Midwestern University

Emergency Response Plan

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I. INTRODUCTION 3

II. RESOURCES AND CONTACTS 3

A. Emergency Response Teams 3
B. 911 and Local State Contacts 4
Local and State Contacts (Arizona) 4
Local and State Contacts (Illinois) 4
C. Other Resources 5

III. PREPARATION 5

IV. EVACUATION 6

V. SHELTER IN PLACE/LOCKDOWN PROCEDURES 7

VI. EMERGENCY SITUATIONS 8

A. Active Shooter 8
B. Bomb Threat/Suspicious Package, Mail, or Message 9
C. Civil Disturbance or Demonstration 10
D. Explosion 10
E. Fire 10
F. Gas Leaks – Fumes – Vapors 12
G. Hazardous Materials 13
H. Medical Emergencies/Illness, Injury, or Death 14
Stop the Bleed 14
I. Natural Disasters/Weather Emergencies 16
Tornado 16
Earthquake 17
Dust Storm 17
J. Other incidents 17
Hate Crimes 17
Missing Student 18
Alcohol or Drug Related incident 18
Clinic Response to a Non-Compliant and/or Disruptive Patient 19
K. Power Outage 19
L. Public Health Incident 20
M. Cyber Threats 21

VII. ANIMAL CARE & USE EMERGENCY PLANS 21

A. Animal Emergency Plan 21

I. Introduction

Midwestern University works to provide a safe and secure environment for its students, faculty, staff, patients, and visitors. This Emergency Response Plan (ERP) is designed to be a guide for dealing with a variety of events that could threaten the well-being of the University community (or surrounding areas) or otherwise adversely affect the normal operations of the University. No plan is capable of fully addressing every emergency. As such, this plan is intended to address some general emergency areas and establish a framework to effectively deal with a potential emergency event. In addition to academic programs, Midwestern University maintains and operates Public Clinics. Patients utilizing the clinics are required to follow Midwestern University policies and procedures as it relates to the use of required personal protective equipment such as facial coverings, rules and regulations such as weapons free facilities and procedures for responding to emergency events. Midwestern University Safety & Security, Faculty, Staff and Students will assist patients and visitors in the event of an emergency.

The Federal Emergency Management Agency (FEMA) describes an emergency as "any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the facility's financial standing or public image." In a major emergency, the 911 lines may be overwhelmed. If immediate emergency assistance is needed, continued persistence may be necessary in efforts to reach a 911 operator.

It is Midwestern University policy that emergencies first be reported to local authorities (911) and then reported to the department of Safety and Security using the emergency telephone number. The University Safety and Security Officer on duty at the main gate has the responsibility for requesting/confirming off campus assistance, calling on-campus offices for assistance (when appropriate), and notifying other appropriate campus officials.

In the event of a major emergency affecting the University, the Emergency Response Team(s) will be activated along with the emergency notification system and Crisis Communication Response Plan. The University will work closely with local emergency personnel in responding to and recovering from a major emergency.

II. Resources and Contacts

A. Emergency Response Teams

Midwestern University has established a team to address emergencies, potential crises and disastrous occurrences. This group, described below, are the Leadership Team.

The Leadership Team is responsible for formulating plans, initiating/directing immediate response to the emergency, advising the University President, and keeping the academic community informed.

The Midwestern University **Leadership Team** consists of the following individuals:

- President and Chief Executive Officer
- Chief Operating Officer
- Provost
- Chief Financial Officer
- Senior Vice President, Human Resources
- Vice President Enrollment and/ Finance
- Vice President University Advancement
- Vice President Enterprise Planning and Services
- Vice President Strategic Execution and Chief of Staff
- Vice President General Counsel
- Vice President Chief Information Officer

- Vice Provosts
- Deans of Students
- *Others as determined by circumstances*

B. 911 and Local State Contacts

To report any police, fire, or medical emergency, dial **9-1-1**.

In the event of a fire or other emergency that could result in evacuation of a building, pull the manual fire alarm BEFORE calling 911. Evacuate the building immediately.

When calling 911:

- Remain calm. Speak slowly and clearly.
- Stay on the line with the dispatcher, unless you are at risk of harm.
- Follow all instructions provided by the dispatcher.
- Provide the address of the building involved and your exact location.
- Do not hang up until the dispatcher tells you to do so.
- Immediately following the call, contact campus Security (623-572-3201/Glendale or 630515-7111/Downers Grove) to inform them that an emergency vehicle is coming on campus and give them the location.

Emergencies can also be reported to Campus Safety and Security by activating any Campus Emergency Telephone (Blue Light phone in some locations and red phones in some buildings).

