

Emergency Operations Plan Section B

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ABDUCTION

Step #	Activity	Responsible Party
1	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Whoever becomes aware of the abduction
2	Inform Campus Safety (319-895-4299)	Whoever becomes aware of the abduction
3	Contact Director of Campus Safety	Campus Safety/Dispatch
4	Assist authorities at scene	Campus Safety
5	Assist in crowd control at scene	IC
6	IC contacts CMT member or DOS	IC
7	Notify President	CMT member or DOS
8	Notify Dean of College	CMT member or DOS
9	Notify PIO	CMT member or DOS
10	CMT meets	President or designee
11	Establish command center	CMT
12	Notify Counseling Services / Chaplain	CMT member or DOS
13	Notify relatives	LEO
14	Designate media spokesperson & coordinate news media/internal communications	PIO
15	Provide counseling	Counselor/ADRLs/Chaplain
16	Assist relatives while on campus	DOS or appropriate VP

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ACTIVE SHOOTER

Step #	Activity	Responsible Party
1	Move to Immediate Safety	Individuals on Scene
2	Secure Immediate Location	Individuals on Scene
3	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Individuals on Scene
4	Follow police directives	Individuals on Scene
5	Inform Campus Safety (319-895-4299)	Individuals on Scene
6	Contact Director of Campus Safety	Campus Safety Dispatch
7	Contact Dean of Students/Vice President of Student Affairs	Director of Campus Safety
8	Confirm 911 call	Campus Safety Dispatch
9	Attend Scene	Director of Campus Safety, Campus Safety Officers
10	Assess scene and provide assistance to victims/injured, if safe to do so	Director of Campus Safety, Campus Safety Officers
11	Upon confirmation of situation from Director of Campus Safety, announce campus lock-down (RAM Alert). *See Appendix B for lock down policy, C for Ram Alert messages	DOS/VPSA
12	Coordinate organization of CMT	IC
13	Establish Emergency Operations Center	CMT
14	Secure Immediate area Secure buildings and rooms in immediate area	Campus Safety, Facilities Management
15	Assist in crowd control at scene. Assist Law Enforcement Agencies on Scene	Campus Safety
16	Terminate utilities, if authorized and directed by LEO	Facilities Management
17	Act as Liaison between CMT and LEO on site	Director of Campus Safety
18	Contact PIO	CMT
19	Contact Linn County Sheriff's Department Spokesperson	PIO
	<i>Continued on next page</i>	

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ACTIVE SHOOTER continued

Step #	Activity	Responsible Party
20	Organize Media coverage, off site	PIO
21	Notify IC and CMT of All Clear, w/ LEO approval	Director of Campus Safety
22	Notify Campus of All Clear	IC
23	Maintain site security until incident and investigation is complete	Campus Safety
24	Notify Relatives	LEO/Dean of Students/Vice President of Student Affairs
25	Prepare all campus statement notification	DOS/VPSA/PIO
26	Meet with Student Affairs staff for a debriefing/info sharing	DOS/VPSA
27	Meet with other staff/faculty as needed	Appropriate division head
28	Counsel students, victims, college community	Chaplain, Counselors, ADRL
29	Assist relatives while on campus	DOS or appropriate division head
30	If in residence hall, relocate students during investigation If in academic building, relocate necessary classes and offices during investigation If in Commons, locate and determine alternative dining arrangements, during investigation	Director of Residence Life Dean of College DOS
31	Establish web site dedicated to incident	PIO/ IT/DOS
32	Restore area(s)	FS Director/Campus Safety
33	Coordinate appropriate vigil/reflection event/community gathering	Chaplain
34	If deaths, see plan for "death"	

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ASSAULT

***NOTE: ENSURE SAFETY OF THE VICTIM AND DO NOT TOUCH ANYTHING AT SCENE**

Step #	Activity	Responsible Party
1	Do Not Move Victim!	Whoever finds victim
2	Check for breathing and bleeding	Whoever finds victim
3	Assist if qualified to do so	Whoever finds victim
4	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Whoever finds victim
5	Inform Campus Safety (319-895-4299)	Whoever finds victim
6	Contact DSA	Campus Safety
*CIVIL AUTHORITIES WILL DETERMINE SEVERITY FOR PROGRESS THROUGH STEPS 7-12.		
7	Assist authorities at scene	IC or Campus Safety
8	Assist in crowd control at scene	Campus Safety/ADRLs/RAs
9	Notify CMT member (DOS or appropriate VP)	IC
10	Notify President and Dean of College	CMT member/DOS/VPSA
11	Notify PIO	CMT member/DOS/VPSA
12	Notify Relatives	Civil Authorities if off-campus incident; DOS/appropriate VP if on-campus incident
13	Provide counseling	Counselor/ADRLs/Chaplain
14	Assist relatives while on campus	DOS/appropriate VP
15	Investigation/conduct follow-up	DOS/VPSA

***Note: In the case of sexual assault see page B-37**

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BOMB THREAT

***CEASE ALL RADIO AND CELLULAR TELEPHONE TRAFFIC NEAR THREATENED AREA.**

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	Obtain information from Appendix D	Person receiving the call	Person receiving the call	Person receiving the call
2	Campus (landline) phone: Dial 9-911 Other phone: Dial 911	RA/Campus Safety/ Person receiving the call	Person receiving the call	Person receiving the call
3	Inform Campus Safety 319-895-4299	Person receiving the call	Person receiving the call	Person receiving the call
4	Remain available for questions	Person receiving the call	Person receiving the call	Person receiving the call
5	Notify ADRL	Campus Safety	n/a	n/a
Proceed as directed by LEO who will determine severity of situation				
6	Evaluate/search building	LEO, Campus Safety	LEO, Campus Safety	LEO, Campus Safety
7	Evacuate building	LEO, Campus Safety	LEO, Campus Safety	LEO, Campus Safety
8	Secure building from re-entry	LEO, Campus Safety	LEO, Campus Safety	LEO, Campus Safety
9	Relocate occupants to safe area	DSA	Building staff	Building staff
10	Account for occupants	ADRL, RA	Faculty/ Academic Affairs Office	Building staff
<i>If nothing found</i>				
11	Obtain all-clear from LEO	IC	IC	IC
12	Coordinate news media and campus communications	PIO	PIO	PIO
<i>If suspicious item found</i>				
11	Establish safety perimeter	LEO, Campus Safety	LEO, Campus Safety	LEO, Campus Safety
12	Proceed as directed by LEO	IC, CMT	IC, CMT	IC, CMT
13	Terminate electrical power (with authorization from Police Department)	FS	FS	FS
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BOMB THREAT Continued

