

Graceland

UNIVERSITY | 1895

Emergency Action Plan

Version Date – 2023/2024

1 University Place

Lamoni, IA 50140

This copy of Graceland University's
Emergency Action Plan is intended for use in:

Lamoni Iowa Campus

In the interest of simplicity, irrelevant portions have been
omitted for this area's copy of the GU EAP

A MESSAGE FROM THE PRESIDENT OF GRACELAND UNIVERSITY

Dear Graceland,

Our mission is to create a learning community where students develop their potential for meaningful and productive lives. It is critical to our mission that those communities remain safe and prepared to respond should an emergency arise. Our emergency response must be safe, effective, and timely.

We strive each day to ensure we have created the safest learning, living, and working environment possible for our students, faculty, staff, and guests. The Emergency Action Plan detailed in this document is our roadmap to respond efficiently, effectively, and safely. The EAP was developed with six priorities in mind:

- Priority One: Protection of Human Life
- Priority Two: Support of Health, Safety, and Basic Care Services
- Priority Three: Protection of University Assets and Reputation
- Priority Four: Maintenance of University Services
- Priority Five: Assessment of Damages
- Priority Six: Restoration of General Campus Operations

The safety of our community depends on timely adherence to the policies and procedures outlined in this plan. Thank you for your own commitment to keep our campus safe.

Sincerely,

Patricia H. Draves, PhD

Graceland University President

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GRACELAND UNIVERSITY EMERGENCY AND DISASTER PLAN

PURPOSE: It is the purpose of this plan to define the actions and roles necessary to deliver a coordinated response at Graceland University. This plan is intended to provide Decatur County agencies and Graceland University with appropriate emergency responses. (Emergency support organizations are listed in Appendix 1.) Although this guide provides the university's procedure, incidents are different and must be handled based on individual circumstances.

MISSION: It is the mission of Graceland University to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish:

- Priority One: Protection of Human Life
- Priority Two: Support of Health, Safety, and Basic Care Services
- Priority Three: Protection of University Assets and Reputation
- Priority Four: Maintenance of University Services
- Priority Five: Assessment of Damages
- Priority Six: Restoration of General Campus Operations

ASSUMPTIONS: This emergency action plan (EAP) is a predicted, realistic approach to problems likely to be incurred during a major emergency or disaster. (Emergencies or disasters chosen based on the 2023 Decatur County Risk Assessment in Appendix 2.) Hence, the following assumptions are made and should be used as general guidelines.

- An emergency or disaster may occur at any time of the day or night, weekend, or holiday with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans should be used as a guide or checklist and may require modification based on the event.

LIMITATIONS: It is the policy of Graceland University that no guarantee is implied by this plan. Because university and local government assets and systems may be damaged, destroyed, or overwhelmed, the university can only aim to make responsible efforts in response to a situation, information, and resources available at that time.

- Limitations occur with the emergency notification system. Students, faculty, and staff may elect to receive emergency notifications of a crisis on campus. It is the individual's responsibility to initiate their notification information. (Employees must reactivate that information at the beginning of each academic year.) Access to the emergency notification system is gained through the My Graceland Website.

FORMAT: This guide will be separated into five categories:

- General Information (Yellow)
- Inclement Weather (Red)
- Human-Created Crisis (Burgundy)
- Other Emergency Situations (Blue)
- Appendix (Green)

EMERGENCY TELEPHONE NUMBERS

Contact	Office Phone
Dr. Draves PhD President	641-784-5111
Joel Shrock PhD Vice President of Academic Affairs	641-784-5115
Dave Schaal EdD Vice President of Student Life and Dean of Students	641-784-5106
Deb Skinner MEd Vice President of Enrollment and Strategic Growth	641-784-5110
Talia Brown MEd Chief Information Officer	641-784-5117
Brady McKillip Director of Intercollegiate Athletics	641-784-5351

Facilities Emergency Telephone Numbers

Contact	Office Phone	Cell Phone
Brenda Toney Director of Facilities	641-784-5199	641-442-5537
Kevin Rushing Director of Project Administration and Risk Management	641-784-5190	706-594-6907
Electrical/HVAC/Plumbing	641-784-5199	
Grounds	641-784-5199	

SPORTS EMERGENCY TELEPHONE NUMBERS

Contact	Phone Number
Emergency	911
Decatur County Hospital	641-446-4871
Main Campus Athletic Training Room	641-784-5035
Brady McKillip Director of Intercollegiate Athletics	641-784-5351
Erin Lundy Senior Women's Administrator/Head Athletic Trainer	641-784-5037 office 314-435-8630 Cell
Reece Carmichael Associate Head Athletic Trainer	641-764-5035 office 217-248-6855 cell
Zack Mullins Associate Athletic Director	641-784-5498
Stew McDole Associate Athletic Director	641-784-5315

WHEN NOTIFYING 911 IN AN EMERGENCY

In the event of an emergency on campus,

1. Call 911
2. Contact Student Life/Campus Facilities/Campus Security immediately

INCLEMENT WEATHER

SCHOOL CANCELTION PROCEDURE

In the event of inclement weather overnight, a conference call will be held at 6:00 a.m. If inclement weather occurs during the workday, a meeting will be scheduled. If inclement weather occurs outside of those times, the president or designee will organize a call.

(Call in information through TEAMS.)

These calls/meetings will be held with the following employees:

- Initiates Call: University President
- Receives First Call: Director of Facilities
- Vice President of Academic Affairs (Joel Shrock)
- Vice President for Student Life (Dave Schaal)
- Vice President for Enrollment (Deb Skinner)
- Director of Intercollegiate Athletics (Brady McKillip)
- Chief Marketing Officer (Shane Adams)

Once a decision to close, delay the start of a business day, or shut down early has been reached, the following notifications will take place:

The Community Relations office will notify:

- Local media
- The public via social media
- Faculty/staff and students via email
- The public via notice on the GU website

The Student Life office will notify:

- Faculty/staff and students via the emergency notification system

EXTREME WINTER WEATHER

The types of weather included in extreme winter weather include:

- Snow
- Ice
- Wind
- Power Outage
- Below Freezing Temperatures

In the event of extreme winter weather,

1. Monitor local media for additional information on extreme weather forecasts and/or updates.
2. Monitor GU communication for updates and advice.
3. Minimize pedestrian and vehicular travel to emergency and extremely urgent situations only.

SEVERE THUNDERSTORM

Severe Thunderstorm Watch:

A severe thunderstorm watch means that severe thunderstorms are possible in the area. Remain alert for approaching storms.

Severe Thunderstorm Warning:

A severe thunderstorm warning means thunderstorms with severe wind and/or hail are occurring in the area or indicated by radar. Thunderstorms can produce tornadoes. Move indoors.

- Stay away from doors and windows.
- Hail, strong winds, and flying debris can break glass or cause serious injury.
- Lightning strikes pose one of the greatest thunderstorm-related risks.
- Severe thunderstorms that are capable of producing tornadoes.
- Don't carry or go near anything made of metal. Lightning is attracted to metal.
- Don't go under a large tree, tower, or other structure that stands alone.
Tall objects attract lightning.

TORNADO RESPONSE PROTOCOL

Graceland University in an effort to protect our students, staff, and visitors will implement the following Disaster Response Protocol for tornado activity. During a tornado watch/warning Graceland University Director of Facilities will notify the following personnel of the weather conditions:

- President
- Director of Project Administration and Risk Management
- Vice President of Student Life
- Director of Housing
- Director of Athletics
- Chief Marketing Officer

Tornado Watch:

A tornado watch means that the current weather conditions are conducive to a tornado.

Tornado Warning:

A tornado warning means that a tornado has been sighted or that the National Weather Service has detected a funnel cloud in the Lamoni area. The City of Lamoni will activate the emergency siren for three to five minutes. This means that danger is imminent, and ***cover should be sought immediately.***

The Director of Facilities at the notification of the weather warning will assess readiness.

The Vice President of Student Life will notify the Director of Housing (or the Area Coordinators in the event the Director of Housing is not available) of the potential hazard and begin coordinating the hall response.

- Director of Housing will begin notifying all Area Coordinators/House Presidents/Apartment Managers of their particular building that are available, they will report to the duty room.
- House Presidents/Apartment Managers/Assist Hall Directors will make contact with each room on their respective floors and notify students of the weather conditions.
- Students should be told to listen for the City Emergency Notification horns. If these horns are activated a tornado has been located within the areas and residents should seek shelter in the areas designated by the building plan. Danger is imminent and shelter must be sought. Director of Housing should seek cover when horns are sounded as well.
- While there is no guaranteed safe place during a tornado there are areas that will increase your safety. The policy strongly recommends that you evacuate certain areas of the building, failure to do so could result in injury to you and possible disciplinary action

should you choose not to follow directions given by authorized university personnel. Designated safety areas for all locations are the lowest level, as close to the interior as possible, and away from glass or windows.

- When the warning moves from a watch to a warning Vice President of Student life or Director of Housing should direct students from their floor to the designated safety areas.
- In the event, a tornado warning happens while classes are in session each faculty member should direct students from their floor to the designated safety areas.
- All university students, faculty, staff, and visitors will take refuge in a designated area.
- Upon expiration of the tornado warning, residents may resume occupancy.

Procedures if a tornado takes place:

- Check yourself and those around you for injuries.
- Evaluate for yourself or wait for instructions from emergency personnel or Campus Facilities, to determine if evacuation is necessary.
- If the building seems largely unscathed, stay where you are.
- If there are noticeable cracks in the wall, windows are broken, or you can smell natural gas (rotten eggs), then proceed with evacuation protocols.
- If you need to evacuate, look for signs of building damage or for persons who are injured or trapped, on your way out. Watch for falling objects as you leave the building. Use stairs rather than an elevator in case there are power outages, or other damage.
- Assist people, especially those with disabilities, to evacuate the building.
- Move to the designated assembly area and take account of your co-workers, students, and peers; report injured or trapped persons and any signs of building damage you observed; report missing persons.
- Do not re-enter a building until it is cleared by the Director of Facilities, Director of Project Administration and Risk Management, or emergency response personnel.

EARTHQUAKE RESPONSE PROTOCOL

Earthquakes are rare in this region, but they can occur. This Earthquake Response Protocol outlines the appropriate actions that employees, students, and visitors at Graceland University should take before, during, and after an earthquake.

Aftershock:

An earthquake of similar or lesser intensity that follows the main earthquake.

Earthquake:

A sudden slipping or movement of a portion of the earth's crust accompanied and followed by a series of vibrations.

Here are some steps to follow during and immediately after an earthquake.

Procedures during an earthquake:

- **If indoors:**
 - Drop to the ground so you do not fall.
 - Take cover under sturdy furniture, protect your head and neck.
 - Hold on to the furniture so you stay covered.
 - Stay away from glass windows, shelves, and heavy equipment.
 - In bed, stay there, and protect your head with a pillow.
- In an auditorium, drop between the seats and protect the back of your head/neck with your arms.
- In a hallway, drop near an interior wall away from windows and cover the back of your head/neck with your arms.
- **If outdoors:**
 - Stay outside.
 - Move quickly away from buildings, utility poles, and other structures.
 - Always avoid power or utility lines.
- **If you are in a vehicle:**
 - Pull over to a clear location and stop. Avoid bridges, overpasses, and power lines, if possible. Stay in your vehicle until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged. If a power line falls on your vehicle, do not get out. Call 911 and wait for assistance.

Procedures after an earthquake:

- Check yourself and those around you for injuries.
- Evaluate for yourself or wait for instructions from emergency personnel or Campus Facilities Team, to determine if evacuation is necessary.
 - If the building seems largely unscathed, stay where you are.

- If there are noticeable cracks in the wall, windows are broken, or you can smell natural gas (rotten eggs), then proceed with evacuation protocols.
- If you need to evacuate, exit the building only after the shaking has stopped. Look for signs of building damage or for persons who are injured or trapped, on your way out. Watch for falling objects as you leave the building. Use stairs rather than an elevator in case there are aftershocks, power outages, or other damage.
- Assist people, especially those with disabilities, to evacuate the building.
- Move to the designated assembly area and take account of your co-workers, students, and peers; report injured or trapped persons and any signs of building damage you observed; report missing persons.
- Do not re-enter any building until it is cleared by the Director of Facilities, the Director of Project Administration and Risk Management, or emergency response personnel.
- If you are trapped in debris:
 - Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
 - Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.
- The university will assess buildings for damage, chemical and physical hazards, and utility failures prior to authorizing re-occupancy of buildings. If you witness trapped or injured people, contact the Director of Facilities or 911 from a university phone.

Consider the following after an earthquake:

- Limit cell phone usage to text messaging only to allow emergency response communications to function properly.
- Monitor emergency alert for updates.
- Remain aware of the potential for aftershocks to occur in the days or weeks following the initial earthquake. Aftershocks are typically less severe than the initial earthquake but can still result in significant damage.
- Buildings, parking structures, and roadways may remain closed for a period of time following an earthquake while damage assessments and repairs are conducted.

Be aware that utilities such as gas, power, and water lines may be damaged. If you are aware of a gas leak, power outage, utility failure, or other building damage, report the issue to the Director of Facilities.

LIFE ALTERING DAMAGE TO CAMPUS

In the event that there has been life altering damage to campus, facilities, or housing, the following steps will be taken. The following personnel will report to campus as soon as is practical and can be done with the safety of those staff members.

- President (or designee)
- Vice President of Academic Affairs
- Vice President for Student Life
- Vice President for Enrollment and Strategic Growth
- Chief Information Officer
- Vice President of Business and Finance (CFO)
- Director of Facilities
- Director of Project Administration and Risk Management
- Director of Housing
- Area Coordinators

The Director of Facilities will act as Incident Commander and work directly with the Vice President for Student Life. Will also contact local authorities and notify them that injuries are/are not present at the time. Make a request for assistance as needed.

The Vice President for Student Life will work with the Director of Facilities and the Director of Housing to determine the status of students injured/trapped and their locations. Will also be prepared to assist with housing needs should there be a need to re-house students.

The Director of Housing will work with the Residence Life staff. All students and staff will be directed to the Morden Center (if it is safe to use) or Huntsman Field and Ackerley Track on Campus at which time each person's name will be recorded by the Director of Housing. The Director of Housing will record any students unaccounted for at the current time.

