

**BREVARD COLLEGE**  
**EMERGENCY RESPONSE PLAN**

**(Revised 8/24/18)**

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## **I. Execution of Plan**

The execution of this emergency response plan is the responsibility of Stanley F. Jacobsen, the Chief Disaster Officer of Brevard College, who will be in communication with the Transylvania County Chief Disaster Officer as well as key Brevard College personnel listed in this document. If the Chief Disaster Officer is not available these duties will be assumed by the Dean of Students, or her designee.

- A. The Chief Disaster Officer of Brevard College is responsible for reviewing and updating this plan as necessary, but no less frequently than annually.
- B. The Chief Disaster Officer of Brevard College will distribute this plan to all offices annually.
- C. The Chief Disaster Officer of Brevard College will ensure that regular training occurs in all departments of the College.
- D. The Chief Disaster Officer of Brevard College will ensure that emergency training exercises are conducted as appropriate (e.g. each residence hall will have a fire drill at least once each semester), and will maintain a record of these events.
- E. The Chief Disaster Officer of Brevard College will maintain a record of all emergency response training.

## II. Fire Emergency

### A. IMMEDIATE ACTION STEPS

1. Evacuate the building. Follow the posted evacuation plan. Get to safety.
2. If there is a **Fire Alarm** pull station in the building, pull the alarm station on your way out of the building. Once the fire alarm is activated, there is no need to pull any additional pull stations.
3. Call 911 (or 9-911, if you are on the campus telephone network). If you cannot stay on the phone, drop it. If you can stay on the phone, give the exact location of the fire (e.g. "Green Hall, third floor, room 301").
4. Contact Campus Security at 828-577-9590.
5. If you are not in your room when you become aware of a fire, do not return to it, but leave the building immediately.
6. Knock on closed doors as you leave the building and alert other building occupants to evacuate.
7. Close all doors as you leave.
8. Proceed through closed doors with caution to ensure they are not hot.
9. Do not re-enter the building.

### B. Responsibilities of Chief Disaster Officer or Campus Security Officer on Duty\*

1. Coordinate with staff, as necessary.
2. Determine if adjacent buildings need to be evacuated.
3. Contact other emergency staff as needed.
4. Activate Emergency Notification System and Call Boxes, if necessary.

\*The Chief Disaster Officer may not be the first person to respond to any emergency and thus the Campus Security Officer on Duty may need to take the initial steps to handle any emergency. However, once informed of any emergency, the Chief Disaster Officer will coordinate a response to the emergency with the Division of Campus Life and the Office of Maintenance, Grounds, and Housekeeping.

### C. Responsibilities of Housing Staff:

1. Responsibilities of Professional Staff Resident Hall Directors
  - a. Follow all immediate action steps as listed above.
  - b. Assign a staff member to meet residents at the "Muster Area" to take attendance (See Designated muster areas, below).
  - c. Support and assess the needs of the residents for any referrals.
  - d. Once the emergency is over, do not reset the alarm. The Fire Department will reset the alarm.
2. Responsibilities of Resident Advisors (RAs)
  - a. Follow all immediate actions steps as listed above.
  - b. Move residents to the "Muster Area", and keep residents clear of emergency equipment.
  - c. If residents report that someone may still be in the building, report that fact to the Hall Director on-call.

### **3. Responsibilities of Residents**

- a. Follow all immediate action steps as listed above.
- b. Go to the Muster Area for the building you were in, and report to your Hall Director.

Set forth below is the Brevard College Fire Drill Protocol for academic and administration buildings including muster areas and Faculty/Staff assignments. This plan has been coordinated with the Transylvania County Fire Marshal.

#### **Muster Areas**

MG, MS, Beam Admin., Coltrane, Dunham, Stamey, and the Library – Proceed to the lawn immediately in front of Green Hall.

Myers Dining Hall - Proceed to the lawn immediately in front of Green Hall.

Boshamer Gymnasium – Proceed to the Outdoor Amphitheater Area immediately in front of the Porter Center.

Porter Center – Proceed to the area between the North and South Villages.

The Complex, Duplexes, and Campus Houses - Proceed to the area between the North and South Villages.

Jones Residence Hall Basement Offices and Classrooms - Proceed to the area between the North and South Villages.

Alumni House – Proceed to the parking lot south of Myers Cafeteria.

President’s House – Proceed to the parking lot south of the Myers Cafeteria.

Ross Hall – Proceed to the Baseball Field bleacher area.

Sims – Proceed to the Porter Center.

