

Emergency Response Plan (“ERP”)

IN CASE OF EMERGENCY: CALL 911 or (417) 864-1810

A. Statement of Policy and Purpose:

Forest Institute is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing an Emergency Response Plan and allocating resources to respond to possible emergencies is one way in which Forest Institute offers this support. The plan is fashioned in accordance with appropriate laws, regulations, and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

The ERP is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of Forest Institute, and assure responsive communications with the Forest Institute community, surrounding neighborhoods, and the City of Springfield. This ERP is set in operation whenever a natural or induced emergency affecting Forest Institute reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This ERP is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and durations.

The ERP provides for aiding the local community when appropriate, though the prime responsibility of the ERP is to the Forest Institute community for which it is designed. The intent is for the ERP to be viewed as a tool to accomplish the above stated purpose with a minimum of confusion and wasted effort.

The ERP is put into effect whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, or occurs within the Forest Institute community and its surroundings. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting Forest Institute, Forest Institute must be prepared for crisis situations affecting Forest Institute and must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

B. Scope:

This ERP applies to all occupants of facilities and grounds owned, operated, and/or leased by Forest Institute.

This ERP cannot cover every possible situation that might occur, but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops.

While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to the Murney Clinic and the on campus student housing situated on the academic building campus.

C. General Guidelines:

1. Power Failure

If there is a power failure, you should do the following:

- 1) Report the outage to the Business Office or the Maintenance Department.
- 2) The Vice President of Academic Affairs will be notified of the failure and how long it will possibly last and will notify the involved departments and determine if classes should be dismissed or rescheduled.

2. General Building Evacuation

- ✓ Plan Ahead.
- ✓ Be familiar with:
 - 1) marked exits from your area and building.
 - 2) locations of audible alarms and the method of activation.
 - 3) locations of silent alarms and the method of activation.
 - 4) locations of the fire extinguishers and read instructions on use ahead of time.
- ✓ Upon becoming aware of the need to evacuate a building, all occupants should evacuate the building immediately.
- ✓ Do not return to the building until you are told to do so by a representative of the fire department, police department, or Designated Security Officer.
- ✓ Once outside, and if you can do so with safety:
 - Academic Building: assemble in the grassy area on the south side of the building at least 150 feet away from the building. Keep walkways and drive aisles clear for emergency vehicles.
 - On campus student housing: assemble in the grassy area between the academic building and the on campus student housing.
 - Murney Clinic: assemble in the parking lot of the church located to the south of the Murney Clinic.
- ✓ If you are in a burning building:
 - 1) Avoid panic.
 - 2) Activate the fire alarm.
 - 3) Evacuate immediately.
 - 4) Take short breaths, and, if possible, cover face with wet cloth.
 - 5) Before passing through door, test it. Check metal door knob. If the door is warm or knob is hot, use an alternative route. If not warm, brace your shoulder against the door and open it cautiously. Be ready to slam it if smoke or heat rush in. After passing through a door or window, CLOSE IT; openings allow horizontal spread of fire.
- ✓ If trapped in a room:
 - 1) if possible open windows from the top to let out heat and smoke, open the windows from the bottom to let in fresh air.
 - 2) If you cannot exit through the window, stuff cracks and cover vents to keep out smoke.
 - 3) If there is a phone in the room, call 911 and give your exact location, even if rescue personnel are at the scene.
 - 4) Signal from a window with an object such as a sheet, pillow case or shirt to attract attention.
 - 5) Whistle, shout, or use tools or debris to hit a solid surface three times at regular intervals.
- ✓ Do not wedge open a fire door. If you do, this will speed up the spread of smoke.
- ✓ If the nearest exit is blocked by fire, use alternative exit.
- ✓ After evacuating building, stand well clear of it. **Never re-enter a burning building.** Allow the fire fighting equipment to maneuver around the building as is necessary.

Evacuation Concerns Regarding the Physically Impaired

Persons with special needs should pre-plan for emergencies just as well as anyone else. The following are some suggestions that all should consider in advance to prepare for a smooth evacuation.

- 1) Ensure that all instructors are aware of your needs in regards to an emergency.
- 2) Remember that physical disabilities are not the only conditions that may contribute to difficulties in evacuation. If you chose not to self-disclose to faculty or staff, please consider making your needs known to a classmate that you feel you can trust.
- 3) Locate at least two exits.
- 4) Identify volunteer "companions" that may be relied upon to assist in evacuation if needed.
- 5) Identify "Safe Shelter Zones" that may be utilized if normal escape routes are blocked or your pre-plan fails. These areas should be located in a room that is in the exterior of the building with windows and preferably a telephone. If forced to use this shelter, dial 911 immediately and advise of your location, situation and number of persons present. Occupants should also make every effort to attract attention to the window by placing something on the glass to advise the firefighting forces of their presence. If windows are designed to open, it may be advantageous to open it to attract attention. If you are able to escape out of a ground floor window, do so. Otherwise, wait in the room for rescue.

3. First Aid Primer

REDUCE ANY CARE RISKS

The risk of getting a disease while giving first aid is extremely rare. However, to reduce the risk even further:

- Avoid direct contact with blood and other body fluids.
- Use protective equipment, such as disposable gloves and breathing barriers.
- Whenever possible, thoroughly wash your hands with soap and water immediately after giving care.

If you encounter someone injured, apply the following emergency action steps:

Check-Call-Care

Check the scene to make sure it is safe for you to approach. Check the victim for unconsciousness and life threatening conditions. Someone who has a life-threatening condition, such as not breathing or severe bleeding, requires immediate care by trained responders and treatment by medical professionals.

Call out for help.

Care for someone who is hurt, but whose injuries are not life threatening:

1. CONTROL BLEEDING

- Cover the wound with a dressing, and press firmly against the wound (direct pressure).
- Elevate the injured area above the level of the heart if you do not suspect that the victim has a broken bone.
- Cover the dressing with a roller bandage.
- If the bleeding does not stop:
 - Apply additional dressings and bandages.
 - Use a pressure point to squeeze the artery against the bone.
- Provide care for shock.

2. CARE FOR SHOCK

- Keep the victim from getting chilled or overheated.
- Elevate the legs about 12 inches (if broken bones are not suspected).
- Do not give food or drink to the victim.

3. TEND BURNS

- Stop the burning by cooling the burn with large amounts of water.
- Cover the burn with dry, clean dressings or cloth.

4. CARE FOR INJURIES TO MUSCLES, BONES AND JOINTS

- Rest the injured part.
- Apply ice or a cold pack to control swelling and reduce pain.
- Avoid any movement or activity that causes pain.
- If you must move the victim because the scene is becoming unsafe, try to immobilize the injured part to keep it from moving.