- In the event, life altering damage is done during business hours the Director of Human Resources (or designee) and the Vice President for Academic Affairs will record each staff/faculty name and record any staff/faculty member unaccounted for at current time.
- In the event, life altering damage is done while students are on the Independence Campus all students and staff will be directed to the Independence School District Wellness Room (if safe to use) at which time each person's name will be recorded by the Director of Operations (or designee) and will record any students unaccounted for at current time.

Area Coordinators will assess their designated safety area for injured/trapped students and will report to the Director of Housing with details of those injured/trapped. Area Coordinators will keep their students and staff in the designated area until they are instructed to exit by emergency personnel, university facilities staff, or the conditions are unsafe to remain in place.

- In the event, life altering damage is done while classes are in session faculty members should keep their students and staff in the designated area until they are instructed to exit by emergency personnel, university facilities staff, or the conditions are unsafe to remain in place. Faculty will assess their designated safety area for injured/trapped students and will report to the Director of Facilities with details of those injured/trapped.
1. After a natural disaster has passed:
 - a. The Director of Facilities and the Director of Project Administration and Risk Management shall determine the safety of the facility and if it can return to use.
 - b. Should a residence hall be taken out of service, the Vice President of Student Life shall be notified immediately.
 - i. The Vice President of Student Life shall begin arranging living quarters for the displaced residents.
 - c. The Director of Facilities and the Director of Project Administration and Risk Management will work together to provide the immediate security of the building.
 - i. An external barrier will be built after a building is determined to be unsafe.
 - ii. Designated officers and maintenance personnel will be assigned to monitor the perimeter of the facility to ensure security.
 1. The premises shall be closed to all non-vital personnel. Only those with direct business will be allowed.
 2. No property shall be removed from the facility without the express authorization of either the Director of Facilities or the Director of Project Administration and Risk Management.
 3. Assistance from outside agencies shall be sought if it becomes apparent that additional manpower and/or expertise in a given area is needed.

HUMAN-CREATED CRISIS

The following are the types of human created crisis that Graceland University is prepared to encounter:

- **Active Shooter/Harmer**
- **Hostage/Kidnapping**
- **Bomb Threat**
- **Bombing**

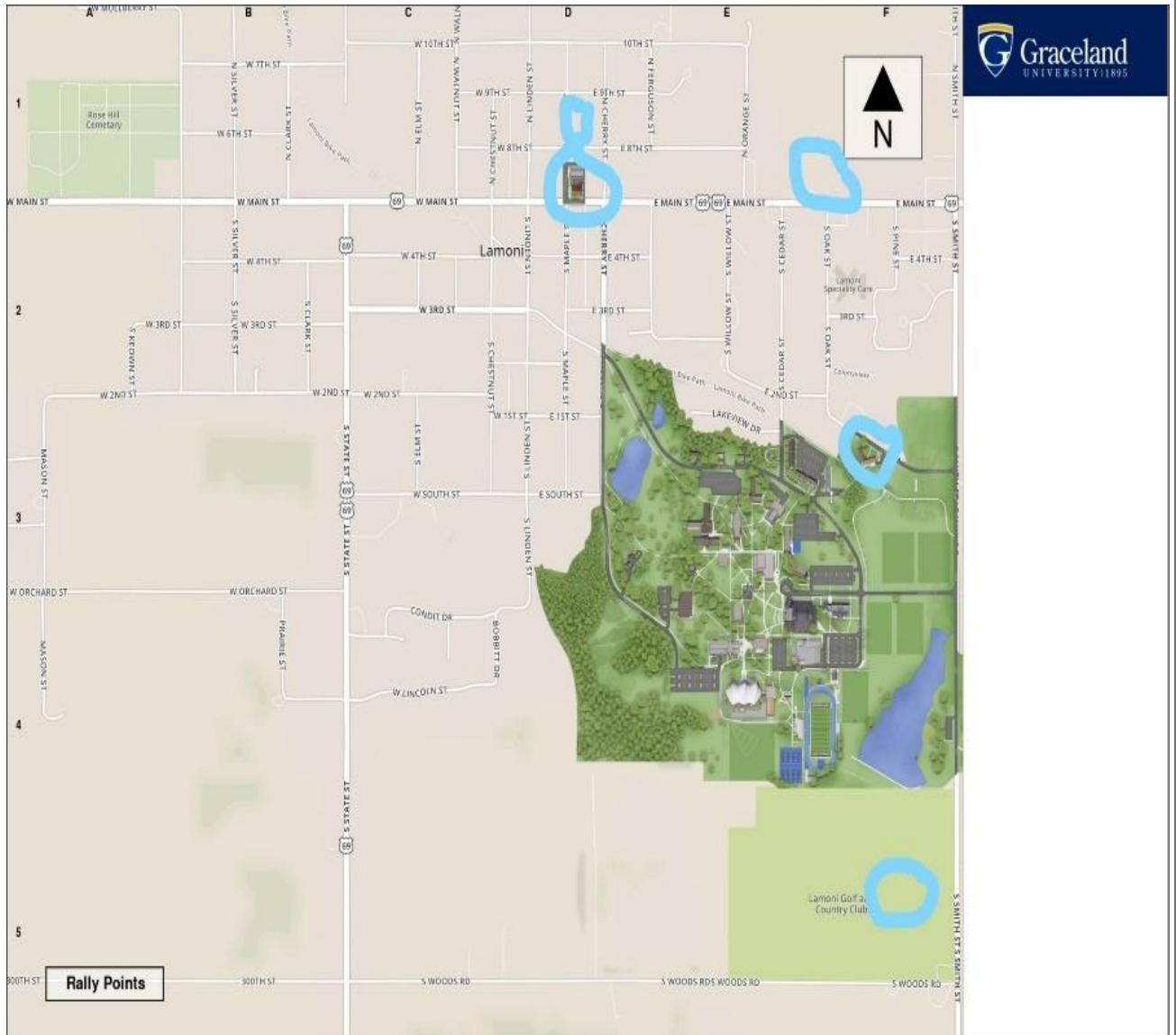
Weapons, firearms, explosives and/or incendiary devices are strictly prohibited on campus. Surplus, dud replicas, air guns, hoax devices and/or any other non-functioning items that may be construed as a weapon, firearm, explosive or incendiary device are included in this definition.

ACTIVE SHOOTER

In the event of an active shooter,

1. Law enforcement officers and agencies are frequently requested by schools, businesses, and community members for direction and presentations on what they should do if confronted with an active shooter event. The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny, and Defend (ADD) strategy developed by ALERRT in 2004, provides strategies, guidance, and proven plan for surviving and active shooter event.
2. Three Minutes.
 - Once notified, Law Enforcement will respond to an Active Shooter as quickly as possible.
 - Response time averages about three minutes.
 - Your immediate actions should be focused on maximizing your personal safety until Law Enforcement is able to stop the threat.
3. Use A.D.D– Avoid, Deny, Defend
 - a. AVOID - Starts with a state of mind.
 - i. Pay attention to your surroundings.
 - ii. Have an exit plan.
 - iii. Move away from the source of the threat as quickly as possible.
 - iv. The more distance and barriers between you and the threat, the better.
 - b. Deny - When getting away is difficult or maybe even impossible.
 - i. Keep distance between you and the source.
 - ii. Create barriers to prevent or slow down a threat from getting to you.
 - iii. Turn the lights off.
 - iv. Remain out of sight and quiet by hiding behind large objects and silencing your phone.
 - c. Defend - Because you have the right to protect yourself.
 - i. If you cannot Avoid or Deny, be prepared to defend yourself.
 - ii. Be aggressive and committed to your actions.
 - iii. Do not fight fairly. THIS IS ABOUT SURVIVAL.
 - iv. CALL 911 when you are in a safe area. Inform the 911 operator that this is an active shooter situation.
4. CALL 911 when you are in a safe area. Inform the 911 operator that this is an active shooter situation.
 - i. Evacuate if safely possible.
 - ii. Only 2% of violent intruder events have more than one aggressor.
 - iii. If he is inside, you get outside quickly and quietly and to a rally point.
 - iv. When Law Enforcement arrives, SHOW YOUR HANDS AND FOLLOW COMMANDS.

v. Do not use a car to evacuate. Go to rally points – map of Lamoni Campus rally points.



Rally Point

- Coliseum Theater
- Hy-Vee Parking Lot
- Grass area east of North Hall
- Golf cart shed at Lamoni Golf Course

HOSTAGE/KIDNAPPING

Emergency Action:

- Remain calm; cooperate with the person and make no sudden movements.
- **Call 911**
- When safe to do so, alert other employees/students that an emergency/danger is present or imminent and quietly leave the area.

If you receive a phone call regarding a hostage situation:

- Keep the caller on the line to get as much information as possible.
- Use the KIDNAPPING/HOSTAGE CHECKLIST (Appendix 3) to record all information.
- **Call 911**

If you receive a ransom note regarding a hostage situation:

- Minimize handling of the note until it is delivered to the authorities.
- **Call 911**

Hostage Situation

Remember that you are a valuable commodity to your captors. It is important to them to keep you alive and well.

If possible, notify 911, staff, faculty, students of your situation, if safe to do so.

- Try to remain inconspicuous, avoid direct eye contact and the appearance of observing your captors' actions.
- Constantly assess the situation.
- If questioned, keep your answers short and to the point. Do not volunteer information or make unnecessary overtures. Do not condone the individual's actions.
- In a calm voice and mannerism, try to talk to the individual. Gradually and increasingly make request for personal comforts.
- Comply with the individual's demands as long as they are reasonable.
- If a rescue attempt is made by law enforcement lie flat and face down on the ground covering your

head with your arms and hands. Do not get up until told to do so by law enforcement officers. You will be handcuffed; this is a safety precaution. Law enforcement officers cannot be positive that there is not another hostage taker who is posing as a hostage. You will be lead outside and identified by a staff or faculty member.

BOMB-THREAT

In the event of a bomb threat,

1. Phone Threats:

- a. Note the caller I.D. number (if available)
- b. Signal another staff member to call 911 and then monitor the conversation.
- c. Put the call on speaker and use a cell phone to audio record the call if possible.
- d. Note the exact time of the call.
- e. Transcribe the threat by taking notes as the caller speaks.
- f. Fill out as much of the Bomb Threat Documentation Log (Appendix 5) as possible, including responses to detailed questions.
- g. When the caller hangs up, **DO NOT HANG UP THE PHONE**. Leave the line open. Hanging up the phone may trigger an IED.

2. Written Threats:

- a. Handle the item as little as possible.
- b. Notify 911.
- c. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, suspect/vehicle descriptions and any other person who may have seen the threat.

3. Emailed Threats:

- a. Notify 911.
- b. Print, photograph or copy down the message. Include the header of the email.
- c. Save the email.
- d. Leave the email open until assistance arrives.

4. Social Media Threats:

- a. Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications. If you see a threat made through social media:
 - i. Note the name of the person making the threat and the application they used to make it.
 - ii. Record the exact wording of the threat as it was posted.
 - iii. Take a screen shot of the message, if possible, to provide it to local law enforcement.

BOMB

In the event of a bomb explosion,

- 1.** The control of the facility will be relinquished to local, state, and/or federal authorities.
- 2.** When the facility is released to the university:
 - a.** The Director of Facilities and Director of Project Administration and Risk Management shall determine the safety of the facility and if it can return to use.
 - b.** Should a residence hall be taken out of service, the Vice President of Student Life shall be notified immediately and begin arranging living quarters for those displaced residents.
 - c.** The Director of Facilities and the Director of Project Administration and Risk Management will work together to provide for immediate security of the building.
 - i.** An external barrier will be built after the emergency equipment is removed.
 - ii.** Designated officials and maintenance personnel will be assigned to monitor the perimeter of the facility to ensure security.
 - 1.** The premises shall be closed to all non-vital personnel. Only those with direct business will be allowed access.
 - 2.** No property shall be removed from the facility without the express authorization of the Director of Facilities or the Director of Project Administration and Risk Management.
 - 3.** Assistance from outside agencies shall be sought if it becomes apparent that additional manpower and/or expertise in a given area is needed.

OTHER DISASTERS OR EMERGENCY SITUATIONS

COMMUNICABLE DISEASE POLICY

The purpose of this policy is to define communicable diseases and outline procedures to protect the work and academic environment from potential exposure. An occurrence of a communicable disease can threaten the health and welfare of the entire Graceland University community.

Communicable Diseases

Is any disease that can be transmitted from one individual directly to another individual. Some communicable diseases can be spread by casual contact. For example, colds, flu, and tuberculosis can be spread from respiratory droplets that may be transmitted through coughing, sneezing, or a runny nose. Other communicable diseases require contact with an infected individual's blood, body fluids, or genitalia, such as Hepatitis B, the Human Immunodeficiency Virus (the virus that causes AIDS), chlamydia, genital herpes, and syphilis.

This Policy is concerned only with those communicable diseases that pose a significant threat to the life or health of others, and all references to "communicable diseases" herein are to be understood as having that more restricted meaning. Such infectious diseases include, but are not limited to:

- COVID-19*
- Tuberculosis
- Meningitis
- Influenza
- Mumps
- Ebola
- Measles
- Hepatitis
- Chicken Pox
- Pneumonia
- Mononucleosis

*Please see Appendix 15 for the full COVID-19 Policy.

Infected Individual

Is an individual who either has or reasonably suspects a communicable disease infection.

It is the intent of the university to reasonably guard the community from exposure to communicable diseases while simultaneously protecting the rights of an infected student or employee.

With that purpose in mind, it is mandated that any student diagnosed with a communicable disease by a medical doctor will directly notify the Vice President of Student Life who will in turn report the confirmed case to the Decatur County Health Department and work directly under their advisement.

Employees diagnosed with a communicable disease by a medical doctor must directly notify the Office of Human Resources, who in turn will report confirmed cases to the Decatur County Health Department and work directly under their advisement.

All medical information and records about an individual will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Health Insurance and Portability Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), with applicable university policies, and with professional ethical standards.

