Black Hill State University
Emergency Response Plan

Table of Contents

I. Introduction
II. Purpose
III. Basic Assumption
IV. Scope
V. Authority and Implementation
VI. Administrative Team
VII. Administrative Duties
VIII. Executive Board
IX. Executive Board Duties
X. Emergency Operation Team
XI. Emergency Operation Duties
XII. Area Responsibilities
XIII. Readiness
XIV. Notification Lists
XV. Assembly Areas
XVI. Identification
XVII. Communication
XVIII. Logistical Responsibilities
XIX. Designated Shelter Locations
XX. BHSU Specific Population Emergency Operation Plans

Appendices

ERP = Emergency Response Plan
EOT = Emergency Operations Team

I. Introduction

Black Hills State University is committed to supporting the welfare of its students, faculty, staff and community. The plan is designed to provide guidance applicable to all emergencies, but not all emergencies require implementation of all aspects of the plan. Minor emergencies may not require any implementation of this plan if they can be satisfactorily resolved utilizing normal operational procedures.

This plan identifies functional responsibilities for various organization and offices within the University. It is anticipated that implementation of this plan will reduce the risk to the University through prevention, rapid response for incident mitigation and coordination of recovery operations.

The plan provides for aiding the local community when appropriate, through the prime responsibilities of the plan is to the University for which it is designed. The plan is to be utilized as a tool to respond to emergencies with a minimum of confusion and wasted efforts.

II. Purpose

Using all available resources in the most effective manner, the Emergency Response Plan (ERP) predetermines to the extent possible, actions to be taken by the University to achieve the following:

A. Prevent and minimize injuries to University members and visitors
B. Prevent and minimize property damage
C. Respond effectively to natural disasters and other emergencies
D. Serve as the media representatives of the University
E. Provide education to the University community on natural disasters and other emergencies
F. Provide for rapid recovery from the emergency
G. Coordinate emergency plans with University departments and external agencies
H. Provide for psychological services to meet trauma needs after the emergency
I. Meet regulatory obligations

III. Basic Assumptions

Three potential levels of emergencies are considered:

A. Level One / Low Risk – Routine incident requiring emergency response from existing available response organizations. No response required of the Administrative or Emergency Response Teams, unless Public Safety & Parking or affected manager requires or desires such input.

B. Level Two / Medium Risk – Grave incidents having the potential of disrupting campus operations and/or services and having the potential of creating negative public reaction. Any member of the Emergency Response Team may begin the process of activating the team.

C. Level Three / High Risk – Serious incident disrupting University operations, or causing unusually intense public reaction to potential health and safety incidents, or requiring activation of the plan and/or the Lawrence County Emergency Operation Plan. Any member of the Emergency Response Team may begin the process of activating the team.

IV. Scope

The ERP will be put into effect whenever an emergency threatens the lives of University students, faculty, staff and visitors and/or disrupts University business, and/or causes major damage within and for the University. This plan focuses on:

A. Medical Emergencies
B. Natural Disaster (flood, tornado, severe weather)
C. Man-Made Threats/Emergencies (fire, bio-terrorism, bomb threat)
D. Hazardous Material Emergencies (chemical spills)

During such emergencies, all BHSU resources will be made available to the Emergency Operations Team.

V. Authority and Implementation

A. The authority to declare a University emergency lies with the President or his/her designees.

B. Members of the Administrative Team and/or Public Safety & Parking will contact the President and the appropriate Administrative Team members any time they gain information indicating the ERP needs to be initiated.

C. Members of the Emergency Operation Team (EOT) will contact members of their departments with information about the emergency situation and instructions once the ERP has been initiated. If a member of the Administrative Team is unavailable, the Administrative Team will proceed down the ERP's chain of command. As these decisions are being made, the individuals at the scene of the situation will take proper steps to help prevent and minimize injuries to individuals and damages to property. These actions will follow each department's emergency action plans that are in conjunction with this plan.

D. The members of the EOT will have the authority to enlist the help of representatives from other units, as necessary, to participate in response to any emergency.

