



Benedictine College

Emergency Response Plan

Benedictine College
1020 N. Second St.
Atchison, KS 66002 USA

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PURPOSE

Benedictine College recognizes the need and the importance of effective emergency management, which includes prevention, intervention, and campus safety for all members of the college community.

We expect all members of the community to actively embrace and participate in the approved emergency management policies and procedures.

SCOPE

The Emergency Plan guides preparedness, response, and recovery actions. It applies to a broad range of emergency incidents, including:

1. Fire
2. Severe Weather
3. Utility Failure
4. Campus Intruder/Suspicious Person
5. Violent Behavior

EMERGENCY RESPONSE PRIORITIES

In responding to an emergency situation, the College's leading priorities are as follows.

1. Protect life safety (students first)
2. Secure critical infrastructure and facilities
3. Initiate Emergency Response Plan and Emergency Operation Management
4. Resume class
5. Resume residences
6. Resume administrative buildings

EMERGENCY PROCEDURES

Benedictine College has developed procedures for responding to an emergency situation on campus. This section addresses the initial response to situations where an immediate response is critical. They include:

1. Fire
2. Severe Weather
3. Utility Failure
4. Campus Intruder/Suspicious Person
5. Violent Behavior

General procedures include contacting the appropriate first responder (by dialing 911), evacuating if necessary and contacting Campus Security. The security officer will then contact the Director of Operations, who will determine if further emergency protocols should be activated.

All faculty, staff and students are made familiar with the procedures and trained in evacuation procedures on an annual basis through fire drills, severe weather drills, etc.

Emergency Procedure flip-charts, including appropriate phone numbers, with the emergency procedures are placed in classrooms and meeting rooms located in each building. This information is also included in the college directory. Emergency Procedure evacuation route maps are posted in each hallway near exits.

Fire

Upon the discovery of fire or smoke

1. If the automatic alarm system has not sounded, the person who observed the fire should proceed to the nearest pull station.
2. Activate the system by pulling the alarm.
3. Dial 911.
4. Contact security.

Fire Evacuation Procedures

1. Signal: Fire alarm
2. Every person shall vacate the building to the exterior.
3. Copies of routes to the nearest exit area are posted in each hallway.
4. Once outside, move to a safe distance from the building.
5. Remain outside unless otherwise directed.

Severe Weather Evacuation Procedures

1. Signal: County Alert System and Raven Alert
2. Every person shall move to the designated area in the building.
3. Copies of routes to the designated area are posted in each hallway.
4. Remain in the designated area until severe weather has passed or until otherwise directed.

Utility Failure

1. An employee aware of any utility failure should notify the Operations Department immediately.
2. During regular business hours, notify Operations Department Helpdesk at 913-360-7777 (ext. 7777). On weekends and after 5 p.m., call Security at 913-360-8888 (ext. 8888).
3. Evacuate the building if necessary.

Violent Behavior / Suspicious Activity Procedures

1. Move to a safe location if possible.
2. Dial 911.
3. Call security to report situation – 913-360-8888 (ext. 8888).

See Appendix E for Active Shooter Policy

Medical Emergency Procedures

In the case of a medical emergency, the immediate concern is to aid the injured and sick.

1. If medical emergency requires medical attention, dial 911.
2. Contact security to report any medical emergency – 913-360-8888 (ext. 8888).

Evacuation Routes

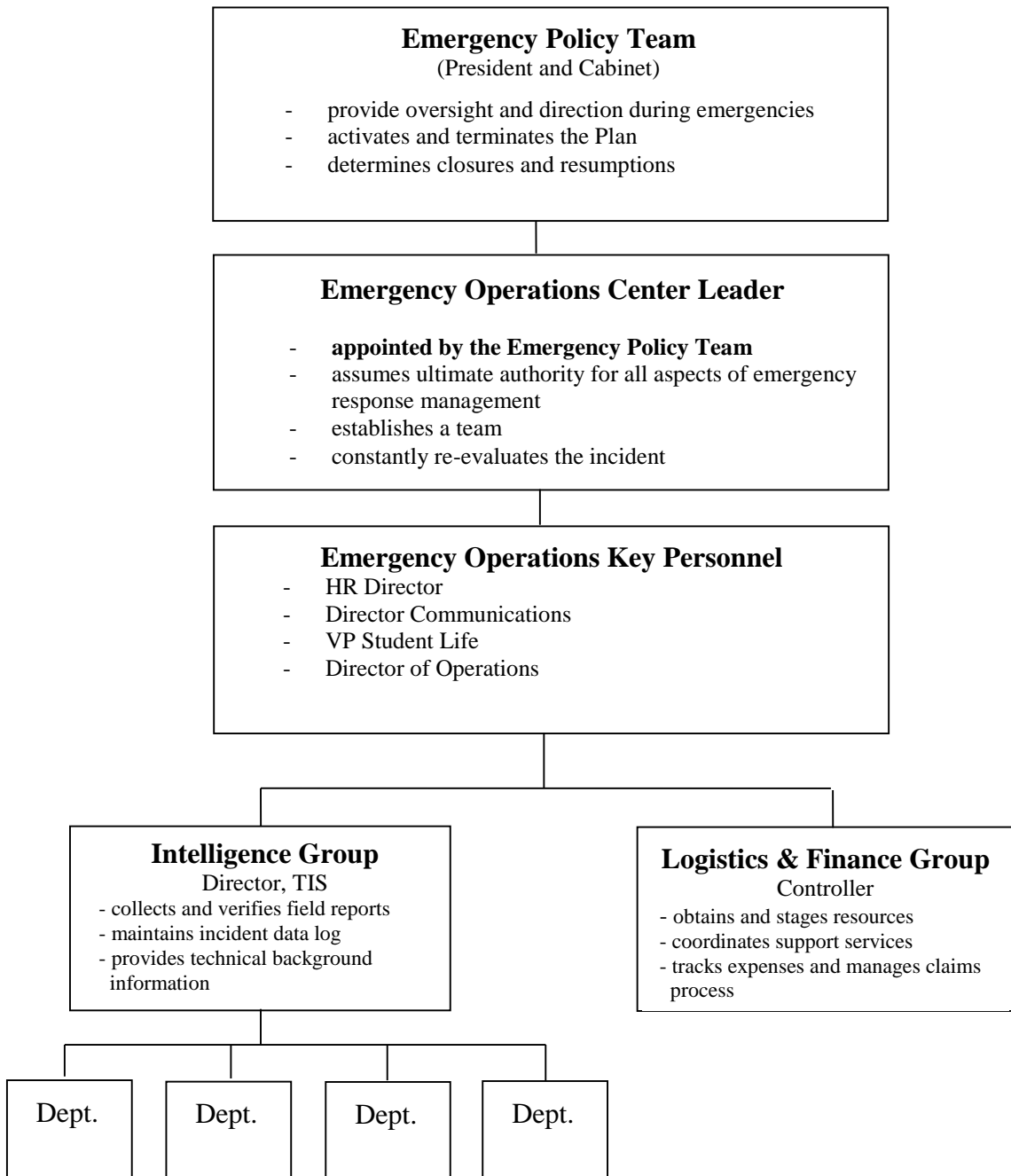
Copies of evacuation maps can be found on the BC website and are posted in each hallway near the stairwells.

