



# **Crisis Response Plan**

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**Revised- August 1, 2008**



## Crisis Response Plan

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**Purpose:**

As William Jewell College recovers from one of the more catastrophic events in its history, there has never been a more appropriate time to establish and communicate a detailed crisis plan to the campus community. What the Tornado of May 4, 2003 taught the college and its constituents was that we were able to respond appropriately to an event of this magnitude. What it also taught us is that there can never be enough proactive preparation in the event some type of emergency were to occur, which would have a significant impact on the campus community and its day-to-day operation.

Effective Crisis Plans are able to identify and define:

- Proactive Pre-Crisis Planning
- Actions to be Taken During a Crisis
- Actions to be Taken After the Crisis has Occurred

*The purpose of this document is to provide information, guidelines, and procedures to the William Jewell College community for a detailed crisis management plan, including pre-crisis planning, explicit actions to be followed during a crisis, as well as post-crisis de-briefing.*

**Scope:**

The Crisis Plan applies to all William Jewell College faculty, staff, students, and campus visitors. It has jurisdiction over all buildings and grounds owned and operated by William Jewell College.

**Development of this Document:**

This Crisis Plan was developed by the Office of Student Affairs based upon research on college crises and institutional crisis plans. Special thanks go out to Heidelberg College-Tiffin, Ohio, Gustavus Adolphus College- St. Peter, Minnesota, University of Findlay-Findlay, Ohio, Texas A&M University- College Station, Texas, and the National Association of Student Personnel Administrators.

The development and administration of this Plan at William Jewell College is the responsibility of the Student Affairs Office, Emergency Response Team, President's Cabinet, and all other administrative and academic departments at William Jewell.

## DEFINITIONS OF EMERGENCIES

**Minor Emergency:** A minor incident disrupts limited parts of the campus community. It can be defined as any incident, which does not seriously affect or hinder the overall operation of the college and can be resolved through existing College resources or limited outside referrals. This emergency would have limited or no impact on normal operating conditions outside of the department or area affected. This type of emergency does not require the *Campus Emergency Response Team* to meet. Some examples of minor emergencies include, but are not limited to: localized chemical spill, plumbing failure, inoperative elevator, minor injury or illness within the residence halls.

**Major Emergency:** A major emergency disrupts a large portion of the campus community. It can be defined as any incident, which affects an entire building or buildings and/or disrupts the overall operation of the college. Assistance from external organizations might be required, the situation might escalate quickly, critical functions might be affected, and/or serious injury or loss of life might be possible. This type of emergency requires that the *Campus Emergency Response Team* be convened. Some examples of major emergencies include, but are not limited to: building fires, chemical spills which pose a threat to a large number of people, extensive power/utility outage, severe flooding, and/or an existing external (off-campus) emergency that may impact the campus.

**Catastrophic Event:** A catastrophic event is one in which the entire campus community is affected as well as the surrounding community. It can be defined as an event that has taken place and has seriously impaired or halted the operation of the college. This situation may lead to significant numbers of casualties or severe and crippling damage to campus property. The effects of this type of emergency are wide-ranging and call for complex analysis of the situation at hand, as well as extensive coordination with external jurisdictions and/or services. This type of emergency does require that the *Campus Emergency Response Team* be convened. A campus emergency operations center (or centers) will be necessary to collect and disseminate information. Some examples of a catastrophic emergency include, but are not limited to: major flooding, major earthquake, tornado or microburst, explosion, massive release of a biological or chemical agent, and a police emergency involving a potentially violent suspect on college grounds.

**Declaration of a College State of Emergency:** The authority to declare a college state of emergency rests with the President (or designated member of the Campus Emergency Response Team) upon consultation with appropriate personnel. When this designation is made, access to the campus may be limited to students, faculty, staff, and visitors. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons who remain on campus may be subject to arrest.

