



SOUTHERN ARKANSAS UNIVERSITY™
EMERGENCY RESPONSE
PLAN

MAGNOLIA CAMPUS

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Introduction

SAU strives for a family feeling for all students, faculty, staff, friends, and visitors which includes being safe in all the activities that are a part of the mission and operation of the University. The graphic below provides a summary of the overall approach to safety including emergency response. The safety of people and property requires effective emergency response. Safety practices require preparedness planning and training reminders on a recurring basis.

The SAU Emergency Response Plan is a key part of the campus safety program. The University Police take the lead with coordinating the plan. Groups responsible for specific areas and activities are defined.

As many activities at a university have risks, SAU views mitigating risks as an essential part of everyone's job. Different units have specific responsibilities in this area and provide information related to the specific response necessary.

Vehicle and Driver Safety. This responsibility is shared with the Office of Human Resources and the SAU Physical Plant under the guidance issued by the Arkansas Department of Insurance Vehicle Safety Plan.

Workers Compensation. While every effort is made to prevent injury at work with individualized effort at each work location, each worker is responsible for reporting to their supervisor any injury, and to seek appropriate medical intervention. Human Resources and Health Services assist with reporting.

Campus Safety Officer. Located in the Physical Plant, the campus safety officer is responsible for posting emergency information and inspecting campus facilities to identify needed corrective action to ensure safe operations. Each building is assigned a "captain" to assist with the identification of needs for the safe and comfortable operation of the building.

Emergency Response Plan. Coordinated by the University Police, the plan establishes various groups to respond to potential and emergency needs of the campus. These groups represent all areas of the campus that have information and background to assist with planning, training and responding to emergencies.

The following Southern Arkansas University EMERGENCY RESPONSE PLAN (ERP) addresses a multitude of potential issues and concerns the campus community may encounter during an emergency. This is a master plan that applies to all SAU facilities and operations on the main (Magnolia) campus as well as in the Magnolia vicinity. This ERP complies with the National Incident Management Systems (NIMS) and Incident Command System (ICS)*. Additionally, it is the responsibility of departments and/or building occupants to develop their own "local" plans based on the requirements of this master plan.

It is the intent of Southern Arkansas University's plan is to address these goals:

1. Protect life;
2. Preservation and mitigation of property;
3. Protection of programs and functions critical to maintaining our mission, vision, and goals;

These goals are achieved by providing the necessary flexibility when dealing with the following challenges:

- Meeting the needs of incidents of varying kinds and sizes
- Allowing personnel from a variety of departments to blend rapidly into a common management structure
- Providing logistical and administrative support to operational staff

- Managing university resources effectively in an emergency response
- Providing immediate communications and information regarding emergency response operations and campus safety.

This plan is an active living breathing document designed to be a work in progress and is subject to revisions.

While it serves the university as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. Its potential effectiveness is dependent upon input from the campus community, and all parts of the university are urged to become familiar with the concepts, policies, and procedures outlined in the ERP.

The Advisory Council on Emergency Services* (ACES) has been responsible for the update and revision of the University's Emergency Response Plan.

Questions, comments, and concerns should be brought to the attention of

Dr. Donna Allen

Vice President for Student Affairs

Phone: 870-235-4012

*NIMS/ICS FEMA training is available through online resources (<http://training.fema.gov/>)

* Advisory Council on Emergency Services:

Dr. Donna Allen – Vice President for Student Affairs

Chief Jeff Jester – University Police

Assistant Chief Bryan Christenson – Director of Emergency Services

Sergeant Derek Avery – University Police

Purpose

The potential always exists for an emergency that will require careful and timely decision making in order to protect lives and reduce property loss. Southern Arkansas University has anticipated the possibility of an emergency on campus by instituting an Emergency Response Plan (ERP) that is available on the University's website or through the University Police Department. Further, it is intended that the effective execution of this plan in an emergency situation will provide any and all services that are necessary to maintain the physical, emotional, and financial well-being of Southern Arkansas University and its visitors, students, faculty members, staff members, and administrators, while minimizing damage to Southern Arkansas University's reputation, mission, and good standing in the community. Southern Arkansas University is committed to timely and honest communication with internal and external members within the boundaries of legal and privacy restrictions. To ensure the effective execution of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and be familiar with basic NIMS and ICS concepts. The emergency response to any major crisis will be conducted within the framework of this plan except when directed otherwise by the President or Presidential Executive Council. The plan includes a chain of command that establishes the authority and responsibilities of various members of the Southern Arkansas University community. Again, this document should be seen as a living text subject to changes and modifications as the University environment changes.

The Emergency Response Plan is implemented whenever a type 1, 2 or 3 level is declared on the campus. The response to any major emergency will be conducted utilizing the ICS command principles.

Record of Changes

This plan will be staffed, revised, exercised, readopted, and reissued annually. All updates to this document must be tracked and recorded utilizing the form below. Revised Plans should be distributed to individuals and organizations which have received previous versions of this plan.

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing the Change
1.	02.19.2020	As Needed	Review of Plan	Bryan Christenson
2.	02.27.2020	As Needed	Added Material to Plan	Bryan Christenson
3.	03.30.2020	General Update	Added Task Force to Plan	Bryan Christenson
4.	07.28.2020	General Update	Training, JIC, JIP, Pandemic	Bryan Christenson
5.			Mitigation	
6.	4.22.2021	Update	Annual Maintenance	Bryan Christenson
7.	6.01.2022	As Needed	Included Avoid/Deny/Defend	Bryan Christenson
8.	01.15.2024	As Needed	Narcan/Naloxone	
9.	09.05.2024	As Needed	Personnel Additions, Update	Bryan Christenson
10.			to Emergency Systems, changes	
11.			to items in preparedness kits	
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Definition

An emergency is defined as an unforeseen combination of circumstances or the resulting state and demands immediate action to protect the health and safety of individuals within the institution and Southern Arkansas University itself.

The SAU community may face many types of emergencies, including the following:

- Operational/Industrial/Technological
- Natural Disaster (ice, snow, or wind storm; flood; earthquake; drought)
- Fire
- Structural Failure
- Utility Emergency (power, water, gas, sewage)
- Act of Terrorism or Threat of Such an Act
- Explosion
- Accidental Chemical or Biological Hazard

Students/Faculty/Staff/Visitors may face many types of emergencies, including the following:

- Disturbance (by an intruder or member of the SAU community)
- Potentially dangerous person on campus –endangering self and/or others
- Weapons possession
- Hostage situation
- Medical Emergency
- Criminal Act
- Campus Strife
- Demonstration
- Act of violence against people or property

This list is not all inclusive, but provides a sampling of the types of issues that could escalate from a state of emergency into a crisis situation for Southern Arkansas University.

Levels of Emergency

LEVEL 1 EMERGENCY

Definition: Level 1 emergency is classified as a minor emergency and defined as a localized incident with a limited threat to life/safety and no impact on normal campus/college operations. Response to a minor emergency is managed at the campus level with limited support from district resources. This ERP is not activated for a minor emergency, but certain sections can be used as standard operating guidelines to the extent necessary.

Situational Objectives for Level 1

Level I incidents are governed by principles that:

- Safeguard life, health and property.
- Reduce the impact of the crisis on the individuals involved.
- Diminish the likelihood the crisis will escalate.
- Optimize cooperation with emergency services personnel.

LEVEL 2 EMERGENCY

Definition: Level 2 emergency is classified as a major emergency and defined as an incident that threatens life/safety and/or severely impacts normal campus/college operations. Response to a major emergency can be managed at the campus or district level and could require significant resources internal and external to Southern Arkansas University. This ERP is activated for a major emergency.

Situational Objectives for Level 2

The objectives governing the University's response in these situations are as follows:

- Preserve life, health, and property.
- Minimize the impact of the crisis on individuals.
- Optimize cooperation with emergency services personnel.
- Reduce the crisis impact on the University.
- Preserve public trust and confidence in the University.

LEVEL 3 EMERGENCY

Definition: Level 3 emergency is classified as a disaster and defined as an incident that results in the catastrophic loss of life and/or closure of campus for an extended period of time. Response to a disaster is managed at the district level and requires mutual aid from external agencies. This ERP is fully activated for a disaster.

Situational Objectives for Level 3

The objectives governing the University's response in these situations are as follows:

- Limit loss of life, or impact on health and property.
- Reduce the impact of the crisis on individuals.
- Optimize cooperation with emergency services personnel.
- Reduce the impact of the crisis on the institution.
- Preserve public trust and confidence in the University.

When Level 3 incidents involve students, the early responders are likely to include:

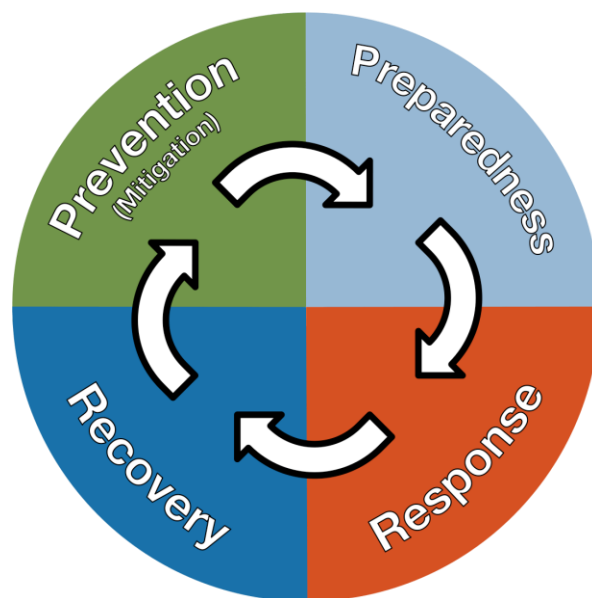
- Vice President of Student Affairs
- Dean of Students
- Chief of Police
- Director of Emergency Services
- Housing

These early responders are responsible for ensuring that:

- The President is notified of the incident.
- Board of Trustees are notified of the incident.
- The Emergency Response Team is notified of the incident.

Phases of Emergency Management

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:



Preparedness

While it is true that Southern Arkansas University may not be able to prevent an emergency, with preparation an emergency can be managed. Initial steps for preparation include but are not limited to:

- First Aid & CPR kits for each building; emergency response supplies (e.g., face masks, rubber or plastic gloves, batteries, flashlights, caution tape, reflective vest) for each Residence Life staff person.
- Testing of fire alarms and emergency lighting in all campus buildings.
- Regular scheduling of evacuation drills that are well publicized to the SAU community.
- Ongoing emergency response training for key campus individuals.
- Establishment of emergency communications networks.
- Develop and distribute evacuation plans for short and longer-term scenarios (including emergency food, water and housing for campus community members unable to go home).

Mitigation

Participating in the mitigation phase will include, but not be limited to the following:

- Annual meeting scheduled to review the Emergency Response Plan and revise as appropriate.
- Review the Emergency Response Plan with members of the staff and faculty and provide emergency response training to as many members of the SAU community as possible (including first aid and CPR).
- Encouragement of all members of the SAU community to be vigilant and to pass along information on situations that they believe may lead to an emergency.
- Safety “walk-throughs” conducted on a regular basis by Physical Plant and University Police, and prompt follow-ups to repair or replace any damaged or malfunctioning safety fixtures or equipment.
- Identification of members of the SAU community with special skills in the areas of emergency medical response, search and rescue, and crisis response.
- Form a Risk Management Task Force to monitor, when situations allow, upcoming pandemics and crisis.
- Form a Reopening Committee to make procedural recommendations on campus and student integration safety.

Response

In response to the emergency and disaster situation, Southern Arkansas University will do the following:

1. Provide appropriate personnel and resources.
2. Document the location and condition of all persons injured.
3. Contact other agencies when help is needed.
4. Provide appropriate information to the media.

Recovery

In order to facilitate the recovery from an emergency situation, Southern Arkansas University will do the following:

1. Restore all services to a level of normal operations.
2. Provide for the controlled termination of assistance from other agencies.
3. Continue to provide appropriate information to the media.

Training and Certifications

U.S. Departments of Homeland Security and Education recommend all "key personnel" involved in school emergency management and incident response be trained in NIMS, ICS, and NRF.

The University will identify *key personnel* to receive training based on their roles and responsibilities in the overall emergency management program as well as the specific responsibilities related to emergency preparedness, incident management, or response. SAU will identify 1.) General Personnel and 2.) Critical Personnel

Every member of the University who has significant management responsibilities, as well as personnel who are defined as emergency responders or emergency management personnel are required to train/or be certified as required by federal, state and local standards. This includes, but is not limited to, completing training courses such as:

- Introduction to the Incident Command System, ICS (IS-100.C)*
- Basic Incident Command System for Initial Response (IS-200.C)*
- An Introduction to the Nation Management System, NIMS (IS-700.B)*
- An Introduction to National Response Framework (IS-800.C)*

*The Federal Emergency Management Agency offers these courses through their Emergency Management Institute free of charge online.

