

Central Christian College of Kansas

# Campus Emergency Plan

John Walker



1200 South Main St. McPherson, KS 67460



## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>0</b>
<b>EMERGENCY QUICK REFERENCE.....</b>	<b>4</b>
TIGER ALERTS.....	4
WHO DO I CONTACT IN AN EMERGENCY? .....	5
SHELTER LOCATIONS.....	6
EVACUATION LOCATIONS.....	7
WHEN DO I EVACUATE A BUILDING? .....	7
<i>Who Gives Permission to Re-Enter a Building or to Leave a Secured Area?.....</i>	<i>8</i>
<i>Evacuation Instructions .....</i>	<i>8</i>
<b>EMERGENCY RESPONSE: MANAGEMENT AND COORDINATION .....</b>	<b>9</b>
ACTIONS AND RESPONSIBILITIES.....	9
<b>EMERGENCY RESPONSE COORDINATORS .....</b>	<b>11</b>
<i>President, as Plan Executive:.....</i>	<i>11</i>
<i>Dean of Student Life, as Plan Director:.....</i>	<i>11</i>
<i>Dean of Student Life, as Plan Advisor:.....</i>	<i>11</i>
<i>Dean of Student Life, as Public Safety Coordinator:.....</i>	<i>12</i>
<i>Director of Facilities, as Physical Operations Coordinator: .....</i>	<i>12</i>
<i>News and Information Services Coordinator:.....</i>	<i>13</i>
<i>Associate Dean of Student Life, as Student Care Coordinator:.....</i>	<i>13</i>
<i>Dean of Academics, as Academic Operations Coordinator: .....</i>	<i>14</i>
<i>Dean of Financial Services, as Insurance/Purchasing Coordinator:.....</i>	<i>14</i>
<i>Director of Information Technology, as Information Systems Coordinator: .....</i>	<i>15</i>
<i>Director of the Foundation:.....</i>	<i>15</i>
<i>Alternates:.....</i>	<i>15</i>
<b>CRISES AND THREATS .....</b>	<b>16</b>
<b>ARMED INTRUDER .....</b>	<b>17</b>
<i>What To Do If... ..</i>	<i>17</i>
<i>What <b>NOT</b> To Do If... ..</i>	<i>19</i>
<b>DEATH OF STUDENT/FACUTLY/STAFF (ON CAMPUS) .....</b>	<b>20</b>
PROCEDURES: IMMEDIATE ACTIONS.....	20
PROCEDURES FOLLOWING A DEATH ON-CAMPUS .....	21
<i>Counseling Responsibilities: .....</i>	<i>22</i>
<i>Administrative Responsibilities: .....</i>	<i>22</i>
<i>Things that are frequently Overlooked: .....</i>	<i>22</i>
<i>How to respond to enhanced campus safety concerns. ....</i>	<i>22</i>
<b>EARTHQUAKES.....</b>	<b>23</b>



## 2019-2020 Campus Preparedness Plan

BEFORE: .....	23
DURING: .....	23
AFTER THE SHAKING STOPS: .....	24
<b>FIRE PROCEDURES .....</b>	<b>25</b>
IMMEDIATE ACTION: .....	25
<i>Fire Extinguisher Instructions .....</i>	<i>25</i>
<i>If the fire cannot be extinguished: .....</i>	<i>26</i>
FOR OCCUPANTS OF THE BUILDING .....	26
FOR PERSONS EVACUATING FROM THE IMMEDIATE AREA .....	26
DECISION MAKERS .....	27
<b>FLU PANDEMIC AND COMMUNICABLE DISEASES .....</b>	<b>28</b>
INITIATING A RESPONSE .....	30
<i>Pandemic Alert Period .....</i>	<i>30</i>
<i>Pandemic Period .....</i>	<i>30</i>
<b>MISSING PERSONS .....</b>	<b>32</b>
POLICY .....	32
<i>Investigation Procedures .....</i>	<i>32</i>
VERIFICATION AND REPORTING .....	33
<b>REFINERY EXPLOSION OR HAZARDOUS MATERIAL SPILLS .....</b>	<b>34</b>
PROCEDURES .....	34
IMMINENT DANGER – REFINERY EXPLOSIONS AND/OR HAZMAT SPILLS .....	35
<b>SEXUAL ASSAULT/RAPE .....</b>	<b>37</b>
<b>SUICIDE THREATS .....</b>	<b>39</b>
ASSESSMENT AND TREATMENT PROCEDURES .....	39
<i>How to Assess Suicide Risk: What to Look For .....</i>	<i>39</i>
HOW TO RESPOND TO ASSESSED SUICIDE RISK .....	39
THE SUICIDAL INTERVIEW .....	40
<i>Do: .....</i>	<i>40</i>
<i>Don't: .....</i>	<i>42</i>
ACTION STEPS .....	42
<b>TERRORISM .....</b>	<b>43</b>
POLICY AND PROCEDURE .....	43
<i>Domestic .....</i>	<i>44</i>



## 2019-2020 Campus Preparedness Plan

<i>What Might Happen</i> .....	44
<i>Regarding Terrorist Bombs</i> .....	44
EVACUATION PROCEDURES .....	45
<i>Precautions</i> .....	45
<i>Four Common Rules to Follow to Avoid Injury</i> .....	46
<i>What You Should Do</i> .....	46
INDIVIDUAL RESPONSIBILITIES.....	47
<i>What you should do if you receive a Bomb Threat:</i> .....	47
DECISION MAKERS.....	49
<b>TORNADOS .....</b>	<b>50</b>
ADMINISTRATIVE DECISIONS .....	50
<i>Frequency of Tornadoes</i> .....	50
WATCHES AND WARNINGS .....	51
<i>Tornado WATCH</i> .....	51
<i>Tornado WARNING</i> .....	52
<i>Tornado Myths</i> .....	52
TORNADO SHELTER INFORMATION .....	53
OTHER SEVERE WEATHER MESSAGES .....	54
<b>TRAIN DERAILMENT .....</b>	<b>55</b>
PROCEDURES .....	55
HAZARDOUS MATERIALS .....	55
EVACUATION PROCEDURES .....	55
<b>CAMPUS RELOCATION STRATEGY .....</b>	<b>56</b>
PROCEDURES: .....	56
<b>BUILDING COORDINATORS CONTACT LIST .....</b>	<b>57</b>
<b>PHONE NUMBERS.....</b>	<b>58</b>
EMERGENCY RESPONSE NUMBERS .....	58
EMERGENCY RESPONSE MANAGEMENT TEAM.....	59



---

## EMERGENCY QUICK REFERENCE

---

---

### TIGER ALERTS

---

Tiger Alerts are a campus-wide notification system used to disseminate campus emergency information quickly. These alerts are accessible via SMS text messaging, email, twitter and Facebook feeds. Students and Faculty are encouraged to sign up for Tiger Alerts and to indicate how they would like to be notified in an emergency.

Central attempts to keep these alerts as simple as possible and uses key words or phrases to indicate an expected course of action. At times specific instructions may accompany an alert, please follow those instructions. The following are the key phrases used in an emergency:

---

#### **SHELTER IN PLACE!**



Should you receive a Tiger Alert that begins with the phrase "SHELTER IN PLACE!", please seek shelter in whatever room you currently find yourself without leaving. Sit on the floor away from windows, towards the back of the room and if possible lock the door(s) leading out of the room.

Common uses: *Hazardous Materials, Active Shooter or Armed Threat*

---

---

#### **SEEK SHELTER!**



Should you receive a Tiger Alert that begins with the phrase "SEEK SHELTER!", please seek shelter in a basement or first floor restroom without windows. You can find the shelter sites on pg. 6.

Common uses: *Tornado Warning, Severe Thunderstorm Warning*

---

---

#### **EVACUATE THE BUILDING!**



Should you receive a Tiger Alert that begins with the phrase "EVACUATE THE BUILDING!", please evacuate the building and meet at the predetermined location for your current location. You can find the evacuation sites on pg. 7.

Common uses: *Fire, Bomb Threat, Train Derailment*

---



## WHO DO I CONTACT IN AN EMERGENCY?

---

In the event of a...	Then call...(in order)
<b>Fire</b>	911 & John Walker
<b>Suspicious Person</b>	911, John Walker, the closest Resident Director
<b>Violent Person</b>	911, John Walker, the closest Resident Director
<b>Person with a Weapon</b>	911
<b>Person Who is Injured</b>	911
<b>Suicidal Person</b>	911, John Walker, the closest Resident Director
<b>Person Who has Swallowed Poison</b>	911, John Walker, the closest Resident Director
<b>Bomb Threat</b>	911, John Walker, the closest Resident Director

---



## SHELTER LOCATIONS

IF YOU ARE IN...	FIND SHELTER IN...
<b>Gillespie Hall</b>	First Floor Bathrooms
<b>Kline Hall</b>	Inside Rooms without Windows
<b>Parsons Hall</b>	Basement
<b>Stoll Hall</b>	Pit Storage Under Stairs
<b>Four-Plex/Tri-Plex</b>	Broadhurst Student Center Basement or Parsons Hall Basement
<b>Briner Library/Reimer Business Center</b>	Media Room in back of Library
<b>Broadhurst Student Center</b>	Basement
<b>CCM Building/Warehouse</b>	Restrooms in either building
<b>Ed Pyle Sports Complex</b>	Inside Hallways (away from glass doors)
<b>Kids Kampus</b>	Bathrooms
<b>Maintenance Building</b>	Gymnasium inside hallways away from glass doors
<b>Mingenback Family Life Center</b>	Parsons Hall Basement
<b>Science Hall</b>	Basement (away from windows)
<b>Wesley Black Fine Arts Center/Greer</b>	Basement Under Stage Area
<b>Ivers Family Press Box</b>	Downstairs Storage
<b>Coaches Admin House</b>	Basement

If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If you are in a building without a shelter area and don't have time to reach one, seek a position away from windows or doors where there may be flying glass. Sit down and cover your head.



