

# EMERGENCY PROCEDURES

Your Location: \_\_\_\_\_  
Building Room Number

*If you find yourself in harm's way, take quick and decisive action!*

## ACTIVE THREAT/SHOOTER

### RUN

IF YOU HAVE A PATH TO SAFETY



- Have a plan and an escape route in mind before you run
- Leave belongings behind
- Prevent others from entering the area you left

### HIDE

IF YOU CAN'T GET OUT SAFELY



- Silence your phone
- Lock/barricade doors
- Stay out of shooter's view and be quiet

### FIGHT

ONLY AS A LAST RESORT



- Be physically aggressive
- Improvise a weapon
- Fight with commitment
- Fight to incapacitate the shooter

### CALL 911 WHEN IT IS SAFE TO DO SO

#### Information to provide:

- Location, physical description and number of shooter(s)
- Number and type of weapon(s) held by shooter(s)
- Number of potential victims at your location

### When Law Enforcement Arrives:

- Remain calm and follow officers' instructions
- Keep hands visible at all times
- Avoid making quick movements, pointing, screaming or yelling

## MEDICAL EMERGENCY

- Assess the area for the safety of the injured person and yourself.
- DO NOT move the victims unless they are in immediate danger.
- Call 911 if needed.
- If trained, provide first aid, CPR/AED.
- First aid kits are located in all buildings. Check pg. 14 of the Emergency Response Plan for a complete list.

## EMERGENCY

Police | Fire | EMS

# 911

**NON-EMERGENCY**  
**DWU Safety Hotline**  
**605-770-1593**

## TORNADO WARNING

- Monitor weather reporting if the weather appears threatening.
- If a tornado warning is issued, TAKE SHELTER IMMEDIATELY.
- Basements of all buildings may serve as a temporary shelter. If no basement is available, use the interior hallways on the ground floor.
- City sirens will sound a continuous blast for about 3 minutes when a tornado is sighted nearby or expected on the Doppler radar.

## AED KITS

- Allen Pods Lobby
- Corrigan 1st floor, west hallway
- Christen Center hallway across from the gym
- Dakota Hall by the RA desk
- DWU/Avera Complex seating lobby by kitchenette
- Athletic training room 2 mobile units
- Koka common lounge
- McGovern Library near front desk
- SBIL first floor, west side of elevator
- Sherman Center lobby

## FIRE

- Activate the fire alarm and call 911.
- Attempt to extinguish if there is no risk to yourself or others.
- Evacuate the building. Assist anyone needing help to evacuate. DO NOT use elevators.
- If the fire is in a residence hall, notify Campus Safety IMMEDIATELY at 605-770-1593.
- If in a building other than a residence hall, notify Campus Safety or Physical Plant IMMEDIATELY at 605-630-0010 with the location.

## PHONE THREAT

- Assume the threat is legitimate.
- Ascertain source of threat if possible.
- Remain calm.
- IMMEDIATELY call 911 and contact Academic Affairs at 2601.
- Academic Affairs will make contact with all necessary departments.
- A DWU Text Alert will be issued. All people should evacuate the affected building(s).





## Part I: Handling Emergency Situations

In emergency situations, stay calm and take control. In a residence hall, staff is expected to assume control in a situation until some other qualified person arrives at the scene; in other cases, an Emergency Response Team member is expected to assume control.

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

CALLING 911 - Emergency situations should be reported to law enforcement. Dial 911, stay on the phone until it is answered (may take several rings) DO NOT hang up. Be prepared to provide as much information as possible including:

- Speak calmly, clearly and slowly;
- What is happening;
- Where you are located- building and room number;
- Number of people at your immediate location;
- Injuries- number and types;
- Your name;
- Any details that you witnessed regarding the assailant- description, type of weapons, identity if you know it.

### **CONFIDENTIALITY STATEMENT**

*It is of the utmost importance that all students, faculty and staff understand the importance of respecting a person's confidentiality. It is illegal and unethical to discuss any emergency and/or medical information about someone with anyone except the Campus Nurse, Campus Counselor, Campus Pastor, Dean of Students, or RD on call.*

### **Explanation**

The Emergency Response Plan describes the Emergency Response Team and outlines some of the duties and responsibilities that each office shall hold during an emergency. The Emergency Response Team will be called upon in the event of a major emergency or disaster on campus. They will be asked to assemble at a specific location on the campus in order to make decisions and will be the decision making authority in conjunction with local emergency services, which might include the Mitchell Police and Fire departments as well as the Sheriff, search and rescue, and local emergency medical personnel. As a team, this group will make the essential decisions necessary to protect the people and possessions associated with Dakota Wesleyan University.



## Emergency Response Teams

Should the campus need to be evacuated due to a campus wide emergency, the Emergency Response Team (ERT) and the Emergency Support Team (EST) will meet in the appropriate location as agreed upon.

