



Health and Safety Policies

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Active Shooter Policy

Policy and Enforcement

Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her. CALL 911 WHEN IT IS SAFE TO DO SO!

How to Respond when an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Origin Document(s)

WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include: Fire, Hurricane, Tornado, Environmental Hazard, Food Poisoning, Power Outage, Bomb/Bomb Threat, Criminal on/near Campus, Hostage Situation, Protest, Murder on Campus, Unstable Person

WCUCOM will provide timely warnings and notifications of the health and safety of its faculty, staff, and students using the saderwatch notification system that includes email, text messages, and phone calls. We also utilize an emergency siren on campus.

Contact

WCU Campus Security 601.318.6300

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from

which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Reactions of Managers During an Active Shooter Situation

Employees and students are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information address to individuals with special needs and/or disabilities
- Your building should be handicap-accessible, in compliance with ADA requirements.

Safety Message: To be emailed and transmitted through Sader Watch:

Level Three: "Immediate safety threat. Lockdown in place."

Blood Borne Pathology Policy

Policy and Enforcement

The goals of this policy are to ensure the immediate cleansing of the exposure site, reporting of the incident, immediate appropriate post-exposure prophylactic treatment, when indicated, using Center for Disease Control and Prevention (CDC&P) guidelines within two hours of the exposure or less, appropriate laboratory work-up, counseling, and appropriate follow-up. The Associate Dean, Clinical Sciences shall be a point of contact for any problem that may arise.

The Blood-borne Pathogen (BBP) policy includes three components:

- *Blood-borne Pathogen Education*
All WCUCOM students will attend:
 - An annual two-hour block of instruction on HIV, and
 - A one-hour block on Universal Precautions that will address the following:
 - CDC&P current relevant universal exposure precautions
 - The post-exposure reporting process
 - Prophylactic treatment of BBP/transmitted diseases as indicated;
- *BBP/HIV Exposure*
Immediate post-mishap evaluation of exposure risk, as outlined by current CDC&P guidance and recommendations, is required. All students with medical education-related BBP/HIV exposure through another person's blood or body fluids – by sharps injury or exposure to mucous membranes/skin – will immediately take the following steps:
 - Perform basic first aid: Immediately cleanse the wound and skin with soap and running water. Flush any mucous membranes or eyes with copious amounts of water or normal saline for several minutes. Blood should be allowed to flow freely from the wound. Blood should not be squeezed or “milked” from the wound,
 - Immediately notify the Preceptor or Attending Physician: Any WCUCOM student with medical education-related BBP/HIV exposure will be immediately released from his/her preceptorship/rotation to go to the nearest affiliated hospital Emergency Room (ER). If no affiliated hospital is in the area, go to the nearest hospital with an ER,
 - Report to the ER: The student will report to the ER for BBP/HIV exposure in order to 1) help the student assess whether the exposure is low- or high-risk using the most current CDC&P guidelines; 2) start post-exposure prophylactic medication within two hours if the incident is a high risk, and
 - Notify the Associate Dean, Clinical Sciences of the incident; and
- *Appropriate follow-up*
The student must report for follow-up to the previously identified physician who is the designated site clinical contact for BBP/HIV exposure. This individual will be designated by the Chief of Staff or Director of Medical Education at each of the core areas and be identified to the student prior to starting the preceptorship/rotation. This physician will prescribe appropriate medications, laboratory evaluation, and counseling as recommended by the CDC.

Scope

Applies to On-campus and Off-campus WCUCOM clinical encounters.

Origin Document(s)

WCUCOM Student Handbook
WCUCOM Faculty Handbook

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include Fire prevention, Infectious Disease, and Environmental Hazards. All students, faculty, and staff receive periodic training on these procedures.

WCUCOM will provide timely warnings and notifications of the health and safety of its faculty, staff, and students using the saderwatch notification system that includes email, text messages, and phone calls. We also utilize an emergency siren on campus.

Contact

Associate Dean Clinical Sciences/Senior Associate Dean
601.318.6084

Rotation Preceptor or onsite coordinator

Bomb/Bomb Threat Policy

Policy and Enforcement

Before the Emergency

Know the gathering locations and contact persons for each of the buildings used for work, study, and residence.