The President or designated representative will notify the campus community about a declared state of emergency using all communication resources at the College's disposal including the following:

- 1) The College's Voice Mail System
- 2) The College's Email Server/System
- 3) The College's Microsoft Live System (Text Messaging)
- 4) College Faculty and Staff Members as well as Posted Notices Within College Facilities
- 5) The College's Residential Life Staff Within the Residence Halls

Upon notification of a campus state of emergency, all College *Emergency First Responders* (**See Attachment #1**) will be required to come to campus immediately. In addition, all faculty, staff, students, and campus visitors will be expected to comply with any and all instructions associated with a declaration of a state of emergency.

A list of emergency phone numbers accompanies this document and provides a complete listing of individuals and/or agencies that can respond to a particular emergency.



## EMERGENCY RESPONSE CONTACTS



### William Jewell College Security:

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

### Student Affairs Staff:

The following phone numbers are provided to the campus community in the event of an emergency. If for any reason you need to contact a member of the Student Affairs Staff, please reference the numbers listed below.

NAME	EXT.	HOME PHONE #	CELL #
Alonzo, Donette	5210	737-2437	289-5916
Dickerson, Mary	5263	903-9429	679-9429
Gentry-Epley, Beth	5246	781-1577	797-8113
Tracy Hart	5263	913-5704	876-6156
Jones, Pat	5213	781-2289	695-5672
King, Shelly	5260	741-5053	678-5053
Plattenburg, Dottie	5525	630-2636	
Pruitt, Jaime	5231	880-3707	914-4260
Res. Life Hotline	4444		365-4817
Rychlewski, Judy	5238	781-8980	419-6105
Stufflebean, Ernie	5269	792-8778	686-8778
Winslow, Rick	5263	415-0410	260-3131

### Liberty Police/Fire Department:

- Police/Fire Emergency- 911
- Police Non-Emergency- (816)792-6002
- Fire Non-Emergency- (816)792-6005

## COMMUNITY RESPONSIBILITIES

In case of emergency, all William Jewell College community members have specific roles to play that can assist the community as a whole. Please refer to the following responsibilities as they pertain to your individual role:

### **Administrators, Deans, Department Chairs, Directors, and Supervisors:**

Please review these general responsibilities prior to and during any emergency.

- Emergency Preparedness- Understand and disseminate all emergency procedures outlined in this *Crisis Plan* as well as the attached *Emergency Response Guide* to occupants of your department, building, and to employees that report to you.
- Emergency Situations- Inform all building occupants under your direction of the current emergency condition. Evaluate the impact of the emergency on your area/department and take appropriate action. This may mean ceasing operations and initiating an immediate emergency response of some kind.

### **Faculty and Staff:**

- Emergency Preparedness- Understand your role in dealing with an emergency situation. Review all emergency scenarios and procedures and understand all evacuation procedures for each building you may work within.
- Emergency Situations- Please respond to all directives from the Campus Emergency Response Team, Department Chair, Director, or Supervisor. Provide any information you have that might help in the emergency response.

### **Students:**

- Emergency Preparedness- Take seriously the information and resources available to you in the residence halls and at: [jww.jewell.edu](http://jww.jewell.edu), the college's intranet site and [www.jewell.edu](http://www.jewell.edu), the college's internet site. Think proactively about your classroom buildings and residence halls and the evacuation plans for each.
- Emergency Situations- Please respond to all directives from any college faculty or staff member, including the residential life staff in the residence halls.

## CAMPUS EMERGENCY RESPONSE TEAM



The college staff members listed below shall serve on the Campus Emergency Response Team. As mentioned previously, this team will convene when a State of Emergency has been declared, or at any other time when it is deemed necessary to convene. As a group, their function will be to determine the scope and impact of the emergency. They will also be responsible for making all appropriate decisions related to emergency notifications, actions, resource need, information dissemination, and evaluation of changing conditions. A follow-up de-briefing will be conducted by the Response Team after each incident. Other members of the William Jewell College community may be added to this team, as deemed appropriate, depending upon the nature of the incident.