Local and State Contacts (Arizona)

General Emergency	911
Glendale Police Department	623-930-3000
Maricopa County Sheriff	602-876-1011
Arizona State Police	602-223-2000
Glendale Fire Department	623-930-4400
Maricopa County Health Department	602-506-6900
Poison Control Center	800-222-1222
Red Cross	602-336-6660
AZ 24 Hour Emergency Chemical Hotline	888-ALL MSDS

Local and State Contacts (Illinois)

General Emergency	911
Downers Grove Police Department	630-434-5600
DuPage County Sheriff	630-407-2000

Illinois State Police	630-241-6800
Downers Grove Fire Department	630- 434-5980
DuPage County Health Department	630-682-7400
Poison Control Center	800-222-1222
Red Cross	312-729-6100
IL 24 Hour Emergency Chemical Hotline	888-ALL MSDS

C. Other Resources

Federal and other contacts:

EPA-Region 1-National Response Center	800-424-8802
OSHA-IL Office	217-782-9386
OSHA-AZ Office	602-542-5795
FEMA – through RI Emergency Management	800-621-3362
U.S. Postal Inspection Service-RI Office	877-876-2455

Other non-emergency resources include:

	In Downers Grove, IL	**In Glendale, AZ**
Operations/Maintenance	630-515-6053	623-572-3316
Office of Student Services	630-515-6470	623-572-3210
Office of Research and Sponsored Programs	630-515-6173	623-572-3796
Biosafety Officer	630-515-6164	623-572-3796
Radiation Safety Officer	630-515-6164	623-572-3722
Multispecialty Clinic	630-743-4500	623-537-6000

III. Preparation

There are some basic steps each individual can take to help prepare for an emergency situation, including:

- Review this ERP in its entirety and discuss it with your department and others around you.
- Identify the nearest exit and think about the steps you would take in an emergency.
- Practice responding to an emergency and participate fully in drills.
- Make sure the University has your current home contact information, including address, home phone number, and emergency notification information. You can register with the University's emergency notification system through online.midwestern.edu to receive e-mails or text messages from the University.
- Develop a personal emergency plan for you and, if applicable, your family, including pets and anyone with special needs.
- If you have children, talk with the schools and daycare providers about emergency procedures.
- Establish local and out-of-state telephone contacts for all members of your family to serve as a

clearinghouse for information if family members get separated.

- Make sure you have adequate supplies at home and in your vehicle.
- Know how to shut off utilities (gas, water, electricity) if necessary.
- Collect important documents and store them in a fireproof safe or safety deposit box.
- Have identification and important numbers accessible, including having emergency contact numbers in your cell phone.

IV. Evacuation

Emergency Contact Numbers:

- **Designated Emergency Response Number: 911 Fire**
- **Department MWU Glendale Campus Security Number: 623-572-3201**
- **MWU Downers Grove Ill Security Number: 630-515-7111**

In the event of an emergency and /or the activation of a fire alarm, emergency notification system or strobe lights, the following steps should be taken to safely and effectively evacuate an MWU facility. Security, faculty, staff and students should assist with the evacuations of Patients, Disabled Persons and visitors as per Midwestern University Procedures.

Procedures

Safely stop your work.	• Gather your personal belongings such as glasses, prescription medication, keys and purse. • Shut down equipment that could become unstable or present a hazard.
Leave the building through the nearest door with an EXIT sign.	• Go to the nearest safe stairway. Use handrails. • Stay to the right on the stairs so you do not interfere with safety personnel. • Help those who need special assistance, such as disabled persons, patients and small children. • Touch closed doors before opening. If the surface is hot, do not open — use another exit route. • Close, but do not lock, all doors as you leave. • Do not utilize the elevators. • Move to a designated location or an area far enough away from the building to remain safe. • Do not block sidewalks, roadways, hydrants that may be utilized by emergency responders. • Report any missing individuals and last known locations to emergency responders. • Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc. • Wait for instruction from Emergency Responders and/or Safety and Security.
Evacuating people with disabilities and/or patients	• Unobservable disabilities- Some disabilities may not be observable. These may include Learning Disabilities, Arthritis, Vision Impaired, Cardiac Condition and Mental or Psychological disabilities. These individuals may need additional help during emergency evacuation. • Based on the building being evacuated, individuals with a disability that cannot be safely evacuated from the building, can be moved to exterior stairwells or interior areas of rescue where they can wait assistance from emergency responders.

	• If possible, pick up a phone and provide specific information regarding the location of the person remaining in the building. If a phone is unavailable, provide the information to emergency personnel upon exiting the building. • Proceed with evacuation procedures. Security Personnel will respond to assist with evacuating people from the facility. • Faculty, staff, and students will assist with the evacuation of patients, family, and visitors but only to the extent that conditions do NOT put them at risk. If conditions become too severe, the responsibility will fall to the fire department.