Identify the Emergency

If someone receives a bomb threat or observes a suspicious object or package on campus, security should be notified immediately. Security will make the call for the university notification system to be activated and will place a call to the police department.

If you receive a bomb threat, immediately fill out the bomb threat form that is found in the Crisis Manual. This will provide information to the investigators regarding the call.

If you are in a building where a bomb is suspected
DO NOT OPEN DRAWERS OR CABINETS!
DO NOT TURN LIGHTS OR OTHER SWITCHES ON OR OFF!
DO NOT TOUCH ANY SUSPICIOUS PACKAGES!
Evacuate the area immediately.

Take Appropriate Action

The CMT and local authorities will determine the plan of action. A decision on evacuation will be based upon available information. If the decision is to evacuate a building(s), occupants should take personal packages, lunches, briefcases, etc., so they will not be mistaken for explosives. Because a bomb may be sound sensitive, building fire alarms should NOT be activated in order to prompt evacuation. Individuals responsible for an evacuation should accomplish the task quickly and quietly.

End Crisis Mode

The crisis will be considered ended when declared so by the city police department or the CMT leader in cooperation with the police department. This will usually be after a sufficient amount of time has passed and the threat considered over.
Safety Message: To be emailed and transmitted through Sader Watch.
Evacuate the building immediately to an unoccupied space in the north parking lot. Take all personal items with you.

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Origin Document(s)

WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include: Fire, Hurricane, Tornado, Environmental Hazard, Food Poisoning, Power Outage, Criminal On/Near Campus, Hostage Situation, Protest, Unstable Person, Active Shooter, and Murder on Campus

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Contact

WCU Campus Security 601.318.6300

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

Criminal On/Near Campus Policy

Policy and Enforcement

Identify the Emergency

An emergency exists when the campus has been notified through official means that a crime has been committed and the suspect is located on or near the campus. This is reserved for more serious crimes in which the criminal may resort to desperate measures. Notification should be made to the entire campus population through the standard campus alert alarm system of text, e-mail, telephone, etc.

Take Appropriate Action

This kind of emergency usually dictates that the police department set up a command post in the immediate area of concern; however, this is not necessarily on the university's campus grounds. Until the crisis ends, a campus communication center may be warranted. Security should be placed in strategic locations on campus to monitor persons approaching campus. Information forthcoming to the CMT leader from the police department should be disseminated as necessary. The public information officer is responsible for handling outside media if necessary.

End Crisis Mode

Events will be monitored and the campus notified when this situation is brought to conclusion.

Safety Message: To be emailed and transmitted through Sader Watch:

Level Two: "A safety threat is occurring in or near Building A. Please do not leave your building until further notice."

Level Three: "Immediate safety threat. Lockdown in place."

Scope

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601.318.6188

Crisis Management Team (CMT)

Policy and Enforcement

Direction And Coordination

The WCU crisis management team shall direct all emergency operations. When an emergency/disaster occurs, the security supervisor will be in charge until relieved by the team. The crisis management team leader or designee shall coordinate all emergency operations. The direct operational control of the campus in such an event is the sole responsibility of the CMT (crisis management team). The coordination of emergency resource teams is the responsibility of the CMT leader, who will coordinate all functions.

Crisis Management Team Members

The CMT leader will establish an emergency command post and shall immediately begin to contact all necessary members of the team. The team consists of the following:

- President Dr. Ben Burnett
- Provost Dr. Daniel Caldwell
- Team Leader: Bob Blevins, Facilities Director
- Assistant Team Leader: Valerie Bridgeforth, Student Affairs
- CFO Grant Guthrie
- Administrative Liaison: Charlotte Green, President's Office
- Campus Security: Randy Banks, Professional Security
- Communications: Suzanne Monk, Media Relations
- Damage Control: Ben Jackson, Facilities
- Employee Liaison: Dede Shows, Human Resources
- Information Technology: Jeff Andrews, I.T.
- Tradition Liaison: Cassandra Conner, Admin.