- The university will implement and maintain procedural safeguards to protect the privacy interests of persons in the campus community who have a communicable disease.
- The university will not disclose the identity of any employee or student who has a communicable disease, except as authorized or required by law.

Depending upon the nature of the illness, the Vice President of Student Life may in turn notify the appropriate university officials. As long as medical evidence indicates that the involved student or employee does not pose a risk to himself/herself or others, all reasonable accommodations will be made to permit the student or employee in question to continue his or her academic studies or return to work.

In working with employees or students diagnosed with any serious communicable disease, the university will proceed on a case-by-case basis with the advice of medical professionals. In reaching the decision, these factors will be considered:

- The condition of the individual and the individual's ability to perform job duties or academic responsibilities.
- The probability of infection of co-workers, students, or other members of the Graceland University community is based on the expected interaction of the person in the Graceland University setting.
- The possible consequences to co-workers, students, and other members of the Graceland University community, if infected.
- Possible reasonable accommodations and modifications or other obligations to take account of the condition.
- Risk to the individual's health from remaining in the academic setting, on the job, or in the Graceland University community; and
- Other appropriate factors.

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

A student who requires an absence should notify the Vice President of Student Life who will determine whether the excuse is warranted. Any student experiencing a medical circumstance which does not permit him or her to remain a part of the university community for an extended period of time may apply for a medical withdrawal. Employees who require an extended absence should confer with the Office of Human Resources to determine which of the university's leave policies should be utilized.

Any student that has been diagnosed with a communicable disease and is no longer contagious will provide the Vice President of Student Life with documentation from his or her treating health care provider. Employees should provide such documentation to Human Resources. The documentation should reflect that the individual is not contagious and that he or she is capable of returning to the rigors of academic studies or work as applicable. The returning student and employee will also comply with all follow up care as described by the medical provider.

MISSING PERSON POLICY

This policy and the accompanying procedures establish a framework for cooperation among members of the university community in the event that a student, staff, or faculty member is perceived to be and is reported missing.

- 1.** A student, staff, or faculty member shall be deemed missing when he or she is reported absent from the university for more than 24 hours without any known reason.
- 2.** Anyone who suspects or confirms another person to be missing for 24 hours should immediately contact the Vice President of Student Life which shall investigate each report. Individuals receiving information on a missing student, staff, or faculty member will notify the Vice President of Student Life without delay. The Vice President of Student Life will advise the President of the missing person investigation as soon as practical.
- 3.** Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university not later than 24 hours after the time that the student is determined to be missing. All students will be sent the contact form by the Office for Student Life for their emergency contact at the beginning of each semester. This contact information is confidential and may be accessed and/or used by authorized campus officials or law enforcement officers in the furtherance of this investigation or other authorized notifications.
- 4.** If a missing student is under the age of 18 years of age and not an emancipated individual, the university will notify a custodial parent or guardian of the missing student not later than 24 hours after the determination that the student is missing.
- 5.** The Vice President of Student Life will summon the appropriate law enforcement agency as soon as the determination has been made that a student, staff, or faculty member is missing. In most cases this will be the Lamoni Police Department but may also include a police agency in the jurisdiction of the home of the missing student, staff, or faculty member depending upon circumstances and information.

FIRE

Director of Facilities is responsible for responding to fire alarms and to assist with building evacuation.

Facilities Maintenance is responsible for scheduling annual inspections and upkeep of alarms and fire safety equipment, including fire extinguishers and fire suppression systems in campus buildings.

The Director of Facilities and the Director of Project Administration and Risk Management shall be the lead coordinators when determination of a facility is questioned.

Students, faculty and staff should make themselves aware of the locations of fire alarms, fire extinguishers and various exit routes from the offices, classrooms, laboratories and residence halls they frequent.

If any member of the Graceland University community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Facilities has already responded, the community member should immediately notify the Director of Facilities to investigate and document the incident.

In the event of a fire,

1. Immediately evacuate the building using the nearest exit or the exit farthest from the fire or smoke and do not re-enter a building until authorized by Campus Facilities.
2. Call 9-1-1 and identify where help is needed. Call Campus Facilities.
3. Close all windows and doors, if possible, prior to leaving the room.
4. Do not use any elevator during building evacuation.
5. During a fire evacuation, individuals with disabilities not on ground level during a fire evacuation should go to the nearest stairwell making sure any fire doors are closed behind them. Each supervisor/ faculty member should be aware of any physically impaired personnel in their work areas and any special assistance needed to safely evacuate them.
 - a) Persons with disabilities who may require assistance in an emergency evacuation should prepare a personal evacuation plan. This applies to all forms of impairments and whether it is permanent or temporary. When a fire is reported, the caller should inform emergency personnel of any persons with disabilities inside the building.
 - b) Campus Facilities and/or fire personnel will check stairwells as soon as possible after arriving to assist persons with disabilities.
6. In the event of a fire in a residence hall, see appendix 13.

After a fire has been suppressed:

1. The Lamoni Fire Department shall determine the safety of the facility and if it can return to use.
2. Should a residence hall be taken out of service, the Vice President of Student Life and Director of Housing shall be notified immediately and begin arranging living quarters for displaced residents.
3. Director of Facilities and Director of Project Administration and Risk Management will work together to provide for the immediate security of the building.
 - a) An external barrier will be built after fire equipment is removed.
 - b) Designated Officials and maintenance personnel will monitor the perimeter of the facility to ensure security.
 - i) The premises shall be closed to all non-vital personnel. Only those with direct business will be allowed access.
 - ii) No property shall be removed from the facility without the express authorization of either the Director of Facilities or the Director of Project Administration and Risk Management.
 - iii) Assistance from outside agencies shall be sought if it becomes apparent that additional manpower and/or expertise in a given area is needed.

CHEMICAL SPILL

In the event of a chemical spill,

- 1.** Remember “NEAR”
 - a)** Notify – Call for help (Campus Facilities)
 - b)** Evacuate – Get everyone to a safe location.
 - c)** Assemble – Assemble and take attendance of all students and employees.
 - d)** Report – Fill out a detailed accident report after the emergency is over.
- 2.** Clean up spill immediately and thoroughly. Follow approved spill cleanup procedures – spills should only be cleaned up by approved personnel.
- 3.** A bucket of dry sand should be available to aid in providing traction on a slippery floor after a spill.
- 4.** To make it easier to clean up, transport and dispose, an absorbing agent, such as kitty litter, should be used to absorb a liquid spill.
- 5.** Neutralizer for both acid and base spills should be available in the event of a chemical spill.
- 6.** A 100% wool fire blanket will contain and control a spill and its vapors if no other spill control materials are available.

***Please note Appendix 8 for the comprehensive Chemical Hygiene Plan for Graceland University Campus.**

LOSS OF UTILITY SERVICE

In the event of a loss of utility service,

1. The Director of Facilities or one of his/her designees will determine the cause of the interruption.
2. If it is determined that the cause is internal, arrangements will be made to restore services as quickly as is possible. The Director of Facilities or one of his/her designees will determine the cause of the interruption.
3. If the cause is external, an attempt will be made to determine how long utility service is expected to be out of service.
 - a) If service is going to be out for an extended time, contact will be made with the President, Vice President of Academic Affairs, and Vice President of Student Life to notify them of the problem.
 - b) The Director of Facilities and Director of Project Administration and Risk Management will determine the safety risks posed to the students and staff of the university and make necessary adjustments to manpower to provide for a safer environment.
 - c) The Vice President for Student Life shall make arrangements to notify all student residents of the situation and provide students with alternative locations that are available should the power outage not affect every building.

WATER SERVICE INTERRUPTION

In the event of a water service interruption,

1. The Director of Facilities or one of his/her designees will determine the cause of the interruption.
2. If it is determined that the cause is internal, arrangements will be made to restore services as quickly as possible.
3. If the cause is external, an attempt will be made to determine how long water is expected to be out of service.
 - a) If service is going to be out for an extended time, contact will be made with the President, Vice President of Academic Affairs, and the Vice President of Student Life to notify them of the problem.
 - i) The Vice President of Student Life shall make arrangements to notify all student residents of the situation and provide students with alternative locations that are available should the interruption be for an extended period.
 - ii) The Vice President of Academic Affairs will notify all faculty and staff of the situation and provide updates and information on how to proceed should the interruption be for an extended period.

HAZARDOUS MATERIALS RELEASE

In the event of a hazardous materials release,

1. Immediately evacuate the area.
2. Call 911 for the fire department.
3. Call the Director of Facilities at ext. 5199 on a campus phone.
4. Responsibility for this will be turned over to local, state, or federal authorities dependent upon circumstances.
 - a. If responsibility was not turned over:
 - i) The Director of Facilities shall:
 - (1) Act as a liaison along with the Director of Project Administration and Risk Management in working with the fire department and the university.
 - (2) Attempt to determine what material is involved, use appropriate guide to determine distance of evacuation.
 - (3) Assist the fire department and other emergency response personnel with the secondary evacuation (if determined to be necessary).
 - (4) Notify the President of the university, Vice President of Student Life, Vice President of Academic Affairs, and the Chief Marketing Officer.
 - ii. The Director of Facilities shall:
 - 1) Provide listing of all materials contained in area of release (spill).
 - 2) Work in unison with the Director of Project Administration and Risk Management as a liaison to the fire department and university.
 - 3) Assist in developing an action plan that will minimize risk of exposure to other students and faculty/staff.
 - iii. The Vice President of Student Life shall:
 - 1) Assist with living needs of any displaced student.
 - 2) Along with the university President and his/her designees, develop a long-term plan that deals with the possible loss of use of a dormitory.
 - iii. The Chief Marketing Officer shall:
 - 1) Staff a media staging area where ALL statements are to be made.
 - 2) Coordinate with the fire department and other emergency teams to develop appropriate statements.
 - 3) Staff and monitor a communications center that will be utilized by parents and students to provide up to date information regarding the incident.
 - i. The Vice President of Academic Affairs shall:
 - 1) Communicate and coordinate with faculty/staff.
 - 2) Along with the university President and his/her designees, develop a long-term plan that deals with the possible loss of use of a classroom(s).
 - ii. This is an incident that will be dealt with primarily by the fire department personnel. However, state, and federal agencies will most likely become involved as well.

- b.** If responsibility was turned over, when the facility is released to the university:
 - i.** The Crisis Management Committee shall review the incident after it is complete to determine what should be done to prevent an additional incident.
 - ii.** The Vice President for Student Life shall make arrangements to provide living arrangements for those affected by the incident.

APPENDIX 1

EMERGENCY SUPPORT FUNCTION ANNEXES

EMERGENCY SUPPORT FUNCTION	DESCRIPTION AND SCOPE
<p>Annex #1 – Transportation</p> <p>PRIMARY: - Iowa DOT - Decatur County Highway Department</p> <p>SUPPORT:</p> <ul style="list-style-type: none"> • City of Lamoni • City of Leon • Davis City • Lamoni Community School District • Central Decatur Community School District 	<p>Responsible for coordinating transportation support to governments and voluntary organizations. Transport support includes:</p> <ul style="list-style-type: none"> • Performance and assisting with evacuations and re-entry • Mass movement of people and resources • Prioritizing transportation routes for movement of people and materials • Restoration of transportation infrastructure • Traffic restrictions and transportation safety • Traffic Flow
<p>Annex #2 – Communications and Warning</p> <p>PRIMARY - Decatur County Emergency Management</p> <p>SUPPORT:</p> <ul style="list-style-type: none"> • Lamoni/Decatur County 911 • Decatur County Information Technology • City of Lamoni/Davis City/Leon Information Technology 	<p>Responsible for coordinating actions to assure provision of required communications and telecommunication systems to support disaster personnel.</p> <p>Communication support includes:</p> <ul style="list-style-type: none"> • Activation of warning systems • Restoration of essential comm. systems • Communications interoperability among response units • Primary and back-up communications systems • Communications to and from EOC (Emergency Operations Center) • Establish and manage amateur radio capabilities. • Establish remote IP connections

<p>Annex #3 – Public Works and Engineering</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Iowa DOT • Decatur County Highway Department • City of Lamoni Central Services Shared role depending on in or outside City of Lamoni <p>SUPPORT:</p> <ul style="list-style-type: none"> • City of Lamoni/Decatur County Engineering • Outside Engineering Firms 	<p>Responsible for providing technical advice and evaluations, engineering systems, construction management and inspection, and opening/maintaining roadways.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Emergency Debris removal from roadway • Infrastructure protection and emergency restoration • Emergency assistance and support for first responders with construction equipment • Coordination with Iowa DOT
<p>Annex #4</p> <p>Fire Suppression and Rescue</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Lamoni Fire Department • Rural Fire Districts Shared role depending on fire district jurisdiction. <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County EMS 	<p>Responsible for fire suppression and rescue of victims from entrapment.</p> <ul style="list-style-type: none"> • Fire suppression activities • Fire mutual aid and resource augmentation • Hazardous materials incidents at both fixed sites and on transportation routes • Search and rescue • Decontamination

<p>Annex #5 –</p> <p>Disaster Intelligence</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Emergency Management Agency <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Information Technology • Decatur County Highway Department (GIS) • City of Lamoni Information Technology 	<p>Responsible for collecting, processing, and disseminating information to facilitate emergency response and recovery efforts.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> • Information collection and database creation and management • Analysis and dissemination of information • Issuing situation reports, bulletins, and advisories • Preparation of special operations plans • Notification and updating of staff and elected officials. • Science and technology support (GIS mapping, modeling) • Action planning and resource tracking
<p>Annex #6</p> <p>Mass Care and Sheltering</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • FEMA • American Red Cross <p>SUPPORT:</p> <ul style="list-style-type: none"> • Salvation Army • VOAD (United Way) • Decatur County Health Department 	<p>Responsible for coordinating efforts to provide shelter, food, and bulk distribution of emergency relief supplies to disaster victims.</p> <ul style="list-style-type: none"> • Shelters • Mobile and Fixed Feeding sites • Emergency and disaster assistance for individuals and families • Disaster Welfare Inquiries

<p>Annex #7 Resource Management</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Emergency Agency <p>SUPPORT:</p> <ul style="list-style-type: none"> • All agencies having responsibility 	<p>Responsible for providing logistical and resource support to entities involved in delivering emergency response efforts for natural and technological disasters. Responsibilities include:</p> <ul style="list-style-type: none"> • Resource identification • Resource coordination and support • Resource procurement • Personnel augmentation • Logistics management • Facility acquisition
<p>Annex #8 Public Health</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Health Department <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Hospital • Decatur County EMS • Healthcare providers • Long-term healthcare providers • Pharmacies 	<p>Responsible for coordinating health resources needed to protect public health before, during, and after a disaster.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Surveillance and control of communicable diseases • Coordination of health care providers • Coordination of vaccines • Receipt and distribution of strategic national stockpile (SNS) • Monitoring & regulation of food establishments • Provide technical guidance on matters affecting the public's health
<p>Annex #9 Medical Services</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County EMS • Decatur County Hospital <p>SUPPORT:</p> <ul style="list-style-type: none"> • Air Evac • Lamoni Fire Department • Decatur County Emergency Responders • Decatur County Rural Fire Department • Leon Fire Department 	<p>Responsible for coordinating medical resources needed to care for public, both pre-hospital and hospital care, prior to, during, and following a disaster.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Triage and treatment of victims on scene • Transport of injured victims • Emergent, Intermediate, and Intensive care to include surgical procedures. • Medical system overload • Critical Incident Stress Management (CISM) for emergency workers and disaster victims.