1. **General Personnel:** Personnel with any role in emergency preparedness, incident management or response.
 - Emergency Management (Crisis/Incident Response) Team member
 - Nurses and Health Officials
 - Police Officers
 - Counselors, Psychologists, Psychiatrists
 - Technology Specialists
 - Administrators
 - Educators/Faculty
 - Coaches and Athletic Staff
 - Facilities, Housing and Food Preparation Staff
 - Resource Staff, Paraprofessional and Support Personnel (Physical Plant)
2. **Critical Personnel:** Personnel with a critical role in response such as the Incident Commander, command staff, general staff or members of another key campus emergency management team.

General personnel should take the following TWO courses:

- IS-100.C Intro to ICS
- IS-700.B Intro to NIMS

- Command staff typically refers to any staff that serves in the following role of incident commander, public information officer or safety officer.
- General staff includes any staff that serves on the operations, planning, logistics or finance/administration branches of the Incident Command System.

Critical personnel should take the following FOUR courses:

- IS-100.C Intro to ICS
- IS-700.B Intro to NIMS
- IS-800.C Intro to NRF
- IS-200.C Basic ICS

Threats to Southern Arkansas University

Southern Arkansas University is located off US Highway 82. This US Highway travels from the state of Texas across southern Arkansas to the state of Mississippi. Other neighboring transportation routes include US Highway 79 and US Highway 371. These routes are heavily traveled by vehicles transporting hazardous materials, including:

- Bromine
- Gasoline
- Acids
- Chlorine gases
- Other potentially lethal chemicals

NOTE: A major chemical spill is a primary threat and area of concern. Columbia County is home to two chemical producing plants and multiple industrial manufacturing plants that use or house chemicals.

Given Arkansas's geographical location, Tornados are the primary risk to life and property by weather. Tornados are most active during the months of March to August. Hurricanes are a lesser, but potentially deadly threat during the June to November months. Flooding is most often experienced from March to April, or as associated with Hurricanes. Snow and heavy ice are infrequent, but can cause lengthy power outages and risky driving conditions during the winter months.

Bomb threats have been the most experienced activity, although no actual bomb has been detected.

Columbia County is home to several miles of railroad. There is a particular stretch of railroad that runs south to north on the west edge of Southern Arkansas University's campus. While train derailments are not common, SAU has experienced a train derailment close to campus.

Columbia County houses one public aircraft facility and one private. The Magnolia Municipal Airport is located approximately 3 miles south of Magnolia, Arkansas, on US Highway 79. The Magnolia Regional Medical Center has a private heliport approximately 1.5 miles south of campus.

Plan Activation

Generally, the Emergency Operations Center (EOC) is activated under Levels 2 and 3 emergencies. This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to do the following:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign University staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)

When an incident occurs that falls under the direction of an agency outside Southern Arkansas University, SAU personnel will cooperate under a unified incident command structure.



Emergency Authority

Southern Arkansas University Risk Management Task Force (Task Force) – The Risk Management Task Force consists of selected individuals or designated alternates.

Responsibilities:

- Acknowledge and identify the fears and uncertainty of a future threat or crisis.
- Evaluate the probability of each risk's occurrence and estimate its possible (negative or positive) effect and cost to the response of a future threat or crisis.
- Develop a plan which outlines what steps should be taken to manage a future threat or crisis and allow Southern Arkansas University to carry out the response with the minimal probability of failure.
- Implement risk management plan
- Review status and progress of the identified threat or crisis, re-estimate existing threat and register new ones, in order to make the plan fit new conditions.

Emergency Executive Policy Group (EEPG) – The Emergency Executive Policy Group consists of the following individuals or designated alternates.

Responsibilities:

- University emergency response policy review
- Determination of the forms of response activities
- Acquisition of resources
- Short and long-term plans for Residence Life and Dining Services
- Formulation of general public information
- Prioritization of salvage operations
- Financial/legal issues
- Short-term building replacement program
- Faculty/staff replacement
- Coordination of records preservation and recovery
- Establishment of date for resumption of disrupted programs
- Call list development
- Fatality/survivor notification

Members:

- President
- Provost & Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Administration & University General Counsel
- Vice President for Advancement
- Vice President for Finance
- Any designee offered invitation; Support Staff (Administrative/Clerical Assistance)

Emergency Response Team (ERT) – The Emergency Response Team consists of the following units and individuals or designated alternates.

Responsibilities:

- Activates the Emergency Operations Center (EOC)
- Authority to direct and control all university resources during the emergency and response phase
- Coordinates the overall EOC management and all university departments and units
- Establishes overall objectives and strategies for the SAU Campus emergency response and recovery
- Obtains authorization for large expenditures and/or emergency programs from the Emergency Executive Policy Group (EEPG)
- Deactivates the EOC
- Manages the transition to recovery

Members:

- Vice President for Student Affairs, Chair
- Director of Emergency Services, Vice Chair
- Chief of University Police, Vice Chair
- Dean of Students
- University General Counsel
- Director of Health Services
- Dean of Housing
- Director of the Counseling Center
- Director of Physical Plant
- Director of Food Services
- Director of Communications and Marketing

- Director of Information Technological Services

Incident Management Team (IMT) - Incident Management Team (IMT) is a term used to refer to a group that responds to an emergency. An Incident Management Team (IMT) is a rostered group of Incident Command System (ICS)-qualified personnel by whichever department with functional expertise in the given emergency.

Structure:

- Incident Commander (The most senior representative or person from that unit with the greatest technical expertise to manage the incident.)

(Or)

- Unified Command

If necessary:

- Operations Chief
- Planning Chief
- Logistics Chief
- Administration/Finance Chief
- Public Information Officer
- Safety Officer
- Liaison Officer

Crisis Response Team (CRT) – Crisis Response Team (CRT) is a term used to refer to a group that responds to an emergency, post emergency. A Crisis Response Team (CRT) is a rostered group of SAU personnel (qualified) by various departments with functional abilities in the given post emergency.

Members:

- Dean of Students, Chair
- Director of Mulerider Activity Center
- Assistant Dean of Campus Activities
- Director of Counseling Center, or Licensed Professional Counselor
- Assistant Director of Housing for Operations and Events
- Associate Dean for Multiculturalism and Diversity
- Director of Health Services, or Designee
- *Campus and Community Welfare Coordinator
- Assistant Director of Physical Plant
- Volunteer Coordinator

Control and Plan Coordination

The Emergency Response Plan (ERP) is under the control of the Vice President for Student Affairs.

When an emergency arises, the Vice President for Student Affairs, in discussion with the President, will activate the ERP. During incidents and emergency conditions in which the immediate activation of the Emergency Response Plan is needed, the following Southern Arkansas University positions may activate this plan and, if necessary, the Emergency Operations Center:

- President
- Provost and Vice President for Academic Affairs
- Vice President for Administration and General Counsel
- Vice President for Student Affairs
- Vice President for Finance
- Southern Arkansas University Chief of Police
- Director Emergency Systems

The Emergency Executive Policy Group is under the direction of the University President (or his designee). The EEPG will determine the manner in which university personnel and equipment will be utilized. The Vice President for Student Affairs will coordinate the utilization of university personnel and resources required to address the emergency. If the incident is of a criminal nature, the lead agency will be the Southern Arkansas University Police, local police, state police or federal authorities in accordance with jurisdiction control.

Implementation of Emergency Response Plan

In the event of a level 2 or 3 emergency, the emergency response plan shall be implemented using the following steps:

If Normal Telephone and Cellular Services ARE Operational

- The Vice President of Student Affairs, in discussion with the President, will activate the Emergency Response Plan. She will designate the Emergency Operations Center (EOC) and Policy Center locations and appoint an Emergency Operations Center Communicator. The Vice President for Student Affairs will designate alternate locations if the primary locations are not available.

- After notifying the Emergency Executive Policy Group, the Emergency Operations Center Communicator or designee will contact the members of the Incident Command to advise them of the designated location of the Emergency Operations Center.
- The Emergency Operations Center Communicator or designee will periodically advise the Incident Commander of the availability and estimated time of arrival of the members of the Emergency Operations Group.

If Normal Telephone and Cellular Services ARE NOT Operational

- The designated members of the Emergency Executive Policy Group will immediately travel to the previously identified building, and the Vice President for Student Affairs, in discussion with the President, will activate the Emergency Response Plan as soon as he is aware that a major disaster affecting the Southern Arkansas University campus may have occurred; He will also appoint an Emergency Operations Center Communicator.
- If the designated members of the Emergency Executive Policy Group do not respond to the designated location in a reasonable amount of time, the Emergency Operations Center Communicator will dispatch messengers.

In the event of the loss of power or other circumstances that disrupt normal communication systems: personal communication, loudspeakers, and shortwave radios shall be considered.

Appointment of Incident Command Staff

The Incident Commander or Unified Command will immediately appoint, if necessary, individuals with appropriate skills to fill each of the Incident Command positions in the event the primary representative has not responded. These appointments will remain in effect until the primary representative or a more qualified replacement has been located and available. The acting representative will then become the assistant to the replacement. An appropriate call list will be developed as part of this plan so that the Emergency Operations Center Communicator or designee will have an appointment plan.

Non-working hours Implementation

If an emergency occurs before or after regular Southern Arkansas University office hours, or on a holiday or weekend when the organizational structure of many departments is not immediately available, the structure of this plan remains precisely the same. Its implementation may vary depending upon the available resources and employees until the proper officials can be notified. Until that time, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank and/or expertise who are available at the time. These individuals should seek to follow (as nearly as possible) the guidelines discussed in this plan, while simultaneously making an effort to notify supervisory officials of the situation to obtain verification or advice on their actions.

Record Keeping for Emergency Operations

Each incorporated area and the county are responsible for establishing the administrative controls necessary to manage the expenditure of funds, and must provide reasonable accountability and justification for expenditures made to support emergency operations within the respective area. This shall be done in accordance with the established university and local fiscal policies and standard cost accounting procedures.

1. Activity Logs – The Incident Command Post (ICP) and the Emergency Operation Center (EOC) shall maintain accurate logs recording key response activities, including:
 - a. Activation and deactivation of emergency facilities.
 - b. Emergency notifications to other local governments and to state and federal agencies.
 - c. Significant changes in emergency situation.
 - d. Major commitments of resources or requests for additional resources from external sources.
 - e. Issuance of protective action recommendations to the public (timely warnings).
 - f. Evacuations
 - g. Casualties
 - h. Containment or termination of incident.
2. Incident Cost – All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents. This shall be done, to obtain an estimate of annual emergency response costs that can be used in preparing future department/agency budgets.
3. Emergency or Crisis Costs – For emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations, including:
 - a. Personnel costs, especially overtime costs
 - b. Equipment operations costs
 - c. Costs for leased or rented equipment
 - d. Costs for contract services to support emergency operations
 - e. Costs for specialized supplies expended for emergency operations

NOTE: These records may be used to recover costs from the responsible party or insurers, or as a basis for reading financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Incident Command Post

According to the National Incident Management System (NIMS) and the Incident Command System (ICS):

Incident Command Post (ICP): The field location where the primary functions are performed. The Incident Command Post may be co-located with the Incident Base or other incident facilities.