V. Shelter in Place/Lockdown Procedures

Safety and Security has the ability to put the campus and individual buildings into lockdown which remotely locks all doors with access card reader. Safety and Security will announce the Lockdown over the Emergency Notification System (ENS) system. Once a lockdown has been announced and is in effect, faculty, staff, students and visitors are expected to evacuate/Run (if it can be done safely, avoiding the shooter) or shelter in place/Hide. Do not return to normal activity until an "All Clear" is announced over the ENS System. Annual Lockdown Drills are conducted throughout the MWU campus.

Procedures

Examples of qualifying lockdown events	• Armed assailant threatening or actively violent on campus • Devastating event requiring immobilization for safety reasons such as a hazardous spill • Actual threat within surrounding community (neighborhoods or nearby businesses) • Devastating event within surrounding community such as natural or unnatural disasters
Once a qualifying event has, the following Lockdown procedure will take place.	• Local law enforcement is notified prior to a Lockdown drill being conducted • **"Lockdown"** will be announced over the **ENS system 3-times.** • If a drill is being conducted the announcements will indicate that this is a "Drill" and the specific building that the drill is being conduct in. drills are conducted on major buildings annually • Safety and Security personnel will allow an adequate amount of time for the occupants of the building to respond to the announcement

Building Lockdown	• Safety and Security personnel will remotely place the building into Lockdown, by securing all exterior doors and any interior doors that are controlled by an ID card reader
	• Building occupants will have a limited amount of time to;
	  o **RUN**-evacuate if it can be done safely and you are aware of the location of the threat
	  o **HIDE**- Shelter in place
	• Identify a space within your work area that can be secured. Interior doors with access control readers will be remotely locked
	• Stay away from doors and windows
	• Turn off lights
	• Close blinds
	• Beware of sight lines
	• If there is a window in the classroom, suite or office door, consider covering it
	• Take cover if available (get behind something solid);
	• Remain ABSOLUTELY QUIET
	• It is recommended that, before locking a door, staff should gather everyone <u>including patients, visitors and other personnel</u> in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so
	• Do not use a cell phone unless it is necessary to communicate regarding the incident. Cell phones should be turned off or set to vibrate
	• If you are unable to make it quickly enough to a securable room, find shelter behind large objects, under desks, bathrooms or any location out of sight of the threat
	• Do not respond to a request to open the door, until an **"All Clear"** is given through the ENS system or it can be verified that Law Enforcement utilizes has made the request.
	• **FIGHT** - As a last resort when face-to-face with the aggressor and you have no choice, use objects (Chair, Fire Extinguisher, Large Object) to strike the aggressor and flee.

Awareness Training	• Students, Staff and Faculty should be aware of their work environment, noting various locations that can be secured by an access reader or locking mechanism • It is important to note several locations to shelter in place and to avoid being reliant on any one location • Training can be conducted Safety and Security upon request

VI. Emergency Situations

A. **Active Shooter**

*An active Shooter is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases active shooters use firearms and there is no pattern or method to their selection of victims. Utilize the **Run, Hide, Fight**, Active Shooter response model. During an emergency, updates may be communicated through the RAVE (text/email) Emergency Alert System and the ENS Emergency Notification System.*

Procedures

Once you are aware of a Threat or Active Shooter	Call for emergency Response (911), when it is safe to do so. Active shooter situations are dynamic and happen quickly every second counts.

Utilize the RUN, HIDE, FIGHT response model	• Utilize the **Run, Hide, Fight**, Active Shooter response model.
	  o **Run/Avoid**-evacuate, have an escape route and plan in mind.
	  o **Hide/Barricade**, shelter in place.
	  o **Fight!** As a last resort and only if your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter.

RUN, HIDE, FIGHT response model, expanded	**Run** – Getting as much distance between you and the shooter is the top priority. If it's safe to do so flee/evacuate, warn others on your way and call 911 when it is safe to do so. • Have an escape route and plan in mind. Leave your belongings behind, do not enter the shooters area. • Encourage others including patients, visitors and other personnel to leave with you but do not stay behind. • Help others escape **Hide** – If you can't get away from the shooter safely, it's important to find a place to quietly hide and shelter in place. • Shelter/Barricade in place out of view of the shooter • Lock doors • Block Doorways with heavy furniture • Close, cover and move away from windows • Turn out lights and silence phones • Hide behind large items. • Silence Phones • **REMAIN QUIET!** **Fight** – As a last resort, Take Action. If you are in immediate danger, defend yourself. • Act as aggressively as possible • Improvise weapons, throw items and yell • Commit to your actions and aggressively do whatever you can to stop the shooter. • Attempt to disrupt and/or incapacitate the shooter by any means necessary!