Resident hall fire evacuation procedures and severe weather procedures are found in the student handbook or as an attachment in Appendix B of this document.

LOCKDOWN PROCEDURES

Benedictine utilizes a computer based access control system which allows Campus Security to keep the majority of our residence halls locked 24 hours a day to enhance the security of the students living in these halls. This system is also utilized on the majority of our Academic Buildings and we continue to expand the system every year to include more buildings. In the event of a security lock down, we have the ability to lock all doors controlled by this system and deactivate any access cards to prevent access to these buildings. For our buildings which do not have every exterior door controlled by this system, in the event of a security lock down, Campus Security has procedures in place to facilitate locking all campus buildings to control access. Coupled with annual crisis training for faculty and staff, this system and procedures are intended to minimize the exposure of the students, faculty, and staff of Benedictine College in the event of a hostile person or persons on campus.

COMMAND STRUCTURE CHART



MANAGEMENT OF EMERGENCY RESPONSE AND OPERATIONS

Organization and Reporting Structure

The organizational structure during an emergency response does not necessarily reflect the College ordinary reporting lines. Moreover, as the severity of an emergency changes, assignments may change, therefore changing an employee's position during the course of a single emergency.

The organizational structure of the Plan reflects three major components:

1. First responding agents (e.g., Campus Security, City Police, Fire Department)
2. Emergency Policy Team (President and Cabinet)
3. Emergency Operations Management Team

First responders include those agents that would first respond to the scene of an incident.

First responders are responsible for:

1. Staffing and operating posts near the scene of an incident
2. Coordinating efforts with off-site governmental authorities under a unified command
3. Responding to all emergencies and, as necessary, communicating information to individuals serving the positions specified below.

The Emergency Policy Team

The Emergency Policy Team consists of the President and his Cabinet. The Policy Team is the responsible for providing oversight and direction during major campus wide emergencies. In particular, the Emergency Policy Team:

1. Is notified in the event of all emergencies, regardless of the magnitude
2. Evaluates the impact of an emergency
3. Is responsible for determining closures and resumptions
4. Assumes ultimate responsibility for activation, oversight, and termination of College emergency operations in case the emergency reaches proportions beyond the capacity of routine first responders
5. May declare a state of emergency throughout the whole campus (or a portion of the campus)
6. Can downgrade the state of emergency to a business-as-usual state.

The Emergency Operations Center (EOC)

The EOC is the operations center where coordination and management decisions are facilitated and it is also the physical location where College leaders gather during an emergency to coordinate response and recovery actions and resources.

The EOC site is the President's office suite (President's office, Administrative Assistants, Academic Dean's and Chief Financial Officer's offices, executive conference room). The alternate EOC site (if conditions are unsafe) is the Student Development suite in the Student Union.

EOC Management Team

The EOC Management Team serves as the operational support of the Policy Team.

In this role, the management team:

1. Evaluates the incident as it unfolds
2. Enhances strategies for an effective response
3. Serves as the single point of contact for field emergency response operations ensuring coordination of college-wide response efforts between on-scene responders, departments, and executive management.

Students / Faculty / Staff

All students, faculty and staff should read and familiarize themselves with the Plan. Specifically, students should be aware of the evacuation procedures for their respective residence halls and the classroom buildings they frequently use. Staff should acquire an understanding of their department and building response procedures. In addition, faculty members should read and familiarize themselves with the Plan and should be prepared to direct students to safe areas in the event of an emergency.

Coordination with Greater Community

Depending on the emergency, the College Administration may request jurisdictions outside of Benedictine College (e.g., City of Atchison, Atchison County) to commit major resources and expertise to an emergency response. In such instances, a Unified Command Structure is implemented. The Unified Command Structure consists of key officials from all responding agencies working toward a common objective with a common strategy. In these circumstances, leaders from other agencies would work with the EOC Management Team in coordination of response and recovery efforts.

