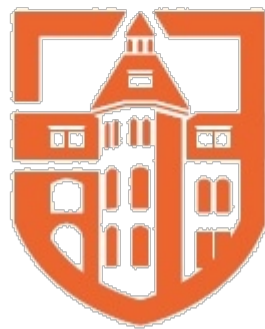


CARROLL UNIVERSITY



EMERGENCY RESPONSE PLAN

Revised August 22, 2018



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COMMUNICATION PROCEDURES

The Office of Communications and Marketing is the lead communications office at Carroll University, both on a daily basis and during an activation of the campus emergency response plan.

Communications and Marketing staff is charged with and responsible for gathering, writing, editing, posting and disseminating all communications and emergency response instructions, including official directions and announcements from the Communication Team.

Information Release

In an emergency, information released through the Office of Communications and Marketing serve as the only information about the unfolding emergency which leaders across campus may share with internal and external audiences. Campus leaders who receive inquiries from high-level constituents and stakeholders (including key lawmakers, donors, parents, media, etc.) may only convey to those stakeholders the same information released to the public by the Office of Communications and Marketing. This will ensure that all information released is confirmed as factually accurate and consistent. Failure to do so could result in the loss of credibility of the university to the public and questioning of whether the university has the emergency situation under control.

These steps should be followed to notify the university and community if a crisis occurs:

Emergency Situation/Initiation Person:

- ❑ Calls 911 if an emergency
- ❑ Calls Public Safety in all other cases

Department of Public Safety:

- ❑ Decides the next step and/or calls the director of public safety
- ❑ The director of public safety calls the president and appropriate individuals (team coordinators) and/or deploys first communication (see below)

If Campus Lockdown or Significant Weather: The Department of Public Safety deploys first PioALERT, then contacts the president, senior public relations strategist and/or director of communications and marketing for next steps as well as team coordinators.

If any other situation: The Department of Public Safety contacts the president, senior public relations strategist and/or director of communications and marketing for next steps as well as team coordinators.

Team Coordinators:

- ❑ Discuss the incident and decide whether the entire team should meet
- ❑ Determine appropriate notification (PioALERT, email, voicemail messages, etc.)
- ❑ Decide which audiences should be notified and when
- ❑ Team coordinators are responsible for deploying communication to contact their team



Communication Coordinator (senior public relations strategist):

- See notification systems below for channels and messaging

Notification Systems

In an emergency and with direction from the Communication Team, the Office of Communications and Marketing will first notify audiences via one or more of the following methods:

- PioALERT email and text message
- Notification on the front page of the university's website
- Voicemail messages to the university's faculty and staff broadcast phones
- Carillon

To notify external audiences, one or more of the following may be performed:

- Written statement sent out via email
- Update social media pages with appropriate content, using Twitter as the primary platform
- Notification on the front page of the university's website
- News conference or briefing at specified media location (see IV for options)
- Update of campus voicemail messaging system

Additional communication platforms

- Audible broadcast phones
- Alertus
 - University desktop notification
 - Digital signage (when available)

DEFINITIONS

Active Assailant(s): An active assailant(s) is considered a suspect(s) whose activity is immediately causing serious injury or death and has not been contained. This can include, but is not limited to, acts of terrorism, workplace violence and/or hate crimes.

Administrative Team: The Administrative Team consists of senior staff and their designees who are responsible for declaring and categorizing emergencies and making major decisions regarding the implementation of the Emergency Response Plan. The Administrative Team has the authority to, and is responsible for, identifying, addressing and ensuring emergency preparedness and response protocols to support the instructional, research, academic, business continuity, non-academic support services and communication needs of the university community including, but not limited to, prospective students/families, current students/families, employees, guests, alumni, members of the board of trustees and community members.

Bomb Threat: A bomb threat is communication through the use of mail, email, telephone or other means of communication threatening to detonate an explosive or incendiary device to cause property damage, death or injuries whether or not such a device actually exists.

Communication Team: The Communication Team consists of members of the Office of Communications and Marketing who are responsible for enacting the Communications Plan.

Community Health Crisis: A health crisis is defined as any health condition affecting the community at large, or where the cause of an individual illness puts the community's health at risk. Illnesses that are considered community health emergencies generally are of an infectious nature. This includes food-borne illnesses, community illnesses and/or water-borne diseases or a pandemic flu outbreak. They generally are of outbreak (three or more cases caused by the same organism) or epidemic proportion and often impact a university activity such as Residence Life and Housing or Dining Services. Every attempt is made to diagnose the condition early, localize the source, stop the spread and in a controlled way, warn the at-risk population about illness prevention.

Emergency: A situation arising with or without warning, causing or threatening death, injury or disruption to normal life for numbers of people in excess of those which can be dealt with under normal conditions, and which requires special mobilization and organization of those forces.

Emergency Operations Center (EOC): A central facility from which key officials can gather information, make decisions, and direct and coordinate response and recovery efforts.

Emergency Planning Team: A group of representatives who regularly meet to coordinate and provide recommendations regarding emergency management policies and procedures.



Emergency Response Plan (ERP): Multi-hazard functional plan that treats emergency management activities generally, with the unique aspects of individual disasters contained in hazard-specific annexes. It describes the emergency organization and the means of coordination with other entities. It assigns functional responsibilities and details tasks to be carried out as accurately as permitted by the situation.

Hazardous Materials: Substances or materials which, because of their chemical, physical or biological nature, pose a potential risk to life, health or property if they are released. Explosive substances, flammable or combustible substances, poison and radioactive materials are all classified as hazardous materials.

Incident Commanders (IC): The highest authority in the EOC during times of operation is responsible to provide clear direction in organizing and maintain the response effort. Some key qualities include the ability to maintain a level head in a tense situation, lead a team, manage expectations, demonstrate control, take in information, carefully listen, act promptly and communicate decisions.

International Crisis: Crisis that affects one or more areas in a country, the entire country or spills over the borders and takes a definitive international angle. Examples of international crises could be the flow of refugees, the spread of communicable diseases, illegal trade and cross-border military operations.

ITS/Finance Team: The ITS/Finance Team consists of members of ITS and the Business Office whose responsibility it is to address the ITS and business needs of the university during an emergency.

Lockdown: A measure in response to a threat directly to the university or in the surrounding community. In a lockdown:

- All university activities are moved indoors
- Interior and exterior doors should be locked
- No one is allowed to enter or exit the building
- All persons report to the nearest safe space
- Doors to every room and office are closed and locked
- Persons should move to interior walls and away from windows and doors
- Window shades should be shut and lights turned off
- Silence phones and remain quiet

In a crisis, the campus community may receive a PioALERT message that indicates a lockdown.

Lockout: A lockout recovers all persons from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity and dangerous events in the community are examples that would require a lockout response. While the lockout response encourages greater situational awareness, it allows for



educational practices to continue with little interruption or distraction. In a crisis, the campus community may receive a PioALERT message that indicates a lockdown.

Logistics Team: The Logistics Team consists of key university personnel responsible for assessing and responding to short and long term university needs resulting from emergencies.

Missing Person: If the person's absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation and/or has been with persons who may endanger their welfare.

Shelter in Place: Selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In a crisis, the campus community may receive a PioALERT message that indicates to shelter in place.