## EVACUATION LOCATIONS

---

If I'm in...	Then I go to...
<b>Gillespie Hall</b>	Sand Volleyball Court
<b>Kline Hall</b>	Sand Volleyball Court
<b>Parsons Hall</b>	Front lawn of the Free Methodist Church
<b>Stoll Hall</b>	Science Hall – East Doors
<b>Science Hall</b>	Front Steps of Broadhurst Student Center (BSC)
<b>All Other Buildings</b>	Front Steps of Science Hall (East Doors)

---

## WHEN DO I EVACUATE A BUILDING?

---

- In the event of a fire or fire alarm.
- Train Derailment (Kline/Gillespie Hall)
- During a bomb threat, AFTER YOU'VE CONSULTED THE POLICE!





---

### WHO GIVES PERMISSION TO RE-ENTER A BUILDING OR TO LEAVE A SECURED AREA?

---

You may re-enter or leave ONLY after you have received permission by one of the following people:

- The President – *Dr. Lenny Favara*
- The Dean of Academics – *Dr. Jacob Kaufman*
- The Dean of Student Life – *Mr. John Walker*
- The Police
- Your Resident Director (RD)

---

### EVACUATION INSTRUCTIONS

---

1. Do not use elevators during a building evacuation. In many cases, the elevators will go immediately to the first floor of the building the moment an alarm sounds and remain there until they are reset. It is dangerous to use any elevator during an emergency evacuation.
2. Persons who cannot leave a building on their own should ask a classmate or co-worker to assist them. Do not assume that someone will voluntarily help. The person needing assistance must be specific in arranging this "buddy system".
3. When an alarm sounds or an evacuation order is given, the *buddy* should exit the building and locate a Public Safety officer or a Firefighter. The *buddy* must give the rescue workers the exact location of the individual requiring assistance.
4. While the *buddy* goes to get assistance, the person needing help should, if possible, call Emergency Response at 911 to request rescue assistance. The caller must give his/her name, specific location, and any other important information. The caller should remain on the line until help arrives.
5. The individual needing assistance should remain where they are as long as there is no immediate danger (e.g. flames or smoke are present). If danger exists, he/she should ask others to assist them in evacuating the building.
6. Once the individual requiring assistance has exited the building, he/she must send another *buddy* to advise the emergency workers in charge that they are safely out of the building.
7. If no one is available as a *buddy*, any person requiring evacuation assistance should contact Emergency Response at 911 to ask for rescue assistance or further instructions.

Please be prepared for emergencies. Decide upon a plan of action in advance, and remember that prevention is the key to your personal safety. It is the responsibility of each department head to review emergency action plans with employees on a regular basis (either as a group or individually).

If you are temporarily or permanently disabled, please inform your department head. The department head will help determine an action plan based upon your specific needs.



## EMERGENCY RESPONSE: MANAGEMENT AND COORDINATION

---

In the event of any contingency when all or part of this Emergency Plan is implemented, the following campus administrative personnel are designated as **Emergency Response Coordinators**. Which Coordinators are activated will depend on the kind of emergency.

- The Plan Executive (**President**)
- The Plan Director (**Dean of Student Life**)
- The Physical Operations Coordinator (**Dean of Financial Services**)
- The Plan Advisor (**Dean of Student Life**)
- The Public Safety Coordinator (**Dean of Student Life**)
- The News and Information Coordinator (**Designee of the Personnel Director**)
- The Student Care Coordinator (**Director of Campus Life**)
- The Academic Operations Coordinator (**Dean of Academics**)
- The Insurance/Purchasing Coordinator (**Personnel Director**)
- The Information Systems Coordinator (**Director of Information Technology**)
- The Alumni Coordinator (**Designee of the President**)
- Any other administrator or department head deemed necessary

In the event of an emergency, a preliminary meeting of Emergency Response Coordinators will be convened by the President or the Dean of Academics (*as appointed by the President in his/her absence*). Since most emergencies will include damage or potential damage to physical structures, the initial meeting must include:

- The Plan Executive (President)
- The Plan Director (Dean of Student Life)
- The Physical Operations Coordinator (Dean of Financial Services)
- The Plan Advisor (Dean of Student Life)
- The News and Information Coordinator (Director of Personnel)

## ACTIONS AND RESPONSIBILITIES

---

- Meet immediately at the Science Hall President's Office on the 2<sup>nd</sup> floor of Science Hall.
- Assess the emergency.
- Decide which **Building Coordinators**<sup>1</sup> should be included at the various stages of response and recovery.
- Manage and direct the activities of the various departments that will be involved in emergency response and recovery.
- If an "information crisis" includes significant delays in the ability of accounting, payroll and investments to conduct their business, key people from these areas need to be included in the coordinated response.

---

<sup>1</sup> Building Coordinators are listed on page 56



## 2019-2020 Campus Preparedness Plan

- Develop a consistent accurate message and determine who will deliver it and to whom.
  - **Note:** *It is not advisable or necessary to respond directly to the scene of the emergency. Trained emergency responders at the scene are responsible to assess, contain and neutralize the situation.*
- Provide resources for field operations when requested.
- Obtain regular status reports from the scene.



## EMERGENCY RESPONSE COORDINATORS

---

The following explains the general functions and responsibilities of the Emergency Response Coordinators and their related departments:

---

### PRESIDENT, AS PLAN EXECUTIVE:

---

- Serves as the Plan Executive.
- Responsible for communication with the Trustees concerning response and recovery operations.
- Responsible for major decisions requiring executive authority.
- Coordinates efforts to provide legal counsel for the College should the need arise.
- Serves as the official spokesperson for the College under an emergency situation

---

### DEAN OF STUDENT LIFE, AS PLAN DIRECTOR:

---

- Serves as the Plan Director.
- As Incident Commander, coordinates all emergency activity from the Emergency Operations Center.
- Advises the President of the status of the emergency and of all actions taken.
- Manages and directs the recovery effort.
- Provides input related to business issues.

---

### DEAN OF STUDENT LIFE, AS PLAN ADVISOR:

---

- Serves as Editor and Advisor of the plan.
- Consults with local government, emergency service agencies and safety organizations.
- Reviews the plan regularly and recommends revisions as necessary.



## 2019-2020 Campus Preparedness Plan

**The following Departments and Area Coordinators are responsible for emergency preparation and for supervision if the Emergency Operations Plan is activated:**

---

### DEAN OF STUDENT LIFE, AS PUBLIC SAFETY COORDINATOR:

---

- Responsible for the protection of people and property.
- Provides Public Safety Officers<sup>2</sup> as first responders.
- Provides initial site protection.
- Provides regular patrols of the emergency area.
- Provides adequate site protection and response to other campus emergencies.
- Maintains a list of non-Public Safety personnel who could be utilized on a temporary basis for traffic control, site security and other routine functions. (Primarily Maintenance employees)
- Public Safety shall serve as the main contact with the McPherson Police and Fire Departments, the McPherson County Sheriff's Department, and other emergency response agencies.
- Responsible for the collection and storage of international student documents and identification records for safe keeping and quick recall.

---

### DEAN OF FINANCIAL SERVICES, AS PHYSICAL OPERATIONS COORDINATOR:

---

- Coordinates all work efforts in and around the emergency site.
- Maintains essential facility operations during the emergency.
- Coordinates actions of the Maintenance Department to make emergency repairs.
- Coordinates emergency repairs at the site of the emergency.
- Gives priority to restoring services essential to life safety.
- When the emergency is under control, evaluates and recommends major repairs and renovations.
- Coordinates the activation of Maintenance personnel to provide adequate manpower for emergency repairs and assistance.

The Dean of Financial Services and the foremen of the appropriate shops shall provide site damage surveys and coordinate with outside contractors, utility companies, and other campus departments to provide necessary services to students, Staff, and Faculty.

---

<sup>2</sup> Residence Life Staff act as first responders as they will already be present in Residence Halls and are familiar with Fire Alarms and Emergency numbers.



---

### PERSONNEL DIRECTOR, AS NEWS AND INFORMATION SERVICES COORDINATOR:

---

- Responsible for coordinating all relations and contacts with the media and the public.
- Responsible for contact with field representatives, donors and related personnel.
- May appoint News and Information Services staff to assist in handling inquiries and concerns from the public.
- Responsible for all statements and information given to the press.
- Authorizes all media inquiries to be directed to News and Information Services.
- Prepares statement for the Dean of Student Life and the Associate Dean of Student Life to relay to parents and students as necessary.

**Note:** No statements may be made by other personnel except when authorized by the News and Information Services Coordinator. All official communication to the public from Central Christian College and all requests for interviews shall be forwarded to the News and Information Services Coordinator for appropriate dissemination.