Team members are to keep in constant communication with the Emergency Command Post. General responsibilities of the team are as follows:

TEAM LEADER:

- a. Responsible for the overall direction of the university emergency response.
- b. In consultation with the president, convenes the members of the CMT and advises them of the nature of the emergency and coordinates plan implementation.
- c. Works with assistant team leader and others in assessing the emergency and preparing for the university's response.
- d. Supports and monitors activities and makes assignments as needed.
- e. Declares the end of the state of emergency at the appropriate time.
- f. Notifies and conducts liaison activities with the administration, governmental agencies, and others as necessary.

ASSISTANT TEAM LEADER:

- a. Assist the leader with assessing the emergency and directing the overall response.
- b. Evaluates the site of the emergency and assists efforts of facility personnel and outside rescue and fire agencies.
- c. Assures guides for outside emergency service agencies and barricades are posted as needed.
- d. Assists with notification of the administration, governmental agencies, CMT, and others.
- e. Assists with conducting liaison activities with all available resources.
- f. Assumes the role of team leader when he or she is not available; assigns a temporary assistant team leader.

ADMINISTRATIVE LIAISON:

- a. Responsible for providing information to the university president, who shall in turn inform the board of trustees.
- b. Secures and coordinates the resources of the Office of the President.
- c. May serve as the administrative authority and liaison with local hospitals.

Scope

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WCU Campus Security 601.318.6300

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

d. Maintains a chronological log of events.

CAMPUS SECURITY:

- a. Maintains a constant state of readiness.
- b. Notifies university administration of major emergencies.
- c. Monitors campus emergency warning and evaluation systems.
- d. Assists and supports the assistant team leader in containment of emergency site as instructed.

COMMUNICATIONS:

- a. Establishes contact with public media as directed by the president.
- b. Establishes contact with local television and radio stations for public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Advises president or designee of all news covering the situation or emergency affecting campus.
- e. Prepares news releases for approval and releases to media concerning emergency.

DAMAGE CONTROL:

- a. Provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- b. Provides vehicles, equipment operators for movement of personnel and supplies; assigns vehicles as required to CMT for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting system as required.

EMPLOYEE LIAISON:

- a. Present during emergency to provide employees and their families with information concerning emergency.
- b. Assists employees with appropriate response to the emergency.
- c. Assigns and supports institution liaisons to families of employees as appropriate.

INFORMATION TECHNOLOGY:

Will be available to provide resource assistance for the university involving distribution of information and direction through the website, emails, and text. Safe-guarding the institutional records will be assigned as a priority as an emergency indicates such action.

STUDENT LIAISON:

- a. Is present during emergency to provide students and parents with information concerning emergency.
- b. Assists student population with appropriate response to the emergency.
- c. Assigns and supports institution liaisons to families of students as appropriate.

It will be the responsibility of the team members to direct and contact other members of their staff as needed. It is the responsibility of the CMT leader to review this manual at least annually to determine that all information is current and correct. Any changes should be given in writing to the vice president of student affairs who will present them to the CMT for approval and distribution to the entire campus. The website copy should be current with all changes. Evaluation of the crisis management plan should be done on an annual basis in order to have it current for the beginning of each academic year. The CMT should be authorized to give immediate attention to any identified changes. Changes in the manual should include updates of names and telephone numbers of those serving in various positions, additions or deletions in the basic material of the plan, changes in responsibilities of the CMT members, individual building contacts, etc.

Environmental Hazard Policy

Policy and Enforcement

*Weather emergencies are addressed in a separate policy.

- Chemical Spills
 - A hazardous chemical spill is very unlikely to occur at WCUCOM. Policies relating to the research laboratory are available through the Office of the Associate Dean, Research and should be reviewed by all members of WCUCOM before entering this area,
 - Should a chemical spill occur, all personnel are advised to follow the below plan:
 - Notify all people in the immediate area of the spill and need to evacuate the area,
 - Assist anyone who is unable to evacuate on his or her own power,
 - Close doors to the affected area and otherwise isolate the spill if possible,
 - Notify campus security
 - MSDS information is available in the research and anatomy laboratories, through the Associate Dean, Research, and through WCU Facilities;
 - Do not attempt to clean a hazardous material spill unless you have received specific training and are so authorized by WCU facilities;
- Radiation exposure
WCUCOM does not, at the time of the writing of this document, operate any diagnostic, treatment, or research radiation producing equipment; therefore, radiation exposure is of no greater risk at WCUCOM than in your private dwelling; and
- Laser exposure
WCUCOM does not at the time of the writing of this document operate any diagnostic, treatment, or research laser or laser gas producing equipment.