### Emergency Response Team meeting locations:

Primary	Campus Center Knox Conference Room
Secondary	Physical Plant
Off campus site	Dakota Discovery Museum

### Student, Staff and Faculty meeting locations:

Primary	DWU/Avera Wellness Field House
Secondary	In fair weather, south side of the Corrigan Science Center
Off campus site	Dakota Discovery Museum

### EMERGENCY RESPONSE TEAM (ERT)

		<u>Ext.</u>	<u>Cell #</u>
Allen, Kitty	VP for Institutional Adv.	2612	606-627-5127
Gerlach, Donna	Campus Health Nurse	2957	605-999-1784
TBD	Human Resource Director	2648	TBD
Miller-Cink, Heather	Interim Dean of Students	2944	763-226-9904
Kittle, Dan	President	2601	941-224-1869
Landgaard, Jodi	VP for Finance and Admin	2621	507-360-3103
Plastow, Carl	Food Services Director	2810	605-999-1630
Driedger, Derek	Interim Provost	2625	605-630-9455
Schoenfelder, Louie	Physical Plant Director	2800	605-630-0010
Thomas, Fredel	VP for Enrollment and Marketing	2652	605-999-6132
Walz, Travis	Director of Infor. Technology	2830	605-770-3178
Ferris, Abby	Resident Life Assistant	2160	605-222-9588

### EMERGENCY SUPPORT TEAM (EST)

		<u>Ext.</u>	<u>Cell #</u>
Lehi, Judy	McGovern Library	2894	605-630-9528
Brookbank, Julie	Dir of Communications	2613	605-770-7137
George, Emily	Executive Admin Assistant	2601	570-872-4854
Larson, Jan	Dir of Marketing and Comm.	2614	605-990-2010
Lienemann, Kim	Campus Counselor	2896	402-297-1140
Purcell, Anthony	Campus Pastor	2919	912-658-0230

### IMPORTANT OFF-CAMPUS NUMBERS

	<u>Phone</u>
Mitchell Dept. of Public Safety	605-995-8400 (non-emergency) 911 (emergency)
Avera Queen of Peace Health Services	605-995-2000
Poison Control Center	800-222-1222
Rape/Victim Services (Safe Place hotline)	605-996-4440
Suicide Prevention Lifeline, National	988



**MAINTENANCE EMERGENCIES**

DWU Physical Plant

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

**\*\*LEAVE A MESSAGE WITH RETURN PHONE NUMBER/EXT IF NO ANSWER.**

		<u>Ext.</u>	<u>Home#</u>	<u>Cell #</u>
Louie Schoenfelder	Physical Plant Director	2800		605-630-0010
Kevin Adams	Maintenance Technician	2800		605-999-1967
Jodi Landgaard	Vice President for Fin&Ad	2621		507-360-3103
Heather Miller-Cink	Interim Dean of Students	2944		763-226-9904

**RESIDENTIAL EMERGENCIES**

	<u>Ext.</u>	<u>Cell#</u>
RD/RA on-call cell phone		605-770-1593
Residence Life Assistant, Abby Ferris	2160	605-222-9588
Resident Director, Bailey Stedman		316-347-1007
Sr. Res. Asst. of Dakota Hall, McKinnley Mull		435-630-3388
Sr. Res. Asst. of Allen Hall, Keesha Letcher		605-421-9049
RD of Dayton Hall, Bailey Stedman		316-347-1007
Sr. Res. Asst. of Koka Hall, Maren Daly		719-502-6015
Interim Dean of Students, Heather Miller-Cink	2944	763-226-9904
DWU NURSE – Donna Gerlach –	2957	605-999-1784

## **Emergency Planning**

Depending on the emergency/disaster, including its size, intensity, location and time of day/year, there will be a number of decisions that need to be made. This section designates some of the specific duties to particular departments.

### **Primary Safety / Health**

(people & buildings)

Campus safety personnel and Campus Nurse  
Local Police, Fire & Rescue services  
Student Life  
Physical Plant  
Provost

### **Physical Plant**

Alternate Building Usage  
Alternate Heating  
Emergency Cleanup

### **Student Life**

Alternate Housing  
Notification of Families  
Counseling Services

### **Fresh Ideas**

Alternate Food Services

### **Academics**

On Site Student Management  
Class Scheduling  
Alternate Classrooms  
Alternate Office Space  
Alternate Delivery Methods  
Records Preservation

### **Information Technology**

Alternate Phones  
Computer Services

### **Marketing and Communication**

Mass Text Alerts  
News Releases  
Social Media  
Website  
Contact EIIA Public Relations Program 917-912-6378 – Rhonda Barnat  
Contact EIIA Crisis Response and Media Assistance 800-327-3636

The marketing and communications office is responsible for projecting a positive image for Dakota Wesleyan University, as defined by the administration. The vice president for enrollment and marketing will have the responsibility and authority to serve as college spokesperson with the media in presenting the college's position on general issues when called upon by the media.

The marketing department will contact Rhonda Barnat at the EIIA Public Relations Program at 917-912-6378 and EIIA Crisis Response and Media Assistance at 800-327-3636 and keep them apprised of any ongoing crisis or emergency event happening on campus and seek their guidance regarding required information distribution.