Tennis Complex Locker Room - Proceed to the Baseball Field bleacher area.

Football Locker Room - Proceed to the track.

Maintenance Building - Proceed to the track.

Beam Residence Hall - Proceed to the Residential Quad in Front of Dunham Hall.

Jones Residence Hall - Proceed to the Residential Quad in Front of Dunham Hall.

Green Residence Hall - Proceed to the Residential Quad in Front of Dunham Hall.

Stanback Hall - Proceed to the Residential Quad in Front of Dunham Hall.

North Village - Proceed to the Tennis Court Area.

South Village - Proceed to the Tennis Court Area.

It will be noted that each designated area is some distance from the building being evacuated. This is in order to ensure that members of the Campus Community are a safe distance from the structure involved and to allow for fire equipment to operate safely and freely without endangering faculty, staff, and students.

D. Responsibilities of Faculty/Staff/Students in Academic Areas

1. Responsibilities of Faculty /Staff
  - a. Follow all immediate action steps as listed above.
  - b. Go to the "Muster Area" and take attendance of all persons present.
  - c. Report anyone identified as missing to Campus Security or to a First Responder.
2. Responsibilities of Students
  - a. Follow all immediate action steps as listed above.
  - b. Report to the "Muster Area".
  - c. Report to Faculty/Staff member taking attendance.

E. Things to Remember:

1. Super-heated air, toxic gases, and smoke rise. Stay low or crawl to evacuate the building.
2. Take short breaths. Cover your face with a damp cloth to filter out smoke
3. Use a blanket, overcoat, or rug to help protect your skin.
4. Do not take anything other than protective clothing with you when leaving.
5. Do not throw possessions from your window. This could injure people or hamper rescue personnel.
6. Once in the "Muster Area", notify Security or a First Responder if you believe someone is still in the building.
7. Do not re-enter the building for any reason.

F. If you are trapped in a burning building:

1. Return to your room, **if it is safe to do so.**
2. Shut the door, but do not lock it.
3. If on a ground floor, exit through a window.
4. If on an upper floor and there is a vent in your door, cover it with a mattress to prevent smoke from entering your room. Place towels along the bottom of the door.
5. Open your window and hang your head out. Wait for the fire department to arrive.

### **III. Severe Weather and Environmental Threats**

#### **TORNADOS**

In the event of a Tornado students, employees, and visitors should seek safety in the “central core” of the building in which they are located at the time of the occurrence. The “central core” refers to any area of a building on the lowest floor you can reach that is away from windows and outside doors. The object is to seek the strongest point structurally while protecting yourself from flying glass and debris. Some recommended “central cores” on campus are as follows:

MG – Rooms 118 and 125

MS – Rooms 107, 107A, and 107E. (The individual office doors must be closed in order to avoid glass from the exterior windows)

Beam Admin. Building – First Floor Rest Rooms & First Floor Hallway Away from Glass Windows

Alumni House – Rest Rooms & Central Hallway

President’s House – First Floor Inner Hallway

Library – Basement

Coltrane – Underground Rest Rooms

Dunham – Basement Practice Room

Stamey – First Floor Hallway

Sims – First Floor Classroom

Porter Center – Inner Hallways

Gym – Inner Hallways

Duplexes – First Floor Bathrooms or Inner Hallways

Complex – First Floor Bathrooms or first Floor Breezeway Storage Room

Campus Houses – Bathrooms

Ross Hall - Basement

Green Residence Hall – Basement Hallway

Jones Residence Hall – Basement (avoid areas close to inner glass windows)

Beam Residence Hall – First Floor and Basement Hallways

Villages – First Floor Lobbies (as far away from windows as possible)

The following information includes data about tornados as published by the Federal Emergency Management Agency (FEMA):

- A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour.
- Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.
- Some tornados are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornados develop so rapidly that little, if any, advance warning is possible.
- Before a tornado hits, the wind may die down and the air may become very still.
- A cloud of debris can mark the location of a tornado even if a funnel is not visible.

- TORNADOS generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornados:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornados have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornados can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornados that form over water.
- Tornados are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer
- Tornados are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time

#### What to do Before a Tornado Strikes

A tornado WATCH refer to a weather condition which is conducive to the formation of tornados. During a WATCH you should be alert to changing weather conditions by following the below suggestions:

- Listen to [NOAA Weather Radio](#) or to commercial radio or television newscasts for the latest information
- Look for approaching storms.
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train
- If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

#### What to Do During a Tornado

If you are under a tornado WARNING it means that a tornado has actually been seen in your vicinity. Therefore, SEEK SHELTER IMMEDIATELY!