Equipment for EOC

(Version 6/04/13)

The following equipment is stored in the EOC:

- Copies of BC Emergency Response Plan
- BC Employee Directory
- Atchison County Telephone Directory
- Media Directory
- College Map
- Multi-media projector
- Wireless internet connections
- Television
- DVD Player
- AM/FM Radio
- Supplies (pens, notepads, etc.)
- Flip charts
- Computer
- Digital Camera
- Bottled Water
- First Aid Kit
- Flashlights
- Batteries
- Laser printer
- Paper shredder
- Fax/Copier machine
- Color printer
- Kitchenette (including sink, plates, cutlery, microwave, refrigerator)

EMERGENCY INFORMATION AND COMMUNICATIONS

Raven Alerts

Benedictine College has implemented the Raven Alert, a text messaging system, to communicate with internal constituents in the event of emergencies. Only the President, Emergency Response Team Leader, or the Director of Marketing & Communication can authorize the use of this system. This mass notification tool will be used only during emergencies that threaten the safety of students, faculty, staff, and other constituencies at the time of the incident.

It is extremely important that all faculty, staff and students enroll and update contact information with the Raven Alert system regularly.

Emergency Communication Policy

The Office of Marketing & Communication is an advocate for Benedictine College in the news media and in media generated by the College. It will strive to work honestly, ethically, and efficiently with the media and other key constituents during an emergency. At the same time, the Office protects the legitimate interests of Benedictine College and its students, faculty, and staff.

The Vice President of College Relations or the Director of Marketing & Communication will be responsible for interpreting and disseminating information to the College community and the media. If any member of the College community becomes aware of a crisis or potential crisis, he or she is directed to alert the Office of Marketing & Communication so the Office can serve as a conduit for information to the College's various constituencies and the media. **ALL INQUIRIES FROM THE MEDIA ARE TO BE DIRECTED TO THE DIRECTOR OF MARKETING & COMMUNICATION AT 913-360-7415 or 913-426-2531. NO INFORMATION SHOULD BE RELEASED WITHOUT AUTHORIZATION FROM THE MARKETING & COMMUNICATION OFFICE.** In an emergency situation, if members of the news media enter campus for interviews or attempt to contact students, faculty, or staff, the Office of Marketing & Communication should be immediately notified. The media representatives should be sent to the Marketing & Communication Office in Room 200 of St. Benedict Hall or the Marketing & Communication staff will go to their location.

Because of the nature of emergencies, Marketing & Communication staff will keep a copy of general College background materials and a media distribution list at home and at the Emergency Operation Center.

Implementation Plan in the Event of an Emergency

1. If unable to get to the Marketing & Communication Office in a crisis situation, a media communication post will be established. In the immediate aftermath, the communication post might be a remote location like the home office of a Marketing & Communication staff person. The Emergency Response Team will be notified of the location of the communication post. In time, the communication post will be established at the Emergency Operation Center.

2. The Marketing & Communication staff will gather accurate information to assess the nature and scope of the situation.
3. The situation will be discussed with the Emergency Response Team and other appropriate members of the campus community and an appropriate media spokesperson will be determined.
4. The Marketing & Communication staff will be prepared to serve as spokesperson.
5. If necessary, arrangements will be made to accommodate satellite TV trucks and a press room.
6. A fact sheet and talking points detailing the emergency and the College's response will be prepared and distributed.
 - a. Provide a list of talking points to the spokesperson and other members of the Emergency Response Team and prepare them for interviews
 - b. Provide the Fact Sheet to the switchboard operator and Emergency Operation Center operator
 - c. Have the Web Administrator post the Fact Sheet and other basic information on the home page of the College Website.
 - d. Send a broadcast email message to the campus community if appropriate
7. Write a summary of the emergency, the College's official reaction, and steps taken beforehand to avoid such an emergency (i.e.: if a fire occurs, gather the dates of recent fire drills and fire alarm checks). The summary should be periodically updated throughout the emergency to create a written record of response efforts.
8. In consultation with the Emergency Response Team, determine which areas, if any, should be off-limits to the media or public.
9. Convey information to the public via the media.
 - a. Select media outlets best able to disseminate news and information quickly and efficiently to target audiences
 - b. Prepare and distribute press releases
10. Prepare and email an internal message to faculty, staff, students, Mount St. Scholastica Monastery, and St. Benedict's Abbey, if appropriate and the means exist to do so.
11. Post all press releases on the College Website.
12. Respond to all media inquiries.
13. Determine whether a press conference would be appropriate or useful in disseminating information.
14. Decide which members of the campus community are available and best suited for radio and television interviews and prepare them for the interviews.
15. Provide new press releases for both media and the College community as needed to keep various audiences informed and provide closure.
16. Review the communication plan after the incident to assess and revise it.

Notification List

Internal:

Email, Raven Alert, personal communication to:

1. Students
2. Faculty
3. Staff

4. Mount
5. Abbey
6. Board of Directors

External:

Email, FAX, telephone, and personal communication to media. (See attached media contact list.)

MEDICAL OPERATIONS, EMERGENCY CARE AND SHELTER

Medical and Counseling Needs for Major Crisis

Medical

1. On site care provided by ambulance and hospital ER personnel.
2. Student Health Center becomes crisis/triage center for minor injuries and those in need for counseling.

Counseling Center

1. Entire staff is called in, others from the community as necessary.
2. Counseling Center office in Student Health Center will be command/psychological triage center unless other location is designated by EOC.
3. Counseling Center will follow up with those more indirectly affected and can be notified of people in need through Student Life Office/residence halls as in grief issues.

Minor Crisis

Counseling Center will implement Student Life plan to manage grief (see next section). Decision to implement comes through Student Life Office or EOC Team

Interface Protocols:

1. College will coordinate with community agencies (Atchison Hospital, Public Health, Red Cross) for additional supplies that may be needed. Person responsible is the Director of Student Health or EOC representative.
2. For additional counseling/therapy professionals we will contact All Faith Counseling Center, Guidance Center, religious communities. Person responsible is the Director of the Counseling Center or EOC representative.

Overall directive to implement all of the above plans will come from VP of Student Life/Dean of Students or EOC Team.