In times of crisis or other serious concern, or when detailed information about a specific topic deems it necessary, the president may appoint another spokesperson for DWU, or serve in that capacity himself/herself. In such instances, the vice president for enrollment and marketing will be informed, allowed to offer professional advice and will be involved in developing an agreed upon strategy for handling the media or statement to the press. Appropriate administrators, faculty and staff will be informed of the strategy or statement.

In an effort to maintain effective and appropriate communication within the campus community, some news releases will be released to faculty and staff via email before being released to the media. It should be understood that the internal release of information is privileged, meant only for the campus community, and should under no circumstances be forwarded to the media. Marketing and communications and sports information are the only offices that will provide news releases of any kind to the media.

In times of crisis, information will be released from the marketing and communications office or the president's office. The campus community will receive communiqués through the campus email system, the DWU intranet system, emergency texting and social media. Public information meant for parents, the community and other external constituencies will be posted on the official DWU website and released to the media.

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## Recognizing and Responding to Students in Distress

(Student exhibits distressed behavior or verbalizes thoughts or feelings of despair.)

If you recognize that a student is in distress, refer the student quickly to support offices on campus, such as the Campus Counselor or the Dean of Students. If you believe a student has a serious need for help but is not in immediate danger, call these offices directly and encourage the student to be involved in the conversation. The key is to connect the student with support as soon as possible.

## Psychological Crisis/Threats of Suicide Direct or Implied

(Student verbalizes or insinuates an intent to kill themselves.)

1. **Do NOT leave the student alone unless your personal safety is immediately threatened.** Do not let the student leave your presence without reporting to the Campus Counselor and/or the Dean of Students as quickly as possible. If you are unable to reach either office, contact On Call Campus Safety.
2. *Ask* the student if they ingested anything harmful or gave themselves a life-threatening physical injury. If yes, stop here and immediately follow **Attempted Suicide Procedure Below**.
3. *Visually* assess the student. If they appear to have a life-threatening injury or appear to be under the influence of anything, stop here and immediately follow the **Attempted**

**Suicide Procedure Below.**

4. If it is not an immediate life-threatening situation:

*During normal business hours:*

A. Walk the student to the Campus Counselor's office in the basement of the Rollins Campus Center, room 12D. If the student prefers, call the Campus Counselor (605- 995-2896) to come to the student.

B. If unable to reach the Campus Counselor during normal business hours, contact:

1. Dean of Students (605-995-2944) If no answer....
2. On Call Campus Safety Personnel (605-770-1593) If no answer....
3. Campus Nurse (605-995-2957)

*After normal business hours and weekends:*

A. On Call Campus Safety Personnel (605-770-1593)

5. If at any time the risk to life increases, immediately begin **Attempted Suicide Procedures Below.**

### Attempted Suicide Procedures

*The student caused physical injury to themselves and/or ingested something potentially lethal.*

1. First person on the scene is in charge.
2. Call 911 immediately and follow the 911 operator's instructions. Stay on the phone with the 911 operator until they release your call or until EMS arrives.
3. If you are alone, call or yell for help.
4. If others are around, choose one person to remain to assist you while you remain on the phone with 911.
5. Instruct all others to completely leave the area.
6. Second person on the scene should contact On Call Campus Safety (605-770-1593).

**If you learn that a student attempted suicide while at the University or recently before attending the University, or if you learn that they have a stated plan or intention to die by suicide, you must take steps to assist them in obtaining clinical care through the Campus Counselor. You can make this connection directly or with assistance from other helping resources like Student Life and other support offices on-campus.**



## Campus Resources

- On Call Campus Safety (605-770-1593)
- Campus Counselor (605-995-2896)
- Dean of Students (605-995-2944)
- Campus Nurse (605-995-2957)

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## Personal Safety

### Threatening Student Behavior

If you feel the situation has escalated beyond where you're confident that you can ensure everyone's safety, call 911 immediately. After 5:00 p.m. call 911.

### Active Shooter Procedures

While the number is relatively small, the number of violent incidents on college campuses involving active shooters has increased and warrants the development of appropriate policies and procedures to best protect the DWU campus community. Active shooter incidents evolve rapidly, where seconds, rather than minutes, matter. In general, how one responds to an active shooter will depend on the specific situation. There is no way to predict the motives or actions of a person intent on committing an act of violence, therefore the following recommendations are just that, recommendations, based on the practices and policies of numerous colleges and universities. Any option may still result in a negative consequence.

#### Steps to take if you think there is an active shooter on campus

1. First- protect yourself by moving to a safe location.
2. Second- if safe- call 911.
  - a. Provide details of situation- who and where you are, what you have witnessed, and if anyone has been injured
  - b. If possible alert others - call marketing and communications office (ext. 2614) or academic affairs (ext. 2601).

While there is no evidence to suggest one right way to respond to the threat of violence, there are some general recommendations to follow if, and only if, you deem it safe to do so.