President	Dr. David Sallee
VP and Academic Dean	Dr. Tim Fulop
VP for Advancement	Dr. Chad Jolly
VP for Finance and Operations	Mr. John McClaflin
VP for Religious Ministries and Dean of the Chapel	Dr. Andy Pratt
VP for Enrollment and Student Affairs	Dr. Rick Winslow
Director of College Relations	Mr. Rob Eisele
Director of Facilities Management	Mr. Rich Busby
Director of Information Services	Ms. Lan Guo

### **Emergency First Responders:**

*Emergency First Responders* will be a team of faculty and staff identified by the *Emergency Response Team* as being critical to an effective emergency response and key to the continued operation of the college during a major emergency or catastrophic event. First Responders will be provided with a special WJC First Responder identification card that will allow them access to campus in the event that outside roads might be shut down or in the event that the campus entrance has been closed. Emergency First Responders will be expected to be ‘on call’ in the event of an emergency. If a First Responder receives a phone call notifying them of an emergency situation, they are expected to respond as quickly as possible. A list of all first responders is attached to this plan (**See Attachment #1**).

## KEY LOCATIONS ON-CAMPUS

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### **Emergency Operations Center:**

In the event that the Emergency Response Team is called together, all members of the team will meet in the President's Office or at a site designated as the 'Operations Center' for that particular situation.

### **Emergency Evacuation Center:**

If a building or buildings must be evacuated in the event of an emergency, the Mabee Center will be the Emergency Evacuation Center for the campus. If, for some reason the Mabee Center cannot be used and the campus must be evacuated, Second Baptist Church, at the corner of Franklin and Lightburne Streets, will be the designated evacuation center.

### **Counseling Center:**

The Director of Counseling Services will make a campus counseling center available. This will be located in Yates College Union, third floor, unless otherwise specified.

### **Information Centers:**

Information centers will be created in several different areas on campus:

- President's Office
- College Relations
- Student Affairs
- Additional To Be Determined Location(s)

### **Meal/Refreshment Center:**

Refreshments and meals will be served out of the West Cafeteria in Yates College Union unless otherwise specified. Portable refreshment centers will be created across campus if the need arises.

### **Volunteer Coordination Center:**

Volunteers will be coordinated through this center, located in either the lobby outside Peters' Theater (Brown Hall) and/or the Atrium of Yates-Gill College Union, unless otherwise specified. All people wanting to volunteer to work on campus should report to this center first.

### **Needs Assessment and Case Worker Center:**

Needs for those affected by an emergency will be assessed by a group of case workers located in the Chaplain's Office (Gano Chapel). Anyone who would like to present a need after an emergency can contact this office for information.

## FACILITY EVACUATION PROCEDURES

Every individual must accept personal responsibility for evacuating any facility on college property during an emergency evacuation. Proactive planning prior to an emergency increases the likelihood of a safe evacuation in the event of an emergency.

### **Specific Procedures:**

In the event of an Emergency...

1. Take keys, briefcases, purses wallets, coats, and other personal items.
2. Fully cooperate with all directives from WJC Security staff.
3. Do not use elevators.
4. Close, but do not lock doors in your immediate area.
5. Turn off all electronics, including computers (unplug computer internet cable).
6. Evacuate in groups to insure that all are able to get out.
7. Provide assistance for those with physical disabilities.
8. Evacuate in a calm, safe, and orderly manner.

***Only WJC Security can issue the order to return to your building.***

### **Evacuation Instructions for Individuals with Physical Disabilities:**

Individuals with physical disabilities may need to use alternative methods for leaving a building in the event of an emergency. If you have a disability that could impair your ability to evacuate a building, please do the following:

Before an emergency:

- Proactively inform WJC Security of your circumstances and request a brief meeting to discuss any special emergency response accommodations needed (remember that elevators may not be fully operating).
- Find two or three ‘buddies’ that can assist you in the event of an evacuation. Review the steps you will need to take in order to evacuate the building.
- Develop two evacuation plans: One assuming help is available and one assuming help is unavailable.
- In the event that help is not available, William Jewell College has developed an evacuation plan with the Liberty Police and Fire Departments for individuals with a disability. The Liberty Fire Department has specialized equipment to assist those disabled individuals.