Campus Crisis

1. Initial meeting with EOC Team or Residence Life staff, depending on nature of crisis.
 - a. Identify
 - Those closest to the specific trauma
 - Those most likely to be affected by the trauma
 - Those students most fragile in the community
 - Affected staff

- b. Establish a communication plan
 - c. Designate person among staff who will make contact with above within 24 hours for assessment/triage
- 2. Determine need for group processing of traumatizing event
 - a. Bring in help work with students (e.g., All-Faith Counseling Center staff, Guidance Center staff as indicated, trained individuals from religious communities, etc.) in addition to college staff
 - b. Position group process leaders in lounges of specifically-determined residence halls/campus buildings (if enough available, do this in pairs)
 - c. Processing meeting of all group leaders after meetings for assessment/ triage
- 3. Another meeting with EOC Team and/or Residence Life staff
 - a. Identify
 - Whom do we still need to be concerned for?
 - How will we reach out to/follow them?
 - i. Alternatives (e.g., Counseling Center referral, periodic checks by Residence Life staff, etc.)
 - ii. Other resources available
 - b. Determine plan and designate person to coordinate efforts for each student identified
- 4. Internal information-sharing
 - a. Counseling Center will publish material on grief and coping via internal media
 - b. Counseling Center will send memo containing symptoms/problems to look for and suggested responses to other helping people within the community (e.g., faculty and staff)

Emergency Care and Shelter

- a. Emergency Supply Plan
- b. The food services provider will contact the Kansas Department of Agriculture, Division of Food Safety and Lodging to make sure it is safe to remain open.
- c. Food Supply and Location
 - Café is the initial location to feed the campus in case of crisis depending on location of emergency.
 - With average inventory, campus can be fed for one week after major emergency on campus.
 - Within that week's time, the food service manager can work with food service provider to bring in refrigerated trailers to continue feeding campus.
 - If Café is location of emergency, then the Roost in the Haverty Center will be the secondary location to feed the campus.
 - Overflow seating in the old gym.
 - If both Café and Roost are disabled by emergency, then College can work with Hospital and/or religious communities to feed the campus until trailers and/or tents can be brought to campus by the food service provider.

- d. EOC will need to determine if it would be more feasible to send the students home for a period of time until a more sustainable resources are secured.
- e. Emergency Power Plan
 - In an emergency, the College will provide power for primary lighting and safety equipment to the café and the EOC.
 - Plan for other buildings without power
 - i. Residence Halls:
 - a) EOC will determine if the best course of action is to send students home or house them in other residence halls that may be unaffected by the localized outage.
 - b) Evaluate the possibilities of allowing students to use candles.
 - ii. Academic Buildings:
 - a) EOC will determine if offices affected by a localized outage may be relocated to a different building that is unaffected by the outage.
 - b) If relocation is not possible, EOC will determine which offices must remain open without power and which employees need to remain at or come to work.
- f. Emergency Shelter Plan
 - Short Term
 - i. Triple up students in other residence halls.
 - ii. New and Old Gym
- g. Long Term determine if it would be more feasible to send the students home for a period of time until more sustainable resources are secured.

RECOVERY AND BUSINESS RESUMPTION

1. Contact the College's insurance agent to notify of incident
 - a. Adjustor will be assigned by insurance to manage the claim and assist with determining liability and coverage
 - i. Severity and extent of incident may indicate need to hire a third party to assist with recovery and resumption efforts
 - b. Insurance coverage includes:
 - i. Business Interruption – for business interruptions greater than 24 hours, coverage for lost revenue due to the incident
 - ii. Extra Expense – coverage for expenses necessary to get the affected departments functioning promptly again after the incident, on an interim basis, until final replacements are obtained
 - iii. Replacement Value for buildings and the College's personal property
2. Evaluate damage
 - a. Information Technology Department – computers, stored data
 - b. Operations Department - property, furniture
 - c. Insurance adjustor will be involved
3. Evaluate departments affected by incident - Chief Financial Officer, Controller, Operations and Information Technology Departments
 - a. need for relocation to new office space
 - b. furniture and equipment needed to function
4. Replacing technology, furniture and equipment - Insurance Adjustor, Chief Financial Officer, Controller, Operations and Information Technology Departments
 - a. Determine what is needed in interim, as well as actual replacement items
5. Restore stored data to latest backup and software to replacement technology to affected departments.

See Appendix D for IT Backup and Recovery Plan

TRAINING

Benedictine College firmly believes the foundation for a successful safety program requires the constant cooperation and input from the entire College community. The entire College community is best served if each of us employs preventative attention to any hazards in our daily work, consistently uses safe work practices, and immediately reports any unsafe or hazardous conditions. Everyone in the organization is expected to actively support and participate in the Environmental Health and Safety program and accept the fundamental premise that the consequences of tragic accidents can be prevented. All life safety alarms (false alarms, drills or otherwise) should be treated as actual life safety events. Participation in life safety drills is mandatory.

Damaged or tampered safety equipment such as fire extinguishers and hoses, smoke alarms, exit signs and lights, and blocked doors or exits presents a serious danger to the lives and health of the campus community. Please report these instances immediately to the Operations Department – 913-360-7777. As a fire prevention measure, all trash and other debris should be placed in trash receptacles provided.

We encourage every employee to be vigilant to help keep Benedictine College a safe learning/living/working environment. All employees should review and become familiar with the emergency procedures.

Drill schedule

Fire - two drills annually, one in the spring and one in the fall.

Tornado – one drill annually prior to tornado season.

REVISION PROCESS

The Cabinet will appoint a committee that will meet at least four times a year and will revise the procedure as needed. Additionally, the plan will be reviewed as appropriate following an event that requires the activation of the EOC.