<p>Annex #10 Fatality Management</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Coroner • Lamoni Police Department <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Sheriff Department • Decatur County Health Department • Decatur County Hospital 	<p>Responsible for coordinating identification and handling of human remains during and following disasters. Responsibilities include:</p> <ul style="list-style-type: none"> • Positive identification of deceased • Notification of death to family • Determination of cause of death • Release of remains to family / funeral home. • Recording of death
<p>Annex #11 Animal and Agriculture</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Lamoni Animal Shelter • Decatur County Sheriff Department <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Health Department 	<p>Responsible for coordination of resources to shelter and feed domesticated animals or livestock. Additionally, protection of other livestock and/or public in disease outbreaks occurrences. Responsibilities include:</p> <ul style="list-style-type: none"> • Animal health (animal disease outbreaks) • Provision of emergency food • Animal sheltering • Receipt and distribution of national veterinary stockpile (NVS)
<p>Annex #12 Energy and Utilities</p> <p>PRIMARY SUPPORT:</p> <ul style="list-style-type: none"> • LMU • SWREC • GRM • SIRWA 	<p>Responsible for assessing, maintaining, and repairing of utility infrastructure including electric, natural gas, water, and telephone networks.</p> <ul style="list-style-type: none"> • Energy system assessment, repair, and restoration • Water services (water, sewer, and storm water) • Private utilities industry coordination • Energy forecasting • Power outages • Telephone infrastructure

<p>Annex #16 Donation Management</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • IDHRC <p>SUPPORT:</p> <ul style="list-style-type: none"> • Salvation Army • Decatur County Emergency Management 	<p>Donations management function will coordinate receipt and distribution of items that are donated for public (as a whole) or individual (personal) use.</p> <ul style="list-style-type: none"> • Communicate to public, resource needs. • Establish a site to receive, store, and distribute donated goods.
<p>Annex #17 Spontaneous Volunteer Management</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Emergency Management Agency 	<p>Responsible for managing an influx of community volunteers that are not affiliated with a response organization. Responsibilities include:</p> <ul style="list-style-type: none"> • Establishing a volunteer reception center • Screening volunteers for skills and abilities • Match volunteer with needed jobs and refer to responsible agency
<p>Annex #18 Financial Management</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Clerk's Office • City of Lamoni Comptroller <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Treasurer Office • City of Lamoni Treasurer • Decatur County Emergency Management 	<p>Responsible to execute and tracking disaster income and expenses.</p> <ul style="list-style-type: none"> • Disaster accounting and documentation • Execute Emergency appropriations

<p>Annex #19 Debris Management</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Highway Department • City of Lamoni Central Services Dependent upon jurisdiction <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Road Districts • Lamoni Parks and Rec Department 	<p>Responsible for management of debris including emergency and long-term debris removal.</p> <ul style="list-style-type: none"> • Collection and sorting of debris. • Temporary storage of debris • Processing debris to final disposition
<p>Annex #20 Direction and Control</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Chairman, Decatur County Board • Mayor, City of Lamoni • Municipal Chief Elected Official <i>Dependent upon jurisdiction</i> <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Emergency Management • Agencies with incident command authority 	<p>Responsible to ensure that the jurisdiction responds to the incident in the most appropriate and efficient manner.</p> <ul style="list-style-type: none"> • Implementation of the Incident Command System • Activation of the Emergency Operation Center • Issuance of Disaster Declarations • Establishing public policy
<p>Annex #21 Evacuation</p> <p>PRIMARY:</p> <ul style="list-style-type: none"> • Decatur County Sheriff Department • Lamoni Police Department <i>Dependent upon jurisdiction</i> <p>SUPPORT:</p> <ul style="list-style-type: none"> • Decatur County Emergency Management • Lamoni Fire Department • Rural Fire Departments 	<p>Responsible for ensuring a timely and efficient evacuation of citizens out of a geographical section of Decatur County or county-wide. Actions include:</p> <ul style="list-style-type: none"> • Notification of public to evacuate / shelter-in-place. • Identification of transportation routes

APPENDIX 2

2023 DECATUR COUNTY HAZARD IDENTIFICATION AND RISK ASSESSMENT

Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Animal/Plant/Crop Disease	2	3	1	4	2.35	Moderate
Dam Failure	1	2	4	3	1.95	Low
Drought	2	3	1	4	2.35	Moderate
Expansive Soils	2	1	1	2	1.55	Low
Extreme Heat	4	2	1	3	2.85	Moderate
Flooding – Flash	3	2	4	2	2.75	Moderate
Flooding – Riverine	4	2	2	1	2.8	Moderate
Grass or Wildland Fire	2	2	4	1	2.2	Moderate
Hazardous Materials Incident	2	1	4	2	2.00	Moderate
Human Disease	4	2	1	4	2.95	Moderate
Infrastructure Failure	4	2	4	3	3.30	High
Radiological Incident	1	2	3	4	1.9	Low
Severe Winter Storm	4	2	3	3	3.15	High
Sinkholes	1	1	4	1	1.45	Low
Terrorism	1	3	4	4	2.35	Moderate
Thunderstorm/ Lightning/Hail	4	3	3	1	3.25	High
Tornado/Windstorm	4	3	4	1	3.4	High
Transportation Incident	4	2	4	1	3.1	High
1 – Low 2 – Moderate 3 – High 4 – Very High						
CPRI – Calculate Risk Priority Index (Scale 1 – 4)						

APPENDIX 3

HOSTAGE/KIDNAPPING DOCUMENTATION LOG

BE CALM, COURTEOUS, LISTEN AND DO NOT INTERRUPT.

Exact statements of caller: _____

Questions to ask:

1. Who has been kidnapped? _____
2. Who are you? _____
3. How can we be sure you have this person? _____
4. Is he/she safe and unharmed? _____
5. What are your demands? _____
6. Under what conditions? _____
7. If we meet your demands, how do we know he/she will be released unharmed?

8. Where and how can I reach you? _____

9. Caller's Voice

Background Sounds

<input type="checkbox"/> Male	<input type="checkbox"/> Dishes
<input type="checkbox"/> Female	<input type="checkbox"/> House Sounds
<input type="checkbox"/> Adult	<input type="checkbox"/> Machinery
<input type="checkbox"/> Juvenile	<input type="checkbox"/> People Talking in the Background
<input type="checkbox"/> Accent	<input type="checkbox"/> PA System
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Calm	<input type="checkbox"/> Music
<input type="checkbox"/> Rapid	<input type="checkbox"/> On-Campus?
<input type="checkbox"/> Slow	<input type="checkbox"/> Off-Campus?
<input type="checkbox"/> Crying	
<input type="checkbox"/> Laughing	
<input type="checkbox"/> Speech Impediment	
<input type="checkbox"/> Deep Voice	
<input type="checkbox"/> Familiar Voice	
<input type="checkbox"/> Reading From a Script	
<input type="checkbox"/> Knowledge of Graceland	

APPENDIX 4

BOMB THREAT RISK ASSESSMENT

Analyze the threat risk

All threats should be carefully evaluated. One must consider the facts and the context, and then conclude whether there is a possible threat.

Low Risk

Lacks Realism: A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.

- Threat is vague and indirect.
- Information contained within the threat is inconsistent, implausible, or lacks detail.
- Caller is definitely known and has called numerous times.
- The threat was discovered instead of delivered (e.g., a threat written on a wall).

Medium Risk

Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.

- Threat is direct and feasible.
- Wording in the threat suggests the perpetrator has given some thought on how the act will be carried out.
- May include indications of a possible place and time.
- No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility.
- Indication the perpetrator has details regarding the availability of components needed to construct a bomb.
- Increased specificity to the threat (e.g., "I'm serious!" or "I really mean this!").

High Risk

Specific and Realistic: Threat appears to pose an immediate and serious danger to the safety of others.

- Threat is direct, specific, and realistic; may include names of possible victims, specific time, and location of device.
- Perpetrator provides his/her identity.
- Threat suggests concrete steps have been taken toward carrying out the threat.
- Perpetrator indicates they have practiced with a weapon or have had the intended victim(s) under surveillance.

APPENDIX 5

BOMB THREAT DOCUMENTATION LOG

Threat Date: _____/_____/_____ Time Received: _____

Number Call Received At: (____) _____ - _____

- Questions to ask the caller:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb? (Yes) (No)
- Why did you do this?
- What is your name and/or group affiliation?
- Exact wording of threat:

Call information (your impression of caller and voice characteristics):

Was the caller's voice: ___Calm ___Angry ___Excited ___Slow ___Rapid ___Distinct ___Ragged
___Nasal ___Stutter ___Lisp

Rasp: ___Deep ___Slurred ___Accent ___Soft ___Loud ___Laugh ___Cry
___Normal ___Whisper ___Disguised

Cleared Throat ___ Deep Breathing ___

Was the voice familiar? If so, who did the voice sound like?

Background noise: None ___ Street ___ Factory ___ Voices ___ Music ___

PA System ___ House ___ Motor ___ Office ___ Train ___

Other (specify) _____

Bomb Threat Language: Incoherent ___ Irrational ___ Foul ___ Taped ___

Well-Spoken (educated) ___ Message Read _____

Additional Comments:

APPENDIX 6

INCIDENT COMMAND CENTER

<u>Incident Commander</u> University President
Chief Marketing Officer/Vice President of Academic Affairs
Scribe / Exec Asst. to President

Operations Section	Planning Section	Logistics Section	Finance/Admin Section
VP of Student Life	VP of Institutional Advancement	Chief Information Officer	VP of Business and Finance (CFO)
Director of Facilities	VP of Enrollment and Strategic Growth	Director of Intercollegiate Athletics	Controller
Director of Project Administration and Risk Management	Executive Director of Planning and Effectiveness		Director of HR

COMMAND

- Assumes all responsibility of the incident.
- Oversees the other four sections.
- Defines the Incident goals and operational period objectives.

OPERATIONS

- Establishes strategy and tactics to accomplish the goals and objectives.
- Hands on Activities to meet goals and objectives.

PLANNING

- Documents all activity of the event.
- Projects and forecasts future needs and goals
- Makes plans for continuation of services.
- Makes plans for mobilization and clean up / restoration.

LOGISTICS

- Provides service and support for incidents.
- Involves communications support, medical support, food, and supplies as needed.
- Supports Command and Operations in use of personnel, supplies, and equipment.
- Performs technical activities to maintain the function of operational facilities and processes.

FINANCE/ADMIN

- Monitors costs and everything related to money for the incident.
- Personnel time recording
- Monitors injuries and related losses for possible insurance claims

CHAIN OF COMMAND

The following chain of command shall be used in the event of an emergency, defined as any significant crisis or imminent crisis that poses a potential or actual threat to life, safety, and/or property:

- 1. President**
- 2. Vice President for Academic Affairs**
- 3. Vice President of Student Life**
- 4. Vice President for Enrollment and Strategic Growth**
- 5. Chief Information Officer**
- 6. Vice President of Business and Finance (CFO)**
- 7. Any other available Vice President**

In the event that the President cannot be contacted or is otherwise unavailable during an emergency, the Executive Assistant to the President should locate and inform the next available individual listed in the chain of command that she or he is the relevant decisional authority. In the event the Executive Assistant is unavailable, the Chief Marketing Officer or Chief Information Officer should perform this function.

For purposes of coordination prior to, during, and immediately following any emergency, the G04 conference room in Higdon Administration Building shall serve as the university's primary command center. In the event the conference room has been damaged or destroyed, the secondary location would be the top floor of the Facility Services building. In the event the conference room and top floor of Facility Services Building has been damaged or destroyed, The Carmichael House at 1 Founders Drive Lamoni, IA 50140 shall serve as the command center, unless otherwise directed by the President or some other decisional authority for the university.

APPENDIX 7

(CRISIS) COMMUNICATION PLAN

During an emergency the communications plan should govern all communications within the organization and with external stakeholders, including the media. However, the plan needs flexibility.

Purpose

A crisis communication plan provides policies and procedures for the coordination of communications within the university, and between the university, the media, and the public in the event of an emergency or controversial issue. Emergencies may include fires, bomb threats, natural disasters, major crimes, or serious harm to a student, employee, or other university affiliate. Controversial issues may include police investigations, protests, or other situations that demand a public response. It is the goal of this crisis communications plan to establish guidelines for dealing with a variety of situations, and to ensure that administration, faculty, and staff are familiar with those procedures and their roles in the event of a crisis.

Objectives of the Plan

1. To factually assess the situation and determine whether a crisis communication response is warranted or whether.
2. To assemble a Crisis Communication Team that will make recommendations on appropriate communication responses.
3. To implement immediate action to: Identify constituencies that should be informed about the situation. Communicate facts about the crisis. Minimize rumors. Restore order and/or confidence.

Communication and Alerting Procedures

The university requires all faculty, staff, and students to register for emergency alerts. This system enables officials to reach members of the college by rapidly transmitting short notifications by email to an outside email address, text message to a cell phone, or by voice message to an off-campus telephone or cell phone.