During an evacuation:

- If needed, call on one or two of you designated ‘buddies’ to assist you.
- If buddies are not available, contact Security at x. 1411 or at 365-0709 and tell them where you are and what is needed.

### **Building Floor Plans:**

Building floor plans are available for review in the Facilities Management Office. Facilities Management has copies of all floor plans on file with the Liberty Police and Fire Departments.

## EMERGENCY PROCEDURES

The following sections include the recommended procedures for specific types of emergencies. This procedure list and its corresponding details is intended to provide step-by-step instructions for those who are initial responders to an emergency situation.

Emergency Procedures Included in Plan:

Airborne Releases	Page 13
Bomb, Chemical, Biological Threats	Page 14
Chemical or Hazardous Material Spill	Page 15
Earthquake	Page 16
Explosion	Page 17
Fire	Page 18
Infectious Disease Outbreak	Page 19
Natural Gas Leak	Page 20
Police Emergency	Page 21
Psychological Crisis	Page 22
Radioactive Spill/Emergency	Page 23
Suspicious Mail/Package	Page 24
Tornado/Severe Weather	Page 25

## AIRBORNE RELEASES

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

In the event of an airborne release please take the following action steps:

- 1) If the release occurs inside a facility, evacuate the building and move to a designated safe location.
- 2) If the airborne release is outside the facility, stay in the building, close all windows and doors to the outside and await further instructions from emergency personnel.
- 3) If the gases start to bother you, hold a wet cloth or handkerchief over your nose and mouth.
- 4) Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down.

The lead time for an airborne release can be in the range of zero to thirty minutes. This short time may not allow for a safe evacuation. An evacuation, therefore, may expose people to potentially harmful chemicals. If you are advised to stay in place, remain inside the building and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air conditioning systems. Go to an interior room/hallway without windows that is above ground level. Use duct tape to seal all cracks around the door and any vents into the room. If possible, take a cell phone with you so that you can contact outside the building for instructions and updates.

## **BOMB, CHEMICAL, BIOLOGICAL THREATS**

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

In the event of a bomb, chemical, or Biological threat (or a suspicious object being found) please take the following action steps:

- 1) If you observe a suspicious object on campus **do not handle the object**. Clear the area and immediately call WJC Security.
- 2) Any person receiving a threat via the telephone should ask the caller:
  - a. Exact location of device (building, floor, room number).
  - b. Time the device is set to explode.
  - c. Kind of device, timing device.
- 3) Keep talking to the caller as long as possible and record the following:
  - a. Date and time of call.
  - b. Location of alleged device.
  - c. Detonation time of device.
  - d. Type of device.
  - e. Speech pattern, accent, distinguishing characteristics.
  - f. Background noise.
  - g. Critical statements/information made by the caller.
- 4) Using a separate phone, notify WJC Security immediately.
- 5) If instructed, evacuate the building immediately by the nearest available exit. Assist persons with disabilities to evacuate as well.
- 6) Do not panic.
- 7) Once outside, move to a safe area at least 500 feet away from the affected building. Keep streets and sidewalks clear for emergency vehicles and crews.
- 8) Do not return to the evacuated building until given permission by WJC Security.

## CHEMICAL OR HAZARDOUS MATERIAL SPILL

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### William Jewell College Security:

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

In the event of a chemical, radiological, or hazardous material spill please take the following action steps:

- 1) Report any spillage of hazardous material to WJC Security immediately.
- 2) When reporting, provide the following information:
  - a. Your name.
  - b. Name of material spilled.
  - c. Estimated amount.
  - d. Exact location of spill.
  - e. Nature of injuries.
  - f. Actions you have taken since the spill.
- 3) If a **chemical** comes in contact with any person:
  - a. Remove all contaminated clothing.
  - b. If there is contact with a person's eyes, rinse eyes with water for at least 15 seconds.
  - c. If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.
- 4) Vacate the affected area at once and seal off further access to the area to prevent further contamination.
- 5) If a building emergency exists activate the fire alarm. Evacuate the building by the nearest available exit. Assist persons with disabilities to evacuate as well.
- 6) Once outside, move to a safe area at least 100 feet away from the affected building. Keep streets and sidewalks clear for emergency vehicles and crews.
- 7) Do not return to the evacuated building until given permission by WJC Security.