APPENDIXES

Appendix A—Evacuation Routes/Procedures

In preparation

Appendix B – Residence Hall(s) Evacuation Routes / Procedures

Appendix C—Study Abroad

Appendix D – IT Backup and Recovery Plan

Appendix E – Active Shooter Policy

Benedictine College

Emergency Response Plan

Appendix A

Evacuation Routes/Procedures

In preparation

Benedictine College

Emergency Response Plan

Appendix B

RESIDENCE HALL(S) EVACUATION ROUTES/PROCEDURES

Tornado Procedure

Civil Defense and tornado warning information is distributed during registration in all residence halls and is available from the residence hall director in all residence halls. Residents should be aware of what the local siren means. For a tornado warning, the siren is on for three minutes, off for one minute, on for three minutes, etc. Sirens are tested at 10 a.m. the first Wednesday of the month. Weather information is available on KAIR Radio: 93.7 FM and 1470 AM. If a warning siren sounds, remain calm, stay inside, and take cover in the lowest possible area inside the building. Remember to stay away from windows and glass. If you are above ground, get next to an interior wall. Mattresses can be used as protection when you are above ground. If you are below ground, get next to an exterior wall. Here are the suggested places to seek shelter:

Fire Evacuation Procedure

Survival is the top priority in the event of a fire in a residence hall. If there is a fire, the alarm systems in all halls will automatically call the Atchison Fire Department. When you hear a fire alarm, immediately exit the hall using the following steps:

1. FEEL THE DOOR HANDLE.
 - a. If it's hot, don't open the door; go to a window and call for help.
 - b. If it's cool, open the door cautiously and check for smoke and fire.
2. EXIT THE ROOM CRAWLING ON THE FLOOR.
 - a. Avoid smoke and toxic chemicals in the air above.
3. CLOSE THE ROOM AND STAIRWAY DOORS BEHIND YOU.
 - a. Keeps the fire from spreading by closing doors.
4. GET OUT OF BUILDING BEFORE PHONING FOR HELP.
 - a. Your survival comes first.
5. PULL THE FIRE ALARM ON YOUR WAY OUT.
 - a. Proceed to the nearest exit.
6. DON'T WAIT FOR PEOPLE OR GET STUFF.
7. KNOCK ON DOORS AND YELL "FIRE" AS YOU LEAVE
8. IF YOU CAN'T GET OUT, GET SOMEONE'S ATTENTION
 - a. Stay low, yell and scream, hang a sheet from the window if possible.
9. TAKE THE NEAREST EXIT/STAIRWELL AND GO TO A DESIGNATED AREA:

The halls meet OSHA fire-safety requirements. Safety lighting, smoke alarms and multi-purpose dry chemical extinguishers are located in each hall. Be sure you are aware of the nearest extinguisher; these should be used to exit the hall and not to fight a fire.

Discharging or tampering with fire equipment is an act of vandalism that can result in the inadequate protection of the lives, safety, and property of a hall's residents. The Atchison Fire Department, the Federal Government, and OSHA consider tampering with this equipment a serious matter. The College also considers vandalism of safety equipment (including fire extinguishers, smoke alarms, fire alarms, exit signs, and emergency lighting, etc.) a serious matter. Consequences may include a fine, suspension from the College, and the filing of charges in local courts.

The halls meet OSHA fire-safety requirements. Safety lighting, smoke alarms and multi-purpose dry chemical extinguishers are located in each hall. Be sure you are aware of the nearest extinguisher; these should be used to exit the hall and not to fight a fire.

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Benedictine College
Emergency Response Plan

Appendix C

Study Abroad

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1. Introduction

Emergency situations could develop during study abroad programs. The fact of being in a foreign country makes the management of a crisis particularly difficult for college administrators. In these cases, student safety is a top priority and must be pursued with specific means. The two main goals of this Emergency response plan are:

- a. To provide for the safety of participants in the study abroad program, and
- b. To limit the liability of Benedictine College.

2. Emergency Response Procedure

In a study abroad experience much more emphasis is placed on the role of the Program Director on site, as he or she is the Benedictine College officer present at the very location where the crisis is taking place.

However, a strict coordination with the College management is essential in order to make crucial decisions, take effective actions, and harmonize the intervention of external bodies, such as the Department of State, the embassy, the police, the media, etc.

The Response procedure described below into three sections, i.e., Mitigation, Response, and Training.

2.1 Mitigation

Mitigation measures for Benedictine College study abroad programs include the following.

- a. Faculty members and administrators who will be on the trips or are planning them must be screened looking for overseas experience and good judgment.
- b. Every trip must have a faculty or staff member functioning as Program Director, whose role will include the following responsibilities.
 - Serving as the administrator for the College in any emergency or crisis situation affecting the well-being of any participant in the program, both in transit to or from its destination and in the course location. The Program Director must be available to students during any crisis situation and must maintain regular contact with the College at such times, remaining available to College officials when necessary.
 - The Program Director should be thoroughly knowledgeable of the Emergency Response Plan and should implement the Plan during any crisis. If the College determines that a crisis or emergency situation exists, the Program Director will act in accordance with stated responsibilities and accept directions from appropriate College offices.

