

EMERGENCY MANAGEMENT TEAM

The Emergency Management Team (composed of the **Safety and Security Coordinator**, Vice-President for Administration and Finance, Vice President of Admission and Enrollment Management, Dean of Students, Associate Dean of Residence Life, Director of Student Life, Director of Constituent Relations, Vice President for Academic Affairs, Director of Priesthill Services, Director of Facilities Management, and the Director of Human Resources) will respond to such disasters as the following: fire, major chemical spills, airplane crashes, earthquakes, snow and ice storms, loss of utilities, bomb/terror threats, loss of gases, hazardous materials spills, communicable disease, loss of communications, rape, drug abuse, violence, and other safety related incidences.

**Any contact by the press should be referred to and reported to the Director of development.*

The main goals of the Emergency Management Team are:

- Saving lives
- Stabilization of the incident
- Protecting property
- Reducing the duplication of efforts and resources
- Increasing flexibility to adapt to rapidly changing conditions
- Restoring systems back into attainable goals as soon as possible
- Deciding if the situation is beyond the scope of the college and that other authorities should be called
- Keeping the college community informed of the situation

Disaster Response:

The Director of Constituent Relations will establish a press center. This center should have power and phones and should be a source of information.

Make physical accommodations for the media promptly.

When possible, video tape or photograph your response to the emergency - all aspects, site, staging area, command post, press center, and effect on campus operations. (This will aid in evaluation, counseling of responders, and become a training tool for new staff.)

It is important to arrange communication for the responders to let their families know that they are O.K. and when they will be able to come home.

The Emergency Management Team should anticipate injuries to responders. Notify emergency personnel to treat responders. Inform families immediately to lessen worries.

Have equipment ready - maps, radios, first aid supplies, etc.

Be prepared to keep security on site for several days.

Do not underestimate the importance of good daily working relationships with all local agencies. Look for ways to improve cooperation before emergency occurs.

When the disaster scene is evacuated the response is only 66% complete. Post-event procedures are critical:

Anticipate personnel who may not be able to emotionally handle a grotesque scene. Do not punish or push staff that cannot handle the scene, allow them to be human. Reassign staff to duty that they can do or relieve them. Provide counseling to prevent long term emotional damage.

Always: Have a post-briefing with all involved personnel (for evaluation of response and for group and personal counseling.)

Have professional staff (counselors, chaplains, etc.) available at 'stand-down' area.

The power of a handshake or hug is tremendous.

Within three days of the event, arrange with a professional counselor to meet with all responders; Attendance should be mandatory.

Accommodate family of victims as they may later return to the site.

Leaders should: speak to each other as they leave the scene to express concern, support and appreciation, write letters of commendation/appreciation to departmental personnel and other participants encourage evaluation by the campus departments, media and local agencies. Watch for emotional distress in workers for days and weeks after the event.

This guideline was adapted from Berry College's response to a disaster on their campus in 1993.

Disaster Clean up:

Have a list of contractors that can be called on to make repairs and clean up

Have an inventory of the school's possessions and keep it updated.

After the disaster do not let anyone into the area until it is cleared of all dangers.

Obtain bids with "not to exceed clauses" in them. So that a professors work will be salvaged rather than tossed.

Recovery team first job is to be concerned with contamination. Call environmental health officials. Everyone should wear gloves and face masks in the early stages.

Do not assume that things such as computers that are dirty and dented can be cleaned and restored.

Do not take advantage of local merchants. Do not demand discounts for paid contractors for food and water.

Implement the "no talking to the press" rule. Have a clause in the contract that if contractor or his workers faces appear on TV or the quotes in the newspaper or radio are made the contract is null and void.

Use the Internet to post progress to parents, students, staff, faculty and friends of the college