Spokesperson

The Chief Marketing Officer will serve as the primary and substitute spokesperson respectively. The spokesperson will gather information about an emergency and will answer basic questions from the media and others regarding what is going on. To do this properly, and expeditiously, the spokesperson should:

- Have access to senior management to understand the situation and its ramifications.

- Know basic statistics about the organization, such as the number of students, residence hall data (number of beds etc.), the number of employees, and a general outline of the university and its mission statement.
- Release information or clarifying points of fact; arrange for the release of a statement or arrange interviews or tapings by the media.

If there is not a designated spokesperson, perceptions of the emergency may become a media circus; a crisis unto itself. If the organization fails to cooperate, such as stating “no comment” to questions about the emergency, assume that reporters will attempt to interview anyone, even residents, who may be willing to talk about the situation without regard to accuracy.

Procedures Assessment—The individual who encounters the potential crisis should gather accurate information from the appropriate sources. In the event of snow, tornado, or other extreme weather conditions, or transportation difficulty which would make access to the school difficult, the university will send out a message using its emergency alert system. In the event of a crisis, which is not an ordinary weather or transportation disturbance, then the plan enumerated below shall be implemented. After fact gathering, the team should determine whether an immediate response is necessary.

In cases of a significant crisis, the President, must take the lead in conveying the administration’s response to the crisis to demonstrate that the university has control of the situation, calm public concern and set an example for the entire campus. In other matters, the spokesperson will be the Chief Marketing Officer. A spokesperson from a specific area may also be designated (e.g., Sports Information Director).

Plan

1. **Draft a fact sheet.** The fact sheet should contain a summary statement of the situation including all known details to be released to the media. This information should be made available to and approved by the appropriate Vice President and the President. If necessary, the fact sheet should be analyzed by the university’s attorney with respect to the public’s right to know and concerns for privacy and security.
2. **Notify Key constituencies.** The Chief Marketing Officer will determine key constituencies that should be informed of the crisis and will keep administration, faculty, staff, and students informed of appropriate details and actions taken by the university during an emergency. Effective communications will help quell rumors, maintain morale, and ensure continued orderly operations of the University. Among the groups to notify, if deemed appropriate, are law enforcement agencies, administration, faculty and staff, Trustees, parents of students, students, local elected officials, community groups, mass media, accreditation organizations, and alumni.
3. **Notification.** Assign members of the Crisis Communication Team to communicate the facts of the situation (contained in the fact sheet) and the university response. The university will notify the campus community, all students, faculty & staff, who have signed up for emergency alerts and those that have a Graceland University email will receive emergency and urgent information in a variety of ways like text messages, phone calls, and instant messages in not more than 30 minutes of a significant emergency or dangerous situation involving an immediate threat on

campus. In order to ensure the accuracy of the university's information you must annually update your personal contact information at my.graceland.edu.

4. **Alert the media.** Determine whether a news conference and/or news release is an appropriate means of conveying information to faculty, staff, students, the news media, and the public. The Chief Marketing Officer will determine logistics of the news conference, including when, where, and how the media will be contacted, who will supervise the news conference, who will appear, etc. During the crisis, all faculty, administrators, and staff are reminded not to talk to the media directly and should refer all media inquiries to the Chief Marketing Officer. Under no circumstances will members of the media be permitted access to the building without permission.
5. **Photography.** Decide whether there is a need to assign videographers and photographers to take pictures of the scene. This may prove helpful in responding to media inquiries, to possible later litigation, as well as for documenting events.
6. **Radio/TV responses.** Discuss the need to produce a recorded response for radio and TV and whom to make available for interviews.
7. **Internal communications.** Determine strategy of internal communications to be used if the crisis affects the university students and employees.
8. **Alternative communications.** Discuss alternative or additional means of conveying information including letters to parents of students or selected constituencies of the university, letters to newspaper editors or consultation with editorial boards.

Aftermath Component

Following any crisis, we will take appropriate actions to ensure those members of the university community and others receive necessary information and assistance to deal with the effects of the event. We will also focus on identifying and implementing measures to improve the action plan used during the crisis.

APPENDIX 8

CHEMICAL HYGIENE PLAN

This plan is based on Occupational Exposure to Hazardous Chemicals in Laboratories (29 CFR 1910.1450). This portion of the GU Emergency Action Plan was adopted February 2023 and updated February 2023.

CHEMICAL HYGIENE OFFICER APPOINTMENT

In compliance with the Federal Laboratory Standard, Graceland University realizes our responsibility for the protection of our employees. We hereby institute the enclosed Chemical Hygiene Plan to assist us in our safety program.

Graceland University hereby appoints Mary Elizabeth Shawgo PhD. to be our Chemical Hygiene Officer. We acknowledge the Chemical Hygiene Officer has the knowledge and authority to implement and enforce our Chemical Hygiene Plan.

Although Graceland University has designated Mary Elizabeth Shawgo PhD. as our Chemical Hygiene Officer, we realize the success or lack of success of our Chemical Hygiene Plan rests with all of our employees. The ultimate responsibility of the Chemical Hygiene Plan rests with the Graceland University President.

Patricia H. Draves PhD.
Graceland University President

8/1/2023

INTRODUCTION

The state of Iowa requires all schools to have a Chemical Hygiene Plan. These laws were written for industrial production facilities and did not address the specific safety concerns found in a laboratory setting. In 1990, the Occupational Safety and Health Administration (OSHA) instituted “The Laboratory Standard” –Occupational Exposure to Hazardous Chemicals in Laboratories. This new “Laboratory Standard” has been designed to address the specific safety needs of the laboratory.

The Laboratory Standard ensures that employees who work in a laboratory setting will be protected from any chemical exposure that exceeds permissible exposure limits and that employees will be kept fully informed about the hazardous nature of the chemicals they use in the laboratory. To achieve this goal, the Laboratory Standard requires Graceland University to appoint a chemical hygiene officer to develop, implement and monitor a chemical hygiene plan.

GU'S RESPONSIBILITIES

Graceland University's President and the Board of Trustees have ultimate responsibility to ensure the institution complies with the Laboratory Standard. Several of these tasks are:

- 1.** Record all employee exposures to hazardous chemicals.
 - a.** Record all chemical exposures and use monitoring instruments to get hard data*. Obtain and keep up-to-date information provided by a medical examination resulting from a chemical exposure
 - b.** Keep these records and allow employees access to their personal records, including all employee exposure and medical records. *This provision is included in the Lab Standard, but clearly states you only have to monitor exposure levels if you know you routinely have an exposure level which is above the permissible exposure level (PEL) and an OSHA Standard exists for the chemical which requires monitoring. If you have no reason to believe you have exceeded a PEL, you do not have to monitor exposure levels.
- 2.** Train employees to:
 - a.** Understand the hazards of chemicals they use in the laboratory.
 - b.** Recognize signs and symptoms associated with overexposure to hazardous chemicals.
 - c.** Properly use personal protective equipment (fume hoods, respirators, goggles etc.)
 - d.** Protect themselves from chemical exposure by following good laboratory procedures.
 - e.** Understand the content of the Chemical Hygiene Plan.
- 3.** Provide all employees access to:
 - a.** SDS (Safety Data Sheets) for all hazardous materials.
 - b.** Previous exposure records (if any).
 - c.** The Laboratory Standard and Chemical Hygiene Plan.
 - d.** Permissible exposure limits of hazardous chemicals used in the laboratory. (Consult your Flinn Scientific Catalog/Reference Manual.)
 - e.** Their own personal medical records (if any).
- 4.** Upon receipt of a chemical:
 - a.** Obtain the SDS (and make them accessible to the employees).
 - b.** Make sure the label contains the following information.
 - i.** Chemical name or identity of contents
 - ii.** Concentration
 - iii.** Hazard information including target organs.
 - iv.** Name and address of the manufacturer or name of preparer and date of preparation.

Note: These steps will also be followed for all chemicals and chemical solutions made and stored in the laboratory or chemical storeroom.

AN OVERVIEW

The Chemical Hygiene Plan is the major ingredient of the Laboratory Standard. Graceland University has developed and will carry out a Chemical Hygiene Plan that is capable of:

1. Protecting employees from health hazards associated with hazardous chemicals in the laboratory.
2. Keeping chemical exposures below established permissible exposure limits. (Consult the Flinn Scientific Catalog/Reference Manual for specific chemical permissible exposure limits.)

The Chemical Hygiene Plan will be readily available to employees. Graceland University will review and evaluate the effectiveness of the Chemical Hygiene Plan at least annually and update it as necessary. The Chemical Hygiene Plan includes specific measures Graceland University will take to ensure laboratory employee protection.

1. Standard Operating Procedures
 - a. General Employee Rules and Procedures.
 - b. General Laboratory Rules and Procedures.
 - c. Personal Hygiene Guidelines.
 - d. Protective Clothing Requirements.
 - e. Housekeeping Rules.
 - f. Spill and Accident Procedures.
 - g. Chemical Storage Rules and Procedures.
 - i. Compressed Gas Handling Instructions
 - ii. Flammable Chemical Handling Instructions
 - iii. Corrosive Material Handling Instructions
 - h. Procedure – Specific Safety Rules and Guidelines (Including Severely Toxic and Carcinogenic Substances)
 - i. Prior-Approval-Required Procedures
 - j. Safety Equipment Inspection
 - k. Employee Training
 - l. Exposure Evaluations
 - m. Medical Evaluations
 - n. Monitoring
 - o. Emergency Evacuation Plan
 - p. Reprint of the Laboratory Standard

CHEMICAL HYGIENE PLAN

1. Standard Operating Procedures

a. General Employee Rules and Procedures

- i.** Only authorized personnel should be allowed in the chemical storeroom.
- ii.** Cleaning of the labs should only occur when the science faculty are in Resch Science and Technology Hall.
- iii.** Know the proper procedure for contacting the authorities: when to contact, who to contact and how to contact (home phone, cell phone, or office phone). Contact information will be available outside of every lab room.
- iv.** The chemical storeroom should only be accessible to the chemistry faculty.
- v.** The chemistry labs should always be accessible to the science faculty.
- vi.** Minimize all chemical exposures.
- vii.** Skin contact or inhalation of chemicals should be avoided.
- viii.** Avoid underestimation of chemical hazards and risks.
- ix.** Wear appropriate eye protection at all times. Chemical splash goggles must be worn any time chemicals, glassware, or heat are used in the laboratory.
- x.** Never work alone in the laboratory, chemical storage, or prep areas.
- xi.** Flammable liquids require special attention. Never use these materials near any source of ignition, spark, or open flame.
- xii.** Never perform a first-time chemical demonstration in front of your class. Always perform first-time demonstrations in front of other instructors to evaluate the safety of the demonstration.
- xiii.** Never store chemicals over, under, or near a sink.
- xiv.** Have a 100% wool fire blanket easily accessible in case of an accident or fire.
- xv.** Know the locations for all personal safety and emergency equipment—eye wash, shower, fire extinguisher, and spill control materials. All safety and emergency equipment must be placarded.
- xvi.** Train all students on how to use all safety devices in the laboratory (e.g., eyewash, fire extinguisher etc.) and teach all students and employees to find the safety devices quickly in an emergency.
- xvii.** Know appropriate procedures in the event of a power failure.
- xviii.** Know where and how to use master utility controls to shut off gas, electrical, and water supplies.
- xix.** Use a safety shield whenever an explosion or implosion might occur.
- xx.** Read all chemical labels prior to use.
- xxi.** Know and understand the hazards of the chemical as stated in the SDS and other references.
- xxii.** Maintain an SDS library for all chemicals used or stored in the facility.
- xxiii.** Use protective safety equipment to reduce potential exposure, i.e., gloves, respirators, fume hood etc.
- xxiv.** Do not smell or taste chemicals.

- xxv.** Know how to properly store all chemicals in their compatible chemical families. (Consult the Flinn Scientific Catalog/Reference Manual for details.)
- xxvi.** Know proper procedures for transporting chemicals around Graceland University.
- xxvii.** Know and implement proper disposal procedures before ordering or using any chemical.
- xxviii.** Know appropriate emergency procedures, evacuation routes, and fire emergency notification.
- xxix.** Know and understand the personal hygiene practices outlined in the Chemical Hygiene Plan.

b. General Laboratory Rules and Procedures

- i.** All labs must have a first aid kit. If the injury is more severe than a simple cut or burn the student will be sent to either the nurse, athletic trainer, or hospital.
- ii.** Post emergency telephone numbers in the classroom/laboratory. Have a telephone or some means of emergency communication in the laboratory.
- iii.** The laboratory should be well-ventilated (a ventilation fan that can remove the air a minimum of eight air changes per hour). Air for laboratory ventilation shall directly flow into the laboratory from non-laboratory areas and out to the exterior of the building. Ventilation must be checked a minimum of every three months. (See Federal Register, Vol. 55, No. 21, P. 3332 4-F.)
- iv.** All laboratories must have eyewash capable of treating both eyes continuously for 15 minutes with copious quantities of potable water.
- v.** All teachers, employees, and students must be taught how to use the eyewash quickly in case of an emergency.
- vi.** Eyewash effectiveness and operation should be inspected and activated at least every three months. Promptly repair any eyewash that does not meet the water flow requirements of ANSI Z358.1.
- vii.** Safety showers or body drenches should be provided. Showers should be inspected and activated at least every six months. Promptly repair any shower or body drench that does not meet the water flow requirements of ANSI Z358.1.
- viii.** Have appropriate types and sizes of fire extinguishers. ABC dry chemical fire extinguishers are appropriate for laboratories. Carbon dioxide fire extinguishers are not appropriate for laboratories. A Class D fire extinguisher should be available when working with flammable solids. Fire extinguishers should be visually inspected monthly and maintained every six months. (Check local fire codes.)
- ix.** All laboratories must have a 100% wool fire blanket available for spills and fire suppression.
- x.** An approved eyewash station, fire blanket, and fire extinguisher should be within 10 seconds (about 25 feet) of the chemical storage area.
- xi.** Neutralizing chemicals, such as a spill kit, dry sand, kitty litter, and other spill control materials should be readily available.
- xii.** All safety items must be visible and placarded.

