Benedictine University®
AT MESA

Emergency Response and Recovery Plan
Mesa Branch Campus
2013 - 2014
MISSION STATEMENT

Benedictine University is committed to the safety of all faculty, staff, students and visitors to our main campus in Lisle, Ill., our Illinois off-campus sites in Naperville and Bellwood, and our branch campuses in Springfield, Ill., and Mesa, Ariz. The Emergency Response and Recovery Team (ERRT) has developed the Emergency Response and Recovery Plan with the sole purpose of preparing the University community for the event of an emergency or disaster. Adherence to these guidelines by the University community will result in the saving of lives, the reduction of additional injury and property damage, the ability to meet human needs, the restoration of essential operations and priority services, and the capability of the University to communicate in a timely manner in the event of an emergency or disaster.
An emergency/disaster or terrorist incident:

- May overwhelm the capabilities of local, county or tribal government to provide a timely and effective response.
- May cause casualties, property loss, disruption of normal life-support systems, and impact regional economic, physical and social infrastructures through the occurrence of a significant hazardous material or radiological incident in a high-risk, highly populated area.
- Has the potential to cause substantial health and medical problems, with the possibility of hundreds of deaths or injuries, depending on factors such as:
  - Time of occurrence
  - Severity of impact
  - Existing weather conditions
  - Area demographics
  - The nature of local building construction
EMERGENCY/DISASTER OR TERRORIST INCIDENT

Deaths and injuries could occur from the collapse of man-made structures and collateral events, such as fires and mudslides. An emergency/disaster or terrorist incident may cause significant damage to the economic and physical infrastructure. All disaster response organizations within the state operate under an Incident Command System (ICS) that is based on the principles of the National Incident Management System. State agency resources dispatched to an incident will be prepared to assume an appropriate role within the local government’s ICS.

- An earthquake may trigger fires, floods or other events which will multiply property losses and hinder the immediate response effort.
- A catastrophic dam failure may significantly damage or destroy highway, airport, railway, communications, water, waste disposal, electrical power, natural gas and petroleum transmission systems.
- Police, fire, public health, medical emergency management and other personnel are responsible for incident management at the local, county or tribal level.
INTRODUCTION AND GENERAL GUIDELINES

This plan contains guidelines developed by the Emergency Response and Recovery Team (ERRT) for the following emergencies and/or disasters: fire, bomb threat, workplace violence, severe weather (heat and flooding), utility failure, hazardous material accident, lightning, suicide attempts, threats or gestures, and incidents requiring the use of first aid and an automated external defibrillator (AED).

There is always a chance that an emergency and/or disaster could occur at the Mesa branch campus. The following guidelines ensure that staff and visitors know how to react during critical moments where the above listed instances are concerned. Please review them carefully and be prepared should anything ever happen.

Emergency situations call for prompt action and common sense. In the event of fire or life-threatening conditions, staff are expected to report their need for help by calling 911 and then promptly notify Mesa branch campus Public Safety at (602) 888-5516.

ERRT members on the Mesa branch campus include:
- Registrar
- Public Safety
- Student Services
- Maintenance Supervisor
RESPONSIBILITIES

Supervisors:
Supervisors have the following general responsibilities for their employees and activities prior to and during any crisis:

1. Supervisors should encourage and allow all employees under their direction to attend training sessions on emergency procedures.
2. Supervisors must inform all employees under their direction of the crisis situation.
3. If a building must be evacuated, personnel should leave in an orderly fashion and report to the Evacuation Assembly Area outside the building where a head count can be taken by supervisors or designated persons. Unless directed differently, personnel should proceed to this area as identified under the Evacuation section of this plan.
4. Supervisors should ensure that all employees carry their University-issued BenCard at all times while on campus.

Faculty, Staff and Students:
Faculty and staff have special responsibilities with regard to their students:

1. Faculty, staff and students should be familiar with University buildings and evacuation routes.
2. In an emergency situation, faculty and staff should instruct all students to calmly and respectfully comply with emergency procedures. If a building must be evacuated, students should be instructed to report to the Evacuation Assembly Area as identified under the Evacuation section of this plan. While in this area, a head count will be taken.
HAZARDOUS MATERIAL ACCIDENTS (CHEMICAL SPILL/RELEASES)

Hazardous materials are those chemicals or substances listed by the Environmental Protection Agency as being subject to special inventory, storage and disposal requirements. In general, any material that is flammable, corrosive, reactive, combustible, explosive, a health hazard and/or toxic is hazardous. If you are uncertain about a substance, consider it hazardous.