WEATHER DEFINITIONS

Blizzard Warning: Has sustained winds or frequent gusts of 35 miles per hour or greater, considerable falling, and/or blowing snow reducing visibility frequently to $\frac{1}{4}$ mile or less for a period of three hours or more.

Blizzard Watch: Has sustained winds or frequent gusts of 35 miles per hour or greater, considerable falling, and/or blowing snow reducing visibility frequently to $\frac{1}{4}$ mile or less for a period of three hours or more are possible generally within the next 48 hours.

Freezing Drizzle Advisory: Predicts drizzle causing light accumulations of ice is imminent or occurring. A trace to $\frac{1}{4}$ inch of expected freezing drizzle is needed in any county warning area to prompt a freezing rain advisory.

Freezing Rain Advisory: Predicts light to moderate ice accumulations are imminent. A trace to $\frac{1}{4}$ inch of expected freezing rain is needed in any county warning area to prompt a freezing rain advisory.

Ice Storm Warning: Predicts heavy ice accumulations are imminent and the criteria for amounts vary over different county warning areas. Accumulations range from $\frac{1}{4}$ to $\frac{1}{2}$ inch or more of freezing rain.

Tornado or Severe Thunderstorm Watch: Means conditions are right for a tornado or severe thunderstorm to develop. Continue with normal activities, but continue to monitor the situation.



Tornado or Severe Thunderstorm Warning: Means radar or weather spotters have identified a tornado or severe thunderstorm. The emergency sirens will continually sound if there is danger in the immediate area.

Wind Chill Advisory: Calls for dangerous wind chills making it feel very cold are imminent or occurring; the criteria varies significantly over different county warning areas.

Wind Chill Warning: Calls for extreme wind chills that are life-threatening are imminent or occurring; the criteria varies significantly over different county warning areas.

Wind Chill Watch: Predicts extreme wind chills that are life-threatening are possible; the criteria varies significantly over different county warning areas.

Winter Storm Warning: Has hazardous winter weather conditions that pose a threat to life and/or property are occurring, imminent, or highly likely. The generic term, winter storm warning, is used for a combination of two or more of the following winter weather events; heavy snow, freezing rain, sleet, and strong winds.

Winter Storm Watch: Has hazardous winter weather conditions including significant accumulations of snow and/or freezing rain and/or sleet are possible generally within 48 hours. These watches are issued by the National Weather Service Forecast Office.

Winter Weather Advisory: Has hazardous winter weather conditions are occurring, imminent, or likely. Conditions will cause a significant inconvenience and if caution is not exercised, may result in a potential threat to life and/or property. The generic term, winter weather advisory is used for a combination of two or more of the following events: snow, freezing rain or freezing drizzle, sleet and blowing snow.

TYPES OF EMERGENCIES

Active Assailant(s)

<p>Member of the campus community</p>	<ul style="list-style-type: none"> • Stay calm • Find a safe location • If possible, call 911 <p>Secure the immediate area:</p> <ul style="list-style-type: none"> • Lock or barricade the door, if able. Block the door using whatever is available – desks, tables, file cabinets, furniture, etc. • After securing the door, stay behind solid objects away from the door as much as possible • If the assailant enters your room and leaves, lock or barricade the door behind them • IF SAFE TO DO SO, allow others to seek refuge with you <p>Protective actions; take steps to reduce your vulnerability:</p> <ul style="list-style-type: none"> • Close blinds • Block windows • Turn off radios and computer monitors • Silence cell phones • Cover interior doors and windows to block view of assailant(s) • Place signs in exterior windows to identify your location, number of injured persons and number of people present • Keep people calm and quiet • After securing the room, people should be positioned out of sight and behind items that might offer additional protection, such as walls, desks, file cabinets, furniture, etc. <p>Open areas; if you find yourself in an open area, immediately seek protection:</p> <ul style="list-style-type: none"> • Put something between you and the assailant • Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you
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	<ul style="list-style-type: none">• If in doubt, find the safest area available and secure it the best way that you can <p>Call 911; be prepared to provide the 911 operator with as much information as possible:</p> <ul style="list-style-type: none">• Begin by saying “I’m at Carroll University” and include the building name and room number or location• Be prepared to explain:<ul style="list-style-type: none">• Nature of the emergency• Number of people at your specific location• Injuries, if any, including the number of injured and types of injuries• Your name and other information as requested• Attempt to provide information in a calm, clear manner <p>What to report about the assailant(s):</p> <ul style="list-style-type: none">• Specific location and direction• How many there are• Gender, race, age• Language or commands used• Clothing color and style• Physical features, e.g. height, weight, facial hair, glasses• Type of weapons, e.g. handgun, rifle, shotgun, explosives• Description of any backpack or bag• Do you recognize the assailant(s)? Do you know their name?• What you heard, e.g. explosions, gunshots, etc. <p>Treat the injured. The 911 operator will notify law enforcement and other emergency service agencies. Emergency medical personnel will respond to the site, but they may not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best as you can until the area is secure. Remember basic first aid:</p>
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- For bleeding, apply pressure and elevate. Many items can be used for this purpose, e.g. clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive and try to stay quiet and calm

When to leave:

- The assailant may not stop until their objectives have been met or until engaged and neutralized by law enforcement
- Always consider the risk of exposure by opening the door for any reason
- Attempts to rescue people should only be made if it can be done without further endangering yourself or those inside of the secured area
- Be aware that the assailant may bang on the door, yell for help or otherwise attempt to entice you to open the door of a secured area
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured

Active assailant(s) OUTSIDE your building:

- Turn off all light, close and lock all windows and doors. If you cannot lock the door, block it with desks, chairs, furniture, etc.
- If you can do so safely, get all occupants in an area out of the line of fire.
- If you can do safely, move to an internal space of the building. Remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

Active assailant(s) INSIDE your building:

- If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window.
- If escape occurs prior to first responder arrival, proceed as quickly as possible away from the incident to a safe location (school, store, business).

- As you exit the building, keep hands above your head and listen for instructions from first responders.
- If you are unable to escape the building, move out of hallway and into an office or classroom. Try to lock the door. If the door will not lock, barricade the door with desks and chairs. Lie on the floor and/or under a desk. Remain silent. Wait for the police to find you.

Active assailant(s) ENTER the room:

- There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you cannot speak, leave phone line open so police can hear what is happening.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. “Playing dead” may also be a consideration.
- Attempting to overcome suspect with force is a last resort. Consider only in most extreme circumstances. Only you can decide if this is something you should do.
- If the shooter exits your area and you are able to escape, leave the area immediately.
- While escaping—as soon as you see a police officer—put your hands over your head.
- Immediately comply with officer’s instructions.