- xiii.** In the event of an accident, when time allows, fill out an accident report describing the event in detail.
 - xiv.** Read all labels carefully – the names of many chemicals look alike at first glance.
 - xv.** Be thoroughly familiar with the hazards, safety precautions and disposal procedures before using any chemical. Study the SDS and label before using any chemical substance.
 - xvi.** Unlabeled products should not be stored anywhere at Graceland University.
 - xvii.** All exits must be clearly marked.
 - xviii.** Keep all aisles clear and uncluttered.
 - xix.** Access to exits, emergency equipment and master utility controls must never be blocked.
 - xx.** Have an alternative evacuation route in the event your primary route becomes blocked.
 - xxi.** Practice your emergency plans.
 - xxii.** Do not use chipped, etched, or cracked glassware. Glassware which is chipped or scratched, presents a serious breakage hazard when heated or handled.
 - xxiii.** Do not drink from lab glassware or other lab vessels.
 - xxiv.** No food in the laboratory. Do not eat, drink, or chew gum in the laboratory.
 - xxv.** Do not run in the laboratory.
 - xxvi.** No horseplay, practical jokes, or pranks are allowed in the laboratory.
 - xxvii.** Do not operate electrical equipment with wet hands.
 - xxviii.** Never pipette by mouth.
 - xxix.** Thermometers must never be used as a stirring rod.
 - xxx.** Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken.
 - xxxi.** Never perform unauthorized laboratory experiments.
 - xxxii.** Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations.
 - xxxiii.** All accidents or near accidents (close calls) should be carefully analyzed with the results distributed to all who might benefit.
 - xxxiv.** Laboratories and storerooms must undergo annual inspection.
- c. Personal Hygiene Guidelines**
- i.** Do not apply cosmetics, eat, chew gum, or drink in the laboratory.
 - ii.** The use of tobacco products in the laboratory is prohibited.
 - iii.** Clean work area thoroughly before leaving the laboratory.
 - iv.** Wash hands thoroughly after any chemical exposure and before leaving the laboratory.
 - v.** Never smell chemicals directly; always waft the odors to your nose using your hand.
 - vi.** Foodstuffs, opened or closed, become part of your chemical supplies when brought into the laboratory, chemical prep or storage area.

d. Protective Clothing Requirements

- i.** Appropriate eye protection must always be worn by teachers, students, and visitors. Chemical splash goggles must be worn any time chemicals, glassware, or heat are used in the laboratory.
- ii.** All eye protection must meet ANSI Z87.1. Standard.
- iii.** Wear eye protection and face shields when dealing with extremely corrosive liquids (i.e., Full strength acids and bases.)
- iv.** Goggles should be cleaned/sterilized between uses.
- v.** Wear gloves that offer protection for all hazards you may find in the lab. Check for holes every time you wear your gloves.
- vi.** Always wear a full-length lab coat or a chemical-resistant apron when performing experiments, preparing chemical solutions, and during cleanup in lab.
- vii.** Do not wear open-toed shoes or sandals of any kind. Wear low-heeled shoes and always wear socks in the laboratory.
- viii.** Wear a respirator with the appropriate cartridge if you feel you might exceed permissible exposure limits as specified in the SDS.
- ix.** Do not wear shorts – wear long pants.
- x.** Do not wear loose or baggy clothing – especially long sleeves. Secure all loose clothing.
- xi.** Tie back hair.
- xii.** Do not wear hanging jewelry.
- xiii.** Secure a long or loose necktie.
- xiv.** Do not wear an absorbent watchstrap.
- xv.** Inspect all protective safety equipment before use. If defective, do not use it.

e. Housekeeping Rules

- i.** Keep all chemicals in a locked chemical prep and storage area. If chemicals are moved to the classroom for lab, they must be returned to their proper storage location at the end of the day's laboratory periods.
- ii.** Waste materials require proper containers and labels.
- iii.** Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- iv.** Label all chemicals, even solutions. The label must include:
 - v.** Chemical name or identity of contents
 - vi.** Concentration
 - vii.** Hazard information including target organs.
- viii.** Name and address of the manufacturer or name of preparer and date of preparation
- ix.** Access to exits, emergency equipment, and master utility controls should never be blocked.
- x.** Clean up spills properly and promptly.
- xi.** Work and floor surfaces should be cleaned regularly and kept free of clutter.

f. Spill and Accident Procedures.

- i.** Remember “NEAR”
 - a.** Notify – Call for help.
 - b.** Evacuate – Get everyone to a safe location.
 - c.** Assemble – Assemble and take attendance of all students and employees.
 - d.** Report – Fill out a detailed accident report after the emergency is over.
- ii.** Clean up spills immediately and thoroughly. Follow approved spill cleanup procedures – spills should only be cleaned up by approved personnel.
- iii.** A bucket of dry sand should be available to aid in providing traction on a slippery floor after a spill.
- iv.** To make it easier to clean up, transport, and dispose, an absorbing agent, such as Kitty Litter, should be used to absorb a liquid spill.
- v.** Neutralizer for both acid and base spills should be available in the event of a chemical spill.
- vi.** A 100% wool fire blanket will contain and control a spill and its vapors if no other spill control materials are available.

g. Chemical Storage Rules and Procedures

- 1.** Post emergency telephone numbers in the classroom/laboratory. Have a telephone or some means of emergency communication in the laboratory.
- 2.** Keep an updated inventory of all chemicals, their amounts and location. Stored chemicals should be examined annually for replacement, deterioration, and chemical integrity. Your entire Chemical Hygiene Plan is based on the proper updated inventory always being available.
- 3.** Establish a procedure to update the chemical inventory by updating the quantity of each chemical as it is used or restocked. This procedure should be used by all teachers to ensure that the chemical inventory is always up to date.
- 4.** Label all chemical solutions you make with the identity of the contents, date, concentration, hazard information, and your name.
- 5.** Label all chemicals with the purchase date. This will allow anyone to determine the age of a substance at a later date.
- 6.** Establish a separate, secure, and locked storage area for chemicals.
- 7.** Do not allow incoming shipments of chemicals to be opened by personnel other than qualified science teachers. The special and expensive shipping containers used are frequently discarded and may prove valuable for chemical storage. The required SDS sheets may also be misplaced or become separated from their respective chemicals.
- 8.** All chemicals should be stored in chemically compatible families (see Flinn Scientific Catalog/Reference Manual for details.)

- 9.** Determine the maximum amount of a chemical needed for two to three years of instruction and only order and store this amount.
- 10.** Store corrosives in appropriate corrosives cabinets.
- 11.** All flammable materials should be stored in an approved flammables storage cabinet.
- 12.** Do not store chemicals under a fume hood.
- 13.** Avoid storing chemicals on shelves above eye level.
- 14.** The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within. This will allow the fire department officials to quickly see a potentially hazardous area.
- 15.** Shelving above any work area, such as a sink, should be free of chemicals or other loose miscellany.
- 16.** Shelving sections should be secured to walls or the floor to prevent tipping of entire sections.
- 17.** Shelves should be equipped with lips to prevent containers from rolling off.
- 18.** Chemicals should not be stored on the floor except in approved shipping containers.
- 19.** The chemical storage area should be ventilated by at least four changes of air per hour. Isolate the chemical storage exhaust from the general building ventilation system. Since organic vapors are heavier than air, the exhaust system must draw vapors from the floor.
- 20.** Never store food in a laboratory refrigerator. Never store flammables in refrigerators unless the refrigerator is explosion proof. A spark from the compressor, thermostat, light bulb, or electrical switch in a household refrigerator or freezer can ignite vapors that build up inside.
- 21.** Store all poisons inside a locked cabinet.
- 22.** Only the chemistry faculty are allowed in the chemical storage area.
- 23.** Avoid exposing chemicals to heat or direct sunlight.
- i.** Storage Requirements – Compressed Gas Handling Instructions
 - 24.** Compressed gases should be handled as high-energy sources and therefore as potential explosives.
 - 25.** Always protect the cylinder valve stem.
 - 26.** Avoid exposure of cylinders to heat. Do not store gas cylinders in direct sunlight.
 - 27.** Never lubricate, modify, force, or tamper with a cylinder valve.
 - 28.** Cylinders of toxic, flammable, or reactive gases should be used only under a fume hood.
 - 29.** Do not extinguish a flame involving a combustible gas until the gas is shut off – otherwise it can reignite – possibly causing an explosion.
 - 30.** Gas cylinders must be secured in place. The best way to secure a cylinder is with a chain that is securely attached to a wall. The gas

cylinder must be protected from falling since this may damage or dislodge the valve.

ii. Storage and Handling Requirements – Flammable Chemicals

- 31.** Store all flammables in a dedicated flammables cabinet.
- 32.** Keep the flammable storage area cool, between 55- and 80-degrees Fahrenheit.
- 33.** Store flammable materials away from all sources of ignition.
- 34.** Store all flammable and combustible materials away from all oxidizers.
- 35.** Never store flammables in refrigerators unless the refrigerator is explosion proof.
- 36.** Avoid storing any chemicals, especially flammable materials, in direct sunlight.
- 37.** A chemical storeroom that contains flammable materials should be equipped with an ABC fire extinguisher, fire blanket, and smoke detector.
- 38.** Dispense flammable liquids from an operating fume hood.
- 39.** Storage and Handling Requirements – Corrosive Materials

iii. Store corrosives in appropriate corrosives cabinets.

- 40.** If possible, keep certain items in the original shipping package, e.g., small containers (less than 500mL) of acids and bases in the special and expensive Safe-Cube.
- 41.** Working with corrosive materials requires special eyewear. Wear chemical splash goggles when working with corrosives. Also, consider wearing a chemical splash face shield when handling corrosive materials.
- 42.** If your corrosives cabinet has metal shelf clips, inspect these clips every three months. These shelf clips rust easily and may break, leading to a collapsed shelf. They require special attention.
- 43.** Do not store glacial acetic acid and nitric acid next to each other in the corrosive cabinet.
- 44.** Label all prepared acid solutions with the name, concentration, hazard warning and date before storing them.
- 45.** Always use plastic or rubber bottle carriers when transporting acids from one room to another.
- 46.** Dispense concentrated acid from a fume hood.

h. Procedure – Specific Safety Rules and Guidelines (for extremely hazardous chemicals)

- i.** Use extremely hazardous chemicals only when their use is of educational value. If a chemical is commonly used in other laboratory activities, you can generally say it has educational value.
- ii.** Use a fume hood when the permissible exposure limit for a chemical is less than 50 ppm as indicated on the chemical's SDS.
- iii.** Use carcinogens, mutagens, teratogens, and allergens only under a fume hood.
- iv.** Handle toxic, corrosive, flammable, and noxious chemicals under a fume hood.

- v. Do not expose flammable liquids to open flame, sparks, heat, or any source of ignition, except under controlled laboratory conditions.
- vi. Only use flammable solids (sodium, potassium, lithium, etc.) in very small quantities. Use a safety shield when igniting flammable solids.
- vii. Water – reactive solids (sodium metal, potassium metal etc.) should be stored under dry oil.
- viii. Use extreme caution when handling finely divided (dust-like) material. Finely divided materials may form explosive mixtures with air.
- ix. Open cans of ether (ethyl ether) should be properly disposed of after use and not stored unless absolutely necessary.

i. Prior Approval Procedures

- i. There may be some procedures which require prior approval before an instructor attempts to perform them. These procedures must be determined by cooperation and communication between the Scientific Department and the Chemical Hygiene Officer.

j. Safety Equipment Inspection

- i. There are many safety items necessary for compliance with the Laboratory Standard. They include, but are not limited to:
 - ii. Eyewashes/Showers
 - iii. Fire Extinguishers
 - iv. Goggles
 - v. Respirators
- vi. One of the most important sections of the Laboratory Standard states that all safety equipment in the facility must always be in good operating condition. While the Laboratory Standard requires some safety equipment and highly recommends other equipment, the standard is very clear that a piece of safety equipment must be functional at all times. This statement applies to all safety equipment required or recommended.
- vii. Goggles must always be clean and functional.
- viii. Laboratory ventilation must meet the standard of eight air changes per hour and must be tested quarterly.
- ix. Fire extinguishers must be the right type, dry chemical ABC, and they must be regularly inspected.
- x. Eyewashes must be functional and flushed at least once a month.
- xi. Emergency showers or body drenches should be functional and tested at least once every six months.
- xii. Fume hoods must be operational at the level of 70-100 linear feet per minute as measured by a velometer. Fume hoods should be tested every three months.
- xiii. A respirator must be fit tested, and the appropriate cartridges must be available.
 - a. *All the above items and all safety equipment must be inspected every three months at the minimum. Any safety equipment failing this quarterly inspection or reported to be out

of order at any time must be repaired immediately. Any safety equipment found to be out of order is a serious violation of the Laboratory Standard. Remember to document inspection, including the date and initials of the inspector.

k. Employee Training

- i. Graceland University provides ongoing training sessions for our employees. Our training includes:
 - 1. Content and location of this Chemical Hygiene Plan and The Laboratory Standard.
 - 2. Potential hazards involved in using chemicals.
 - 3. Signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.
 - 4. Location and availability of chemical Safety Data Sheets (SDS).
 - 5. Understanding of the permissible exposure limits (PELs) used at Graceland University.
 - 6. The proper use and location of all safety equipment.
 - 7. The proper storage and labeling of laboratory chemicals.

l. Exposure Evaluation

- i. It is the communicated policy of Graceland University to investigate all suspected overexposures to chemicals in a prompt and timely fashion. In the event of overexposure, after the immediate event, all chemicals and circumstances involved in the overexposure will be documented. This information should be used to change safety practices to further improve lab safety. It is Graceland University's obligation to maintain these files and make them accessible to employees.
- ii. Signs of overexposure are numerous; they include:
 - 1. Accidental breakage of a hazardous material container.
 - 2. A skin rash or irritation resulting from contact with a chemical.
 - 3. Caustic splashes to eyes, face, or body.
 - 4. Symptoms such as nausea, dizziness, and others.
- iii. *If monitoring of the air is determined to be necessary, the results of the monitoring must be made available to the employees within two weeks.

m. Medical Evaluations

- i. It is the policy of Graceland University to make medical consultation and examination available to our employees when:
- ii. Any sign or symptom of an overexposure to a chemical is present.
- iii. Monitoring has indicated that overexposure to a chemical has occurred.
- iv. There has been a spill or uncontrolled release of chemical fumes.
 - 1. *Graceland University will provide the physician with the names of the chemicals used, circumstances of the exposure, and all signs and symptoms of the exposure.
 - 2. The medical examinations dealing with overexposure must be documented and other employees working under the same conditions

must be notified. All documentation must be kept on file and accessible by other employees working in this area.

