

LOGAN



COLLEGE OF CHIROPRACTIC UNIVERSITY PROGRAMS

CHESTERFIELD, MO



EMERGENCY PREPAREDNESS GUIDE

EMERGENCY

911

LOGAN SECURITY

(636) 230-1986

PHYSICAL PLANT

(636) 230-1980

POISON CONTROL

(800) 366-8888

CAMPUS ALERT NOTIFICATION SIGN UP

help@logan.edu

IMPORTANT PHONE NUMBERS

INTRODUCTION

DO NOT FILE THIS DOCUMENT!!!

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. This Emergency Procedure Guide has been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this guide available for immediate reference. Once you are familiar with the information enclosed, you will be better prepared to protect yourself and other members of the Logan community. All 911 calls are routed through the Chesterfield Police Department. If you have questions concerning a unique situation not covered in this chart or need additional emergency information, please contact the Logan College Security at (636) 230-1986. If at anytime you feel are in immediate danger call 911, after you have notified law enforcement, contact security at (636) 230-1986.

WHAT YOU CAN DO NOW TO PREPARE

- Keep emergency supplies in your office (medications, flashlights, comfortable shoes, packaged snack food, bottled water, batteries, and portable radios).
- Post this Emergency Procedure Guide in a visible location in your office or room.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station. Register for a fire extinguisher training course.
- Register for CPR, first-aid, crime prevention, or other safety training courses.

TABLE OF CONTENTS

• Workplace Violence, Personal Threat or Assault, or Civil Disturbance	2
• Power Outage	2
• Major Accidents	3
• Criminal Activity	3
• Hazardous Materials Incident	4
• Suspicious Package/Object	4
• Earthquake	5
• Bomb Threat	5
• Hostage Incident	7
• Evacuation	7
• Evacuation Monitors	8
• Medical Emergencies	9
• Fire	11
• Utility Failures	12
• Tornado/Severe Thunderstorm	12
• Snow or Ice Storm	14
• Hostile Event - Intruder on Campus	15
• Campus Map	18

WORKPLACE VIOLENCE, PERSONAL THREAT OR ASSAULT

Workplace violence, Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

STALKING:

1. Call 911, then Security at (636) 230-1986 or 1986 (internal) and seek the safety of others.
2. Do not confront alleged stalker.
3. Take note of physical characteristics and other identifiers that you can report to Security.

ASSAULT:

1. Call 911 immediately, then Security at (636) 230-1986 or 1986 (internal).
2. If you witnessed an assault, remain calm and stay with victim until emergency assistance arrives, provided it is safe to do so.

REPORT OF WORKPLACE (Relationship) VIOLENCE:

1. Call Security at (636) 230-1986 or 1986 (internal) and/or 911 if there is a medical emergency or immediate threat.
2. Support may be found through the Student Services at (636) 230-1731 or 1731, 7:00 a.m. to 4:30 p.m. Monday – Friday

CIVIL DISTURBANCE:

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

1. Notify Security at (636) 230-1986 or 1986 (internal) and/or 911 as appropriate.
2. Avoid provoking or obstructing demonstrators
3. Secure your area (lock doors, safes, files, vital records and expensive equipment).
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible.
6. If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!!!**
7. Prepare for evacuation or relocation.

POWER OUTAGE

The inherent danger during a major power outage is panic; therefore, all Logan personnel should attempt to remain calm. In the event of a major, campus wide outage, Logan has emergency generators that will provide power to some areas of the campus. To report a minor, localized power outage, call the Physical Plant at (636) 230-1980 or Security at 1986 (internal). Keep flashlights and batteries in key locations throughout your work areas.

IN CASE OF A MAJOR, CAMPUS WIDE POWER OUTAGE:

1. Remain calm.
2. Follow directions from Security for immediate action.
3. If evacuation of a building is required, see “Evacuation” section of this guide.
4. Laboratory personnel should secure all experiments and unplug electrical equipment (**INCLUDING COMPUTERS**), and shut off gas and water prior to evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and/or doors if outside temperatures are above 45 degrees. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
5. Do not light candles or other type of flame for lighting.
6. Unplug all electrical equipment (**INCLUDING COMPUTERS**) and turn off light switches.

MAJOR ACCIDENTS

MOTOR VEHICLE

IF YOU WITNESS A MOTOR VEHICLE ACCIDENT INVOLVING INJURIES:

1. Call 911 immediately and remain on the scene until released by paramedics and police.
2. Advise Security at (636) 230-1986 or 1986 (internal) of the number of injured and their injuries.
3. Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to Security at (636) 230-1986 or 1986 (internal).
4. Do not attempt to move the injured unless you are trained to do so, or it is more dangerous to leave the injured where they are (i.e., car fire).
5. Attempt to keep the victims calm and reassure them that assistance is on the way.
6. Notify emergency personnel upon their arrival of the number of injured and their locations.

CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately call 911 and notify Security at (636) 230-1986 or 1986 (internal). Please be prepared to provide as much of the following information as possible:

- What is the person doing?
- How many people are involved?
- Where is it happening?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number, if a vehicle is involved.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Remain on the phone with Security until you are advised to hang up.

HAZARDOUS MATERIALS INCIDENT

ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO RESPOND TO HAZARDOUS MATERIALS INCIDENTS!!!

IN CASE OF A MAJOR, HAZARDOUS SPILL, CALL 911 IMMEDIATELY.

Provide Security with information regarding spills (injuries, type of chemicals, flammability of substance, etc.)

FOR A MAJOR, HAZARDOUS SPILL OR LEAK:

1. Activate the nearest fire alarm.
2. Immediately evacuate the area, closing doors behind you.
3. Call 911 and notify Security at (636) 230-1986 or 1986 (internal).
4. Do not attempt to clean up the spill yourself.
5. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information. Once outside, move upwind from the release.

FOR A MINOR, HAZARDOUS SPILL OR LEAK:

1. Attempt to contain the spill – **DO NOT ALLOW ANYTHING TO LEAK INTO THE DRAINS!!!**
2. Wear proper personal protective equipment while cleaning up.
3. Notify Security at (636) 230-1986 or 1986 (internal).

SUSPICIOUS PACKAGE/OBJECT

If you receive or discover a suspicious package or foreign device, **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!!!**

Immediately evacuate the area and restrict access. Call 911 and notify Security at (636) 230-1986 or 1986 (internal) so that others may be warned. Building evacuation maybe required.

LETTER AND PARCEL BOMB RECOGNITION CHECKLIST

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

EARTHQUAKE

If a major earthquake were to occur, Logan College must be prepared to provide its own resources for an unlimited period of time. It is always a good idea to maintain certain supplies in your office (see “Introduction” for details).

IF INSIDE:

1. **DROP-COVER-HOLD! Stay there!!!** Do not run outside. **(DO NOT USE ELEVATORS!)**
2. Take cover underneath sturdy furniture or against an inside wall until the shaking stops.
3. Stay away from windows and objects that could fall on you.
4. Help direct persons with special needs, if required.
5. Persons with wheelchairs should lock brakes.

IF OUTSIDE:

1. **DROP-COVER-HOLD!** Move away from trees, buildings, walls, and power lines.
2. Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
3. Stay in a fetal position until the shaking stops.
4. Watch for downed power lines and debris.

AFTER SHAKING STOPS:

1. Do not use regular or cellular telephones **EXCEPT** to report serious injuries.
2. Assist in the building evacuation of persons with special needs, if safe to do so.
3. Tune portable radios to an Emergency Broadcast Station (EBS), and follow instructions given.
4. Watch for downed power lines and debris.
5. Be prepared to evacuate if instructed to do so. (The decision to evacuate from campus will be based on the severity of the earthquake and the damage to buildings.)
6. Security will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, telephone, or bullhorns.
7. If personnel are instructed to evacuate, see “Evacuation” section of this guide.

BOMB THREAT

BY TELEPHONE:

1. Remain calm!!!
2. Take the caller seriously. **DO NOT HANG UP!**
3. Ask a lot of questions using the following checklist as a guide.
4. Have a co-worker call Security at (636) 230-1986 or 1986 (internal) on another line, or call Security yourself from another line.

BOMB THREAT CHECKLIST

Ask:

When is the bomb going to explode? _____
Where is it right now? _____
What does it look like? _____
What kind of bomb is it? _____
What will cause it to explode? _____
Did you place the bomb? Why? _____
What is your address? _____
What is your name? _____
Exact wording of threats: _____

Caller's Voice:

- | | | | | | | | |
|-----------|--------------------------|-----------------|--------------------------|----------------|--------------------------|---------|--------------------------|
| Calm | <input type="checkbox"/> | Nasal | <input type="checkbox"/> | Slow | <input type="checkbox"/> | Raspy | <input type="checkbox"/> |
| Loud | <input type="checkbox"/> | Angry | <input type="checkbox"/> | Stutter | <input type="checkbox"/> | Deep | <input type="checkbox"/> |
| Soft | <input type="checkbox"/> | Clearing Throat | <input type="checkbox"/> | Laughter | <input type="checkbox"/> | Normal | <input type="checkbox"/> |
| Disguised | <input type="checkbox"/> | Distinct | <input type="checkbox"/> | Deep Breathing | <input type="checkbox"/> | Crying | <input type="checkbox"/> |
| Slurred | <input type="checkbox"/> | Lisp | <input type="checkbox"/> | Ragged | <input type="checkbox"/> | Cracked | <input type="checkbox"/> |
| Familiar | <input type="checkbox"/> | Rapid | <input type="checkbox"/> | Excited | <input type="checkbox"/> | Accent | <input type="checkbox"/> |