E. The Incident Commander will activate and deactivate the Emergency Operation Team and Incident Command Center when no longer needed. Any member of the Administrative Team and/or designee may be called upon to serve as Incident Commander.

VI. Administrative Team

The Administrative Team will consist of:

A. President

B. Vice Presidents', Chief Information Officer and Director of Marketing & Communications

C. The President will be responsible for all final decisions. In the absence of the President the established line of succession is Provost/Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Student Life, Vice President for University Advancement, Chief Information Officer, and Director of Marketing & Communications.

VII. Administrative Team Duties

The duties consist of:

A. Overall direction of the response to the situation

B. Declaration of a University emergency, if necessary

C. Issuance of official statements and directions as deemed necessary

D. Decisions to resolve differences, such as prioritizing actions to be taken and allocating essential resources

E. Requests for assistance from other governmental subdivisions (City, County, and State) as required

VIII. Executive Board (not usually convened during an emergency)

The Executive Board consists of:

A. Vice President for Finance and Administration

B. Vice President for Student Life

C. Director of Public Safety & Parking

D. Director of Marketing & Communications

E. Director, Network and Computer Services

F. Notification of BOR and other institutions as necessary

IX. Executive Board Duties

The duties consist of:

A. Oversees the overall mission/direction of the team
B. Completes a yearly review and updates of the plan
C. Designs and provides educational experiences for members of the BHSU community.

X. Emergency Operation Team

The Emergency Operation Team will normally consist of the following persons or their designee. In the event he/she is not available, each member will appoint two alternates to serve in his/her place. This Team is convened during an emergency at the direction of the Administrative Team. Not all members may be needed.

A. Vice President for Finance and Administration
B. Director of Public Safety & Parking
C. Director of Facilities Services
D. Student Health Services
E. Director of Counseling Center
F. Director of Residence Life
G. Director of Marketing & Communications
H. Chief Information Officer
I. Provost/Vice President for Academic Affairs
J. Vice President for Student Life
K. Dean of Students
L. Record Keeper/Scribe
M. Runners
N. Volunteer Coordinator

XI. Emergency Operation Team Duties

The Emergency Operation Team, under the direction of the Vice President for Student Life will be responsible for the following:

A. Coordinate the emergency actions for the University to avoid duplication of effort between departments
B. When required, open the campus switchboard as soon as possible
C. Provide the Administrative Team with the necessary information to make decisions concerning campus safety
D. Advise the Administrative Team on the need for outside support
E. Coordinate and implement the effective utilization of resources from outside agencies
F. Coordinate and implement damage assessment
G. Executive Committee will oversee the Emergency Operation Team and make decisions for the team when time is limited
H. Maintain Incident Command Center and back-ups locations

XII. Area Responsibilities

Responsibilities will include, but are not limited to, the following:

A. Vice President for Finance and Administration

1. Arrange for expedited services for temporary employees
2. Initiate a record-keeping system for all expenditures associated with emergency operations
3. Coordinate with Accounts Payable on procedures for handling emergency expenditures
4. Assess the extent of damage and danger caused by the disaster and coordinate with insurers
5. Assist Facilities in the assessment of the extent of damages and determine if it is safe to return to full or limited function
6. When required, monitor damage reports to make claims on insurance coverage on behalf of the University

B. Public Safety & Parking

1. Respond to the scene and notify appropriate authorities
2. Coordinate with other law enforcement and response agencies
3. Protect property, people and resources
4. Maintain order
5. Control and limit access to the scene of a disaster or incident
6. When required, access and direct efforts to control hazardous materials
7. Determine the status of radioactive material
8. Coordinate with local HAZMAT Organization
9. Assist Facilities Services in the assessment of the extent of damages and determine if it is safe to return to full or limited function

C. Facilities Services

1. Assist with deployment of emergency communications
2. Provide transportation support
3. Oversee and maintain the campus utilities as needed
4. Assess the extent of damage to a structure to determine if it is safe to return to full or limited function
5. Coordinate the cleanup and disposal of refuge
6. Coordinate repair and reconstruction activities

