

BHSU-Rapid City Emergency Response Plan

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I. Introduction

The BHSU-Rapid City is committed to supporting the welfare of its students, faculty, staff and community. This plan is designed to provide guidance applicable to all emergencies, but not all emergencies require implementation of all aspects of this 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 organizations and offices within BHSU – Rapid City. It is anticipated that implementation of this plan will reduce the risk to BHSU – Rapid City through prevention, rapid response for incident mitigation, and coordination of recovery operations.

The prime responsibilities of this plan are to BHSU – Rapid City for which it is designed. This plan is to be utilized as a tool to respond to emergencies with minimal 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 Center to achieve the following:

- A. Prevent and minimize injuries to BHSU – Rapid City students, faculty, staff, 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 BHSU – Rapid City
- E. Provide education to BHSU – Rapid City community on natural disasters and other emergencies
- F. Provide for rapid recovery from the emergency
- G. Coordinate emergency plans with BHSU – Rapid City partners and external agencies
- H. 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 Emergency Operations 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 BHSU – Rapid City operations and/or services and having the potential of creating negative public reaction. Any member of the Emergency Operations Team may begin the process of activating the team.
- C. Level Three / High Risk – Serious incident disrupting BHSU – Rapid City operations, or causing unusually intense public reaction to potential health and safety incidents, or requiring activation of the plan and/or the Pennington County Emergency Operation Plan. Any member of the Emergency Operations 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 BHSU – Rapid City students, faculty, staff, and visitors and/or disrupts BHSU – Rapid City business, and/or causes major damage within and to the BHSU – Rapid City. 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-RC resources will be made available to the Emergency Operations Team.

V. Authority and Implementation

- A. The authority to declare a BHSU – Rapid City emergency lies with the Executive Director or his/her designees.
- B. Members of the Operations Team and/or Emergency Operations Team will contact the Executive Director and appropriate Operations Team members any time they gain information indicating that the ERP needs to be initiated.
- C. Members of the Emergency Operations Team will then contact members of their home institutions with information about the emergency situation and instructions once the ERP has been initiated.
- D. As 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.
- E. Members of the Emergency Operations Team will have the authority to enlist the help of representatives from other units, as necessary, to participate in response to any emergency.
- F. The Incident Commander will activate and deactivate the Emergency Operations Team and Incident Command Center when no longer needed. Any member of the

Operations Team and/or designee may be called upon to serve as Incident Commander.

VI. Operations Team

The Operations Team will consist of:

- A. Executive Director
- B. BHSU-RC Program Assistant
- C. BHSU Academic Program Coordinator
- D. BHSU Coordinator of Admissions and Marketing
- E. SDSU Program Coordinator
- F. USD West River Program Coordinator
- G. NSU Program Coordinator
- H. BHSU-RC Student Support Specialist

The Executive Director will be responsible for all final decisions. In the absence of the Executive Director the established line of succession is BHSU Academic Program Coordinator and/or BHSU Coordinator of Admissions and Marketing.

VII. Operations Team Duties

The duties consist of:

- A. Overall direction of the response to the situation
- B. Declaration of a BHSU – Rapid City 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. Emergency Operations Team

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

- A. Operations Team Members plus, as needed:
- B. BHSU-RC Security
- C. BHSU-RC Facility Services
- D. BHSU Purchasing/Finance

- E. BHSU-RC Computer Support Analyst
- F. BHSU-RC Student Support Specialist

IX. Emergency Operations Team Duties

Under the direction of the Executive Director, the Emergency Operations Team will be responsible for:

- A. Coordinating the emergency actions for BHSU – Rapid City to avoid duplication of effort
- B. When required, opening BHSU-RC phone lines as soon as possible
- C. Providing the Operations Team with the necessary information to make decisions concerning BHSU-RC safety
- D. Advising the Operations Team on the need for outside support
- E. Coordinating and implementing the effective utilization of resources from outside agencies
- F. Coordinating and implementing damage assessment
- G. Maintaining Incident Command Center and back-ups locations

The Operations Team will oversee the Emergency Operations Team and make decisions for the Team when time is limited.