A hazardous material accident is defined as requiring more than the person who caused the spill to clean or wipe it up immediately. If the spill presents any danger to themselves or the other building occupants, the following steps should be taken:

- Evacuate the area where the spill occurred.
- Appropriately trained personnel should confine or stop a minor spill using appropriate absorbent materials on hand. Avoid contact with skin, eyes and clothing and/or by shutting the doors of the room.
- Do not walk through or stand in any spill areas.
- In the event that a building is evacuated, proceed to the evacuation assembly area. Stay in designated area until a head count can be taken and/or an “All clear” is given to re-enter the building.
- In the event of a major spill, call 911.

If you are caught outdoors during a hazardous materials incident, the following steps should be taken:

- Stay upstream, uphill and upwind of the spill.
- Do not walk into or touch any spilled liquids, airborne mists or condensed solid chemical deposits.
- If in a motor vehicle, stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

HAZARDOUS MATERIAL ACCIDENTS — page 1 of 2
If it is safer to stay indoors, the following steps should be taken:

- Close and lock all exterior doors and windows. Close vents and as many interior doors as possible.
- Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
- Go into a room that is above ground and has the fewest openings to the outside.
- Seal the room by covering each window, door and vent using plastic sheeting and duct tape.
- Use material to fill cracks and holes in the room, such as around pipes.
- It is not recommended to stay in the sealed room for more than two to three hours because the effectiveness of the shelter diminishes with time.
- Be aware of carbon dioxide buildup if there are too many people in the sealed room.

After the hazardous materials incident has ended, follow these guidelines for re-entering previously contaminated locations:

- Return to the building only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- Report any lingering vapors or other hazards to 911.
SUICIDE WARNING SIGNS, ATTEMPTS, THREATS OR GESTURES

Any student experiencing mental or emotional instability or distress, or any person aware of a student experiencing these difficulties, is encouraged to seek guidance from the Office of Student Life. The purpose of the following procedure is to ensure appropriate medical and psychological response to suicide attempts, threats or gestures by members of the University community. A suicide attempt, threat or gesture is defined as any situation in which a person performs a life-threatening behavior with the intent of jeopardizing his/her life or to give the appearance of such intent.

The Emergency Response and Recovery Team (ERRT) has formed a subgroup called the Behavioral Assessment Team (BAT). The mission of BAT is to provide early intervention and suicide prevention for students who are experiencing distress, engaging in harmful or disruptive behaviors, or who have been identified as at risk for personal, academic, social or financial failure.

The BAT serves as a point of referral for faculty, staff, students and parents who are concerned about the physical, emotional, academic or financial health of a University student. The team can help assess the situation, offer support and provide referrals to the appropriate resources on and off campus. Additionally, the group will provide policy and procedure recommendations when appropriate.
When to Refer a Student to the Behavioral Assessment Team:

NOTE: IF THERE IS AN IMMEDIATE THREAT TO THE STUDENT OR OTHERS, CALL 911 AND PUBLIC SAFETY AT (602) 888-5516 WHEN APPROPRIATE. STAY CALM AND TALK REASSURINGLY WITH THE PERSON UNTIL HELP ARRIVES.

Contact the Behavioral Assessment Team for any of the following:

- Concern for a student’s mental health (Example: student exhibits unusual behavior, changes in normal behavioral patterns or is known to have stopped taking medication, etc.).
- Ask the person directly, “Are you so upset that you are thinking of suicide?” and/or “Are you thinking about hurting yourself or others?” and/or “How would you do it?” If the answer is “Yes” or they tell you the method they plan to use, call 911. Call Public Safety at (602) 888-5516 when appropriate.
- Concern for a student’s academic success (Example: student has stopped attending classes, changes in participation or quality of work are evident, etc.).
- Concern for a student having personal difficulties (Example: student is known to have lost a close family member, family is facing severe economic hardship, student is supporting family income or providing personal care to ill family member, etc.).

How to Refer a Student to the Behavioral Assessment Team:

- Print and complete a BAT referral form at www.ben.edu/mesa/BAT and submit it to Gillett Hall, Room 131.

NOTE: In accordance with the Family Educational Rights and Privacy Act (FERPA), the BAT structure is designed to allow referrals to be viewed only by those individuals who have a need to know. The information shared will not become a part of the student’s permanent record. In addition, state and federal privacy laws prohibit the unauthorized disclosure of personally identifiable health information.
UTILITY FAILURE

Examples of utility failure that may occur are electrical failure, plumbing failure/flooding, serious natural gas leak and ventilation problems.

In the event of a utility failure, immediately notify 911.