---

### ASSOCIATE DIRECTOR OF STUDENT LIFE AND THE DEAN OF STUDENT LIFE, AS STUDENT CARE COORDINATORS:

---

- Responsible for coordinating all necessary services for student shelter, safety and notifications.
- Insures that the Residence Life Staff are advised of the emergency and all recommended actions.
- Regularly updates all Student Life Staff of the status of the emergency.
- Coordinates with News and Information Coordinator to relay necessary information to parents.
- Coordinates with News and Information Services Coordinator to relay necessary information to students.

#### ***In conjunction with Residence Life and Housing:***

If an emergency renders residence halls or College-owned apartment buildings and houses unsafe for occupancy, temporary housing shall be arranged for those displaced.

- Insure that appropriate staff is available.
- Assist students in the areas of crisis counseling, advice concerning personal belongings, and notification to family members in the event of severe injury or death.
- Insure that the following internal procedural documents are available and up to date:
  - CENTRAL CHRISTIAN COLLEGE SUICIDE MANAGEMENT PLAN
  - PROCEDURES FOR INVOLUNTARY COMMITMENT
  - GENERAL HOSPITALIZATION PROCEDURES
  - EMERGENCY SERVICES - EVENINGS AND WEEKENDS
  - AFTER HOURS EMERGENCY CALLING PLAN



## 2019-2020 Campus Preparedness Plan

---

### DEAN OF ACADEMICS, AS ACADEMIC OPERATIONS COORDINATOR:

---

- Coordinates all necessary educational services.
- Communicates with Faculty.
- Coordinates class relocation.
- Coordinates with the President on institutional instruction and Faculty issues.

#### ***In conjunction with the Academic Office:***

- Advises all academic departments of the nature of the emergency, recommended actions, and other contingency plans.
- Relocates classes affected by the emergency to areas fit for occupancy.
- Informs each academic department of any class relocations through the Registrar.
- If an emergency creates conditions unfavorable for holding classes, the Vice President of Academics shall notify all appropriate parties of the decision to cancel classes and close the College.<sup>3</sup>

---

### PERSONNEL DIRECTOR, AS INSURANCE/PURCHASING COORDINATOR:

---

- Coordinates all communications with insurance carriers.
- Coordinates insurance issues with business continuity planning programs.
- Provides advice to emergency victims.
- Provides for procurement of necessary items for Emergency Operations.
- Coordinates with the Coordinator of Payroll and Benefits to provide guidance to harmed employees regarding insurance benefits and other employee related issues.
- Responds appropriately to all claims made as a result of the emergency.
- Assists and coordinates with General Stores to obtain and distribute necessary goods and services for the affected areas. Priority shall be given to items necessary for emergency living contingencies and materials needed for emergency repairs.

---

<sup>3</sup> References suspending all College related activities, the President would be responsible for the complete shutting down of the institution.



---

**DIRECTOR OF INFORMATION TECHNOLOGY, AS INFORMATION SYSTEMS COORDINATOR:**

---

The Director of Information Technology, Voice and Data Network Engineer, and the Help Desk, will:

- Coordinate emergency response and the provision of emergency services.
- Provide any necessary emergency telephone services.
- Act as liaison with outside telephone service providers.
- Direct all internal emergency response procedures related to central computer systems and networking.
- Act as liaison with vendors and contractors for services related to such emergencies.

---

**ALUMNI COORDINATOR:**

---

- Responsible for coordinating and notifying alumni and other related personnel.

---

**ALTERNATES:**

---

Each Emergency Response Coordinator shall designate an alternate who is able to serve in his or her absence. The alternate must be familiar with the duties of the specific area of responsibility and should be available at any time that the primary Administrator or Area Coordinator is unavailable.





# **CRISES AND THREATS**

---



### ARMED INTRUDER

---

Recently, armed intruders have resulted in an alarming number of injuries and deaths on College and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, Faculty or Staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge. Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The **Dean of Student Life** will notify the **President** or the highest ranking person available in the President's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the President or his/her representative to be necessary and feasible to convene the Emergency and Crisis Management Leadership Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the President or the Emergency and Crisis Management Leadership Team would result in significant risks to the lives of the College community, lock-down procedures will be initiated immediately by the Emergency Response Team. However, in any cases involving the need to initiate lock-down procedures, the President's Office will be notified immediately and the Emergency Response Team will be asked to convene in the President's Conference Room on the third floor of Science Hall, room 305, to provide further direction with regards to College response activities.

Lock-down procedures will include: calling tree notification of BEC's to begin the lock-down process, physical securing of campus buildings by the BEC's and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the McPherson Police Department will be contacted immediately by the Student Life Office (or through a 911 call from an individual) and will assume the responsibility of apprehending the intruders. The Student Life Office will serve as the liaison with off-campus law enforcement officials and assist with the coordination with other College units and the Emergency Response Team.

---

### WHAT TO DO IF...

---

**What to do if you suspect an event involving an armed intruder may possibly occur on campus:**

- Notify the Student Life Office if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Resident Director.
- Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.



## 2019-2020 Campus Preparedness Plan

### **What to do if you know or suspect an armed intruder is present on campus:**

- If indoors, remain in your room, behind a locked door (if possible), lock the windows and pull the blinds and then stay away from the windows. Turn off lights and all audio equipment.
- If outdoors, find refuge in a nearby building or find a safe hiding place but make sure that you are well hidden.
- Call the Student Life Office and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.
- Remain calm and quiet.
- Keep everyone together in a room, office, or secure area until police arrive or until it is no longer safe to remain there.
- If you are caught in the open, in a common area you must decide what you will do. This is a very crucial time and it can mean life or death.
  - You can try to hide, but make sure you are well hidden.
  - If you think you can make it safely out of the area by running, do so.
  - If you decide to run, do not run in a straight line, zig-zag, using cover such as desks, cabinet, etc.
  - If you feel you are unable to run or hide, you may choose to play dead if other victims are around you.
  - If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
  - Your last option if caught in the open is to fight back. This is dangerous, but depending upon your situation, could be your last option.
- If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.

### **What to do after an armed intruder has been apprehended:**

- Contact the Student Life Office if you have any information to share about the incident.
- Contact your friends and family to let them know you are okay.
- Check the CCKK homepage for information and announcements regarding possible changes to safety and security provisions.
- Contact the Associate Dean of Student Life if you are in the need of counseling.
- After an immediate crisis involving an armed intruder, the Emergency Response Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The News and Information Coordinator will work with the President's Office to determine how news of the event and related issues involving campus safety and security should be communicated to the CCKK community, media, parents of students, alumni, donors and other external groups.



---

### WHAT NOT TO DO IF...

---

**What not to do if you know or suspect an armed intruder is on campus:**

- Do not leave your room to try to “see what’s happening”.
- Do not confront or try to apprehend the intruder.
- Do not assume that someone else has called the Student Life Office and/or 911.
- Do not pull the fire alarm. A fire alarm would signal people to evacuate the building and thus place them in potential harm as they attempt to exit the building.



### DEATH OF STUDENT/FACUTLY/STAFF (ON CAMPUS)

---

Death is always shocking and usually unexpected, especially when it involves a young adult. When it occurs on campus, it can have a great impact on the person's classmates, friends and acquaintances. The College has an important role to assist Faculty, Staff and students in the event of the death of a "College family" member.

This section provides some recommended procedures to follow in the event of the death of a student, Faculty or Staff member. The individual(s) responsible for following the procedures (except for the immediate actions) should be determined for students by the Dean of Student Life, and for Faculty and Staff, the Administrator or director of the department in which the individual was located. The recommended procedures regarding contacting the family and announcing and discussing the loss should be carried out in consultation with the Emergency Response Team and the Alumni Coordinator.

#### PROCEDURES: IMMEDIATE ACTIONS

---

- If you discover or witness a death while on campus, phone the City of McPherson police at 911 and the Dean of Student Life, John Walker.
- If you discover or witness a death, remain on the scene until a statement is provided to law enforcement authorities. Encourage any other witnesses to remain on the scene until authorities arrive. Do not disturb the scene and prevent others from doing so.
- If a student death occurs in a residence hall, a Resident Director, Resident Advisor, or the Dean of Student Life, (whoever is first on the scene) should close off his or her room until authorities arrive and assure that the deceased student's roommate is notified and escorted to a counselor.
- The Resident Director will contact the Dean of Student Life who will notify key College Staff, including the President or his designee. In the case of the death of a Faculty or Staff member, the Administrator or director of the department in which the individual was located should also be contacted.
- The Emergency Response Team should assemble in the President's Office on the second floor of Science Hall, to discuss the circumstances of the death and determine the responsibilities for the actions described below:
  - Establish a College contact person for family members who will contact the family personally and offer support.
  - Obtain information about funeral arrangements, flowers and home visits. (Be sensitive to cultural norms in expressing help and encouragement.)
  - Check College records to verify if there are any siblings on campus.



## PROCEDURES FOLLOWING A DEATH ON-CAMPUS

---

The Emergency Response Team should be convened within one hour after the incident is reported (when feasible) to collect accurate and detailed information about the death(s). Note: Depending on the situation, several meetings of the team may be necessary. It may also be necessary to include students in some of the meetings and planning sessions.