Treatment and Care

In the case of a chemical spill or exposure, follow the MSDS guidelines for care after establishing immediate safety and notifying any WCUCOM faculty, staff, administrator, or calling campus security.

Call or have a bystander call 911 for serious emergencies.

Scope

Applies to all WCUCOM Operations

Origin Document(s)

WCUCOM Student Handbook
WCUCOM Faculty Handbook
WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include Fire prevention, Infectious Disease, Blood-borne Pathogen Exposure and Post-Exposure Prophylaxis Policy. All students, faculty, and staff receive periodic training on these procedures.

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Contact

Director of Operations
601.318.6337
WCU Campus Security 601.318.6300

Fire Safety

Policy and Enforcement

All faculty staff and students must know the location of fire extinguishers, fire exits, and alarm systems on campus and how to use them. Training and information is available through the facilities department and, if needed, the fire department. All housing staff receive training each year for safety in residential housing.

Identify the Emergency

An emergency exists when building fire alarms or sprinkler systems are activated, or when someone actually sees smoke or fire and sounds an alarm. Security should be notified immediately and the fire department called.

Security should be called as:

- They can verify the emergency and call for proper assistance.
- They can deal with small fire by using fire extinguishers
- They can implement an existing plan to have security meet fire equipment as it comes onto campus and to show exactly where the emergency is located.

Take Appropriate Action

When an alarm sounds, the building(s) affected must be evacuated immediately. Walk quickly to the nearest marked exit and alert others to do the same. Assist disabled persons in exiting the building. Close all doors to help confine the fire and reduce oxygen.

NEVER USE WATER TO EXTINGUISH AN ELECTRICAL FIRE!

DO NOT LOCK DOORS!

DO NOT USE ELEVATORS DURING A FIRE!

DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by a university official.

If you become trapped in a building and a window is available, place an article of clothing outside the window as a marker to rescue crews. If no window is available, remain near the floor where the air is less toxic. Shout periodically to alert emergency crews of your location.

ABOVE ALL, DO NOT PANIC.

Once outside, move to the clear, designated area away from the affected building in order to be counted as safe.

Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. A command post may be set up near the emergency site. Keep clear of the post unless you have official business.

Any damage or injuries should be reported to the post. This will be the site for immediate first aid. The CMT will determine other action as necessary.

A personnel member has been designated as the contact for each building on campus. This person or designee will be responsible (as much as possible) for sensitive documents or materials.

End Crisis Mode

The university will activate the appropriate notification system to update the campus and outside media. If injuries are incurred, designated offices will deal with types of injuries and family contacts, i.e., Student Affairs for student injuries. Designated offices will develop a follow-up plan for each type of crisis and hold a debriefing meeting to discuss problems or improve action plans. Written documentation of the particular crisis will be prepared for future use.

Scope

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Contact

Director of Facilities

601.318.6155

Vice President for Student Affairs

601.318.6188

WCU Campus Security 601.318.6300

Food Poisoning Policy

Policy and Enforcement

Identify the Emergency

An emergency exists when there is an outbreak of illness on campus that appears to be food poisoning or the result of possible contamination of food products from MMI.

Take Appropriate Action

The vice president of student services and MMI's food service manager should be contacted immediately and made aware of the situation. The residence life staff should be notified in order to be aware if students in their facilities come down with the illness.

The external relations office should be contacted to deal with outside media coverage. The CMT leader should also be notified, but there may not be a need for the entire university's notification system to be activated. The team leader will decide at this time what other notifications should be made. If the source of food poisoning is the campus dining services or catering, all individuals who have come into contact with the contaminated food must be contacted and made aware of the situation. Security should be notified so that they are aware of the situation and are able to field incoming calls made to security.

The vice president of student support and MMI's manager should designate emergency food suppliers. Efforts should be made to determine the source of contamination. Medical needs of those affected must be assessed and addressed by the Forrest County Health Services as deemed necessary. When investigation is complete, clean up efforts should begin to rid the campus of the source of the contamination.