D. Student Health Services

1. Coordinate first aid and other health related activities
2. Administer first aid and other health related activities

E. Counseling Center
   1. Provide and coordinate crisis counseling and other emotional health activities
   2. Evaluate the aftermath of the situation and provide necessary services

F. Residence Life
   1. Coordinate activities concerning student housing
   2. Ensure that meal services are provided for the student population
   3. Communicate necessary information to the student population
   4. Coordinate emergency housing as necessary
   5. Use available personnel to assist in clean up and repair operations in student housing area

G. Marketing & Communications
   1. Establish and maintain communications with the media
   2. Provide a script for switchboard
   3. Establish a schedule of regular media briefings and coordinate response to the media
   4. Issue timely reports to internal audiences
   5. Issue communication to BHSU home page as necessary

H. Network and Computer Services
   1. Establish network communication for the campus
   2. Maintain network communication for the campus
   3. Assist with the retrieval of faculty, staff and student data

I. Provost/Vice President for Academic Affairs
   1. Assist in accounting for in-class students
   2. Determine available faculty
   3. Reschedule classes for available facilities
   4. Assess classroom equipment/material damages

J. Vice President for Student Life
   1. Convene Emergency Response Team and Emergency Operation Team, as necessary
   2. Coordinate the services of the EOT
   3. Coordinate the communication between the Emergency Operation Team and the Administrative Team or Emergency Response Team
   4. Hold periodical emergency operation team briefings as the disaster situation requires, as determined by nature and intensity of emergency
   5. Account for student status
   6. Assist law enforcement and/or medical personnel in the notification of casualties

XIII. Readiness

The requirements of this ERP necessitate that the University maintain a constant state of readiness to assure for efficient and orderly transition from routine activities to those associated with crisis/emergency situations. This can be accomplished only through Emergency Operations Plan reviews, discussions and exercises.

XIV. Notification Lists

A. Administration Team

1.	President	6111
2.	Provost/Vice President for Academic Affairs	6262
3.	Vice President for Finance and Administration	6512
4.	Vice President for Student Life	6599
5.	Vice President for University Advancement	6228
6.	Chief Information Officer	6232
7.	Director of Marketing & Communications	6849

B. Emergency Operation Team

1.	Administrative Team Members, as necessary plus, as needed	
2.	Dean of Students	6590
4.	Director of Public Safety & Parking	6297
5.	Human Resources	6545
6.	Facilities Services	6245
7.	Student Health Services	6520
8.	Counseling Center	6270
7.	Residence Life	6464
9.	Marketing & Communications	6849
10.	Network Computer Services	6848
11.	Student Services	6102

XV. Assembly Areas

Areas for assembly in case of an emergency will be:

A. Command Center

The Command Center for the Administrative Team will be in the President's Office.

1. In the event the campus is inaccessible the Command Center (for the Administrative Team) will be at the President's residence.
2. In the event the campus and city are inaccessible the Command Center will be at the Chief Information Officer's residence.

B. The Emergency Operation Center (for the Emergency Operations Team) will be in the Executive Conference Room in Woodburn Hall.

1. In the event this location is not suitable, the Emergency Operation

Center will be determined and announced depending upon the specific nature and location of an event. The location will be transmitted to key members by phone.

C. Staging Area
The staging area is where supplies and workers will be assembled. The location of the staging area will be determined by the Incident Commander along with Public Safety & Parking and law enforcement.

D. Media will meet in the Enrollment Services conference room in Woodburn Hall

XVI. Identification

All individuals entering the EOC or the designated emergency area must have proper identification prior to entering.

A. University employees are issued a university identification card, which will establish their level of access in the response to an emergency.

B. Identification cards have three different color stripes; red, yellow and white. Individuals issued an identification card with a red stripe have full authority to be in all areas. Individuals issued an identification card with a yellow stripe may be activated to respond upon the EOT's request. University employees are required to wear their university identification on the outside of their clothing prior to entering the EOC or any designated emergency areas.