- A. Issues to be covered
  - 1. Determine if the Student Life Office can handle the situation or if an outside agency is needed. Also determine if a room(s) at school will be needed for grieving.
    - a. Is counseling available?
    - b. Where can students gather to grieve?
    - c. Who are key students who need to be personally contacted?
  - 2. Set meeting and develop a memo to inform the students, Faculty, and Staff as to the above issues and procedures.
    - a. Media - to be delivered by the News and Information Coordinator; procedures as to how the media will be handled should also be determined.
    - b. Instructors - to be given to the class(es)
  - 3. Determine what the College's role will be (if any) for the funeral proceedings (flowers, donations, cards, eulogy, etc.).
    - a. If a student was a member of a sports team or club, determine if his or her fellow members wish to attend the funeral as a group.
    - b. Make funeral information available to students, Faculty and Staff members.
  - 4. Determine if Memorial or Memorial Service is appropriate.
  - 5. De-brief Faculty, Staff and students at the end of the day. Give them an opportunity to express their feelings and offer suggestions.
- B. Follow-up in 14 days with all those students, Faculty, Staff and families of the victim(s) that have been identified as needing assistance during the grieving process.
- C. Keep accurate records of all proceedings, statements, counseling and any other transactions. File in Student Life Office or as directed by the President.
- D. Follow-up review meeting of the Emergency Response team to put closure to the incident and critique the process.



## 2019-2020 Campus Preparedness Plan

---

### COUNSELING RESPONSIBILITIES:

---

- Counselors will be made available to work with large and small groups as well as individuals.
- Identify and contact students, Faculty and Staff who may be most in need of counseling.
- Counselors should be provided additional secretarial or volunteer help to answer phones.
- Keep a list of everyone who is counseled.
- If an individual seems distressed, make a follow-up call.

---

### ADMINISTRATIVE RESPONSIBILITIES:

---

- Update Staff and students as new information becomes available.
- Identify Faculty and Staff members who need mental health support.
- Emphasize the need to use prepared statements to control rumors.
- If the incident occurred on campus and was of a violent nature, be highly visible to show your presence, support and control of the situation. Make sure Faculty, Staff and students feel safe.

---

### THINGS THAT ARE FREQUENTLY OVERLOOKED:

---

- Prior semesters' professors, advisors and mentors.
- Lowering the flag to half-staff.
- How to deal with inappropriate phone calls.
- How to respond to offers of unsolicited and unneeded help.
- Who will answer cards and letters sent to the College?

---

### HOW TO RESPOND TO ENHANCED CAMPUS SAFETY CONCERNS.

---

- One-year anniversary
- Graduation, if student was a senior



## EARTHQUAKES

---

The Central Christian College campus is not considered to be in an earthquake hazard area. The possibility does exist, however, that we could experience some damage as a result of a quake. The effects of a quake could include cracked walls, falling plaster, moving furniture, swaying trees and loose objects falling or overturning. The following are general guidelines to follow to prepare for an earthquake and to remain safe during and after an earthquake:

**Student Life and Facilities will check the entire campus for injured persons and building damage. It may take time, but they will get to each location, giving assistance where needed. Please remain calm.**

---

### BEFORE:

- Make sure that you have a functioning flashlight and emergency radio near your work area.
- Remove any valuable or sentimental objects (that are breakable) from shelves.

---

### DURING:

- Stay calm. If you can avoid panic, you will think more clearly.
- If inside, stand in a doorway or crouch under a desk or table. Stay away from windows and hold onto the furniture, moving with it as it moves.
- If outside, stand away from buildings, trees and telephone or electric lines.
- If in your car, drive away from underpasses and overpasses. Stop in a safe area away from trees and telephone or electric lines. Stay in your car.





### AFTER THE SHAKING STOPS:

---

- Put on sturdy shoes.
- Make sure it is safe for you to move. Watch for objects that have fallen or broken.
- When it is safe to move, check in with your supervisor as soon as possible to ensure that all employees are accounted for.
- Listen for instructions from Student Life or Dean of Financial Services.
- Render necessary first aid to the injured and dial 911 for injuries of a serious nature. **DO NOT ATTEMPT TO MOVE SERIOUSLY INJURED PEOPLE UNLESS THEY ARE IN IMMEDIATE DANGER OF FURTHER INJURY.**
- If phones are not working, send someone outside to find an employee of Student Life or Maintenance to relay your needs with a radio.
- Do not use your telephone, except for emergencies.
- Be prepared for aftershocks.



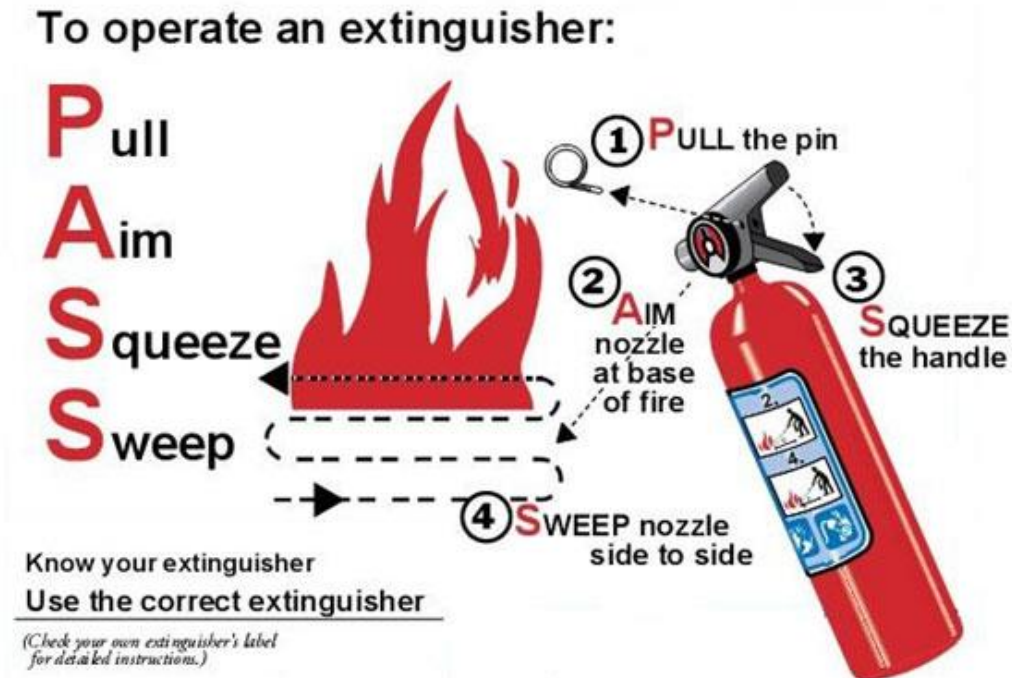
## FIRE PROCEDURES

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the **Fire Department** at 245-2505 or 911 and notify your Building Coordinator listed on page 56.

### IMMEDIATE ACTION:

- If you are the person who discovered the fire, extinguish it only if you can do so safely and quickly.
- Use an appropriate fire extinguisher to control the fire only if you have had fire extinguisher training, the fire is confinable and your personal safety is not placed in jeopardy.
- If the fire is extinguished, call your Building Coordinator listed on page 56.

### FIRE EXTINGUISHER INSTRUCTIONS





---

### IF THE FIRE CANNOT BE EXTINGUISHED:

---

- Confine the fire by closing the doors.
- Pull the nearest fire alarm.
- Call the Fire Department at 245-2505 or 911.
- Alert others.
- Exit the building, assisting anyone who needs help in the evacuation.
- Notify your Building Coordinator.
- The Building Coordinator should meet the Fire Department when they arrive, if the Coordinator is unavailable, the person calling in the fire should meet the Fire Department when they arrive.

---

### FOR OCCUPANTS OF THE BUILDING

---

- Close the doors to your immediate area.
- EVACUATE the building via the nearest exit. Assist others in exiting the building.
- DO NOT use elevators.
- Avoid smoke-filled areas.
- If exiting a smoke-filled area, stay low to the ground and crawl to the nearest exit.
- If your clothes catch fire DO NOT RUN. STOP...DROP...ROLL.

---

### FOR PERSONS EVACUATING FROM THE IMMEDIATE AREA

---

- Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell.

If I'm in...	Then I go to...
Gillespie Hall	Sand Volleyball Court
Kline Hall	Sand Volleyball Court
Parsons Hall	Front lawn of the Free Methodist Church
Stoll Hall	Science Hall – East Doors
Science Hall	Front Steps of Broadhurst Student Center (BSC)
All Other Buildings	Front Steps of Science Hall (East Doors)

---



### DECISION MAKERS

---

- The lead responder will be the individual highest on the Campus Organizational Chart (the RESIDENT ADVISOR gives way to the RESIDENT DIRECTOR, RESIDENT DIRECTOR who gives way to the DEAN OF STUDENT LIFE, etc.)
- The McPherson Fire Department will assume control and make decisions when they arrive at the scene of the fire.
- The Fire Department will decide when to turn control of the scene back to the College.
- The Dean of Financial Services or the Dean of Student Life will decide when to turn control of the scene back to the individual departments.



## FLU PANDEMIC AND COMMUNICABLE DISEASES

---

The **Dean of Student Life**, at the onset of an influenza pandemic, will contact public health officials to evaluate and determine the severity of the pandemic and recommend actions to protect the community's health. People who become severely ill may need to be cared for in a hospital. However, most people with influenza will be safely cared for at home.