Field Incident command post

If the emergency involves only one building or a small part of the campus, a Southern Arkansas University Police Department vehicle is to be placed as near the emergency scene as is reasonable. At least one identified police officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chairs, a computer, and a telephone may also be required near the scene. If necessary, the Southern Arkansas University Police Department will establish a perimeter around the emergency scene with the Incident Command Post being included in that perimeter. Individuals entering and/or leaving the scene must check in at the Command Post. Incident Command Post Equipment should include:

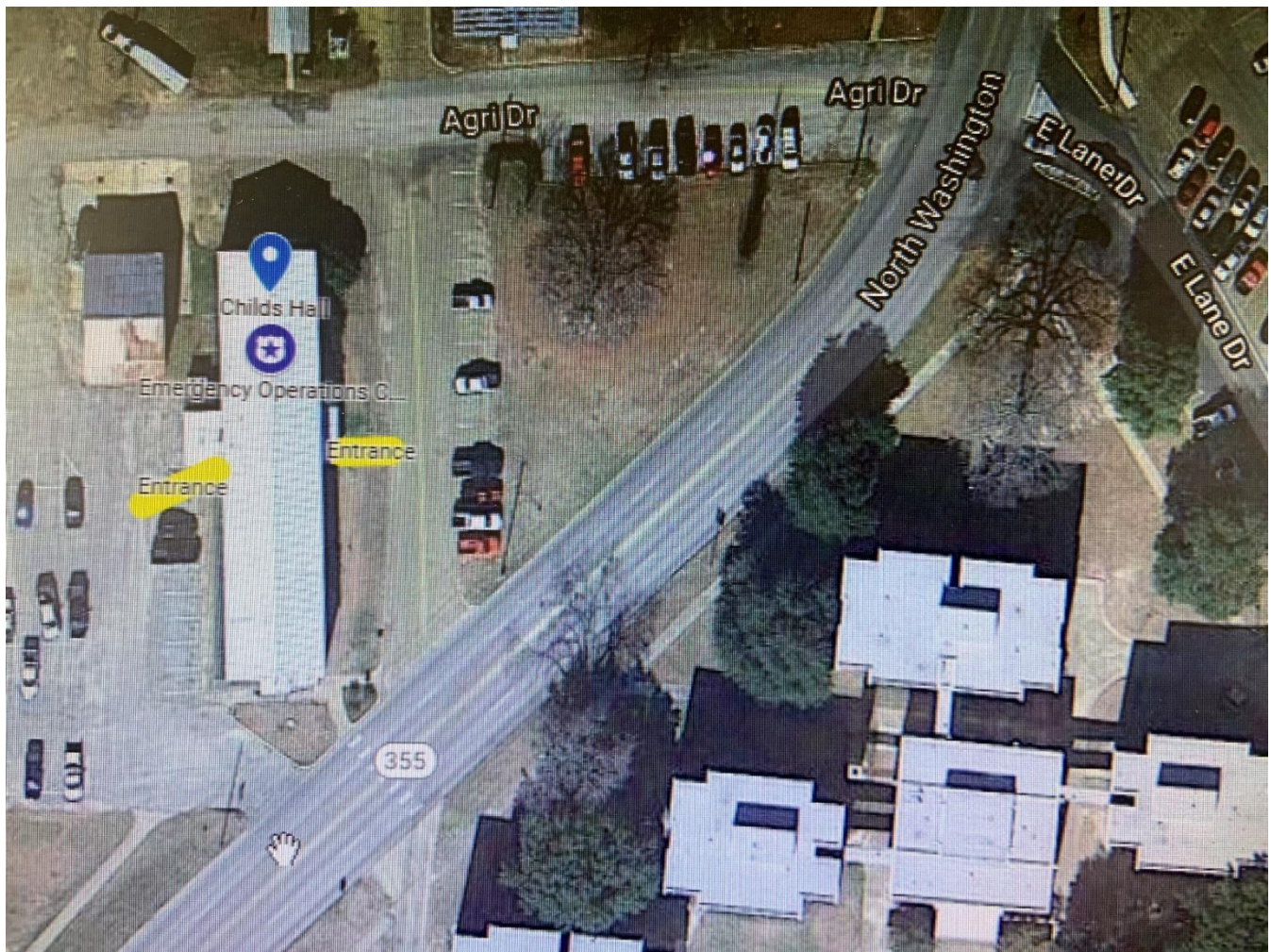
- Barricades, barrier tape, and signs for the scene
- Portable handheld radios
- Portable public address system
- First aid kit
- Telephone access (i.e., cell phone)
- Campus telephone directory and local telephone directory

The Incident Commander shall maintain at a staging area the equipment items necessary to establish an Incident Command Post.

If the incident involves a large part of the campus, the Incident Command Post (ICP) is to be established in a location that has been previously identified by the Vice President of Student Affairs in consultation with the Chief of Police. If this site is unavailable, the Incident Commander is to select an alternate location. At least one identified police officer or dispatcher is to staff the Incident Command Post at all times until the emergency situation ends. The Southern Arkansas University Police Department, for operations of the combined on-site emergency response team, shall establish a staging area for outside and local agency assistance. Also, a conference room with facilities for emergency teams or media crews, and the ability to accommodate multiple telephones and/or electrical appliances, is preferred.

Southern Arkansas University Campus Emergency Operations Center

The Emergency Operations Center (EOC) is the central command and control facility during a campus emergency. It functions at a strategic level in an emergency situation, ensuring the continuity of university operations. The EOC will also serve as the University's emergency communications center.



Joint Information Center

The **Joint Information Center (JIC)** is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

The **Joint Information System (JIS)** integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Grand Hall in the Donald W. Reynolds Center will serve as the Joint Information Center. Grand Hall is a large open floor room. It is capable of being divided into multiple rooms. It has a large drop down projection screen, a projector, a stage with a podium and a university logo backdrop.

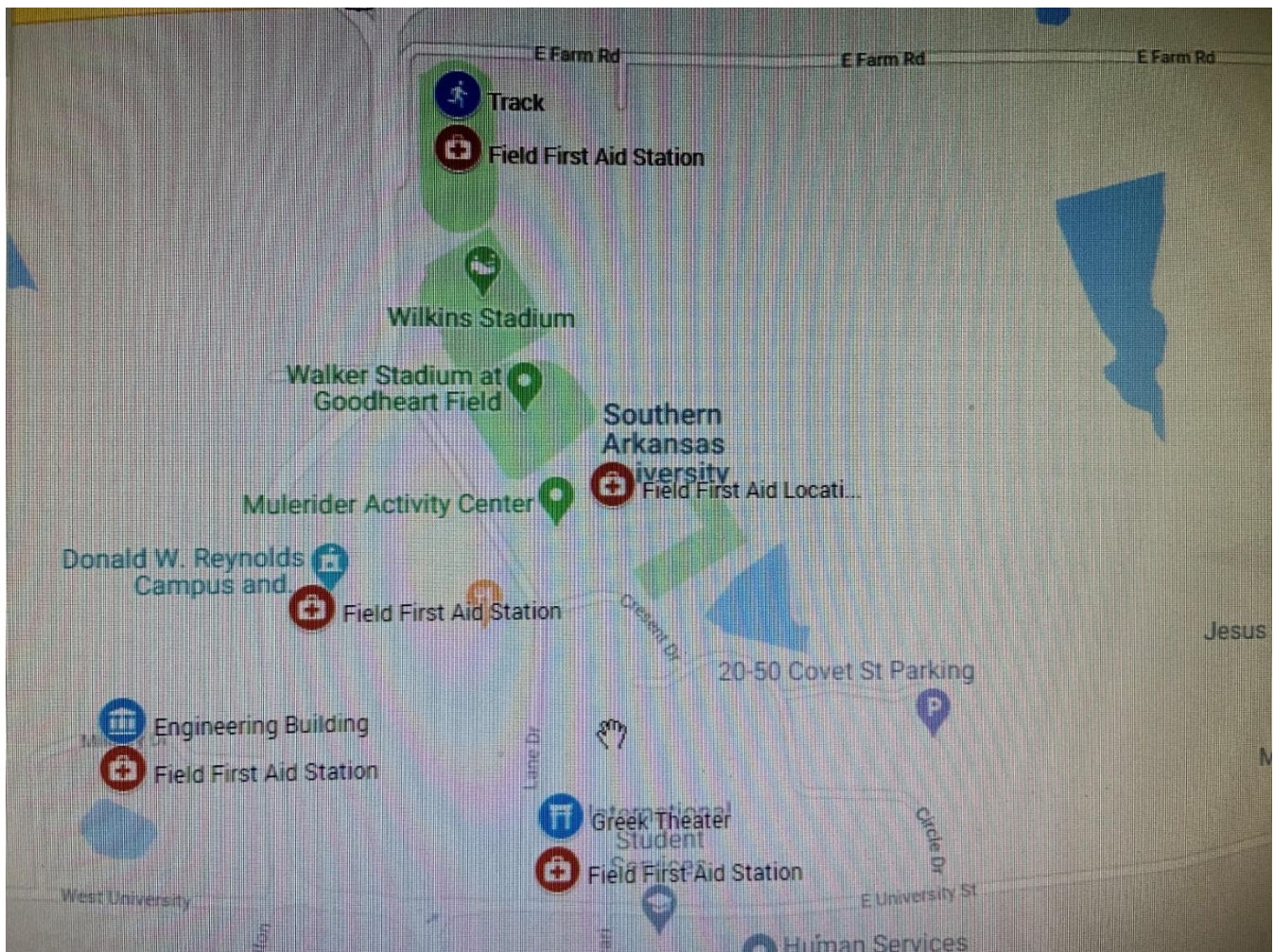
Grand Hall:

- Dimension (LxW) – 86'x74'
- Square footage – 6,364 sq ft
- Ceiling (height) – 15'
- Amenities:
 - Sound system
 - Projector
 - Screen
 - Podium
- Capacity
 - Banquet – 380 individuals
 - Lecture – 720 individuals
 - Reception – 600 individuals

Field First Aid Locations

The following locations have been designated as sites for Field First Aid Stations. The activation and location(s) for any Field First Aid Station will be determined by the location and severity of the incident or crisis.

- Watson Athletic Center
- Greek Theater
- Track
- Donald W. Reynolds Grand Hall
- *Engineering Building
- Student Event Center

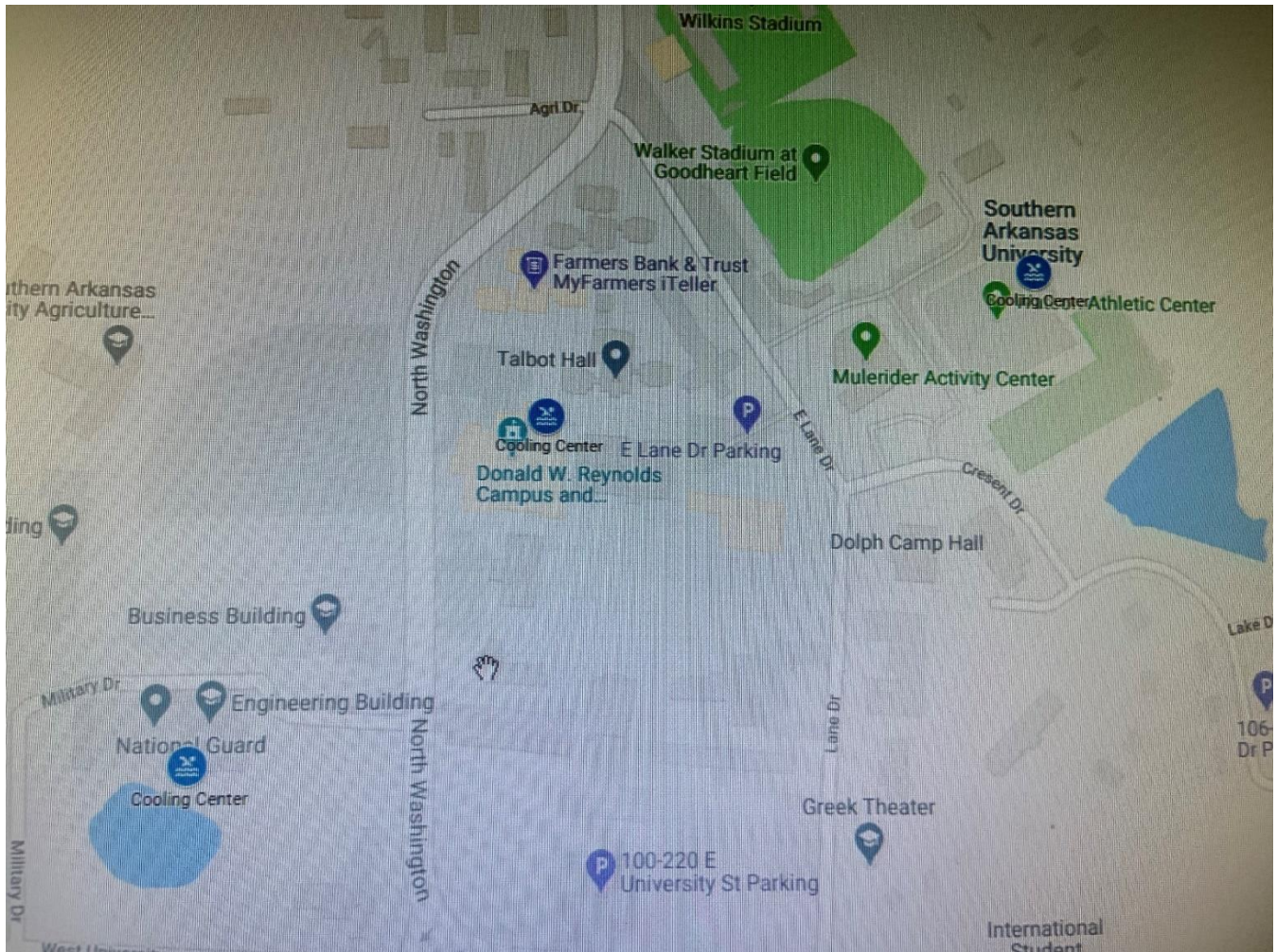


Cooling Center Locations

Cooling centers are temporary places located throughout the campus and set up by the University Police and Administration to help individuals deal with the health effects of a heat wave. Cooling centers are meant to prevent hyperthermia caused by heat, humidity, and poor air quality. These centers include:

1. *Aquatic Center
2. Donald W. Reynolds Campus and Community Center (Cafeteria)
3. *Engineering Building
4. Student Event Center

Extreme heat, humidity, and poor air quality can lead to health hazards caused by increased body temperature.