X. Area Responsibilities

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

- A. Executive Director will:
 1. Convene Operations and Emergency Operations Teams, as necessary
 2. Coordinate the services of the Emergency Operations Team
 3. Coordinate communications between the Emergency Operations Team and the Operations Team
 4. Hold periodic Emergency Operations 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
- B. Security will:
 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 Facility Services in the assessment of the extent of damages and determine if it is safe to return to full or limited function
- C. Facility Services will:
1. Assist with deployment of emergency communications
 2. Provide transportation support
 3. Oversee and maintain the Center utilities as needed
 4. Assess the extent of damage to the 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. BHSU-RC Marketing & Communications will:
1. Establish and maintain communications with the media
 2. Provide a script for phone lines
 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-RC home page as necessary
- E. Computer Support will:
1. Establish network communications for BHSU-RC
 2. Maintain network communications for BHSU-RC
 3. Assist with the retrieval of faculty, staff, and student data
 4. Maintain laptop for remote emergency operations
- H. Academic Coordinators will:
1. Assist in accounting for in-class students
 2. Determine available faculty
 3. Reschedule classes for available facilities
 4. Assess classroom equipment/material damages
- I. BHSU Purchasing /Finance will:
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 Facility Services 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 BHSU-RC
- J. Student Support Specialist will:
1. Assist Marketing & Communications to disseminate information to students
 2. Assist in other areas as needed

XI. Readiness

The requirements of this Emergency Response Plan necessitate that BHSU – Rapid City 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.

XII. Notification Lists

A. Operations Team

1. Executive Director	4088
2. BHSU-RC Program Assistant	4261
3. BHSU Academic Programming Coordinator	4117
4. BHSU Coordinator of Admissions and Marketing	4194
5. USD West River Program Coordinator	4149
6. SDSU Program Coordinator	4396
7. NSU Program Coordinator	4197
8. BHSU-RC Student Support Specialist	4142

B. Emergency Operations Team

1. Operations Team Members plus, as needed:	
2. BHSU-RC Security	4220
3. BHSU-RC Facility Services	4161
4. BHSU Purchasing/Finance	4073
5. BHSU-RC Computer Support Analyst	4052

XIII. Assembly Areas

Various areas will be established in case of an emergency and will include the following:

A. Command Center for the Operations Team

1. Planned location: Fairfield Inn
2. Will be determined, in the event the Fairfield Inn is inaccessible

B. Emergency Operations Center for the Emergency Operations Team

1. Planned location: Fairfield Inn
2. Will be determined, in the event the Fairfield Inn is not suitable; the location will be announced, depending upon the specific nature and location of an event, to key members by phone

C. Staging Area

1. Planned location where supplies and workers are assembled
2. Will be determined by the Incident Commander, along with BHSU-RC security and law enforcement

D. Media Area

1. Planned location: Fairfield Inn
2. Will be determined, in the event the Fairfield Inn is inaccessible

XIV. Identification

All individuals entering the Emergency Operations Center or the designated emergency area must have proper identification prior to entering.

XV. Communication

Communication for the Operations Team and the Emergency Operations Team will be by phone or cell phone.

XVI. Logistical Responsibilities

- A. The Executive Director will have the overall responsibility for ensuring that the Emergency Response Plan is implemented and documented.
- B. The BHSU-RC Program Assistant will maintain records of all expenses incurred by BHSU – Rapid City.

XVII. Designated Shelter Locations

The BHSU-RC Lecture Room (Room 112) has been established as the designated shelter location in the building.

Appendix:

- 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. Severe Weather
- I. Suicide Threats/Psychological Emergencies
- J. Evacuation/Sweeps
- K. Generic Phone Script

APPENDIX A

Reporting a Crime

Contact BHSU-RC Security immediately at 718-4220 and tell them your name and location, and the location and nature of the incident. If you are in a safe location, stay there and do not attempt to interfere with the situation except for self-protection. Try to note the following details:

- A description of any suspects involved, including important characteristics such as:
 - Height and weight
 - Method and direction of travel
 - Speech Patterns
 - Names used
 - Sex, race and age
- A description of any vehicles involved, including important details such as:
 - Color
 - Make & model
 - License number

Be aware of the following suspicious signs and note the above details if you observe:

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

Some tips that can be used to prevent BHSU-RC crime are:

- Keeping a record of serial numbers, models, brand names, and a description of all your valuables, and keeping records of all of your charge account numbers in a safe place
- Always locking bicycles with high quality locks
- Averting temptation by placing your valuables out of sight
- Not leaving notes or messages saying you're out and when you will return
- Not leaving valuables unattended anywhere at BHSU – Rapid City
- Keeping keys safe at all times and reporting any missing keys immediately to Facility Services at 718-4161
- Taking valuables with you when you leave for a period of time or go home on break
- Reporting all thefts, no matter how small, to BHSU – Rapid City Security
- Requesting identification of service people working in your area and calling the Facility Services Office if you are still uncertain

Refer all media calls to the BHSU-RC Program Assistant at 718-4261.

APPENDIX B

Medical Emergency

First and foremost, call or have someone else call 9 – 911 from a BHSU – Rapid City phone OR 911 from a cell phone or off-site phone. Then call BHSU-RC Security at 718-4220. You should also call your supervisor.