The **Dean of Student Life** will consult with a liaison within the medical community to evaluate the symptoms of the illness to determine whether a sick student meets the symptoms of disease/virus in question. Their consultation will help determine the institutional response to the student and the campus.

Community mitigation recommendations will be based on the severity of the pandemic and may include the following:

- Asking ill employees to voluntarily remain at home and not go to work or out in the community for about 7–10 days or until they are well and can no longer spread the infection to others (ill individuals will be treated with influenza antiviral medications, as appropriate, if these medications are effective and available). This includes ill students.
- Asking members of households with a person who is ill to voluntarily remain at home for about 7 days (household members may be provided with antiviral medications, if these medications are effective and sufficient in quantity and feasible mechanisms for their distribution have been developed). This includes students whose roommates/suitemates have become ill and in which those students share restroom facilities.
- Dismissing students from school for up to 12 weeks, coupled with social distancing in the community to include reductions of out-of-school social contacts and community mixing.

Recommendations for cancelling classes will depend upon the severity of the pandemic. The current three-tiered planning approach includes:

- 1) No dismissals in a Category 1 pandemic,
- 2) Short-term (up to 4 weeks) dismissal from classes in a Category 2 or Category 3 pandemic, and
- 3) Prolonged (up to 12 weeks) dismissal from classes in a severe influenza pandemic (Category 4 or Category 5).

Dismissing students for up to 12 weeks will have educational implications. **The Dean of Academics** will coordinate with each student's professors to arrange for Directed Studies to occur while students are distanced from the institution via the internet or other available technologies.

The **Dean of Financial Services**, in cooperation with the President, will provide parameters for the use of sick days for all employees as a part of the Crisis Management Plan.



## 2019-2020 Campus Preparedness Plan

The **Dean of Student Life**, as Plan Director, will communicate any and all dismissals to the student and to the parent through appropriate means of communication. Should a student be asked to leave for an extended period of time, the Dean of Student Life will notify the parents of the illness and coordinate a time table for the student to evacuate the campus with the assistance of the parent or guardian.

The Dean of Student Life:

- Be prepared to provide parents/families with information discussing:
  - How dismissal of students will be announced
  - Why students will be dismissed from classes and the importance of keeping students from congregating with others in the community
  - How alternate instruction will be provided
- Be prepared to provide students who soon will be leaving for home with information discussing:
  - Why students are being dismissed from classes and the importance of keeping students from congregating with other students in the community. Students should understand:
    - Differences between seasonal and pandemic influenza
    - How influenza is spread
    - What individuals can do help prevent the spread of influenza
- Remind students who live in residence halls to take their books and other personal items with them on the last day of classes, if indicated.
- Provide information to College Faculty, Staff, and parents/families on what they can do to prepare their families for the pandemic. Resources are available at [www.pandemicflu.gov/plan/individual/checklist.html](http://www.pandemicflu.gov/plan/individual/checklist.html) and [www.ready.gov/america/index.html](http://www.ready.gov/america/index.html).
- Be prepared to provide alternate relocation plans for international students.<sup>4</sup>

**The President**, as Plan Executive, will:

- Provide Faculty, Staff, and parents with information on the College's pandemic preparedness plan in advance of a pandemic. This communication should include:
  - Identifying expected roles/actions for Faculty, Staff, students, and other stakeholders during implementation
  - Assuring that essential central office functions, including payroll, and communications with Staff, students and families will continue

---

<sup>4</sup> International Students should have all appropriate documentation submitted to the Director of International Student Programs upon arriving on campus. These students will work with the Dean of Student Life and the Director of International Student Programs to insure that they are properly assisted.



## 2019-2020 Campus Preparedness Plan

- Identifying how the College's physical facilities may be used for other purposes during a pandemic
- Develop a plan to inform parents/families that students may be dismissed during a Category 4-5 pandemic.
  - Encourage them to plan for that contingency, including plans for relocating students to home or elsewhere
  - Inform them of school procedures and policies regarding tuition, fees, and contractual obligations
- Provide systematic emergency communications to Faculty, Staff, and students (both on and off campus) during the pandemic by using multiple methods (e.g., a telephone calling tree, Tiger Alert/SMS, an e-mail alert, or call-in voice recording) to communicate pandemic status in the community and status of classes and other College activities.
- Recommend that Faculty, Staff, students and their families seek further information about the pandemic through resources, including key Federal, State, and local public health that provide regular updates on the status of the pandemic. For reliable, accurate, and timely information about pandemic flu, see [www.pandemicflu.gov](http://www.pandemicflu.gov).
- Coordinate any responses necessary to local media outlets through the News and Information Coordinator.

---

### INITIATING A RESPONSE

---

---

#### PANDEMIC ALERT PERIOD

---

**Phase 3.** Human infections(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

**Phase 4.** Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

**Phase 5.** Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

---

#### PANDEMIC PERIOD

---



### **Phase 6. Pandemic: increased and sustained transmission in the general population.**

The **Emergency Response Team** will convene should the CDC identify a communicable disease at a pandemic level (category 5<sup>5</sup> or greater), to determine a course of action regarding closing the campus or remaining in session and dealing with each illness on a case by case basis. The Emergency Response Team will consider the following:

- cancellation of classes, sporting events and/or other public events;
- closure of campus, student housing, and/or public transportation;
  - In the event of campus evacuation, CCKK will offer online alternatives in order to complete the semester course work.
- assessment of the suitability of student housing for quarantine of exposed and/or ill students;
- contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);
- contingency plans for maintaining research laboratories, particularly those using animals; and
- stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.

---

<sup>5</sup> It is recommended that all students be sent home should the Center for Disease Control declare a category 6 in the continental U.S.





### MISSING PERSONS

---

If a member of the Central Christian College of Kansas Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Office of Student Life and the McPherson Police Department.

Most missing person reports in the college setting result from a student changing their normal routine and failing to inform roommates or friends of this change. The most serious cause for a report would be an abduction, suicide, or accident. A person will be considered missing if a roommate, classmate, Faculty member or other campus person has not seen the person in a reasonable amount of time. An expressed suspicion or concern from any member of our college community will begin the investigation procedures.

### POLICY

---

Upon receiving a report of a missing person, Student Life will conduct a thorough and timely investigation to determine the whereabouts of the person.

### INVESTIGATION PROCEDURES

---

The investigation will start with contact with individuals who live and interact with the student daily. The investigation will expand as the location of the student continues to be unknown.

#### Initial Interviews

Roommates, Resident Advisor, floor mates/wing mates, or friends will be interviewed to determine where and when the person was last seen, the person's typical daily routine, other possible locations or destinations (i.e. on or off campus employment, travel plans) and the description of clothing worn. A determination will be made about the most recent mental state of the missing person (i.e. lonely, depressed, excited, angry). If the student resides on campus, the student's room will be examined to look for any additional information or explanation.

#### Secondary Interviews

Interviews will also take place with the missing person's professors and employers to determine if the student has been attending classes and arriving for scheduled work shifts. The Director of Campus Life will be contacted to determine if they would have any additional information. Family members will be contacted to identify other explanations or alternative possible locations of the person.

#### Expanded Dissemination of Information

Local law enforcement agencies will be contacted and a formal missing person report will be filed. The President's Office will determine what information is shared with the local news media.



## VERIFICATION AND REPORTING

---

Verification that the missing person has been located will consist of, but not be limited to: personal contact with the person, telephone contact of the person with reasonable explanation of location and circumstances, parental verification or law enforcement verification.

The status of the missing person will be reported back to the individual who made the original report, as well as the parents and the law enforcement officials, if they were contacted during the investigation.



---

## REFINERY EXPLOSION OR HAZARDOUS MATERIAL SPILLS

---

Any chemical spill or offensive odors in a laboratory building should be reported to the Building Coordinator for that building, who will call the McPherson Fire Department. Individuals should not attempt to clean up a spill until it has been assessed by trained personnel.

---

### PROCEDURES

---

If you are inside a building in which a spill has occurred, immediately evacuate the building.

**If you are outside when an incident occurs:**

- Move uphill and upwind; hazardous materials can be transported quickly through air and water.
- Don't touch or step in spilled materials.
- Notify the Student Life Office and the Maintenance Department from a safe location as soon as it is practical to do so (620)241-0723, Ext 113 and 176 respectively.

**If you are indoors when an incident occurs outside of the building that you are occupying:**

- Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- Close as many internal doors as possible.
- If local authorities warn of an explosion, close all shades and draperies. Stay away from the windows to prevent injury from flying glass.
- The Maintenance Department will turn off all ventilation systems or switch to 100 percent re-circulation (based on consultation with the McPherson Fire Department) so that no outside air is drawn into the building.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Remain in protected, interior areas of the building where toxic vapors are reduced.

**After an accident involving:**

***Corrosives: Corrosives are substances that cause visible destruction or permanent changes of the skin tissue on contact. They are especially dangerous to the eyes and respiratory tract.***

- Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
- Get under a shower; remove all clothing; wash with soap and water.



## 2019-2020 Campus Preparedness Plan

**Flammables:** *Flammables are liquids with a flash point below 100 degrees Fahrenheit with gases that burn readily.*

- Turn off the main electricity and gas jets.
- Evacuate the building.

**Toxics:** *Toxics are poisonous substances.*

- Wash your hands.
- Discard contaminated clothing or objects.
- Use the appropriate antidotes.

