

2010 Clery Crime Report –Emergency Notifications/Fire Safety/Missing Persons

EMERGENCY RESPONSE

Webster University -Myrtle Beach, SC Metro Site has developed a Crisis Management Plan that includes information about the University's response to emergency situations. **Webster University Myrtle Beach, SC Metro Site** conducts exercises each year and tests the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

General information about the emergency response and evacuation procedures for **Webster University -Myrtle Beach, SC Metro Site** is publicized and is made available on www.webster.edu/myrtlebeach

EMERGENCY NOTIFICATION PROCEDURES

In the event of a serious incident which poses an immediate threat to members of the Webster University community, **Webster University -Myrtle Beach, SC Metro Site** has systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include:

- 1- Air horn for internal evacuation of the campus building (ex. fire).
- 2- Random mock emergency drills.
- 3- Posting on website (ex. weather related information).
- 4- Introductory announcement on the site's telephone system.
- 5- Emergency procedures are discussed at new student orientation.
- 6- These systems are tested on an annual basis and may or may not be announced.

Webster University will post updates during a critical incident on the Webster University website at www.webster.edu/myrtlebeach

All members of the Webster University Community are notified on an annual basis that they are required to notify Timothy Groza (Senior Director-Webster University Myrtle Beach, SC Metro Campus), Kevin Foy (Facility Manager Webster University-Myrtle Beach, SC), (fire) Myrtle Beach Fire Department and (incident) Myrtle Beach Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Department of Public Safety along with Myrtle Beach Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Myrtle Beach Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the

case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

If the Senior Director, Facility manager or Webster University- Myrtle Beach staff member confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Webster University community, the Senior Director, facility manager or staff member will collaborate with Myrtle Beach Police Department to determine the content of the message and will use some or all of the systems described above to communicate the threat to the Webster Community. Any Webster University staff member will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, compromise the efforts to assist a victim(s) or to contain, respond to, or otherwise mitigate the emergency.

EMERGENCY RESPONSE TESTING AND TRAINING

Procedures During An Emergency Event:

Instructors:

Instructors are responsible for the students in their classroom. The following are some guidelines that needs to be followed for everyone's safety & security:

A) Lockdown:

- 1) If we enter lockdown mode, close and lock the door.
- 2) Students will create a barrier by turning the tables on their sides facing the *hallway wall and door*. If possible, use two rows of tables, which will add another layer of protection.
- 3) Students will lie on the floor facing the outside wall.
- 4) Classrooms will remain in lockdown until released by Law Enforcement Personnel or a staff member with a key. **IF IN DOUBT, LEAVE THE CLASSROOM LOCKED.**

B) Fire Or A Need To Evacuate A Classroom:

The most important item to consider is the students, so get them out of the classroom quickly. If there is smoke, crawl to the nearest exit. **LEAVE EVERYTHING BEHIND!** *A laptop or purse can be replaced, a life cannot!*

- 1) The instructor should always know the quickest way out of the building. Since classroom changes are common, please take a quick glance at the evacuation map in each of the classrooms by the light switches. Should your evacuation route be blocked, know where the alternate exit is. There are two exits on the second floor. The first is the main staircase by room 201 and the other is the Emergency door between room 204 & 205.
- 2) Always have your roster handy so you can perform a roll call outside.
- 3) Gather you class outside the building in a safe area. **KEEP CLASSES SEPARATED UNTIL AFTER ROLL CALL.** Here are some locations:
 - If you evacuate out the second floor emergency door, gather on the grass by the woods. If you have to move, move toward Webster Hall (back building) along the woods.
 - If you evacuate from the main door, gather in the parking lot. If you have to move, move toward the street but stay in the parking lot.
 - If you are in Webster Hall (back building), exit by either door. If you evacuate via the front door, assemble in the parking lot. If you exit via the back door, assemble in the courtyard. Since both areas are small, should you have to move; move toward Oleander Drive, but stay in the parking lot.
- 4) Once you get a location, take roll. If you are missing someone, let a staff member know immediately. If you cannot find a staff member (they could be searching the building for students), keep an eye out for a staff member. DO NOT GO BACK IN THE BUILDING.