**If there is potential danger to building occupants:**

- Call 911.
- In a situation where a building must be evacuated, please proceed to the building’s Evacuation Assembly Area. Stay in the evacuation area until an “All clear” has been given to re-enter the building. Be prepared to move to another location if this area is deemed to be too close to the building. See “Evacuation” section for further instruction.
- Do not return to an evacuated building unless told to do so by the Mesa Police or their designee.
- Assist the disabled as needed.

If it becomes necessary to close a building or the University due to a utility failure, please see the procedures listed in the “Severe Weather” section of this plan.
SEVERE WEATHER (HEAT, FLOODING)

If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

• Senior Administrator or designee will notify the Branch Campus President.
• The Branch Campus President will communicate the situation to the Executive Vice President.
• When the decision to close the University is reached, the Mesa branch campus notification process will go into effect.
• A decision to close will be made by 6:00 a.m.

For school closing announcements:

• Sign up through MyBenU to be notified via Ben Alert.
• Go online to www.ben.edu/mesa.
• Call the Mesa branch campus at (602) 888-5500.
• Watch ABC Channel 15, CBS Channel 5, Fox Channel 10, NBC Channel 12 or Mesa Channel 11.
• Listen to radio stations KXAM-AM 1310 or KFNN-AM 1510.
• Visit www.ben.edu/mesa/emergency.
• Visit www.maricoparegion911.org/cens.htm.
RELEASE OF INFORMATION

Fires, floods, explosions, accidents and deaths will attract media and community attention to the University. Any attempt to cover up events will only make matters worse and begin a rumor mill. The public is entitled to know bad news, particularly if they have been alerted to the situation. If the press becomes involved, they have free access to hospitals, police and fire departments...even University employees.

External Crisis Communications:
When there is a crisis, the Office of Marketing and Communications and the Senior Administrator are the people responsible for dealing with the media and will speak on behalf of the University. They are responsible for dealing with all other external audiences.

The Senior Administrator should be alerted immediately to any press inquiries. When confronted by the media:

- Do not volunteer any information.
- Decline any requests for an interview, unless approved by the Senior Administrator.
- Refer any questions to the Senior Administrator.

The Office of Marketing and Communications has an active relationship with members of the Mesa area media and can screen all calls to determine what information the reporter needs. If necessary, the Office of Marketing and Communications may organize a press conference to present the facts in more detail.

Internal Crisis Communications:
The official spokesperson for the internal community is the Branch Campus President. Should a crisis situation arise, the Branch Campus President will issue a statement discussing the circumstances in detail and the action the University will pursue. In addition, other administrative officers may also address special communications to appropriate members of the Benedictine community at the request of the Branch Campus President.

RELEASE OF INFORMATION
FIRE

Should you discover a fire, remember RACE:

• R emove anyone from immediate danger.
• A ctivate the fire alarm system by pulling the nearest fire alarm pull station, then call 911.
• C ontain the fire by closing doors.
• E vacuate the building.

Campus buildings are equipped with fire alarm systems which activate at certain temperature levels or smoke conditions. However, many small fires will require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated:

• Evacuate IMMEDIATELY in a calm, orderly manner closing all office doors.
• Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
• After evacuating the building, proceed to the Evacuation Assembly Area. Supervisors will take a head count at the evacuation area and notify the police if anyone is missing. Be prepared to move to another location if this area is deemed to be too close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
• If you become trapped in the building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

A person’s first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire. Remember PASS:

• P ull the pin from the fire extinguisher.
• A im the fire extinguisher at the base of the fire.
• S queeze the handles together.
• S weep the spray from side to side across the base of the flames.

If the fire is not put out by the first fire extinguisher used, EVACUATE the building. DO NOT attempt to use a second fire extinguisher.

FIRE
AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Volunteer Responder:
Anyone can, at their discretion, provide voluntary assistance to victims of SCA. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to an emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR and/or AED use. Follow the AED prompts.

AED Pads:
AEDs are equipped with two types of pads:

- One set for persons age 8 and older already hooked up to the AED.
- One set for children ages 1-8 attached to the back of the AED.

Location of AEDs:
Gillett Hall – Outside classroom 104
Services Center – Located in the pantry area
WORKPLACE VIOLENCE

A threat of violence MAY include, but is not limited to, a person on or near campus with a weapon, the lockdown of nearby facilities or a significant law enforcement action in the neighborhood adjacent to the University.

Violence in the workplace can have many sources. It may be a current or former disgruntled employee or student. It may be an angry customer, spouse or relative of an employee or student. The violence could be a random act such as robbery, a hate crime, the discipline or firing of an employee, or an academic dispute between an instructor and student.

The following guidelines are designed to reduce the likelihood of workplace violence and provide information for all employees to use as methods of prevention and intervention of violence.