If Known, Name of Caller: _____

Number from which call originated (look at caller ID): _____

Male/Female: _____ Race: _____ Approximate Age: _____

Time: _____ Date: _____ Number at which call was received: _____

Background Sounds:

- | | | | | | | | |
|---------------|--------------------------|-------------------|--------------------------|---------------|--------------------------|--------------|--------------------------|
| Street Noises | <input type="checkbox"/> | Factory Machinery | <input type="checkbox"/> | Animal Noises | <input type="checkbox"/> | Other Noises | <input type="checkbox"/> |
| Voices | <input type="checkbox"/> | PA System | <input type="checkbox"/> | Static | <input type="checkbox"/> | Music | <input type="checkbox"/> |
| Long Distance | <input type="checkbox"/> | House | <input type="checkbox"/> | Motor | <input type="checkbox"/> | Office | <input type="checkbox"/> |
| Machinery | <input type="checkbox"/> | | | | | | |

Additional Comments: _____

HOSTAGE INCIDENT

HOSTAGE OR HOSTILE SITUATION

In the event of a hostile action on or near Logan College of Chiropractic and University Programs, call 911 Immediately! Then contact Security at (636) 230-1986 or 1986 (internal) so that they may warn others and aid law enforcement.

Evacuate as many people as possible from the area. If you cannot evacuate the area, lock yourself in a room and hide. As safety allows, attempt to provide law enforcement factual information. This can include:

- Location of incident.
- Number and identity of hostages or perpetrators.
- Type and number of weapons or communication devices that is apparent.
- As much descriptive information as possible concerning the perpetrators.
- When police arrive on the scene, they will assume on-scene command of the situation and will direct all actions to count the threat.

EVACUATION

A building evacuation will be ordered when an evacuation is deemed to be safer than remaining inside the building. The safest evacuation route can only be determined after the location of the hazard is known. Therefore, it is critical that you be familiar with all exit routes. If time permits, secure your workplace and take personal items. As you evacuate, assist those who require assistance and note blocked and/or hazardous areas. Once outside the building, caution should be taken to avoid public safety staging areas and parking lots. Any suspicious objects or actions should be reported at once. Persons with special needs who require assistance evacuating should notify Security prior to an actual emergency so planning measures may be taken.

1. Walk, do not run.
2. Do not use elevators.
3. If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact Security at (636) 230-1986 or 1986 (internal) for assistance with location.
4. Gather outside at a designated rally point. There your supervisor will account for all personnel.
5. If you cannot return to your building, wait for instructions from Security or other authority in charge.

“DELAYED” EVACUATIONS:

In some instances, it is safer to delay an evacuation than it is to leave a building. For example, when smoke or fire is immediately outside your room, live electrical wires bar access to the exit or individuals with mobility disabilities are below ground floors or on upper floors.

1. If the hazard is fire or smoke, see “FIRE” section of this guide.
2. If the hazard causes elevators to become inoperative (fire alarm sounds):
 - Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow the directions of Security.
 - If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

EVACUATION MONITORS

Once outside the building caution should be taken to avoid public safety staging areas. Any suspicious objects or actions should be reported to public safety officials at once. It is imperative you meet at the rally points so attendance can be taken and emergency personnel can determine if anyone is missing.

Do not leave until you have been instructed to by an Evacuation Monitor (EM). The Evacuation Monitors (EM) are responsible for: directing the evacuation from their assigned areas, and assuring everyone has left the buildings and has reached the assigned staging area. Please understand that due to immediate confusion and size of the disaster, it could take several minutes before the Evacuation Monitors (EM) responsible for the rally point arrives. The primary evacuation rally point for all buildings is the Outdoor Athletic Facilities. As you proceed to the Athletic Fields, attempt to avoid parking lots and watch for public safety response vehicles. Should an alternate evacuation rally point be required, Evacuation Monitors will provide instructions.

Administration Center - Lower Floor North Hall
Administration Center - First Floor Lobby
Administration Center - First Floor South Hall
Administration Center - Second Floor South Hall
Administration Center - Second Floor North Hall
Admissions and Financial Aid
Assessment Center
Class Room G2-G3 - Administration Center
Class Room G46 and G50
Class Room G102, G105, G107
Class Room G134
Class Room 142a and 142b
Class Room 156a and 156b
Learning Resource Center
Montgomery Health Center
Purser Center
Radiology and Lab - Montgomery HC
Science Building - SB8-9-10 (basement)
Science Building - Research
Science Building - First Floor and Second Floor
Student Center
Wellness Center

