

Emergency Notification Procedures

Upon notification of a crisis it is imperative to notify the campus of life saving tactical information that can enhance safety and emergency response as quickly as possible. Mount Mercy has several means to provide notification and the initiation of a specific system is dependent on the type of emergency. Immediate authority for activation of any piece of the emergency notification system shall include, but not be limited to:

- **Mount Mercy University President:** Laurie Hamen (319) 363-8213 ext. 1660
- **Vice President of Administrative, Enrollment and Student Services:** Rob Callahan (319) 363-8213 ext. 1018
- **Dean of Students:** Malinda Jensen (319) 363-8213 ext. 1630
- **Director of Public Safety:** Nicholas Heintz (319) 363-8213 ext.1028

The available methods of emergency notification at Mount Mercy are detailed as follows with each type of emergency communication tool being evaluated for use based on distinct emergency situations;

- Campus RAVE Mass Communications system which includes e-mail, text, network enabled devices, VOIP enabled phones. This also serves as the campus notification method during a tornado warning.
- Internal Mount Mercy mass e-mail/phone message/network based computer notification (ALERTUS)
- Fire Alarm (all buildings)
- Audible Intercom (University Center/Regina/McAuley only)
 - Message Boards (University Center only)

When an emergency situation arises, the Public Safety Director may activate the full Emergency Plan with the consent of the Cabinet. She/he will retain control of the Emergency Operations until relieved by the President of the University or their designee.

Annual Test of Emergency Notification System

Mount Mercy University conducts a test of the emergency response system at least once a year. This test was completed on October 5, 2015.

Emergency Response Procedures

Annual Testing of Emergency Response

Mount Mercy conducts yearly testing of the emergency response notification systems and reviews emergency response plans. In June of 2015, the university participated in a tabletop drill concerning the Norovirus. This tabletop drill included testing the university's response to a situation in which our ability to educate students may be compromised, as well as evaluating our plans to feed and provide support

to students who may have a need to be confined to their rooms. As part of any Clery compliant drill, a review of the university's evacuation plan was also conducted.

While these next tests will be documented in the 2016 Clery report, we do want to highlight that the President's Cabinet participated in a tabletop disaster drill in February of 2016, which was administered and evaluated by the Linn County Emergency Management Agency. The tabletop disaster was a tornado which struck Mount Mercy University, with heavy damage to our facilities. This tabletop tested numerous polices ranging from our policies concerning tornado warnings, to our response when the university is exposed to an incident in which students are injured, as well as having heavy structural damage. A second drill was conducted in April of 2016 in which the Department of Public Safety oversaw a drill which involved Student Services and the Cedar Rapids Police Department concerning a hostage situation. The drill was localized to the area affected; however, the Cedar Rapids Police Department still provided negotiators to interact with our drill participants. This drill evaluated our ability to provide information to emergency responders during a time of crisis, especially if our work areas are also compromised.

From these drills, several security and emergency planning items have been added. The Dean of Students and Director of Public Safety now have IPADs to ensure they can remote into the University's network from any location to ensure they can provide emergency responders with the appropriate information regarding our campus community. A command center room has been identified for the University's Cabinet which includes generator powered outlets to ensure the cabinet has access to electronic resources. Several *emergency kits* have been created to aid disaster responders to ensure they have resources/tools to complete their duties.

If you have any questions regarding these drills, their evaluation, or feedback regarding the drills, please contact the Director of Public Safety. For Clery reporting, each university is only required to complete

one drill per calendar year. The Department of Public Safety is already in the process of planning a Fall of 2016 drill at the time of this report.

Emergency Building Lockdown and Evacuation Procedure

Definition

Emergency Building Lockdown and/or Evacuation are temporary procedures implemented to isolate persons from imminent danger by securing one or more buildings on campus, or in the case of an evacuation removing persons from the hazard.

Purpose

The intent of Building Lockdown is to secure a building within 60 seconds upon notification. The object of these procedures is the reduction of injury and/or loss of life. In the case of an "active shooter" the object is to minimize the target profile and wait for the police to neutralize the situation.

The intent of Building Evacuation is to remove individuals from a building to a safe area.

Procedure

In case of an emergency one person should call: 9-1-

1. If you are using a campus phone dial: 9-9-1-1.

When reporting an emergency, provide the following:

- Your name
- A call-back number
- Location of the emergency
- The type of emergency

If you are unsure the situation is an emergency call Mount Mercy Public Safety at 363-1323 ext. 1234.

If you are calling from a campus phone dial: 1-2-3-4.

- Public Safety will dispatch personnel to assess the situation and react accordingly.
- The Mount Mercy community will receive a message via the Mount Mercy Emergency Notification System.
- Persons in McAuley, Regina and the University Center will be notified via public address system that "Police activity is on-going, please remain in your room and lock your door. This is a Lockdown situation."

Upon receiving notification to Lockdown you should:

- Remain calm.
- Remain indoors – Following Lockdown notification disregard a fire alarm unless you smell smoke or receive verbal notification from a competent authority to evacuate.
- Proceed to a room that can be locked and direct any students/staff in the hall into your room immediately.
- Close and lock all doors and windows and shut all blinds.
- If the room cannot be locked barricade the door with heavy furniture such as desks or tables.
- Turn off all lights and computer monitors.
- Get out of sight – get away from doors and windows.
- Get on the floor or against the wall away from the windows.
- Remain quiet – turn off all devices that emit sound.
- Do not leave until either a uniformed officer gives the "All clear" signal or a university official sends an "All Clear" message.
- Report any injured persons to the authorities.
- Do not leave campus until you are given permission by the police to do so.

Evacuation Procedures:

Building evacuation will vary in nature depending on the building and circumstance.

Tornado Warning:

- In the event of "Tornado Warning" proceed to the tunnel entrance in or nearest your building.
- If you cannot get to the tunnel seek shelter away from exterior doors and windows in the lowest level of the building you can safely get to and if possible, use something to protect yourself from flying debris.

Fire or Biohazard Emergency in the Building:

- Remain calm.
- Do not use the elevator.
- Proceed to the nearest building exit.
- Get clear of the building.

- Students - Locate your instructor so you can be accounted for.
- Faculty/Staff - report to your supervisor so you can be accounted for.
- Notify emergency personnel if someone is still inside the building.

Run. Hide. Fight.

While this will be documented in the 2016 Clery Report, in the spring of 2016 the Department of Public Safety conducted over a dozen training sessions regarding Run. Hide. Fight. The Run. Hide. Fight. model originates with the Department of Homeland Security which teaches participants different options they have when they are confronted with an active threat, such as an active shooter. Part of this program layout included trainings for members of the campus community, as well as posting flyers around campus outlining the tenants associated with the Run. Hide. Fight. model.