Emergency Procedures CO 500.1:

Purpose

To provide Morehouse College employees with information regarding the planning and execution of all emergency and disaster operations at the institution. To establish the primary and supportive responsibilities for the performance of functions necessary t

Applicability

All College employees, students, and visitors.

Source

The College Policy.

Policy

Morehouse College is committed to a policy of safety and timely, orderly evacuation of property in the event of an emergency.

Procedure

I. Serious Medical Emergency:

- The on-duty residence hall staff member or the building captain should be notified.

- The residence hall staff member or building captain will:
  - Dial “911” to request a hospital run by emergency medical personnel
  - Dial (404) 215-2666 to notify campus police of the emergency
• Students or employees taken to the hospital will be accompanied by the on-duty residence hall staff member (students only), a College official, or security personnel.

• It is prohibited for members of the faculty, staff or student body to transport ill or injured students or employees in personal vehicles.

• In the event of a serious emergency, the campus police will notify the following:
  o Chief of Police
  o Vice president for Student Services (student only)
  o Director of Student Health Services (student only)
  o Director of Residential Living (student only)
  o President
  o Vice President for Campus Operations
  o Office of Human Resources (employee only)

• Transportation from the hospital can be arranged by the director of health services or by human resources.

• Student or Employee Death

• Campus police will be notified by calling (404) 215-2666.

• The supervising officer on duty will notify the following:
  o Atlanta Police Department
  o Chief of Police
  o Dean of the Martin Luther King Jr. International Chapel
  o Dean of Student Services (student only)
  o Director of Student Health Services (student only)
o Director of Public Relations

o Director of Residential Living (student only)

o President

o Senior Vice President for Academic Affairs (student only)

o Vice President for Campus Operations

o Office of Human Resources (employee only)

- Identification of the deceased person will be made by staff, campus police, or the Office of Student Services. Assistance with identification may be requested from faculty members, students, or employees, if necessary.

- Once identification has been made, parents, guardians, and/or next of kin will be contacted as follows: (1) Atlanta metropolitan residents and (2) non-Atlanta metropolitan residents.

- The president or senior vice president for academic affairs will determine whether the dean of the Martin Luther King Jr. International Chapel will go to the home of the student or employee to share information with parents, guardians and/or next of kin. If so, the minister will be accompanied by a campus police officer.

- The family minister may also be asked to go to the home of the student or employee to comfort the family.

- Follow-up telephone calls and/or visits will be initiated by staff from the Office of Student Services (student only), the Office of Human Resources (employee only), and the Office of the President.

- Preliminary inventory and packing of a deceased student’s personal effects (for on-campus residents only) will be coordinated by the director of residential living.

- Assistance with transportation of the deceased student will be coordinated by staff from the Office of Student Services, if necessary.
• Campus visits by a deceased student's relatives will be coordinated by staff from the Office of Student Services.

• Arrangements for a deceased student's campus-wide memorial service will be coordinated by the dean of the Martin Luther King Jr. International Chapel and a committee of faculty, staff and students.

• Threats to Life (Suicide and Other Dangers)

• Campus police should be notified at (404) 215-2666 or 404-427-7396.

• Campus police will either transport the student to an area hospital or dial “911” to request a hospital run by Emergency Medical personnel.

• If a student is taken to the hospital, he or she should be accompanied by the residence hall staff member on duty (5:00 p.m. to 9:00 a.m.), staff from the Wellness Center (9:00 a.m. to 5:00 p.m.), and/or the supervising officer from the campus police. If an employee is taken to the hospital, he or she should be accompanied by the supervising officer from the campus police.

• Campus police will notify the following:
  o Dean of Student Services (student only)
  o Director of Student Health Services (student only)
  o Director of Public Relations
  o Director of Residential Living (student only)
  o Director of Wellness (student only)
  o President
  o Vice President for Campus Operations
  o Office of Human Resources (employee only)

• Following assessment and observation (where necessary), treatment plans will be developed by medical personnel.
• Outpatient referrals will be coordinated by the dean of student services (student only), the human resources office (employee only), and the consulting medical personnel.

• The College Judicial Committee will convene a hearing to discuss conduct code violations, if necessary.

II. Bomb Threats:

• The Morehouse College Police Department will be responsible for the coordination/implementation of the procedures for handling bomb threats.

• The person who received the call should immediately notify the campus police.