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to an area such as a basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use



	your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornados.
The outside with no shelter	<p>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.</p> <p>Do not get under an overpass or bridge. You are safer in a low, flat location.</p> <p>Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.</p> <p>Watch out for flying debris. Flying debris from tornados causes most fatalities and injuries</p>

## **EARTHQUAKES**

The following information includes data about earthquakes as published by the Federal Emergency Management Agency (FEMA):

### What to Do During an Earthquake

Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

#### *If indoors*

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that electricity may go out or sprinkler systems/fire alarms may turn on.

- DO NOT use the elevators.

*If outdoors*

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the fatalities from earthquakes occurred when people run outside of buildings where they are killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

*If in a moving vehicle*

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

*If trapped under debris*

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

## IV. Bomb Threat

If a suspicious object is found, it should immediately be reported to Campus Security (828-577-9590). Information regarding its specific location, and why it is considered “suspicious,” should be provided. If there is any problem whatsoever in reaching a Campus Security Officer dial 911 (or 9-911, if you are on the campus telephone network), and report the matter directly to the 911 operator.

If a telephone call is received at Brevard College threatening an explosion, the following action should be taken:

- A. Try to remain calm. Keep the caller talking. Ask questions. Who? What? Where? When? Why? and How? Get as much information as possible.
- B. After receiving a bomb threat notify:
  - 1. Brevard Police Department via 911 (or 9-911, if you are on the campus telephone network) or at 883-2212.
  - 2. Contact Campus Security (828-577-9590)
- C. Duties to be carried out by designated personnel:
  - 1. Chief Disaster Officer
    - a. Notify Brevard Police Department and Campus Security Officer on duty, if not already done.
    - b. Confer with Administrative Staff, Staff Residence Hall Directors, and Department Chairman, if feasible and necessary.
    - c. Consider need to evacuate surrounding buildings and, if necessary, activate the Emergency Notification System.
    - d. Coordinate the search procedure with Brevard Police, and Campus Security Officer.
  - 2. Search Team: Campus Security and Staff Residence Hall Directors or Department Heads for appropriate areas.
    - a. Look for anything unusual in non-public areas (i.e., boxes, pipes, cigarette cartons, etc.).
    - b. Public areas (waiting rooms, restrooms, hallways, and areas accessible to the general public) should be searched by the Brevard City Police and Campus Security Officers, with assistance from Staff Residence Hall Directors or Department Heads familiar with the area.
    - c. **IF A SUSPECTED BOMB IS FOUND, DO NOT DISTURB IT IN ANY WAY. NOTIFY THE LAW ENFORCEMENT OR SECURITY OFFICER ON YOUR SEARCH TEAM.**
- D. Media - Any communication with the news agencies should be coordinated through the Director of Communications and Media Relations.

## V. Active Shooter or Report of Active Shooter

**Any person who hears gunfire on Campus or who receives a call that there may be a shooter on Campus should immediately call 911 and Campus Security (828-577-9590) to report the incident. The Security Officer will advise the appropriate person to send out an announcement on the Blackboard Emergency Notification System for the entire Campus to Shelter in Place along with any other appropriate information.**

- Any group on Campus from whom a threat is suspected to have been received, or who may be suspected of having a gun, should immediately be isolated and a Faculty or Staff person should remain with them. All their backpacks or carrying devices should be removed and placed in a location under the observation of a Security officer or Police Officer. A Faculty or Staff member should remain with that group until relieved by a Security Officer or Law Enforcement Official who will make the determination regarding the appropriateness of conducting searches of those in the group along with their belongings.

If you become aware of a situation where someone is actually shooting on the Campus, or if there is a credible report that there may be an active shooter, the following is a list of actions that are recommended. It should be noted that these types of incident are unpredictable. The below guidelines are recommendations that are based on past experiences. You may have to alter some of these suggestions, depending on the situation.

As have many post-secondary educational institutions, Brevard College uses the term “**Shelter in Place**” rather than “**Lockdown**”. **Shelter in Place** means to stay in the room you are in, lock the door, go to a corner of the room that is not exposed to any window (including any window in a door), turn out the lights, do not make any noise. (Call 911 and Campus Security at 577-9590, **only if you feel it is safe to do so**). See below for more specific instructions.