B. Bomb Threat/Suspicious Package, Mail, or Message

Although Unlikely, you may receive or observe a suspicious package. In the event of receiving a bomb threat or the observance of a suspicious package, please be familiar with the following.

Procedures

If you become aware of a Bomb Threat and/or suspicious package.	• Report anything unusual to Campus Security • If safe to do so, follow the evacuation procedures set forth in this plan Security will assess any potential threat and notify local authorities when appropriate

Possible Characteristics of a suspicious package or object	• Origin – postmark does not match the city of the return address, name of sender is unusual or unknown, or no return address is given • Postage – excessive or inadequate postage • Balance – the letter or package is lopsided or heavy/unusually thick weight • Contents – stiffness or springiness of contents; protruding wires or components; oil/unusual discoloration on outer wrapping or envelope; or feels like it contains an unknown powdery substance • Noise – particularly buzzing, ticking, or sloshing sound • Smell – particularly almond or other suspicious odors • Writing – handwriting is not familiar or indicates a style not normally received by the recipient or cut-and-paste or run-on block letters are used. May also include misspelled words, special instructions, a title with no name, or phrasing like "Not a Bomb."

C. Civil Disturbance or Demonstration

Protests/demonstrations/labor strikes/occupation of buildings that interfere with normal University operations, prevent access to offices, buildings or other University facilities, or pose a threat of physical harm to persons or damage to University facilities; also defined as any protests/demonstrations against the University by individuals/groups outside the University community that have a similar adverse effect on the University.

If the civil disturbance or demonstration is currently occurring	• If there is no Security presence, call campus Security and notify them regarding the situation. Return to your office • If you hear of a civil disturbance/demonstration, remain in your office to assist with crowd control • You will be notified if the disturbance/demonstration will impact your movement on campus, or your ability to leave campus.

D. Explosion

<u>EXPLOSION</u>: In the event of an explosion on campus	• Stay Calm • Immediately take cover under chairs, desks or other objects, which will provide protection against falling glass and debris. • After the initial effects of the explosion has subsided, pull the nearest fire alarm. • Notify Glendale or Downers Grove Fire Department by calling the designated emergency response number (911) • Evacuate the building by the nearest exit, assisting those with disabilities if possible. Do not use the elevators. • Once clear of the building, move to a safe location at least 600 feet from the building • Do not return to an evacuated building unless authorized by the Fire Department or MWU Safety and Security.

E. Fire

Fire in a university building is the most likely campus emergency that could result in loss of property and threat to lives. It is, therefore, most critical that individuals react quickly and responsibly to any indication of fire in their surroundings.

Procedures

If you <u>SMELL</u> smoke or gas:	From the nearest phone call the Emergency Response number (911) and/or MWU Safety and Security 623-572-3201 AZ/ 630-515-7111 DG.

If you <u>OBSERVE</u> Fire or smoke	• Do not shout "Fire!" Remain calm.
	• Pull the nearest fire alarm. Notify those in immediate danger. Once a fire alarm is activated, MWU Safety and Security will be notified and respond to the location of the alarm.
	• If possible and safe to do so after initiating the fire alarm, attempt to extinguish the fire with a fire extinguisher.
	  o Never use a fire extinguisher on a fire that is large enough to frighten you or when you do not have a way of escape.
	  o No matter how small the fire, never use an extinguisher without sounding the fire alarm first, in case you are overcome.
	  o If you cannot extinguish the fire by yourself with one extinguisher, leave the area and let the professionals handle it.
	• If it is not possible or safe to extinguish the fire and once you are in a safe area, call the Fire Department at the emergency response number (911) from the nearest phone. Give your name and the exact location of
	• the fire (building, floor, room, etc.). Remain on the phone until released by the emergency operator.
	• Do not prop open any fire doors. (Fire doors have automatic closers on them.)
	• Evacuate, using appropriate exits and escape routes (do NOT use elevators). Provide assistance to those who need it.