• The campus police's shift supervisor will notify the chief of police and the following personnel:
  o Bomb Squad, Atlanta Police Department
  o Dean of Student Services or Associate Dean of Student Services
  o Director of Public Relations
  o President
  o Physical Plant Supervisor
  o Vice President for Campus Operations or Associate Vice President for Campus Operations
  o Office of Human Resources

• Officers from the campus police will supervise evacuation of the facility.

• The Atlanta Police Department, Bomb Squad will conduct a search of the facility.

• If an explosive device is located, the bomb squad will be responsible for its removal and detonation.
• Clearance must be given by the bomb squad or Morehouse's chief of police before occupants will be allowed to reenter the facility.

III. Chemical Spills:

• Campus police and the chemistry department will be responsible for the coordination/implementation of the procedures for handling chemical spills.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• The shift supervisor will instruct officers to close off the affected facility or area.

• The shift supervisor will notify the following:
  o Atlanta Fire Department
  o Atlanta Police Department
  o Chairperson, Chemistry Department
  o Dean of Student Services
  o Director of Public Relations
  o Georgia Department of Transportation
  o President
  o Senior Vice President for Academic Affairs
  o Physical Plant Supervisor
  o Office of Human Resources

• Officers from the campus police will coordinate an evacuation of campus facilities and grounds, if necessary.

• Clearance must be given by Campus Police Department personnel before anyone will be allowed to reenter the facilities/grounds.
IV. Hostage Situations:

- Campus police will be responsible for the coordination/implementation of the procedures for handling hostage situations.

- The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

- The shift supervisor will notify:
  - All officers on duty
  - Associate Dean of Student Services
  - Atlanta Police Department
  - Atlanta University Center Task Force
  - Dean of Student Services
  - Director of Health Services (until arrival of paramedics)
  - Director of Public Relations
  - Director of the Wellness Resource Center (until arrival of Atlanta Police Department)
  - Paramedics, Atlanta Fire Department
  - President
  - Superintendent for Physical Plant
  - Vice President for Campus Operations
  - Office of Human Resources

- Officers from the campus police will close off the affected facility or area.

- Officers from the Atlanta Police Department will supervise the evacuation of the affected facility or area.
• The Hostage Negotiation Team, Atlanta Police Department, will supervise and coordinate all negotiations with the perpetrator.

• Clearance must be given by the Hostage Negotiation Team before occupants will be allowed to reenter the facility or area.

V. Campus Homicides:

• The Office of Student Services will be responsible for the coordination/implementation of the procedures for handling homicides that occur on campus.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• If the victim is a student, the shift supervisor will follow the procedures for death of a student.

• If the victim is a non-student, the shift supervisor will notify:
  o Atlanta Police Department
  o Dean of Student Services or Associate Dean of Student Services
  o Director of Public Relations
  o President
  o Vice President for Campus Operations
  o Associate Vice President for Human Resources

• If the victim is a relative, visitor or acquaintance of a registered student, the shift supervisor will also notify:
  o Dean of the Martin Luther King Jr. International Chapel
  o Director of Health Services
  o Director of Residential Living
  o Director of the Wellness Resource Center
• Officers from the Atlanta Police Department will seal off the crime scene and conduct the investigation.

• Transportation of the deceased and his/her personal effects will be conducted by the Coroner's Office.

• Clearance must be given by the Atlanta Police Department before occupants will be allowed to reenter/use the facility or area.

• Major Power Failures

• The Department of Physical Plant will be responsible for the coordination/implementation of the procedures for handling major power failures.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• The shift supervisor will notify:
  o All officers on duty
  o Atlanta University Center Task Force
  o BellSouth (if necessary)
  o Director of Public Relations
  o Georgia Power (Emergency Assistance Service)
  o President
  o Senior Vice President for Academic Affairs
  o Superintendent for Physical Plant
  o Vice President for Campus Operations or Associate Vice President for Campus Operations
  o Associate Vice President for Human Resources

• Officers from the Morehouse College Police Department will close off the affected facility or area.
• Officers from the campus police and staff from the Office of Student Services or building coordinators will evacuate the facility or area, if necessary.

• The physical plant supervisor or his/her representative will work with personnel from Georgia Power and/or BellSouth to restore electrical power or telephone service to the affected facility or area.