Bomb Threat

<p>Member of the campus community</p>	<p>If a bomb threat is received:</p> <ul style="list-style-type: none"> • Stay calm. If your phone has Caller ID, record the number displayed. • Gain the attention of someone else nearby by pointing to this information and have that person call 911. Then, call DPS at 262.524.7300. • Keep the caller on the phone long enough to complete the Bomb Threat Check Sheet <p>If a written message or suspicious items:</p> <ul style="list-style-type: none"> • Look for anything unusual, particularly packages or large items left behind or thrown out. Note time and location of anything odd. • Who found it? Who touched it? Who else was present? When/where was it found? How was it delivered? • Have any previous threats been received? • Preserve any evidence (e.g. if threat is written, place note in plastic bag) • Call 911 and relay as much information that you were able to gather. • Call DPS at 262.524.7300 and inform them that 911 was called. Relay the information that was gathered. <p>To identify suspicious mail:</p> <ul style="list-style-type: none"> • No return address, insufficient postage, excessive postage, return address and postmark not from the same area • Is addressee familiar with name and address of sender? • Is addressee expecting package/letter? If so verify contents. • Package wrapped in brown paper w/twine, grease stains, discoloration on paper, strange odors • Foreign mail, air mail or special delivery, visual distraction • Restrictive markings such as confidential, personal, etc. • Handwritten or poorly typed addresses, incorrect titles, titles but no names • Misspellings of common words
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	<ul style="list-style-type: none">• Excessive weight, rigid envelope, lopsided or uneven envelope protruding wires or tinfoil, excessive securing material such as masking tape, string, etc.
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BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 262-524-3831
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 262-524-3831
- Do not delete the message.

Signs of a suspicious package:

- | | |
|-----------------------|----------------------|
| • No return address | • Poorly handwritten |
| • Excessive postage | • Misspelled words |
| • Stains | • Incorrect titles |
| • Strange odor | • Foreign postage |
| • Strange sounds | • Restrictive notes |
| • Unexpected delivery | |

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

BOMB THREAT CHECKLIST

Date: **Time:**

Time Caller Hung Up: **Phone Number Where Call Received:**

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
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- | | | |
|---|---|---|
| <input type="checkbox"/> Accent
<input type="checkbox"/> Angry
<input type="checkbox"/> Calm
<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Coughing
<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Crying
<input type="checkbox"/> Deep
<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct
<input type="checkbox"/> Excited
<input type="checkbox"/> Female
<input type="checkbox"/> Laughter
<input type="checkbox"/> Lisp
<input type="checkbox"/> Loud
<input type="checkbox"/> Male
<input type="checkbox"/> Nasal
<input type="checkbox"/> Normal
<input type="checkbox"/> Ragged
<input type="checkbox"/> Rapid
<input type="checkbox"/> Raspy
<input type="checkbox"/> Slow
<input type="checkbox"/> Slurred
<input type="checkbox"/> Soft
<input type="checkbox"/> Stutter | <input type="checkbox"/> Animal Noises
<input type="checkbox"/> House Noises
<input type="checkbox"/> Kitchen Noises
<input type="checkbox"/> Street Noises
<input type="checkbox"/> Booth
<input type="checkbox"/> PA system
<input type="checkbox"/> Conversation
<input type="checkbox"/> Music
<input type="checkbox"/> Motor
<input type="checkbox"/> Clear
<input type="checkbox"/> Static
<input type="checkbox"/> Office machinery
<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Local
<input type="checkbox"/> Long distance | <input type="checkbox"/> Incoherent
<input type="checkbox"/> Message read
<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational
<input type="checkbox"/> Profane
<input type="checkbox"/> Well-spoken |
|---|---|---|

Other Information:



Chemical and Fire Emergency

Chemical and/or Radiation Spill	
Member of the campus community	<p>Report any spills of hazardous chemicals or radioactive material immediately to DPS at 262.524.7300 or call 911.</p> <p>When reporting, provide the following information:</p> <ul style="list-style-type: none"> • Your name • Name of material spilled • Estimated amount • Exact location of spill • Report injuries • Actions you have taken <ul style="list-style-type: none"> • Vacate the affected area at once and seal if off to prevent further contamination • If a building emergency exists, active the fire alarm. Evacuate the building by the nearest available exit. • Do not use elevators • Once outside, move to an area that is at least 500 feet away and upwind from the affected building. Keep streets and walkways clear for emergency vehicles and crews. • Do not return to an evacuated building unless authorized by DPS
Fire	
Member of the campus community	<p>In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.</p> <ul style="list-style-type: none"> • Evacuate the building by the nearest, safe exit • Call 911. Provide your name and the exact location of the fire (building, room, floor, etc.). • Do not use elevators • Do not panic • Persons with disabilities: If persons with disabilities cannot safely self-evacuate, assist them to a safe location near a building exit and notify emergency personnel of their location. <p>If the fire alarm is sounding:</p>

	<ul style="list-style-type: none">• Close the door, use the stairs and exit the building at the nearest, safe exit• Do not use the elevator• Do not panic• Proceed to your area's designated meeting area:<ul style="list-style-type: none">• Students: Instructors will notify you of the designated evacuation location. Instructors are responsible to account for students in their class.• Staff/Faculty: Your supervisor will notify you of the designated evacuation location. Supervisors are responsible to account for their employees.• Guests: Go to the nearest evacuation area• Follow the directions of WKFD, WKPD and DPS• Do not re-enter the building until "All Clear" signal has been given
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Community Health Crisis

In accordance with Center for Disease Control (CDC):

- Level One: Practice extreme precautions
- Level Two: Practice enhanced precautions
- Level Three: Practice usual precautions

<p>Member of the campus community</p>	<p>LEVEL ONE:</p> <ul style="list-style-type: none"> • Continue to monitor the information communicated by the university • Seek out Student Health Services as necessary <p>LEVEL TWO:</p> <ul style="list-style-type: none"> • Continue to monitor the information communicated by the university • Seek out Student Health Services as necessary <p>LEVEL THREE:</p> <ul style="list-style-type: none"> • Monitor the situation • Review information that may include disease prevention guidelines (group email, hand washing signs in restrooms, signs on outside doors, etc.) <ul style="list-style-type: none"> • People showing symptoms are expected to stay/go home • Business will go on as usual, with extra disease prevention practices • IF A STUDENT: with a documented case should call Student Health Services • IF AN EMPLOYEE: with a documented case should call Human Resources <p>This information will allow us to contact those potentially exposed in a manner consistent with Health Department guidelines. It will help us to assess the level of disease that may be present, which will help make appropriate decisions about closings and cancellations.</p>
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Data Breach

Member of the campus community	<ul style="list-style-type: none"> • During normal business hours (M-F, 8-4:30 pm) call Information Technology at 262.524.7229 • After normal business hours call DPS at 262.524.7300
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Death on Campus

IMPORTANT: Even if you suspect that the death is a suicide, DO NOT, under any circumstances, report this death as a suicide to anyone except a member of the Administrative Team.

Member of the campus community	<ul style="list-style-type: none"> • From an on-campus phone call 9-911 • From a personal phone call 911 • Call Department of Public Safety at 262.524.7300 <p>Due to sensitive nature of the crisis, the university asks that you do not make any comment regarding the situation.</p>
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International Crisis

Member of the campus community	<ul style="list-style-type: none"> • If you become aware of an incident or information regarding an international crisis, please contact the Office of International Education or Department of General Education: Cross Cultural Education • Follow directions provided by the Office of International Education and/or the Department of General Education: Cross Cultural Education
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Missing Person