### ADDITIONAL ACTIVE SHOOTER INFORMATION

This type of incident is unpredictable, and your immediate response depends on the situation you face. The following guidelines have been developed based on the best practices established by law enforcement experts.

**When you become aware of an incident, if you are in a classroom or office the following actions are recommended:**

1. Remain in the room you are in and initiate **Shelter in Place** procedures.
2. Remain there until assistance arrives.
3. Close and lock the door (door stops will be made available at all doors).
4. Go to a corner of the room that is not exposed to any window (including any window in the door).
5. Turn out the lights.

6. Keep quiet and act as if no one is in the room.
7. Do not open the door except for known law enforcement officials.
8. Call 911 and Campus Security at 577-9590, **only if you feel it is safe to do so**, and **quietly** providing each with the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter(s)
  - e. Injuries to anyone, if known
  - f. Wait for local police or security to assist you out of the building

**When you become aware of an incident, if you are in a hallway the following actions are recommended:**

1. Go to the nearest room or office that is open and initiate **Shelter in Place** procedures.
2. Remain there until assistance arrives.
3. Close and lock the door (door stops will be made available at all doors).
4. Go to a corner of the room that is not exposed to any window (including any window in the door).
5. Turn out the lights.
6. Keep quiet and act as if no one is in the room.
7. Do not open the door except for known law enforcement officials.
8. Notify 911 and Campus Security, **only if you feel it is safe to do so**, and **quietly** provide each the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Injuries to anyone, if known
  - f. Wait for local police or security to assist you out of the building.

**When you become aware of an incident, if you are outdoors on the Campus the following actions are recommended:**

1. Run off Campus as soon as possible and seek shelter in the first building you can access.
2. Call 911 and Campus Security (828-577-9590) and, **only if you feel it is safe to do so**, provide each the following information:
  - a. Your name
  - b. Your location (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Injuries to anyone, if known
  - f. Wait for local police or security to assist you out of the building.

**When you become aware of an incident, if you are in your residence hall the following actions are recommended:**

1. Remain in the room you are in or go into the first room you find open and initiate **Shelter in Place** procedures.
2. Remain there until assistance arrives.
3. Close and lock the door.
4. Go to a corner of the room that is not exposed to any window.
5. Turn out the lights.
6. Keep quiet and act as if no one is in the room.
7. Do not open the door except for known law enforcement officials.
8. Notify 911 and Campus Security, **only if you feel it is safe to do so**, and **quietly** provide each the following information:
  - a. Your name
  - b. Your location (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Injuries to anyone, if known
  - f. Wait for local police or security to assist you out of the building.

**What to Expect During the Law Enforcement Response**

The Brevard Police Department (BPD) and the Transylvania County Sheriff's Office (TCSO) are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the BPD and the TCSO, along with Brevard College officials, will evaluate the situation to determine the best course of action for the safety of the College community. Once the BPD and TCSO units respond to campus, they will be responsible for all tactical operations.

Law enforcement personnel are trained to respond to an active shooting incident by entering the building as soon as possible, and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue injured victims because their main goal is to get to the shooter(s) and neutralize him/her/them as quickly as possible. People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a follow-up rescue team is formed shortly after the first responding officers enter the building. These teams will consist of officers who will search for injured parties and get everyone safely and out of the building. The Brevard PD and Transylvania County SO have confirmed that they follow these procedures.

**Notification of All Clear**

When all is clear, notification will be announced over the Blackboard Emergency Notification System along with instructions regarding how to proceed.

## VI. Communications

In any emergency, the safety of all persons takes priority. Therefore, immediately

- A. Get yourself and others to safety.
- B. Call for assistance.

Call **911** (or 9-911, if you are on the campus telephone network).

- 1. Respond to the Dispatcher's Questions.
- 2. If you cannot safely stay on the phone, drop it and get to safety. **Do not hang-up (the dispatcher can electronically identify the location of the phone).**
- 3. Every member of the Brevard College Community should be familiar with the following numbers:

IN CASE OF EMERGENCY,  
DO THE FOLLOWING:

Dial **911**

Dial **9-911** if you are on the campus  
telephone network

Dial Campus Security: 828-577-9590

**GO TO SAFETY!**

### C. Chain of Communications for Campus Emergencies

Campus Security Officer on Duty      828-577-9590 - cell phone (24/7)

Director of Safety, Security, and Risk Management (Chief Disaster Officer):  
Stan Jacobsen      828-508-9576 - cell phone (24/7)  
828-884-8381 office