Inst. Media Coord. & Assoc. VP Educ Tech
Coord. Copy Room and Receptionist
HR Dir. and HR Coordinator
Accounts Payable Processor and Accountant
Senior Accountants
Dir. of Admissions & Dir. Financial Aid
Dir. of Assessment & Receptionist Stu. Records
Instructor and Class EC
Instructor and Class EC
Instructor and Class EC
Instructor and Class EC
Instructor and Class EC
Instructor and Class EC
Dir. LRC and Reference Librarian
Dir. Clinical Care & Dir. Stu. Health Ctr
Dir. Purchasing GSS & Event Planner
Radiology Admin. Asst. & Lab Tech
Dean of Research & Asst. Prof. HRSA
Dean of Research & Asst. Prof. HRSA
Research Admin. Asst. & Research Coord.
Student Serv. Admin. Asst. & Assoc. Dean
Dir. Sports and Activ. & Student Worker

MEDICAL EMERGENCIES

All Logan employees are encouraged to learn first aid and CPR and view a Blood Borne Pathogens training film. Consult with Human Resources office for more information (636) 230-1720 or 1720 (internal).

Before initiating care for a victim where there is a risk for touching blood or body fluids consider using gloves or other personal protective equipment to reduce spread of infection. Generally the risk for infection is low with mouth-to-mouth resuscitation. If you have an exposure to someone else's blood or body fluids, please report this to the Health Center as soon as possible.

If you are trained, the following are reminders about how to perform various first aid actions:

ALWAYS CHECK THE SCENE TO BE SURE IT IS SAFE FOR YOU TO APPROACH THE VICTIM. IF IT IS NOT SAFE CALL 911, DON'T BECOME A VICTIM YOURSELF.

DO NOT move the victim unless the scene is becoming unsafe, you are trained to do so, or you need to move the victim to access or provide care to the victim.

ASSESS YOUR ADULT VICTIM FIRST!

1. Tap and shout "Are you okay?"
2. If no response, call 911 or send someone to do so.
3. Tilt head back, lift chin.
4. **LOOK, LISTEN, FEEL** for breaths every 5 seconds.

START RESCUE BREATHING - If there is a pulse but NO BREATHING

1. Give one breath over 1 second. Each breath should make the chest rise.
2. If victim's chest does not rise when the first breath is delivered, perform head tilt-chin lift again before giving second breath.
3. Continue until help arrives or victim recovers.

National Institute for Emergency Medical Training - Standards for ADULT CPR

1. First check responsiveness and breathing simultaneously. If the victim is unresponsive and not breathing call 911 and have someone locate an AED.
2. Begin CPR using the CAB method.
 - **C-Compressions:** Place your hands on the lower half of the victim's breastbone and begin providing 30 compressions at a rate of at least 100 compression per minute. The compressions should be delivered at least 2 inches deep while allowing the chest to fully recoil. This can be accomplished by ensuring that the pressure is released after each compression.
 - **A-Airway:** Open the victim's airway using a head tilt/chin lift motion.
 - **B-Breathing:** When the airway is open, provide the victim with two breaths that make the chest rise. To give a breath, pinch the victim's nose closed, create a seal over the victim's mouth and breathe out. Each breath should last about one second.

- This CAB cycle should be repeated five times, after the fifth cycle stop to check the victim's pulse. If there is no pulse present, begin again with CAB. Continue until help arrives.
- If there is a second rescuer present, one rescuer should perform the chest compression while the other delivers the breaths, still following the CAB sequence. Switch positions after every five cycles.
- If an AED is brought on-scene, turn it on. It will verbally give you instructions on what to do. Follow the instructions which include baring the victim's chest, placing the pads on the victim's chest, analyzing, and possibly delivering a shock to the victim. The pads have pictures on them to show the rescuer where to place the pads. Peel off the backing and place the sticky pads directly onto the chest as shown. Depending on the AED in use, the rescuer may or may not have to press a button to analyze and/or a button to shock the victim. These will only work when the AED gives you instructions to use them. After a shock is delivered, resume the CAB sequence of CPR. The AED should not be taken off of the victim or turned off. Continue to follow the instructions of the AED until help arrives.

CHOKING – Cannot Cough, Breath or Talk

1. Ask permission to help - look them in the eyes!
2. Stand behind person, wrap arms around person and make fist with hand thumb side against victim's abdomen just above the belly button but below the ribcage. Cover fist with other hand.
3. Give thrusts up and in the abdomen to expel the object. Assess for further care. Call Security at (636) 230-1986 or 1986 (internal) if needed.

BLEEDING – If bleeding is visible

1. Apply pressure with gloved hand directly over wound with sterile or clean dressing
2. Wrap firmly but comfortably. If bleeding persists, apply additional dressing, wrap and apply more pressure.
3. Stay with victim until help arrives. Call Security at (636) 230-1986 or 1986 (internal) if bleeding persists or is copious, if victim becomes ill in any way or if you suspect head, neck, spine or other internal injuries.

HEAT RELATED ILLNESS

1. Get victim to a cool place. Loosen clothing.
2. Apply cool, wet cloth to skin.
3. Fan victim. If victim is conscious have victim drink cool water. Call 911 if victim does not respond to efforts to reduce temperature or becomes ill or unconscious.

