

**Brown Mackie College- Findlay  
1700 Fostoria, Suite 100  
Findlay, Ohio 45840**

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report  
October 1, 2011**

Brown Mackie College - Findlay is providing the following information to all of its employees and students as part of Brown Mackie College - Findlay commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus Director, Wayne Korpics by phone/mail:

(419) 423-2211

1700 Fostoria, Suite 100  
Findlay, Ohio 45840

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Brown Mackie College - Findlay Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is placed in each employee's mailbox. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the monthly Orientation and Class Registration.

### **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Receptionist. Reports are kept in a secure location in the Campus Director's Office, Wayne Korpics. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College - Findlay that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College - Findlay facilities to the Receptionist either in person or by calling (419) 423-2211. If the Receptionist is not available, you may contact the Campus Director, Wayne Korpics at (419) 429-8616 and the Findlay Police Department by dialing 911 or (419) 424-7150.

During evening hours, criminal activities or emergencies should be reported to the security guard, the Receptionist, or the Findlay Police Department by dialing 911 or 419-424-7150.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Receptionist. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Findlay Police by dialing 911 and then notify the Campus Director, Wayne Korpics, 419-429-8616.

During the hours that the security person is on duty, and while campus staff are unavailable, the security guard has the authority to order the removal from campus of any undesirable persons and contact the appropriate law enforcement agencies when necessary. The college encourages prompt and accurate reporting of all crimes to the security guard while on duty.

### **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Campus Director, Wayne Korpics. Reports are kept in a secure location, in the Campus Director's Office, Wayne Korpics. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus Director, Wayne Korpics.

## **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of Brown Mackie College - Findlay that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College - Findlay policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

### **In pursuit of this policy all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 7:30 a.m. to 10:00 p.m., Wednesday 7:30 a.m. to 5:00 p.m., Friday 7:30 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
  
4. Report immediately to the Receptionist any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. If the Receptionist is not available, you may contact the Campus Director, Wayne Korpics at 419-429-8616 and the Findlay Police Department by dialing 911 or (419) 424-7150.
  
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
  - i. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

### **All Students are required to:**

1. Notify the Receptionist if a student becomes ill or is injured while at the campus
2. Upon enrollment, report to the Receptionist any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

## **CAMPUS SECURITY ENFORCEMENTS**

Persons employed as security personnel at the Institution at 1700 Fostoria, Suite 100 are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These

procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Campus Director, Wayne Korpics.

Unarmed security personnel at the school building are there at the direction of the building owners, and are to assist students, faculty and staff of the Institution. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their School Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Campus Director, Wayne Korpics, if any illegal activity occurs.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Brown Mackie College - Findlay is located in Findlay, Hancock County. Brown Mackie College - Findlay maintains a close working relationship with the Findlay Police Department with periodic contact initiated by Brown Mackie College - Findlay personnel to ensure that Brown Mackie College - Findlay is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by the student newsletter (The Brown Mackie Times). Bulletins are also posted around the Institution. Securitas guard serves as a communication channel with the local Police Department when campus administration is off campus.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new Brown Mackie College - Findlay employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new Brown Mackie College - Findlay students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and Brown Mackie College - Findlay employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College - Findlay has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Campus Director in a secure location.

### **Emergency Notification**

In the case of weather-related emergency situations; i.e. tornado, severe weather threat, students, faculty, and staff will be instructed by campus administration, via door-to-door notification, to move to the first floor level and remain in the stairwell or inside corridor away from windows and doors until the threat has passed and campus administration has given the all clear to return to the classrooms and work stations. In the event of fire, the emergency alarms will sound and all students, faculty, and staff are instructed to exit the building immediately. No one is allowed to re-enter the building until the all clear has been given by campus administration.

In the case of a bodily threat, real or perceived, to students, faculty, or staff by any person either on campus or by an intruder, security personnel will be immediately notified along with campus administration, and may include the notification of local police agencies. In the event an intruder enters the building with the specific intent to cause immediate bodily harm, the receptionist is instructed to contact the local police agency via the 911 system then campus security and campus administration. Campus administration will instruct students via door-to-door notification of the procedure to follow; i.e., exit the building, lock classroom doors; and will inform the students via door-to-door notification when normal activities may resume.

The emergency response and evacuation procedures will be made available to all students, faculty, and staff on an annual basis. Emergency response and evacuation procedures will be reviewed and tested on an annual basis. Campus administration identified in alerting students via door-to-door notification is as follows: Wayne Korpics, Campus President, John Crouch, evening security guard, Jerry Johnston, head maintenance, Nick Sorg, evening maintenance.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- “Reporting Criminal Actions or Other Non-Emergencies”, personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution’s community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

Students are requested to review the Institution's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

### **Criminal Offenses – Hate Crimes**

The Brown Mackie College-Findlay is intolerant of any crimes that involve bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice are: larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College - Findlay annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College - Findlay also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the Dean of Academic Affairs, the Executive Committee or other Brown Mackie College - Findlay officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (419)422-4766. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College - Findlay will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College - Findlay personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Rape Crisis Services  
PO Box 496  
Findlay, Ohio 45840

(419) 422-4766

Century Health  
1918 N. Main St.  
Findlay, Ohio 45840

(419) 425-5050

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College - Findlay published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Brown Mackie College - Findlay final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Findlay Police Department, located at:

Municipal Building  
Findlay, Ohio 45840

Additional information can be obtained by calling the police department at (419) 424-7150

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: [www.hancocksheriff.org](http://www.hancocksheriff.org) (Go to "Sheriff's Office and Corrections" and then select "Sex Offender List")

On-campus computer labs with internet access are available for you to view the above website at the library from:

Mon, Tues, Thurs: 7:30 a.m. to 10:00 p.m.  
Wed: 7:30 a.m. to 5:00 p.m.  
Fri: 7:30 a.m. to 5:00 p.m.