End Crisis Mode

The crisis will be considered over when all persons affected have been given the proper assistance. The reason for the contamination should be addressed and steps taken to prevent a reoccurrence. Negative public relations fallout should be addressed on and off campus.

Scope

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Contact

MMI Food Services
601.318.6036

WCU Vice President for Student Affairs
601.318.6188

WCU Director of Facilities
601.318.6155

WCU Campus Security 601.318.6300

Health and Safety

Policy and Enforcement

William Carey University is committed to providing the safest possible conditions for its students, employees, and visitors, and to minimizing the environmental, health, and safety risks to which they are exposed. Risks must be anticipated and dealt with responsibly and systematically by all members of the university staff so as to reduce the occurrence of accidents and/or illnesses. The university will provide the equipment, facilities, training, and supervision necessary to achieve a risk control program that prevents or recovers all types of potential losses. In order to enhance this concern, an emergency/safety plan has been developed. This plan is applicable to the Hattiesburg and Tradition campuses. The Baton Rouge location is housed at Baton Rouge General Hospital. As such, the Baton Rouge location follows the safety plan established by the hospital. A copy of this plan is available in the office of the director of the nursing program on the Baton Rouge campus.

Procedure: Procedures for the emergency/safety plan will be printed and posted so that all students, faculty, and staff will be knowledgeable of proper safety precautions. Environmental health and safety activities and procedures will be administered so as to achieve the highest ethical and professional standards in accord with legal and contractual requirements. Accident prevention measures will be integrated into all academic and operational activities.

Each dean, director, chairperson, and supervisor is responsible for safety performance in his/her respective area. The Safety, Health, and Traffic Committee will provide technical assistance in establishing procedures and monitoring performance in activities involving public health and safety environmental protection. The university is committed to the following:

1. Development and enforcement of safety and health rules
2. A program of safety and health inspections to find and eliminate unsafe conditions or practices
3. Employee training in good safety and good health practices
4. Prompt investigation of accidents/incidents to determine the causes and to prevent recurrences
5. Shared responsibilities among administrators, faculty, staff, and students for adherence to all aspects of the safety and health program.

Because of the personal nature of safety performance, everyone with supervisory responsibility is expected to participate directly in the supervision of programs to ensure that safe working conditions are maintained. Faculty and staff will be directly responsible for their own safety and for the safety of students and employees. This responsibility can neither be transferred nor delegated. Supervisors will provide training for accident prevention, as necessary, for those working under their direction.

Scope

Applies to all WCU Operations

Related Procedures

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601.318.6155

Vice President for Student Affairs
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WCU Campus Security 601.318.6300

Hostage Situation Policy

Policy and Enforcement

Identify the Emergency

Should a hostage situation develop on campus, security and the CMT leader should be notified immediately.

This will allow for the campus notification system to go into action as well as gaining assistance from the local police department. Upon arrival of the local police department, activity with regard to the hostage situation will be directed by that unit.

Take Appropriate Action

It is possible that buildings may need to be evacuated, but only at the direction of city police department and/ or the CMT. Any evacuation should be done quickly and quietly with direction through the police. Hostage situations have an ongoing danger until resolved, so the less movement there is in the proximity the better. Assessment will need to be made as to the individuals in danger and what campus locations are threatened. This will be done in conjunction with the expertise of the police. A command post may be set up close to the crisis point; therefore, all nonofficial traffic should keep clear of the area in question.

End Crisis Mode

The emergency will be considered over when the situation has been entirely resolved by the police and the CMT. Notification will be conducted by using the university alert system.

Safety Message: To be emailed or transmitted though Sader Watch:

Level Two: "A safety threat is occurring in or near Building A. Please do not leave your building until further notice."

Level Three: "Immediate safety threat. Lockdown in place."

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Origin Document(s)

WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include: Fire, Hurricane, Tornado, Environmental Hazard, Food Poisoning, Power Outage, Bomb/Bomb Threat, Criminal on/near Campus, Protest, Murder on Campus, Unstable Person, Active Shooter

WCUCOM will provide timely warnings and notifications of the health and safety of its faculty, staff, and students using the saderwatch notification system that includes email, text messages, and phone calls. We also utilize an emergency siren on campus.