**Reactives:** *A reactive is a substance that can undergo a chemical or other change that may result in an explosion, burning and corrosive or toxic conditions.*

- Close all doors.
- Evacuate the danger area.
- Follow decontamination instructions from local fire or health authorities. Depending on the chemical, you may be advised to take a thorough shower or you may be advised to stay away from water and follow another procedure.

---

### IMMINENT DANGER – REFINERY EXPLOSIONS AND/OR HAZMAT SPILLS

---

In the event of an explosion or a hazardous materials spill at CHS, Central Christian College Building Coordinators will act as first responders.

Should an explosion or HazMat spill occur at CHS, CCCK will have a matter of moments before potentially lethal gas may be released into the air and travel to campus. Depending on the direction of the air current, CCCK could have between 60 seconds and 3 minutes to respond.

Building Coordinators should ensure that all windows and doors are closed and that students, Faculty, and Staff are securely located in a central location within the building. Building Coordinators should hold sequestered students in the central location until they are released by the McPherson Police/Fire Department or a member of the Emergency Response Team (see pg. 11) or notified via a Tiger Alert.



## 2019-2020 Campus Preparedness Plan

### **Building Coordinators should proceed as follows:**

1. Close all windows and doors.
2. If available, stuff jackets/towels in the seams of the exterior doors.
3. Relocate students and College personnel to a central location within the facility.
4. If available, turn on local television or radio broadcast for updates.
5. Wait until released by emergency personnel.

### **THE EMERGENCY RESPONSE TEAM**

The Emergency Response Team should meet immediately to notify the Police Department and coordinate an evacuation strategy.



## SEXUAL MISCONDUCT

---

Sexual misconduct is a much broader category of behavior than the traditional concept of rape or date rape. It is when one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent.

Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state which renders him/her incapable of understanding the nature of the contact; or engaging in sexual acts with a minor. Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct. Stalking may also be considered sexual misconduct as unwanted and obsessive attention which relates to harassment and intimidation and is a criminal offense.

Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct incidents should be reported as soon as possible to the Student Life Office, a residence life staff member, or a member of the Student Life such as the Dean of Student Life or Associate Dean of Student Life. The Student Life Office can provide referrals for rape counseling and/or medical treatment. Although they will make all efforts to keep matters confidential, College officials are required to report sexual misconduct incidents to the Student Life Office for possible investigation and student conduct response. Regardless of if the assailant is a student(s) or an employee of the college, a student conduct complaint will be filed with the Student Life Office. This does not preclude the student's right to seek criminal prosecution.

The Student Life Office advises, but does not require, all victims of sexual assault to file a report through the McPherson Police Department or the appropriate law enforcement agency where the incident occurred. Reporting the incident does not obligate the victim to press charges. However, both the office of Student Life and the McPherson Police Department stand ready to assist all members of the community in that regard. Whenever reasonable, the College will respect a student's right to report an alleged sexual assault confidentially. All reported incidents become part of the campus crime report statistics.

Under the College's student conduct system, both the accused and the accuser are entitled to have others present during a campus disciplinary proceeding alleging a sexual assault. The College's perspective on student conduct, including possible disciplinary levels and sanctions, can be found in the student conduct section of the Student Handbook.

Both the accused and the accuser have the right to a swift and thorough process; however, the timeliness of such a process is predicated on a number of factors. Typically the matter should be concluded within 7-10 business days. The accused and the accuser will be informed of the College's final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused in writing. If the College's evidentiary findings conclude that it is more likely than not that sexual misconduct has occurred, sanctions will be imposed for the accused, and restorative measures will be implemented for the accuser. Sanctions under the College's student conduct system provide for repercussions up to and including permanent expulsion from Central or termination of employment.



## 2019-2020 Campus Preparedness Plan

Central Christian College will provide assistance to victims of sexual misconduct in changing academic or living situations after the assault, if requested and reasonably available. To request assistance in changing your academic or living situations contact the Student Life Office.

The College is committed to the prevention of sexual misconduct. Residence Life and the Student Life Office present sexual assault awareness and prevention programs during the year.

### **Special concerns for college students.**

Because alcohol is so often involved in acquaintance rape and other sexual assaults, it may have played a role in your assault. You and/or the person who assaulted you may have been drunk. You may have even blacked out and not remember much detail. As you work through the many conflicting feelings that are normal in the aftermath of sexual assault, you may blame yourself, especially if you think that you were irresponsible in your alcohol use. No amount of alcohol consumed by either person justifies a sexual assault. You are responsible for your conscious alcohol use, but you are not to blame for having been raped or otherwise assaulted while you were under its influence. Having sexual contact with someone who is too intoxicated to say “no” is considered sexual assault or rape at Central Christian College.

You may also wonder if you were drugged with a “date rape” drug. There are a number of drugs that are used to incapacitate victims for the purpose of rape or sexual assault, and that list is constantly changing. If you suspect this is the case, or if you were not tested for the presence of drugs at the time of your assault, you may want to discuss this issue with a counselor, in order to come to terms with it. Some drugs, such as “roofies” (Rohypnol, or flunitrazepam) or Klonopin/Rivotril (Clonazepam) cause total memory loss so you may not really know what happened or with whom, which can be difficult to reconcile. Pharmaceutical drugs such as these, or “designer” drugs such as Ecstasy or GHB (Gamma Hydroxybutyrate), are easy to administer and have a quick effect. Yet, even a large consumption of alcohol, or the combination of alcohol with more common drugs such as Valium, can feel like Rohypnol or Ecstasy.

### **Procedures if You Are a Victim of the Crime of Sexual Misconduct:**

- If you are on campus, phone a Resident Director. If you are off campus, please dial 911.
- Do not answer questions except those asked by appropriate law enforcement officials, a counselor or the Associate Dean of Student Life, as the Title IX coordinator.
- Do not wash, bathe or change your clothes.
- If off campus, go to a hospital emergency room.
- Contact doctors or counselors who are trained in the treatment of sexual assault within 72 hours of the assault. They can provide help to people with physical or emotional problems.
- Assistance can be provided by your Resident Director or the Director of Campus Life. Off-campus assistance can be obtained from the **Rape Crisis Line** - 620-663-2522 or 1-800-701-3630.



## SUICIDE THREATS

---

### ASSESSMENT AND TREATMENT PROCEDURES

---

#### HOW TO ASSESS SUICIDE RISK: WHAT TO LOOK FOR

---

A student takes deliberate action to physically harm him/herself as indicated by:

1. clearly visible cuts, scratches, puncture wounds - self-inflicted
2. ingestion of potentially harmful substances
3. threatening usage of a potential instrument of harm
4. alcohol or drug use

#### **A student verbalizes intent:**

1. thoughts of taking his/her life
2. has a chosen method s/he would use
3. does not have a convincing reason why s/he wouldn't
4. has availability to "means"

If a student verbalizes a wish to die, and/or deep depression exists (the student exhibits negative changes in sleeping and eating habits, is withdrawn, no longer attends class), the listener will make a judgment as to the intensity of statements and seriousness of the situation.

Faculty and Staff need to be sensitive to factors that may suggest high suicide risk, such as death of a close friend or family member, lack of motivation, unreasonably high goals, low academic performance, social isolation, etc.

---

#### HOW TO RESPOND TO ASSESSED SUICIDE RISK

---





## 2019-2020 Campus Preparedness Plan

If the behavior or statements made by the student gives the listener significant cause for concern, **notify the Dean of Student Life, John Walker, immediately.**

If the Dean of Student Life is not immediately available, please contact the nearest Resident Director. If you are still unable to make contact with College personnel, call **Horizons Mental Health Center Crisis Line at 1-800-794-0163.**

The Associate Dean of Student Life will be immediately contacted by a member of the Residence Life Staff to conduct a professional assessment. In the event that the Dean of Student Life is not immediately available, contact the Associate Dean of Student Life directly.<sup>6</sup>

If the student is assessed as potentially difficult to contain or at risk for rapid deterioration, or if the Associate Dean of Student Life is not available and cannot be reached within a reasonable period, the student should be directly transported to the emergency room of McPherson Memorial Hospital. **(Ambulance phone, 911)**

---

### THE SUICIDAL INTERVIEW

---

---

#### DO:

---

1. Establish rapport
2. Collect identifying data
3. Assess lethality
4. Separate them from the destructive items if possible
5. Assess current resources

#### 1. Establish Rapport

---

<sup>6</sup> The Dean of Student Life is contacted first so that appropriate history is taken into account and so that appropriate counsel can be given to friends of the suicidal student if necessary.



## 2019-2020 Campus Preparedness Plan

- a. Let them know you are not there to judge, but because you are concerned for their well-being.
- b. Ask questions. Listen: "What has brought you to this point?" "What's going on?"

### 2. Collect Identifying Data

- a. Name
- b. Number
- c. Address--living area
- d. Age

### 3. Assess Lethality

- a. Don't be afraid to ask ***"Are you thinking about killing yourself?"*** Sometimes the word "suicide" is too general.
- b. Does the person have a specific plan? If so, how well thought out is this plan ("How would you do it")?
- c. Does the plan have a time frame?
- d. Have there been previous attempts? ("Have you tried to kill yourself before?")
- e. Ask: What was that like? What happened? Can you use those feelings to cope with the situation now?
- f. The fact that they are talking means they want another way out.
- g. Is there any current precipitating event?
- h. Any intake of alcohol or other drugs?