***CEASE ALL RADIO AND CELLULAR TELEPHONE TRAFFIC NEAR THREATENED AREA.**

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
14	Terminate gas service (with authorization from Police Department)	FS	FS	FS
15	Remove suspicious item	LEO	LEO	LEO
16	Coordinate news media	PIO	PIO	PIO
	<i>If Bomb detonates in building</i>			
17	Proceed with steps for building collapse/explosion	CMT	CMT	CMT
18	Coordinate news media	PIO	PIO	PIO
19	Secure building from pilfering	Campus Safety	Campus Safety	Campus Safety
20	Provide alternate facilities	DOS	VPAA	Appropriate VP
21	<i>Proceed with steps for building closure</i>			
22	Coordinate clean-up/reconstruction	FS Director	FS Director	FS Director

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BUILDING COLLAPSE

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	RA/Occupants	Occupants	Occupants
2	Inform Campus Safety (319-895-4299)	RA/Occupants	Occupants	Occupants
3	Afterhours: Notify DSA/FS on-call staff	Campus Safety	Campus Safety	Campus Safety
4	Notify Dirs. of Campus Safety & FS	Campus Safety	Campus Safety	Campus Safety
5	Tend to the seriously injured	RA /ADRL/Campus Safety	Faculty/ Campus Safety	Staff/ Campus Safety
6	Account for occupants	RA/ADRL	Faculty/Acad. Aff/Registrar	Staff/Dept. Directors
7	Relocate occupants to safe area	RA/ADRL	Faculty/Dean of College	Dept. Directors
8	Secure building from re-entry	Campus Safety	Campus Safety	Campus Safety
9	Assist fire fighting personnel	Campus Safety/FS	Campus Safety/FS	Campus Safety/FS
10	Contact utility company/terminate electrical power	FS Director	FS Director	FS Director
11	Contact utility company/terminate gas service	FS Director	FS Director	FS Director
12	Coordinate news media & internal communications	PIO	PIO	PIO
13	Secure building from pilfering	Campus Safety	Campus Safety	Campus Safety
14	Provide alternate facilities	VPSA/DOS	VPAA	Appropriate other VP
15	Notify Controller for insurance claim	FS Director	FS Director	FS Director
16	Coordinate clean-up/reconstruction	FS Director	FS Director	FS Director

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Building Occupation / Protests / Demonstrations

Step #	Activity	Responsible Party
1	Inform Campus Safety (319-895-4299)	Anyone
2	a. Call Director of Campus Safety b. Call Dean of Students c. Call Director of Athletics (if relevant)	Campus Safety After making calls-monitor activities
3	a. Call VP for Student Affairs b. Call VP for Academic Affairs After making calls-DOS go to scene	Dean of Students
4	Contact other CMT members: a. President b. Relevant Student Affairs staff (such as Director of Residence Life, Director of Intercultural Life) c. Chaplain d. Marketing/Communications e. Relevant VPs, faculty and Academic Affairs staff members and go immediately to the scene	Vice President for Student Affairs or designee

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5	<p>Upon arrival, staff members shall establish an Incident Command Post (ICP) and organize among themselves to:</p> <ol style="list-style-type: none"> Determine the appropriate interim liaison (Incident Commander) (until President arrives) Determine if the building or area should be evacuated by non-participants in the disruption Establish a location for the Crisis Operation Center (COC) Inform participants: <ol style="list-style-type: none"> That the President and/or members of the President's Council are on the way and are willing to participate in dialogue. That the College wants their voice heard, and in a way that does not disrupt College activities for other students, faculty and staff. Those participants are welcome to conduct their activity at a time, place, and a manner that would not lead to disruptions of College Activities. <p>NOTE: Participants should be allowed a brief/reasonable amount of time to share their concerns/give voice to their issue. If activities do not disrupt the normal College activities, they should be allowed to continue as long as the activities are not causing threats or harm to themselves or others.</p>	
6	<p>Contact: Chair of the Board of Trustees</p>	<p>President or designee</p>
7	<p>CMT meets in Crisis Operations Center-Briefing from IC</p>	<p>CMT / IC / President / Appropriate VPs</p>
8	<p>Upon arrival, and after consultation with CMT, the President or designee will become the point person for the College and determine next steps, which might include:</p> <ol style="list-style-type: none"> conducting dialogue with the participants responding to specific concerns establishing additional meetings encouraging participants to conduct their activity at a time, place, and manner that would not lead to disruptions of College activities* notifying participants of implications of continuing to disrupt College activities (such as forfeiture of an athletic contest, closing of a library, involving the police) requesting additional Campus Safety presence requesting Mount Vernon police come to the scene, but NOT to remove people. Their presence would be to ensure the safety of all parties in the facility/area. MVPD should only remove people from a building/area whole have engaged in or threatened physical confrontations or other forms of violence. 	

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9	Organize media release, communication with students, faculty, staff, parents, alumni, and manage social media	PIO/Other staff as assigned
10	Provide alternative food services as needed to participants and non-participants	VSPA
11	Coordinate alternative facilities as needed	VSPA or VPAA
12	Secure area(s) from pilfering/looting	Campus Safety
13	Coordinate clean-up	FS Director
*Speech and assembly/disruptive behavior policy (The Compass)		
<p>College students are citizens of the academic community, therefore students should have the right to freedoms including freedoms of speech, peaceful assembly, and the right of petition. The College retains the right to determine the appropriate time, place and manner of assembly. Behaviors that disrupt or obstruct normal College activities (including, but not limited to teaching, research, study, work, business operations, or sleep) are not permitted. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit students' exercise of their rights both on and off campus.</p>		

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COMMUNICATION FAILURE (During Business Hours)

Step #	Activity	Responsible Party
1	Notify IT of outage by dialing 319-895-4357 or by visiting Law Hall 312.	Affected user (any user who realizes there is a communication outage)
2	Evaluate communication failure and develop timeline for repairs. Gather CMT if needed.	IC
3	Inform College users of the outage and repair timelines via appropriate method. If intranet service is functioning, post information on College home page. If email is unavailable paper signs will be prepared and posted in multiple places around campus (e.g., the Commons Information Desk, Old Sem, Cole Library).	IT Residence Life Campus Safety
4	Repair communication failure. Contact outside vendors for parts and service if required. Arrange for alterative/temporary services if necessary.	IT
5	Notify users of completed repairs. Post signs as needed/appropriate.	IT

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COMMUNICATION FAILURE (During Non-business Hours)

Step #	Activity	Responsible Party
1	Notify Campus Safety of outage (319-895-4299) or by visiting the Campus Safety Office located in the lower level of Ebersole.	Affected user (any user who realizes there is a communication outage)
2	Perform standard checks to verify outage.	Campus Safety
3	Contact IT on call technician (IC)	Campus Safety
4	Evaluate communication failure and develop timeline for repairs. Gather CMT if needed.	IC
5	Inform College users of the outage and repair timelines via appropriate method. If email is unavailable the Commons Information Desk and Campus Safety Office will receive regular updates.	IT
6	Repair communication failure. Contact outside vendors for parts and service if required. Arrange for alterative/temporary services if necessary.	IT
7	Notify users of completed repairs	IT

