Student's Emergency Response Information

Emergency Phone Numbers

Emergency Services	911	
Student Affairs	578-8770	Ext 224 or 278
Business Office	578-8770	Ext 243 or 246
Health Center	578-8777	
Maintenance and Security	599-4852	2-way radio Ch. 12

Purpose

To properly protect lives and property, a comprehensive emergency preparedness plan is essential. Although no plan can cover all aspects of an emergency, a plan stipulates orderly procedures to apply in the event of a disaster or emergency and a return to normal operations.

Mission Statement

The Emergency Response Plan provides a standardized emergency response plan for Sherman College of Straight Chiropractic.
Safety and the maintenance of the educational process are the foremost goals.

Public Relations

During times of emergency, it is important to provide prompt and accurate information to students, staff, faculty and media. The president or his/her designated spokesperson will release information to the media. No one should make statements to the media except thru the president's office or public relations.

***Instructions* for any emergency will be announced over the Public Address System, Television Monitors, e-mail and text message remain calm and follow the instructions that are given.**

To receive text messages you must register your information with the Dean of Student Services.

Default Assembly Areas:

The default assembly area for each building is as follows:
Health Center lower floor Front Parking Lot
Health Center upper floor Brown Plaza
Scallon Building Brown Plaza or Staff Parking Lot which ever is closest
Olsen Building Staff Parking Lot
If the Scene Administrator considers these areas unsafe they will designate an alternate.

State of Emergency

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community the College President will declare a state of emergency. The College will then initiate emergency notification procedures (unless such efforts will compromise efforts to contain the emergency) and will initiate the emergency response plan. In the president's absence, the plan shall be initiated by the president's designated representative or in his/her absence the senior administrator on site (Scene Administrator).

As soon as a State of Emergency is declared you will be notified by:

1. T. V. Monitors with one of the following emergency notifications:

   A - A campus-wide Emergency has been declared LOCK ALL DOORS AND REMAIN IN PLACE UNTIL FUTHER NOTIFICATION.

   B - A campus-wide Emergency has been declared EVACUATE THE CAMPUS IMMEDIATELY.

   C - A campus-wide Emergency has been declared ASSEMBLE IN THE NEAREST PARKING LOT.

   D - A campus-wide Emergency has been declared REPORT TO THE NEAREST TORNADO SHELTER.

Computer Services will also initiate the same warning as a pop-up on the computer network.

2. Student Affairs will make the same announcement over the P.A. System along with any additional instructions deemed necessary.

3. Student Affairs will send an e-mail to all students detailing the emergency and necessary procedures. A text message will be sent to all students who have signed up with Student Affairs. After the emergency an e-mail will be sent to all students announcing a return to normal schedule or advising of a modified schedule.

4. If Necessary the Health Center Receptionist or an alternate will place a message on the phone system advising patients that the Health Center is closed until further notice.

5. Security will use the megaphones to warn those outside and Maintenance will lock the student parking lot and Health Center gates when directed by the Scene Administrator and then proceed to the Staff, Visitor and Olsen entrances to assist employees and direct police and first responders.

Fire :

If you are the first to see signs of smoke or fire:

1. Activate fire alarm.
2. Follow fire drill procedures.
3. If safe, use fire extinguisher.
4. Notify security/maintenance of location.

If you are in class:

Follow the instructor's directions.

Tornado:

If you are in class:

You will be instructed to move to the tornado shelters when there is a Tornado warning.
Stay with your class, so that an accurate role may be taken. Mobile classrooms will be notified by security to move to the Health Center.

If you are elsewhere on campus:

Move to the nearest building and go to the shelter area or as directed by a college employee.

Evacuation:

If you are in class:

Follow the instructor's directions.
Mobile classrooms will be notified by security to move to the Health Center or an alternate location.

If you are elsewhere on campus:

Follow the directions announced over the Public Address System or as directed by a college employee.

Hazardous Material Release

A Hazardous Accident or spill may occur sufficiently near the campus to necessitate emergency procedures. In that event Local Authorities will notify the campus and recommend specific procedures. In this event:

a. The president or assigned representative will determine along with local authorities if an evacuation is necessary.

b. When instructed, Security will direct the evacuation route. Never move into the wind or down wind, but always move crosswind.