• If possible, call 911 from campus or cellphones when there is an imminent threat to life.
• Notify those around you.
• Try to flee or hide if not directly confronted.
• If confronted, remain calm, speak calmly and clearly, and attempt to establish personal rapport with the offender.
• Do not challenge, bargain or make promises you cannot keep with the person.
• Let the person have his or her say.
• Listen attentively.
• If it can be done safely, clear the area of other personnel and students.
• If you are unable to evacuate the building safely, take shelter where you are.
• Do not sound the fire alarm to evacuate the building. Persons may be placed in harm’s way when they are attempting to evacuate the building.

While violent crime is rare on college and university campuses, recent local and national events have brought into focus the need to prepare for violent situations. No single plan can ensure ultimate safety or address every eventuality. The University may pursue criminal prosecution for any act of physical violence against a University employee or student while on campus.
CALL FOR A LOCKDOWN

A “LOCKDOWN” is when campus community members are directed to remain where they are, to lock the door(s) to the space they are in if possible, to close windows and blinds, to turn off lights and to remain quiet. The intent is to create as many physical layers of separation between you and a potential aggressor until the “All clear” is given.

A “LOCKDOWN” will be used in an attempt to minimize the risk of violence and to increase the safety of students, staff and guests by restricting access and visibility to community members by a threatening person or by an event internal or external to the University. Lockdown procedures will only be invoked in situations that constitute life-threatening events and where a facility evacuation could be fatal.

PROCEDURE
If you hear the direction to “LOCKDOWN” by an administrator announcing the lockdown in person or by any other means of communication, you are to follow the procedures below.

What to do if caught inside a building where the intruder is located:

1. Staff must report threatening activities to the Mesa Police by dialing 911.
2. Call 911 from campus or cellphones when there is an imminent threat to life.
3. Notify those around you.
4. Move to a location within the building that has a lockable door and lock it, use a door wedge to secure door from inside, or stack furniture in front of the door.
5. Get out of the intruder’s line of sight. Move away from windows, doors and outer walls.
6. Crouch down and hide behind furniture.
7. Turn off all lights and close window blinds.
8. Be quiet and do not draw attention to yourself. Do not talk. Turn off cellphones or turn to vibrate, and turn down the ringer volume on any desk phones in the area.
9. Do not exit the building when a fire alarm sounds unless you have reason to believe that there actually is a fire in the building or you have been advised by the Mesa Police or other recognized first responder to evacuate.
10. Be ready to move if current location is deemed to be too dangerous. Always be on the lookout for possible escape routes.

11. Mesa Police or a recognized first responder will notify occupants when it is safe to resume normal activities.

12. Any person who knowingly initiates a false report that results in a lockdown response of campus will be referred for disciplinary action to the appropriate authority.

What to do if outside or exposed to immediate threat: (If you are outside or in an exposed area during an immediate threat, you must decide the best course of action for your own safety.)

1. **Hide** – Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls and benches for cover.

2. **Run** – If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Run in a zigzag fashion and try to keep objects, such as trees, garbage cans, buildings and cars between you and the hostile person.

3. **Fight** – Your last option, if caught in the open and in close proximity to the intruder, is to fight back. This is dangerous and not recommended.

What to expect from police during and after a violent situation occurs:

1. Police officers’ top priority is to stop the violence as quickly as possible.

2. The officers responding to the call may not be wearing the traditional uniform, but will be wearing exterior bulletproof vests, helmets and be armed with semi-automatic rifles.

3. They will be giving loud, forceful and direct instructions.

4. Follow their commands.

5. The first police entry team will not stop to render aid to those injured.

6. The secondary entry team will assist and remove victims.

7. You may be searched and directed to run from the area with your hands above your head. These procedures are meant to increase police officer safety until the event is resolved.

8. You may be handcuffed temporarily until the officer has cleared you.
Emergency Alerts and Notifications are not the same.

Emergency Alerts inform you ideally within five minutes of a situation that is currently occurring and provide brief, basic direction on what action to take.

Emergency Information Notifications provide you with more detailed information about an upcoming situation or a situation that has just occurred and what action to take, if any, and are not as time-sensitive as Emergency Alerts.

Many of our communication vehicles can and will be used to provide both alerts and notifications, as is appropriate per emergency situation. It is important to listen to and follow all directions provided and wait for the “All clear” notification before resuming normal activities.

The following are means by which the campus community may be alerted and/or notified of an emergency, keeping in mind that no one communication vehicle will reach everyone. It is also possible that some alert and notification systems may not survive and/or withstand the effects of an emergency situation.