3. All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay.

n. Monitoring

- i. Monitoring will be necessary for substances regulated by a standard only if there is reason to believe that exposure levels for that substance routinely exceed the PEL for that substance. If there is no cause to suspect a hazard or an exposure, no monitoring will be necessary.
- ii. If monitoring is performed and this initial monitoring shows no evidence of exposure, the monitoring may be discontinued. If initial monitoring indicates exposure, steps must be taken immediately to reduce the exposure to permissible limits. Monitoring must then be performed periodically to verify that the steps to reduce the exposure have been effective. Monitoring may be terminated after complying with the applicable standard for hazardous material.
- iii. All monitoring results and activities shall be fully accessible and in full knowledge of the employee(s).

o. Emergency Evacuation Plan

- i. Establish a chain of communication. Remember; notify before proceeding to handle the incident. It is often better to notify someone else than to proceed in addressing the problem alone.
 1. Evacuation may or may not be necessary depending on the incident. Once it has been determined that evacuation is necessary, proceed in an orderly fashion as you would in a fire drill evacuation. Send everyone to a pre-designated area and then count heads to make sure everyone is out of the building.

p. Science Lab Emergency Procedure

- i. Every science lab must have a primary and secondary contact person. The name and contact information for this person must be posted on the outside of the lab and be readily accessed. • In the event of a chemical spill or situation, these procedures should be followed in this order:
 1. Call primary contact person.
 2. If the primary contact person is unreachable, the secondary contact person should be called.
 3. Once the primary or secondary contact person has been contacted, the contact person should determine if the fire department should be called and collaborate on the next course of action.
 4. If neither the primary nor secondary contact person is reachable, the fire department may be called.
 5. Evacuation of the chemistry labs: Exit the chemistry lab and go to the first available exit.

APPENDIX 9

YELLOWJACKET ATHLETICS EMERGENCY MANAGEMENT PLAN

The following is the emergency management plan developed for emergencies in athletic situations.

GENERAL OVERVIEW:

The purpose of this plan is to prepare staff, athletic trainers, and other members of the sports medicine program responding to provide emergency care to a student-athlete at Graceland University. Student-athletes practice and compete year-round and emergencies can occur at any time. By having an emergency action plan, immediate action can be given to the injured when an emergency and/or life-threatening injury occurs. The Graceland University Sports Medicine Department and Decatur County Hospital have a long and successful history of providing coverage of events, and when needed, providing emergency care to both our athletes, and visiting teams. This cooperative effort has proven invaluable in the past and will continue in the future.

MISSION:

- Provide appropriate emergency medical care rapidly to athletes and others associated with any sports. An emergency is defined as a sudden, urgent, usually unforeseen occurrence or occasion requiring immediate action. (This includes practice and/or competition.)
- Provide care for injuries and related health concerns specifically including prevention of sports injuries, illness, and/or weather-related problems for athletes associated with any event.
- Prepare prior to any event and/or activity to provide a response for each emergency situation.
- Provide or assist with transportation of any athlete as needed to the hospital of his/ her choice for evaluation and treatment of any injury.

SAFETY MESSAGE: All staff members should exercise caution when operating in and around golf carts/gators, support vehicles, ambulances, and privately owned vehicles. Seat belts are mandatory in any moving vehicle. Golf carts provide an opportunity for travel over uneven terrain and should be operated with extreme caution.

Storms and associated lightning present another hazard and all staff should maintain an awareness of approaching severe weather. (See the Inclement Weather Guideline on page 74.)

Proper use of nitrile gloves and universal precautions do apply when handling basic wound care and emergency care to injured athletes. This is to reduce the risk of infection from fluids such as, but not limited to, blood, body fluids with visible blood, semen, vaginal secretions, cerebrospinal fluids, sensorial fluids, pleural fluids, peritoneal fluids, or amniotic fluids. All “sharps” items must be placed in a sharps container and infectious wastes must be placed in a hazardous waste box/bag for disposal.

Any splints, backboards, and other emergency equipment used in an emergency situation must be cleaned and checked on a regular basis. Any equipment needing replacement or repair must be brought to the attention of the Head Athletic Trainer.

EMERGENCY PLAN STAFFING:

DEPLOYMENT OF STAFF: The emergency team at Graceland University consists of team physicians, certified athletic trainers, emergency medical technicians, and event management staff. When an emergency situation occurs, typically an athletic trainer will be the first on the scene and act as the first responder. This person must be trained in Heartsaver-AED and have completed First Aid/First Responder training. The role of each member of this team may vary depending on the situation or event covered by the sports medicine staff.

The following roles will need to be performed in the case of any emergency:

1. Attends to injured athlete and controls overall situation. (On-site athletic trainer, physician, paramedic, first-responder)
 - a. THE HIGHEST CREDENTIALLED PERSON IS IN CHARGE
 - i. Preferably this is an athletic trainer or physician. If none are present, it should be the person designated for first aid in the given event.
 - b. SHOULD BE CPR AND FIRST AID CERTIFIED
 - c. Use phone and call 911 and activate EMS. (Athletic trainer, administrator, coach)
 - i. Be able to give specific information to 911 about location and situation.
 - d. Assist the designated care provider with any procedure and help maintain injured athlete's condition. (Second athletic trainer or trained personnel)
 - e. Supervise other athletes, (coach or administrator)
 - f. Crowd control, if needed. (Coach or administrator)
 - g. Meet EMS at the gate or location for further instruction. Be prepared to open gates, unlock doors and move vehicles as needed for the EMS to have access to the injured athlete. (Athletic trainer, coach, or administrator)
 - h. Locate the emergency information for the athlete that will be taken to the emergency room. (Personal information, insurance) (athletic trainer or coach)
 - i. Accompany the athlete to the hospital (athletic trainer, if there are two, coach, family member, or athlete/friend)
 - j. Notify parents or emergency contact (athletic trainer or administrator)
 - k. Document all information about the injury.

The emergency team may vary from event to event. For example, at football games, physicians and EMS personnel will be on-site versus softball or baseball practice at North Park where no one may be on-site. The Graceland University medical staff may have to rely on student managers, coaches, and other athletes to provide assistance if they are the only staff member there.

COMMUNICATION PLAN: A combination of cellular telephones, landlines, and VHF radios are utilized by the sports medicine staff and emergency services staff to coordinate activities and accomplish the emergency plan objectives. Typically, athletic trainers carry cellular phones which allow for direct contact with Decatur County Hospital and Emergency Services.

LOGISTICS:

1. EMERGENCY EQUIPMENT:

- a. All emergency equipment should be on-site and accessible. All equipment should be in excellent working condition and personnel should be trained in advance to use it properly. All emergency equipment will be checked on a regular basis. It should be readily available when emergency situations occur. A list of emergency equipment needed for the event and practice is in the Emergency Supply List on page 71.

2. TRANSPORTATION:

- a. EMS on-site ambulance coverage is within guidelines established by the Heart of America Conference and NAIA. On-site ambulance coverage will be provided for football, as well as any event arrangements made with the sports medicine staff.
- b. If an ambulance is not on-site, complete a primary survey by the time the ambulance arrives to assist the emergency care provided at the scene. Emergency members/First Responders should not transport unstable injuries in inappropriate vehicles. Also, care must be given to ensure that the activities being supervised are covered if the athletic trainer leaves the site with the injured athlete.

3. SUMMARY:

- a. This emergency plan will be reviewed once a year with all the athletic department personnel, including team physicians, athletic trainers, emergency services personnel, event management personnel, and coaches. Through development and implementation of this emergency management plan, the Graceland University Athletic Department is providing the best level of care when an emergency situation occurs.

EMERGENCY ACTION PLAN DIRECTIONS

Morden Fieldhouse/FB Practice Field: The ambulance should be directed to the south parking lot of the Morden Fieldhouse. Tell the dispatcher to use the South Cherry Street entrance. There is direct access to the football practice field and fieldhouse from the south side. For the Morden Fieldhouse, emergency personnel should be directed through the double doors located near courts two and three.

Jenner Sports Complex and Varsity Soccer Fields: Instruct ambulance to turn SOUTH onto R30 (S. Smith St), then turn WEST on University Place, finally turn SOUTH on College Ave where they will be meet at the north track entrance. Emergency personnel should then be directed to the injured athlete.

Soccer Practice Fields: A designated person should be located at the east entrance of university. The ambulance should be directed to the appropriate soccer field. The east fields are next to R30 (South Smith Street), and the west fields are next to University Avenue

North Park Fields: A designated individual should be located at the south entrance of the park. Instruct ambulance to turn NORTH onto N Linden Street. The ambulance should be directed to the appropriate field.

City Fair Grounds/ Rodeo Complex: Designate individual to meet ambulance at gravel entrance. Instruct the ambulance to turn North (right) on N. Orange Street which will turn West (left) and become 10th Street. Instruct them to take a right on the first gravel road at which the designated individual should be waiting for them.

Hospital Directions:

Turn **L** on MAIN ST - go 1.2 mi MAIN ST becomes US-69 - go 1.7 mi.

Turn **L** onto I-35 NORTH - go 8.2 mi.

Take exit #12 toward MOUNT AYR/LEON - go 0.4 mi.

Turn **R** on IA-2 - go 4.4 mi.

IA-2 becomes W 1ST ST [US-69] - go 0.5 mi Turn **L** to follow US-69 - go < 0.1 mi.

Arrive at 145 NW CHURCH ST, LEON, on the **R**

EMERGENCY SUPPLY LIST (ATHLETIC EVENTS)

Outside Events

- AED/CPR Mask
- Vacuum Splints
- Medical Kit
- Treatment Table
- Cell Phone
- Ice Chest with wrap
- Kestrel Instrument
- Spine Board (Football)
- Crutches (Football)
- Walkie Talkies (Football)

Inside Events

- AED/CPR Mask
- Vacuum Splints
- Medical Kit
- Treatment Table
- Cell Phone
- Small Ice Chest

Available inside the Athletic Training Room

- Spine Board
- Crutches
- Landline Phones
- Ice Machine/Bags/Wrap

HAAC Inclement Weather Policy

Adopted form the NAIA Inclement Weather Guideline

Lightning Policy:

The NAIA certified athletic trainers are committed to providing the best environment for safe competition. A means of providing this environment is the development of an inclement weather guideline for outdoor events. By establishing such guidelines, each member institution ensures the safety of all student-athletes, coaches, medical staff, support staff, and spectators both at home and away events within the NAIA.

Activation Plan.

- I. In the event of bad weather an ATC will make sure the lightning detector (WeatherBug application) is outside.
- II. In the event that lightning is detected within a 10 miles range practices and events will be cancelled.

It is recommended:

- I. Monitor weather conditions and be ready to activate the Chain of Command.
- II. When thunder and lightning is observed, suspend activities with a Flash to Bang count of 30 seconds or less. (When the storm is 6 miles away). To use the Flash to Bang, count the seconds from the time lightning is sighted to when the clap of thunder is heard. Divide the number by 5 to obtain how far away (in miles) the lightning is occurring. (Ex: 20 second count= 4-mile distance: 25 secs. = 5-mile distance.)
- III. If sky scan is available, when lightning is a distance of 11-20 miles, warnings will be given that appropriate measure may have to be taken. When lightning is detected at 10 miles or less, immediate action will be taken.
- IV. Leave the athletic fields and seek safe shelter areas.
 - a. IMMEDIATELY Safe shelter areas:
 - i. enclosed buildings
 - ii. fully enclosed metal vehicles with windows up
 - iii. dugouts and/or low ground areas (ex: bottom of hill, clumps of bushes, etc..) as a last resort
 - b. Unsafe shelter areas:
 - i. open fields - golf carts/gators
 - ii. metal bleachers (on or under them)
 - iii. fences - umbrellas, light poles, flag poles
 - iv. tall trees
 - v. pool of standing water Avoid the following activities:
 - vi. showers
 - vii. telephones (except cellular)

- viii. use of electrical outlets/machines (ex: hair dryers, computer, TV/VCR, fax) If you feel your hair standing on end, and/or “crackling noises”- you are in lightning’s electrical field. IMMEDIATELY assume a crouched position: arms around knees, head tucked, and only the balls of your feet touching the ground.
- c. Resume activity 30 minutes from the last sight of lightning and sound of thunder.
- d. Activate the emergency action plan if someone is struck by lightning. A person struck by lightning does not carry an electrical charge; immediately initiate the emergency action plan begin the primary survey.

Heat Index Policy:

The athletic training staff will measure the universal wet bulb globe temperature (WBGT) before practice. WBGT is calculated from relative humidity, temperature, and radiant heat from the sun. The index will be applied to the table below and recommendations will be given to the coaching staff.

WBGT Reading (F)	Activity Guidelines and Rest-Break Guidelines
Under 79.7 degrees	-Normal Activities. - Provide > 3 separate rest breaks per hour of at least 3 minutes each.
79.9-84.6 degrees	-Use discretion for intense or prolonged exercise. -Watch at-risk players carefully. -Provide > 3 separate rest breaks per hour of at least 4 minutes each.
84.7-87.6 degrees	-Maximum practice time < 2 hours. -For Football: Helmets, shoulder pads, and shorts during practice. -All protective equipment removed for conditioning activities. -All Sports: > 4 rest-breaks per hour of at least 4 minutes each.
87.8-89.6 degrees	-Maximum practice time < 1 hour. -No protective equipment worn during practice. -No conditioning activities. -Must be 20 minutes of rest breaks during practice time.
89.8 or above	-No outdoor workouts or exercise. -Delay practices until a cooler WBGT reading occurs.