FIRE

IF YOU DISCOVER FIRE:

1. Yell **“FIRE!” “FIRE!” “FIRE!”** Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building, closing doors behind you.
(DO NOT USE ELEVATORS!)
3. Call 911 and notify Security at (636) 230-1986 or 1986 (internal) so that they may warn others and assist the Fire Department.

ONCE FIRE ALARM IS ACTIVATED:

1. Walk to the nearest exit. **(DO NOT USE ELEVATORS!)**
2. Assist persons with special needs.
3. Notify 911 if you know or suspect someone is trapped inside the building.
4. Gather outside at a designated rally point and do not attempt to re-enter the building until instructed to do so by Security or firefighters.

IF TRAPPED IN A ROOM:

1. Place wet cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into room).

IF CAUGHT IN SMOKE:

1. Drop to hands and knees and crawl toward an exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose and use a filter such as a shirt or towel.

USING A FIRE EXTINGUISHER:

1. If you have been trained and its is safe to do so, you may fight small fires with a fire extinguisher.

FIRE EXTINGUISHER INSTRUCTIONS:

1. Pull safety pin from handle.
2. Aim at base of fire.
3. Squeeze the trigger handle.
4. Sweep from side to side at base of fire.

UTILITY FAILURES

Report any utility failure to physical plant (636) 230-1983 or 1980. If it is after normal business hours (7:00 a.m. to 4:30 p.m. Monday-Friday) or you get no answer, call Security at (636) 230-1986 or 1986 (internal).

BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:

- Your name.
- Phone number where you can be reached.
- Building name.
- Nature of the incident.
- Floor(s) or area affected.
- Room number.

Physical Plant will assess the situation and determine the appropriate course of action. In the event of a significant power failure, the building's emergency generator may provide limited electricity to crucial areas of the building, inclusive of emergency lighting. Turn off **ALL** electrical equipment, **INCLUDING COMPUTERS**. Do not turn any electrical equipment back on until given the approval of physical plant. Some of the buildings' emergency lighting will remain on. In this instance, you should evacuate the building immediately when the emergency lighting comes on; this is especially important if there is limited or no natural lighting available along your exit path. **DO NOT** re-enter the building until all power has been restored.

WATER LEAKS/FLOODING:

In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.

STEAM LEAKS:

If the steam is inside a building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity. A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

Know the location of the nearest emergency shelter for your locations!

TORNADO / SEVERE THUNDERSTORM

SEVERE THUNDERSTORM WATCH:

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

TORNADO / SEVERE THUNDERSTORM

SEVERE THUNDERSTORM WARNING:

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather (large hail or damaging winds) approaches.

1. Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
2. Report any injuries and damage to Security at (636) 230-1986 or 1986 (internal) or call 911 as appropriate.
3. Be prepared to give the following information;
 - Your name.
 - Building name.
 - Type of injury or damage.
 - The location of any injured person(s) or building damage.
 - Room number you are calling from.

TORNADO WATCH:

Conditions are right for a tornado. This is the time to prepare. You should keep alert by listening to radio, television or weather radio for the latest weather information. Be prepared to take cover should the weather change or a warning is issued.

TORNADO WARNING:

This means a tornado has been sighted or indicated by radar. People in the path of the storm should take immediate life saving actions.

St. Louis County Police Department will activate the outdoor warning system whenever the National Weather Service issues a tornado warning for a Missouri county adjacent to St. Louis County AND the direction of the storm poses a threat to St. Louis County. If a tornado warning is subsequently issued for St. Louis County, the sirens will again be activated. This policy was created to provide more time for the residents for St. Louis County to seek shelter and gather information from radio and television stations concerning the tornado warning. Immediate evacuation may not always be warranted based upon the location of the storm so it is important you monitor the storm via radio or television.

DURING A TORNADO WARNING TAKE THE FOLLOWING ACTIONS:

SEEK IMMEDIATE SHELTER (Individuals with disabilities follow the same procedures)

1. When the warning sirens sound, seek shelter, preferably in a basement or below-ground evacuation location. A steel-formed or reinforced concrete building provides some protection. In a multi-story building, seek shelter in an interior hallway or a lower floor. Check local radio and television stations concerning the tornado warning.
2. Stay away from outside walls, exterior doors and windows and glass windows or partitions. Do not open windows.

3. Basements and interior hallways or rooms on lower floors offer good shelter
4. In a vehicle, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay prone; face down, with your hands covering your head.
5. After the all clear, leave badly-damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
6. If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
7. Do not attempt to return to the building unless directed to do so by Security. Do not attempt to turn on or off any utilities or other equipment.
8. Report all injuries and damage to Security at (636) 230-1986 or 1986 (internal). Report:
 - Your name
 - Building name
 - Type of injury or damage
 - The location of any injured person(s) or building damage
 - Room number you are calling from

ALL-CLEAR MESSAGE:

There is NO all-clear message sounded through the siren system. Public Safety will attempt to notify the community when the threat has expired but this will take several minutes to do so. It is recommended that community members monitor local media sources or weather radio during the storm so they will know when the threat has expired.