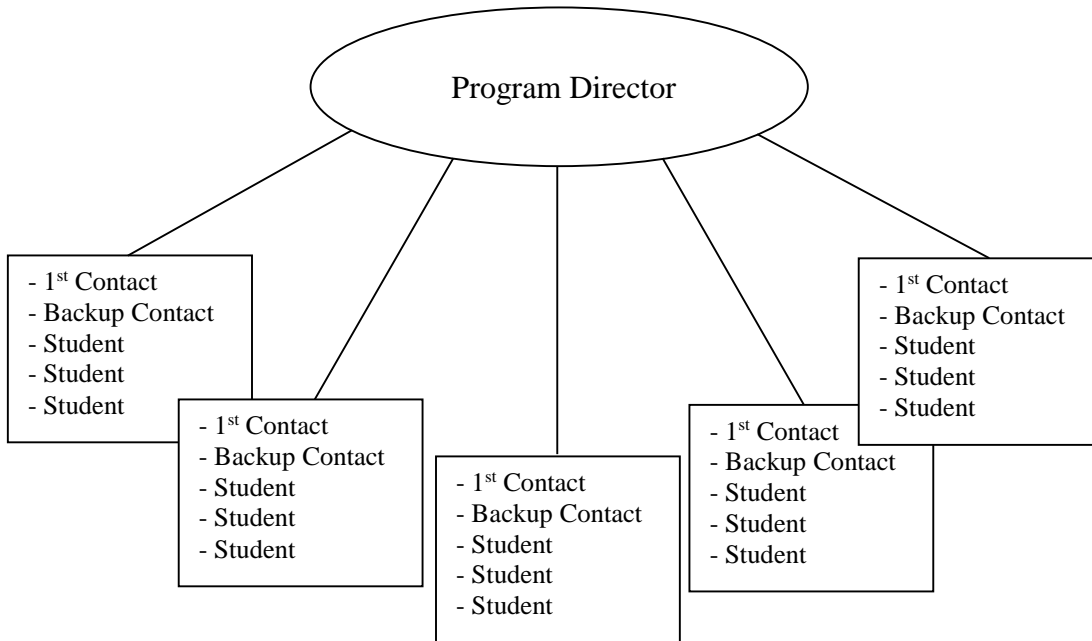
The program Director must be appointed by the Dean of the college. The program Director must accept and sign the Study Abroad Program Director Duties' schedule.

- c. Long-term study abroad programs must have a Residence Director in case the group is accommodated in the same facility. The RD is appointed by the Dean of the College. Essential duties of the Residence Director include the following.
 - Be thoroughly familiar with the Residence Life Handbook, the Benedictine College Student Handbook, the Florence Program Student Handbook and other publications indicated by the Assistant Dean of Students and the Director of Study Abroad.
 - Make performance expectations clear. Provide supervision, guidance, and evaluation for the resident assistants (RAs) and student workers the RD supervises.

- Build a rapport with staff so that they will turn to the RD with questions, problems and concerns.
- Be visible and available to residents. Be a role model as committed Christian. Be friendly and open to them, encouraging them to come to the RD with questions, problems and concerns. Treat all students with respect.
 - Be open, comfortable, and supporting of Christian decision-making which may include a student's prayer life and consideration of God's guidance in a plan for life.
 - Encourage students to behave responsibly. Guide students in their quest for character to the highest standards based upon the beliefs of the Catholic Church. Respond to unacceptable behavior whenever and wherever the RD becomes aware of it in a consistent manner. Provide advice and support to RAs dealing with potential or actual problem situations. Provide counseling to students who are involved in problem situations.
 - Fulfill the structured requirements of the position. Submit reports that are timely and complete. Be on duty when assigned and to fulfill all responsibilities while on duty.
 - Be aware of the services that Benedictine College partners in are supposed to provide to Benedictine College students, faculty and staff.
 - Supervise the services provided to Benedictine College students, faculty and staff.
 - Perform other duties as assigned by the Director of Study Abroad.
 - Act and dress as a professional member of Benedictine College.
 - Cooperate with Campus Ministry to promote the spiritual growth of students who are taking part in the Florence program.
 - Promote activity in accordance with the policies of the college as published in the Student Handbook, the RA Handbook, the Benedictine College Catalog, and other official college documents. Avoid enterprise and activity that may, in the judgment of the college, interfere with the faithful, adequate and proper performance of your duties.
- d. Administrators, faculty members, and host families must receive orientation and training programs for potential risks. The Study Abroad Director will be available for providing such orientation and training.
 - e. Students applying to a trip must be selected taking into account proper maturity and judgment. Student's health records, including mental health must also be considered. Student Life director, Registrar, Dean of the College and Study Abroad Director must cooperate in this respect.
 - f. Program handbook describing the behavior expected of students, insurance requirements, and details of emergency plans must be developed for each off-campus trip. Director of Study Abroad and Program Director must cooperate in this respect.
 - g. Students, faculty and staff participating in the study abroad program must be invited to register before departure at the U.S. embassy in the country where the program is taking place. Travel registration can be done online through the U.S. Department of State website. In some cases, the program director may register the participant group as a whole, while in other cases, each individual student must register independently.
 - h. Each study abroad program must establish a model of communication tree that can be implemented quickly during and emergency. The communication tree can be used to

confirm that all students are safe and secure after an event and to communicate information such as meeting point, etc. An example of communication tree is shown in figure 1.