## EARTHQUAKE

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

In the event of an earthquake, please take the following action steps:

- 1) If inside, seek cover immediately.
  - a. Take cover under a desk table, or other heavy furniture.
  - b. Brace yourself in a doorway in a position where a swinging door cannot hit you.
  - c. Move against an interior wall and kneel or sit and cover yourself.
  - d. Exit building immediately (quickly and safely) after tremors end.
- 2) If outside, move quickly away from buildings, utility poles, light posts, and other structures.
- 3) After the initial shock, evaluate the situation around you; and if emergency help is necessary, call WJC Security.
- 4) Damage to facilities should be reported to Security and/or Facilities Management.
- 5) If there is a strong odor of gas, relay that information to Security. (Do not use mobile phones in or around areas where you suspect a gas leak.)

## **EXPLOSION**

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**William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

In the event of an explosion, please take the following action steps:

- 1) Immediately seek shelter under tables, desks, or other objects that will give protection against falling glass or debris.
- 2) After the effects of the explosion have subsided, notify WJC Security. Give your name and describe the location and nature of the emergency.
- 3) Activate the building fire alarm.
- 4) Evacuate the building through the closest exit. Assist persons with disabilities to evacuate as well.
- 5) Do not use elevators within the building.
- 6) Do not panic.
- 7) Once outside, move to a clear area that is at least 300 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- 8) Do not return to the evacuated building until given permission by WJC Security.

## **FIRE**

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

In the event of a fire, please take the following action steps:

- 1) Activate the building fire alarm.
- 2) If the fire is small and you have proper training, use a proper fire extinguisher to combat the fire.
- 3) Do not endanger yourself or others by trying to extinguish a large, well-developed fire. Take appropriate precautions to assure your personal safety.
- 4) Evacuate the building through the closest exit. Assist persons with disabilities to evacuate as well.
- 5) Do not use elevators within the building.
- 6) Do not panic.
- 7) Once outside, move to a clear area that is at least 300 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- 8) When you are in a safe area, away from the fire, call WJC Security and give your name, and the exact location of the fire (building, floor, room number).
- 9) Do not return to the evacuated building until given permission by WJC Security.

## INFECTIOUS DISEASE OUTBREAK

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or  
(816)415-5908

The Health Center, College Physician, and Clay County Public Health Center will most likely be involved in the event of a potential infectious disease outbreak. In the event of a potential outbreak, please take the following action steps:

- 1) Contact WJC Security or a Student Affairs staff member if you believe you or someone else might be ill.
  
- 2) In cooperation with local officials, the Student Affairs staff and the College Physician will provide detailed instructions and guidelines related to the potential outbreak for the entire campus community.
  
- 3) If the situation requires emergency medical care, contact WJC Security immediately.

## NATURAL GAS LEAK

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

In the event of a gas leak, please take the following action steps:

- 1) If you smell natural gas and suspect a large/significant leak, evacuate the area immediately and activate the building fire alarm.
- 2) Contact WJC Security about the situation. They will contact the Facilities Management Office. (Do not use mobile phones in or around areas where you suspect a gas leak.)
- 3) Do not switch on or off any lights or electrical equipment.
- 4) Evacuate the building by the nearest exit. Notify building occupants to do so as well. Assist persons with disabilities to evacuate as well.
- 5) Once outside, move to a minimum distance of 300 feet away from the building. Keep walkways clear for emergency and utility vehicles and crews.