Contact

WCU Campus Security 601.318.6300

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

Hurricane Safety

Policy and Enforcement

Before the Emergency

Review the disaster procedures and know the contact persons critical to the potential disaster.

Identify the Emergency

All faculty, staff, and students will be alerted as to the emergency situation by Sader Watch, emergency siren, and by word of mouth. Security and Sader Watch will be responsible for notifying persons on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow outlined procedures for student housing.

In the event of a hurricane threat to Mississippi, the office of the president will make the official call for continued operation or closing of the university.

Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website www.wmcarey.edu, local media, or by telephoning 1-800-962-5991. No structures on

William Carey's campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus.

Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the housing office.

The university will send updates via Sader Watch.

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Origin Document(s)

WCU Crisis Management Plan

Related Procedures

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Contact

Director of Facilities

601.318.6155

Vice President for Student Affairs

601.318.6188

WCU Campus Security 601.318.6300

Infectious Disease Policy

Policy and Enforcement

Within WCUCOM sound infection control policies are rooted in the development of good standards of hygiene. This is the most effective way to interrupt the spread of infections commonly encountered in situations where a large number of people are in close contact. The spread of infection can be reduced by:

- Immunization of susceptible people;
- Immunization of students, staff, and faculty
 - If all potential targets for infection were made resistant by immunization then the infectious chain would be broken, This policy includes the recommendations and schedules of the Centers for Disease Control
<https://www.cdc.gov/vaccines/vpd/flu/index.html>
- Exclusion of the infectious source
 - Many infectious diseases are most transmissible as symptoms develop. It is important that members of the WCUCOM family be attuned to early symptoms. All staff and faculty have sick days with pay in order to accommodate for these instances. All courses have allowances for time away from the classroom for such occurrences. All lectures are recorded and all syllabi have a means to make up any missed required class or assignments (refer to Attendance Policy above), and
 - All employees have the WCU insurance available to them and this policy covers the treatment and diagnosis of communicable diseases. All students are required to have health insurance.
- Implementation of Standard Precautions and basic good hygiene practices
 - Placing reliance on the identification of all potentially infectious individuals will not effectively control the spread of infection in educational settings. Thus, prevention of the spread of disease should be the primary controlling tool employed in situations where people are in close contact. These tools include standard precautions and good hygiene practices, and
 - Standard precautions are work practices that were designed based on the assumption that all blood and all body fluids are potentially infectious. (See Blood Borne Pathogen section);
- Good Hygiene practices
 - a. If sanitizing stations are empty, please contact the Dean's Suite Administrative Assistant at 601.318.6641
- Other ways to prevent spread of infection
 - Covering your cough
 - Gloving

Scope

Applies to all WCUCOM Operations

Origin Document(s)

WCUCOM Student Handbook

WCUCOM Faculty Handbook

WCU Staff Handbook

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include Fire prevention, Environmental Hazards, Blood-borne Pathogen Exposure and Post-Exposure Prophylaxis Policy. All students, faculty, and staff receive periodic training on these procedures.

WCUCOM will provide timely warnings and notifications of the health and safety of its faculty, staff, and students using the saderwatch notification system that includes email, text messages, and phone calls. We also utilize an emergency siren on campus.

Contact

Faculty/Staff: Director of Operations
601.318.6337

Students: Director of Student Affairs
601.318.6771

Murder on Campus Policy

Policy and Enforcement

An emergency exists once security or an official of the university has been notified that an act of violence has been committed resulting in death. The location of the scene and the identity of the person calling should be requested. Security will immediately notify the city police department and the CMT leader. The CMT leader will activate the university notification system at large as well as those staff located in the immediate area of the crisis.

Take Appropriate Action

If the crime scene is on university property, it should be secured immediately. This should be done by anyone available until the police arrive.

Assessment will be done to determine if anyone else is in danger, if the suspect might be in the area, and if any other adjoining areas/buildings might need to be evacuated. The police department will have full charge of the scene and the crime from this point forward. The university will be available to assist as necessary.

End Crisis Mode

The public information officer of the university will be responsible for handling any media brought on by this crisis. Release of information by the university will be done in conjunction with the police department.