If the Fire Alarm Sounds	• All alarms should be treated as a valid fire alarm until Public Safety personnel verify that it is a false alarm. • Stop what you are doing immediately, remain calm and follow instructions. • Do not look for other people or attempt to take along belongings (other than your purse or backpack) - don't take the time to gather up your "stuff," your life is more important! • Do not prop open any fire doors. • Using the nearest exit or escape route (do NOT use the elevators), leave the building quickly and calmly. • Persons with disabilities should be assisted out of the building or removed to a safe area of rescue to await evacuation by emergency responders. • Proceed to safe ground at least 600 feet away from the building and out of the fire lane(s). Keep streets and walkways clear for emergency vehicles and personnel. • Do not obstruct fire hydrants or any fire/rescue workers. • Do not return to an evacuated building unless authorized by the Fire Department official, Security or a member of the Universities Emergency Response Team.
If trapped in a building:	• Close all doors and windows • Place something under door to prevent smoke from entering • Attempt to signal people outside of the building • Call 911 • **If caught in smoke** o Drop to your knees and crawl to the closest safe exit o Breathe through your nose and cover your face with clothing if possible

F. Gas Leaks – Fumes – Vapors

If you detect natural gas, fumes or vapors:	• Call 911 from any landline phone, avoid using cell phones • Immediately abandon any equipment being used in or near area-do not take the time to shut down, just leave • Leave all doors and windows open behind you • Evacuate the area immediately, avoid using elevators • Faculty, Staff and Students should assist those with disabilities, visitors and patients as needed in evacuating the facility • In you are not able to evacuate, go to an Area of Rescue located in stairwells if possible • Exit the building and move to a safe location away from building • Alert authorities to those who may need assistance • Do not re-enter building until informed by emergency response personnel that it is safe to do so

In these conditions, DO NOT:	• Use cellular phones, computers, appliances, elevators or other electronic devices • Touch electrical outlets or switches • Smoke, use a lighter, match or open flame • Operate vehicles or powered equipment • Re-enter building to open doors or winders
Additional Information:	• University Safety and Security will confirm that local authorities have been notified, assist with evacuations and response as needed, and notify the President/CEO • Campus facilities will assess the situation and severity and secure area and building as needed • The ERT will assist with crowd control and other areas as needed • University Relations will develop a communication plan for each university audience as needed

G. Hazardous Materials

Any substantial release of toxic chemical, fuel oil, gasoline or any liquid or solid that could harm the environment, air quality or health of any person &/or animal.

If you spill a hazardous material, or observe a hazardous material spill:	• Call campus Security and notify them of the spill. Ask them to page Facilities. • Evacuate the area immediately assisting those with disabilities, patients and visitors as needed, avoid using elevators • In you are not able to evacuate, go to an Area of Rescue located in stairwells if possible • Exit the building and move to a safe location away from building • Alert authorities to those who may need assistance • Do not re-enter building until informed by emergency response personnel that it is safe to do so
In these conditions, DO NOT:	• Use cellular phones, computers, appliances, elevators or other electronic devices • Touch electrical outlets or switches • Smoke, use a lighter, match or open flame • Operate vehicles or powered equipment • Re-enter building to open doors or windows
Additional Information:	• University Safety and Security will confirm that local authorities have been notified, assist with response as needed, and notify the President/CEO • Campus facilities will assess the situation and severity and secure area and building as needed • The ERT will assist with crowd control and other areas as needed • University Relations will develop a communication plan for each university audience as needed

H. Medical Emergencies/Illness, Injury, or Death

A medical emergency is defined in this section as an event involving one or more individuals, but not the campus as a whole (see Public Health Emergency for health-related events that pose a risk to the campus community as a whole)

Communication:	• Contact 911 • Contact Campus Safety and Security and tell them you called 911 and give your location • If a student(s) is involved, contact the Dean of Students • If an employee(e) is involved, contact the Senior VP for Human Resources and Administration or the Director of Human Resources
Assisting the individual(s)	• Campus Safety and Security need to direct EMS to the appropriate location and should obtain all necessary information regarding the individual(s) and the ER where the individual is being taken • Emergency contacts should be notified depending on the severity of the medical emergency • Risk Management needs to be informed and an Occurrence Form needs to be completed and provided to Risk Management • Should the individual(s) decline medical assistance from the EMS and transport to an ER, a Waiver Form needs to be completed by the individual(s) • A Campus Safety and Security Report describing the incident needs to be completed and sent to the appropriate administrators

Stop the Bleed

Uncontrolled bleeding is the number one cause of preventable death from trauma. The greater the number of people who know how to control bleeding in an injured patient, the greater the chances of surviving that injury. You can help save a life by knowing how to stop bleeding if someone, including yourself, is injured. Here are some key steps in helping Stop the Bleed:

Overall:	• Ensure your own safety
	  o Traffic
	  o Lightening
	  o Use gloves if available but don't let the lack of gloves stop you from saving a life
	• The ABCs of Bleeding
	  o A –
	  ▪ Alert – call 9-1-1
	  o B –
	  ▪ Bleeding – find the bleeding injury
	  o C –
	  ▪ Compress – apply pressure to stop the bleeding by:
	  • Covering the wound with a clean cloth and applying pressure by pushing directly on it with both hands, or
	  • Using a tourniquet, OR Packing (stuffing) the wound with gauze or a clean cloth and then applying pressure with both hands.