The ERRT members or designees will alert and/or notify the campus population and the general public of major emergencies through a combination of the following campus-wide alert and notification systems when the emergency situation permits and is appropriate:

1. Fire alarms in the building are automatically activated in the event of a fire or can be activated by a pull station.

2. Benedictine University at Mesa website notice (www.ben.edu/mesa) with emergency situation details posted.

3. Benedictine University at Mesa main line at (602) 888-5500 with emergency situation details recorded.

4. The Mesa branch campus notification process. Each University office is responsible for creating and maintaining a notification process to ensure effective communication of emergency situation details.

5. Campus closed circuit TV monitors.

6. The Office of Marketing and Communications will post updates to Facebook and Twitter.

7. BenAlert emergency notification system. For more information about BenAlert and how to add additional contact information, go to www.ben.edu/benalert.

8. Telephone notification may be provided by Maricopa County Community Emergency Notification System (CENS). For more information on how this system works, visit www.maricoparegion911.org/cens.htm.

The above may be updated hourly/daily as needed as details develop. Details may include general information, warning/awareness and status of classes/campus/buildings specific to health-related incidents, signs/symptoms/protection/prevention, suspected/confirmed cases, isolation/quarantine, etc.
BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the next page.

If bomb threat is received by phone:
1. Remain calm. Keep caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call 911, or as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (next page) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone call 911 with information about the incident and await instructions.

If a bomb threat is received by handwritten note:
1. Call 911.
2. Handle note as minimally as possible.

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor or sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Do not use two-way radios or cellphones; radio signals have the potential to detonate a bomb. Do not open drawers or cabinets or turn lights and computers on or off. Do not activate the fire alarms or touch or move a suspicious package. Evacuate the building immediately when the building evacuation alert is given. Assist those needing assistance in evacuating the building. Report to the Evacuation Assembly Area so that an accurate head count may be taken. Be prepared to move to another location if this area is deemed to be too close to the building.
BOMB THREAT PHONE REPORT

Date and time call received: ____________________________________________________________
Telephone number on which threat was received: __________________________________________
Your name: _________________________________________________________________________
Exact words of caller: __________________________________________________________________

ASK THESE QUESTIONS — IN THIS ORDER

Where is the bomb? Exactly? __________________________________________________________________
When will it go off? ______________________________________________________________________
What does it look like? What kind of bomb is it? ____________________________________________________________________
When is it going to explode? ____________________________________________________________________
What will make it explode? ____________________________________________________________________
Did you place the bomb? Yes       No
How do you deactivate it? ____________________________________________________________________
Why was it put there? _________________________________________________________________________
What is your name? _________________________________________________________________________

DESCRIPTION OF CALLER'S VOICE

Male _____   Female _____   Young _____   Middle-age _________   Old __________
Tone of voice: _________________________________________________________________________
Accent or impediment: ____________________________________________________________________
Background noises: ______________________________________________________________________
Is voice familiar? If so, who did it sound like? ____________________________________________________________________
Remarks: _______________________________________________________________________________

BOMB THREAT — page 2 of 2
A “Watch” is defined as a weather-related incident that is likely to occur for a certain area and to stay tuned to local weather reports for further information.

A “Warning” is defined as a weather-related incident that has been reported by trained spotters or indicated by radar and imminent danger to life and property exists to those in the path of the storm.

Severe weather includes, but is not limited to, the following conditions: flooding, high winds, lightning, hail, etc.

**Thunderstorms and Lightning:**

Thunderstorms produce lightning. Other associated dangers of thunderstorms include strong winds, hail and flash flooding. A thunderstorm is most severe when it affects one location for an extended period of time. Most thunderstorms produce heavy rain for a brief period of time. They are prevalent in warm, humid conditions and about 10 percent are classified as severe, meaning there is hail at least three-quarters of an inch in diameter or winds in excess of 58 mph.

Lightning is unpredictable, which increases the risk of danger to individuals and property. Lightning may strike 10-15 miles away from the area where it is raining. “Heat lightning” is actually lightning observed from a thunderstorm that is too far away for thunder to be heard. Individuals struck by lightning carry no electrical charge and should be attended to immediately.