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CRIME IN PROGRESS

Step #	Activity	Responsible Party
1	Do Not Attempt To Apprehend or Interfere Except for Self Protection	
2	Obtain as much information as possible; height, weight, sex, age, clothing, vehicle, direction of travel, name (if known)	Witnesses
3	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Witnesses
4	Inform Campus Safety (319-895-4299)	Witnesses
5	Wait at the scene to provide information to Campus Safety and law enforcement	Witnesses
6	Collect relevant data from witnesses and provide to appropriate authorities	Campus Safety/LEO
7	If deemed applicable, intercede to dissuade continuation of crime in progress	Campus Safety/LEO
8	Assist local authorities in securing the crime scene	Campus Safety/LEO
9	Proceed as applicable, depending on crime committed	Campus Safety /LEO

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DEATH OF STUDENT, FACULTY OR STAFF

DO NOT TOUCH OR MOVE ANYTHING AT THE SCENE

Step #	Activity	Responsible Party
1	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Whoever finds the victim
2	Inform Campus Safety (319-895-4299)	Whoever finds the victim
3	Contact Director of Campus Safety	Campus Safety
4	For students: Contact DSA and DOS	Campus Safety
	For staff/faculty: Contact appropriate Vice President	Campus Safety
5	Secure area from entry; determine need to temporarily change locks and who should have access	Campus Safety and MVPD; Facilities Services
6	Assist in crowd control at scene	Campus Safety/RAs/ADRLs
7	Assist authorities at scene	Campus Safety
8	Notify PIO – assess the impact	DOS
9	Notify President	Appropriate VP/DOS
10	Notify Relatives	Appropriate VP
11	Coordinate notification with Civil Authorities if off-campus; Appropriate VP/DOS if on-campus If unable to notify in person prepare a statement to send with authorities that a member of the College is ready to communicate with them. Provide a phone number/contact name/ or time the College will call.	
12	Appropriate Vice President meets with affected colleagues DOS meets with ADRL re: immediate message to impacted students	Appropriate VP DOS
13	Meet with directly affected students re: basic info, counseling, process from here	ADRL or DOS
14	Meet w/ roommate/and or significant others re: counseling, information, and contact parents with staff present	ADRL or DOS
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DEATH OF STUDENT, FACULTY OR STAFF Continued

DO NOT TOUCH OR MOVE ANYTHING AT THE SCENE

Step #	Activity	Responsible Party
15	Notify counseling/chaplain re: immediate counseling needs	DOS
16	CMT meets: counseling, investigation, services, etc.	Appropriate VP
17	If student, notify instructor/advisor/coach/etc.	DOS
18	Assess community impact	Appropriate VP/DOS
	* On students - class, floor, roommate, clubs, including previous involvements	DOS
	* On faculty/staff - colleagues, alumni, etc.	Appropriate administrator
19	Student affairs staff meetings	DOS/VPSA
20	Designate a contact for parent phone calls	PIO/DOS
21	Communication w/ Campus Community via email	PIO
22	For in-hall death, organize 48 hour staffing in the residence hall where incident occurred or where student lived and restrict access to residents only	Residence life
23	Designate a media spokesperson and message	PIO
24	Provide counseling	Counseling/ADRLs/Chaplain
25	Press management: possibly during time of body removal to avoid media images. Direct media to web sites for updated information.	PIO
26	Coordinate body removal: low traffic time if possible	CMT , MVPD, Ambulance crew
27	Work with Sodexo Cleaning Services on clean-up needs: block area from viewing during clean-up	Residence life
28	Designate an investigation room if needed - Command center or Ebersole Conference Room	CMT
29	Arrange for meals for CMT , ICs or staff	Asst. to the VPSA
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DEATH OF STUDENT, FACULTY OR STAFF Continued

DO NOT TOUCH OR MOVE ANYTHING AT THE SCENE

Step #	Activity	Responsible Party
30	Decisions regarding current block grades and academic status/record	VPAA (in consultation w/faculty), Registrar
31	Decisions about student financial issues	VPBA
32	Notify business office regarding student billing	VPBA or Asst. to the VPSA
33	Disable and redirect email and voice mail	IT
34	Assist relatives while on campus <ul style="list-style-type: none"> • Designate a family liaison. • Coordinate lodging arrangements for family members at Sleep Inn • Offer meals as appropriate, parking and shuttle services for family members 	DOS/Chaplain/College Designee/ADRLs
35	Coordinate religious memorial services	Chaplain
36	Coordinate campus notice re: funeral/wake	PIO/Chaplain
37	Coordinate belongings removal from res hall/office	Appropriate Department
38	Coordinate room change requests by floor residents/ classroom or office reassignments	Residence life/Registrar/Appropriate VP

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EARTHQUAKE

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	Seek shelter within buildings	Building Occupants	Building Occupants	Building Occupants
2	Evacuate buildings after tremor	RA/Campus Safety	Faculty	Administrators
3	Account for occupants	RA/ADRL	Faculty/Dean of College	Dept. Directors
4	If emergency personnel needed: Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	RA/Campus Safety/ Building Occupants	Building Occupants	Building Occupants
5	Afterhours: Notify DSA/FS on-call staff	Campus Safety	Campus Safety	Campus Safety
6	Notify Dirs. of Campus Safety & FS	Campus Safety	Campus Safety	Campus Safety
7	Relocate occupants to safe area	RA/ADRL	Faculty on site	Dept. Directors
8	Secure buildings from re-entry	Campus Safety	Campus Safety	Campus Safety
9	Assist fire fighting personnel	Campus Safety/FS	Campus Safety/FS	Campus Safety/FS
10	Terminate electrical power	FS	FS	FS
11	Terminate gas service	FS	FS	FS
12	Coordinate news media & internal communications	PIO	PIO	PIO
13	Secure buildings from pilfering	Campus Safety	Campus Safety	Campus Safety
14	Provide alternate facilities	DOS	VPAA	Appropriate VP
15	Notify Controller for insurance claim	FS Director	FS Director	FS Director
16	Coordinate clean-up/reconstruction	FS Director	FS Director	FS Director

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SHELTER-IN-PLACE

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
Shelter on Campus (and Mt. Vernon)				
1	Go or remain indoors	All occupants	All occupants	All occupants
2	Shut all windows and doors	All occupants	All occupants	All occupants
3	Turn off all ventilation systems, heat and air	FS/All occupants	FS/All occupants	FS/All occupants
4	Tune radio to AM600 or FS96.5	All occupants	All occupants	All occupants
<i>If advised to evacuate Mt. Vernon, refer to the emergency action plan section of the phone directory.</i>				
Evacuation of Cedar Rapids Residents to Mount Vernon				
1	If the SE side of CR is evacuated, the kids from daycares and schools come to MV and then, when picked up, travel to Eldridge	RDs, RAs, anyone willing	Faculty and Staff	Faculty and Staff
2	Refer to the Duane Arnold, IES, Alliant emergency action plan document located in Facilities Management	FS Director	FS Director	FS Director