Once the initial emergency calls have been made or are underway, take the following steps and precautions to care for the victim:

- Stay with the victim
- If the victim is conscious, ask what the problem is
- If the victim is unconscious, check for breathing and bleeding but DO NOT move the individual until trained personnel arrive unless immediate threat to life exists
- 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

Only trained individuals should administer first aid and CPR. Automatic External Defibrillators (AEDs) are available on the first and second floor near the rotunda.

APPENDIX C

Rape/Sexual Assault Prevention

Some tips that can be used to prevent rape or sexual assault include:

- When walking or driving:
 - Keep all of your senses available; do not use “IPOD” type earphones while jogging after dark
 - Park in lighted areas when possible
 - Yell if you feel endangered; 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

If you must walk around BHSU – Rapid City after dark, you do not need to do so alone. Security offers escorts to anyone who requests one. To request escort service, call 718-4220.

If you are a victim of sexual assault, take these steps:

- Report the incident immediately to the Police by calling 911
- Refrain from showering
- Notify the Executive Director at 718-4088, as soon as convenient

The Police Department and BHSU – Rapid City have counseling and other crisis services for assisting persons through this process.

APPENDIX D

Shooting

If you are in a safe location, stay there and do not attempt to interfere with the situation except for self-protection. Then, complete the following:

- Call 9 – 911 from a BHSU-RC phone OR 911 from a cell phone or off-site phone; state, “THIS IS AN EMERGENCY”
- Tell the 911 Operator such details as:
 - 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
- Once off the phone with the 911 Operator, call BHSU-RC Security at 718-4220
- Watch for emergency personnel and assist in directing them to the appropriate location

Public Safety & Parking will declare a partial or entire BHSU – Rapid City “lockdown.” During the lockdown, follow these procedures:

- Remain in your current location until notified otherwise
- Barricade the doors, if possible, or lock them to prevent access by the shooter
- Instruct everyone to get on the floor, away from windows and doors, with the lights turned off
- Instruct everyone to remain quiet
- Remain in lockdown mode until the “all clear” command is given by law enforcement or appropriate BHSU-RC officials

APPENDIX E

Bomb Threat

All occupants are required to vacate a building when directed by police, fire, or BHSU – Rapid City officials or when the fire alarm has sounded. If the threat is immediate, evacuate the building right away. If the threat is not immediate, the Executive Director or his designee will make the decision whether or not to evacuate the building.

If you are the person to receive word of a bomb threat, notify your immediate supervisor of the situation. Give the information about the bomb threat and the response **ONLY** to BHSU-RC Security, the Executive Director, Facility Services Representatives, or the Police.

If the threat is received by phone, complete the following:

- 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
- Direct another person in the office, if there is one, to call the Police Department by calling 9 – 911 from a BHSU-RC phone or 911 from a cell phone or an off-site phone; **also** have them call BHSU-RC Security at 4220 from a BHSU-RC phone or 718-4220 from a cell phone or an off-site phone
- **Dial *57 to mark the call** once the caller has hung up, and then call the Police Department and BHSU-RC Security

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

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 Angry Rational Irrational Coherent
 Incoherent Deliberate Emotional Righteous Laughing
 Intoxicated

BACKGROUND Office Machines Factory Machines Trains Animals Quiet
 NOISES: Voices Mixed Airplanes Street Traffic Music
 Party Atmosphere

ADDITIONAL INFORMATION:

1. Did the caller indicate knowledge of the facility? If so, in what way?
2. On what line did you receive the call?
3. Is the number listed?

ACTIONS TO TAKE IMMEDIATELY AFTER CALL:

- Dial *57 on the phone you received the call on
- Call 911 immediately
- Call BHSU-RC Security immediately at 718-4220

APPENDIX F

Hazardous Material Spill

AT THE CENTER

Any spill involving hazardous materials at BHSU – Rapid City should be reported immediately to BHSU-RC Security at 718-4220 and then Facility Services at 718-4161. Take the following precautions and procedures:

- **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 BHSU-RC Security and then Facility Services
- If necessary, evacuate the building
- Always stay upwind of the spill (wind blowing from behind you)

OFF SITE

In the event of a hazardous material spill in the Rapid City area, evacuation of BHSU – Rapid City 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

When fire or smoke is noticed in the building, take the following precautions and procedures:

- Leave the area where the fire is located, isolating it as well as possible by closing doors
- Never attempt to fight a fire larger than wastebasket size, and never attempt to fight a fire by yourself; call for help
- Always stay between the fire and the exit
- **DO NOT** attempt to retrieve valuables
- **DO NOT** use elevators
- Pull the nearest fire alarm
- Find a safe location and then:
 - Call 9 – 911 from a Center phone or 911 from a cell phone or an off-site phone
 - Call BHSU-RC Security at 4220 from a BHSU-RC phone or 718-4220 from a cell phone or an off-site phone
 - Call Facility Services at 4161 from a BHSU-RC phone or 718-4161 from a cell phone or an off-site phone

In the event that you are trapped in a burning building, remember the following:

- 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 your clothes catch fire, **STOP, DROP, and ROLL!!**

If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. **DO NOT** re-enter the building alone.