4. Hostile Intruder(s) on the Campus Grounds of Forest Institute (both Academic Building and the Murney Clinic) or in On Campus Student Housing

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the Forest Institute grounds, we recommend the following procedures be implemented:

- 1) Run away from the threat if you can, as fast as you can.
- 2) Do not run in a straight line. Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- 3) If you can get away from the immediate area of danger, summon help and warn others.
- 4) If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- 5) If you can lock the intruder out of the room you are in, lock the doors to the room.
- 6) If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- 7) The last option you have if caught in an open area outside may be to fight back.
- 8) Do not look the intruder(s) in the eye; if you are caught by the intruder(s) and are not going to fight back, obey all commands.
- 9) Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions.
- 10) If communication is available, call 911.
- 11) Activate the **silent alarm system**. Do not sound the fire alarm system or the security alarm system, if any, as they would audibly and visually signal the occupants in the rooms to evacuate the building and, thus, place them in potential harm as they attempt to exit.
- 12) Barricade yourself in your room with furniture, or anything you can push against the door.
- 13) Lock the windows and close the blinds or curtains.
- 14) Stay away from windows.
- 15) Turn all lights and audio equipment off.
- 16) Try to stay calm and be as quiet as possible.

If for some reason you are caught in the open, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on what actions you take.

- 1) You can try to hide, but make sure it is a well hidden space or you may be found as the intruder(s) moves through the building looking for more victims.
- 2) If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of the intruder(s). When away from the immediate area of danger, summon help any way you can and warn others.
- 3) If the person(s) are causing death or serious physical injury to others and you are unable to run and hide, you may choose to play dead if other victims are around you.
- 4) The last option you have if you are caught in an open area may be to fight back. This is dangerous, but depending on your situation this could be your last option.
- 5) If you are caught by the intruder(s) and are not going to fight back, obey all commands and don't look the intruder(s) in the eyes.
- 6) Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further instructions to follow.

What to do if you are Taken Hostage

The following procedures should be implemented:

- 1) Be patient. Time is on your side. Avoid drastic action.
- 2) The initial forty-five (45) minutes are the most dangerous. Follow instructions; be alert and stay alive. The captor is emotionally unbalanced. Do not make mistakes which could hazard your well-being.
- 3) Do not speak unless spoken to, and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. DO NOT look the captor directly in the eyes. Treat the captor like royalty.
- 4) Try to rest. Avoid speculation. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
- 5) Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory of the situation.
- 6) Be prepared to answer the police on the phone. Be patient. Wait.
- 7) Attempt to establish rapport with the captor. If medication, first aid, or restroom privileges are needed by anyone, say so. The captor, in all probability, does not want to harm persons held by him or her. Such direct action further implicates the captor in additional offenses.

IF THE CAPTOR TRIES TO COVER YOUR HEAD WITH A BAG, SACK, OR OTHER OBJECT, IT HAS NOW BECOME NECESSARY FOR YOU TO FAKE AN ILLNESS OR FAINT.

5. Bomb Threats

A. If You Receive a Bomb Threat

The receiver of the call should remain calm, and make every effort to converse with the caller. Pretend difficulty with hearing and kept the caller talking. Try to gather the following information:

- ✓ When will it go off?
- ✓ Where is it located?
- ✓ What kind of bomb? Incendiary
- ✓ Where are you now?
- ✓ What is your name?
- ✓ How do you know so much about the bomb?

If the building in question is occupied, inform the caller the detonation could cause injury or death. Did the caller appear familiar with building by his/her description of the bomb location?

B. Action to Take After Receiving a Bomb Threat

- ✓ Call 911 and report the threat.
- ✓ Write down the conversation as precise as possible.
- ✓ Call a Designated Security Officer and report all details.
- ✓ Give your notes to the investigating officer.
- ✓ The investigating officer and/or Designated Security Officer will evaluate the situation and determine whether to *Evacuate* or *Do Not Evacuate*.

C. Threats against a specific individual or group of individuals

If a threat is made against any employee, student, or property, observers should take the following actions:

- ✓ Note the nature of the verbal threat.
- ✓ If possible, write down the exact words of the threat.
- ✓ Call a Designated Security Officer and give your name, telephone number, location, and nature of the threat.
- ✓ Meet the Designated Security Officer to provide details of the incident and point out other witnesses.

D. Persons Making the Decision Whether to Evacuate Following Receipt of a Bomb Threat

Bomb threats are often made to get people into a more vulnerable location. Should it become necessary to evacuate a building, the decision to evacuate will be made by the following individuals in the priority indicated:

Academic Building and Student Housing:

1. Vice President of Academic Affairs, Dr. Gahan Fallone, Room 132, telephone number 417-823-3419.
2. President, Dr. Mark Skrade, Room 107, telephone number 417-823-3403.
3. Vice President of Finance and Operations, Joe Frazier, Room 110, telephone number 417-823-3451.
4. Dean of Doctoral Program, Dr. Stephanie Wood, Room, Room 112, telephone number 417-823-3415.
5. Acting Dean of Master's Programs, Dr. Megan Weaver, Room 134, telephone number 417-823-3488.
6. Director of Student Services, Marcie Kirkup, Room 136, telephone number 417-823-3401.
7. Administrative Director of IT and Communications, Room 111,

telephone number 417-823-3489.

Murney Clinic:

1. Director of the Murney Clinic, Dr. Robert King, II, Room 101, telephone number 417-865-8943.
2. Vice President of Academic Affairs, Dr. Gahan Fallone, Room 132, telephone number 417-823-3419.
3. Vice President of Finance and Operations, Joe Frazier, Room 110, telephone number 417-823-3451.
4. Dean of Doctoral Program, Dr. Stephanie Wood, Room 112, telephone number 417-823-3415.
5. Acting Dean of Master's Programs, Dr. Megan Weaver, Room 134, telephone number 417-823-3488.
6. Director of Student Services, Marcie Kirkup, Room 136, telephone number 417-823-3401.
7. Administrative Director of IT and Communications, Room 110, telephone number 417-823-3489.

E. Bomb Search Procedures

- ✓ If the time of detonation given was in excess of 30 minutes from the time the call was received, the investigating officer in charge will initiate a search of the building.
- ✓ The search will be suspended 30 minutes prior to the reported detonation.
- ✓ The search will be resumed 30 minutes following the reported detonation.
- ✓ If no time of detonation was given by the caller, the search will be conducted at the discretion of the investigating officer.
- ✓ The investigating officer will make the decision if persons should or should not return to the building if no explosive has been found.