C. Agencies from the community must display their department issued ID. A list of responding departments will be supplied to all perimeter points.

D. Other university employees or volunteers who are asked to respond will be issued an emergency operation identification card, which must be worn on the outside of the clothing prior to entering any designated emergency area. All emergency operation identification cards will be turned in at the end of the emergency or scheduled volunteer's time.

XVII. Communication

Communication for the Administrative Team and the Emergency Operation Team will be by phone, cell phone and/or radios. The ?? frequency will be utilized as the Emergency Communication line.

A. Individual departments are responsible for bringing their own radios and chargers.

B. In situations where more radios are needed, Public Safety & Parking will bring any surplus radios they have. Additional radios and chargers will be provided ??

XVIII. Logistical Responsibilities

A. Vice President for Student Life will have the overall responsibility for ensuring that the Emergency Response Plan is implemented and documented.

B. Detailed emergency operations plans will be followed and developed by each department.
C. Vice President for Finance and Administration will maintain records of all expenses incurred by the University.

XIX. Designated Shelter Locations

XX. BHSU General Population Emergency Operation Plans

Young Center; Student Union; Residence Halls, including summer camps and conferences; Dining Services; Faculty, student, staff notification; University Center – Rapid City; vendors; contractors; neighborhood; community; Lawrence County; BOR; Daycare; Technical; International Students; Academic Council; Academic Departments; Faculty Senate; CSA Council; Recital Hall; Theatre; Lyle Hare Stadium and Field

Appendices:

A. Reporting a Crime
B. Medical Emergency
C. Rape/Sexual Assault Prevention
D. Shooting
E. Bomb Threats
F. Hazardous materials
G. Fire or Smoke
H. Weather – tornado, blizzard

APPENDIX A

Reporting a Crime

Contact Public Safety & Parking immediately at 641-6988.

- Try to note a description of any suspects involved. Important characteristics to note are:
  Height and weight Method and direction of travel Speech Patterns
  Names used Sex, race and age
- Also, try to note a description of any vehicles involved. Important information to note are: Color Make & model License number
- Tell the Security Officer your name and location, and the location and nature of the incident.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self protection.

Be aware of the following suspicious signs. Follow the above procedures if any of them are observed:

- A scream or call for help
- An unfamiliar person doing any of the following:
  Entering a neighbor's room or office Loitering on or about the campus
  Trying to break into a car Repeatedly driving on or about campus
- A whistle or horn blowing

Some tips that can be used to prevent campus crime are:

- Lock your door whenever you leave your room or office.
- Keep a record of serial numbers, models, brand names, and a description of all your valuables. Also keep records of all of your charge account numbers in a safe place.
- Lock your windows whenever you leave your room, especially, if you are on the ground floor.
- Always lock bicycles with high quality locks.
- Avert temptation. Place your valuables out of sight.
- Do not leave notes or messages saying you're out and when you will return.
- Do not leave valuables unattended anywhere on campus
- Keep keys safe at all times. Report any missing keys immediately to Facilities Services at 642-6244.
- Take valuables with you when you leave campus for a period of time or go home on break.
- Report all thefts, no matter how small, to Public Safety & Parking.
- Request identification of service people working in your area. If still uncertain, call the Facilities Services office.

Refer all media calls to Marketing & Communications at 642-6215.

APPENDIX B

Medical Emergency

Call 911

Call Public Safety & Parking at 641-6988 then:

- Call your Supervisor or Resident Director.
- Stay with the victim.
- If the victim is conscious, ask what the problem is.
- If the victim is unconscious, check for breathing and bleeding; DO NOT move the individual until trained personnel arrive or immediate threat to life exists. Only trained individuals should administer first aid and CPR.
- Keep the victim still, comfortable, and warm.
- Protect the victim from any disturbances.
- Search for any emergency identification (i.e. ID bracelet).
- Wait for emergency help to arrive. Never leave the victim alone if at all possible.
- Automatic External Defibulators (AEDs) are available in Woodburn, Meier and Jonas Halls, Young Center, Student Union and the security patrol vehicle.