Safety Message: To be emailed or transmitted through Sader Watch:

Level Two: "A safety threat is occurring in or near Building A. Please do not leave your building until further notice."

Level Three: "Immediate safety threat. Lockdown in place."

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Origin Document(s)

WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include: Fire, Hurricane, Tornado, Environmental Hazard, Food Poisoning, Power Outage, Bomb/Bomb Threat, Criminal on/near Campus, Hostage Situation, Protest, Unstable Person, Active Shooter

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Contact

WCU Campus Security 601.318.6300

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

Power Outage Policy

Policy and Enforcement

Identify the Emergency

An emergency exists when there is an obvious loss of power. The emergency will probably become evident to everyone very quickly. If telephones are out of service as well, information may have to be passed by staff members going from point to point or by cell phones. Security will notify the facilities department director. ***Only if the outage is prolonged will the CMT leader be notified for the university notification system to be activated.***

Take Appropriate Action

The source of the outage should be identified as quickly as possible. If the problem is on campus, the facilities department will investigate and proceed as necessary. If the outage is caused by factors off campus, Mississippi Power should be contacted for assistance. The time frame will be determined by Mississippi Power. Mississippi Power will keep the CMT leader and director of facilities informed.

End Crisis Mode

The crisis will be considered over when proper authorities have taken charge and power is restored. Individual circumstances should be assessed to see if a back-up power source is warranted.

Safety Message: To be emailed and transmitted through Sader Watch.

“Level One: An area of concern has been identified in or around building x. Be alert and vigilant until more information is available.”

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Origin Document(s)

WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include: Fire, Hurricane, Tornado, Environmental Hazard, Food Poisoning, Bomb/Bomb Threat, Criminal On/Near Campus, Hostage Situation, Protest, Murder on Campus, Unstable Person, Active Shooter

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Contact

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

WCU Campus Security 601.318.6300

Protest Policy

Policy and Enforcement

Identify the Emergency

An emergency exists when there is a gathering anywhere on campus of parties in protest fashion. When it is identified as such, security should be notified, who in turn will notify the CMT leader. The university is a private entity and has adopted a policy of no tolerance for nonstudent demonstrations or protests. If such an off-campus group engages in a protest on campus property, the city police will be contacted for removal. If the protest is conducted off campus property lines, security will monitor the situation.

If the protest is conducted by students, the CMT leader will notify the team members to appropriately address the students.

Take Appropriate Action

A nonviolent protest will be constantly evaluated, regardless of its proximity to the university. Proper university officials designated by the president will be involved to offer reasonable solutions. A violent protest will be turned over the city police department for resolution.

End Crisis Mode

The emergency will be considered over when the protesters are dispersed and there is no longer a danger presented to the campus and its population.

Safety Message: To be emailed or transmitted though Sader Watch:

Level One: "An area of concern has been identified in or around the Building A. Be alert and vigilant until more information is available."

Level Two: "A safety threat is occurring in or near Building A. Please do not leave your building until further notice."

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Origin Document(s)

WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include: Fire, Hurricane, Tornado, Environmental Hazard, Food Poisoning, Power Outage, Bomb/Bomb Threat, Criminal on/near Campus, Hostage Situation, Murder on Campus, Unstable Person, Active Shooter

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Contact

WCU Campus Security 601.318.6300

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

Tornado Safety

Policy and Enforcement

Upon notification of a tornado warning for the immediate area by WCU notification systems, all students and university personnel should go immediately to the designated area for that building as outlined below. All persons will remain in these locations until the warning alert is lifted.

Take Appropriate Action

If outside and unable to get to shelter, seek a ditch or depression in the ground and lie flat. Notices are posted in each building designating areas where occupants should go in the event of a tornado warning.