### 4. Separate Them from the Destructive Items if Possible

- a. Don't afraid to be open and tell them what you are doing.
- b. Ask if they have anything that they were planning to kill themselves with (pills, gun). Ask where they are and if you can hang on to them for a while until you can talk things out.

### 5. Assess Current Resources

- a. Person's inner strengths
  - i. Has the problem happened before? If so, how did they handle it then?
  - ii. Despite current helplessness/hopelessness, are there things the person IS handling now?



## 2019-2020 Campus Preparedness Plan

### b. Individual's personal resources

- i. Family - Do they know about current crisis? Will they help?
- ii. Friends - Same questions apply
- iii. Responsibilities - People/pets that need caring for?
- iv. Anything else the person might think of?

---

### DON'T:

---

1. Foster dependency
2. Try to provide psychotherapy
3. Overestimate your ability
4. Underestimate your ability
5. Take the success or failure of this contract as a personal statement of worth as a human being

---

### ACTION STEPS

---

After assessment has been made of the immediate threat, immediately contact the following individuals until contact with one of them is made:

- Dean of Student Life – ext. 108
- Associate Dean of Student Life – ext. 112



## TERRORISM

---

### PURPOSE

To familiarize the campus community with such elements of terrorism as:

- Its definition and typical purpose.
- Potential reactions to use of weapons of mass destruction, including chemical and biological agents.
- Personal response, including what to listen for or observe, and to whom observations or intelligence should be reported.

### POLICY AND PROCEDURE

---

- **See Emergency Response – Management and Coordination for Communication Procedures (pg. 9)**

### Definitions:

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to incite or instill fear in the general public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their cause.

Terrorism is defined by two categories: **DOMESTIC and FOREIGN**

**The Central Christian College community remains a target of opportunity for terrorists, both domestic and international.**



---

### DOMESTIC

---

**DOMESTIC** terrorism involves groups or individuals whose terrorist activities are directed at elements of local, state, or federal government, or a population without governmental direction.

**INTERNATIONAL or FOREIGN** terrorism involves groups or individuals whose terrorist activities are foreign based and or directed by countries or groups outside the United States, or whose activities transcend national boundaries.

Terrorist activities are not limited to any form of disruption, destruction, intimidation, or coercion. As such, the Central Christian College community remains a target of opportunity for terrorists, both domestic and international.

---

### WHAT MIGHT HAPPEN

---

**The following may occur after a terrorist attack:**

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.
- Make sure your immediate supervisor has up-to-date information about any medical needs you may have and on contacting your designated beneficiaries.

---

### REGARDING TERRORIST BOMBS

---

Terrorists have frequently used homemade devices to carry out their attacks. They are relatively inexpensive to make, and the components are often common items that can be obtained from many sources and are difficult to trace. The homemade bombs may be large or small and they may be designed so that they can be transported to the attack site in components for last-minute assembly. This makes detection more difficult and provides a degree of personal safety to the terrorists.

#### **General**



## 2019-2020 Campus Preparedness Plan

Bombs can detonate anywhere, without apparent reason and without warning. The use of bombs in a terror campaign emphasizes the authorities' inability to safeguard the public and maintain law and order. Bombs are ideal weapons because they can be designed to give terrorists opportunities to escape from the scene of their crimes.

### **Decision Makers – Response Teams**

In the event of a terrorist bomb threat, call 911 and the McPherson Police Department as responders, (police dept, fire & rescue, etc.) will respond to the threat.

**The McPherson Police Department will organize a search of the building for the device. Employees familiar with the area may be used in the search. If a suspicious object is discovered, it should not be touched. The location of the object should be immediately reported to the McPherson Police.**

---

### EVACUATION PROCEDURES

---

The **Dean of Student Life** shall make the decision to evacuate based on the available information and the location of the potential threat i.e. If the threat includes a time of detonation, and circumstances indicate that the threat could be valid, the facility shall be evacuated immediately. The Emergency Response Plan will be initiated, thereby yielding decision making responsibilities as the plan suggests.

**Faculty and Staff** shall assist with an orderly exit from the building. People evacuated should be moved at least **500 feet from the evacuated facility**. Doors to all evacuated areas of the building shall be left open on exiting the area.

---

### PRECAUTIONS

---

- Do not use two-way radios (this may activate electronic trigger mechanisms).
- Open all doors and windows of evacuated areas.
- Avoid the use of elevators if possible.

If evacuation is ordered, Maintenance personnel will turn off the main gas valve to the building.



---

### FOUR COMMON RULES TO FOLLOW TO AVOID INJURY

---

- Move as far from a suspicious object as possible without being in further danger from other hazards such as traffic or secondary sources of explosion.
- Keep your line of sight away from the object to avoid injury from bomb fragments.
- Keep away from glass windows or other objects that could become airborne.
- Be watchful for additional explosive devices in the immediate area.

**Notification - Higher Authority** - The Federal Bureau of Investigation is the primary law enforcement agency responsible for domestic and foreign terrorism on U.S. soil. The Agency is normally notified immediately once a terrorism activity is discovered.

---

### WHAT YOU SHOULD DO

---

- Remain calm and be patient.
- Follow the advice of local emergency officials.
- Listen to your radio for news and instructions.
- If the emergency occurs near you, check for injuries.
- Give first aid and get help for seriously injured people.
- Do not light matches or candles or turn on electrical switches.
- If the emergency occurs near your home while you are there, check for damage using a flashlight. Check for fires and fire hazards.

### **Listen to Local Authorities**

Your local authorities will provide you with the most accurate information regarding a specific event.

Staying tuned to local radio and television and following their instructions is your safest choice.

### **"Shelter in Place"**

If you are advised by local officials to "shelter in place," what they mean is for you to remain inside your residence or office and protect yourself there. Close and lock all windows and exterior doors. Find your emergency supplies kit, and make sure the radio is working.

Go to an interior room that is above ground level, and has no windows. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room. Keep listening to your radio or television until you are given an "all clear" or told to evacuate.



## INDIVIDUAL RESPONSIBILITIES

---

---

### WHAT YOU SHOULD DO IF YOU RECEIVE A BOMB THREAT:

---

1. **Obtain as much detail as possible about the bomb and its location.**
  - The exact location of the bomb
  - The time set for detonation
  - What the bomb looks like
  - What type of explosive the bomb contains
  - Why the bomb was placed
2. **Request more information** by expressing a desire to save lives. (Legitimate callers usually wish to avoid injury or death.)
3. **Pay attention to the caller's voice.** Use the following as a guide:

**Gender:**

- ☐ MALE
- ☐ FEMALE
- ☐ UNKNOWN

**Age:**

- ☐ YOUNG
- ☐ OLD
- ☐ MIDDLE AGED

**Frame of mind:**

- ☐ CALM
- ☐ EXCITED
- ☐ NERVOUS





## 2019-2020 Campus Preparedness Plan

### Speech pattern:

- ☐ ACCENT
- ☐ USE OF SLANG
- ☐ ROUGH
- ☐ IMPAIRED/ REFINED

### Describe any unusual word or phrase usage:

### Background noises, if any:

4. **Immediately notify the Central Christian College President** providing as much detail as possible.

The Dean of Student Life will notify the appropriate campus administrators and local government officials.

5. **Be Alert for Suspicious Items**
6. If the threat is received by letter, it should be preserved. **Do not handle the letter further after it has been opened.**
7. **Be prepared to evacuate your work area** if requested by the Central Christian College President or other agency.
8. If the building is to be evacuated, **assist with an orderly exit from the building.** Doors to all evacuated buildings should be left open upon exiting.
9. **Do not return to your work area until it has been declared safe.**



## DECISION MAKERS

---

### **Dean of Student Life:**

- Notify the McPherson Police Department
- Initiate immediate action and notification of the plan executive
- Notify the Dean of Financial Services
- Notify the Personnel Director
- Preserve any evidence prior to arrival of the McPherson Police
- In the event of a bomb threat received by letter, the letter shall be preserved for investigation by the police. The letter should not be handled after it has been initially opened.



## TORNADOS

---

In the event of severe weather, such as a tornado, the McPherson Police Department has commonly notified Student Life personnel of incoming weather. As first responders, the Dean of Student Life will notify the President or Plan Executive. Residence Life Staff will be notified of the threat and will be used to notify students in the residence halls to relocate to one of the secure locations listed in the table on pages 6 or 52.

### ADMINISTRATIVE DECISIONS

---

- If a tornado actually affects any Central Christian College buildings, the decision to return to your work space or vacate the affected building(s) will be made by the Dean of Student Life in consultation with the Dean of Academics.
- During severe weather situations, the President may make the decision to close the campus, move certain offices or move people to shelter areas within larger buildings such as the Greer Auditorium or the Ed Pyle Sports Complex.

The tornado season for Kansas is primarily April through June, but a tornado can occur in any month of the year.

---

### FREQUENCY OF TORNADOES

---

- Tornadoes can occur at any time of the year.
- Tornadoes are most likely to occur between 3 and 9 p.m. but have been known to occur at all hours of the day or night.
- The average tornado moves from southwest to northeast, but tornadoes have been known to move in any direction. The average forward speed is 30 mph but may vary from nearly stationary to 70 mph.