- When the National Weather Service has issued a thunderstorm watch, monitor the conditions closely as the storm could turn into a warning very quickly.
- When the watch becomes a warning, it is recommended that everyone stay indoors away from windows.
- The “Flash-to-Bang” method consists of counting the seconds between the observation of lightning and the audible sound of thunder to determine how far away you are from the lightning. Each second counted indicates how many miles away the lightning occurred. Using this method, lightning within five miles (five seconds) would merit staying indoors and away from windows.
- Do not go under a tree or stand near a metal fence.
- If you cannot get inside during the storm, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. DO NOT lie flat on the ground.
- Use a battery-operated National Oceanic and Atmospheric Administration weather radio for updates from local officials.
- Avoid contact with corded phones. Use a corded telephone only for emergencies. Cordless and cellphones are safe to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, take a shower, wash dishes or do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors.
- Do not lie on concrete floors or lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal such as tractors, farm equipment, motorcycles, golf carts, golf clubs, bicycles and automobiles.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity inside and outside the vehicle.
Extreme Heat:
In extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature, pushing the human body beyond its limits. Severe conditions can induce heat-related illnesses such as heat cramps, heat exhaustion and heat stroke. Older adults, young children and those who are sick or overweight are more likely to succumb to the effects of extreme heat.

- Stay indoors in a cool space as much as possible and limit exposure to the sun.
- If air conditioning is not available, stay on the lowest floor. You may want to consider going inside public buildings such as libraries, shopping malls or other community facilities.
- Avoid eating salty foods, drink plenty of water and limit alcohol consumption.
- Dress in loose-fitting, lightweight and light-colored clothes.
- Protect your face and head by wearing a wide-brimmed hat.
- Check on elderly family members and friends.
- Never leave children or pets alone in closed vehicles.
- Avoid strenuous outdoor work during the warmest part of the day. If you cannot avoid working outdoors, drink plenty of fluids and take frequent breaks.
- If you live or work in an urban environment, be careful of the phenomenon called “Urban Heat Island Effect.” Asphalt and concrete store heat longer and gradually release heat at night, which can produce higher nighttime temperatures and not allow cooling to take place.

Microbursts:
A microburst is a small, very intense downdraft that descends to the ground resulting in a strong wind divergence. The size of the event is typically less than 4 kilometers across. Microbursts are capable of producing winds of more than 100 mph, causing significant damage. The life span of a microburst is around 5-15 minutes long.

When rain falls below a cloud base or is mixed with dry air, it begins to evaporate and this evaporation process cools the air. The cool air descends and accelerates as it approaches the ground. When the cool air approaches the ground, it spreads out in all directions and this divergence of the wind is the signature of the microburst. In humid climates, microbursts can also be generated from heavy precipitation.

- Go to a safe place immediately and protect yourself under a sturdy object such as a desk or table.
- Go to a bathroom, closet or interior hallway in the center of the building on the lowest floor.
- If outside, lay flat in a ditch or low-lying area with your hands protecting your head.
- If you’re in a car or mobile home, get out and find shelter in a ditch or other low-lying area.

Dust Storms:
Dust storms naturally occur in dry land areas. They are more likely to happen during the summer and especially during periods of severe drought. During a dust storm, visibility becomes very poor and air quality is greatly reduced to the extent that it can have a negative impact on health.

Ways to prepare for and protect yourself against a dust storm:
- Carry a mask designed to filter out small particulates. Medical masks work well. Carry airtight goggles to protect your eyes.
- Carry a supply of water as dust storms most often occur during very hot weather conditions. You may quickly become dehydrated by the dry heat and high winds.
- Carry clothing that covers your body, face and head to protect you. In a dust storm, particles of dust and sand can hit your body moving at 75 mph or more.
Get out of the area: If you see a dust storm approaching and you are in a vehicle, you may be able to outrun the storm. If the storm is catching up with you, stop and prepare for it. Once the storm reaches you, it will only be a matter of seconds before you will not be able to see anything around you.

If in a house or sturdy building:
• Get inside as quickly as possible.
• Close all windows, draw draperies and blinds and shut all doors.
• Take shelter in a room without windows. If the winds should pick up a rock, patio furniture or a tree limb, your windows could be broken and you will want to be far away from the shattered glass. This is also the reason to close the blinds and drapes.

If outside and can’t reach a building:
• Take shelter behind a large rock or other land formation. Do not lie in a ditch. Flash floods may occur since thunderstorms often accompany dust storms. However, if you are in an area with small hills, that type of a depression should be fine as a shelter.
• Curl up into a ball and protect your head and face. If possible, cover your head and face with a sweater, coat or anything else you may have handy. Winds from a dust storm can pick up and propel other objects, so make yourself as small as you can and cover up.
• If you cannot find a large rock and are in a completely open area, lie flat on the ground and protect you head and back with anything you may have. If you are camping or hiking, you should have a backpack, Mylar blanket, sleeping bag or other items that would work as shelter.
• If you have a mask, put it on immediately. If you don’t have a mask, lightly moisten a bandana or some other piece of fabric and tie it over your nose and mouth. If you don’t have fabric, pull the front of your shirt up over your nose and mouth to reduce the amount of dust you breathe.
• Eyeglasses and sunglasses offer minimal protection from blowing dust or sand, but are better than nothing. If you have more cloth, you will want to cover your eyes. Otherwise, put on any glasses you have, close your eyes tightly and face away from the dust. Airtight goggles or swimming goggles are the best protection. NEVER rub your eyes. If they become irritated, rinse with water.
• If you are with a group, stick together. A dust storm is similar to a blizzard – you can easily become disoriented and lost. If you are trying to get to a protected area, hold hands or lock arms while walking.