Figure 1. Study Abroad Communication Tree



2.2 Response

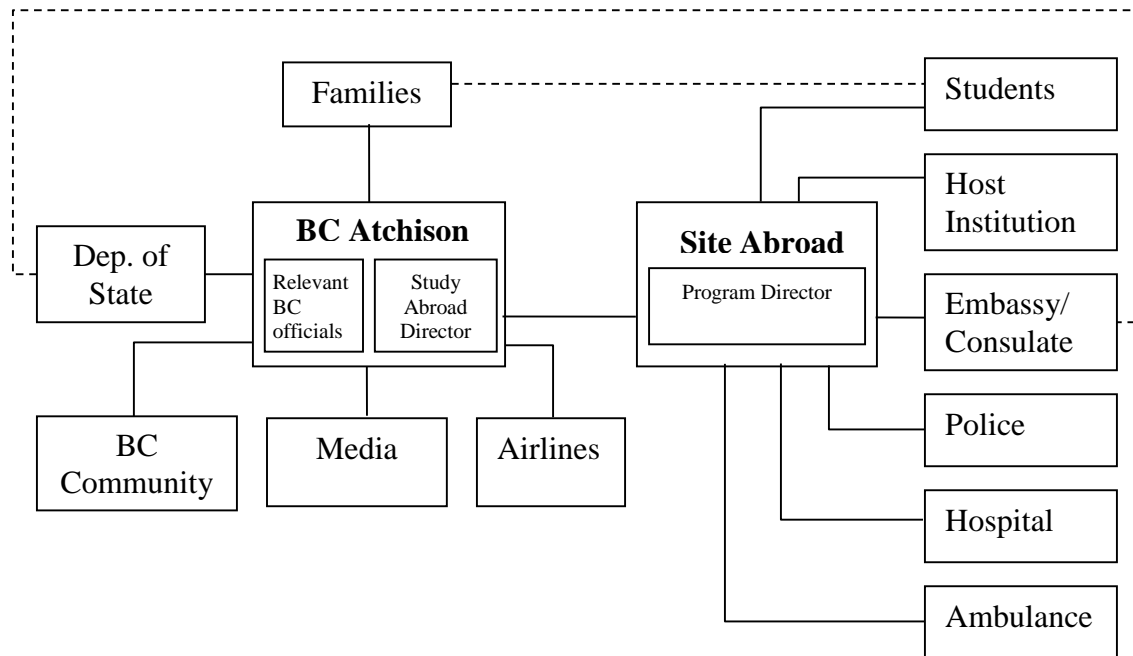
The response to a crisis taking place overseas requires coordination between the study abroad program director overseas and the Benedictine College management on campus. Communication and flow of information are key to the success of the response plan. Information is important in order to make well-substantiated decisions and take the best line of action.

Keeping in mind that specific crisis call for different responses, the response to an emergency must create the conditions to take the right decisions in a timely way and to make it possible to implement them effectively and efficiently.

Decisions might include: keeping the program running vs. closing the program; keeping the program participants abroad vs. repatriating them; staying at the program site vs. finding an alternative shelter; requesting the intervention of the Department of State vs. managing the situation with our own resources; etc.

A graphic representation of the main entities involved in the Study Abroad Emergency Response Plan and the relationships among them is rendered in figure 2 below.

Figure 2. Study Abroad Emergency Response Plan Chart



In figure 2 there are two distinct sets of relationships, those that are centered on the study abroad location, and those that are focused on Benedictine College campus in Atchison. The dotted lines represent relationships that can take place outside the Benedictine College control. Also the media should be represented as having dotted lines reaching potentially all the other entities, but for reasons of clarity these are not traced in the figure above.

2.2.1 Emergency Response at the study abroad site

2.2.1.1 On-call responsibilities

The Program Director must be on call 24 hours a day during Study Abroad Programs. A local Cellular phone will be provided by the College if necessary. In case the program includes a Residence Director, on-call responsibilities will be shared between the PD and the RD.

2.2.1.2 General measures

At the study abroad location the Program Director, in coordination with the Study Abroad Director, must take the following general security measures in all situations of danger:

- a. Establishing and maintaining contact with each student, requiring students to inform him/her of their whereabouts at all times.
- b. Developing a program contingency plan, considering what to do in case cash money or medical supplies are needed, or what to do if regular means of communication go down.
- c. Reminding students to make some personal contingency plans.
- d. Contacting the nearest U.S. Embassy or Consulate in order to:
 - Make sure that all students and staff are registered at the Embassy or Consulate

- Consult and ask for their advice to Americans in the area, for their assessment regarding the intensity of the emergency, the feasibility of continuing classes, and the ability of students and staff to travel in the area
 - Inform them about your evacuation plan, if any (see below).
- e. Developing an evacuation plan. An evacuation plan might imply to move to a different site or to leave the country. In case of evacuation, various modes and routes of travel must be considered. Assessments should be made as to the cost of the evacuation. The possibility of reducing the level of danger by dispersing students in small groups to reconvene later in another location must also be considered.
- The evacuation plan must be implemented after consulting with the Study Abroad Director, unless communication is impossible.
 - If evacuation becomes necessary, the Program Director is expected to remain on-site until all student departures have occurred.
- f. Providing opportunities for group discussions, assessing and mitigating student concerns.
- g. Recommending appropriate student behavior.
- h. Developing a written course of action, and having students read and sign the course of action to minimize the college liability. Keeping a written log of relevant facts, circumstances, decisions, and actions.
- i. Removing public signs that indicate the American affiliation of the Program in case this is a source of danger.
- j. Determining whether class attendance or site visits are advisable during periods of strikes, demonstrations, etc.

2.2.1.3 Communication responsibility during an Emergency

In the event of an emergency takes place, the Program Director should communicate with the Study Abroad Director at the first possible opportunity.

The Program Director will be in charge of getting in contact with the following entities:

- a. Students
- b. Host Institution
- c. Embassy or Consulate
- d. Police and local authorities
- e. Hospitals and Ambulance

Benedictine College will be in charge of communicating with:

- a. Families
- b. Department of State
- c. Media
- d. Benedictine College Community
- e. Airlines

2.2.1.4 Student Fatalities

If a student dies while abroad, the Program Director responsibilities include the following:

- a. Verifying the identity of the student.
- b. Gathering as much information as initially possible about the circumstances surrounding the student's death.