SNOW OR ICE STORM

In circumstances involving snow or ice, physical plant will determine the condition of roads and walkways.

IMMEDIATE ACTION

Physical plant personnel will respond after a snow or ice storm to remove snow and spread sand and salt if ice is present.

DECISION

When weather conditions are so extreme that the administration decides it is necessary to postpone or cancel the Logan's activity, the public will be notified as follows:

- The president or designee will make a decision to close Logan.
- The Facilities director will contact the Public Relations director who will contact the local media so that they can broadcast the closing announcement.
- Each department or office will be responsible for notifying its members.
- Announcement on website: www.logan.edu.

HOSTILE EVENT - INTRUDER ON CAMPUS

CAMPUS PROCEDURES


Some emergencies may require students, faculty, staff and campus visitors to take shelter inside buildings. Incidents such as a hostile intruder, an active shooter on campus, or a hazardous material release are examples of times the campus community might be asked to stay in specific areas. Specifically, when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas, a lockdown will be in force.

A campus lockdown is typically initiated by Security or the Plant Superintendent. However, as circumstances dictate, the institutional “chain of command” may be employed for this purpose.

A campus lockdown will be initiated through the emergency notification system and/or the PA system. The notification and/or announcement should be calm and convey reassuring comments that the situation is under control with clear directions given.

HOSTILE EVENT - INTRUDER ON CAMPUS

No emergency plan can cover every intruder or active shooter scenario. The OODA Loop helps you to rapidly analyze a situation and determine the best course of action.

	<p>OODA Loop</p> <p>Observe: You become aware of a potentially dangerous event. Orient: Orient and determine your best response option. Decide: Based on what you know, decide the best response. Act: Carry out the action plan to the best of your abilities.</p> <p>As the situation changes - repeat the OODA Loop.</p>
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INTRUDER RESPONSE: 3 OUTS

- **Lock Out**

While locking the door is a vital component, there are ways to reinforce a Lock Out.

1. **Barricading doors:** Use desks, chairs, shelves, etc. Barricades are most effective if the door opens towards the barricade. However, even if the door opens away from the barricade (usually into the hallway), stacked objects can delay an attacker.
2. **Tying off doors:** This action limits the attacker’s ability to open doors, even if they are unlocked. Generally, tying off doors reinforces doors that open out (towards the hallway) where barricades have limited value.

- **Get Out**

If you cannot lock the shooter out of your location, attempt to help students **Get Out** of the area by running away. **Get Out** may be implemented using a secondary exit (ground floor windows or exits) if the attacker attempts to defeat the lockdown.

- **Take Out**

The Take Out option is to be used as a last resort. If the attacker is in your immediate area, blocking your path and there is no way you can **Lock Out** or **Get Out**, you must then fight back and **Take Out** the shooter using any available means.

If the **Take Out** option is required, commit to fighting back and encourage other to help. Provide clear and confident instructions to use improvised weapons, such as fire extinguishers, chairs, and books. Act with aggression until you have incapacitated the shooter/violent intruder.

INTRUDER RESPONSE

- **Immediate Actions**

1. Call 911, providing situation and location, as you can safely do so.
2. Alert others to the situation as you can safely do so.
3. Act rapidly and decisively.
4. Assist others, but do not let them slow you down.
5. If the intruder is on/near campus, but not in a building, secure entrances, move to a secure room and implement a **Lock Out**.
6. Apply the 3 Outs: **Lock Out**, **Get Out** or **Take Out**.

- **Lock Out (Barricade)**

1. If the intruder is not in your immediate area, secure your room with a **Lock Out**.
2. Remain quiet and try to remain out of the intruder's view.
3. Silence cell phones.
4. Look for areas that provide protection if shots are fired.
5. Try to leave a path of escape.
6. Be prepared to **Get Out** or **Take Out** if the intruder gains entry.
7. Do not open the door until an all-clear is announced by law enforcement or security.