Specific Emergency Response Scenarios

It is impossible to outline every possible emergency that can occur on a university campus. The following are detailed scenarios of emergencies that could take place within the Southern Arkansas University and Magnolia communities. Emergency Response Team members and outside agencies involved will depend entirely upon the type, scope, and duration of the emergency.

Active Shooter

GOAL:

The goal of this document is to establish guidelines for an acceptable, safe response by the Southern Arkansas University community to an active shooter emergency and to provide maximum public safety while minimizing injuries and death.

1. **POLICY:** The policy of Southern Arkansas University is to inform all students, faculty and staff of options to protect themselves during an active shooter. SAU understands that these events are unpredictable and, in most cases, over in a matter of minutes; because of that, quick decisions could mean the difference between life and death.
2. **PURPOSE:** The information below outlines active shooter response strategies. Since every incident varies, you should be flexible in determining which strategy works best in that specific situation. These safety tips and guidelines are not all inclusive, but if understood, reviewed periodically, and trained when feasible, they can increase your chances of surviving an active shooter incident.

Scenario

ASSUMPTION: The threat or implementation of an active shooter in the same building or vicinity.

INITIAL RESPONSE:

1. If a shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.
 - A. **Run/Avoid:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
 - B. **Hide/Deny:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Hiding in place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction
 - Not trap you or restrict your options for movement

To prevent an active shooter from entering you hiding place:

- If possible, lock the door

- Blockade the door with heavy furniture

If an active shooter is nearby:

- If possible, lock the door
- Silence cell phone
- Turn off any source of noise (radio/television)
- Hide behind large items (cabinets/desks)
- Remain Quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert the police to the shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

C. **Fight/Defend:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling/Committing to your actions

2. If the shooter is not in your building, immediately call 911 then alert campus security. Building Lockdown Procedure applies to all other buildings on campus.

Barricaded Suspect, Hostage Situation

GOAL:

The goal of this document is to establish guidelines for an acceptable, safe response by the Southern Arkansas University community to barricaded person(s) and/or hostage incidents and to provide maximum public safety while minimizing injuries and death.

1. **POLICY:** The objectives of this department in dealing with barricaded person and/or hostage incidents are:
 - a. Preservation of life.
 - b. Apprehension of perpetrator(s) using a reasonable amount of force.

- c. Securing available evidence to assist in the appropriate disposition of the perpetrator(s).
2. PURPOSE: Establish standard procedure for Southern Arkansas University response to incidents involving barricaded subjects or suspects.

Scenario

ASSUMPTION: One or more of the members of the Southern Arkansas University community are held against their will on University property. The assailant may or may not be a member of the SAU community.

INITIAL RESPONSE:

1. University Police notified
 - a. Upon arrival, police will take command of the scene.
 - b. Once the scene is secure, call Arkansas State Police SWAT and Crisis Negotiation Team
2. President, Vice President of Student Affairs, Dean of Students notified

NOTE: Upon receiving the initial call it will be important to glean as much information as possible:

- Where exactly is the incident taking place?
- How many hostages?
- How many assailants?
- Types of weapons?
- Demands?

A barricaded suspect and/or hostage situation can change to an active shooter, and vice versa. If the situation becomes an active shooter, University Police will treat it as such.

Bomb Threat

GOAL:

The goal of this document is to establish guidelines for an acceptable, safe response by the Southern Arkansas University community to bomb threats and actual bomb emergencies and to provide maximum public safety while minimizing disruption to normal university business.

1. POLICY: The policy of Southern Arkansas University is to regard all bomb threats as serious and to evaluate each individually to assess the credibility of the threat and to determine an appropriate response.
2. PURPOSE: The purpose of this policy is to establish procedures to be followed for dealing with bomb threats and actual bomb emergencies.

Scenario

ASSUMPTION: A bomb threat is phoned or mailed to Southern Arkansas University.

INITIAL RESPONSE:

1. At the time a threat is received, there are three possible options:
 - Ignore the threat
 - Evacuate immediately
 - Search and evacuate if warranted -It shall be the policy of Southern Arkansas University that upon receipt of a bomb threat, the building involved will be evacuated and a search commenced.
2. Telephone Threat:
 - All personnel, especially front desk receptionists, are advised to follow the procedures listed below if they receive a bomb threat over the telephone.
 - Remain calm. This type of response may assist in obtaining more information from the caller, especially if the caller wishes to avoid injuries or death. If told that the structure is occupied and cannot be evacuated in time, the caller may be willing to give more specific information on the device, such as type and location.
 - The bomb threat caller is the best and maybe the only source of information.
When the bomb threat is called in:
 - Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record the conversation if possible.
 - If the caller does not indicate the location of the bomb or the time of possible detonation, ask for that information.
 - Inform the caller that the building is occupied and detonation could result in injury or death.
 - Pay particular attention to background noises such as motors running, music playing, and any other noises that may give a clue as to the location of the caller.
 - Listen closely to the voice of the caller, male or female, calm or agitated, accent, etc.
 - Remain available; law enforcement personnel will want to interview the staff member receiving the threat.
3. Call 9-1-1 –police and fire departments will notify the nearest bomb disposal unit at their discretion
4. University Police notified and assist in securing and evacuating the area if necessary
5. Evacuate the area if necessary: Once the decision to evacuate a building has been made, evacuate the floors above or below the danger area (if known) to remove those persons from danger as

quickly as possible. Evacuation and search techniques are to be used, do not attempt to neutralize, remove, or otherwise have contact with the device. If a device is located, it will be well marked and a route to the bomb established, but otherwise the device should remain undisturbed.

6. Have a contingency plan should the bomb go off.
7. Maintain a blueprint of floor diagrams
8. Establish primary and secondary methods of communication. (CAUTION: THE USE OF THE RADIO SYSTEM DURING A SEARCH CAN CAUSE PREMATURE DETONATION OF AN ELECTRICAL BLASTING CAP.)

SECONDARY RESPONSE:

1. Vice President for Student Affairs notified -plans for relocation made (if necessary).
2. President notified
3. Director of Physical Plant notified
4. Marketing & Public Relations notified

MAIL BOMB THREAT:

When a written threat is received, save all materials including the envelope or container. Once the material is recognized as a bomb threat, further unnecessary handling must be avoided. Every effort must be made to protect such evidence as handwriting, typewriting, postmarks and paper. It is imperative that personnel involved in the search be instructed that their only mission is to search for and report suspicious objects. UNDER NO CIRCUMSTANCES SHOULD ANYONE MOVE, SHAKE OR TOUCH A SUSPICIOUS OBJECT or anything attached to it. The removal or disarming of a bomb must be left to professionals in explosive device disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Call 9-1-1 and Activate Emergency Response
2. Report the location and an accurate description of the object to the appropriate team leader. This information should be relayed immediately to the Chief of Police (or a security officer) who will notify all appropriate emergency personnel.
3. If you are isolated and can't get out of the area, place sandbags or mattresses (never metal shields) around the object. Do not attempt to cover the object.
4. Identify the danger area and block it off with a clear zone of at least 300 feet, including floors above and below the area.

5. Check to see that all doors and windows are open to minimize primary damage from the blast and secondary damage from fragmentation.
6. Do not permit re-entry to the building until the device has been removed/disarmed, and the building declared safe for re-entry.

Campus Disturbance, Disruption or Civil Protest

GOAL:

The goal of this document is to establish guidelines for an acceptable, safe response by the Southern Arkansas University community to campus disturbances and/or civil protest and to provide maximum public safety while minimizing disruption to normal university business.

1. **POLICY:** The policy of the Southern Arkansas University is to regard all potential campus disturbances and/or civil protest as serious and to evaluate each individually to assess the credibility and to determine an appropriate response.
2. **PURPOSE:** The purpose of this policy is to establish procedures to be followed for dealing with a campus disturbance, disruption and civil protest.

Scenario

ASSUMPTION: Any campus disruption that threatens the health, safety, or normal operations of the Southern Arkansas University Community or its guests falls into this category. A civil protest will usually take the form of an organized public demonstration of disapproval or display disagreement with an idea or course of action. It should be noted that in many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. Disruption of the normal operations of the university.
2. Obstructing access to offices, buildings, or other university facilities.
3. Threat of physical harm to persons or damage to university facilities.
4. Willful demonstrations within the interior of any university building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
5. Unauthorized entry into or occupation of any university room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any university property, equipment, or facilities.

INITIAL RESPONSE:

1. Keep calm. Resistance may only increase the destruction of property and/or the threat of bodily harm. Do not confront demonstrators.
2. Call University Police
 - a. Give a description of the person(s) causing the disturbance.
 - b. Share key details of what happened.
 - i. Location (building, entrance, floor, room, etc.)
 - ii. Approximate number of leaders
 - iii. Size of group
 - iv. Obvious objective or demand of group
 - v. Group is: rational? Organized? Violent? Etc.?
3. When the University Police arrive, provide them with an update. Follow their instructions.
4. As much as possible, secure the area.
5. President and Vice Presidents notified
6. In a classroom situation:-direct the disruptive person(s) to leave the classroom-if the person does not leave, have the situation reported to University Police or 911, depending on the seriousness of the disruption. (be prepared to provide all pertinent information) If the safety of others is threatened dismiss the class immediately.
7. Provide for psychological assistance if necessary –VP for Student Affairs to coordinate.

Crimes of Violence or Sex

Southern Arkansas University seeks to create and maintain a safe environment in which all members of the university community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus.

Scenario

ASSUMPTION: Violent incidents including but not limited to assaults and workplace violence can occur on the university campus with little or no warning.

INITIAL RESPONSE:

1. Call 9-1-1. Convey:
 - a. What is happening?
 - b. The location.
 - c. Who is involved?
 - d. Type of weapon(s) involved, if any.
 - e. Your name and address.
2. Contact University Police

SECONDARY RESPONSE:

1. Provide for psychological assistance –coordinate through ‘Counseling Center’.
2. Notify the President and Vice President for Student Affairs.

Missing Person

PURPOSE: To provide Southern Arkansas University faculty, staff, and students with actions to take if they become aware of any member of Southern Arkansas University and the surrounding community that may be missing.

Failure to attend classes or campus functions, and missed appointments, may be signs of a possible problem. If a student or employee is believed to be missing and there is reasonable concern for his or her well-being and safety, the University Police must be contacted immediately.

If a member of the Southern Arkansas University community has reason to believe that a SAU faculty, staff, or student is missing; immediately notify University Police at 870-235-4100.

Scenario

ASSUMPTION: A student has missed consecutive days of classes and his or her roommate has had no contact with him or her by phone or social media.

INITIAL RESPONSE:

1. Notify University Police by calling 870-235-4100

University Police will:

2. Collect all other pertinent information about the missing person and conduct interviews if necessary.
3. Contact the emergency contact(s) identified by the employee or student.
4. Contact all local hospitals, detention centers, and police agencies to inquire about the individual.
5. Notify the appropriate university administrators and law enforcement officials if suspicious circumstances are involved or if the person's physical or mental health is in jeopardy.
6. Conduct a search of university property and surrounding areas.
7. Involve external law enforcement and emergency response agencies as appropriate to assist in locating the missing individual.
8. Complete an official police investigation.

Death of a Student

Southern Arkansas University intends to provide a safe and positive environment for all students. When tragedy does occur, it is required upon the university to respond in a sensitive and caring manner, recognizing that individuals respond in different ways to different circumstances that may surround a death. The death of a student affects the entire university community, as well as the family and friends of the deceased. Considering the very sensitive and unpredictable nature of death, no policy or protocol can describe in complete detail all the steps that must be taken.

All deaths on campus will be investigated by University Police to determine if there are any signs of possible foul play. The area where the deceased is found will be treated as a crime scene and no one will be permitted in the area until such time as police and medical officials approve.

Scenario

ASSUMPTION: A student has died on campus.

INITIAL RESPONSE:

2. Emergency personnel notified via 9-1-1
3. University Police Officer dispatched to scene – local law enforcement may assist in securing scene as a crime scene
4. Vice President for Student Affairs notified. If the death occurs during class or a university activity, the faculty member or staff member should notify the Vice President of Student Affairs immediately after responding to the situation as warranted. The Vice President for Student Affairs will contact persons listed below if a student is seriously injured or dies:
 - a. President
 - b. Other remaining administration and dignitaries.