All alarms should be taken seriously. If you hear an alarm, evacuate the building immediately.

***** 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

APPENDIX H

Severe Weather/Response

When severe weather is imminent, listen to radio, television, or NOAA Weather Radio for the latest National Weather Service Bulletins. One NOAA Weather Hazard Alert radio unit is located at the security desk and an additional unit is located within the administrative office area.

Know the meaning of the following watches and warnings:

- A “Tornado Watch” means that tornadoes and severe thunderstorms are possible
- A “Tornado Warning” means that a tornado is detected and persons should take shelter immediately

Stay alert to the following:

- Severe thunderstorms, hail, a loud roaring noise, and funnel clouds
- Civil Defense sirens sounding in the Rapid City area (means that a “Tornado Warning” has been issued)

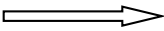
Once a “Tornado Warning” has been issued, take these procedures:

- 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

During lightning events, take the following precautions:

- Stay indoors or in vehicles
- Avoid poor exposure; known dangerous practices include:
 - Being in boats on an open lake
 - Taking shelter under trees
 - Swimming
 - Playing golf

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

Pre-Designated Shelter Area  **UC-RC Lecture Room (Room 112)**

Appendix I

Suicide Threats - Psychological Emergencies

A person suffering a psychological crisis may display pre-violent behavior before acting out. These behaviors can vary greatly depending on an individual's personality, resolve for destruction, or even their level of intoxication, thus making it difficult to describe.

Whether the signs are obvious to a stranger or only detectable because of a level of intimacy shared with a person in crisis, you should do the following anytime you encounter behavior that you believe will imminently lead to violence toward oneself or others:

- Call 9 – 911 immediately from a BHSU-RC phone or 911 from a cell phone or an off-site phone
- Call BHSU-RC Security immediately at 4220 from a BHSU-RC phone or 718-4220 from a cell phone or an off-site phone

If you are with a person who appears solely intent on self-destruction, do the following:

- Remain with the person only if you believe it is safe to do so; always keep an eye on the person
- Call 911 and describe the person's behavior to the operator
- Stay on the phone with the 911 operator until the operator ends the call

If at any time you feel threatened, you should leave the person alone and go to a place where you can safely call 911 and BHSU-RC Security.

Appendix J

Building Sweeps

During the following emergency conditions, BHSU – Rapid City may need to be evacuated:

- If there is an immediate threat such as a bomb threat or a fire alarm
- By determination of the Executive Director or his/her designee as in the case of a suspected bomb threat, the presence of smoke, or a hazardous material spill

Once an evacuation order has been made, a building sweep will be conducted to ensure that all persons have left the building. The following procedures will occur during a building sweep:

- In instances where the elevators cannot be used, all those needing assistance (i.e. those in wheelchairs) must be assisted by an instructor, classmate, or security to make exiting the building possible
- The building sweep will then be conducted by security personnel; security personnel may designate an available BHSU-RC staff member to assist with a sweep of the rooms and classrooms that students have access to
- The security personnel and a designee (if needed) will conduct a building sweep of the first and second floors checking all classrooms, facilities areas, bathrooms, and administrative offices to make sure no person remains in the building
- Following the sweep of the building, the security personnel and their designee will evacuate the building

During a mandated evacuation, each instructor will be responsible for clearing his or her classroom of students and staff. Once outside, each instructor should make sure that all students are accounted for.

Appendix K

Generic Phone Script

INSTRUCTIONS:

1. Stay calm and speak slowly and clearly.
2. Only give out necessary/approved information. Do not elaborate on details that may be sensitive or hearsay.
3. Keep a copy of the script.

DATE: _____

TIME: _____

START MESSAGE WITH FOLLOWING STATEMENT:

“An emergency situation has occurred at the University Center-Rapid City.”

DETAILS TO PROVIDE:

1. Are people allowed on the premises? _____
 - a. If yes, clarify who may enter the building: _____
 - b. If no, specify an alternative location where people (faculty/staff/students/family members) may meet: _____
2. If the UC-RC has been closed, when will it reopen? _____
3. Will classes be held? _____
 - a. If yes, clarify when classes will resume: _____
 - b. If no, specify if there will be an alternative location where classes will be held: _____
4. Whom should people contact if they have questions? _____