APPENDIX C

Rape/Sexual Assault Prevention

When walking or driving:

- Keep all of your senses available. Do not use "IPOD" type earphones while jogging after dark.
- If you feel endangered, yell. Scream "HELP!" or "POLICE!" and run away.
- Use physical violence to defend yourself if threatened.
- Walk with confidence. Display outrage if threatened, not fear.

When on a date:

- Know yourself and your own capabilities. Set limits early and communicate those limits.
- Try to find an easy way out of potential date rape situations.
- Stand up for yourself.

When in your room:

- Lock your doors and windows at night.
- Do not talk with obscene callers.

Escort Service:

If you must walk the campus after dark, you do not need to do so alone. Public Safety & Parking offers escorts to anyone who requests one. To request escort service, call 641-6988.

Victim of Sexual Assault:

If you are a victim of sexual assault, report the incident immediately to the Police by calling 911. The Police Department and the University have counseling and other crisis services for assisting you through this process. As soon as convenient, please notify the Vice President for Student Life at 642-6599. Do not shower.

APPENDIX D

Shooting

Call 9 – 911 from a campus phone OR 911 from a cell phone or off-campus phone

State: "THIS IS AN EMERGENCY"

Tell the 911 Operator:

- The nature of the emergency
- Phone number from which you are calling
- Your name
- Your location

DO NOT hang up until you are told that no further information is required unless there is immediate threat to your safety:

Call Public Safety & Parking at 641-6988. Watch for emergency personnel and assist in directing them to the appropriate location.

- Public Safety & Parking will declare a partial or entire University "lockdown".
- During lockdown, everyone should remain in their current location until notified otherwise.
- If possible, doors should be barricaded or locked to prevent access by the shooter.
- Instruct everyone to get on the floor.
- Instruct everyone to remain quiet in designated lockdown areas, on the floor away from windows and doors, with the lights turned off.
- Remain in lockdown mode until the "all clear" command is given by Law Enforcement or appropriate campus officials.

APPENDIX E

Bomb Threat

1. If the threat is received on the phone, try to keep the caller on the phone in order to obtain as much information as possible. Use the checklist on the next page to record information.

2. If there is another person in the office, direct them to call the Police Department 9 – 911 from a campus phone or 911 from a cell phone or an off-campus phone **and** call Public Safety & Parking at 9-641-6988 from a campus phone or 641-6988 from a cell phone or an off-campus phone, while you keep the caller on the line.

3. Immediately after hanging up, **dial *57 to mark the call**, and then call the Police Department and then Public Safety & Parking.

4. If the threat is immediate, evacuate the building right away. All occupants are required to vacate a building when directed by police, fire, or university officials or when the fire alarm has sounded.

5. If the threat is not immediate, the President or her designee will make the decision whether or not to evacuate the building.

6. **DO NOT** use radio transmitters in or near the building with a reported bomb threat.

7. Notify immediate supervisor of the situation.

8. Give the information about the bomb threat and the response **ONLY** to Public Safety & Parking, the President, Facilities Service Representatives or the Police.

Bomb Threat Call Procedures

INSTRUCTIONS:
1. Be calm and courteous.
2. Listen, do not interrupt the caller.
3. Notify someone else by signal while caller is on the line.