## **POLICE EMERGENCY**

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

### **Liberty Police/Fire Department:**

- Police/Fire Emergency- 911
- Police Non-Emergency- (816)792-6002
- Fire Non-Emergency- (816)792-6005

A police emergency exists when you are confronted with or witness a situation where you believe an individual is acting suspiciously in a potentially threatening and/or violent way or you are confronted with and/or witness outwardly threatening or violent behavior.

Examples of a police emergency include, but are not limited to, an individual carrying a firearm or other type of weapon on campus, an individual threatening another person, a person being held against their will, an individual attempting entry to a building, room, and/or vehicle using force, or if you witness someone injured or in a situation where you believe they are at-risk for harm and/or their safety/health/well-being is in jeopardy.

Uncontrollable/violent behavior could be a result of this type of incident. Therefore, we encourage you to contact either WJC Security or the Liberty Police for assistance rather than attempting to intervene on your own. If a police emergency occurs, please take the following steps:

- 1) Stay calm.
- 2) Contact WJC Security or the Liberty Police Department at the provided phone numbers. Provide the following information:
  - a. Your name
  - b. Precise location on campus
  - c. Observed behaviors/characteristics of the individual(s)
  - d. Individual's name, if known
- 3) Search for a safe place to go. Stay away from windows if appropriate. For example if you are in a building and observe violent behavior and are able to exit the building, do so immediately. If you cannot exit the building, attempt to find a room within the building where you may be able to secure yourself.
- 4) Don't argue with the individual. Do not confront/detain the individual if he/she is violent and/or combative and/or possesses a weapon of some kind.

## PSYCHOLOGICAL CRISIS

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or is out of touch with reality. Uncontrollable behaviors and/or hallucinations could be manifested. If a psychological crisis occurs, please take the following steps:

- 1) Stay calm.
- 2) Contact WJC Security or the Student Affairs Office. Provide the following information:
  - a. Your name
  - b. Precise location
  - c. Observed behaviors
  - d. Individual's name, if known
- 3) Until assistance arrives, remain pleasant, considerate and understanding. This will alleviate aggravating or upsetting the person.
- 4) Don't argue with the individual. Do not confront/detain the individual if he/she is violent or combative.
- 5) If another person is available and able to leave the area, have them meet with college staff to update them on the behavior and location of the individual.

## **RADIOACTIVE SPILL/EMERGENCY**

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

### **Radiation Safety Officer:**

- Dr. Don Geilker- x. 5667

In the event of a gas leak, please take the following action steps:

- 1) Do not leave the area and limit movement until those affected can be determined and those unaffected are evacuated.
- 2) Prevent access into the spill area until authorized by emergency personnel.
- 3) Contact Radiation Safety Officer, Dr. Don Geilker, x. 5667, giving him all related details.
- 4) If any clothing is contaminated with radioactive materials, remove them. These items will be discarded by trained personnel. They must not leave the affected area until emergency personnel check them.
- 5) If a skin wound appears, thoroughly wash it with running water.
- 6) Thoroughly wash your hands and other exposed body areas until the radiation monitor indicates absence of contamination.
- 7) Do not clean up any radioactive spill on your own without permission.

## SUSPICIOUS MAIL OR PACKAGE

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### **William Jewell College Security:**

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

Be suspicious of packages with the following:

- Marked personal/private
- Lopsided
- Postmark different than return address
- Missing return address
- Oil stains or odors
- Marked “Fragile” or “Rush”
- Marked with title/no name
- Protruding wires or foil
- Unusually heavy
- Excessive tape or string

If you receive a suspicious letter or package:

- 1) Handle it with care. Don't shake or bump.
- 2) Do not open the package.
- 3) Isolate it immediately by placing it in a Ziploc or plastic bag.
- 4) Wash your hands with soap and water.
- 5) Contact WJC Security immediately.

If you open a letter or package, and its contents are suspicious:

- 1) Isolate it immediately by placing it in a Ziploc or plastic bag.
- 2) Wash your hand with soap and water.
- 3) Contact WJC Security.
- 4) Notify the college if you develop concerning symptoms within 2-14 days after coming into contact with an unknown substance in opened mail.

