
- 6) Remain inside until all-clear is received...

### **Law Enforcement Response**

- 1) Objective is to engage the shooter(s)...
- 2) Evacuate victims...
- 3) Render first aid to those in need...
- 4) Investigate the incident (post measure)...