SECONDARY RESPONSE:

1. As soon as possible the following individuals/offices should be notified:
 - The Southern Arkansas University Registrar to remove the name of the student from active designation in the university mainframe, class rolls, and to discontinue other forms of communication with the student and his/her family.
 - The Vice President for Advancement to remove the name from donor rolls and other fund-raising mailing lists.
 - The Director of Student Housing will oversee the removal of personal belongings of deceased students and insure that they are given to the appropriate family member.
2. Family notification (President, Vice President of Student Affairs or designee):
 - Nature of the death
 - Location of the death
 - Additional information, as appropriate
3. Notification of student body and university community by Dean of Students.
4. Provide alternate housing for roommate(s) if necessary. (Student Housing staff)
5. Provide for psychological assistance. (Counseling Center)
6. Assist family of victim in appropriate manner.

7. If the death involves an international student, the Vice President of Student Affairs (or her designee) will follow the outlined policy in addition to contacting the necessary U.S. and/or foreign government agencies.
8. Contact the President's Office for sending flowers or other expressions of concern to families or students in situations involving injury or death.
9. Arrange for Southern Arkansas University representation at any related funeral (if deemed appropriate).

NOTE: If the death is considered a possible criminal act, be prepared for panic and a barrage of questions.

Drought and Extreme Heat

1. PURPOSE: The purpose of the Drought and Extreme Heat response guidance is to provide an effective and systematic means for the University to assess and respond to drought and extreme heat conditions.

Drought occurs during a period of abnormally dry weather and can cause increased likelihood of fire. Extreme heat is often associated with conditions that lead to drought. Extreme heat may lead to heat stress in the Southern Arkansas University's community. Extreme heat can cause excessive drain on power supplies, electronic equipment, and can cause chemical canisters to explode.

The hot season lasts for 3.7 months, from May 28 to September 19, with an average daily high temperature above 85°F. The hottest day of the year is July 25, with an average high of 93°F and low of 72°F.*

The drier season lasts 8.4 months, from July 10 to March 22.*

*Based on a statistical analysis of historical hourly weather reports and model reconstructions from January 1, 1980 to December 31, 2016.

Scenario

ASSUMPTION: Southern Arkansas University's community is experiencing an extended period of higher than average temperatures with no rainfall.

INITIAL RESPONSE:

1. Establish communications.
 - a. Issues that arise on Southern Arkansas University's campus and property due to drought/extreme heat conditions should be communicated to Southern Arkansas University Police Department.
 - b. The University Police should establish communication with applicable local, state, and federal agencies to monitor the status of the drought and extreme heat conditions.
2. Gain situational awareness.
 - a. Situational awareness must come from on-scene reports from first responders.
 - b. Information such as heat injuries, fires, water shortages, and agriculture issues should be communicated to the University Police.
 - c. Monitor weather alerts and drought conditions for up-to-date information.
3. Determine the course of action students and personnel impacted by the incident should take.
 - a. SAU personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.
4. If a chemical container fails, reference Hazardous Material EOP.
5. If a grass-land fire were to occur due to drought conditions, reference Fire EOP
6. Encourage consumption of fluids.

SECONDARY RESPONSE:

7. Establish cooling centers on campus. (See Cooling Center Map page 23)
8. Ensure athletic teams are following guidance on work/rest cycles and holding practice session in off hours of the day. Monitor athletes' health for heat related issues.
9. Assist in identifying and resolving conflicts that may arise when water availability is diminished by drought. Coordinate available water resources to potentially fill unmet needs.
10. As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.

Earthquake

1. POLICY: It is the policy of the Southern Arkansas University to provide, to the maximum extent feasible by present earthquake engineering practice, to acquire, build and maintain its facilities at reasonable levels of earthquake safety for faculty, staff, students and the public.

Scenario

ASSUMPTION: An earthquake hits this area.

INITIAL RESPONSE:

1. Drop, Cover, and Hold. Move only as far as necessary to reach a safe place.

If INDOORS, stay there until the shaking stops. Immediately take cover under a solid piece of furniture such as a desk or table and hold. Stay away from glass, windows, shelves, and heavy equipment.

If OUTDOORS, move quickly away from buildings, utility poles, and other structures (avoid power or utility lines as they may be energized). Drop to the ground and stay there until the shaking stops.

2. Aftershocks also occur following an earthquake. Do not assume that structures are safe because they have no visible damage. Aftershocks may cause further structural damage after the initial shock has subsided.
3. After the initial shock, evaluate the situation and if emergency help is necessary, call appropriate emergency response personnel (police and fire).
4. Report any injuries immediately.
5. Contact the University Police Department at (870) 235-4100
6. Damage to facilities should be reported to Physical Plant.
7. If there is a strong odor of gas, relay this information to University Police and Physical Plant and evacuate the building.

Fire

1. PURPOSE: The purpose of Southern Arkansas University's policy is to reduce potential fire hazards which will in turn preserve life safety and reduce the risk of loss from fire through prevention, education, engineering and administration and to comply with applicable laws, regulations and best practices.

Should a fire become a threat and danger to Southern Arkansas University's campus, adhere to the following Emergency Response Plan.

Scenario

ASSUMPTION: Fire with visible flames or strong odors of burning.

INITIAL RESPONSE:

1. For the person discovering the fire:
 - a. Extinguish only if you can do so safely and quickly.
 - i. In case of emergency, dial 9-1-1
 - ii. Call University Police Department – (870) 235-4100
 - b. If the fire cannot be extinguished:
 - i. Confine the fire by closing the doors.
 - ii. Pull the nearest fire alarm.
 - iii. Dial 9-1-1.
 - iv. Alert others.
 - v. Meet the fire department when they arrive.
2. For occupants of the building:
 - a. Close the doors to your immediate area
 - b. Evacuate the building via the nearest exit. Assist others as necessary
 - c. Do not use elevators
 - d. Avoid smoke filled areas
3. For persons evacuating from the immediate fire area:
 - a. Feel the door from top to bottom. If it is hot, do not proceed; go back.
 - b. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it
 - c. If no smoke is present, exit the building via the nearest stairwell or exit
 - d. If you encounter heavy smoke in a stairwell, go back and try another stairwell
4. For University personnel
 - a. University Police and Chief of Police notified
 - b. Secure the scene
 - c. President notified
 - d. Vice President of Student Affairs notified
 - e. Director of Physical Plant notified
 - f. Provide for medical care if needed
 - g. Plans for relocation of building occupants

Flood

Scenario

ASSUMPTION: Flooding is caused by domestic water systems or by rivers and/or streams overflowing their banks.

INITIAL RESPONSE:

1. For university personnel
 - a. University police and Chief of Police notified
 - b. Secure the scene
 - c. President notified
 - d. Vice President of Student Affairs notified
 - e. Director of Physical Plant notified
 - f. Provide medical care if needed
2. Plans for relocation of building occupants

Hazardous Materials

1. PURPOSE: Southern Arkansas University is committed to providing a safe and healthy environment conducive to learning and living to its students, faculty, staff and visitors while protecting the environment and maintaining compliance with local, state and federal

environmental and health laws and regulations. This policy applies to all persons including university faculty, staff, students, visitors and contractors who work with or around hazardous materials and to those areas of campus which may be affected by the presence of such materials. The management of hazardous materials through their acquisition, utilization, storage and disposal is critical.

Scenario

ASSUMPTION: A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e., the city Fire Department or Hazardous Material team.

INITIAL RESPONSE:

1. Dial 9-1-1, if deemed necessary.
2. Evacuate building or location and assemble at a safe distance . . . account for individuals
3. Contact primary incident manager
 - a. Determine if emergency responders are needed.
 - b. Determine if immediate hazards are under control and the situation is stabilized.
 - c. Determine if the site can be reoccupied or if further remediation or repair is needed –after consultation with the appropriate emergency response agency (fire department or HAZMAT team).
4. Contact University Police to secure scene and direct emergency personnel.
5. Contact local emergency responders if needed.

SECONDARY RESPONSE:

1. Prepare media response (Marketing& Public Relations).
2. Notify President, and Vice President for Student Affairs.
3. Arrange for relocation of occupants as needed.

Train/Rail Car Derailment

1. Purpose - The purpose of the Train/Railroad Derailment response guidance is to provide an effective and systematic means for Southern Arkansas University to assess and respond to the conditions that follow a railroad derailment.

A Patriot Rail Company railroad track runs from Gibson, Louisiana to McNeil, Arkansas, known as the Louisiana and North West Railroad. A 6.5 mile stretch from Magnolia, Arkansas to McNeil, Arkansas is leased by Union Pacific. This 6.5 mile stretch runs from a south to a north direction and is parallel with Southern Arkansas University's Campus. It intersects perpendicular to University Street and US Highway 82. The track runs next to the Physical Plant, Natural Resource Research Center, Agriculture Center/Greenhouse, and Burns-Harsh Hall. Additionally, the track runs approximately than one mile from the Main Campus and Trap Shooting Facility on Laney Farm (See the map in appendices).

Depending upon the severity and location of a derailment, SAU is at risk for potentially incurring infrastructure damage and injuries/death, especially if the train is transporting hazardous materials.

Louisiana and North West Railroad: (318)927-2031

Union Pacific (Texarkana): (903)798-2900

Scenario

ASSUMPTION: A train versus vehicle accident occurs at the rail crossing of US Highway 82. This accident caused multiple rail cars to derail and overturn.

INITIAL RESPONSES:

1. Emergency personnel notified vis 9-1-1
2. In the event of a railcar explosion, take cover immediately underneath or behind objects that will give protection against falling materials and debris.
3. University Police Officers dispatched to scene to do a size-up.
 - a. A train derailment on or near Southern Arkansas University's Campus may tax the normal resources of local law enforcement, campus Law enforcement, and fire personnel.
 - b. A train derailment could lead to traffic disruption, personal injuries, and infrastructure damage.
 - c. Any train derailment will require local emergency responders and support from state and federal governments.
 - d. Train derailment may include explosion, fire, asphyxiation, poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
 - e. A train may be carrying hazardous materials which may lead to campus evacuation and/or student and personnel decontamination.
 - i. Depending on the contents of the railcars, hazardous materials or other response plans may need to be implemented.

- f. During the course of a derailment involving hazardous materials, wind shifts and other changes in weather conditions may require evacuations.
 - g. A train derailment recovery operation could last several weeks depending on the extent of the damage and the contents of the railcars.
- 4. Address railroad and potential impacts of a train derailment in campus and local hazard identification and threat assessment process.
- 5. Identify Union Pacific railroad company representative.
- 6. Establish alternate transportation routes for the roads running near train tracks along University property.
- 7. Create evacuation procedures for University facilities, fields, and buildings that could be affected by a train derailment.
- 8. Stay away from the accident and treat the accident as a potentially hazardous site. Trains often carry hazardous materials that could leak into the atmosphere. Additionally, diesel fuel could leak from the train engine.
- 9. If hazardous materials are present, a perimeter should be set up and all those inside of perimeter should be evacuated and separated from other individuals for possible decontamination.
- 10. If evacuation is ordered, follow the specific instructions of the emergency official about where to gather after the evacuation.
 - a. If hazardous materials are spilled, depending on the substance, low lying areas may not be safe and locations downwind (the area which wind is moving into) could be fatal.

SECONDARY RESPONSE:

- 1. Assess the situation; sharp objects, downed power lines, etc. may be identified.
- 2. Conduct a rapid damage assessment of facilities and utilities.
- 3. Maintain accurate records for the incident.
- 4. Take pictures of any damages to university property and inform Physical Plant.
- 5. Provide mental health services/information for victims and witnesses.
- 6. Remove debris.
- 7. Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this plan.

Multiple Injury, Fatality Accidents

Southern Arkansas University will investigate any collision that occurs on campus. If assistance is needed, Southern Arkansas University may request the assistance of the Arkansas State Police and the Arkansas State Police Reconstruction Team to investigate the collision.

Scenario

ASSUMPTION: An accident on or off-campus has resulted in multiple student and/or employee injuries and/or fatalities.

INITIAL RESPONSE:

1. Emergency personnel notified via 9-1-1
2. (On campus) University Police Officer dispatched to scene – local law enforcement may assist in securing scene as a crime scene
 - a. Note: University Police may use or defer to the Arkansas State Police for collision investigation.
3. Vice President for Student Affairs notified. If a death occurs during accident, the University Police should notify the Vice President of Student Affairs immediately after responding to the situation as warranted. The Vice President for Student Affairs will contact persons listed below if a student is seriously injured or dies:
 - a. President
 - b. Other remaining administration and dignitaries.
 - c. Dean of Students
4. Family notification (Officer investigating collision, President, Vice President of Student Affairs or designee):
 - Nature of the death
 - Location of the death
 - Additional information, as appropriate
5. Notification of student body and university community by President or Dean of Students.