## WATCHES AND WARNINGS

---

### Notifications

When a tornado "watch" or a tornado "warning" is in effect, you may be notified:

- By Student Life Staff
- Tiger Alert System
- Through the campus telephone contact system<sup>7</sup>
- By campus email
- By the city of McPherson warning signal
- By television and radio

---

### TORNADO WATCH

---

A tornado "watch" means that the probability is dangerously high for a tornado to develop. The National Weather Service specifies the time period and the area for which the watch is in effect.

### What You Should Do:

- Be alert to weather conditions during this time.
- Be prepared for the possibility of a tornado.
- Familiarize yourself with emergency procedures and shelter areas.
- Persons with mobility concerns should go to an area of safety at the time of a tornado watch.
- Close all doors, including main corridors, making sure they latch. (You do not want to wait for a warning to take these measures.)

---

<sup>7</sup> Campus telephone contact system consists of Administrators contacting their direct reports and following the organizational chart from the top down with each level notifying the level below.



---

## TORNADO WARNING

---

A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud has been sighted in a specific area.

### **What You Should Do:**

- Remain calm - this will help you to think clearly.
- Relay the warning to others in the area and people that you are responsible to notify.
- Proceed to a designated shelter area within your building.
- Crouch near the floor or under heavy, well-supported objects and cover your head.

**Note:** *There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.*

### **Areas of Safety**

Designated shelter areas within your building (rooms and corridors in the innermost part of the building and basements)

### **Areas to Avoid**

- Stay clear of windows, corridors with windows, or large free-standing expanses.
- DO NOT use elevators during a tornado warning.

---

## TORNADO MYTHS

---

### **MYTH**

The low pressure with a tornado causes buildings to "explode" as the tornado passes overhead.

### **FACT**

Violent winds and debris slamming into buildings cause most structural damage.

### **MYTH**

Windows should be opened before a tornado approaches to equalize pressure and minimize damage.

### **FACT**

Opening windows allows damaging winds to enter the structure. Leave the windows alone; instead, immediately go to a safe place.



## TORNADO SHELTER INFORMATION

<b>IF YOU ARE IN...</b>	<b>FIND SHELTER IN...</b>
<b>Gillespie Hall</b>	First Floor Bathrooms
<b>Kline Hall</b>	Inside Rooms without Windows
<b>Parsons Hall</b>	Basement
<b>Stoll Hall</b>	Pit Storage Under Stairs
<b>Four-Plex/Tri-Plex</b>	Broadhurst Student Center Basement or Parsons Hall Basement
<b>Briner Library/Reimer Business Center</b>	Darkroom/Storage Shelter
<b>Broadhurst Student Center</b>	Basement
<b>CCM Building/Warehouse</b>	Restrooms in either building
<b>Ed Pyle Sports Complex</b>	Inside Hallways (away from glass doors)
<b>Kids Kampus</b>	Bathrooms
<b>Maintenance Building</b>	Gymnasium inside hallways away from glass doors
<b>Mingenback Family Life Center</b>	Parsons Hall Basement
<b>Science Hall</b>	Basement (away from windows)
<b>Wesley Black Fine Arts Center/Greer</b>	Basement Under Stage Area
<b>Ivers Family Press Box</b>	Downstairs storage or restrooms
<b>Coaches Admin Offices</b>	Basement

If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If you are in a building without a shelter area and don't have time to reach one, seek a position away from windows or doors where there may be flying glass. Sit down and cover your head.



### OTHER SEVERE WEATHER MESSAGES

---

- Other severe weather messages, such as severe thunderstorm, lightning, or winter storm messages, will be extended as the situation dictates. Plan for emergency weather situations in advance by becoming familiar with designated shelter areas and evacuation routes.
- These dangers often accompany thunderstorms:
  - Flash Floods: Number ONE weather killer - 146 deaths annually
  - Lightning: Kills 75-100 people each year
  - Damaging Straight-line Winds: Can reach 140 mph
  - Large Hail: Can reach the size of a grapefruit – causes several hundred million dollars in damage annually to property and crops



---

## TRAIN DERAILMENT

---

In the event of a pedestrian being hit by a train, a vehicle/train collision, or a train derailment on campus call 911 immediately.

Train tracks are located on or in close proximity to the campus; therefore, the potential for a train accident or derailment is of concern.

---

### PROCEDURES

---

Take the following action in the event of a train accident or derailment on campus:

- Call 911 and report the accident to a member of Student Life.
- Stay away from the accident. Trains often carry hazardous materials that could leak or be released into the atmosphere if a train derails.
- If evacuation of a dormitory, classroom, or administrative building is ordered, follow the specific instructions from college officials about where to gather after the evacuation. Depending upon the substance that may have been spilled or released, low lying areas may not be safe.
- Law Enforcement and Safety will coordinate emergency response from non-college entities such as the McPherson Fire Department, McPherson County Emergency Medical Services, and the Kansas Department of Health and Environmental Services.

---

### HAZARDOUS MATERIALS

---

Potential hazardous materials are diesel fuel from the train engine, as well as other items transported on the train (i.e., hydrochloric acid and other materials used to make fertilizer).

Treat the accident as a potential hazardous substance site. Do not approach the area unless it is safe to proceed.

---

### EVACUATION PROCEDURES

---

Gillespie Hall and Kline Hall are the most likely buildings to be affected by a train derailment. In the event of a train accident/derailment, please evacuate all residence halls to the Ed Pyle Sports Complex. The Residence Life team will take attendance and provide assistance to the student body.

The **Emergency Response Coordinators** will convene once immediate danger has passed, to plan distribution of information and notification to students, employees, parents, and alumni.





## CAMPUS RELOCATION STRATEGY

---

### PROCEDURES:

---

In the event of a tragedy that would require the students/Faculty and Staff to evacuate the campus and relocate, the Emergency Response Coordinators will convene a meeting to determine where and how to transport students to a new locations. Depending on the severity of the crisis, Central Christian College will coordinate with local churches, the Salvation Army and the American Red Cross to coordinate a campus-wide evacuation.



## BUILDING COORDINATORS CONTACT LIST

Building	Contact Person	Extension
Alleman Building/Kids Kampus	Wanda Williams	(620) 241-8499
Briner Library	Bev Kelley	117
Broadhurst Student Center	Krissinda Hankins	357
CCM Building & Warehouse	Brett Janssen	372
Ed Pyle Sports Complex and Coaches Admin House	Kyle Moody	143
Four-Plex	Elijah Barsness/RA	138
Gillespie Hall	Elijah Barsness/RA	138
Ivers' Family Press Box	Aaron Hoxie	
Kline Hall	Ashley Losey/RA	141
Maintenance Building	Emily Mendez	176
Mingenback Family Life Center	Robin Jackson	355
Parsons Hall	Guy Gardner/RA	368
Reimer Business Center	David Ferrell	348
Science Hall	John Walker	108
1 <sup>st</sup> Floor	LeAnn Moore	114
2 <sup>nd</sup> Floor	John Walker	108
3 <sup>rd</sup> Floor	Charles Kaufmann	183
4 <sup>th</sup> Floor	Larry Anderson	347
Stoll Hall	Abby Hinman/RA	
Student Houses (Female)	Abby Hinman/RA	
Student Houses (Male)	Elijah Barsness/RA	138
Tri-Plex	Abby Hinman/RA	
Wesley Black Fine Arts Center	Chris Gates	321



## PHONE NUMBERS

---

### EMERGENCY RESPONSE NUMBERS

---

*(All Area Codes are 620 Unless Otherwise Specified)*

**Emergency Communications** – for emergencies Dial 911 or...

Administrative Calls - 245-1266

**Crime Stoppers** - 241-1122

**Central Christian College** - 241-0723

**Crisis Hotline of McPherson** - 241-6615

**McPherson Memorial Hospital** – for emergencies Dial 911 or...

Administrative Calls - 241-2250

**McPherson County Sheriff** – for emergencies Dial 911 or...

Administrative Calls - 245-1225

**Police Department** – for emergencies Dial 911 or...

Administrative Calls - 245-1200

**Fire Department** – for emergencies Dial 911 or...

Administrative Calls - 245-2505

**Rape Crisis Line** – 620-663-2522 or 1-800-701-3630

**Heartland Pregnancy Care Center** - 316-283-7333

**Pregnancy Crisis Center of Wichita** - 316-945-9400

**Suicide Prevention - Horizons Mental Health Center Crisis Line** - 1-800-794-0163

**Reno County** – 620-672-2332



---

EMERGENCY RESPONSE MANAGEMENT TEAM

---

<b>President:</b>	<b>Dr. Lenny Favara - Ext. 124</b>
<b>Dean of Student Life:</b>	<b>Mr. John Walker - Ext. 108</b>
<b>Dean of Academics:</b>	<b>Dr. Jacob Kaufman - Ext. 367</b>
<b>Dean of Financial Services:</b>	<b>Mrs. LeAnn Moore - Ext. 114</b>
<b>Executive Director of Foundation:</b>	<b>Dr. David Ferrell - Ext. 103</b>
<b>Director of Marketing:</b>	<b>Ms. Lizzie Caron - Ext. 188</b>
<b>Director of I.T.:</b>	<b>Mr. Doug Vanderhoof - Ext. 146</b>
<b>Associate Dean of Student Life:</b>	<b>Mrs. Kellory Blanchard - Ext. 112</b>
<b>Director of Campus Life:</b>	<b>Mr. Elijah Barsness - Ext. 138</b>