F. Bomb Threat Safety Precautions

Forest Institute has never received a threatening call regarding the placement of explosives in our campus buildings. Under State of Missouri Revised Statutes Section 575.090, making a false bomb report is a class D felony. To deter these activities:

- The Federal Bureau of Investigation and Alcohol, Tobacco, and Firearms federal agencies will respond, if an explosive device is located during a bomb threat search.
- Forest Institute will prosecute to the fullest extent possible under law any persons placing any threat to students, faculty, staff and campus facilities.
- If a bomb threat were received, Faculty could assist in this process to deter any further bomb threats by:
 - a) Selecting alternate classrooms for testing in another building if a bomb threat is made in the regularly scheduled classroom where tests are scheduled.
 - b) Remind students in classes the week prior to mid-term exams and finals of the points above to deter such bomb threats.

6. Civil Disorder/Demonstrations

A. Purpose

The purpose of the Forest Institute Civil Disturbance Plan is to establish plans and procedures to control demonstrations, sit-ins, and civil disorders. The objectives of the plan are to:

- 1) Protect and ensure the mission of Forest Institute;
- 2) Protect and ensure the safety of the students, faculty, staff and visitors;
- 3) Ensure the orderly conduct of Forest Institute business on Forest Institute property and affected surrounding areas;
- 4) Indicate areas of responsibility, a requirement for advanced planning including regular training of response personnel in the most up-to-date techniques of controlling both violent and non-violent demonstrations; and
- 5) Describe the duties and responsibilities associated with the execution of this plan.

It is Forest Institute's mission to:

- ✓ Provide optimum protection for people and property on the Forest Institute campus;
- ✓ Ensure the demonstrators are controlled with proper regard for their legal and constitutional rights;
- ✓ Allow all decisions required during the conduct of a demonstration (e.g., the decision to arrest or evict non-violent demonstrators) to be the responsibility of the President, or his/her designated representative.
- ✓ Make sure the President shall discuss all alternatives before action is taken or arrest(s) are made in the case of demonstrations that do not interrupt Forest Institute business or are otherwise non-violent.

B. Responsibilities

1. The Vice President of Finance and Operations (VPFO) or his/her designate is responsible for the necessary advance planning and execution of the plan. The VPFO will decide on the course of action to be taken in all non-violent civil disturbances and insure that the Forest Institute faculty and staff are fully trained and able to respond competently to any demonstration or disturbance.
2. The VPFO or his/her designate, formulates policy and advises the President of situations during the demonstration; ensures that current plans are in place for joint actions with the Springfield Police Department, Greene County Sheriffs Department, Greene County Prosecutor's Office, Missouri State Highway Patrol and concerned Federal Agencies; if Forest Institute needs augmentation; and takes appropriate action in the event of a disturbance on the Forest Institute Campus.

C. General Guidelines

The following guidelines apply to all demonstrations, large or small, violent or non-violent.

- 1) When Forest Institute receives information that a demonstration is planned or in progress, the following persons are to be notified: Vice President of Academic Affairs, Vice President of Finance and Operations, and President.
- 2) Control of demonstrations/demonstrators will be handled in close cooperation with law enforcement agencies, the Springfield Prosecutor's Office and the Greene County Prosecutor's Office, if necessary.
- 3) Determine the identity of the leader(s) in the group.
- 4) Determine why they are here and what they want.
- 5) Quickly assess what they are doing and what their plan of action appears to be.
- 6) Set up a Field Command Post for monitoring and directing operations. The Vice President of Finance and Operations or his/her designate will be in charge. Policy decisions and any other high-level decisions must be relayed to this point. It will be located as near to the site of the incident as is safe and practical.
- 7) If a building is occupied by demonstrators or is the target of the demonstrators, seal off the

building. Consider emptying the occupied areas of the building of all employees and visitors either at this stage or later, and lock up adjacent offices so demonstrators cannot get into them, invade their files, and use telephones. Pay attention to the security of classified information in certain building(s) occupied. Depending on the situation, arrange for shutdown of elevators, phones and utilities.

- 8) The VPFO or his designated spokesperson will ask the demonstrators to vacate the premises and explain the Universities Expressive Activity Policy. If the demonstrators do not respond, they will be asked a second time to vacate the premises and told the Springfield Police Department will be summoned to the area. After telling the demonstrators a third time to vacate the Forest Institute property, the Director or his spokesperson will sign a Trespassing Complaint against the demonstrators.
- 9) Recall all needed off-duty personnel as soon as possible.
- 10) Shifts may be changed from eight to twelve hour shifts if the demonstration may continue beyond twenty-four hours. This should be included in advance planning and all ranks should be assigned to work.
- 11) After all demonstrators have been evicted, secure building and areas. PSOs will be assigned to the buildings to ensure that it remains secure.

D. Specific Guidelines

1. SITUATION A - NON-VIOLENT SIT-IN: Small number of demonstrators, up to 10 people. Apply general guidelines.
2. SITUATION B - NON-VIOLENT SIT IN: A large number of demonstrators. Apply general guidelines.
3. SITUATION C - VIOLENT DEMONSTRATIONS: Large or small crowds.
 - Apply general guidelines.
 - Immediate action must be taken to arrest and bring the situation under control.
 - The Springfield Municipal Prosecuting Attorney will be notified.
 - The Greene County Sheriffs Department will be notified.
4. SITUATION D - ILLEGAL ACTION BY FEW PEOPLE: Break-in destroying property, assaulting people, and so forth. Immediate arrest may be warranted. Do not await instructions or policy decisions.
5. SITUATION E - DEMONSTRATORS RETURN:
 - If any demonstrators who have been evicted return to Forest Institute property and attempt to resume their demonstrations, the arrest/eviction process should be repeated and the Prosecutor's office advised of the fact that they are repeat offenders.
 - It may be necessary to implement those general guidelines that were discontinued when the demonstrators were initially removed.

E. Advanced Planning & Operations

Although civil disturbances on the Forest Institute property are likely to be infrequent; advance plans are necessary to ensure that the Springfield Police Department are fully prepared to respond with extreme competence and speed to any incident or threat of an incident. Therefore, the Forest Institute will have plans dealing with:

- Training and retraining of officers.
- Assistance from local law enforcement departments.
- Liaison with the Springfield City Prosecutor's and the Greene County Prosecutor's Office.
- Recall of off-duty personnel and reassignment of personnel.

F. Operations

No rigid rules can be laid down for dealing with every type of situation that may arise. Certain broad guidelines have been established for most situations that may be encountered on Forest Institute property. These are described below. Unless otherwise designated, the supervisor in charge is responsible for selecting and applying the guidelines as the situation dictates.

G. Expressive Activity Policy

Forest Institute is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the Forest Institute. This policy is in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily Forest Institute functions, subject to constitutional time, place, and manner limitations and without unconstitutionally interfering with the rights of other members of the Forest Institute community.