SECONDARY RESPONSE:

6. As soon as possible the following individuals/offices should be notified:
 - a. The Southern Arkansas University Registrar to remove the name of the student from active designation in the university mainframe, class rolls, and to discontinue other forms of communication with the student and his/her family.
 - b. The Vice President for Advancement to remove the name from donor rolls and other fund-raising mailing lists.
 - c. The Director of Student Housing will oversee the removal of personal belongings of deceased students and insure that they are given to the appropriate family member.
7. Provide for alternate housing for roommate(s) if necessary. (Student Housing staff)
8. Provide for psychological assistance. (Counseling Center)
9. Assist family of victim in appropriate manner.
10. If the death involves an international student, the Vice President of Student Affairs (or her designee) will follow the outlined policy in addition to contacting the necessary U.S. and/or foreign government agencies.
11. Contact the President's Office for sending flowers or other expressions of concern to families or students in situations involving injury or death.
12. Arrange for Southern Arkansas University representation at any related funeral (if deemed appropriate).

NOTE: If the death is considered a possible criminal act, be prepared for panic and a barrage of questions.

Aircraft Crash

1. PURPOSE: The purpose of the Aircraft Crash response guidance is to provide an effective and systematic means for Southern Arkansas University to assess and respond to aircraft crash related hazards.

Columbia County Arkansas is home to two aircraft facilities. The Magnolia Municipal Airport (AGO) is a public facility and is approximately 5.8 miles south of campus. The Magnolia Hospital Heliport (09AR) is a private facility and is approximately 1.5 miles south of campus. Though these specific facilities are located off campus, an aircraft crash could occur on or about the university; such a disaster would likely cause damage or endanger lives at the university.

Most aircraft will not fly over the university, as the Federal Aviation Administration (FAA) bans flight paths from congested areas, but this cannot entirely be prevented (e.g., mechanical difficulties, acts of terrorists, etc.)

Scenario

ASSUMPTION: A general aviation aircraft has mechanical difficulties and crashes into the open farm land near Pearce Street and the Porterfield Barn.

INITIAL RESPONSE:

1. Emergency personnel notified by 9-1-1
2. Gain situational awareness
 - a. If the crash has occurred on campus, the impacted area should be evacuated in order to protect those in the area
3. University police should cordon off the area until fire and EMS can arrive on scene.
4. Determine the course of action students and personnel impacted by the incident should take.
 - a. SAU personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.

SECONDARY RESPONSE:

5. Conduct a damage assessment of university property.
6. Take pictures of any damages to university property and inform Physical Plant.
7. Maintain accurate records for the incident.
8. Remove debris following FAA approval.
9. Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this plan.

NOTE: Southern Arkansas University will not assume incident command at any time; local fire, EMS, and police will coordinate with state and Federal agencies to determine incident command. SAU will be available to assist in the response efforts that do not hinder lifesaving measures.

Power Outage

Power outage may seem like a relatively routine emergency situation, but loss of electricity can present a range of serious hazards and challenges on Southern Arkansas University's campus. From laboratories with critical research functions to dormitories that house hundreds of students, a sudden power outage can present major risks to safety and wellness. The following information is intended as a guide for SAU students, faculty, staff and visitors to both prepare in advance for outages and to respond appropriately if they occur.

Scenario

ASSUMPTION: Due to uncontrollable circumstances, Southern Arkansas University experiences campus wide power outage.

Be prepared

- Keep a flashlight with spare batteries immediately accessible
- Know how to locate the closest exit

INITIAL RESPONSE:

1. Remain calm.
2. Assess the extent of the outage in your area.
3. Help persons in darkened work areas move to safety.
4. Unplug personal computers and non-essential equipment, turn off light switches.
5. Open windows for additional light and ventilation.
6. Do not light candles or other types of flames for lighting.
7. If you are in an elevator that stops working, stay calm. The elevator should return to a predesignated floor and the doors will open automatically. Use the intercom or the emergency button inside the elevator if you are not able to exit the elevator. Consult the Elevator Malfunction section for further information.
8. Emergency Response Team members and University Police will move through all spaces helping faculty, staff, and students to safety and ensuring that all areas have been evacuated

Weapons Possession

A safe and secure environment is fundamental to fulfilling the university's mission of teaching, research, and public service. Southern Arkansas University is committed to maintaining an environment free of violence. This obligation includes restricting recognized hazards from the campus community that contribute to violence or serious harm.

Scenario

ASSUMPTION: An armed assailant is reported on campus. It shall be the policy of Southern Arkansas University that this report be handled in the same way, whether the armed individual is a student or a non-student.

INITIAL RESPONSE:

1. University Police notified
2. Chief of Police is notified
3. Southern Arkansas University Police Department officers will, to the extent possible, secure the area where the assailant is reported. If possible, the type of weapon should be identified when the call is received.
4. President and Vice President for Student Affairs notified

Widespread Illness

PURPOSE: To provide guidelines for the response to a wide variety of infectious disease threats to Southern Arkansas University. Each infectious disease is unique. This policy is not meant to be an exhaustive compilation of all diseases or situations that might possibly threaten the university community, but rather is a general guide for assessment and the corresponding necessary steps for Southern Arkansas University to take when any communicable disease affects university operations.

Scenario

ASSUMPTION: A serious known or unknown illness has spread to the campus community.

INITIAL RESPONSE:

1. Determined by medical professionals.
2. Quarantine building or location if necessary to allow medical experts to assess the situation.
3. Contact primary incident manager.
 - a. Determine if emergency responders are needed.
 - b. Determine if immediate hazards are under control and the situation is stabilized.
 - c. Determine if the site can be reoccupied –after consultation with the appropriate emergency response agency.

SECONDARY RESPONSE:

Considerations/Tasks for Mass Care, Emergency Assistance, and Housing

4. Southern Arkansas University will identify an area that could be used as a Point of Testing and Screening (POTS) for students returning to campus. Such areas should be large enough to allow large groups of people to easily flow through an examination point. An ideal location allows for drive-through access in order to minimize social interaction. These locations should be communicated to SAU's Health Services, University Police Department and Student Housing.
5. Southern Arkansas University will identify an area that could be used as a Point of Distribution (POD) for immunizations and treatment drugs. Such areas should be large enough to allow large groups of people to easily flow through an immunization point. An ideal location allows for drive-through access in order to minimize social interaction. These locations should be communicated to SAU's Health Services, University Police Department and Student Housing.
6. As determined by Student Housing, each residential hall will identify area(s) that could be used as an isolation area during a large-scale infectious disease event. This information should be forwarded to SAU's Health Services and University Police Department. If no area exists that can be used for this purpose, it should be communicated to the Vice President Counsel and the Risk Management Task Force.

Opioid Overdose

[Arkansas Act 811](#) requires public high schools and state-supported universities to have opioid overdose reversal kits, to provide information on their locations around campus, and to provide training on how to use these kits.

SAU has installed 51 opioid overdose kits across campus. Opioid overdose is currently the leading cause of death among adults 50 years old and younger in the United States. Without immediate intervention, opioid overdoses can quickly lead to death. These kits provide Naloxone, an opioid overdose reversal medication. These will improve the capacity of bystander rescuers to save the lives of victims of opioid overdose.

Instructions are provided in the kit, and all Southern Arkansas University staff, faculty, and students are also encouraged to review the 20-minute SafeColleges [Opioid Overdose Kit training](#) (search for Opioid Overdose Response Awareness).

Additional Resources

Additional information regarding Naloxone including how to administer it can be found on the site below.

[Prevention AR](#)

The website NARCANsas.com is a mobile compatible site that provides information on the prevention, treatment, and recovery of opioid use. An app is available to download which has step-by-step naloxone administration guide.

[NARCANsas.com](#)

Deactivation of Emergency Operations Center

The Southern Arkansas University President or his designee, advised by the EOC Manager, will determine when to deactivate the EOC and transition to normal campus operations. The process of demobilizing, includes demobilizing all units, documenting the incident in preparation for requests for state/federal disaster recovery funds documenting the incident in preparation for the After Action Report, and updating university plans and procedures. To accomplish this:

- The EOC Manager will notify sections when they are no longer required in the EOC.
- All staff must ensure that any open actions not yet completed will be handled after the deactivation.
- All staff must ensure that all required forms or reports are completed before deactivation and have copies made of all logs, reports, messages, and any other documents used and received in the EOC. Leave originals in the position folder.
- The EOC Manager will return supplies and equipment to the storage location and secure it.
- An official notification will be sent to all involved internal and external participants that the EOC is deactivated.

This action signifies the transition from the response phase to the recovery phase. Before deactivation, the Executive Emergency Policy Group Director will assign staff to a Disaster Recovery Group (DRG) to establish short-term recovery goals that facilitate long-term recovery. The recovery plan should address the following:

- The recovery effort's goals
- Short-term recovery operations, such as debris removal and volunteer and donations management
- Temporary shelter and housing, permanent housing
- Economic recovery
- Environmental recovery
- Infrastructure and lifelines
- Financial and community resources
- Social and psychological aspects of recovery

Appendices

Opioid Overdose Rescue Kit Box Locations

Building	Room	Descriptive Location	With AED
Agriculture	100A	Left side lobby, Near glass doors	
Arkansas	100C	Front lobby, Near electrical room	
Aurburn Smith Football	117A	Lift side coach entrance, Near fire extinguisher	Yes
Baseball	105A	Concessions area, Near fire alarm panel	Yes
Blanchard Business	100A	East hallway, Near women's restroom	
Burns-Harsh	185	South hallway, Near fire extinguisher	
Childs Hall	205	Hallway, Near breakroom	
Columbia	151E	Front lobby, Near stairwell	
Education	100	North hallway, Near 108	
Engineering	100	South entrance, Near fire extinguisher	
Golf/Tennis	113	North entrance	Yes
Magnolia	151E	Front lobby, Near stairwell	
NRRC	100	Left side entryway	
Physical Plant	100D	Breakroom, Near first aid kit	
Science	100N	Lobby, Near 100G mechanical room	
Softball	101	Right side entrance	Yes
Student Event Center	100	Next to women's bathroom	
Track	Pressbox	Pressbox	Yes
Watson Brown	161	NW corner of gym	Yes
Wharton Nursing	108B	Across from elevator, Near fire extinguisher	

Band Hall	100	Lobby, Near front door	
Brinson	100A	Lobby, Near Room 107	
Bruce Center	200B	Southside Entrance, near FA pull station	
Bussey	100B	Lobby, Near Room 119	
Cross	100	1st Floor Hallway, Near Fire Extinguisher	
Dawson Athletic Complex	DAC	TBD	
Dolph Camp	102	1st Floor Hallway, Near stairs	
Eichenberger	100A	Lobby, Near Front door	
Fincher	100	Lobby, Information Desk	
Greene	235	Lobby, Information Desk	
Harrod	123	Lobby, On left side	
Harton	136	Lobby, Near ticket booth	
Honors	100F	1st Floor North Hallway, near Lobby and Fire Extinguisher	
Magale	235B	Lobby, Near Fire Extinguisher	
Mallory	100	Lobby, Right side	
Mulerider Activity Center	200	2nd Floor Lobby next to AED	Yes
Mulerider Pointe	601	Laundry Room, Under Northwest window	
Nelson	Lobby	Lobby, right side	
Outdoor Campus	OC	TBD	
Overstreet	108E	1st Floor East Hallway by Fire Extinguisher	
Peace	102	Lobby, right side	
Reynolds Center	100	Lobby, Beside Information Desk	
Ribble Strength Training	104	Lobby, Beside Fire Extinguisher	
Story Rodeo Arena	104	Reception Center, Ticket Booth next to window	
Talbot	200P	Lobby, Front Entrance	

Talley	200P	Lobby, Front Entrance
Trap Range	101	Concessions, Beside Fire Extinguisher
University Court	214	Near Fire Extinguisher
University Village	109	Dining Room, Beside Fire Extinguisher
Wilkins Stadium	TBD	TBD
Wilson	H3	East Hall 2nd Floor, outside Room 215
Alumni	203	Hallway near bathrooms, next to Fire Extinguisher

Emergency Response Team

The Emergency Response Team (ERT) is activated when a student or students are involved in an incident that is of significant enough scope that the larger community is impacted. The purposes of the team are to:

1. increase the effectiveness and immediacy of the response to the victims, their families, and close associates;
2. reduce the severity and duration of the trauma to the campus community;
3. reassure the public and local community;
4. protect the institution's image.