Step 1: Ensure your own safety	• Before you offer any help, you must ensure your own safety! • If you become injured, you will not be able to help the victim • Provide care to the injured person if the scene is safe for you to do so • If, at any time, your safety is threatened, attempt to remove yourself (and the victim if possible) from danger and find a safe location • Protect yourself from blood-borne infections by wearing gloves, if available
Step 2: Get help	• Call 9-1-1 yourself, or tell someone to call 9-1-1 • This will notify emergency medical responders and, depending on the situation, police officers to respond to the scene

Step 3: Find the source of bleeding	• Open or remove the clothing over the wound so you can clearly see it
	• Look for and identify "life-threatening" bleeding
	  o Blood that is spurting out of a wound
	  o Bleeding that won't stop
	  o Blood pooling on the ground
	  o Bandages soaked with blood
	  o Loss/partial loss/torn limb(s)
	  o Bleeding associated with confusion or unconsciousness

Step 4: Stop the bleed	• If you don't have a trauma first aid kit:
	  o Apply Direct Pressure on the wound
	  o Cover the wound with a clean cloth and apply pressure by pushing directly on it with both hands
	• If you do have a trauma first aid kit:
	  o For life-threatening bleeding from an arm or leg and a tourniquet is available you should apply the tourniquet above the bleeding (closer to the heart than the injury)
	  o For life-threatening bleeding from an arm or leg and a tourniquet is NOT available OR for bleeding from the neck, shoulder or groin:
	  ▪ Pack (stuff) the wound with a bleeding control (also called a hemostatic) gauze, plain gauze, or a clean cloth and then apply pressure with both hands

Direct Pressure:	• Take any clean cloth (e.g. shirt) and cover the wound • If the wound is large and deep, try to "stuff" the cloth down into the wound • Apply continuous pressure with both hands directly on top of the bleeding wound • Push down as hard as you can and hold pressure to stop bleeding. Continue pressure until relieved by medical responders

Tourniquet Use:	For life-threatening bleeding from an arm or leg and a tourniquet is available: • Apply the tourniquet • Wrap the tourniquet around the bleeding arm or leg about 2 to 3 inches above the bleeding site (be sure NOT to place the tourniquet onto a joint – go above the joint if necessary) • Pull the free end of the tourniquet to make it as tight as possible and secure the free end • Twist or wind the windlass until bleeding stops o Secure the windlass to keep the tourniquet tight o Note the time the tourniquet was applied • A tourniquet will cause pain but it is necessary to stop life threatening bleeding
Packing a Wound:	If you do have a trauma first aid kit: • For life-threatening bleeding from an arm or leg and a tourniquet is NOT available or For life-threatening bleeding from the neck, shoulder or groin: • Pack (stuff) the wound with bleeding control gauze (also called hemostatic gauze), plain gauze, or a clean cloth and then apply pressure with both hands. • Open the clothing over the bleeding wound • Wipe away any pooled blood • Pack (stuff) the wound with bleeding control gauze (preferred), plain gauze, or clean cloth. Apply steady pressure with both hands directly on top of the bleeding wound. Push down as hard as you can • Hold continuous pressure to stop bleeding until relieved by medical responders.
For more information:	https://www.stopthebleed.org/media/x3jbyfkp/save_a_life_flowchart.pdf

I. Natural Disasters/Weather Emergencies

Natural disasters/weather emergencies can include tornado, earthquake, and dust storm.

Tornado

If you are notified by the overhead Emergency Broadcast system of a tornado watch:	Stay alert for notification of a tornado warning.
If you are notified by the overhead Emergency Broadcast system of a tornado warning:	If you are outside: • Get to the closest building • If you are outside and cannot get to a building, lie in a depressed area in the ground (culvert or ditch) and cover your head with your arms • Animals that are housed outside should be moved into indoor shelter (i.e. stall or pen.) If you are in a building: • Go to the lowest level • If the building does not have a lower level, go to small interior rooms on the lowest level or to bathrooms • Avoid windows, doors, hallways with exit doors, outside walls and large spaces such as gymnasiums

Earthquake

In the event of an earthquake:	• There may be no warning. Take cover.
	• If you are inside a building:
	  ○ Stay there;
	  ○ Move under a sturdy table, desk, or bed and stay there;
	  ○ Brace yourself in an inside corner, or doorway;
	  ○ Stay away from windows;
	  ○ Protect your head and face with any available material.
	  ○ Do not use elevators
	• If you are outdoors:
	  ○ Stay there
	  ○ Move away from tall buildings, structures, and trees;
	  ○ Stay away from fallen power lines
	  ○ Proceed if possible to an open area.