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BUILDING CLOSURE & EVACUATION - Non Residential

Step #	Activity	Responsible Party
1	Assess the building accessibility and status	FS
2	Secure the building/restrict access until deemed safe.	Campus Safety
3	Contact Dept. Directors/Chairs Notify building residents	IC
4	Notify Dirs. of Campus Safety & FS	Campus Safety
5	Notify PIO - Determine the necessity for parent notification	IC DOS
6	Notify Switchboard and Information Desk	PIO
7	CMT meeting	Appropriate VP
8	Prepare media statement and method for communication -Determine source for communication: ex. home page, phone tree	PIO
9	Report number of offices, occupants, classrooms and critical functions affected by closure	Dept. Directors/Chairs/Appropriate division staff
10	Identify available spaces on campus or in the community	Appropriate VP
11	Identify resources needed for relocation, for example: - desks - computers - phone etc - Mutual aid agreements prepared with local schools and community buildings.	Appropriate VP
12	Relocate meetings, functions, etc.	CMT
13	Determine level of damage for coordination of removal of materials	FS
14	Determine re-admittance	FS

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BUILDING CLOSURE & EVACUATION - Residential

Step #	Activity	Responsible Party
1	Assess the building accessibility and status	FS
2	Contact Director of Residence Life	IC
3	Afterhours: Notify DSA/FS on-call staff	Campus Safety
4	Notify Dirs. of Campus Safety & FS	Campus Safety
5	Report number of residents, offices, and critical functions affected by closure	Director of Residence Life
6	Secure the building/restrict access until deemed safe.	Campus Safety
7	Identify available spaces on campus or in the community	Director of Residence Life
8	Notify PIO	IC
9	Prepare media statement and method for communication -Determine source for communication: ex. home page, phone tree	PIO
10	Identify resources needed for relocation, for example: <ul style="list-style-type: none"> • Beds/linens • Furniture • Personal items • Educational supplies/materials • Mutual aid agreements with local schools and community buildings. 	Director of Residence Life
11	Record locations of all evacuees	Director of Residence Life
12	Determine re-admittance	FS

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EXPLOSION

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	Sound Fire Alarm	Building Occupants	Building Occupants	Building Occupants
2	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	RA/ Building Occupants	Building Occupants	Building Occupants
3	Afterhours: Notify DSA/FS on-call staff	Campus Safety	Campus Safety	Campus Safety
4	Notify Dirs. of Campus Safety & FS	Campus Safety	Campus Safety	Campus Safety
5	Account for occupants	RA/ADRL	Faculty/ Acad. Aff./Registrar	Dept. Directors
6	Relocate occupants to safe area	RA/ADRL	Faculty/Acad, Affairs	Dept. Directors
7	Secure building from re-entry	Campus Safety	Campus Safety	Campus Safety
8	Assist fire fighting personnel	Campus Safety/FS	Campus Safety/FS	Campus Safety/FS
9	Terminate electrical power	FS	FS	FS
10	Terminate gas service	FS	FS	FS
11	Coordinate news media & internal communications	PIO	PIO	PIO
12	Secure building from pilfering	Campus Safety	Campus Safety	Campus Safety
13	Provide alternate facilities	DOS	VPAA	Appropriate VP
14	Notify Controller for insurance claim	FS Director	FS Director	FS Director
15	Coordinate clean-up/reconstruction	FS Director	FS Director	FS Director

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FIRE

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	Close the door to the room	Whoever discovers fire	Whoever discovers fire	Whoever discovers fire
2	Sound Fire Alarm	Building Occupants	Building Occupants	Building Occupants
3	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	RA/ Building Occupants	Building Occupants	Building Occupants
4	Notify Campus Safety (319-895-4299)	RA/ Building Occupants	Faculty	Staff
5	Use extinguisher if safe to do so	RA/ Building Occupants	Building Occupants	Building Occupants
6	Afterhours: Notify DSA/FS on-call staff	Campus Safety	Campus Safety	Campus Safety
7	Notify Dirs. of Campus Safety & FS	Campus Safety	Campus Safety	Campus Safety
8	Evacuate building	RA/Campus Safety	Faculty	Staff/Dept. Directors
	<i>DO NOT USE ELEVATOR</i>			
9	Terminate gas service/electrical power	FS	FS	FS
10	Assist fire fighting personnel	Campus Safety/FS	Campus Safety/FS	Campus Safety/FS
11	Account for occupants	RA/ADRL	Faculty/ Acad. Aff./Registrar	Dept. Directors
12	Relocate occupants to safe area	RA/ADRL	Faculty on Site	Dept. Directors
13	Secure building from re-entry	Campus Safety	Campus Safety	Campus Safety
14	CMT meets; Determine notification of parents/emergency contacts	VPSA	VPAA/VPSA	VPBA/VPSA
15	Coordinate news media & internal communication	PIO	PIO	PIO
16	Secure building from pilfering	Campus Safety	Campus Safety	Campus Safety
17	Provide alternate facilities and supplies	DOS	VPAA	Appropriate VP
18	Notify Controller for insurance claim	FS Director	FS Director	FS Director
19	Coordinate clean-up/reconstruction	FS Director	FS Director	FS Director

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FLOOD / RUPTURED INTERNAL WATER LINES

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	Notify Campus Safety (319-895-4299)	Building Occupants	Building Occupants	Building Occupants
2	Notify FS	Campus Safety	Campus Safety	Campus Safety
3	Contact utility company/terminate electrical power	FS Director	FS Director	FS Director
4	Contact utility company/terminate gas service	FS Director	FS Director	FS Director
5	Contact utility companies/terminate utilities	FS	FS	FS
6	Evacuate building/area	RAs/Campus Safety	Faculty/Campus Safety	Staff/Campus Safety
7	Account for occupants	RAs/ADRL	Faculty/ Acad. Aff./Registrar	Dept. Directors
8	Move occupants to safe area	RAs/ADRL	Faculty on Site	Dept. Directors
9	Secure building from re-entry	FS/Campus Safety	FS/Campus Safety	FS/Campus Safety
10	Coordinate news media & internal communication	PIO	PIO	PIO
11	Secure building from pilfering	Campus Safety	Campus Safety	Campus Safety
12	Provide alternate facilities	DOS	VPAA	Appropriate VP
13	Notify Controller for insurance claim	FS Director	FS Director	FS Director
14	Coordinate clean-up	FS Director	FS Director	FS Director