#### In the event of an active shooter on campus and you are:

- The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify Dean of Students.
- If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting a LOCKDOWN of the area. If the active shooter or armed intruder has made contact, immediately begin COUNTER strategies, and then EVACUATE or take control of the intruder.



- Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room.
- Assess the ability to safely EVACUATE the building.
- If there is no safe manner to EVACUATE the building, have others assist in
  - conducting a LOCKDOWN of the room.
- Rooms in LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.
- Unless evacuating, rooms in LOCKDOWN, shall remain secured until personally given the "All Clear" by a law enforcement officer in uniform.
- If an active shooter or armed intruder enters the classroom individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.
- If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes, making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

#### **Unsecuring the area:**

- The assailant may not stop until engaged by law enforcement or until their objective is met;
- Do not allow yourself to be lured into the open (the assailant may bang on the door, yell for help, or otherwise entice you to open the door);
- If there is any doubt about the safety of the individuals inside the room, keep the room secured until you are confident that official law enforcement is in command of the situation.
- You may be instructed by law enforcement to exit with your hands on your head. Follow their instructions.
- Once you have been evacuated, do so immediately leaving personal items behind. You will be permitted to retrieve items or access the area once the crime scene is released.

#### **Keeping Updated:**

If an active shooter situation develops, DWU will work with law enforcement to support their efforts to manage the situation.

- Alert on the DWU homepage – [www.dwu.edu](http://www.dwu.edu)
- Text message
- All-campus email
- Social media

#### **Intruders on Campus**

**"See something, say something"** - If you see or suspect any illegal or unusual activity occurring on or about the DWU campus:

- Call Mitchell Department of Public Safety at 911 (emergency) or 605-995-8400 (if not being threatened)

- Contact campus safety personnel immediately (ext. 2952, after hours 605-770-1593) and/or Physical Plant (ext. 2800 or ext. 2801, after hours 605-999-1967)
- Provide your name and location, and the location and nature of the incident.
- Do not attempt to interfere with the situation except for self-protection.
- Get a description of any suspects involved. Important characteristics to note are: height & weight, method and direction of travel, names used, approximate age, race, and sex, distinguishing marks and tattoos.
- Also try to note a description of any vehicles involved. Important information to note about vehicles includes: color, make & model, and license number.

### **Bomb Threat**

- Assume threat is legitimate.
- Ascertain source of threat, if possible.
- Remain calm.
- Anyone receiving a bomb threat will immediately call 911 and contact academic affairs at ext. 2601.
- Academic affairs will contact the following:
  - DWU Physical Plant
  - Marketing and Communication ext. 2652 or 2614 (for sending mass text message)
  - Dean of Students ext. 2944
- All people are to evacuate the affected building or buildings

### **Missing Persons**

Occasionally a student leaves campus without letting someone know or seems to disappear without explanation. If you have not seen a student resident in your regular contact, please report to Dean of Students or VP for Fin and Operations.

If it seems like an unusual situation, immediately contact other residence hall staff and the Dean of Students (ext. 2944) regarding a residential student's absence, providing as many details as possible. It is important to find out, if possible, the time of disappearance. Usually

law enforcement officers will not begin search procedures for 24 hours and we often will not contact family members for 24 hours unless deemed necessary.

Note: If a student is away from campus on a regular basis for extended periods of time, staff should talk with the student, not to pry into personal matters, but to ensure personal safety and express concern for academic progress and/or adjustment to on-campus living. Keep your staff informed about these students.

## Medical Emergencies

### Handling Medical Emergencies

In emergency situations, stay calm and take control. In a residence hall, staff is expected to assume control in a situation until some other qualified person arrives at the scene; in other cases, an Emergency Response Team member is expected to assume control.

#### General

Use the following guidelines when you face an emergency situation.

1. Take charge of the situation.
2. Assess the situation. Determine the real nature of the emergency.
3. If someone is injured:
  - a. Act quickly for severe bleeding, stoppage of breathing, and poisoning.
  - b. Administer first aid and call 911. State your name, exact location, phone number, what the emergency is, how many victims there are, condition of victims and what is being done.
  - c. When injury is severe and medical attention is needed at once, call 911.
4. Inform the director of residence life, resident director, resident assistant, and/or dean of students or emergency response team/emergency support team member immediately of any emergency situations.
5. Complete an incident report immediately and file it with the Dean of Students within 24 hours.
6. The Vice President for Enrollment and Marketing will have the responsibility and authority to serve as college spokesperson with the media in presenting the college's position on general issues when called upon by the media.

### Life Threatening Situations

1. Do not leave the person alone. Call 911 immediately. Give the exact location, what the emergency is, how many victims there are, condition of victims and what is being done. Do not move the victim unless he or she is in further danger if left in that place or position. The Campus Nurse can be reached at ext. 2957 during business hours.
2. Station someone outside the building to help direct the medical response team to the correct location.
3. Provide first aid that is necessary to prevent death or further injury, such as artificial respiration or applying direct pressure to bleeding. Use AED if applicable/available.
4. Keep the other bystanders calm and away from the area.
5. If the victim refuses to go to the hospital in an ambulance, you are not obligated to take them. Encourage them to use the ambulance, if the medical response team says that they need to go to the hospital.
6. If possible, someone should accompany the person to the hospital.