The phases of the ERT incident process include the following:

- Planning and preparation
- Immediate crisis response
- Recovery process
- Follow-up evaluation and review

Types of student crises situations that can activate the ERT are suicide, suicide attempt, assault/violent attack, accidental death, hate crime, kidnapping, missing student(s), accident involving multiple students, etc.

The ERT consists of the following:

PERMANENT MEMBERS

Vice President for Student Affairs, *chair*

EX-OFFICIO MEMBERS

President of Southern Arkansas University

Chief of Police, *vice chair*
Director of Emergency Systems
Dean of Students, *vice chair*
Director of the Counseling Center, *vice chair*
Director of Student Housing
Food Services Director
Director of Health Service, *vice chair*
Director of Communications and Marketing
Director of Physical Plant, *vice chair*
Director of Information Technological Services

SITUATIONAL MEMBERS

Provost
Vice President for Admin. and General Counsel
Director Athletics
Manager of Athletic Facilities
Athletic Training
Magnolia Police Department
Columbia County Sheriff's Department
Magnolia Fire Department

Fire Alarm Procedures for Residence Halls

Follow this procedure anytime a fire alarm sounds. Do not assume it is a false alarm or just a drill. Complacency about fire alarms is one of the main causes of death and injury. Fire and smoke may spread rapidly through areas of a building without much warning that there is any impending danger.

- a. Stay Calm, think clearly, and then act.
- b. First responsibility is to exit the building safely.
- c. As you exit, grab your residence life roster and clipboard.
- d. As you exit, warn others and knock on doors on your way out. Do not open doors. Knock loudly and shout. The fire may be in that room and opening the door may cause it to spread rapidly.
- e. Close doors behind you if you are the last one out.
- f. Instruct others to stay calm and to proceed in an orderly manner to the assembly point.
- g. At the assembly point count heads, work through roster, and determine if anyone is unaccounted for. Tell a campus official or a fireman if someone is unaccounted for. Provide as much detail as possible
- h. Resident Assistants shall stay on location and help direct the students from your floor until a supervisor dismisses you.
- i. Call 911 and University Police (870)235-4100.
- j. Do not allow anyone to re-enter the building until an emergency responder announces an ALL CLEAR.

If there is no alarm but you smell smoke, see flames, or are alerted to a fire –stay calm but act immediately –warn others, sound the alarm by pulling alarm box, shout and pound on doors as you leave, and call 911 from a safe location.

Other general procedures:

- When there is a fire alarm of any kind, always feel a closed door before you open it. If it is hot then stay in your room. If it is cool open the door a crack but be ready to slam it if you find smoke or flames. Only attempt to open a closed door if it is the way out. Knock and shout loudly on doors where you suspect someone inside needs to be alerted.
- Stay low or crawl if there is smoke, it is deadly and can quickly confuse your sense of direction. Crawl to the exit if you can see it. Turn back and stay in your room if the exit is blocked with heavy smoke, heat or fire.
- If you are trapped in your room –stay calm. Keep the door closed and seal the cracks with tape, clothes, or towels. Open window slightly if it lets smoke out and is not letting smoke in. Place a wet towel or cloth over your nose and mouth. Stay low (smoke rises). Signal rescuers by waving a sheet of bright clothing out the window. Do not jump if higher than the 2nd floor.
- Only fight a small fire with a fire extinguisher and alert others to sound the alarm. Stay between the fire and the exit. Aim at the base of the fire and sweep side to side. If fire spreads, get out and close the door behind you. Sound the alarm. Save yourself and others before trying to save the building. The building and its contents can be replaced.
- If clothing catches on fire, stop, drop and roll. Use a rug, coat, or blanket to smother the flames. Cool a minor burn with water, treat for shock, and get prompt medical attention (call 911).
- Familiarize yourself with the location of all fire and life safety systems in your building, including:
 - Fire extinguishers
 - Smoke detectors
 - Alarm pull boxes
 - Sprinkler heads
 - Exit signs
 - Fire doors
 - Exit routes
 - Assembly points

Exercise precaution and prevention:

- Do not allow tampering of any sort with fire and life safety systems. Report missing extinguishers or damaged detectors immediately. Do not hang anything from sprinkler heads. Do not prop open fire doors.
- Keep exit routes clear and unobstructed, especially hallways, exit doorways and stairwells.
- Report electrical problems immediately, do not use faulty appliances or any electrical wiring or device that is arcing or sparking.
- Do not allow use of any open flames, candles, or electric heaters without tip over safety shutoff switches.

- Do not leave any heating appliance on and unattended. This includes hot plates, irons, hairdryers, curling irons, electric blankets, toaster ovens, heat lamps.

Evacuation Areas for Residence Halls

Arkansas Hall
Evacuation Area
North Parking Lot, Burns-Harsh Parking Lot
Burns-Harsh Hall
Evacuation Area
Burn-Harsh Parking Lot
Bussey Hall
Evacuation Area
Mall Area Between Nelson and Bruce, Nelson Parking Lot
Columbia Hall
Evacuation Area
Burns-Harsh Parking Lot
Efficiency Apartments
Evacuation Area
Circle Drive, Frisbee Golf Area, Duck Pond Area, University Village Club House Parking Lot
Eichenberger Hall/Court Apartments
Evacuation Area

Eichenberger Parking Lot, Court Apartments Parking Lot, Physical Plant Parking Lot
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Fincher Hall
Evacuation Area
Fincher-Bussey-Peace Parking Lot, Frisbee Golf Course Area, Circle Drive

Greene Hall
Evacuation Area
Honors-Baseball-Football Parking Lot

Harrod Hall
Evacuation Area
Parking Lot South of Harrod Hall, Harrod Hall Awning, Nelson Parking lot

Honors Hall
Evacuation Area
Honors-Baseball-Football Parking Lot
Magnolia Hall
Evacuation Area
Burns-Harsh Parking Lot

Mulerider Pointe Apartments
Evacuation Area
Mulerider Pointe Parking Lot, Asbury Church Parking Lot

Talbot Hall
Evacuation Area
Talley Parking Lot, Mall Area

Talley Hall
Evacuation Area
Talley Parking Lot, Reynolds Parking Lot, Childs Parking Lot, Bruce Center Parking Lot

University Hall
Evacuation Area
University Hall Parking Lot, Frisbee Golf Area, University Village Clubhouse

University Village
Evacuation Area
University Village Parking Lot, University Village Clubhouse, Intermural Field

Evacuation Procedures for Persons with Disabilities

Emergency personnel are usually available to assist with any evacuation. However, this may not always be the case. It may not be possible to know the exact locations of all disabled students, staff and visitors to the university at a given time. Those with mobility concerns or other concerns that would make an independent evacuation difficult are encouraged to discuss alternate plans and arrangements with their instructors and/or supervisors in advance. This will increase the likelihood that individuals will be able to exit the building safely in the event of an emergency.

PRE-PLANNING FOR STUDENTS:

Notify the instructor and/or supervisor of your capabilities and what type of assistance you will need in the event that an emergency situation arises and evacuation is necessary. Become familiar with your area by locating exits, stairwells, elevators, fire-fighting equipment, fire alarms and telephones. Establish areas of refuge if you are unable to get out of the building.

DURING AN EMERGENCY FOR STUDENTS;

If on the first floor, immediately leave the building, with or without assistance, via the closest available exit or pre-designated exit route posted in the classroom or area you are in. Use pre-designated volunteers for assistance, if available. Persons in wheelchairs should use the elevator as a first choice, EXCEPT in the case of FIRE, EARTHQUAKE or TORNADO.

- If unable to leave the building, call University Police and give location and type of assistance needed.

- If unable to leave a room/building due to fire, or because of smoke in the hallway, alert someone by waving a light colored cloth or blowing a whistle.

In an earthquake, stay where you are and take cover, avoiding windows. In a tornado or severe weather, proceed to designated safe area. Advise person assisting you the best way to transport you.

PRE-PLANNING FOR FACULTY/STAFF:

Faculty should make an announcement at the beginning of class each semester to inform students of the procedures to take in an emergency situation and to discuss accommodation needs with disabled students. Faculty should assist the student in arranging for volunteers who are willing to assist the disabled student.

- Faculty need to be familiar with all exits, ramps, stairwells, emergency telephones and elevators in the buildings that they occupy. Attend training.

DURING AN EMERGENCY FOR FACULTY/STAFF:

1. Persons using a wheelchair
 - a. First floor: Persons using wheel chairs, with the assistance of a pre-designated co-worker faculty member or student will proceed out of the building via the nearest exit or pre-designated evacuation route.
 - b. Second floor or higher: Persons using wheelchairs, with the assistance of a pre-designated co-worker, faculty member or student, will proceed to the stairwell. Once the stairwell clears and the disabled person can be navigated safely down the stairs, with or without assistance, they may proceed. If this is not feasible, a member of the staff, faculty or student in the class will be instructed by the staff or faculty member to notify emergency personnel outside the building.

NOTE: No student UNDER ANY CIRCUMSTANCES is to be left alone.

2. Persons with visual impairments
 - a. Tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Offer your arm as guidance. Do not grasp his/her arm.
3. Person with hearing impairments
 - a. Write a note telling what the emergency is and the nearest evacuation route/safe area. Tap the person on the shoulder or turn the light switch on and off to gain attention*. Then indicate through gestures or in writing what is happening and what to do. Escort the person.

*Do not use this if you smell gas in the air.

4. Persons using crutches, canes or walkers

- a. If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include two-person, lock arm position or having the person sit in a chair with arms.
 - i. The needs and preferences of non-ambulatory persons will vary. Most will be able to exit safely without assistance on the ground floor. Always consult the person as to his/her preference with regard to:
 1. Ways of being removed from a wheelchair.
 2. The number of people necessary for assistance.
 3. Whether moving extremities is painful.
 4. Whether a seat cushion should be brought along if removed from the chair.
 5. Whether he or she should be carried forward or backward on a flight of stairs.

All emergency situations, while not all the same, may require that people evacuate to a specific location. This manual identifies two types of evacuation procedures to follow in the event of a catastrophe.

EVACUATION TO SAFE AREA:

Certain emergency situations may require personnel to evacuate to a safe area within a building. These are areas that students, staff and visitors to the campus should take shelter in when circumstances dictate that evacuation outside the building/area is not advisable. These situations include, but are not limited to, tornadoes, severe weather and chemical attack. Routes and locations to pre-designated safe areas are posted in each classroom, laboratory, office complex and work area on campus on an 8"x 11" laminated map. Safe areas have been identified in blue in all buildings and structures on campus. Students, staff and visitors that frequent areas on campus should take a couple of minutes to review these maps in the event of an emergency.

BUILDING EVACUATIONS:

Certain situations, however, may require that personnel evacuate a building to a specific location outside and away from the building. These situations include, but are not limited to; fire, earthquake (after tremors), and gas leak. Routes and assembly points have been identified in red and are contained within the same map as the designated safe areas. These routes and assembly areas are posted in each classroom, laboratory, office complex, and work area on campus. Students, staff, and visitors who frequent areas on campus should take a couple of minutes to review these maps in the event of an emergency.

Risk Management Task Force Considerations & Tasks

1. Communication

- a. Ensure that Southern Arkansas University openly and timely communicates plans and responses to the staff, faculty, students and university community. As adjustments and changes are made in accordance with regulations and guidelines, a continuance of communication should be provided.
- b. Ensure that SAU maintain communication capabilities that will accommodate timely warnings and notifications to the university population.
- c. Prepare backup and remote plans to accomplish tasks with reduced personnel as a result of infectious and/or contagious disease impacting the workforce.

2. Public Works

- a. Cleaning and sanitizing procedures exist and may be increased during infectious disease events. Cleaning staff may be an at-risk group in certain situations and should receive appropriate training and/or protective equipment. Appropriate procedures will vary depending on the disease and should be worked out with Health Services prior to deployment.
- b. In some situations a wide variety of staff members who fill public works and other support positions may be at-risk groups.
- c. First responders are an at-risk group in certain situations and should receive appropriate training and/or protective equipment. Appropriate procedures will vary depending on the disease and should be worked out with Health Services as early as possible.
 - i. Dispatch must be informed where to take sick individuals.
 - ii. Security in the following areas may become key:
 - 1. Points of Distribution of immunizations and medicine and Points of Testing & Screening
 - 2. Storage/distribution areas of essential supplies, including food and water that may be in short supply.
 - 3. Emergency housing/lodging.
 - iii. Procedures exist for the security of buildings, should some need to be closed.
- d. Staffing for key functions may become strained during widespread events.
- e. Resources are in place to distribute signage, protective equipment, and other materials that need to be distributed throughout public areas as demanded by the situation.
- f. Procedures are in place to close buildings if it becomes necessary.