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GAS LEAK

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	Notify FS/Campus Safety (319-895-4299) (From Nearby Phone)	RA/Anyone else in the area	Faculty/Anyone else in the area	Staff/Anyone else in the area
2	Evacuate Building/Area	All those in the area	All those in the area	All those in the area
3	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	FS/Campus Safety Officer	FS/Campus Safety Officer	FS/Campus Safety Officer
4	Account for occupants	RAs/ADRL	Faculty/ Acad. Aff./Registrar	Dept. Directors
5	Relocate occupants upwind	RAs/ADRL	Faculty on Site	Dept. Directors
6	Secure building from re-entry	FS/Campus Safety	FS/Campus Safety	FS/Campus Safety
7	Terminate gas service	FS	FS	FS
8	Terminate electrical power	FS	FS	FS
9	Assist fire fighting personnel	FS/Campus Safety	FS/Campus Safety	FS/Campus Safety
10	Coordinate news media & internal communication	PIO	PIO	PIO
11	Secure building from pilfering	Campus Safety	Campus Safety	Campus Safety
12	Provide alternate facilities	DOS	VPAA	Appropriate VP
13	Coordinate clean-up	FS Director	FS Director	FS Director

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HAZARDOUS MATERIAL SPILL OR LEAK

Step #	Activity	Responsible Party		
		Residence Hall	Academic Bldg.	Other Bldg.
1	From nearby phone (away from immediate spill) Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	RA/ Building Occupants	Faculty/Building Occupants	Building Occupants
2	Sound fire alarm while leaving	Building Occupants	Building Occupants	Building Occupants
3	Evacuate building/area	RAs & Campus Safety	Faculty	Dept. Directors/Staff
4	Notify FS/Campus Safety (319-895-4299) (From Nearby Phone)	Building Occupants	Building Occupants	Building Occupants
5	Contain spill if safe to do so	FS	Faculty/FS	FS
6	Account for occupants	RAs/ADRL	Faculty/ Acad. Aff./Registrar	Dept. Directors
7	Relocate occupants to another building	RAs/ADRL	Faculty on Site	Dept. Directors
8	Secure building from re-entry	FS/Campus Safety	FS/Campus Safety	FS/Campus Safety
9	Terminate gas service, if needed	FS	FS	FS
10	Terminate electrical power, if needed	FS	FS	FS
11	Assist fire fighting personnel	FS/Campus Safety	FS/Campus Safety	FS/Campus Safety
12	Notify College Communications	FS/Campus Safety	FS/Campus Safety	FS/Campus Safety
13	Coordinate news media	PIO	PIO	PIO
14	Provide alternate facilities	DOS	VPAA	Appropriate VP
15	Notify Controller for insurance claim	FS Director	FS Director	FS Director
16	Notify DNR / EPA	FS Director	FS Director	FS Director
17	Coordinate clean-up	FS Director	FS Director	FS Director

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HOMICIDE

DO NOT TOUCH OR MOVE ANYTHING AT THE SCENE

Step #	Activity	Responsible Party
1	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Whoever finds the victim
2	Inform Campus Safety (319-895-4299)	Whoever finds the victim
3	For students: Contact DSA and DOS	Campus Safety
	For staff/faculty: Contact appropriate Vice President	Campus Safety
4	Contact Director of Campus Safety	Campus Safety
5	Secure area from re-entry	Campus Safety and MVPD
6	Assist in crowd control at scene	Campus Safety /RAs/ADRLs
7	Assist authorities at scene	Campus Safety
8	Notify College Communications	DOS
9	Notify President	CMT member/DOS
10	Notify Relatives	Civil Authorities; DOS/Appropriate VP if relatives on-campus
11	Draft immediate message to campus community	PIO/Appropriate VP/DOS
12	Meet with directly-affected students re: basic info, counseling, process from here	ADRL or DOS
13	Notify counseling/chaplain/Human Resources for immediate, on-scene support	DOS
14	CMT meets: counseling, investigation, services, etc.	DOS/VPSA
15	Student affairs staff meetings	DOS/VPSA
16	Coordinate religious services	Chaplain
17	Communication with campus community via email	PIO
	<i>Continue on next page</i>	

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HOMICIDE Continued

DO NOT TOUCH OR MOVE ANYTHING AT THE SCENE

Step #	Activity	Responsible Party
18	Designate a contact for parent phone calls	PIO/DOS
19	If occurs in a res hall, organize 24- hour (may be extended beyond one day) staffing in the hall where incident occurred or student lived and restrict access to residents only	Residence life
20	Designate a media spokesperson, coordinate news media & internal communication	PIO
21	Counsel impacted individuals and groups	Counselors/ADRLs/Chaplain/Human Resources
22	Press conference if needed: possibly during time of body removal to avoid media images	PIO
23	Coordinate body removal: low traffic time if possible	CMT , MVPD, ambulance crew
24	Notify Sodexo Cleaning Services re: clean-up needs: block area from viewing during clean-up	Residence life
25	Designate an investigation room if needed	CMT
26	Coordinate weapon removal; discreet	CMT & MVPD
27	Arrange for meals for CMT , ICs or staff	Asst. to the VPSA
28	Decisions re: student financial issues • Notify business office re: billing	VPBA
29	Faculty/staff: address personnel issues	Director of Human Resources
30	Disable and redirect email and voice mail	IT
31	Assist relatives while on Campus	DOS/Chaplain/College Designee/ADRLs
32	Coordinate campus notice re: funeral/wake	PIO/Chaplain
33	Notify instructor/advisor/coach/etc.	DOS
34	Coordinate belongings removal from res hall or office	Residence life or Appropriate VP
35	Coordinate room change requests by floor residents	Residence life

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INJURY (SERIOUS)/MEDICAL EMERGENCY

Step #	Activity	Responsible Party
1	Check the area for dangerous conditions	Whoever finds the victim
2	Check the status of the patient <i>Are they breathing, conscious, bleeding?</i>	Whoever finds the victim
3	Render first aid if qualified	Whoever finds the victim
4	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Whoever finds the victim or someone sent to call
5	Inform Campus Safety (319-895-4299)	Whoever finds the victim or someone sent to call
6	Contact: DOS/DSA (student) Human Resources (faculty/staff)	Campus Safety
7	Contact FS Director	Campus Safety
8	Turn over patient care to Emergency Medical Services	All
9	Collect accident information	Campus Safety
10	Provide information to campus safety	Whoever finds the victim
11	Notify Controller for insurance claim	Campus Safety

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LAB ACCIDENT (CORROSIVE SPILL)