### Alcohol and Drug

If a potentially intoxicated person returns (or is returned) to the hall and/or campus:

1. Resident assistants, campus safety personnel, hall safety personnel, and other university personnel should contact the appropriate resident director, director of residence life, or dean of students for these types of situations.
2. Staff members are asked to observe and note the student's behavior, attitude, and appearance.
3. The resident director, director of residence life or dean of students will need some information from you either prior to or after their arrival:
  - Who is the individual?
  - Where are they now?
  - Who is or was with them?
  - Do you know if it is a result of alcohol consumption?
  - Does anyone know how much he/she has consumed?
  - Does anyone know if drugs were involved?
  - Does anyone know if they were mixing alcohol and drugs?
  - Describe their appearance and their behaviors.
  - Do we know where they were drinking?
  - Do they have a car and/or does anyone have their car keys?
  - Anything else that you think that we should know.
4. The RD and/or designee will do an assessment upon arrival and determine a course of action. Should it be necessary, 911 will be called and the EMS officers will make a treatment determination upon arrival.
5. The University will follow-up with the student upon his/her return to campus.
6. The student and/or parent will be billed for any costs/fees associated with this police, including ambulance and/or hospital charges, if necessary.
7. Incidents in other buildings or areas on campus should contact Dean of Students (ext. 2944) or campus safety personnel (605-770-1593) after hours.

### **General Rule**

Call 911 EVERY TIME that you encounter someone "passed out" and/or difficult to revive, regardless of why you suspect they have "passed out". They could have medical conditions that require immediate treatment, even if you smell and/or suspect alcohol/drugs.

### **Death**

1. In the family
  - a. Be prepared to honor requests of the family in delivery of the message.
  - b. Any time you are aware of a death in the immediate family of a student, contact the Dean of Students ext. 2944.
2. Of a Student - When the parents are not yet aware of the death.
  - a. Contact one of the following immediately: Dean of Students (ext. 2944, or 605-860-0017 after hours), Campus Pastor (ext. 2919), Campus Counselor (ext. 2896).
  - b. Provisions should be made for informing the students in that student's residence hall and for responding to possible reaction.

- c. The vice president for enrollment and marketing will have the responsibility and authority to serve as college spokesperson with the media in presenting the college's position on general issues when called upon by the media.

### **Procedure for Handling Rape/Sexual Assault**

Residential students contact Resident Director and/or Dean of Students immediately.

Non-residential students and faculty/staff contact Dean of Students, campus safety personnel or Campus Counselor.

1. Ask whether the victim has any injuries that need immediate attention. Phone for medical assistance 911 immediately if necessary.
2. Strongly encourage the victim not to change clothes or wash until he or she has had a chance to visit the hospital. All rape exams are done at Avera Queen of Peace ER. A female advocate from the Mitchell Safehouse will be at the hospital. Put any clothing or material that have potential evidence in a paper bag (not plastic) and bring it with you to the emergency room.
3. The victim should be taken to the hospital. An RA, RD, DRL, DOS or faculty/staff member may offer to go with the victim as moral support or the victim may wish to ask a friend to go with him/her.
4. Encourage the victim to report the incident to police. If he/she is reluctant, it may be helpful to share that there are female officers who are sensitive to this type of situation and would be willing to help in any way.
5. If the victim agrees, call the police (605-995-8400). State the situation and ask that an officer come to make a report of the incident. (If the perpetrator is still in the area, you should immediately contact the police. The victim can still choose not to file a report.)
6. If the victim does not call police, try to get a complete description of the suspect, the surroundings and the actual occurrence. Collect any physical evidence available and place it in a paper bag. You will need to exercise extreme sensitivity to the victim's emotional needs.
7. Depending on the situation, the victim may need ongoing counseling to recover from the event. Please refer to Campus Counselor (ext. 2896), Campus Pastor (ext. 2919), Director of Residence Life (ext. 2952) or Dean of Students (ext. 2944) and Safe Place of Eastern SD (605-996-2765).

### **Contagious Diseases**

Dakota Wesleyan acknowledges that there is an increased risk of contracting vaccine-preventable infections in environments such as college campuses, especially for those who are not immunized. Immunization polices are in place to guard and protect the health of the students, faculty and staff. In addition, the South Dakota Health Department has the authority to quarantine, isolate or exclude any student, faculty or staff member at risk for these illnesses because of no immunizations for mumps, measles, pertussis, meningitis, influenza, hepatitis B, or other communicable diseases as deemed by the South Dakota Department of Public Health. If quarantine, isolation or exclusion is deemed necessary, a student, faculty or staff member may be required to stay off campus 26 days from the last exposure to communicable disease. Exclusion time may vary, depending on what the incubation period of the disease is.