<p>Member of the campus community</p>	<p>IF A STUDENT:</p> <ul style="list-style-type: none"> • Each member of the community is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the individual is reported missing. If the individual is under the age of 18 or is not emancipated, the university is required to have the primary emergency contact be a custodial parent or guardian. • If a member of the university community has reason to believe that an individual is missing, the DPS should immediately be notified. Upon receiving notification, DPS in coordination with Student Affairs, will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to: <ul style="list-style-type: none"> • Checking the individual’s residential facility • Checking the individual’s class schedule • Checking with the individual’s known friend(s) • ID card access • Locating the student’s vehicle • Calling their reported cell phone number • As part of the investigation, the university reserves the right to contact the individual(s) whom the student has identified as their emergency contact person(s) to help determine the whereabouts of the individual. • Upon investigation by DPS and/or concurred by Student Affairs has been determined to be missing for at least 24 hours, or sooner, if circumstances so dictate, the following will occur: <ul style="list-style-type: none"> • A university representative will contact the student’s designated emergency
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	<p>contact</p> <ul style="list-style-type: none"> • DPS will contact WKPD to request a missing person report initiating a police investigation <p>IF AN EMPLOYEE:</p> <ul style="list-style-type: none"> • Upon investigation by the DPS and/or concurred by Human Resources, has been determined to be missing for at least 24 hours, or sooner, if circumstances so dictate, the following will occur: <ul style="list-style-type: none"> • A university representative will contact the employee designated emergency contact • DPS will contact WKPD to request a missing person report initiating a police investigation
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Significant Weather Incident

<p>Member of the campus community</p>	<p>Carroll University is generally open for business year-round and rarely closes as a result of snow or other inclement weather. In the event of a snow closing or large-scale class cancellations, information will be conveyed to the campus community via:</p> <ul style="list-style-type: none"> • Carroll University website (carrollu.edu) • PioALERT email and text messages • Social media (Twitter and Facebook) • Local media (TV and radio) • Report all injuries and damage to WKPD by calling 911, or DPS at 262.524.7300. • In these instances, anyone planning to attend events on campus are encouraged to call ahead to ensure programs are being held • Winter road condition information is available from the Wisconsin Department of Transportation online • Community-wide warnings for dangerous weather are sent automatically to cell phones and are provided by the National Oceanic and Atmospheric Administration (NOAA) through Federal Emergency Medical Alerts (FEMAs) Wireless Emergency Alerts. Alerts are sent automatically to the affected area, and
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	<p>rebroadcast until the emergency has passed and there is no longer a threat to the affected area. Wireless Emergency Alerts are free and there is no need to sign up.</p> <ul style="list-style-type: none"> • The City of Waukesha emergency sirens, Wisconsin Emergency Alert System and other local media outlets also provide inclement weather warnings. We encourage the use of a NOAA weather radio, local media or mobile phone apps to keep up-to-date on severe weather. • Tornado and severe thunderstorm watches and warnings, or other strong storms are not uncommon in Waukesha County. • Know the location of the nearest emergency shelter for your facility • Check with your facility manager or check building postings for the location of emergency shelters • In the event of a WARNING, take the following actions: • Seek immediate shelter (individuals with disabilities, follow the same procedures). When the warning siren sounds, seek shelter, preferably in a basement or below ground evacuation location. A steel formed or reinforced concrete building will provide some protection • In a multi-story building, seek shelter in an interior hallway or a lower floor • Stay away from outside walls, exterior doors and glass windows or partitions. Do not open windows • Basements and interior hallways or rooms on lower floors offer good shelter • In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a structure nearby, seek out a ditch or ravine, which can offer some protection. Lie face down, with hands covering your head • After the all clear, leave badly damaged buildings if it is safe to do so. Elevators may not work and/or the electrical power may be out
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	<ul style="list-style-type: none">• If you are surrounded by debris, be aware that removing some of it can cause other debris or parts of the building to collapse. If it's not safe or possible to leave the area, stay in place until assistance arrives• Do not attempt to return to the building unless directed to do so by DPS or WKPD/WKFD• Do not attempt to turn on or off any utilizes or other equipment
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Severe Weather Shelters

See Appendix C

RESOURCES RELATED TO STUDENT CONCERNS

Academic concerns <ul style="list-style-type: none"> • Jeff McNamara, Director of Student Success 	262.524.7360
Life-threatening incident (e.g. threatening suicide, threat to harm others, resisting help, serious health issue) <ul style="list-style-type: none"> • From an on-campus phone • From a personal phone 	9-911 911
Non-threatening or emergency situations (If the conduct is disruptive – uses verbal or physical threats – or if there are health concerns that disrupt classroom learning – mental health breakdown, seizure) <ul style="list-style-type: none"> • Department of Public Safety 	262.524.7300
Illness Student Health Services (Pam Dolata) If an emergency, call Department of Public Safety	262.524.7233 262.524.7300
Mental Health Issues (depression, anxiety, panic attacks) <ul style="list-style-type: none"> • Student Counseling Services (Angie Brannan) • If a counselor is not available contact the Vice President of Student Affairs • If the student is threatening suicide, contact Department of Public Safety 	262.524.7335 262.524.7332 262.524.7330
Disruptive and concerning behavior (If you identify a student who is disruptive but not necessarily dangerous in nature, or a student who is demonstrating concerning behavior, contact Student Affairs.) <ul style="list-style-type: none"> • Theresa Barry, Vice President of Student Affairs • Angie Brannan, Director of Counseling • Department of Public Safety 	262.524.7332 262.524.7335 262.524.7300
Title IX Coordinators / Responding to harassment and sexual misconduct issues <ul style="list-style-type: none"> • Suzanne Lidtke, Title IX Coordinator • Office of Victim Services 	262.524.7372 262.524.7099
Other resources If an athlete, contact: <ul style="list-style-type: none"> • Theresa Barry Vice President of Student Affairs If a resident student, contact: <ul style="list-style-type: none"> • Alli Rygh, Associate Director of Residence Life If an international student, contact: <ul style="list-style-type: none"> • Megan Couch, International Student Coordinator For an emergency loan, contact: <ul style="list-style-type: none"> • Dawn Scott, Director of Financial Aid 	262.524.7332 262.524.7352 262.650.4948 262.524.7297

APPENDIX A – EVACUATION PLAN

If a university location needs to be evacuated, the fire alarm(s) is pulled. When you hear the fire alarm, evacuate immediately. The building coordinators or Department of Public Safety will circulate for assistance. Evacuation from buildings may be required due to emergencies such as power outage, fire, chemical spill, flooding, gas leak, bomb or other threats, or during other immediate safety and health crises. Fire extinguishers/pull stations are located on every floor.

<p>Emergency evacuation of individuals with disabilities</p>	<p>IF A STUDENT:</p> <ul style="list-style-type: none"> • The director of students with disability services meets with students (who identify themselves as needing assistance) to assist them to prepare for an emergency and discuss the following: • Locating exits and practice how an evacuation will be handled • Asking a co-worker, friend or fellow student to provide assistance if an emergency develops. Copies of the evacuation plans are filed with DPS. <p>IF AN EMPLOYEE:</p> <ul style="list-style-type: none"> • Prior to an emergency, the employee meets with Human Resources and their department supervisor to prepare for an emergency and create a plan. • General guidelines (may not apply in every circumstance): • Ask two individuals to assist with evacuation assistance • If an individual is unable to use the fire exit stairway, the individual should be escorted to the fire exit stairway landing as an “Area of Rescue Assistance.” If possible, someone should remain with the individual to provide additional assistance. Other individuals should exit the building according to protocol and make contact with emergency personnel indicating that a person with a disability is waiting for rescue on the specified floor within the stairwell. • Always ask a disabled person how you can help before attempting to provide assistance.
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	<ul style="list-style-type: none"> • Before attempting an evacuation, volunteers and the individual being assisted should discuss how any lifting will be done and where they are going. (Untrained personnel should consider evacuating a non-ambulatory person only when the person is in immediate danger of harm if not evacuated.) Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting and using leg muscles to lift) should be used to avoid injury to rescuer’s backs.
<p>Emergency evacuation of individuals for hearing impaired</p>	<ul style="list-style-type: none"> • Most buildings on campus are equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audible emergency alarms and will need to be alerted of emergency situations. • Get the attention of the person with the hearing disability • Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. • Offer visual instructions for the safest route or direction by pointing toward exits or evacuation maps
<p>Emergency evacuation of individuals for visually impaired</p>	<ul style="list-style-type: none"> • Most people with a visual impairment will be familiar with their surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. • Give verbal instructions to advise about the safest route, estimated distances and direction. DO NOT grasp a visually impaired person’s arm. • Ask if her r she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