H. Members of the Forest Institute Community

All members of the Forest Institute community, which includes students, faculty, and staff, are encouraged to exercise the right of assembly, free speech and expression throughout the campus, when doing so does not disrupt the academic mission or daily Forest Institute functions. Expressive activities will not be limited to any specific location on the Forest Institute campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys Forest Institute property. Forums, rallies, demonstrations, and other similar expressive activities are also not to occur within academic or other Forest Institute buildings including Forest Institute on campus housing and Murney Clinic. Expressive activities are not to unduly disrupt traffic, either vehicular or pedestrian or violate other time, place and manner parameters specified in this policy.

Members of the Forest Institute community may reserve locations on campus for expressive activities through the Vice President of Finance and Operations. To ensure priority use and to avoid possible conflict with scheduled Forest Institute activities, reservations are recommended but are not required.

I. External Groups and Individuals

(For non-commercial expressive activities)

Any non-Forest Institute individual or group is welcome to share an opinion or viewpoint with the Forest Institute community. Access for public forums is provided on the city sidewalks that run parallel to the city streets that surround the campus, subject to relevant city ordinances, state and federal law. Access is also provided at identified public forum locations.

Forums, rallies, demonstrations, and other similar expressive activities conducted by individuals and groups that are not members of the Forest Institute community must be registered with the Vice President of Finance and Operations (2885 W. Battlefield Road, Springfield, MO, phone 417-823-3451). The identified public forum locations are available for use or reservation by non-Forest Institute individuals and groups. Access to the identified public forum locations is provided on a content neutral basis. Any denial of access will specify the reasons for which registration is denied, and offer an appeal procedure. The following time, place, and manner parameters apply to public forum locations as well as to expressive activities of members of the Forest Institute community in other locations.

J. Time, Place and Manner Parameters

The following are parameters for the time, place, and manner of activities:

- The activity does not violate local ordinances or state or federal laws.
- The activity does not unduly disrupt traffic, either vehicular or pedestrian.
- The activity does not create unreasonable safety risks.
- There shall be no defacement or destruction to Forest Institute property.
- Amplification equipment shall be limited to activity held at the Academic Building.
- No event may exceed 8 hours in length in a 24 hour period.
- The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.
- Expression that is obscene, defamatory, or consists of fighting words, threats of physical harm, insightful of imminent lawless action or otherwise not entitled to protection as expression is not permitted.

K. Public Forum Locations

Public forum locations for individuals and groups which are not members of the Forest Institute community include the following locations (other locations are identified in the Advertising, Distribution and Solicitation Policy for commercial activities). No amplification is permitted at these sites. These locations are made available on a content neutral basis subject to the defined time, place and manner parameters.

1. The north parking lot of the Academic Building.

L. Objections to Expressive Activities

The Forest Institute recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or Forest Institute policy is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an event is subject to the same standards as the presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech.

M. Response to Violations

Violations of this policy by individuals who are not members of the Forest Institute community may result in removal from campus, police arrest and criminal charges. Members of the Forest Institute community are subject to judicial review and disciplinary sanctions. Students will be subject to procedures established in the Code of Student Conduct. Faculty and staff disciplinary procedures will be processed according to guidelines established in the Faculty Handbook and the Employee Handbook. Any police arrest and criminal charges of students, faculty, or staff are separate from Forest Institute judicial review or disciplinary sanction.

7. Responding to Campus Death Incidents

The following procedures are in place to deal with our response to on campus incidents involving the death of a visitor, student, faculty, or staff member. Regardless where on campus the incident occurs, the response and notification procedures will remain essentially the same. Only the location will dictate how the scene is protected.

Any scene reveals evidence. To the trained investigator, violent scenes also reveal a lot about the perpetrator. If we go into a scene and we leave or inadvertently remove any evidence, we will confuse the issue and possibly ruin any chances to solve a crime or determine if it was in fact a suicide, a natural death, an accidental death, or a criminal act.

What is important to realize is that from a police prospective, all death scenes are crime scenes and all crime scenes are potential homicide scene. With that in mind, it is important that the following procedures are followed to ensure the scene is not touched or contaminated in any manner. The following procedures shall be followed when a call reporting a death is received.

In the event of the death of an individual on any Forest Institute campus, contact the Vice President of Finance and Operations,(823-3451).

The Vice President of Finance and Operations should:

1. Be completely satisfied that the deceased individual has been properly identified.
2. Make the family notification if at all possible. If it is not possible to notify the family in person, consideration should be given to notifying the home town police or clergy. The need for expediency may be very important due to the possibility of a news release reaching the family first. The initial notification should impart only the essential information. The family should be asked to begin making arrangements for someone to come to the campus.
3. The Vice President of Finance and Operations should make a second contact with the family in a short time to answer questions and learn of travel and other arrangements made by the family.
4. Channel all information to the media through the Forest Institute Administrative Director of Information Technology (823-3489). If there is a student with an identical name, the Director of Student Affairs will be asked to call his/her relatives so that they will not be alarmed by a news release. Where the nature of the death is particularly sensitive (e.g. homicide, suicide, overdose) actions should be guided by the need to protect the family and to seek permission from the family if release of sensitive information is contemplated.
5. Immediately notify the following Forest Institute personnel as appropriate:
 - a) President of the Forest Institute;
 - b) Vice President of Academic Affairs;
 - c) Program Dean and/or Program Director;
 - d) Registrar and Financial Aid;
 - e) Instructors and/or Supervisors; and
 - f) Academic Advisor(s).

Then, in subsequent days:

6. Arrange for sending flowers to the family.
7. Allow faculty, staff and students to participate as much as possible in arranging a memorial service, scholarship funds, attending the funeral, or meeting the family.
8. Be responsible for follow-up such as having an institutional representative at the funeral, keeping the family informed of a fund or gift development, and the coordinating of the shipping of any belongings, which are all responsibilities that remain after the family has returned home.
9. Write a letter of condolence to the parents. Offer assistance in clearing any remaining matters with the Forest Institute.
10. If appropriate, explore the reason for the death and prepare a summary of information for the President and Vice President of Academic Affairs of Forest Institute.

8. Earthquakes and Building Collapse

A. Purpose

To provide guidelines for the safe handling of earthquake and building collapse incidents.

B. Procedures

In the event of an earthquake and/or building collapse, the following guidelines shall be adhered to.