3. Mass Care, Emergency Assistance and Housing

- a. Southern Arkansas University will identify an area that could be used as a Point of Testing and Screening (POTS) for students returning to campus. Such areas should be large enough to allow large groups of people to easily flow through an examination point. An ideal location allows for drive-through access in order to minimize social interaction. These locations should be communicated to SAU's Health Services, University Police Department and Student Housing.
- b. Southern Arkansas University will identify an area that could be used as a Point of Distribution (POD) for immunizations and treatment drugs. Such areas should be large enough to allow large groups of people to easily flow through an immunization point. An ideal location allows for drive-through access in order to minimize social interaction.

These locations should be communicated to SAU's Health Services, University Police Department and Student Housing.

- c. As determined by Student Housing, each residential hall will identify area(s) that could be used as an isolation area during a large-scale infectious disease event. This information should be forwarded to SAU's Health Services and University Police Department. If no area exists that can be used for this purpose, it should be communicated to the Vice President Counsel and the Risk Management Task Force.
- d. Communications plans are in place for campus residents.
- e. There is an isolation plan in place to handle sick campus residents.
- f. Procedures for handling the roommates of sick individuals are in place.
- g. Housing and Food Services plans are in place for students who must stay on campus unexpectedly.
- h. Infection control procedures may become necessary for Housing and Food Services employees, who will be at increased risk of infection in certain situations.
- i. Prepackaged utensils are available to reduce person-to-person contact.
- j. Plans are in place to transport food to individuals who are isolated or in quarantine.

4. Transportation

- a. Transportation protocols to isolation areas have been developed.
- b. There is a plan in place for transporting members of the university community to Points of Distribution (PODs) to receive immunizations or medicine.

5. Resource Support

- a. The availability of many essential supplies, including disinfectant, protective equipment, medical supplies, and food, may be lowered or non-existent in some situations.
- b. Procedures are in place to account for these changes in normal business functions to enable Purchasing and other SAU departments to obtain essential supplies.
- c. Security of some types of limited-availability supplies may become very important.
- d. To the extent possible, suppliers of high-demand supplies should be identified early in the event and tracked throughout.

6. External Affairs

- a. A chain of responsibility for communications approval is in place and a university spokesperson has been identified. A medical authority will also be identified to speak on behalf of the university.
- b. Procedures are in place to manage media inquiries and to distribute information to SAU employees and external media through multiple forms of media and methods, including news briefings, news releases, social media messaging, electronic signs and internal news outlets. Continuous updates may be needed.
- c. Procedures are in place to monitor electronic and social media to counter misinformation.
- d. Procedures are in place to share information with the Office of Student Affairs to assist their efforts to respond to contacts from parents and the public.

7. Academic Continuity

- a. A procedure is in place for students to take courses online.
- b. A procedure is in place to provide tutoring to students in quarantine or isolation.
- c. A procedure is in place for students in isolation to obtain class lectures and participate in exams.
- d. A policy has been developed to address academic and financial concerns of students resulting from prolonged absences from class or temporary closure of the institution.

8. Student Continuity

- a. A plan is in place for responding to family, friends and others who are calling to check on students. Depending on the situation, this messaging may need to include information about students who are ill or deceased.
- b. A system is in place to help students get home or find temporary housing if a campus is closed.
- c. Appropriate counseling resources are in place for students affected by infectious disease.
- d. A plan is in place to continue the admissions process during a quarantine.

9. Human Resources and Staff

- a. There is a means to provide support and benefit information to employees' families other than face-to-face.
- b. Categorize critical personnel into different categories.
- c. A work-at-home policy has been developed for non-essential personnel.
- d. There is a system in place to train temporary workers.

Reporting a Crime

COMMUNITY RESPONSIBILITY

Southern Arkansas University depends on the eyes and the ears of the entire SAU community to operate efficiently. When a member of the SAU community observes criminal behavior, it must be reported immediately.

PROCEDURES:

Crimes in Progress

1. Call 911 immediately.
2. Contact University Police: (870) 235-4100.
 - a. Speak slowly and with clarity.

- b. Report as many details as you can recollect: your name and location, the event taking place and location, description of individuals and vehicles involved, names of witnesses, etc.
3. Remain where you are until a police officer arrives to handle the situation.
4. Prepare to be a key witness and supply information for an incident report.

Crimes not in Progress:

1. Contact University Police: (870) 235-4100. Report the crime and wait to receive instructions.
2. You may be asked to work with an officer in order to fill out an incident report.
3. Use the anonymous 'Report a Crime' feature on Southern Arkansas University's Police Department website. <https://web.saumag.edu/police/tip/>
4. Alertus mobile application. Users can report an emergency or a possible need for a campus alert through the application. Users can add photos and geographical locations to the report.

Emergency Systems

Since communication is a high priority in an emergency, Southern Arkansas University has installed a network of mass notification systems. Prior to the fall semester of 2007, Southern Arkansas University installed a campus-wide outdoor warning system which allows for broadcast messages and warning tones to alert the campus community of impending emergencies. Southern Arkansas University utilizes Rave Alert to notify students, faculty, and staff via text messaging, phone, web, and e-mail in the event of emergencies on campus. SAU also utilizes an internal "Emergency" e-mail system. To further ensure that the university community can be reached in an emergency, the University Police Department, along with Information Technology Services, has installed an emergency broadcast alert system called Alertus Desktop. Alertus Desktop activates full-screen popup alerts on all Microsoft Windows operating system computers on SAU's network. Upon receiving an alert message, the client application maximizes to full-screen to display alert information. Red text flashes "Alert!", while simultaneously displaying the message details and appropriate response. Individuals can click to acknowledge the alert, and thereby provide acknowledgement to our emergency operations staff. This multi-faceted approach allows us to communicate with the university community in a quick and efficient manner. To give the campus community the power to quickly report an emergency alert to authorities at the touch of a button, SAU has again partnered with ALERTUS to provide the Mobile Panic application. Students, faculty, and staff now have the ability to report alerts or potential alerts to the University Police Department through the mobile application. This mobile application allows the user to add photos and location tagging. It will go directly to a committee of individuals to assess and respond to properly.

With all these options and avenues, Southern Arkansas University has empowered every campus community member with the ability to help protect and save lives.

Additional Resources

There are a number of additional resources that are available regarding crisis response. These include the following:

Federal Emergency Management Agency

Web site: www.fema.gov

Red Cross

Web site: www.redcross.org

The Office of Homeland Security

Web site: <https://www.dhs.gov/>

Guide to Citizen Preparedness

Are You Ready? A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and human disasters.

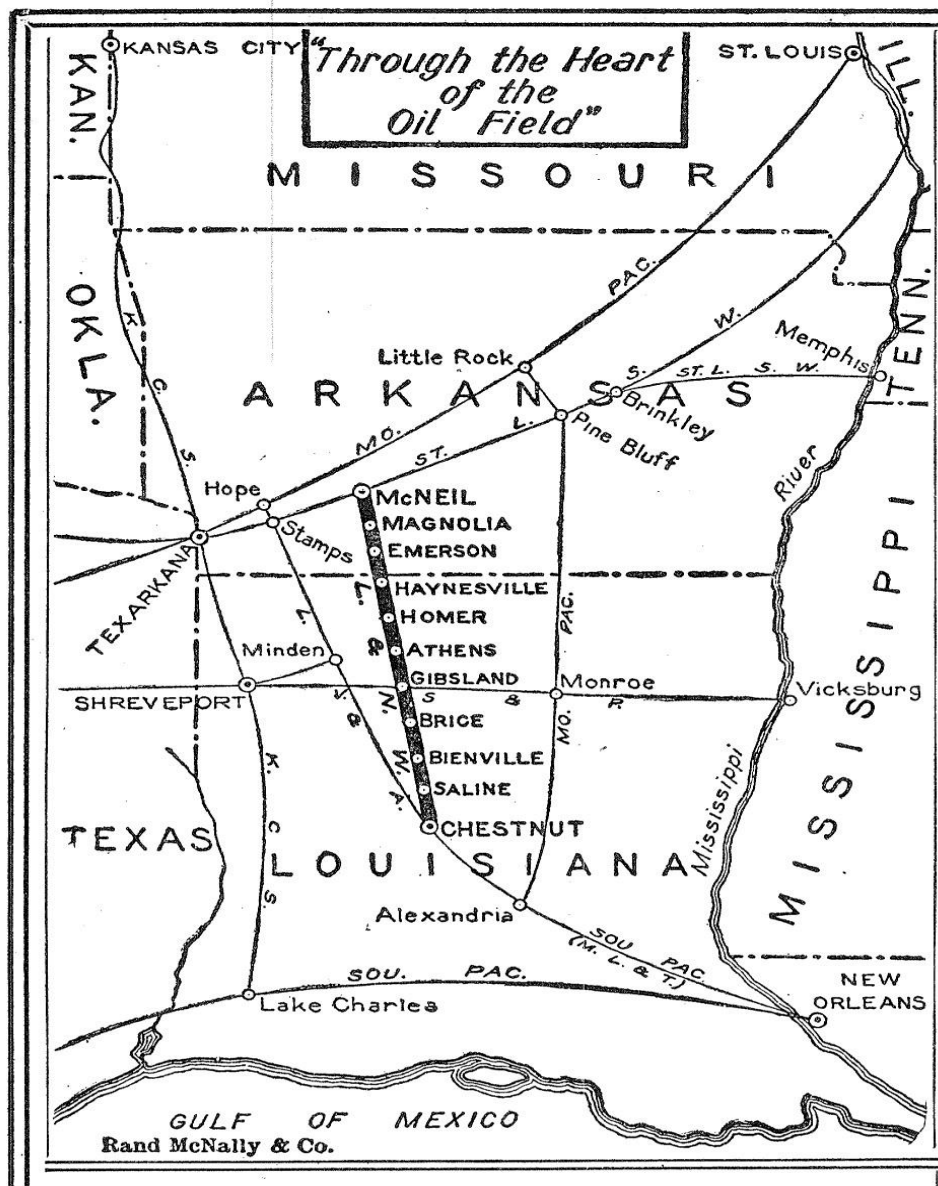
Web site: <https://www.fema.gov/media-library/assets/documents/7877>

Disaster Assistance

The Disaster Assistance Improvement Program's (DAIP) mission is to provide disaster survivors with information, support, services, and a means to access and apply for disaster assistance through joint data sharing efforts between federal, tribal, state, local, and private sector partners.

Web site: www.disasterassistance.gov

Louisiana and North West Railroad Map



Southern Arkansas University Campus Map



Academic A1 Agriculture Center/ Greenhouses A2 Agriculture Shop A3 Band Hall A4 Blanchard Hall A5 Brinson Art Building A6 Childs Hall A7 Cross Hall A8 Dolph Camp A9 Education Building A10 Engineering Building A11 Harton Theatre A12 Magale Library A13 Natural Resource Research Center A14 Peace Hall A15 (FFB) Poultry Facility	A16 Science Center A17 Sheep Production Facility A18 Wharton Nursing Building A19 Wilson Hall/Cyber Range Administration/Admissions B1 Global Center B2 Nelson Hall B3 Overstreet Hall Athletic C1 Aquatic Center C2 Auburn Smith Field House C3 Brown H.K.R. Complex C4 Dawson Athletic Complex C5 Goodheart Field C6 Johnson-Dawson Player Development Facility	C7 Ribble Strength Training Center C8 Softball Complex C9 Story Arena C10 Tennis Courts C11 Track C12 (FB&T) Trap Shooting Range C13 Walker Stadium C14 Watson Athletic Center C15 Wilkins Stadium Campus/Community Center D1 Alumni Center and Pavilion D2 Donald W. Reynolds Campus and Community Center Student Activities F1 Bruce Center and Food Court F2 Greek Theatre	F3 Intramural Fields/Driving Range F4 Mulierder Activity Center F5 Student Event Center Student Housing G1 Burns-Harsh Hall G2 Bussey Hall G3 Columbia Hall G4 Efficiency Apartments G5 Eichenberger Hall G6 Faculty/Staff Housing G7 Fincher Hall G8 Greene Hall G9 Harrod Hall G10 Honors Hall G11 Magnolia Hall G12 Mallory Hall G13 Mulierder Points Apartments	G14 Talbot Hall G15 Talley Hall G16 University Court G17 University Hall G18 University Village G19 UV Clubhouse/Panda Express Other H1 Alexander House H2 Bell Tower H3 Fred Eason Sporting Boat Facility H4 Lone Pine Tree H5 Monroe Gazebo H6 Mulierder Stables H7 Ozmer House/Historic Farmstead H8 Playground H9 President's Home
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