APPENDIX B – PREVENTATIVE STRATEGIES

Academic Affairs	<ul style="list-style-type: none"> • Develop procedures for sending students class materials • Develop and disseminate alternative procedures for completing coursework (e.g. web-based instruction, materials and assignments delivered via email and postal service) • Communicate with general education program leaders about planning procedures for shelter in place, closure decisions and resources for assisting students who cannot get home
Admissions and Financial Aid	<ul style="list-style-type: none"> • Develop a plan for reviewing applications and recruiting in the absence of face-to-face conversations or campus visits • Discuss contingency plans for issues dealing with financial aid, withdrawal from school due to illness and other factors related to tuition and registration
Business and Finance	<ul style="list-style-type: none"> • Discuss the potential financial ramifications of a crisis, and estimate the impact and identify emergency funding to cover purchases and business continuation • Collect information from departments (e.g. Student Health Services, Dining Services, Residence Life) related to costs for stockpiling supplies • Develop procedures for rapid procurement and payment for supplies, equipment and services • Develop a plan for accounting operations in the face of high employee absenteeism • Develop procedures for ensuring the continuation of payroll
Counseling Services	<ul style="list-style-type: none"> • Assist students to deal with the counseling issues as a result of a crisis • Put group sessions together and online resources as applicable • Develop a plan for providing services via telephone and internet

Dining Services	<ul style="list-style-type: none"> • Compile a list of non-perishable foodstuffs and drinks, including water that can be stockpiled and stored. Quantities can be estimated by determining the percentage of students who may not be able to go home and will be dependent on Dining Services for food for a 5-8 week period. Include the need to provide food for essential staff who may need to be provided with shelter. • Develop procedures for delivery of food and dining utensils • Enlist Human Resources, and if necessary the Volunteer Center, for assistance to identify volunteers to supplement food services staff
Health Services	<ul style="list-style-type: none"> • Monitor Center for Disease Control (CDC), World Health Organization (WHO) and American College Health Association (ACHA) websites for the latest developments and updates on planning recommendations • Triage students and take calls regarding illness • Direct students to providers in the community in accordance with the individual's resources • Work with the Waukesha Public Health Department to identify individuals who may be contagious and their known contacts (e.g. roommate, classmates) • Carry out the directives of the Waukesha Public Health Department regarding isolation protocols and dealing with the known contacts • Coordinate flu vaccination against seasonal influenza for students • Develop a training plan that includes use of personal protective equipment
Physical Plant	<ul style="list-style-type: none"> • Develop plans for continuation of physical plant services and stockpiling items such as cleaning and disinfecting supplies, facial tissues, toilet paper and disposable towels • Ensure that personnel receive training regarding personal protection and proper cleaning procedures

	<ul style="list-style-type: none"> • Identify communication protocols between Physical Plant and Logistics Team • Discuss contingency plans in case of fuel, water and energy shortages including the availability of emergency generators • Identify building ventilation systems especially in those areas considered for quarantine, isolation and health care delivery • Establish a plan for continuation of cleaning services and waste removal
<p>Human Resources</p>	<ul style="list-style-type: none"> • Work with supervisors to determine essential personnel and functions if the university would ever have to close down temporarily • Determine who needs to come to work? In what capacity? What offices or functions must be in operation? • Work with supervisors to cross train employees or identify outside resources. This will enable the university to continue business for as long as possible, possibly avoiding a closing. Critical functions must continue. • Identify resources for food and on-campus lodging in the event employees cannot commute home • Encourage staff and faculty to update emergency contact information and make personal emergency preparedness plans with their families • Establish return-to-work guidelines consistent with the case definition. Employees who have been exposed or are suspected of having the illness should not come to work. Therefore, liberal, non-punitive policies should be established in order to ensure compliance with public health recommendations. • Prepare work-at-home guidelines that address telecommuting issues • Prepare communication for supervisors and the campus work force addressing guidelines related to reporting of illness, business travel procedures, information to persons returning

	<p>from affected areas and access to the Employee Assistance Program</p> <ul style="list-style-type: none"> • Engage employees in discussions regarding their psychological and emotional support needs • Coordinate flu vaccination against seasonal influenza for employees
Office of International Education	<ul style="list-style-type: none"> • Determine which international students would not have a place to go in the U.S. in the event the university needs to shut down temporarily • Connect with Student Health Services to consider requiring TB testing for students and employees who are returning from a trip • Communicate with international students and their families regarding travel restrictions and re-entry • Maintain a plan for communicating with students who are studying abroad or plan to • Monitor guidelines for temporary closure of study abroad programs • Communicate with study abroad program leaders about planning procedures for shelter in place, closure decisions and resources for assisting students who cannot get home • Implement an international travel plan. Travel of infected individuals on mass transit, especially long flights may be restricted.
Office of Communications and Marketing	<ul style="list-style-type: none"> • See Communications Appendix for directions and sample messaging.
Administrative Team	<ul style="list-style-type: none"> • Consider declaring “work at home days/weeks.” Serious consideration should be given to what functions should be on-line (which can be accessed offsite) to allow the university to continue to function in the event of a shutdown. • Consider ways to require sick employees and students to stay home, rather than expose other members of the community. The Provost determines emergency attendance plan for students.

	<ul style="list-style-type: none"> • Develop back-up people for school closings who may need to have access codes. Expand access needs if we reach Level 2 – Yellow.
Residence Life and Housing	<ul style="list-style-type: none"> • We recommend that the residence halls close if the university needs to close. We do not have the infrastructure for an on-site infirmary. • Develop an emergency departure plan for students to complete • Maintain procedures for closure and evacuation of the residence halls. (The Health Department will let us know when a student needs to be removed from community living arrangements. Someone under quarantine may be restricted from mass transit per health quarantine guidelines.) • Maintain procedures for notifying and relocating students • Identify rooms that could be used for quarantine, isolation and residence for students who cannot go home • Formulate and rehearse plans to address anticipated student needs ranging from delivery of food and medication to providing emotional support
Department of Public Safety	<ul style="list-style-type: none"> • Develop procedures for securing buildings, protecting stored supplies and restricting access to campus • Maintain ongoing communication with local police, fire and emergency response personnel in order to coordinate efforts for managing safety issues • Develop triage protocols for responding to students in distress either due to illness or illness of other or requesting transport for medical care • Establish a communication plan with the Logistics Team for reporting calls and transports • Participate in training regarding all crises • If campus vehicles are involved in student transport, training in use of personal protective equipment and equip vehicles