- After an earthquake or building collapse information is received, staff will do an exterior survey of all structures.
- Staff will render emergency first aid and report all injuries and trapped persons to the Vice President of Finance and Operations.
- Forest Institute staff will note and report the following to the Vice President of Finance and Operations:
 - All life threatening emergencies
 - Small fires - (use available resources to extinguish if possible)
 - Structural damage to buildings
 - Broken or fallen power lines
 - Burnout on the exterior of electrical boxes
 - Gas Odors
 - Sewer and water line damage
 - Pavement cracks or sink holes
 - Unknown spills
- Watch for animals - Pet behavior may change dramatically after an earthquake.
- Rescue and Interior Building Survey
 1. Rescue maximum number of victims, with minimum risk to rescuers.
 - a) Priority to live victims; dead are noted and removed later.
 - b) Initially, rescue victims who are easy to get to, extricate, and evacuate.
 2. Search and survey the interior of only structurally sound ("Safe to enter") structures
 - a) Size up each structure before entering.
 - b) Surround structure and check for both victims and safety problems.
 - c) Look through windows, doors and openings for victims and hazards before entering.
 - d) Surround structure and call to victims, then quietly wait for a response.
 - e) Examine and report any damages to: walls, floors, doors, windows, ceilings, stairways, sewage or water line damage, gas leaks, electrical burnout areas and foundations.
 - f) Interview victims already out for information on escape routes and victims still trapped.
 - g) Obtain floor or architectural plan of structure. Create map if plan not available.
 - h) Determine most likely victim locations considering type of facility, type of activities taking place at time of incident, and date & time.
 - i) Remove or rescue exterior surface victims.
 - j) Search and rescue in damaged structures performed by teams with specific functions. Most personnel on teams drafted from available survivors.
 - k) Draw locations on live and dead victims and hazards on map during search.
 - l) Search team - Searches for and triages victims. Performs non-CPR life saving procedures, such as repositioning airway or controlling life threatening bleeding, before

continuing with the search.

- m) Medical Team - Performs medical assessment and provides treatment after search team locates victim.
- n) Extrication team - Performs extrication of victims from debris.
- o) Evacuation team - Evacuates victims after extrication.
- p) Debris Line team - Forms line and passes debris out of structure onto pile outside. Debris piles formed by debris line marked, so that they are not checked again.
- q) Other teams may be formed as needed; some teams may be combined or may overlap.
- r) All team members briefed on safety and procedures before beginning assignment.
- s) Map likely survival areas.

3. Report building survey information, deliver map of trapped, injured and dead to the Vice President of Finance and Operations. **Note:** If the area were to experience an actual earthquake EMS services may be limited.

C. During an Earthquake

During an earthquake, remain **calm** and **quickly follow** the steps outlined below.

1. **If indoors**, seek refuge in a doorway or under a desk. Stay away from glass windows, shelves, and heavy equipment. **"Duck, Cover and Hold!"** If you are not near a desk or table, drop to the floor against an interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects. Do not go outside until well after the shaking stops! When safe, slowly exit the building, watching for fallen debris or anything that could fall on you in aftershocks and proceed to the North parking lot beyond the circle drive.
2. If you are trapped, knock 3 times repeatedly if trapped. Rescuers searching collapsed buildings will be listening for sounds.
3. **If Outdoors**, move quickly away from buildings, utility poles, and other structures. **Caution:** Always avoid power or utility lines, as they may be energized. Know your assembly points.
4. **If in an automobile**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
5. After the initial shock, evaluate the situation and, if emergency help is necessary, call 911; be prepared for aftershocks.
6. Damaged facilities should be reported to the VPAA at 823-3451 during working hours and 343-5204 on weekends and after hours.
7. If necessary, or when directed to do so, **Activate** the building alarm. **Precaution:** Also report the emergency by telephone.
8. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
9. **Assist the handicapped in exiting the Building!** Do not panic; remain calm.
10. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your area assembly points.
11. If requested, assist emergency crews as necessary.
12. A Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
13. **Do Not Return to an Evacuated Building** unless permitted to do so by a Forest Institute official.
14. **Do not leave the school or clinic campus unless told to do so by a Forest Institute official.**

Important: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The VPFO will take attendance and assist in the accounting for all building occupants.

9. Fire Protection

A. Purpose

To provide a comprehensive plan to address fire incidents involving Forest Institute property. This plan will endeavor to keep Forest Institute safe from fire by addressing the four major factors involved in fire prevention and fire safety. These items include:

- Fire safety education and training.
- Routine inspection of facilities by Public Safety and other Forest Institute staff.
- Pre-planning for various fire scenarios and exercising said plans to maintain currency and readiness.
- Identification of all known requirements to enhance a timely recovery to normal operation of the Forest Institute as well as minimize any interruption of Forest Institute services to those we serve.

B. Roles and Responsibilities

If a serious fire emergency occurs, the Forest Institute will draw upon area services beyond the normal Forest Institute community. These assets and services may include, but not be limited to:

- American Red Cross Disaster Services
- City Utilities
- Greene County Office of Emergency Management
- Greene County Sheriff's Office
- Missouri State Highway Patrol
- Salvation Army
- Springfield Fire Department
- Springfield Police Department

Currently the following individual(s) within the Forest Institute have fire safety training:

- Mitch Cracker, Maintenance

These individual(s) work together to provide a constant cycle of routine and impromptu safety inspections, including, but not limited to:

- Extinguisher inspections and maintenance
- Sprinkler system inspections and maintenance
- Alarm system inspection and maintenance
- Evacuation systems enhancement

While the thrust of this document is the actual response to a fire emergency, it is imperative that all members of the Forest Institute community strive to prevent an incident before it happens. This requires a campus-wide commitment to PREVENTION. Factors involved in this function include:

- Commitment to State of Missouri Fire Codes
- A positive and active dialogue with local fire officials
- Attentive and timely maintenance of life safety systems

On - Campus Emergencies, activate the fire alarm system and Dial 911.

Off - Campus Emergencies, Dial 911.

In all cases of fire, the Springfield Fire Department must be notified immediately by calling 911!

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, **Immediately** contact Maintenance. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, **Activate** the building alarm (**through pull station**). **Precaution:** Also report the fire by telephone.
- On large fires that do not appear controllable, **Immediately** call 911. Evacuating all rooms and closing all doors will confine the fire and reduce oxygen. **Do Not Lock Doors.**
- When the building evacuation alarm is sounded an emergency exists: walk quickly to the nearest marked exit and ask others to do the same.
- **Assist the disabled in exiting the building!**
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic. Do not panic. Remain calm.
- Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested, assist emergency crews as necessary.
- A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- **Do not return to an Evacuated Building** unless permitted to do so by a Forest Institute official.

Note: *If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.*

Do Not Panic! *Remain calm.*

Before attempting to extinguish a fire, make sure the Fire Department is notified.