The designated areas for each building are as follows:

Art Building 1st floor
Residence Halls: Lower Level Floor Hallway
Cherry Street Art Studio Interior Bathroom or Hallway
COM Buildings Interior Hallway
Common Grounds Evacuate to Lawrence Hall
Crawford Hall Interior Hallway
Donnell Hall Interior Hallway
Encore Student Center Storage
Facilities department- baseball field dugouts storage rooms, time permitting.
Fail-Asbury Computer Lab
Fail Addition Interior Hallway
Fairchild Hall Interior Hallway
Gillespie Gallery Interior Wall
Green Science Lower Level Floor Hallway
Gym Interior Lobby Wall
Health Sciences Lower Level First Floor
Johnson Hall Lower Level Hallway
Kennedy Complex Bathrooms, Dugouts, Storage Rooms, Umpire Changing Room
King Student Center Lower Level First Floor
Lawrence Hall Lower Level Interior Hallway
Lorena Smith Interior Hallway
Maintenance Paint Room
Mary Ross Interior Hallway
McMillan Hall Interior Hallway
Multipurpose Building Interior Hallway
Smith/Rouse Library Interior Hallway
Student Fitness Center Storage Room
Tatum Court Lower Level Hallway
Tatum Theatre Clinton Gym
Thomas Fine Arts Lower Level Floor Hallway
Wheeler House Lower Level Interior Hallway
1406 Cherry Street Bathroom

CAUTION: Avoid power or utility poles as they may be energized.

If in a vehicle, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression and lie flat on the ground. In the event that a tornado strikes the campus, the CMT will coordinate efforts with proper local authorities. Facilities will shut off utilities as needed. Staff will administer first aid as needed or until authorized medical service is available.

End Crisis Mode

The university will activate the appropriate notification system to update the campus and outside media. If injuries are incurred, designated offices will deal with types of injuries and family contacts, i.e., student services for student injuries. Designated offices will develop a follow-up plan for each type of crisis and hold a debriefing meeting to discuss problems or improve action plans. Written documentation of the particular crisis will be prepared for future use.

Scope

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Contact

WCU Director of Facilities

601.318.6155

WCU Vice President for Student Affairs

601.318.6188

WCU Campus Security 601.318.6300

University Notification System

Policy and Enforcement

Declaration Of State of Emergency

The authority to declare a campus state of emergency rests with the university president or his designee as follows:

Should a campus emergency occur, security personnel shall immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities.

Security shall immediately consult with the CMT leader and the assistant team leader. If unable to contact these CMT members, the president should be contacted directly regarding the emergency and possible need for the declaration of the state of emergency.

Notification Chain

Text messaging (Sader Watch), emergency alert horn and voice messaging, emails, and telephone are utilized for emergency notification at William Carey. These systems are intended for immediate transmission of specific information regarding emergency warnings to students, personnel, and to affected areas of the campus. Back-up systems of internet and public access television are utilized for extended periods.

Safety

The university alert systems are the focal point for initial communication to administration, faculty, and students. All personnel are expected to pass on information to those who may not have received the emergency notification and direction. The CMT leader or designee will make the determination as to the need for the CMT being called in as a unit. During an emergency, campus phones must be restricted to official business only. In the absence of phone service, security and key administrators will provide notification through the use of two-way radio phones.

Scope

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WCU Campus Security 601.318.6300

WCU Director of Facilities
601.318.6155

WCU Vice President for Student Affairs
601.318.6188

Unstable Person Policy

Policy and Enforcement

Identify the Emergency

A psychological crisis (unstable person) exists when an individual is threatening harm to himself/herself, others, or is out of touch with reality due to severe drug reaction or a psychotic break. A psychotic breakdown may be manifested by hallucinations or uncontrollable behavior. Such crisis may involve a person who does not have an affiliation with the institution.

Take Appropriate Action

Do not attempt to handle a situation that you feel could be dangerous on your own. The person dealing with the unstable person should immediately call security for assistance. Security will then call the appropriate university staff if the individual is a student or city police if the individual does not have a university affiliation. If the situation occurs in the residence hall, the residence life team may also be utilized. Once the call has been made to security, determine whether or not you can keep the individual in the current location. If there is imminent threat, do not attempt to detain or restrain the individual. The resource people mentioned above will assure that the individual receives proper medical attention.

End Crisis Mode

The crisis will be determined over when the individual has been turned over to the proper authorities for assistance.

Safety Message: To be emailed and transmitted through Sader Watch:

Level One: "An area of concern has been identified in or around the Building A. Be alert and vigilant until more information is available."

Level Two: "A safety threat is occurring in or near Building A. Please do not leave your building until further notice."

Level Three: "Immediate safety threat. Lockdown in place."

Scope

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