	<p>with disinfectants, surgical masks for persons being transported gloves and hazard waste bags.</p> <ul style="list-style-type: none">• Maintain procedures for closure and evacuation of the residence halls. (The Health Department will let us know when a student needs to be removed from community living arrangements. Someone under quarantine may be restricted from mass transit per health quarantine guidelines.)• Identify rooms that could be used for quarantine, isolation and residence for students who cannot go home• Formulate and rehearse plans to address anticipated student needs ranging from delivery of food and medication to providing emotional support• Manage supplies for building coordinators
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APPENDIX C – SHELTER LOCATIONS

See “Displacement Temporary Shelter Plan”

- Campus Center Ballroom
- Shattuck Music Center
- Center for Graduate Studies

Campus Recombobulation location

- Waukesha South High School

Residential Facilities

Location	Shelter Location
Carroll Street Apartments 225/227 Carroll St.	Depending on accessibility: <ul style="list-style-type: none"> • Hallways and/or • Basement Area of Rescue Assistance: <ul style="list-style-type: none"> • Middle south doors
College Avenue Apartments 245 W. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Laundry Room Area of Rescue Assistance: <ul style="list-style-type: none"> • North end hallway
Hartwell A 334 Hartwell Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Basement Area of Rescue Assistance: <ul style="list-style-type: none"> • Hallway
Hartwell B 332 Hartwell Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Center stairs • Basement Area of Rescue Assistance: <ul style="list-style-type: none"> • Middle south door and stairs
Hartwell C 331 Barney St.	Depending on accessibility: <ul style="list-style-type: none"> • Basement and/or • East stairs Area of Rescue Assistance: <ul style="list-style-type: none"> • West end hallway
Hartwell D 325 Barney Street	Depending on accessibility: <ul style="list-style-type: none"> • Hallways and/or • Basement Area of Rescue Assistance: <ul style="list-style-type: none"> • Hallways
Frontier Hall 210 N. Grand Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Garage and/or

	<ul style="list-style-type: none"> • Hallway near south elevator Area of Rescue Assistance: <ul style="list-style-type: none"> • Lounge area
Kilgour Hall 119 E. College Ave.	For floors 2-5 depending on accessibility: <ul style="list-style-type: none"> • Study lounge and/or • Restrooms and/or • Basement For floor 1 (including Student Involvement Center) depending on accessibility: <ul style="list-style-type: none"> • Restroom and/or • Hallway near elevator Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hall near front lobby Area of Rescue Assistance, floors 2-5: <ul style="list-style-type: none"> • Study area
North Bergstrom Hall 135 S. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Basement • Hallway near elevator and/or • Bathrooms Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hallway west end by Room 100 Area of Rescue Assistance, floors 2-5: <ul style="list-style-type: none"> • Restroom
Pioneer Hall 324 W. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Garage by stairwell B and/or • Interior hallways Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • By nearest exit Area of Rescue Assistance, floors 2-4: <ul style="list-style-type: none"> • Hallway near 212, 312, 412 (Near door "PION 08")
Prairie Hall 304 W. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Garage south elevator and/or • Interior hallways Area of Rescue Assistance, floor 1-2: <ul style="list-style-type: none"> • By elevator lobby Area of Rescue Assistance, Floor 3: <ul style="list-style-type: none"> • Near room 301 and 302
Shirley Hilger Hall (Residential Facility) 200 E. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Hallways on the wings (away from windows) and/or

	<ul style="list-style-type: none"> • Tech Center (lower level) <p>Area of Rescue Assistance, first floor:</p> <ul style="list-style-type: none"> • Hallway by mail room <p>Area of Rescue Assistance, floors 2-3:</p> <ul style="list-style-type: none"> • West and east stairwells
<p>South Bergstrom Hall 151 S. East Ave.</p>	<p>Depending on accessibility:</p> <ul style="list-style-type: none"> • Basement near laundry room and/or • Restroom <p>Area of Rescue Assistance, first floor:</p> <ul style="list-style-type: none"> • Hallway west end by Room 109 <p>Area of Rescue Assistance, floors 2-5:</p> <ul style="list-style-type: none"> • Restroom
<p>Steele Hall 221 N. East Ave.</p>	<p>Depending on accessibility:</p> <ul style="list-style-type: none"> • Restrooms and/or • Basement by southwest door <p>Area of Rescue Assistance:</p> <ul style="list-style-type: none"> • Restroom
<p>Swarthout Hall 221 N. East Ave.</p>	<p>Depending on accessibility:</p> <ul style="list-style-type: none"> • Restrooms and/or • Basement near tunnel <p>Area of Rescue Assistance:</p> <ul style="list-style-type: none"> • Restroom

All Non-Residential Facilities

Location	Shelter Location
Au Bon Pain 210 N. Grand Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Exit to Frontier Hall • Garage and/or Interior hallways
Campus Center 101 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level, entire basement Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> • Pioneer Indoor Terrace Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Entrance doors by Campus Center parking lots Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> • Area between doors 216 and 214
Center for Graduate Studies 2140 Davidson Rd.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level, Rooms 01 and 02 Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> • Hallway near stairs, Rooms LL01 and LL02 Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Room 106
Charles Street Hall 201 N. Charles St.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level recreation room Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> • Base of steps Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hallway near Room 108 Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> • Hallway near Room 208 Area of Rescue Assistance, third floor: <ul style="list-style-type: none"> • Hallway near Room 308
Doug and Nancy Hastad Hall 107 N. Barstow St.	Depending on accessibility lower level – floor 2: <ul style="list-style-type: none"> • Restrooms Depend on accessibility rooftop <ul style="list-style-type: none"> • Near elevator Area of Rescue Assistance: <ul style="list-style-type: none"> • Near elevator
Education Hall 316 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> • Restrooms and/or • Hallway Area of Rescue Assistance, lower level:

	<ul style="list-style-type: none"> • Hallway by south stairs Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hallway near women’s restroom Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> • Hallway near Room 200
Ganfield Gymnasium 221 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level, • Restrooms and/or • Near rooms 006, 007, 008 Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> • Near restrooms Area of Rescue Assistance, floors 1-2: <ul style="list-style-type: none"> • West end stairs
Grounds Annex 301 N. Grand Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Northeast corner
Haertel Field 436 W. Newhall Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Restrooms and/or • Locker room
Humphrey Memorial Chapel and Art Center 238 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Second floor restrooms and adjoining hallway Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hallway near Room 115 Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> • Hallway near restrooms
Main Hall 120 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level restrooms • B11 Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> • South hallway (outside restrooms) Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hallway near Room 101 Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> • Stairwell landing Area of Rescue Assistance, third floor: <ul style="list-style-type: none"> • Hallway by Room 301
Michael and Mary Jaharis Science Laboratories 132 W College Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Basement hallways • Restrooms Area of Rescue Assistance: <ul style="list-style-type: none"> • Hallways near restrooms
Otteson Theatre and Henke Nursing Center	Depending on accessibility:

238 N. East Ave.	<ul style="list-style-type: none"> • Lower level hallways and/or • Main level hallway Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> • Hallway near elevator Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hallway near room 114 or 116
Prairie Springs Environmental Education Center W307 S4706 Hwy. 83, Genesee Depot	Depending on accessibility for Educational Center: <ul style="list-style-type: none"> • Office 105 • Restrooms Depending on accessibility for House: <ul style="list-style-type: none"> • Basement
Physical Therapy Building 245 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> • Bathrooms
Quad/Graphics Team Center 240 N. Barstow Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Restrooms and/or • Locker rooms Area of Rescue Assistance: <ul style="list-style-type: none"> • Concession stand stairwell
Rankin Hall 130 W. College Ave.	<ul style="list-style-type: none"> • TBD
Sentry Drive Building 1111 Sentry Dr.	Depending on accessibility: <ul style="list-style-type: none"> • Interior hallways • Restrooms and/or • Interior offices away from windows Area of Rescue Assistance: <ul style="list-style-type: none"> • Near door "SENT09"-south side of building
Shattuck Music Center 218 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level hallways and/or • Restrooms Area of Rescue Assistance: <ul style="list-style-type: none"> • Upper level-top of stairwell • Main level-outside recital hall • Lower level-B13 ensemble room steps
Shirley Hilger Hall – ITS Suite 200 E. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level, Oak Room and/or • Restrooms Area of Rescue Assistance: <ul style="list-style-type: none"> • North exit door • Main Doors (College Ave.)
Student Involvement Center – Kilgour Hall 119 E. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Restrooms and/or • Basement

	Area of Rescue Assistance: <ul style="list-style-type: none"> • Main entrance-west side
Todd Wehr Memorial Library 200 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level restroom, by Room 06 and 12 • Interior offices Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> • Hallway near Room 113 Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> • Hallway outside restrooms near stairwell
Van Male Field House 227 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> • Interior offices • Hallways and/or • Restrooms Area of Rescue Assistance lower level: <ul style="list-style-type: none"> • Near 002 or 002 Area of Rescue Assistance first floor <ul style="list-style-type: none"> • Near front desk Area of Rescue Assistance second floor: <ul style="list-style-type: none"> • South exit, end of coaches hallway
Voorhees Hall 100 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> • Lower level restrooms • Lower level hallways, near B21 and B23 Area of Rescue Assistance for lower level: <ul style="list-style-type: none"> • Restrooms and/or • Hallway by B21 Area of Rescue Assistance for first floor: <ul style="list-style-type: none"> • Hallway near room 123 Area of Rescue Assistance for first floor: <ul style="list-style-type: none"> • Hallway near room 226 Area of Rescue Assistance for third floor: <ul style="list-style-type: none"> • Hallway near restrooms
Department Specific Houses, Halls and Centers, Sneed House and President's House	Depending on accessibility: <ul style="list-style-type: none"> • Basements • Interior hallways and/or • Bathrooms away from windows Area of Rescue Assistance: <ul style="list-style-type: none"> • Main stairwells, if applicable

APPENDIX D – BUILDING COORDINATORS

Building Coordinators Roles and Responsibilities

Carroll University has designated building coordinators for each building on campus. Building coordinators are responsible for following the Emergency Response Plan for their building, which includes a number of safeguards and protocols in anticipation of an emergency, as well as assigned duties during an emergency.

Building coordinators are expected to:

- Participate in annual training related to the role
- Prepare for an emergency, including but not limited to, knowledge of building maintenance processes
- Provide training to current and new employees within their building including information regarding the Emergency Response Plan, exit routes, shelter and assembly location (The Department of Public Safety will notify building coordinators when new employees are added within a building.)
- Provide information and guidance during an emergency to students, employees and guests within the building
- Maintain a current copy of the Emergency Response Plan

Building coordinator duties are as follows:

- Preparation responsibilities
 - Follow, implement and maintain the Emergency Response Plan
 - Know the actions required for various emergency situations:
 - Lockout
 - Lockdown
 - Evacuation
 - Shelter/Shelter in place
 - Be familiar with all exit routes/options, shelter and assembly locations
 - Be familiar with list of rooms with hazardous materials
 - Be familiar with equipment needing special attention in power disruptions
 - Assist with the education of employees in the designated building on the Emergency Response Plan
 - Participate in annual Emergency Response Plan drills
 - Provide critiques regarding drills for continuous improvement
 - Communicate any issues or changes within the building to the Department of Public Safety
 - Have a contingency plan for evacuation of persons with disabilities
- Emergency Responsibilities
 - Notify first responders of individuals needing assistance, if possible



- Compile a list of all individuals present and unaccounted for
- Provide list to emergency personnel and/or Logistics Tem
- At the assembly point, provide information between emergency personnel and/or Logistics Team and evacuees

Building Coordinator Roster

Building	Building Coordinator Primary	Building Coordinator Alternate (1)	Building Coordinator Alternate (2)	Building Map #
239 W. College Ave.	Leah Devine	Amanda Koenen		54
A. Paul Jones Scholars Hall	Lezlie Weber	Megan Baker		22
Academic Advising Services	Mandy Stephens	Amanda Delaney		12
Betty Lou Tikalsky House	Rebecca Imes	Charlie Byler		21
Business Hall	TBD	Carol Tallarico		25
Campus Center	Tyler Ratkowski	TBD	Matt Sirinek	8
Carroll Street Apartments	Tracey Whiteley	Barb Flynn	Alli Rygh	51
Center for Graduate Studies	Kathy Gauger	Charlie Byler		
Charles Street Hall	Karen Hoehn-Gray	Charlie Byler		15
College Avenue Apartments	Tracey Whiteley	Barb Flynn	Alli Rygh	55
College of Health Sciences	Renee Bub Rozek	TBD		26
Dennis Punches Track and Field	Michael Hodge	Michael Schulist		52
Department of Public Safety	Candi Barber	Kevin Kober		19
Discovery House	Jennifer Jost	Laura Koch		13
Doug and Nancy Hastad Hall	Chris Kadrach	TBD		41
Education Hall	Barb DeYoung			50
Enterprise House	TBD	Charlie Byler		20
Explore House	Kimberly Redding	Charlie Byler		17
Frontier Hall	TBD	Barb Flynn	Alli Rygh	57
Ganfield Gymnasium	Dan DeMerit	Rec (Student) Grad Assistant	Elizabeth Brzeski	42
Grounds Annex	Mark Meisel	Peter Erickson		
Haertel Field	Michael Hodge	Michael Schulist		59
Hartwell A	Tracey Whiteley	Barb Flynn	Alli Rygh	16
Hartwell B	Tracey Whiteley	Barb Flynn	Alli Rygh	16
Hartwell C	Tracey Whiteley	Barb Flynn	Alli Rygh	16
Hartwell D	Tracey Whiteley	Barb Flynn	Alli Rygh	16

Henke Nursing Center	Jill Switalski	RayAnn Parish		28
Human Resources House	TBD	TBD		18
Humphrey Memorial Chapel and Art Center	Amy Cropper	Dan Becker		27
Kilgour Hall - Residence Hall	Crystal Lillge	Barb Flynn	Alli Rygh	7
MacAllister Hall	TBD			6
Main Hall	TBD	TBD		35
Mathematics	Kristie Lampe	TBD	Renee Bub Rozek	43
Michael and Mary Jaharis Science Laboratories	Susan Roskopf	Chris Kadrach	TBD	40
North Bergstrom Hall	Adrienne Appler	Barb Flynn	Alli Rygh	2
Otteson Theatre	Jennifer Dobby	Justin Gale		28
Physical Therapy Building	Mary Hensel	Ann Johnson		31
Pioneer Hall	TBD	Barb Flynn	Alli Rygh	58
Prairie Hall	Tracey Whiteley	Barb Flynn	Alli Rygh	56
Prairie Springs Environmental Education Center	Jenna Gatzke	TBD		
President's House	Cindy Gnadinger	Gina Ehler		5
Quad/Graphics Team Center	Michael Hodge	Michael Schulist		48
Rankin Hall	Sue Roskoph	Chris Kadrach		39
Sentry Drive Building	Myron Coons	John Essmann		
Shattuck Music Center	Sara Meyer	Larry Harper		29
Shirley Hilger Hall - ITS	TBD	Ryan Corcoran		9
Shirley Hilger Hall - Residence Hall	Crystal Lillge	Barb Flynn	Alli Rygh	9
Sneeden House	Amanda Schellinger	TBD		3
South Bergstrom Hall	Adrienne Appler	Barb Flynn	Alli Rygh	1
Steele Hall	TBD	Barb Flynn	Alli Rygh	23
Student Affairs	TBD	Theresa Barry		4