- **Get Out (Evacuate)**

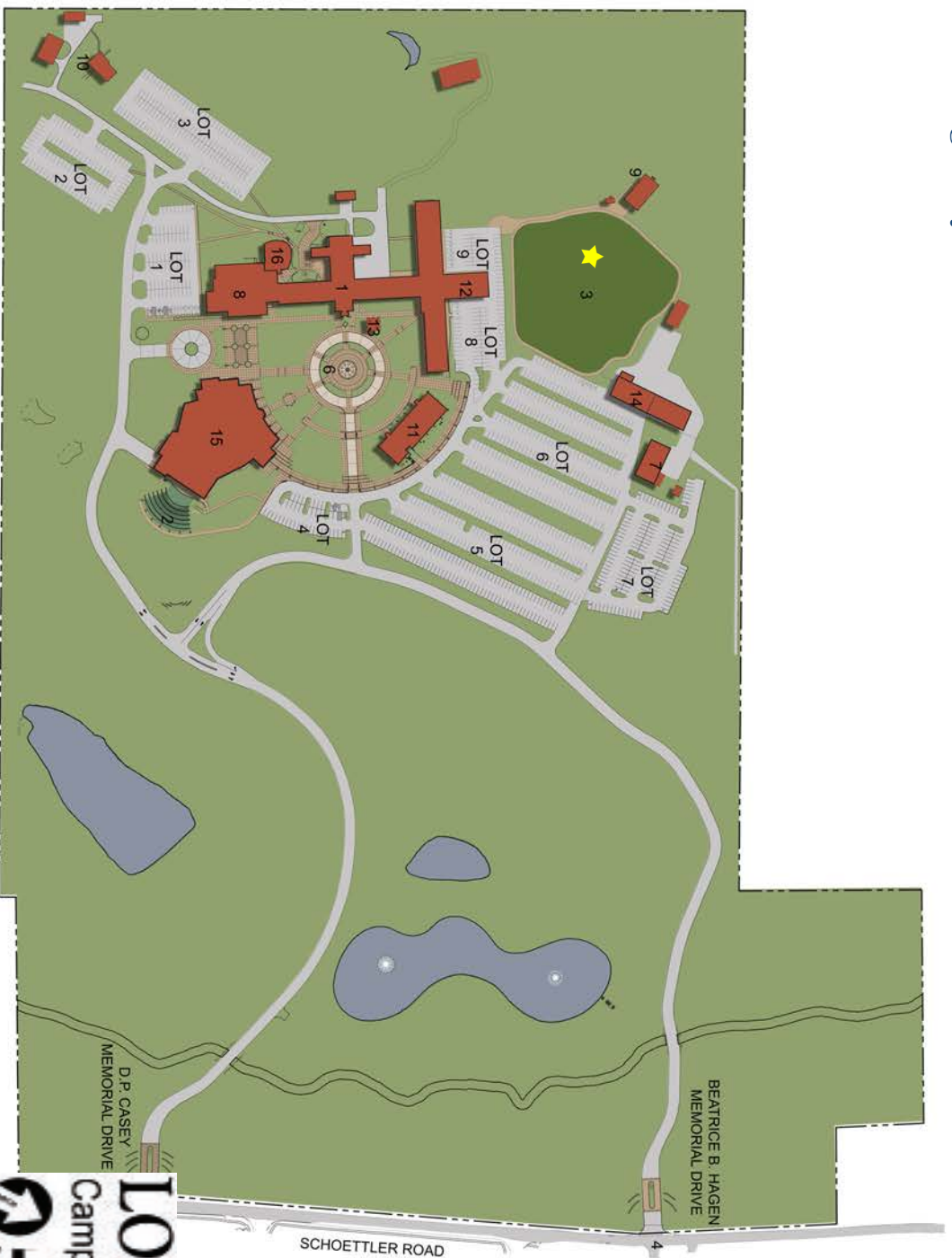
1. If the intruder is in your immediate area, **Get Out** using exits or even ground floor windows. Evacuate to an area that can be secured (Lock Out) or far enough away from the building to provide safety. Provide an update to 911 when you can do so safely.
2. If your area cannot be secured by a Lock Out, implement a **Get Out**. Evacuate to an area that can be secured (Lock Out) or far enough away from the building to provide safety.

- **Take Out (Resist)**

1. If the intruder poses serious danger to your safety or the safety of others, and you cannot Lock Out or Get Out, use **Take Out** as a last resort.
2. Attempt to incapacitate the violent intruder.
3. Encourage others to assist.
4. Act with aggression.
5. Use improvised weapons.
6. Commit to your actions.

1. Administration Center
2. Loomis Amphitheatre
3. Athletic Facilities ★
4. Campus Entrance – North
5. Campus Entrance – South
6. Goodman Gateway Plaza
7. Maintenance Building
8. Montgomery Health Center

9. Pavilion
10. Postgraduate Center
11. Science Center
12. Standard Process ® Student Center
13. Tower
14. Wellness Center
15. William D. Purser, DC Center
16. Assessment Center



EMERGENCY RESPONSE

BOMB THREAT

If you receive a bomb threat:

Keep the person talking as long as possible.

Secure as much information as possible:

Where is the bomb, when will it go off, what type of bomb is it, what does it look like, why was it planted, who planted it, what will make explode?

Hold the line open, **DO NOT HANG UP.**

Use another line to call SECURITY at (636) 230-1986.