Dean of Students:  
Dr. Debora D'Anna      606-627-1069 - cell phone  
828-884-8391 office

### D. Other Personnel (generally this list will be notified by others)

President of the College:  
Dr. David C. Joyce      828-884-8264 – office

Vice President of Business and Finance  
Melissa Graham      828-885-8219 - office

Vice President for Academic Affairs:  
Dr. R. Scott Sheffield 828-884-8312 - office

Assistant Director of Communications and Media Relations:  
Christie Cauble 828-884-8250 - Office  
828-392-8557 – cell phone

Facilities Director  
Burke Ulrey 828-884-8282 - office  
828-206-8309 - cell phone

Facilities Admin. Assistant:  
Leigh Koffman 828-884-8279 - office

Director of IT:  
Jay Trussell 828-884-8340 - office  
828-506-1348 - cell phone

Campus Nurse  
Pat Clackler 828-884-8242 - office  
828-318-2425 - cell phone

Counseling Services (Dee Dasburg) 828-884-8129 - office  
Dee Dasburg 828-506-2384 - cell phone

- E. The primary communication link with local emergency personnel will be by telephone.
- F. The secondary communication link will be over the Brevard College Campus Security radio system that affords contact with Police, EMS, and Fire Department.
- G. Emergency Notification System (Blackboard Connect) - Emergency notifications will be made via email, cell phone, and text messaging by the Chief Disaster Officer.
- H. Emergency Call Boxes (Call 24) - These devices will be used in order to communicate broadcast messages via a public address system. There are four (4) emergency call boxes strategically placed on the campus. If you hear the emergency tone, please listen for specific verbal instructions depending on the nature of the emergency (e.g. tornado, flooding, etc.). They will be activated by the Chief Disaster Officer.
- I. Visitors and Press: All persons seeking information concerning the disaster should be referred to the Director of Communications and Media Relations (Leigh Evans) (828-884-8115 - office; 917-656-9773 - cell phone).
- J. Medical Triage Center
  1. The Wellness Center (Stamey Hall) will serve as the primary triage center.
  2. Coltrane Commons will serve as the secondary triage center.



## VII. Assignments and Responsibilities of Key Personnel

- A. Chief Disaster Officer (Director of Safety, Security, and Risk Management or designee); In coordination with the Crisis Communications Team:
  - 1. Command all College emergency response activities in cooperation with the Transylvania County Chief Disaster Officer.
  - 2. Organize the staff placement for directing the students and staff of the College.
  - 3. Direct the recall of personnel, as needed.
  - 4. Arrange for the transfer of seriously injured to Transylvania Community Hospital, in coordination with Transylvania County Medical Services.
  - 5. Assign other personnel, as necessary.
  - 6. Activate Emergency Notification System and Emergency Call Boxes
  - 7. Arrange for debriefing of key personnel after an event
  
- B. Director of Medical Services (College Nurse)
  - 1. Assume triage responsibilities and direct incoming injured to the appropriate area for treatment.
  - 2. Coordinate nursing activities within the various treatment areas.
  - 3. Call in and assign available staff within the required areas.
  - 4. Coordinate procurement and distribution of medical supplies with EMS.
  - 5. Coordinate with Transylvania Community Hospital.
  
- C. Coordinator for Counseling Services (College Counselor)
  - 1. Contact other counselors and resources as needed.
  - 2. Coordinate the providing of emotional support and comfort to those affected by the disaster.
  - 3. Contact other spiritual leaders in the community, as needed.
  - 4. Coordinate the providing of spiritual support and comfort to those affected by the disaster.
  
- D. Director of Housing and Central Scheduling
  - 1. Coordinate temporary housing for those in need of this service.
  - 2. Assign available staff to manage temporary housing.
  - 3. Compile a list of all individuals in emergency shelters and temporary housing.
  
- E. Assistant Director of Communications and Media Relations
  - 1. Arrange and coordinate any communication with the media. **All contact with the media must go through the Assistant Director of Communications.**
  - 2. Maintain close coordination with Crisis Communications Team regarding appropriate information to be released.
  
- F. Director of Human Resources
  - 1. Ensure that all new employees receive a copy of the Emergency Response Plan and that they are familiarized with the Emergency Notification System (EMS)
  - 2. Notify employees that are separating to remove themselves from the EMS.

- G. Vice President for Academic Affairs and Department Chairs
  - 1. Depending on the type of emergency, coordinate efforts to communicate instructions to students regarding the impact on class schedules
  - 2. Reestablish classroom instruction as soon as practical.