Watch out for related weather dangers: Ideal dust storm conditions are also perfect conditions for thunderstorms. Lightning and heavy rains often accompany a dust storm. Watch for flash floods and take precautions as you would in any thunderstorm.

Tips:
• It is sometimes recommended to get to high ground in a dust storm, since the densest concentration of sand is close to the ground. If you can find a safe, solid, high point, this may be a good idea, but only if the storm is not accompanied by lightning and only if there is no danger of being struck by heavier flying debris.
• Dust storms are especially dangerous to those with compromised respiratory systems or weakened immune systems. Inhaling even small amounts of dust can cause potentially life-threatening complications.
• Avoid wearing contact lenses in areas prone to dust storms. If you find yourself involved in a dust storm, remove your contacts immediately as the small particles in the air can become trapped under lenses, scratch your eyes and potentially cause permanent damage.
• While dust storms are most likely to occur in hot weather, they can form at any time of year, and the frigid winds of a winter dust storm can quickly lead to hypothermia.
While a desert climate or drought provides the perfect conditions for dust storm formation, the likelihood of a storm depends on many factors. Recent plowing or farming operations can contribute to the likelihood of a dust storm, as can construction and other man-made changes to soil conditions.

In desert areas, vehicles often create their own mini-sandstorms or dust storms. This becomes a problem when several vehicles are traveling together or when using an all-terrain vehicle for recreational purposes. Clouds of dust can quickly damage moving parts and decrease visibility, increasing the likelihood of an accident. Respiratory problems may also increase. Anyone finding themselves in these circumstances should wear a mask.

If there is no dust storm but you are traveling in dusty areas, take precautions to protect electronics, cameras, cell phones, laptops and tools by wrapping them, preferably in plastic.

If you live in a dry area, pay attention to air quality advisories. When warnings are issued, stay indoors or wear a mask if you must go outside. Breathing even small amounts of dust over long periods of time can cause numerous respiratory problems and even death.

Hail:
Hail is precipitation in the form of a chunk of ice that forms inside storm clouds. It begins as tiny ice pellets that collide with water droplets. The optimum freezing level for the formation of hail is 8,000-10,000 feet. The water droplets attach themselves to the ice pellets and begin to freeze as strong updraft winds toss the pellets and droplets back up into the upper, colder regions of the cloud. As the attached droplets freeze, the pellets become larger.

Hail that is tossed up and down through the cloud many times will create a hailstone. Hailstones can be as large as softballs. Large hailstones are an indication of powerful updraft and downdraft winds associated with a thunderstorm.

- Find shelter. Avoid water, high ground, isolated trees, picnic shelters and open spaces.
- Stay indoors and away from windows, glass doors and skylights, which can shatter if hit by hailstones.
- Avoid using the telephone during a storm, and do not touch metal objects like stoves, radiators, metal pipes and sinks.
- Move your vehicle to a sheltered area if possible.

In the event students, staff and faculty need to shelter-in-place, use the following locations as refuge:

_Gillett Hall_ – Inside classrooms 102 and/or 103
_Services Center_ – Inside janitor’s closet next to pantry
EVACUATION

An “EVACUATION” is a temporary and controlled rapid removal of people from a building, disaster area or campus as a rescue or precautionary measure. If the removal extends to more than a few months or becomes permanent, it is called “relocation.”

It is the policy of Benedictine University to have defined procedures to protect the life and safety of staff and visitors should there be a hazard that causes the University to decide to evacuate.

If you hear the direction to “EVACUATE,” you are to follow these procedures:

1. Evacuate the building when the alarm system sounds or when instructed to do so by the Mesa Fire Department or the appropriate personnel.
2. Aid those needing assistance.
3. Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until a head count can be taken by your supervisor, teacher or other designee.
4. If the need arises that students, staff and guests must be evacuated to an area other than the preliminary designated area, be prepared. Appropriate personnel will announce the move to a new area. Stay in the new designated area until all staff and guests can be accounted for.
5. Do not re-enter the building unless told so by the Mesa Fire Department or their designee.