## TORNADO OR SEVERE WEATHER

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### William Jewell College Security:

- Calling from on-campus phone- x. 1411
- Calling from off-campus/cell phone- (816)365-0709
- Calling Security Voice Mail (Non-emergency)- x. 5510 or (816)415-5908

A tornado watch/severe weather watch means that severe weather is likely to develop. College staff are expected to be alert to changing weather patterns and be prepared to take necessary steps if the situation is upgraded to a warning. A tornado warning means a tornado has been spotted in the immediate area. College staff/students are expected to take the following action:

- 1) The City of Liberty will activate the tornado warning sirens when a tornado has been spotted. If you receive warning of such an event, move to the lowest level of the building you are in and head to the most interior hallway as quickly as possible.
- 2) Stay away from windows and/or areas with large amounts of glass.
- 3) Stay out of rooms below large roof sections such as gymnasiums, auditoriums, or cafeterias.
- 4) Do not leave your building unless instructed to do so.
- 5) Protect your head and face. If possible, get under a sturdy table or other structure.
- 6) If outside, seek shelter in a nearby building or find a ditch or depression in which to hide and cover your head.
- 7) After the all clear information is given, be careful as you make your way through an affected area. Be careful, many times debris that can cause injury can be on the ground.

## ADDITIONAL EMERGENCY RESOURCES

### **American Red Cross:**

[www.redcross.org](http://www.redcross.org)

American Red Cross National Headquarters  
2025 E Street, NW  
Washington, DC 20006  
Phone: (202) 303-4498

### **Centers for Disease Control and Prevention:**

Public Health Emergency Preparedness and Response  
<http://www.bt.cdc.gov/>

### **Clay County Emergency Management:**

<http://www.claycogov.com/OFFICES/EM/index.php>

### **Department of Education:**

Emergency Preparedness Plans for Schools  
<http://www.ed.gov/emergencyplan/>

### **Department of Homeland Security:**

[www.ready.gov](http://www.ready.gov) 1-800-Be-Ready (1-800-237-3239)

### **Environmental Protection Agency:**

Emergency Preparedness  
<http://www.epa.gov/ebtpages/emergencypreparedness.html>

### **Federal Emergency Management Agency:**

<http://www.fema.gov/>

# Attachments



## William Jewell College Emergency First Responders

Department	Title	Employee
<b>Academic Affairs</b>	Dean/VP for Academic Affairs	Dr. Tim Fulop
<b>Admission/Student Affairs</b>	VP for Enrollment and Student Affairs	Dr. Rick Winslow
<b>Advancement</b>	VP of Advancement	Dr. Chad Jolly
<b>Business Office</b>	VP for Finance and Operations	Mr. John McClafin
<b>Chaplain's Office</b>	VP for Religious Ministries	Dr. Andy Pratt
<b>College Relations</b>	Director of College Relations	Mr. Rob Eisele
	Webmaster	Mr. Juan Carlos Grover
<b>Facilities Management</b>	Director of Facilities Management	Mr. Rich Busby
	Plumbing/Power Plant Supervisor	Mr. Jack Busby
	HVAC/Electrical Supervisor	Mr. Russ Davitt
	Telephone Systems Specialist	Mr. Gary Smith
	Supervisor of Security	Mr. Colin Deller
	Structural Supervisor	Mr. James Hoseth
<b>Information Services</b>	Director of Information Services	Ms. Lan Guo
<b>President's Office</b>	President	Dr. David Sallee
<b>Student Affairs</b>	Dean of Student Affairs and the First-Year Experience	Ms. Shelly King
	Assistant Dean of Students and the Director of Residential Life	Mr. Ernie Stufflebean
	Director of Counseling Services	Dr. Beth Gentry-Epley
	Associate Director for Student Development	Ms. Mary Dickerson
	Director of Student Activities	Ms. Jaime Pruitt
	Director of Multicultural Student Development	Ms. Donette Alonzo