10. Evacuation Routes

Facility Exit Route/Destinations:

- Academic Building – any exit away from the building
- Residential Buildings – any exit away from the building
- Murney Clinic – any exit away from the building

11. Hazardous Materials/Waste Contingency Plan

Response to Emergency Spills

In the event of a hazardous material spill on the Forest Institute campus, the first person who becomes aware of the problem will immediately follow these procedures:

1. Warn fellow workers, students, faculty, and staff.
2. Evacuate the area.
3. Notify Vice President of Finance and Operations, Mr. Joe Frazier, at 823-3451.
4. Take action to contain the spill if possible, without jeopardizing personal well-being.
5. Mr. Frazier will be responsible for all other notifications.

Sewage Spills/Overflows

Steps should be taken immediately to contain the spilled material: Dri-sorb, straw, sand, mulch, or other inert materials can be used. Liquid waste should be recovered and disposed of into the sanitary sewers as long as there are minimal solids. The spill area and contaminated absorbent material should be sprayed with a bleach solution. The contaminated absorbent material can then be bagged and placed into the dumpster.

The Vice President of Finance and Operations will be responsible for the following notifications:

1. Determining which regulatory agencies (if any) require notification of the release and make necessary reports.
2. Acting as liaison with regulatory personnel who may respond to the scene.
3. Assisting in procuring the service of a certified cleanup contractor when required in a major event.

The Forest Institute staff person first observing the spill or responding to it is only responsible for containing the spill. They will not clean up the material if it is greater than 5 gallons.

Petroleum Spills

Any petroleum spill or product release of greater than 50 gallons must, according to Missouri state law, be reported to the Missouri Department of Natural Resources (573-634-2436). Further, federal law requires the reporting of any petroleum spill if it reaches or threatens any waterway. The definition of waterway includes, among other things, sewers, groundwater, and road ditches that drain into other waterways.

Spills on the campus of Forest Institute should be immediately contained when possible. All spills must be promptly reported by calling Mr. Mitch Craker at 823-3430 who will respond and assess the incident.

Small spills should be controlled by using absorbent materials. If the absorbent is not immediately available, other materials such as sand, dirt, straw, or kitty litter may be used to contain the material.

For larger spills and spills threatening waterways, including possible discharges into storm drains, absorbent material should be appropriately placed to contain the material and prevent entry into waterways or storm sewers. A spill response company will then be contacted to remove the contained material and contaminated debris.

If the spill is major enough that it cannot be easily contained, you should immediately contact the Springfield

Emergency Services (911) and VPFO Joe Frazier who will contact the Missouri Department of Natural Resources and Springfield Public Works Department (864-1900).

Decontamination

When necessary, decontamination will be provided by an outside contractor, depending upon the chemicals involved, materials contaminated, and the extent of contamination. Decontamination equipment will be purchased as necessary.

Mass Casualty

Today's complex disasters, especially those involving terrorism and weapons of mass destruction (chemical, biological, or nuclear) may result in an austere environment. A setting where resources, transportation, and other aspects of the social physical or economical environments impose severe constraints on the availability and adequacy of immediate care for the campus population as needed.

When events occur that cause a major disruption to the campus environment, that event will also impact the surrounding community and emergency services. Local government agencies will be integrated in the preparation and preparedness of the campus for such a situation.

12. Severe Weather & Tornadoes

Introduction

Springfield's Severe Weather Storm Warning System utilizes exterior sirens. These sirens are not to be confused with the fire alarm in a building.

The Severe Weather Storm Warning System sirens are tested once each month along with the City of Springfield in cooperation with the Greene County Emergency Management Office. The exercise is normally conducted on the second Wednesday of each month unless it is cancelled due to inclement weather, then the exercise is postponed to the following Wednesday.

The State of Missouri conducts an annual state wide severe weather exercise in March. The exercise date will be announced in mid-February. All Forest Institute campuses participate in this exercise.

Tornadoes usually occur in the spring and summer, but can occur anytime, in any season; they are formed by severe thunderstorms. Considered nature's most violent, erratic storm, they consist of whirling winds beyond 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction, and then change direction and strike again. In addition to injuries and structural damage, electrical shorts, gas leaks, etc, they may create fires or other hazards. All must understand terminology regarding tornadoes.

At the end of the exercise, Vice Presidents, Deans, or their designee will forward an evaluation to the President the following day.

A. Tornado Plan

1. Purpose

To provide faculty, staff, and students with guidance on the procedures to be followed when notified of a **tornado watch** and/or a **tornado warning** originating from the National Weather Service.

2. Goal

To minimize personal injury, loss of life and property damage through proactive measures.

3. Responsibility

Senior administrators (i.e. deans, directors, and department heads) will ensure that all employees within their areas of responsibility read and receive direction to comply with this plan. **Note:** Particular attention must be given to both new and temporary employees (e.g. seasonal workers, per course instructors, etc) to insure that they are briefed by the responsible department. At the time of employment, each temporary employee will be instructed to contact the supervisor in each building where they may be located, and obtain the locations of the designated shelter areas.

B. Tornado Procedures

1. Tornado Watch

When the National Weather Service issues a tornado watch, it will be received on all Weather Alert Radio systems located in key facilities/offices on campus. Upon hearing the announcement of a tornado watch, each building coordinator will be responsible for notifying all the departments, staff and faculty in their building.

The notification will include the following information/instructions:

- Forest Institute is under a tornado watch.
- Time tornado watch expires.

Note: Normal routine will not be interrupted unless a tornado warning is issued. If the weather radio or outside sirens sound indicating a tornado warning for Greene County, proceed immediately to nearest designated tornado shelter in your building.

2. Tornado Warning When the National Weather Service issues a tornado warning, the weather radio and/or the tornado sirens will be activated. All individuals on campus will proceed to the nearest designated tornado shelter area in the building where they are located. Shelter areas depend on your location at the time of the tornado warning. **If you are in a building, stay in that building and go to the nearest designated shelter area. If you are outside, immediately enter the nearest building and proceed to the nearest designated shelter area.**

- A. Faculty members/supervisory personnel will:
 - 1. Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
 - 2. Instruct occupants not to leave the building.
 - 3. Provide assistance to persons with disabilities.
 - 4. Accompany occupants to the nearest designated shelter area in the building.

- B. Occupants will:
 - 1. Proceed to the nearest designated shelter area in the building by the quickest route.
 - 2. Move quickly but in an orderly manner so that all may arrive safely.
 - 3. Take a seat in the shelter area (if seats are not available, calmly remain standing).
Remain in the shelter until the tornado warning is over. There is no All Clear Signal given; this information will be provided by listening to a radio or TV station, or by contacting the Director of Information Technology and Communications at (823-3489).

- D. Persons with a weather alert radio should bring the radio to the shelter and monitor for the expiration or continuation of the warning.