Evacuation of the Mobility Restricted and Mobility Impaired

Mobility Restricted Individuals:
Mobility restricted individuals are those with disabilities who might impede rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated meeting area.

Mobility Impaired Individuals:
To assist individuals with disabilities who require the use of wheelchairs, proceed as follows:

1. Call 911. Provide as much information as possible. Most importantly, provide the individual’s location.
2. Move the impaired individual near the stairwell (where applicable) and wait assistance if there is no immediate danger within the vicinity of the stairs.
3. If the hazard becomes life-threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate to the corresponding Evacuation Assembly Area. Inform the police of the individual’s new location.

Evacuation Assembly Areas

A. Gillett Hall – Southside parking lot or parking garage
B. Services Center – Parking lot behind bank or parking garage

EVACUATION
FLOODING/FLASH FLOODS

Flood:
A flood occurs when there is prolonged rainfall over several days, intense rainfall over a short period of time, or when an ice or debris jam causes a river or stream to overflow and flood the surrounding area. Melting snow can combine with rain in the winter and early spring, severe thunderstorms can bring heavy rain in the spring and summer, and tropical cyclones can bring intense rainfall to the coastal and inland states in the summer and fall.

Flash Flood:
A flash flood can occur within six hours of a rain event, after a dam or levee failure, or following a sudden release of water held by an ice or debris jam. Flash floods can catch people unprepared. You will not always have a warning that these deadly, sudden floods are coming. So, if you live in areas prone to flash floods, plan now to protect your family and property. The use of the word “flash” here is synonymous with “urgent.”

Be aware of flood hazards no matter where you live or work, but especially if you are in a low-lying area, near water, behind a levee or downstream from a dam. Even very small streams, gullies, creeks, culverts, dry streambeds or low-lying ground that appear harmless in dry weather can flood.

Follow the procedures below to protect yourself during a flash flood:

• Be ready to evacuate the building you are in as directed by Mesa first responders and/or the designated official.
• Meet at the preliminary designated assembly area for the building you are in for further information. If that area is not suitable for evacuation, then follow the directions of the first responders.
• If caught outdoors, move to higher ground and stay there.
• Do not drive through floodwater as only 6 inches of water is enough to reach the bottom of most passenger cars, and can cause a loss of control or stalling. A foot of water can cause many vehicles to float away.
• Use local alerts and warning systems to get information and expert advice as soon as available.
• Avoid moving water.
• Stay away from damaged areas unless your assistance has been specifically requested by police, fire or a relief organization.
• Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.
• Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and move to higher ground.
• Return home only when authorities indicate it is safe to do so.
• Roads may still be closed because they have been damaged or are covered by water. Barricades may be placed in front of dangerous areas for your protection. If you come upon a barricade or a flooded road, go another way.
• If you must walk or drive in areas that have been flooded:
  • Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
  • Flooding may have disrupted once familiar places and landscapes, eroding roads and walkways. Flood debris may hide animals and broken bottles, and cause the ground to be slippery. Avoid walking or driving through a flooded area.
• Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
• Stay out of any building if it is surrounded by floodwaters.
• Use extreme caution when entering buildings. There may be hidden damage, particularly in foundations.

FLOODING/FLASH FLOODS
Basic first aid should be self-administered when feasible.

Medical Emergency
In case of a serious injury, contact 911 immediately.

When warranted, only trained personnel should assist with the victim until help arrives.

First Aid/Bodily Fluid Kits

<table>
<thead>
<tr>
<th>Location</th>
<th>First Aid Kit</th>
<th>Bodily Fluid Kit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillett Hall Reception Desk</td>
<td>X</td>
<td>X</td>
<td>8:00 a.m.-5:00 p.m. (hours subject to change)</td>
</tr>
<tr>
<td>Gillett Hall Services Center Pantry</td>
<td>X</td>
<td>X</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
</tbody>
</table>

Handling of Bodily Fluids
Bodily fluid accidents can occur at any time. To protect yourself and others from the possibility of exposure to contaminated fluids (blood, vomitus, etc.):

- When warranted, only trained personnel should handle first aid situations.
- If a person voluntarily assists (as a good Samaritan):
  - WEAR DISPOSABLE LATEX or NITRILE (for those allergic to latex) GLOVES.
  - PROPERLY DISPOSE OF SOILED MATERIALS IN A RED BIOHAZARD BAG.
- When feasible, the injured should self-administer first aid.
- Assist by locating the first aid and/or bodily fluid kit (see locations above).
- If a red biohazard bag is used, make sure waste is taken to the appropriate disposal area.
- Return the first aid and/or bodily fluid kit to its location.
- WASH HANDS THOROUGHLY WITH SOAP AND WARM WATER.