Dust Storm

In the event of a dust storm:	• Seek shelter in a building • Protect your face and eyes • Move animals into indoor housing • Secure any loose items that may cause damage • Stay alert for notification of a tornado warning.

J. Other incidents

Other incidents can include hate crime, missing student, drug or alcohol related incidents, or non-compliant/disruptive patient.

Hate Crimes

If the hate crime is currently occurring or has recently occurred	• Proceed to the area for an evaluation of the situation • If needed, call emergency medical services at 911 • Notify the Security Welcome Center that 911 has been called and give your location • Notify local police • Evacuate non-essential persons • Arrange for the area to be secured • Secure witnesses • Manage by-standers • Notify student's emergency contacts if required
If the hate crime is not in progress	Notify the Dean of Students

Missing Student

A student living in housing is reported missing from campus, but not a victim of possible criminal activity	• Notify the Office of Student Services (SS) • SS will email, call, text student • If there is no response and the student lives on campus, SS and Security will proceed to the student's residence to check if they are present • Media Resources will provide ID photo of the student to Security. • Security will search campus locations to find the student. • ID card access to buildings and grounds will be evaluated • Recent class attendance examined • IT will look at recent network use • SS will contact student's emergency contacts
A student not living in housing is reported missing from campus, but not a victim of possible criminal activity	• Notify the Office of Student Services (SS) • SS will email, call, text student • If there is no response and the student lives on campus, SS and Security will proceed to the student's residence to check if they are present • Media Resources will provide ID photo of the student to Security. • Security will search campus locations to find the student. • ID card access to buildings and grounds will be evaluated • Recent class attendance examined • IT will look at recent network use • SS will contact student's emergency contacts • After 24-hours, local authorities will be contacted
A student is reported missing from campus, and may be the victim of possible criminal activity:	• Notify the Office of Student Services (SS) Security will be notified • The following processes will occur simultaneously SS will email, call, text student • If there is no response and the student lives on campus, SS and • Security will proceed to the student's residence to check if they are present • Local authorities will be contacted • Witnesses will be secured • The Presidents and COO will be notified • Media Resources will provide ID photo of the student to police • Security will search campus locations to find the student. • ID card access to buildings and grounds will be given to police • Recent class attendance examined • IT will look at recent network use • SS will contact student's emergency contacts
Students on off-campus rotations	• Notify the Office of Student Services (SS) SS will email, call, text student • If there is no response and the student lives on campus, SS and • Security will proceed to the student's residence to check if they are present • After 24 hours, SS will contact student's emergency contacts • After 24 hours, local authorities will be contacted

Alcohol or Drug Related incident

If the individual is unconscious	• Call 911 • Call Welcome Center to notify them that an EMS is coming to campus; give location • Administer NARCAN if an opioid overdose is suspected

If the individual is seriously impaired	• Call 911 • Call Welcome Center to notify them that an EMS is coming to campus; give location • Administer NARCAN if an opioid overdose is suspected
If the individual is mildly impaired	• Call Security • Security will call either SS or HR depending on the individual's role in the University • Keep individual safe until assistance arrives

Clinic Response to a Non-Compliant and/or Disruptive Patient

Clinic Response to a Non-Compliant and/or Disruptive Patient	• Attempt to De-escalate the situation and notify the Manager of Patient Services to address patient concerns. • Attempt to move the individual to a private location to address the concern. • Contact Safety and Security at (623-572-3201 for AZ / 630-515-7111 DG). Security will stand-by with the with Clinic Management/Manager Patient Services and intercede as needed or directed. • Security will assist the Manager of Patient Services and staff in advising the patient and/or disruptive individual of any MWU and Clinic Policies/Procedures that may apply to the situation. • A **PANIC BUTTON** may be activated upon witnessing any threatening act or behavior that you feel requires an emergency (Police) response. • **Panic buttons** are placed at strategic locations identified as having the highest potential to require an emergency response which includes the main clinic reception areas. Once activated MWU Security is immediately notified and notify local law enforcement while responding to the location of activation. • Training is available by Safety and Security, upon request on the use of Panic Buttons and De-escalation Techniques.

K. Power Outage

A power outage is a short-term or a long-term loss of the electric power to a particular area or section of a power grid. There are many causes of power failures in an electricity network. It could affect a single building or an entire city, depending on the extent of the damage or cause of the outage.

In the event of a power outage, the following steps should be taken to safely and effectively handle the outage.