- E. If you are in the open:
 - 1. Move at right angles to the tornado.
 - 2. Attempt to reach shelter, such as a building with a basement.
 - 3. If there is no time to escape or find shelter, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding in heavy rains.

- F. Trouble areas/places to avoid:
 - 1. All outside walls, elevators, and windows of buildings.
 - 2. Any low-lying area that could flood.
 - 3. Vehicles - do not use for shelter.
 - 4. Building areas with a large roof span.

C. Severe Weather Plan

Purpose

To provide faculty, staff, and students with guidance on the procedures to be followed when notified of a TORNADO/SEVERE WEATHER WATCH or WARNING originating from the National Weather Service.

Goal

To minimize personal injury, loss of life and property damage through proactive measures.

Responsibility

Senior administrators (i.e. deans, directors, and department heads) will ensure that all employees within their areas of responsibility read and receive direction to comply with this plan.

NOTE: Particular attention must be given to both new and temporary employees (e.g. seasonal workers, per course instructors, etc) to insure that they are briefed by the responsible department. At the time of employment, each temporary employee will be instructed to contact the supervisor in each building where they may be located, and obtain the locations of the designated shelter areas.

D. Watch/Warning Definitions

Watch

Weather conditions are considered favorable for creating a tornado or other dangerous severe weather - for example, during a severe thunderstorm. If a **tornado or a severe weather watch** is issued, listen to the radio and keep an eye on the weather. Plan to take shelter if necessary.

Warning

A tornado funnel or a dangerous severe weather storm has been sighted or identified by radar. Take **shelter immediately**. Remember that tornadoes or dangerous straight line winds can move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado, and **be prepared**.

E. Trouble Areas/Place to Avoid

- All outside walls, elevators, and windows of buildings.
- Any low-lying area that could flood.
- Vehicles - do not use for shelter.

Remain in the shelter until the tornado warning is over. There is no "all clear" signal given. This information will be provided by listening to a radio or TV station.

F. Severe Weather Tests & Training

The Severe Weather Warning sirens are tested once each month along with the City of Springfield in cooperation with the Greene County Emergency Management Office. This exercise is normally conducted on the second Wednesday of each month unless it is cancelled due to inclement weather; then the exercise is postponed to the following Wednesday.

The State of Missouri conducts an annual statewide severe weather exercise in March. The exercise date will be announced by the State Emergency Management Agency in Jefferson City, MO near mid February. All Forest Institute campuses participate in this exercise.

During the exercise, the VPFO will monitor the buildings to confirm participation.

G. Shelter Locations

Academic Building: Multi-Media Room

On-Campus Residences: Lower-Level Apartments

Murney Clinic: Group Room

Overall rules that apply to all buildings include:

- Evacuate the upper floors of any structure.
- Avoid use of the elevators.
- Stay away from exterior windows and walls.
- Move to the core of the building.

H. Utility Failure

In the event a power outage should occur, Forest Institute employees should follow these procedures:

1. Individuals who become aware of a utility failure should call Maintenance at 343-5204 and provide the following information:
 - Name and telephone number
 - The exact location of the area(s) experiencing a Utility failure (building, floor, room number, nature of the problem, person making the call and extension).
2. Maintenance will forward the above information to the VPFO.
3. The VPFO will assess whether a full or partial evacuation of the building is necessary.

12. Workplace Violence

Purpose

The safety and security of personnel, students, and visitors is of vital importance to Forest Institute. This guideline describes Forest Institute's position on violence and threats of violence, including domestic violence, in Forest Institute facilities and on Forest Institute property.

Workplace Violence can be defined as any of the following:

- A. Threats, direct or implied.
- B. Physical conduct that results in harm to people or property.
- C. Possession of weapons on Forest Institute property.
- D. Intimidating conduct or harassment that disrupts the work or educational environment or results in fear for personal safety.
- E. Other inappropriate and threatening behavior such as:
 - Unwelcome name-calling, obscene language and other verbally abusive behavior.
 - Throwing objects, regardless of the size or type of the object being thrown or whether a person is the target of a thrown object.
 - Physically touching another person in an intimidating, malicious, or sexually harassing manner. By way of example, this conduct includes acts such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.
 - Physically intimidating others, including such acts as obscene gestures, "getting in your face" and fist-shaking.
 - Stalking

All employees share the responsibility to report threats or acts of violence on campus to a supervisor, department head, or to the Springfield Police Department.

Faculty, Staff, and Student Employees:

- A. Be familiar with the Forest Institute Workplace Violence Procedures.
- B. Immediately report violations of these procedures to an appropriate administrator (e.g. immediate supervisor, department head, Springfield Police Department).
- C. Any individual who is the victim of domestic violence, or who believe he or she may be the victim of violence, is encouraged to promptly notify an appropriate administrator and the Springfield Police Department.
- D. All individuals who apply for or obtain a protective or restraining order which lists Forest Institute locations as being protected areas, must provide to the appropriate administrator a copy of the petition and declarations used to seek the order, a copy of any temporarily protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Confidentiality will be maintained to the extent possible.

Threats and Stalking Procedures

Forest Institute is committed to providing faculty, staff, and students with an environment that is safe, secure, and free from threats, intimidation, and violence. Forest Institute recognizes that violence can manifest itself on a Forest Institute campus in many ways. To promote an environment that supports the mission of Forest Institute and encourages learning and productive employment, Forest Institute has developed policies and response procedures to address threats, stalking and harassment. The scope of these policies and procedures is for all faculty, staff, students, and visitors to Forest Institute and applies to any and all threats and acts of stalking, harassment, or inappropriate aggression.

Forest Institute will not tolerate any acts of intimidation, threatening behavior, stalking, or harassment.

Forest Institute and the Springfield Police Department will respond immediately to any such activity and conduct an investigation, the results of which include, but are not limited to:

- Removal of the danger or dangerous person(s) from campus;
- Banning them from Forest Institute property;
- Termination of a business relationship;
- Suspension or termination of employment;
- Forest Institute judicial action;
- Criminal prosecution.

All Forest Institute faculty, staff, and students share the responsibility to report threats, stalking, or acts of violence on campus to their supervisor, department head, or the Springfield Police Department. They should report any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, staff should report any behavior they have witnessed which they regard as threatening or violent when that behavior is work-related or is connected to Forest Institute. Students are also encouraged to report any such activity to the Vice President of Academic Affairs. Individuals who apply for or obtain a protective or restraining order which lists Forest Institute locations as being protected areas, are encouraged to provide to their supervisor a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent.

Forest Institute understands the personal nature associated with some problems that may occur on campus. All complaints will be investigated in a sensitive and confidential manner to protect the rights of the victim and the accused. All investigations and sensitive information will be treated confidentially. All supervisors on campus are informed as to the correct procedure for reporting threats, stalking or harassment problems or activities.