Step #	Activity	Responsible Party
	ON A PERSON	
1	Flush with water at eyewash station or Emergency Shower	Faculty/Student
2	Contact Poison Control (1-800-222-1222)	Faculty/Student
3	Determine Severity	Faculty/Student
	• Minor	No further treatment necessary
	• Moderate (transport to physician)	Faculty
	• Severe Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Faculty/Student
4	Render First Aid	Faculty
5	Notify FS/ Campus Safety	Faculty
6	Direct emergency vehicles	Faculty/Students
7	Cleanup of area	Faculty/FS Director
8	Proper disposal of contaminated material	Faculty/FS Director
9	In case of college employee: Notify Human Resources	Faculty/staff
10	Notify Controller for insurance claim	Human Resources
	ONTO A WORK SURFACE/FLOOR	
1	Containment	Faculty
2	Proper disposal of contaminated material	Faculty/FS Director

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LAB ACCIDENT (CHEMICAL SPILL)

Step #	Activity	Responsible Party
	ON A PERSON	
1	Flush with water at eyewash station or emergency shower	Faculty
2	Call Poison Control (800-222-1222); refer to MSDS sheet (notebook in lab)	Faculty
3	If an inhalation hazard is involved, move to fresh air	Faculty
4	Notify Campus Safety(319-895-4299)	Faculty
5	Determine severity (eye exposure moderate or severe)	Faculty/Stockroom Manager
	<u>Minor</u>	
	• Refer victim to health center (student) or physician (staff)	Faculty/Stockroom Manager
	<u>Moderate</u>	
	• Transport to health center (student) or physician (staff)	Faculty/Stockroom Manager
	• Cleanup of area	FS/Faculty/Chemical Hygiene Officer
	• Disposal of contaminated material	Faculty/Chemical Hygiene Officer
	<u>Severe</u>	
	• Campus (landline) phone: Dial 9-911; Other phone: Dial 911	Faculty/Building Occupants
	• Render first aid; stay with victim	Faculty/Stockroom Manager
6	If a hazardous level of a volatile substance has been released, pull fire alarm to evacuate building	Faculty
7	Direct emergency vehicles/personnel	Campus Safety
8	Contact FS Director	Faculty/Staff
9	Cleanup of area	FS/Faculty/Chemical Hygiene Officer
10	Notify Controller for insurance claim	FS Director
11	Disposal of contaminated material	Instructor/Chemical Hygiene Officer
	ON A WORK SURFACE OR FLOOR	
1	Containment	Faculty/Chemical Hygiene Officer
2	Disposal of contaminated materials	Instructor/Chemical Hygiene Officer

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LAB ACCIDENT (FIRE/EXPLOSION)

Step #	Activity	Responsible Party
1	Determine Severity	Faculty
	<u>Minor</u>	
2	Extinguish fire with inverted beaker or fire extinguisher if safe to do so	Faculty
3	Inform Campus Safety (319-895-4299)	Faculty
4	Administer first aid if needed; refer to health center (student) or physician (staff)	Faculty
	<u>Moderate</u>	
2	Fight fire with fire extinguisher or fire blanket if safe to do so	Faculty
3	Sound fire alarm to evacuate building	Faculty/Building Occupants
4	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911 • Request ambulance (in addition to fire equipment) if injuries have occurred	Faculty/Building Occupants
5	Inform Campus Safety (319-895-4299)	Faculty/Building Occupants
6	Relocate victim(s) to safe area; render first aid if necessary; stay with victim(s)	Faculty/Stockroom Manager
7	Direct emergency vehicles/personnel	Campus Safety
8	Contact FS Director	Faculty/Staff
9	Coordinate cleanup	FS/Faculty
	<u>Severe</u>	
2	Sound fire alarm to evacuate building	Faculty/Building Occupants
3	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Faculty/Building Occupants
4	Inform Campus Safety (319-895-4299)	
5	Account for occupants and relocate to safe area	Faculty/Staff
	<i>Continue on next page</i>	

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LAB ACCIDENT (FIRE/EXPLOSION) Continued

Step #	Activity	Responsible Party
6	Render first aid if necessary; stay with victim(s)	Faculty/Stockroom Manager
7	Direct emergency vehicles/personnel	Campus Safety
8	Contact FS Director	Faculty/Staff
9	Secure building from immediate re-entry	Campus Safety/FS
10	Terminate electrical power	FS
11	Terminate gas service	FS
12	Assist fire fighting personnel	FS/Faculty
13	Coordinate news media & internal communications	PIO
14	Secure building from pilfering	Campus Safety/FS
15	Provide alternate facilities	Office of Academic Affairs
16	Notify Controller for insurance claim	FS Director
17	Coordinate cleanup/reconstruction	FS Director/Faculty

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MISSING STUDENT

Step #	Activity	Responsible Party
1	Inform Campus Safety (319-895-4299)	IC
2	Contact DOS	Campus Safety
3	DOS initiates investigation – check usage of ID, email, attendance, dining services, and Fitness Center	DOS/Campus Safety
4	Notify VPSA	DOS
5	Notify emergency contact(s)	DOS
6	Notify MVPD after campus investigation	DOS/Campus Safety
7	Inform PIO	DOS
8	Notify President	VPSA
9	Establish CMT	CMT
10	Notify Counseling	CMT
11	Secure missing student's belongings Reassign roommate Lock room	Director of Residence Life
12	If local search is required, determine volunteer coordinators	CMT /MVPD
	• Work within local authority guidelines for search parameters	MVPD
	• Faculty/Staff/Community leaders assigned to student groups	CMT
	• Establish Tip Hotline	MVPD
13	Assist relatives on campus – housing, meals, cell phones	DOS
14	Coordinate news media & internal communications	PIO

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NATIONAL/GLOBAL TRAGEDY

Step #	Activity	Responsible Party
1	Identify individuals from the impacted area and check in with them	DOS/Appropriate VP/Director of Human Resources
2	Gather appropriate Crisis Response Team members to discuss campus response <ul style="list-style-type: none"> If national newsworthy, commit all campus televisions (the Ratt, Hedges, Shaw, etc) to the news channels and staff with a Student Affairs staff member to offer appropriate support Coordinate any reflection/services needed 	DOS/VPSA Chaplain and Others
3	Coordinate a campus-wide message from the President that would include any information about a vigil or our campus response	PIO
4	Post the Cornell message on the website for other interested parties	PIO
5	Meet with student affairs staff to discuss the response needed	DOS
6	Coordinate crisis response/support for faculty/staff	Director of Human Resources/EAP
7	Add impacted students to the early warning list for ongoing check-in	DOS
8	Identify alumni from impacted area; perform outreach as necessary	Alumni Office