Student Health Services	Pam Dolata	Kristin Kastner		14
Swarthout Hall	TBD	Barb Flynn	Alli Rygh	24
Todd Wehr Memorial Library	Joe Hardenbrook	Allison Reeves Grabowski		34
Van Male Field House	Michael Hodge	Michael Schulist		33
Voorhees Hall	Josie de Hartog	Kendra Zimdars		38
Walter Young Center	Ann Warzyn	Marty Bledsoe		10
Wright House	Katie Lesperance	Elizabeth Brzeski		11

Building Coordinator Backpack

Bag contents check list:

- Emergency Building Coordinator Manual (red binder)
- Glow sticks
- Protective eyewear
- Gloves
- Safety vest
- First Aid Kit
- Flashlight with batteries
- Two-way radio with batteries

APPENDIX E- AUTOMATED EXTERNAL DEFIBRILLATORS (AED) LOCATIONS AND PROCEDURES

AED Locations	
Narcan is available at each of these locations	
Building	Location of AED
Bergstrom Complex	*North Bergstrom Inside door NB02 North Wall
Campus Center	*1st Floor North Entry near room 120A East Wall Door CC01)
Carroll YMCA	*North Entry next to office
Center for Graduate Studies	*1st Floor near room 101
	Lower Level room LL03 & LL04 Inside Double Doors PT room
Ganfield Gymnasium	1 st Floor South Entry near room 101 South West Wall (Door GA06)
Haertel Field	Trainers Room In 1st Aid Backpack (Single Door Between Locker rooms)
Henke Nursing Center	*North Wall near reception desk (enter door HNC 08)
Michael and Mary Jaharis Science Laboratories	1st Floor North End of Hallway Next to Elevator
Otteson Theatre	1st Floor South Doors Next to Women’s Bathroom South Wall (Door OT06)
Paul Fleckenstein Research Lab	(Genesee) *East Wall Right of Sliding Doors Room 104
Pioneer Hall	North East Wall (Door PION04)
Presidents House	*Front left closet

Public Safety vehicle 1	*Rear Compartment
Public Safety vehicle 2	*Rear Compartment
Quad/Graphics Team Center	* Outside of Trainers Room North Wall (Directly Inside Door QG02)
Rankin Hall	1st Floor South Entry Top of Stairs West Wall (Entry Door with 130 Above)
Rec Sports Fitness Center	*Front Desk (Door PRAI 02)
Sentry Drive Building	North West Entry Near Room 111 East Wall (inside Door SE04)
Shattuck Music Center	*1st Floor South East Entry off East Ave West Wall (Door SH01)
Steele/Swarthout Complex	*Swarthout Hallway West Wall near Door SW06
Todd Wehr Memorial Library	*1st Floor Near Printers Across from Information Desk
Van Male Gym	*North West Wall In Gym Next to Glass Doors leading to Trainers Rm
	*Pool Area Outside Of Locker Rooms
* Denotes NEW AED	9/13/2017

APPENDIX F- FIRST AID LOCATIONS

First Aid Locations	
Building	Location of First Aid
Ganfield Gymnasium	1 st floor entry (near door GA06)
Michael and Mary Jaharis Science Laboratories	1 st floor North side of building (near elevator)
Prairie Springs Environmental Education Center	East Wall (room 104)
Rec Sports Fitness Center	Near registration desk
Shattuck Music Center	1 st floor entry (near door SH01)
South Bergstom	Behind front desk
Steel/Swarthout Complex	Center of lobby, west wall (under door SW 06)
Todd Wehr Memorial Library	1 st floor across from information desk
Van Male Gymnasium	Northwest wall of gymnasium
Van Male Gymnasium- Natatorium	Outside of locker rooms

APPENDIX F – GLOSSARY OF ABBREVIATIONS

Term	Abbreviation
Administrator on Call	AOC
American College Health Association	ACHA
Back up Administrator on Call	BAOC
Center for Disease Control	CDC
Department of Public Safety	DPS
Emergency Operations Center	EOC
Emergency Response Plan	ERP
Federal Emergency Management Agency	FEMA
Incident Commanders	IC
Information Technology Services	ITS
National Oceanic and Atmospheric Administration	NOAA
Occupational Safety and Health Administration	OSHA
Waukesha Fire Department	WFD
Waukesha Police Department	WKPD
World Health Organization	WHO



APPENDIX G – CAMPUS MAP

CARROLL UNIVERSITY



Campus Map 2017-18

- | | | | | | |
|---|---|--------------------------------|---|-----------------------------|---|
| 1. Pioneer Hall | 8. Carroll Street Apartments | 19. Ganfield Gymnasium | 31. Otteson Theatre | 42. Human Resources | 54. Student Affairs |
| 2. Prairie Hall | 9. Education Hall | 20. Van Male Natatorium | 32. Humphrey Memorial Chapel and Art Center | 43. Explorer House | 55. President's House |
| 3. Frontier Hall | 10. Jean Kilgour-Trailblazer Tennis Center | 21. Physical Therapy Building | 33. College of Health Sciences | 44. Charles Street Hall | 56. Sneed House |
| 4. College Avenue Apartments | 11. Quad/Graphics Team Center | 22. Van Male Field House | 34. Hartwell Avenue Apartments | 45. Student Health Services | 57. North Bergstrom Hall |
| 5. Richard Smart House | 12. Schneider Stadium | 23. Todd Wehr Memorial Library | 35. Business Hall | 46. Discovery House | 58. South Bergstrom Hall |
| 6. Jean Kilgour Field | 13. Crofts Morava Pavilion | 24. Main Hall | 36. Swarthout Hall | 47. Voyager House | 59. Haertel Field |
| 7. Dennis Panches Track and Field Complex | 14. Community Garden | 25. Rankin Hall | 37. Steele Hall | 48. Wright House | 60. Center for Graduate Studies |
| | 15. Mathematics | 26. Voorhees Hall | 38. A. Paul Jones Scholars Hall | 49. Walter Young Center | 61. Paul Fleckenstein Research Laboratory |
| | 16. Bike Shop | 27. Medallion Plaza | 39. Betty Lou Tikalsky House | 50. Campus Center | |
| | 17. Michael and Mary Jaharis Science Laboratories | 28. Main Lawn | 40. Enterprise House | 51. Shirley Hilger Hall | |
| | 18. Doug and Nancy Hastad Hall | 29. Shattuck Music Center | 41. Public Safety | 52. Kilgour Hall | |
| | | 30. Van Male Plaza | | 53. MacAllister Hall | |

Explore online at
carrollu.edu/map