Resources for confidentially reporting such activities include, but are not limited to:

- Vice President of Academic Affairs (823-3419)
- Vice President of Finance and Operations (823-3451)
- Dean of Doctoral Program (823-3415)
- Dean of Master's Programs (823-3488)
- Director of Student and Alumni Affairs (823-3401)

13. Pandemic Influenza Plan

Purpose

The purpose of this plan is to prepare for the possibility of a Pandemic Influenza outbreak directly affecting the Forest Institute campus.

Objectives

- 1) Maintain a safe and healthy work environment for department personnel.
- 2) Maintain adequate staffing levels to enable us to answer and respond to emergency calls for service.
- 3) Maintain adequate staffing to respond to on-campus pandemic flu related activities such as assisting with evacuation, enforcing isolation and/or quarantine orders, etc.
- 4) Maintain adequate staffing to continue to provide for the security of Forest Institute buildings and property.

Pre-Emergency Actions

- A. Provide department personnel with educational information and materials on the Pandemic Influenza
 1. Pandemic fundamentals (i.e., mode of transportation, signs, and symptoms of the influenza)
 - Information about Pandemic and Avian Flu"—Greene County Health Department, January 2006.
 - Personal and family protection (i.e., hand hygiene, coughing/sneezing etiquette, caring for sick family members, etc.)
 - Pandemic Influenza Planning: A Guide for Individuals and Families"—U.S. Department of Health and Human Services, January 2006
 2. Dealing with fear and anxiety, rumors and misinformation
- B. "Essential Personnel" identified:
 1. Mr. Joe Frazier, Vice President of Finance and Operations
 2. Dr. Gahan Fallone, Vice President of Academic Affairs
 3. Dr. Mark Skrade, President
- C. Establish influenza-related policies for the workplace to assist in:
 1. Minimizing influenza spread at the worksite (i.e., promoting respiratory hygiene and cough etiquette, cleaning workstations, and prompt exclusion of people with influenza symptoms)
 2. Handling employees who have been exposed to pandemic influenza, are suspect to being ill, or become ill at the workplace (i.e., infection control response, immediate mandatory sick leave, returning to work, etc.)
 3. Restricting travel to affected areas, evacuating employees from affected areas when an outbreak begins, and procedures for employees returning from affected areas
 4. Handling departmental waste disposal and housekeeping protocols
- D. Obtain and allocate resources:
 1. Provide sufficient and accessible infection control supplies (i.e., hand-hygiene products, tissues, and receptacles for their disposal) in all work locations
 2. Develop guidelines to modify the frequency and type of face-to-face contact (i.e., hand-shaking, meetings, shared workstations, etc.) between employees and the public

3. Encourage and track employee annual influenza vaccinations

E. Train Emergency Responders:

1. Minimizing exposure risk
2. Dealing with infected students, faculty, and staff

Emergency Actions

Anyone who smells smoke or observes an immediate threat of fire, should:

- 1) go to the nearest fire alarm pull station;**
- 2) activate the alarm, and**
- 3) go to the nearest phone and dial 911.**

If you are in an on-campus residence, the Springfield Fire Department should be notified. Do not attempt to put the fire out yourself unless there is a fire extinguisher nearby and the fire is under control.

- When evacuation procedures have been initiated, **faculty and staff members shall assume responsibility for the evacuation** in an orderly manner.
- Upon evidence of an emergency, the Springfield Police Department, or the Springfield Fire Department, faculty and staff members in adjacent buildings shall assume responsibility for the evacuation of their buildings in an orderly manner.
- **Fire hydrants, streets, and driveways must remain accessible to emergency vehicles.** Evacuation of buildings should be made through the nearest exit, and persons should proceed to the location indicated.
- The Maintenance Department shall proceed to the evacuation site to give technical assistance to emergency responders.
- Faculty and staff members will assist in maintaining order in the assembly areas until permission to re-enter has been given.

Facility Exit Route/Destination

- Academic Building – any exit away from the building
- Residential Buildings – any exit away from the building
- Murney Clinic – any exit away from the building

Response to Homeland Security Codes

With each code condition are listed the protective measures that have been or may be put in place in cooperation with local, state, and federal authorities. Plan designs are flexible to accommodate the differing circumstances of various types of critical events.

Low Risk (Green)	<ul style="list-style-type: none">▪ Update division wide, school, and department crisis plans.▪ Coordinate emergency plans with Greene County, state, and federal plans.▪ Conduct crisis management and communications training for employees at all levels.▪ Implement visitor control procedures.▪ Maintain current emergency communication lists.▪ Inventory emergency supplies and equipment.▪ Disseminate emergency communications methods and resources (i.e., where to get information) to employees, emergency contacts, and community.
General Risk (Blue)	Same measures as Code Green: <ul style="list-style-type: none">▪ Update division wide, school, and department crisis plans.▪ Coordinate emergency plans with Greene County, state, and federal plans.▪ Conduct crisis management and communications training for employees at all levels.▪ Implement visitor control procedures.▪ Maintain current emergency communication lists.▪ Disseminate emergency communications methods and resources (i.e., where to get information) to employees, emergency contacts, and community.
Significant Risk (Yellow)	In addition to the measures listed above, the following measures will be instituted: <ul style="list-style-type: none">▪ Assess increased risk with public safety officials.▪ Review crisis response plans with designated security officers and building and office staffs.▪ Reassess facility security measures.▪ Update employee emergency call lists and review callback process with employees.▪ Test alternative communication capabilities.▪ Increase communication with students, emergency contacts and community via web site and e-mail distribution.

High Risk (Orange)	<p>In addition to the measures listed above, the following measures will be instituted:</p> <ul style="list-style-type: none">▪ Inventory emergency supplies and equipment.
Severe Risk (Red)	<p>In addition to the measures listed above, the following measures will be instituted:</p> <ul style="list-style-type: none">▪ Activate Emergency Plan, if appropriate.▪ Assess threat level to determine status of institute openings and closings.▪ Address critical emergency needs under the direction of public safety officials and in accordance with institute crisis plans.<ul style="list-style-type: none">o Increase building security throughout the academic and clinic buildings.o Continue staff, student, and community communication.o If academic and clinic buildings are open,<ul style="list-style-type: none">a. Cancel outside activities, if needed.b. Restrict visitor access.c. Enhance exterior security measures.d. Limit parking near building

Copies of Emergency Procedures are posted in the Library, Student Lounge, Faculty and Staff Copier Rooms, Clinic Student Work Area, and on Scholar 360.

Campus Security Policy and Procedure Manuals are maintained in the Library, Student Lounge, Faculty and Staff Copier Rooms, Clinic Student Work Area and on Scholar 360.