VI. Major Power Failures:

• The Department of Physical Plant will be responsible for the coordination/implementation of the procedures for handling major power failures.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• The shift supervisor will notify:
  1. All officers on duty
  2. Atlanta University Center Task Force
  3. BellSouth (if necessary)
  4. Director of Public Relations
  5. Georgia Power (Emergency Assistance Service)
  6. President
  7. Senior Vice President for Academic Affairs
  8. Superintendent for Physical Plant
  9. Vice President for Campus Operations or Associate Vice President for Campus Operations
  10. Associate Vice President for Human Resources

• Officers from the Morehouse College Police Department will close off the affected facility or area.
• Officers from the campus police and staff from the Office of Student Services or building coordinators will evacuate the facility or area, if necessary.

• The physical plant supervisor or his/her representative will work with personnel from Georgia Power and/or BellSouth to restore electrical power or telephone service to the affected facility or area.

• If electrical service cannot be restored within a reasonable period of time, the dean or associate dean of student services will coordinate temporary housing arrangements.

• Clearance must be given by the shift supervisor (in consultation with the physical plant supervisor) before occupants will be allowed to reenter the facility or area.

VII. Snow Emergency:

• The Office of the Vice President for Campus Operations will be responsible for the coordination/implementation of the procedures for handling snow emergencies.

• The campus police dispatcher will monitor the weather radio for severe conditions.

• In the event weather conditions suggest the likelihood of a blizzard, ice storm or related weather emergency, the shift supervisor will immediately notify the chief of police and the following personnel:
  
  o Dean of Student Services
  
  o Director of Public Relations
  
  o President
  
  o Superintendent for Physical Plant
  
  o Vice President for Campus Operations
  
  o Associate Vice President for Human Resources
• The president will cancel classes, if necessary. He will notify the senior vice president for academic affairs, dean of student services, and vice president for campus operations of the decision.

• The physical plant supervisor will coordinate the clearing of entryways and sidewalks.

VIII. Tornado Warning/Watch:

• Campus police will be responsible for the coordination/implementation of the procedures for handling tornado warnings/watches.

• The campus police dispatcher will monitor the weather radio for reports of severe conditions.

• In the event of a tornado watch, the dispatcher will immediately notify the shift supervisor and the chief of police.

• The shift supervisor will notify:
  o Director of Public Relations
  o President
  o Senior Vice President for Academic Affairs
  o Superintendent for Physical Plant
  o Vice President for Campus Operations
  o Associate Vice President for Human Resources

• Each person notified will be responsible for alerting the offices/departments within his/her division.

• The president will cancel classes, if necessary. He will notify the senior vice president for academic affairs and the vice president for campus operations of the decision.
• In the event of a tornado warning, building captains will be responsible for moving occupants to the hallways and/or lower levels of campus facilities. They should follow the procedures outlined in the Emergency Evacuation and Operation Plan for Morehouse Campus Buildings as outlined in the Emergency Action Plan manual. See also the General Overview and Quick Reference on Emergency Procedures for Morehouse College Employees online.

IX. Campus Riots/Disturbances:

• The Office of Student Services will be responsible for the coordination/implementation of the procedures for handling campus riots/disturbances.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• The shift supervisor will notify:
  o All officers on duty
  o Atlanta University Center Task Force
  o Dean of Student Services
  o Director of Public Relations
  o President
  o Senior Vice President for Academic Affairs
  o Vice President for Campus Operations
  o Associate Vice President for Human Resources

• Morehouse's chief of police will communicate with the Atlanta Police Department, as necessary.
• If feasible, a team of staff members from the Office of Student Services will attempt to meet with students to determine student/non-student participants and the reason(s) for the disturbance.

• Campus police officers will supervise/coordinate deployment of Atlanta University Center Task Force officers.

• An emergency response team, composed of the following members, will meet twice daily (if needed) during the disturbance to plan or modify the course of action:
  
  o Associate Dean of Student Services
  o Chief of Police
  o Dean of the Martin Luther King Jr. International Chapel
  o Vice President for Student Services
  o Director of Health Services
  o Director of Public Relations
  o Superintendent for Physical Plant
  o Vice President for Campus Operations
  o Zone 1 Commander, Atlanta Police Department
  o Associate Vice President for Human Resources

• The emergency response team will make the decision to request support from city law enforcement agencies, if necessary.

• The president will cancel classes for a definite or indefinite period of time, if necessary. He will notify the senior vice president for academic affairs, dean of student services, director of public relations and the vice president for campus operations.

• A full investigation of the disturbance will be conducted by the Office of Student Services in conjunction with the campus police.

• The College Judicial Committee will convene a hearing to discuss conduct code violations, where appropriate.

Revision History
Last revision completed on 1.1.2008.