### Pandemic Housing Plan

In the event of a pandemic flu event, this is DWU's plan to quarantine infected residents.

1. Ideally, students would be taken home by family members.
2. Students who were not ambulatory or able to get home due to distance would be housed in the Christen Family Wellness Center. This area would need to be secured and used as a makeshift ward. Cots would be set up, restrooms are accessible, and food would be delivered.

**See Pandemic Planning procedures on separate worksheet**



## First Aid Kit, Spill Kit and AED Locations

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





## Part II: Facilities Planning

### Fire

Students, staff and faculty are responsible for familiarizing themselves with fire exits and escape routes. If you see a fire:

- Activate the fire alarm and immediately call 911. Close all windows and doors if possible, unless instructed to do otherwise.
- If the fire can be extinguished at no risk to yourself, do so; otherwise evacuate the building and notify the Fire Department at 911.
- Evacuate building immediately! Walk (do not run) to the nearest exit. If blocked by fire, go to another exit. Assist anyone needing help evacuating. Do not use elevators.
- If in a residence hall, notify the campus safety personnel (ext. 2942, after hours 605-770-1593) and/or the Physical Plant (ext. 2800 or ext. 2801, after hours 605-999-1967) of the location of the fire.
- If in other buildings on campus, notify the campus safety personnel (ext. 2942, after hours 605-770-1593) and/or the Physical Plant (ext. 2800 or ext. 2801, after hours 605-999-1967) of the location of the fire.

### Power Outage

If a utility problem is discovered, such as an electrical short or an elevator failure, call the Physical Plant (ext. 2800 or ext. 2801, after hours 605-999-1967)

- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off utilities to any building.
- Stay clear of the problem. Go outside and wait for a Physical Plant or utility company employee and direct them to the problem location.
- Physical Plant personnel will recommend response procedures once the problem has been confirmed. Building occupants should evacuate immediately if asked to do so by a Physical Plant or utility company employee. Windows should be open to allow ventilation if necessary. Stay clear of any electrical short, gas leak, water leak or other related danger.
- In the event of an elevator failure, use the elevator alarm button or call for help. Do not attempt to pry open the doors or damage any electrical components. Trained elevator mechanics will correct the problem.

### Water Damage

- Do not touch any electrical equipment in the area.
- Prohibit people from entering the area or from entering the building, if necessary.
- Call the Physical Plant (ext. 2800 or ext. 2801, after hours 605-999-1967)
- Determine the source of the water.
- Contact the Resident Director, if in a residence hall.



## Gas Leak

- EVACUATE building first!
- Call 911
- Call the DWU Physical Plant (ext. 2800 or ext. 2801, after hours 605-999-1967)

### **College-Owned Materials**

If any college-owned materials (e.g., books, papers, photos, artwork, etc.) are damaged due to fire, water, or other causes, the goal is to preserve the materials. The university archivist should be contacted before handling any such materials, ext. 2134. The archivist will help determine how best to deal with the materials. If any library or archives collections are damaged, notify the director of learning resources. The library has more detailed guidelines to follow regarding damaged materials. If any computer equipment or stored computer files are damaged, contact the Director of McGovern Library, ext. 2600.

## Winter Weather/Status of Classes

Road conditions can be accessed at 511 or online at <https://www.sd511.org/>. Listen to the radio for updated information in inclement weather and read the Student Handbook for details on snow removal policies on nearby streets. To check the status of classes, call: 605-995-2123. Any classes that have been cancelled due to the absence of the instructor or weather will be listed.

Local radio stations **KORN, KQRN, and KMIT**, or television stations **KSFY, KDLT and KELO** all offer weather related information and university announcements regarding closures. The marketing and communications department also announces closures via campus email, texting and social media.

### **Nursing Facilities:**

#### **Mitchell:**

Clinical laboratory experience is cancelled at local clinical facilities if the university is closed. The administrative chair or designated faculty member is responsible for postponing clinical start time or cancelling clinical in extremely adverse weather conditions. Each faculty member has developed a student calling tree to be utilized in notifying students and clinical agencies in this situation.

#### **Sioux Falls:**

Faculty members will consult with the administrative chair before canceling class. Nursing will define communication methods which will be indicated in the class syllabus.

## Severe Summer Weather

Tornadoes form in conjunction with larger severe thunderstorm cells. It is conceivable to have a severe thunderstorm, lightning, hail, intense winds and tornadoes all in one experience. This



is why it is important to pay attention to the development of the larger summer storm cells in our region, and to react quickly to the Civil Defense sirens located in Mitchell. These sirens will sound a continuous blast lasting about three minutes when a tornado is sighted nearby or is otherwise expected on Doppler radar. As a note, the Civil Defense sirens in Mitchell are tested the first Friday of each month at 10 a.m.