Procedures

Examples of qualifying power outage	• Brownout – where the voltage in the system drops and is characterized by dimming of lights. • Blackout – where a total loss of power in an area due to damage in the power grid, from the power stations to the power lines.

Safely stop your work	• If a Brownout occurs –
	  o Shut down equipment that could become unstable or present a hazard.
	• If a Blackout occurs -
	  o Turn off or disconnect any appliances, equipment or electronics you were using when the power went out. When power comes back on, surges or spikes can damage equipment.

Once a qualifying event has occurred, the following Power Outage procedure will take place.	• Start Backup Generator - auto starts within 60 seconds of a power outage. A backup power system - to provide electricity to only the most important pieces of equipment in a building. • Notify Emergency Response Team (ERT) • ERT will check with service provider for status report on power outage.

L. Public Health Incident

A public health emergency exits when the overall health of our campus community is at risk because an incident has the potential to overwhelm our routine capabilities to address the risk. Public Health risks can involve local or public environmental or health related incidents that effect the health and safety of our campus community, such as infectious disease outbreaks, water or food contamination concerns, major gas leaks or chemical spill, etc.

Communication:	• University Safety and Security will confirm that local authorities have been notified, assist with response as needed, and notify the President/CEO • The campus community will be alerted as to the disaster and the appropriate steps needed to be taken, which could include evacuating your building and possibly the campus or remaining in a lockdown until further instructions are provided.
Evacuation: As instructed by Campus Safety and Security or Public Authorities	• Evacuate the building, closing doors in your immediate area Exit the building and move to a safe location away from building • If you are not able to evacuate, go to an Area of Rescue located in stairwells and activate the rescue notification system • Alert authorities to those who may need assistance • Do not re-enter the building until informed by emergency response personnel that it is safe to do so
Lockdown:	• Stay in your office/department/building until directed otherwise by Campus Safety and Security or Public Authorities
Individuals with Disabilities	• In the event of an evacuation, assist with moving non-ambulatory or handicapped individuals/patients to “areas of rescue” in stairwells and activate rescue notification system

Additional Information:	• Campus facilities will assess the situation and secure the area and building as needed • The ERT will assist with crowd control and other areas as needed • Familiarize yourself with the building you occupy and the easiest evacuation route and/or the best location to be during a lockdown

M. Cyber Threats

A Cyber-threat is identified as an unauthorized individual or entity who attempts to access, damage, or disrupt a computer or network system. Threats can come from many sources including email, internet access, portable devices, and other connected devices.

Education:	• Stay educated on current cyber threats. Attend seminars and webinars that detail current threats and know how to protect against them. • Stay up to date with any announcements made by ITS staff.
Incident Reporting:	• Report any suspected cyber threat to the ITS support center. They will need to know the nature of the threat (email, pop-up window, internet, etc.) and what may be happening with your device.
Threat Response:	• Disconnect/turn-off your device if you have evidence of an active threat on your device. • Follow the directions of the ITS staff assisting you with your threat. • Follow the directions of ITS announcements in the case of identified threats that you have not yet experienced (e.g. phishing email, etc.)

VII. Animal Care & Use Emergency Plans

A. Animal Emergency Plan

First and foremost, a human life should **NEVER** be endangered during an emergency or evacuation event in an attempt to save an animal's life or the building, facilities, or equipment.

For the purposes of this plan, the following definitions are used:	• **Essential personnel:** Essential personnel are generally defined as the faculty and staff who are required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or when MWU has suspended operations. Senior management will designate essential personnel based on the individual's job functions and, as a result, these individuals may be asked to stay at their designated work location to perform essential patient care (e.g. manage and/or stabilize an anesthetized patient) and other essential services. • **Non-essential personnel:** all people not considered essential personnel • **Patients:** animal(s) • **Clients:** owners of animals
Evacuation plan:	• Each building has unique designs please review evacuation maps posted for location of exits. • Emergency Evacuation plans consist of utilizing the nearest accessible exit route. Faculty, Staff and Students should assist with the evacuation of those with disabilities, visitors and clients.
Animal Evacuation:	• Animals housed in a cage or holding pen are to remain in their contained area. • Clients in the facility will be escorted out by account representatives. • Essential personnel may shelter-in-place with critical or post-surgical patients. o Staff or faculty members are not required to shelter-in-place if they feel their safety is in jeopardy. • Animals undergoing surgical or anesthetized procedures will have staff and faculty follow appropriate procedures during emergency evacuation
Relocation of Animals:	• Animals will be relocated to appropriate areas (on and off campus) as the species and crisis indicates. Management of each area containing animals will be the authorized person(s) to make the arrangements for housing and transportation of animals.