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OFF – CAMPUS COURSE CRISIS

Step #	Activity	Responsible Party
1	Obtain a clear description of what has happened	Faculty/Student (if faculty is unable)
2	Take all steps necessary to ensure that no further element of risk remains	Faculty/Student (if faculty is unable)
3	Contact the college's insurance carrier, EIIA/Chartis	Faculty/Student (if faculty is unable)
4	Notify the Off-Campus Program Assistant	Faculty/Student (if faculty is unable)
	<ul style="list-style-type: none"> Notify the Associate Dean for Academic Affairs 	Off-Campus Program Coordinator
	<ul style="list-style-type: none"> Notify the Dean of the College and VPAA 	Associate Dean for Academic Affairs
	<ul style="list-style-type: none"> Notify the DOS, who will be consulted prior to dismissing any students from the program or course 	Associate Dean for Academic Affairs
	<ul style="list-style-type: none"> Notify the VPSA 	DOS
5	Notify PIO	Associate Dean for Academic Affairs
6	Contact healthcare provider if one is required	Faculty/Student (if faculty is unable)
7	For international trips, notify the U.S. Embassy or Consulate in the event of a crisis involving life-threatening situations, political issues, or criminal activity	Faculty
8	Refrain from making statements to the media	Faculty/Students
9	Provide incident de-briefing and re-integration to campus life	Department, ADRLs, Counseling, Registrar
10	Coordinate news media & internal communications	PIO

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PUBLIC HEALTH EMERGENCY

Step #	Activity	Responsible Party
1	Suspected illness – send to MD or hospital emergency room	Nurse
2	Notification of possible public health emergency	Student illness: Nurse contacts DOS Employee illness: Supervisor contacts HR; HR contact Nurse
3	Contact parents of ill student (depending on severity)	DOS
4	Await final confirmation of illness	Nurse
5	Involve Linn County Health Dept./Iowa Dept. of Public Health/CDC – pertinent resources	Nurse
6	Involve local physicians/care of student(s)	Nurse
7	Convene CMT	DOS/HR
	• Determine level of isolation in residence halls	DOS in consultation w/Nurse
	• Notify/treat contacts	Nurse, in collaboration with LCHD
	• Appropriate communication to students/faculty/staff and MV community (schools, media)	PIO
	• Set up call center	CMT
	• Set up triage system	Nurse
	• Arrange special accommodations for food	Sodexo
	• Evaluate need to postpone/cancel activities	CMT
	• Establish special clinics/supplies (e.g., antibiotics, immunizations)	Nurse, in collaboration with LCHD
	• Evaluate need for campus closure	CMT
	• Campus education regarding disease	Nurse, PIO
	• Address special sanitation/cleaning needs	FS
	• Temporarily increase nursing staff	CMT
8	Address counseling/support needs	Counselor, Chaplain, EAP

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RAPE

ALLOW THE VICTIM TO DETERMINE INTERVENTION STEPS TO THE FULLEST EXTENT POSSIBLE

Step #	Activity	Responsible Party
1	Comfort and calm the Victim	Whoever finds the victim
2	If there are immediate/critical medical: Campus (landline) phone: Dial 9-911; Other phone: Dial 911	Whoever finds the victim
3	If Police assistance is needed/desired: Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Whoever finds the victim
4	If ambulance/police requested notify Campus Safety (319-895-4299)	Whoever finds the victim
5	Inform victim of emergency resources available	Whoever finds the victim
	<ul style="list-style-type: none"> Riverview hotline/rape advocates (888-557-0310) 	
	<ul style="list-style-type: none"> Emergency medical/forensic exam (St. Lukes, Mercy Hospitals) – accompany victim to hospital as needed/desired by victim 	Whoever finds the victim/DSA
	<ul style="list-style-type: none"> Police 	
6	Inform victim of campus resources available	Whoever finds the victim
	<u>Student victim</u>	Whoever finds the victim
	<ul style="list-style-type: none"> DSA (either immediate intervention or consultation) 	
	<ul style="list-style-type: none"> Campus safe room 	
	<ul style="list-style-type: none"> Counseling Center 	
	<ul style="list-style-type: none"> Review response options 	Sexual Assault Liaison/DOS
	<u>Faculty/Staff victim</u>	Whoever finds the victim
	<ul style="list-style-type: none"> Counseling/EAP 	Whoever finds the victim
	<ul style="list-style-type: none"> Review of response options 	Appropriate VP/Director of Human Resources
	<u>Any victim</u>	Whoever finds the victim
	<ul style="list-style-type: none"> Spiritual counseling 	Chaplain
7	Notify Police if charges are to be filed	Campus Safety (if requested by victim or campus official)
	<i>Continue on next page</i>	

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RAPE Continued

Step #	Activity	Responsible Party
8	Notify emergency contact(s)	Victim or victim's designee
9	Outreach to impacted students/colleagues	DOS/Residence Life/Director of Human Resources
10	If community safety threat exists, issue community warning	Campus Safety
11	Assist families if traveling to campus -- hospital info, campus contact	DOS

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Riots

Step #	Activity
	Riots are defined as violent disturbances that include threats to the health and safety of individuals, vandalism, destruction of public property, and theft.
1	Responsible Party
2	Inform Campus Safety (319-895-4299) Contact: a. Director of Campus Safety b. Mount Vernon Police Dept. c. Dean of Students d. Director of Athletics (if an athletic event or venue is disrupted)
3	Evacuate non-participants from relevant building(s)/areas and move them to safe area Anyone
4	Contact: a. Vice President for Student Affairs b. Vice President for Academic Affairs Then go immediately to the scene Campus Safety
5	Contact other CMT members: a. President b. Relevant Student Affairs staff (such as Director of Residence Life, Director of Intercultural Life) c. Chaplain d. Marketing/Communications e. Relevant VPs, faculty and Academic Affairs staff members and go immediately to the scene Campus Safety / College Employees
6	Upon arrival, staff members shall establish an Incident Command Post (ICP) and organize among themselves to: a. Determine the appropriate interim liaison (IC) (Incident Commander) b. Establish a location for the Crisis Operations Center (COC) Dean of Students

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7	Contact: Chair of the Board of Trustees	VPSA or designee
8	CMT meets in Crisis Operations Center-Briefing from IC	VSPA or IC
9	After consulting with CMT, the President or designee will guide next steps, which might include: a. Terminating utilities (with local MVPD authorization) b. Assisting law enforcement personnel c. Assisting fire fighting personnel d. Assisting medical personnel	President or designee
10	Organize media release, communication with students, faculty, staff, parents, alumni, and manage social media	CMT / IC / President / Appropriate VPs
11	Provide alternative food services as needed	FS Director
12	Coordinate alternative facilities as needed	PIO / Other staff as assigned
13	Secure area(s) from pilfering/looting	VSPA
14	Coordinate clean-up	VPSA / VPAA
		Campus Safety