When the Civil Defense sirens sound, or DWU or Mitchell Police or any city or county emergency crew personnel tell you to take cover, please do the following:

- Proceed to the nearest shelter on campus. Basements of all buildings may serve as a temporary shelter. Or use the interior hallways on the ground floors.
- When danger is imminent, persons should face interior walls, and assume protective postures: crouch on elbows and knees, hands over the back of the head.
- If caught outside, and the danger is imminent, proceed to nearest ditch, culvert, or ravine and lie face down, hands over head, until the danger has passed.

A **tornado watch** indicates conditions as being favorable for a tornado. Stay alert.

A **tornado warning** indicates that a tornado has been sighted. Seek shelter immediately.



### **Part III: Pandemic Planning**

#### Flu Terms Defined

*Seasonal (or common) flu* is a respiratory illness that can be transmitted person to person. Most people have contracted and a vaccine is available.

*Avian (or bird) flu* is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly in fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.

*Pandemic flu* is virulent human flu that causes a global outbreak, or pandemic, or serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

Dakota Wesleyan University has developed a pandemic influenza plan that mirrors the U.S. Department of Health and Human Services and the State Health Department.

Websites consulted: [www.cdc.gov](http://www.cdc.gov) and <https://doh.sd.gov/>

#### Areas of Risk

##### Individual health and well-being

- Students

- Faculty and Staff

- Larger community

##### Operations

- Assessment, closure, contingencies

- Continuity of student learning

- Communications

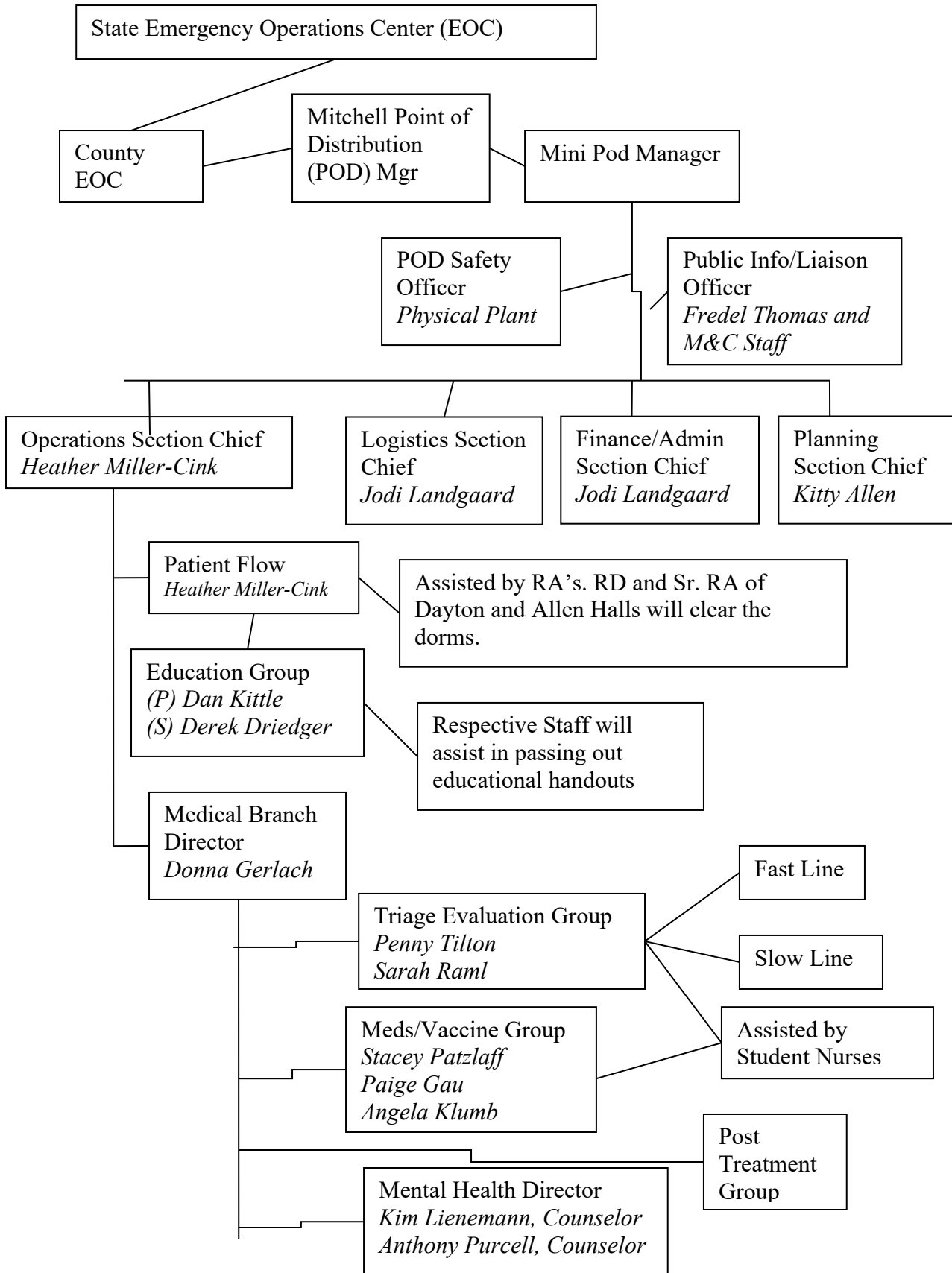
- Room and board

- Maintenance

- Personnel



## Campus Response Coordinators





## TASKS

### Planning and Coordination

#### President's Council

- Appoint a pandemic response team:
  - Provost
  - Dean of Students
  - Campus Health Nurse
  - Director of Residence Life and campus safety personnel
  - Food Service Director
  - Vice President of Finance and Administration
  - Physical Plant Director
  - Human Resources Director
  - Vice President of Marketing and Communications
  - Vice President of Institutional Advancement
- Delineate essential functions and activities, departmental interdependencies, accountability and the resources needed to perform them;
- Establish orders of succession to key positions and establish and maintain current roster(s) of personnel with the authority to perform essential functions, to include implementation of this plan;
- Outline a decision process for determining appropriate actions in implementing plans and procedures to include timelines, deliverables, and performance measures.

#### Response Team

- Incorporate into the pandemic plan scenarios that address university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community, cancellation of classes, and/or other public events;
  - a) closure of campus, student housing;
  - b) assessment of the suitability of student housing for quarantine of exposed and/or ill students
  - c) contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);
  - d) stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.



- Establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials and the chain of communications, including alternate mechanisms.

### **Student Life**

- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the university. Identify and review the university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.
- Ensure that pandemic influenza planning is consistent with any existing university emergency operations plan, and is coordinated with the pandemic plan of the community and of the state higher education agency.
- Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college/university and community during and after a pandemic
- Test the linkages between the university and the systems of the local and/or state health department and the state's higher education agency.
- Provide procedures for the notification and relocation of residents and personnel to one or more alternate operating facilities.
- Provide procedures for the orientation of personnel and for conducting operations and administration at alternate operating facilities.