TORNADO

If you are notified a tornado is approaching:

Move quickly to an interior hallway on the lowest level.

Stay away from windows and out of rooms with large roof areas such as auditoriums or cafeterias.

Sit or kneel on the floor against the wall with hands on your head.

Do not leave your building unless instructed to do so.

If outside, seek the closet shelter or find a ditch or depression and cover your head.

SUSPICIOUS **S**UBJECTS

DO NOT TOUCH IT!

Be suspicious of packages with the following:

- Marked personal or private.
- Lopsided.
- Postmark different than return address.
- Oil stains or odors.
- Protruding wires or foil.
- Unusually heavy.
- Excessive tape or string.
- If you have any doubts.

Call SECURITY at (636) 230-1986.

EARTHQUAKE

If you feel an earthquake:

If inside:

SEEK COVER IMMEDIATELY!

Hide under a desk, table or heavy furniture and hold on and move with it.

Brace yourself in a doorway in a position where a swinging door cannot hit you.

If outside:

- Stay outside and move into an open area.
- Stay away from buildings, power lines, trees, and sit down or kneel and cover yourself.

After an earthquake:

Beware of broken glass, electrical lines, unstable equipment and debris.

Call SECURITY at (636) 230-1986 if there is damage to your building or if anyone is hurt.

Aftershock may occur. Remain alert and be prepared to seek cover.

See "EVACUATION."

EVACUATION

If an evacuation order is issued, fully cooperate with Security and:

Take all personal belongings. **DO NOT** use elevators. Provide assistance for those with physical disabilities. Evacuate in a safe, orderly manner.

ONLY SECURITY CAN ISSUE THE ORDER TO RETURN TO YOUR BUILDING.

FIRE

If you discover a fire:

Call 911 then call SECURITY at (636) 230-1986.

If the fire is small and you have the training, use a proper fire extinguisher. Pull a fire alarm.

Help rescue anyone in need of assistance.

Contain the fire by closing, but not locking, as many doors as possible.

Evacuate the area.

If you are notified of a fire in your building:

- Evacuate the building.
- If you are above the ground floor and fire or dense smoke has restricted your exit routes.

Call SECURITY at (636) 230-1986 and let them know your situation.

Open a window and signal for help.

WORKPLACE **V**IOLENCE

Call 911, providing situation and location, as you can safely do so.

Alert others to the situation as you can safely do so.

Act rapidly and decisively.

Assist others, but do not let them slow you down.

LOCK OUT (Barricade)

GET OUT (Evacuate)

TAKE OUT (Resist as a last resort)



- 1 Administration Center
- 2 Amphitheater
- 3 Athletic Facilities
- 4 Campus Entrance - North
- 5 Campus Entrance - South
- 6 Gateway Plaza
- 7 Maintenance Building
- 8 Montgomery Health Center
- 9 Pavilion
- 10 Postgraduate Center
- 11 Science Center
- 12 Standard Process Student Center
- 13 Tower
- 14 Wellness Center
- 15 William D. Purser DC Center
- 16 Assessment Center

LOCATION	EVACUATION MONITORS
Administration Center – Lower Floor North Hall	Inst. Media Coord. & Assoc. VP Educ Tech
Administration Center – First Floor Lobby	Coord. Copy Room and Receptionist
Administration Center – First Floor South Hall	HR Dir. and HR Coordinator
Administration Center – Second Floor South Hall	Accounts Payable Processor and Accountant
Administration Center – Second Floor North Hall	Senior Accountants
Admissions and Financial Aid	Dir. of Admissions & Dir. Financial Aid
Assessment Center	Dir. of Assessment & Receptionist Stu. Records
Class Rooms G2-G3 – Administration Center	Instructor and Class EC
Class Rooms G46-G50	Instructor and Class EC
Class Rooms G102, G105, G107	Instructor and Class EC
Class Room G134	Instructor and Class EC
Class Rooms 142a and 142b	Instructor and Class EC
Class Rooms 156a and 156b	Instructor and Class EC
Learning Resources Center	Dir. LRC and Reference Librarian
Montgomery Health Center	Dir. Clinical Care & Dir. Stu. Health Ctr
Purser Center	Dir. Purchasing GSS & Event Planner
Radiology and Lab – Montgomery HC	Radiology Admin. Asst. & Lab Tech
Science Building – SB 8-9-10 (basement)	Dean of Research & Asst. Prof. HRSA
Science Building – Research	Dean of Research & Asst. Prof. HRSA
Science Building – First Floor and Second Floor	Research Admin. Asst. & Research Coord.
Student Center	Student Serv. Admin. Asst. & Assoc. Dean
Wellness Center	Dir. Sports and Activ. & Student Worker

LOGAN COLLEGE OF CHIROPRACTIC/UNIVERSITY PROGRAMS

*Thanks to the members of the Safety Committee who worked on producing this
Emergency Procedure Manual.*

Revised August 2012