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SUICIDE ATTEMPT

DO NOT TOUCH OR MOVE ANYTHING AT THE SCENE

Step #	Activity	Responsible Party
	<u>In progress:</u>	
1	Key-into room /office if needed	Campus Safety; professional staff
2	Campus (landline) phone: Dial 9-911; Other phone: Dial 911	Whoever finds the individual
3	Inform Campus Safety (319-895-4299)	Whoever finds the individual
4	Contact MVPD	Campus Safety
5	Contact DOS or appropriate VP	Campus Safety
6	Contact Director of Campus Safety	Campus Safety
7	Secure area from reentry	Campus Safety and MVPD
8	Assist in crowd control at scene	Campus Safety /RAs/ADRLs
9	Assist authorities at scene	IC/CMT /Safety
10	Meet w/ directly affected individuals re: basic info, counseling, process from here	ADRL or DOS
11	Meet w/ roommate and other close contacts immediately for counseling, info and contacting parents	ADRL or DOS
12	Notify counseling/chaplain re: immediate counseling needs	DOS
13	<u>Threats without action – Provide information about resources:</u>	Whoever finds the individual
	<u>Student</u>	
	• DOS/DSA	
	• Counseling Center	
	<u>Faculty/Staff</u>	
	• Counseling/EAP	
	<u>Any</u>	
	• Spiritual counseling	Chaplain

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TERRORIST ACTIVITY

Step #	Activity	Responsible Party
1	Move to safety, protect all personnel	All present
2	Secure the room / building	All present
3	Campus (landline) phone: Dial 9-911 Other phone (e.g., cell phone): Dial 911	Whoever is aware of the situation
4	Follow police directives	All present
5	Inform Campus Safety (319-895-4299)	Anyone available
6	Protect/aid injured (if safe to do so)	Administrators/Faculty
7	Notify Dir. of Campus Safety	Campus Safety
	Upon confirmation of situation from Director of Campus Safety, announce campus lock-down (RAM Alert). *See Appendix B for lock down policy, C for RAM Alert messages	
8	Terminate utilities (if authorized by local authorities)	FS Director
9	Notify PIO	IC
10	Designate media spokesperson and message	PIO
11	Notify relatives	DOS/VPSA/Appropriate VP
12	Assist in crowd control at scene	Campus Safety/CMT
13	Counsel victim(s) & students	Counselor/ADRLs/Chaplain
14	Assist authorities at scene	Campus Safety
15	Notify Controller for insurance claim	FS Director
16	Assist relatives while on campus	DOS/College Designee
17	Restore area(s)	FS Director

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UTILITY INTERRUPTION

Step #	Activity	Responsible Party
1	Inform Campus Safety (319-895-4299)	Whoever is aware of the situation
2	Contact FS <ul style="list-style-type: none"> • define extent of the problem • if floor or more extensive, call Alliant Energy 	Campus Safety
3	Gather flashlights, etc. for safety	ADRLs, RAs, Campus Safety, Staff
4	Notify IT	Campus Safety
5	CMT to meet at designated command center to evaluate	Any CMT member
6	Evacuate areas as instructed	Campus Safety /RAs/ADRLs/FS
7	Provide alternate facilities	FS Director

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VANDALISM / SABOTAGE

Step #	Activity	Responsible Party
1	Secure the safety of those present	Whoever is aware of the situation
2	Inform Campus Safety (319-895-4299)	Whoever is aware of the situation
3	Call Director of Campus Safety, if appropriate	Campus Safety
4	Contact FS Director.	Campus Safety
5	Notify MVPD if appropriate	Campus Safety
6	Notify appropriate Vice President	Director of Campus Safety
7	Provide information to safety, Police, etc.	Anyone With Information/Campus Safety
8	CMT meets if appropriate	Appropriate VP
9	Provide alternate facilities if needed	FS Director/Appropriate VP
10	Notify Controller to file insurance claim	FS Director.
11	Arrange for clean-up and repair	FS Director
12	Prosecute vandals	DOS or MVPD

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WEATHER (TORNADO WARNING)

Step #	Activity	Responsible
1	College notified via weather radio	Campus Safety
2	RAM Alert to campus informing of safety procedures: *See Appendix C for RAM Alert message templates	Campus Safety
3	Notify DSA <ul style="list-style-type: none"> Buildings that may not have people near computers: Theatre, Prall House, Lytle House, Sports Center 	Campus Safety
4	Check calendar for athletic/intramural events at off-campus sites and notify event sponsor	Campus Safety
5	Notify RAs	DSA
6	All clear RAM Alert sent to all campus	Campus Safety
7	Report damage to any building or local area to Campus Safety	Whoever is aware of situation
8	Report any damage to college controller for insurance claim	Campus Safety

See Appendix E for tornado shelter locations

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WEATHER (EXTREME WINTER CONDITIONS)

Step #	Activity	Responsible Party
1	Dean of College determines need to cancel classes	VPAA, in consultation with VPBA, DOS and directors of Campus Safety, Director of FS, PIO, HR
2	Notify FS	Director of FS
3	Notify Faculty, Staff, Students via RAM Alert *See Appendix C for RAM Alert message templates	PIO
4	Contact media, update website	PIO
5	Arrange for snow and ice removal	FS Director
6	Arrange for heating and repairs as needed	FS Director
7	Assure availability of utilities	FS Director
8	Arrange for emergency transportation - of Staff - of Foodservice goods	FS Director
9	Notify Controller of damages for insurance	FS Director

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BIAS INCIDENT

Step #	Activity	Responsible Party
1	Report incident to Campus Safety	Whoever becomes aware of incident
2	Evaluate immediate, direct safety threat. Follow other protocols (e.g., Bomb Threat) as appropriate.	Campus Safety/DSA
3	Notify DOS, Director of Intercultural Life; VPAA (if incident involves faculty member); VPSA; PIO	Director of Campus Safety/DSA
4	Obtain pictures/documentation of scene; secure scene as appropriate	Campus Safety/DSA
5	Make determination about removing visible/physical evidence/materials (consult with President)	DOS/Director of Intercultural Life/LEO
6	Consult with LEO to determine whether incident constitutes potential crime/hate crime.	Director of Campus Safety/DOS Determination of status made by LEO and District Attorney
	If yes:	
	<ul style="list-style-type: none"> File a report with MVPD 	Director of Campus Safety/DOS
	<ul style="list-style-type: none"> Assist MVPD/LEO as directed 	LEO
7	Assemble key personnel (e.g., Director of Intercultural Life, Chaplain, Diversity Committee Chair, VPSA, VPAA, PIO) to discuss campus response	DOS/VPSA
8	Identify and reach out to specific targeted group(s)	DOS/Director of Intercultural Life
9	Coordinate a campus-wide message including information about a campus response & support/resources	DOS/PIO Diversity Committee
10	Post the Cornell message on the website for other interested parties	PIO
11	Meet with student affairs staff to discuss the response needed Identify and provide information to student leaders	DOS
12	<ul style="list-style-type: none"> Address personnel issues if immediately affected parties include faculty/staff 	VPAA/Director of Human Resources
13	Add impacted students to the early warning list for ongoing check-in	DOS

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