Guidelines for hydration and rest breaks

- I. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved.
- II. For football, helmets should be removed during rest time.
- III. The site of the rest time should be a “cooling zone” and not in direct sunlight.
- IV. When the WBGT reading is greater than 86.9 degrees:
 - a. Ice towels and spray bottles filled with ice water should be available at the “cooling zone” to aid the cooling process.
 - b. Cold-immersion tubs must be available for practices for the benefit of any player showing early signs of heat illness.

*Courtesy of National Athletic Trainers Association Position Statement: Exertional Heat Illness – Journal of Athletic Training, 2015

Cold Weather Policy:

The following signs and symptoms are considered to be early warning signs:

- shivering
- abnormal sensation at the distal extremities (e.g., numbness, pain, or burning sensation)
- disorientation
- slurred speech

Wind-Chill Temperatures Adjustment Guidelines

39-31° F	Be aware of the potential for cold injury and notify appropriate personnel of the potential. Keep workouts to 45 minutes maximum
30-26° F	Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming. Keep workouts to 30 minutes maximum
25° F and below	Consider terminating activity or competition and reschedule

APPENDIX 10

TORNADO RESPONSE PROTOCOL **(DUTIES OF AREA COORDINATORS/HOUSE PRESIDENTS/APARTMENT MANAGER)**

In the event of a tornado, there is no guaranteed safe place, but there are areas that will increase your safety. The policy strongly recommends that you evacuate certain areas of the Residence Hall, failure to do so could result in injury to you and possible disciplinary action should you choose not to follow directions given by authorized university personnel.

1. In the event of a tornado watch:
 - a. The Area Coordinators should:
 - i. Begin notifying all House Presidents/Apartment Managers that are available.
 1. House Presidents/Apartment Managers will report to the duty room if safe.
 - b. House Presidents/Apartment Managers:
 - i. Will make contact with each room on their respective floors and notify students of weather conditions.
 - c. Students should be told to watch for Graceland University Emergency Notifications and listen for the City Emergency Notification horns. If these horns are activated, a tornado has been located within the area and residents should seek shelter in the areas designated by the building plan. Danger is imminent and shelter must be sought. (Area Coordinators/House Presidents/Apartment Managers should seek cover when horns are sounded as well.)
2. In the event of a tornado warning:
 - a. House Presidents/Apartment Managers should:
 - i. Direct students from their floor to the designated safety areas
 - b. All University students, staff and visitors will take refuge in a designated safety area.
3. Post Event Response:
 - a. Residence Life staff members will report to campus as soon as it is practical and done with safety of those staff members.
 - b. Area Coordinators should:
 - i. Assess their area for injured/trapped students.
 - ii. Will report details of the injuries to the Director of Housing

APPENDIX 11

WEAPONS and/or FIREARMS, SUSPECTED and/or CONFIRMED (DUTIES OF AREA COORDINATORS/HOUSE PRESIDENTS/APARTMENT MANAGER)

Weapons, firearms, explosive and/or incendiary devices are strictly prohibited on campus. Surplus, dud replicas, air guns, hoax devices and/or any other non-functioning items that may be construed as a weapon, firearm, explosive, or incendiary device are included in this definition.

1. House Presidents/Apartment Managers should:
 - a. Immediately contact Vice President of Student Life and describe the situation.
 - b. Do not move any victim(s)
 - c. Do not touch, pick up or otherwise attempt to confiscate or retrieve any weapons, firearms, explosive or incendiary devices.
 - d. Clear and attempt to keep away all persons from the area until the arrival of Campus Security.
 - e. Strictly adhere to the direction of Vice President of Student Life and/or other authorities on the scene.
 - f. Contact Area Coordinators, Director of Housing, and Vice President of Student Life.
 - g. Log and report the incident by 10:00 a.m. the following morning.
2. Area Coordinators on duty should:
 - a. Respond to the scene.
 - b. Render medical aid if required and possible, but do not move any victim(s)
 - c. Do not touch, pick up or otherwise attempt to confiscate or retrieve any weapons, firearms, explosive, or incendiary devices.
 - d. Clear and attempt to keep away all persons from the area until the arrival of Vice President of Student Life.
 - e. Notify the Director of Housing and Vice President of Student Life
 - f. Write a detailed report and submit it by 10:00 a.m. the following morning.
3. Safety and Procedures regarding this protocol for ALL:
 - a. No weapon or firearm will be retrieved by anyone other than a Vice President of Student Life, local, state, or federal law enforcement officer.
 - b. No explosive, incendiary, or hoax device will be retrieved or rendered safe unless by trained personnel.
 - c. Keep in mind that many firearms, weapons, explosive, and incendiary devices can function as designed at any time without apparent reason.

APPENDIX 12

BOMB THREAT

(DUTIES OF AREA COORDINATORS/HOUSE PRESIDENTS/APARTMENT MANAGER)

In the event of a bomb threat,

1. The Residence Assistant should:

- a.** Notify Vice President of Student Life if a suspicious object is observed. Report details of the location, object, why it is suspicious, etc. immediately.
- b.** Notify Vice President of Student Life if the recipient of a verbal threat. Remain calm, move and speak slowly, speak quietly and confidently. Contact Vice President of Student Life as soon as it is safe to do so.

****** Note the description of the person who made the threat:

- i.** Name, if you know him or her, or if he or she gave you one.
- ii.** Voice distinguishers
- iii.** Race
- iv.** Gender
- v.** Type and color of clothing
- vi.** Body size and height
- vii.** Hair, eye and skin color
- viii.** Distinguishing features

Write down the threat exactly as it was communicated to you:

- ix.** Exact wording
- x.** The date and time of the threat
- xi.** Whereabouts of the person now, if known
- xii.** Note the direction in which the person who made the threat leaves.
- c.** If you overhear a rumor about a bomb threat, device, or incident, write down exactly what you heard, from whom you heard it and report the rumor to Vice President of Student Life immediately.
- d.** Stand by for and/or follow through with instruction given by Vice President of Student Life, Area Coordinator, Director of Housing, or other professional personnel (LPD, LFD, etc.).
- e.** Contact Director of Housing and Vice President of Student Life immediately.
- f.** Log and report it by 10:00 a.m. of the following morning.

APPENDIX 13

FIRE IN A RESIDENCE HALL (DUTIES OF AREA COORDINATORS/HOUSE PRESIDENTS/APARTMENT MANAGERS)

In the event of a fire in a residence hall,

1. The House Presidents/Apartment Managers should:
 - a. Pull a fire alarm when aware of the dangerous situation, even in the case of a small fire.
 - b. Exit the building and encourage others to do the same.
 - c. Assist in clearing street access for fire personnel and equipment.
 - d. Assist, if at all possible, any students with physical limitations if there is no danger to you.
 - e. Notify the Vice President of Student Life or Director of Housing of any students who are injured or unable to exit the building on their own.
 - f. Close all doors on your way out of the building to prevent smoke from spreading as long as this does not pose a danger. Be aware of anything that might indicate the location of a fire and report this information to Campus Facilities.
 - g. If a staff member encounters a smoke-filled area or other safety problem that makes it difficult to see in a particular area, he/she should not check the area. The staff member should notify the appropriate personnel that the area may be unsafe.
 - h. When exiting the building, instruct residents to evacuate the building through designated exits. Safety is the primary concern.
 - i. Call the Director of Housing to inform him/her of the fire alarm sounding.
 - j. Note any fire alarm pull boxes that have been activated. Report this information to Campus Facilities.
 - k. Clear students from the immediate building area and direct them to a safe area away from the building. If conditions prevent your floor from being cleared completely, notify Campus Facilities immediately. Area Coordinators/House Presidents/Apartment Managers are not responsible for checking rooms during a building evacuation.
 - l. In the event of any fire or explosion, no matter the size or severity, the Fire Department must respond. They are responsible for declaring the fire extinguished and the area safe.
 - m. Upon receiving authorization from the Fire Department, staff has the opportunity to work with the Vice President of Student Life, Director of Housing, and Area Coordinator to complete room checks of the building to ensure all residents have evacuated the building. If staff sees policy violations in plain view while doing room checks, they will need to be documented and followed up with after the fire alarm is completed. When checking a room, make sure to lock the door when you leave, even if the room was unlocked when you enter the room.

- n. If/when determined to be a false alarm, assists in determining responsibility by talking with students and asking pointed questions.
 - o. Help supervise the resident re-entry to the building.
 - p. Log and report by 10:00 a.m. the following morning.
2. Area Coordinators on duty should:
- a. Respond to the scene if still in progress and/or necessary. Need to have a complete roster of all residents of the building.
 - b. If appropriate, assist with the evacuation process.
 - c. If/when determined to be a false alarm, may assist in determining responsibility by talking with students and asking pointed questions.
 - d. Assist in clearing street access for fire personnel and equipment.
 - e. In the event of an actual fire, contact Director of Housing and Vice President of Student Life by direct phone call.
 - f. Upon receiving authorization from the Fire Department, staff has the opportunity to work with the Vice President of Student Life, Director of Housing, House Presidents, and Apartment Managers to complete room checks of the building to ensure the building is safe for resident re-entry. When checking a room, make sure to lock the door when you leave, even if the room was unlocked when you enter the room.
 - g. Make notation of incident in the duty log, when applicable, write a detailed report, submit by 10:00 a.m. the following morning, when applicable.
3. In case of smoke:
- a. Where smoke exists, and there is no evidence of an intense fire, it is recommended that occupants on the floor on which smoke is evident and all floors above evacuate to the lower floors, but not below ground level.
 - b. When there is smoke, keep in mind the following hints as regular fire procedures are being followed:
 - i. Heat and most toxic gases rise. This means that you should crouch and crawl to avoid the most dangerous atmosphere.
 - ii. Take short breaths breathing through your nose. Avoid gulping a large lungful of smoke.
 - iii. If trapped, any room with a closed door between you and the fire or smoke may offer refuge. Wait at a window for rescue. Open the window or break it with a chair, etc. when breathing becomes difficult.
 - c. NEVER OPEN A HOT DOOR! Smoke inhalation can be fatal. If there is enough heat in the hall to penetrate through the wood panels on your door, there is more than enough to kill you before you get to the stairs or exit door.
 - d. The following action may save your life:
 - i. Place the back of your hand on the door panel above your head. If the door is hot, do not open the door. The hallway is already filled with deadly, heated gas.
 - ii. If you cannot escape through a window, then remain in the room with the door closed. Wait at the window for rescue. Yell for help. Use a telephone if one is available.
 - iii. If the door does not feel hot, you may open it slightly provided caution is used.
 - iv. Brace the door with a hip and a foot.

APPENDIX 14

International Study Crisis Policy

Graceland University encourages its faculty and staff to participate in international activities and promotes the development of opportunities for students for international study and research. To this end, the University attempts to balance the value of participation in international activities against potential risks and crises that may develop.

Crises are always a potential reality when traveling overseas, and the Graceland University has a protocol in place to deal effectively with emergency situations as they arise. A crisis is a serious situation or occurrence that happens unexpectedly, demands immediate action, and can often be minimized with good planning. The International Study Crisis Management Protocol will respond to situations where employees and students become ill, suffer accidents, are the victims of muggings and assaults, find themselves caught up in potentially violent political situations, and weather emergencies that arise during travel. While it may not be possible to plan for all contingencies involving our employees and students abroad, the Protocol provides procedures that will allow the University to act responsibly when emergencies arise.

Protocol:

If an emergency* arises, the staff overseas will contact or be contacted by the Vice President of Academic Affairs. The Vice President of Academic Affairs will assess the crisis situation and decide on the necessary course of action to take in consultation with the overseas staff, relevant university administration, and any other person or agency (i.e., The State Department) with information that is pertinent to the decision-making process. If overseas staff cannot contact the university, they will consult resources abroad such as the United States Embassy, the State Department, or local law enforcement and make the best-informed decision possible, prioritizing the safety and wellbeing of all travelers. The Vice President of Academic Affairs will remain the central point of contact for the duration of the event, including contacting traveler's emergency contacts.

In an effort to avoid potentially hazardous situations, The Vice President of Academic Affairs will consult the State Department's travel advisories and monitor the possibility of instability or unrest in the travel locations. If the university decides that the study abroad destination is unsafe for university travelers, the trip may be cancelled at any time.

***Examples of emergencies include the following:**

- Sudden evacuation of a faculty/staff member/student in response to an emergency situation in the U.S.
- U.S. State Department's travel warning issued while employee or student is abroad for a specific country, region, or world-wide.
- Health epidemics (e.g., Severe Acute Respiratory Syndrome (SARS) or flu, Centers for Disease Control and Prevention.
- Serious injury or illness that requires hospitalization or makes it impossible for the faculty/student member to continue his/her travel.
- Being a victim of a serious crime (e.g., assault or rape).
- Being accused of committing a crime.
- Death of a faculty/staff member.

APPENDIX 15

Coronavirus Policies and Procedures

Graceland University puts the health and safety of its community as its highest priority. We continue to monitor the ongoing coronavirus variants and are encouraged as we see the development of new treatments, improvements to vaccines that are effectively preventing major illness, and weakening symptoms. With these factors in mind, masks will no longer be mandated anywhere on the Lamoni campus, including classrooms.

What This Means

- Students, faculty, and staff should continue to follow the CDC's and Iowa Public Health guidelines. For more information on CDC guidelines, [visit their site](#).
- We are no longer doing baseline testing. Home tests are available for free from the [Postal Service](#). Graceland's remaining test kits are reserved for symptomatic individuals who reach out to the Covid Coordinator, Erin Lundy at covid@graceland.edu.
- Those who feel more comfortable in a mask should continue wearing them in any setting. Many students and staff will continue to wear masks, and we fully support that choice!
- Faculty are no longer expected to Zoom in students. Students should send a picture of a positive test to the Covid Coordinator and will be given an excused absence.
- Limited isolation space is still available, and Sodexo will continue to deliver meals to students [in isolation](#).

A Note About Monkeypox

The administration is continuously monitoring the outbreak of monkeypox across the United States. Currently, we suggest that faculty and staff simply educate themselves on the virus. We are working closely with the Decatur County Health Department and will provide more information as necessary.

Record of Distribution