DATE: _____ TIME: _____

EXACT WORDS OF PERSON PLACING CALL:
_____
_____

QUESTIONS TO ASK:
1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

TRY TO DETERMINE THE FOLLOWING:

CALLER'S IDENTITY:	Male	Female	Adult	Juvenile	Age _____
VOICE:	Loud Soft	High Pitch	Deep	Raspy	Pleasant Other _____
ACCENT:	Local	Not local	Foreign Region _____		
SPEECH:	Fast Slow	Distinct	Distorted	Stutter	Nasal Slurred Lisp
LANGUAGE:	Excellent	Good	Fair	Foul	Other _____
MANNER:	Calm Incoherent Intoxicated	Angry Deliberate	Rational Emotional	Irrational Righteous	Coherent Laughing
BACKGROUND NOISES:	Office Machines Voices Party Atmosphere	Factory Machines Mixed	Airplanes	Trains Street Traffic	Animals Quiet Music

ADDITIONAL INFORMATION:
A. Did the caller indicate knowledge of the facility? If so, in what way?
B. On what line did you receive the call?
C. Is the number listed?

ACTION TO TAKE IMMEDIATELY AFTER CALL:

1. Dial *57 on the phone you received the call on.
2. Call Public Safety & Parking immediately at 641-6988
3. Call Facilities Services at 6244 or 642-6244.

APPENDIX F

Hazardous Material Spill

ON CAMPUS
Any spill involving hazardous materials shall be reported immediately to Public Safety & Parking at 641-6988 and then Facilities Services at 642-6244.

- **DO NOT** attempt to clean up a spill. It will be assessed by trained personnel who will ensure that proper clean-up techniques are employed.
- Offensive odors from ventilation systems should be reported immediately to Public Safety & Parking and then Facilities Services.

If necessary, evacuate the building. Always stay upwind of the spill (wind blowing from behind you).

OFF CAMPUS
In the event of a hazardous material spill on the Spearfish area, evacuation of the campus may be necessary. Be prepared to cooperate with traffic control officials.

All laboratory personnel should be prepared to assist in the assessment of spills within their area of expertise.

APPENDIX G

Fire or Smoke

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. **DO NOT** attempt to retrieve valuables. **DO NOT** use elevators.
- Pull the nearest fire alarm. Find a safe location and then:
  1. Call 9 – 911 from a campus phone or 911 from a cell phone or an off-campus phone.
  2. Call Public Safety & Parking at 9-641-6988 from a campus phone or 641-6988 from a cell phone or off-campus phone.
  3. Call Facilities Services at 6244 from a campus phone or 642-6244 from a cell phone or an off-campus phone.
- Never attempt to fight a fire larger than wastebasket size. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

* * * FIRE EXTINGUISHER INSTRUCTIONS * * *

P* **PULL** safety pin from the handle
A* **AIM** at the base of the fire
S * **SQUEEZE** the trigger handle
S * **SWEEP** from side to side

Trapped in a Burning Building

- Hang clothing or a sheet out the window of the room you are trapped in. The firefighters will know where you are trapped.
- Stay low to the ground as you try to exit.
- Do not open any doors that feel hot.
- Use wet towels or clothes to protect you from flames and smoke.
- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. **DO NOT** re-enter the building alone.
- If your clothes catch fire, **STOP**, **DROP**, and **ROLL**!!
- All alarms should be taken seriously. If you hear an alarm, evacuate the building immediately.

APPENDIX H

Severe Weather/Response

Tornado Safety Tips

- Stay away from windows, doors, and outside walls. Protect your head.
- Go to the pre-designated shelter areas, basement or to an interior part of the lowest level – closets, bathrooms, or interior walls. Get under something.

Pre-Designated Shelter Area ⇨ Donald E. Young Sports & Fitness Center

Listen to radio, television, or NOAA Weather Radio for the latest National Weather Service Bulletins.

- A "Tornado Watch" means that tornadoes and severe thunderstorms are possible.
- A "Tornado Warning" means that a tornado is detected. Take shelter immediately.

Severe thunderstorms, hail, a loud roaring noise, and funnel clouds are signs that a tornado may be nearby.

In the Spearfish area, Civil Defense sirens will sound whenever there is a "Tornado Warning".

During lightning events, stay indoors or in vehicles. Poor exposure positions during lightning storms include: (a) being in boats on an open lake, (b) taking shelter under trees, (c) swimming, and (d) playing golf.

All BHSU students and employees should familiarize themselves with the safe areas in the buildings they use.