- c. Keeping a written log with basic notes regarding circumstances, actions, etc. Update as situation progresses.
- d. Contacting the Study Abroad Director immediately to coordinate all necessary actions regarding the student's death. The Program Director should not attempt to contact the family. The designated official at Benedictine College will contact the family and will discuss repatriation of the body, any other appropriate actions required to assist the family after the death, and further steps to follow.
- e. Notifying the nearest U.S. Embassy or Consulate (if student is not a U.S. citizen or permanent resident, notify embassy or consulate of citizenship) and the local police as soon as possible. The Overseas Citizens Services (OCS) in the Department of State Bureau of Consular Affairs is responsible for the welfare and whereabouts of U.S. citizens traveling and residing abroad.
- f. The Program Director should not contact the Insurance Company. Benedictine College will be responsible for making sure that the Insurance Company is contacted.
- g. Notifying host institution authorities. All circumstances around the death should be kept private until the local police complete an official investigation.
- h. Making sure that the student's belongings are safely stored and kept confidential.
- i. Notifying the rest of the students. Ensure that group discussion and individual counseling. All circumstances around the death should be kept private until the local police complete an official investigation.
- j. Assisting as possible and needed with arrangements for the family of the student – travel to the Study Center, accommodations, arranging for meetings with treating physicians, packing of student's belongings, etc.
- k. Benedictine College designated official sends a letter of condolence to the family. The Program Director is encouraged to write a personal letter of condolence to the family.

2.2.2 Emergency Response On Campus

2.2.2.1 On-call responsibilities

The Director of Study Abroad must be on call 24 hours a day during Study Abroad Programs. Cellular phone number as well as home phone number must be given to the Program Director. In case the Director of Study Abroad cannot be available for a period of time due to any reason (including traveling), an alternative person must be designated to be on call. Phone numbers of the alternative on call person must be communicated to the Program Director as well as to the Executive Director of the Center for International Education.

2.2.2.2 Campus response Plan

In case of Emergency the response plan implies the following steps.

- a. The Program Director notifies the Study Abroad Director about the emergency situation and the Study Abroad Director must consult with the Executive Director of the Center for International Education, who informs the Dean of the College.
- b. In case the Program Director for any reason does not have the possibility to get in touch with the Study Abroad Director, the responsibility for the notification is assigned to the residence director (if the program has one) or any other faculty or staff member participating in the off-campus trip. In case no faculty or staff member has the possibility to notify the emergency situation, one or more students (residence assistants or any students

designated by the Program Director) must be trained to take on the notification responsibility.

- c. Different criteria can be used to determine the level of severity of an incident, e.g., the estimated time required to resume normal operations. Personal judgment cannot be replaced by a quantitative rule, so it could be recommended that an Emergency status be declared when one of the following situations take place at the study abroad location.
 - In case of natural disaster, transportation disaster, technological disaster (chemical, biological, nuclear accidents), political upheaval, and terror attack, affecting the location where the program is taking place, even if there is no casualty on the part of the participants in the study abroad program.
 - Any incident resulting in the death of at least one program participant.
 - Any incident resulting in mass casualties among the program participants.
 - Any incident that may have an impact on the overall reputation of the College.

2.2.2.3 The Emergency Operation Team

- a. Immediately following the declaration of an Emergency status, an Emergency Operation team must convene (physically or virtually) to:
 - take control of the situation
 - follow the development of the situation
 - make decisions
 - coordinate all those involved in the management of the crisis
 - update families and media about the status of the emergency
- b. Depending on the gravity of the situation, the following persons could be contacted to act as the Emergency Operation team:
 - President of the College
 - Dean of Students
 - Executive Director of the Center for International Education
 - Director of Study Abroad
 - Director of Operations
 - Director of Communications
 - Other staff or faculty members according to the need.
- c. The Director of Study Abroad will provide the Emergency Operation team with the following tools
 - Roster of students with emergency contact numbers and insurance information
 - Program Handbook

3. Conclusion

The Study Abroad Director will be in charge of revising this procedure in coordination with the Emergency Response Plan Revision Committee.

Benedictine College

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Appendix D

Disaster Recovery and Backup

In the event of a natural disaster or an emergency occurrence which results in the damage or destruction of the Core Switch Room in the basement of the Haverty Center, the Benedictine IT Director is responsible for the safety, backup and restoration of IT data and software.

The IT Director will maintain and manage a routine of backups, both on and off campus, that will allow for the timely repair and ability to continue the normal business operations of the college. These backups will include mission critical data and software which include:

1. All student records – Empower/Oasis.
2. All financial records – Dynamics, Pn3 and Prophix.
3. All Learning Management System records – Blackboard.
4. All emails – Outlook.
5. Advancement records – Raisers Edge
6. Assessment records - proprietary software

All software, and data residing on our servers in the core switch room will be backed up daily on-site. The mission critical software and data, identified above, is backed up off site to two different locations. Echo Cloud Services, LLC, 825 Edmond Street, St. Joseph, Mo. 64501 provides these two separate locations.

In the event the Core Switch Room is physically damaged to the point that it will be inoperable for an extended period of time, the IT Director is responsible for implementing procedures via Echo Cloud Services that will allow ongoing access to the offsite data from remote locations. This access will allow the college to continue daily operations until the Core Switch Room is repaired. Echo Cloud Services has a location available in close proximity to the stored critical data, in St. Joseph, which will accommodate this continuation of daily business. This site can be operation within 48 hours.

Benedictine College
Emergency Response Plan

Appendix E

Active Shooter Policy

COMMUNICATIONS

Internal: Emergencies which significantly disrupt classes and services will be announced through the Raven Alerts text messaging system and inter-campus email. “All Clear” decisions will be made by Campus Security, CFO, or President and announced in a similar manner.

External: Refer all media questions regarding emergencies to the Director of Marketing and Communications at 913.360.7415 or 913.426.2531. No information should be released without authorization from the Marketing and Communications office.

Refer to the “Emergency Information and Communications” section of the Emergency Response Plan.

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take action against the active shooter. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- **CALL 911 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door

- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety

- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

TRAINING

All employees are required to take the Department of Homeland Security online training entitled, “Active Shooter: What You Can Do.” Additional yearly trainings will be offered to all employees.

All students are encouraged to take the Department of Homeland Security online training entitled, “Active Shooter: What You Can Do.”