C) **Weather Related**

Although we are not prone to dangerous weather conditions such as tornados, there is always a possibility and we need to address it. The safest place is an area with no windows, but it needs to be on the lowest floor. The following are some guidelines and locations:

- 1) If you are on the second floor, move safely to the first. If you cannot get to the first floor, evacuate to the hallway and crouch down on the floor. Close the classroom door behind you and stay away from other classroom doors.
- 2) When you go downstairs or if your classroom is downstairs, find a safe location that does not have windows such as the break room, the bathrooms (avoiding the ladies room because it's on a outside wall), the kitchen, or the hallway outside the staff offices (keeping away from the doors). If a door is open, close it. Get as low to the floor as possible.
- 3) Once the emergency passes, safely go outside. Instructors will do a roll call. A staff member will do an assessment of the damage, if any.
- 4) If you are in Webster Hall (the back building), evacuate to the hallway. The bathrooms are not the best place because they are on the outside wall.

Procedures During An Emergency Event:

Staff Members:

Staff members are responsible for both the instructors and students for their safety and security. They must maintain control and call the appropriate authorities when needed. Staff members must notify the instructors via an emergency device (horn) and verbal communication of any emergency.

A) Lockdown:

- 1) This is probably the hardest emergency to address. If it appears that a situation warrants locking down the building, LOCK IT DOWN.
- 2) Call Law Enforcement. Be prepared to give the location of the situation so Law Enforcement can assess their needs. Assist in whatever way possible.
- 3) Contact the Director as soon as possible (if you get voicemail, leave a message). If you cannot contact the Director verbally, contact the Office Security individual.
- 4) Take note of the date and time, when possible.

- 5) All staff members on duty will assist in lockdown and/or evacuation of the buildings.
- 6) The campus will hold periodic meetings regarding evacuation procedures for emergency events.

B) Fire or gas leak:

- 1) Immediately start evacuation procedures by both blasts on the air horn and verbal communication; such as yelling fire, fire, fire or whatever the emergency is. Get the evacuation going before contacting emergency dispatch (911). If there is another staff member, have them assist you.
- 2) While the evacuation is in progress; notify the emergency dispatch (911) about the nature of the fire or gas leak, being as specific as possible such as first or second floor when the emergency crews arrive, direct them to the appropriate classroom or location.

Keep in mind that the address for the main building is 4589 Oleander Drive and Webster Hall (back building) is 4573 Oleander Drive.

- 3) This step will be addressed by whatever the conditions are:

The building needs to be checked to insure all the students and instructors have been evacuated. If you are alone and the emergency response personnel have not arrived yet and you can safely check the building, start on the second floor and check the classrooms and restrooms for anyone who is left behind or may need assistance. Keep a lookout for emergency personnel and go to them when they arrive. After they arrive tell them what areas you have already inspected. If there are more than one staff member, one person will remain downstairs in the parking lot to direct and assist the emergency personnel.

- 4) Once the emergency personnel take charge, get with the instructors to find out if anyone is missing. (By the time you coordinate with the instructors, they should have already taken roll). Keep the emergency personnel informed of any person missing.
- 5) Contact the director. If you get voicemail, leave a message then contact the office security person.

C) Weather:

1) Staff will keep current with weather conditions via the internet and television. If conditions warrant, evacuate the students on the second floor first. Get them downstairs to a safe windowless area such as the bathrooms (except the downstairs ladies room which is on an outside wall), the hallway outside of the staff offices, the downstairs break room or the kitchen. Be sure the staff office doors are shut for protection. Have the students sit on the floor to maximize space and safety.

2) If the second floor cannot be evacuated fast enough, the staff will attempt to insure that the classrooms are evacuated to the hallway. In the instructors briefing there are procedures to do this, so staff members should not attempt to go to the second floor if conditions are not safe.

3) As with fire, accounting for students is important so coordinate with the instructors.

D) **Summary for staff members:**

It is the responsibility of the staff members to maintain a safe and secure building for both the students and the instructors. The staff members will perform their duties as safely as possible without risk of life or limb to one self. The Director and safety staff member will do their best to offer tools to insure this happens. During the periodic staff meetings or at anytime for that matter, an issue arises that needs to be addressed, contact the Director or safety staff member immediately.