- Provide for the ability to coordinate activities with non DWU personnel.
- Implement an exercise/drill to test your plan and revise it regularly.
- Participate in exercises of the community's pandemic plan.

### **Business Office**

- Provide for the identification and preparation of alternate operations-staffing, maintenance, resources.
- Provide for operational capability with minimal disruption to operations, but in all cases within 12 hours of activation.



- Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations until normal business activities can be reconstituted, which could be up to 30 days.
- Provide for reconstitution of capabilities, and transition from continuity operations to normal operations.
- Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

#### **Academic Affairs**

- Provide for the identification and preparation of alternate continuity of learning; articulate in individual course syllabi.

#### **Marketing and Communications**

- Provide for the ability to communicate activities with students, faculty, staff, parents, and larger community.
- Post plan and institutional learning from development of preparedness and response plan to share with larger community and other colleges to improve community response efforts.

### **Continuity of Student Learning and Operations**

#### **Academic Affairs**

- Develop and disseminate alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of university closures.

#### **Business Office**

- Develop a continuity of operations plan for maintaining the essential operations of the college/university including payroll; ongoing communication with employees, maintenance and housekeeping.

#### **Student Life/Academic Affairs**

- Develop a continuity of operations plan for ongoing communication with students and families; safety; as well as food service for student housing.

## **Infection Control Policies and Procedures**

#### **Student Life**

- Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette). (See infection control [www.cdc.gov/flu/pandemic/healthprofessional.htm](http://www.cdc.gov/flu/pandemic/healthprofessional.htm) ) Make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine.



- Establish a pandemic plan for campus-based healthcare facilities that addresses issues unique to healthcare settings (See [www.cdc.gov/flu/pandemic/healthprofessional.htm](http://www.cdc.gov/flu/pandemic/healthprofessional.htm) ). Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.

#### **Student Life/Business Office**

- Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).

#### **Business Office/Academic Affairs**

- Establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).
- Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.

#### **President's Cabinet**

- Adopt CDC travel recommendations ([www.cdc.gov/travel](http://www.cdc.gov/travel)) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

## **Communications Planning**

### **Student Life**

- Assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders.

### **Marketing and Communications**

- Develop a dissemination plan for communication with employees, student, and families, including lead spokesperson and links to other communication networks. Ensure language, culture and reading level appropriateness in communications.
- Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating university response and actions to employees, student, and families.



- Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

#### **Academic Affairs**

- Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.

#### **Student Life/Marketing and Communications**

- Advise employees and students where to find up-to-date and reliable pandemic information from federal, state, and local public health sources.
- Disseminate information about the university's pandemic preparedness and response plan. This should include the potential impact of a pandemic on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing.
- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing/sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (including the HHS Pandemic Influenza Planning Guide for Individuals and Families at [www.cdc.gov/flu/pandemic/healthprofessional.htm](http://www.cdc.gov/flu/pandemic/healthprofessional.htm)), and the at-home care of ill students or employees and their family members.