### **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College - Findlay prepares the crime statistic policies annually by gathering all reported data and updating the report. The report will then be

forwarded to Joann Kail at EDMC for final approval. Moreover, local police agencies are contacted by the Campus Director, Wayne Korpics to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### Brown Mackie College - Findlay - Findlay

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institution's campus, non-campus buildings & property and public property.*

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institution concerning the occurrence of criminal offenses in the listed categories which were reported to campus security contacts or local police agencies.

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus Buildings and Property	Public Property++	On Campus	Non-campus Buildings and Property	Public Property**	On Campus	Non-campus buildings and Property	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	2	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and Property	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	0	0	0	0	0	0	0	0	0
Bodily Injury	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and Property	Public Property**
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

\*\* Public property includes the parking lot which surrounds the building, and the sidewalk in front of the building along 1700 Fostoria Avenue, Findlay, OH 45840

**EMERGENCY MANAGEMENT PLANNING  
&  
RESOURCE GUIDE**



**CRISIS INTERVENTION MANUAL  
&  
EMERGENCY PROCEDURES**



# **Emergency Management Planning & Resource Guide**

1700 Fostoria Avenue Suite 100  
Findlay, OH 45840  
*Revised February 1, 2010*



# **CRISIS INTERVENTION MANUAL & EMERGENCY PROCEDURES**

February 2, 2010

# CRISIS MANAGEMENT MANUAL

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## General Crisis Response Guidelines

Do not hesitate to call 911 in matters of life and death or if you are uncertain about the severity of a situation.

The Facility's Manager should be contacted concerning all security and safety-related issues as soon as possible.

The nature of an incident will determine which BMC-Findlay employee(s) respond. This may include Facilities Personnel, the President, the Executive Committee, the Director of Public Relations, Manager of Facilities and/or the Safety Committee. Others will be called upon as the situation dictates.

**The Director of Public Relations and/or the Executive Committee members are the only staff to have contact with the media regarding crisis incidents.** All inquiries by media should be directed to them. Students should be advised not to talk with the media.

In all cases, Incident Report Forms should be completed and filed. Copies are filed with the President's Office, Student Affairs, and the Facilities Manager.

### EMERGENCY PHONE NUMBERS

Fire/Medical/Police:		911
Police Non-emergency:		419-424-7150
Property Management:	Larry	419-722-4279
	Jim	419-722-4918

### Executive Committee:

President:	Wayne Korpics	ext. 8618
Dean of Academic Affairs:	Lisa Rudasill	ext. 8624
Director of Human Resources:	Melody Stuart	ext. 8629
Director of Student Services:	Jennifer Opp-Jackson	ext. 8752
Director of Admissions:		
Director of Career Services:	Judith Ford	ext. 8695

If the Executive Committee needs to be notified of a crisis after regular business hours, contact your Department Director who in turn will contact his/her corresponding Executive Committee member. The Calling Tree located in Appendix "E" is provided to assist in the notification process.

## **Contact with Body Substances**

**CRISES**: If an employee or student has accidental exposure to blood, vomit, or other potentially contaminated or infectious substances; either by non-intact skin or mucous membrane contact or by accidental skin punctures or lacerations, from potentially contaminated/compromised instrument's.

### **CRISIS MANAGEMENT OUTLINE:**

- Follow medical emergency procedures as necessary.
- Immediately wash all areas and/or flush all mucous membranes that have been exposed to blood or other potentially infectious material.
- Call Facilities Staff to clean up area if necessary.
- Complete an Accident/Injury Report Form.

## **Exposure to Body Substances**

**CRISIS:** Employee or student exposed to blood, vomit or other potentially infectious substances'.

### **CRISIS MANAGEMENT OUTLINE:**

Universal precautions will be observed by all BMC-Findlay employees to prevent contact with blood, vomit, or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precautions is that all blood and the defined body fluids are considered to be infectious.

- Latex glove use is required during any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10 second hand wash. Gloves are located in all first aid kits.
- Blood and body substance spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact Facilities staff for clean up.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as feasible.
- Call Facilities Staff to dispose of bloody gauze, gloves and clean-up materials in a plastic bag and tie the bag securely. Dispose directly into dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent accidental injuries.
- Call Facilities staff for removal and disposal in a "sharps container". Hypodermic Needle's should be handled carefully with tongs and gloved hands. Facilities staff with the needle(s) will wrap it in a towel and place the needle in a tin can.
- An Accident/Injury Report Form should be completed, if appropriate.

## SERIOUS CONTAGIOUS COMMUNICABLE DISEASE ACTION PLAN

From time to time, there are reports of students and/or employees at BMC-Findlay who has contracted or been exposed to certain contagious diseases. Concern and anxiety on the part of some member (s) of the school community are common when an incident is first learned about. It is important that we work to understand the disease and the potential threat as it poses to the school and/or community as quickly as possible while protecting the confidentiality of those students and/or employees who've contracted or been exposed to the illness.

BMC-Findlay will initiate this action plan when it has notice that its students or employees have a certain serious or contagious diseases that pose a threat to the community. Those illnesses that are highly contagious and that represent a threat to BMC-Findlay students and employees may include, SARS, tuberculosis, meningitis, varicella (chicken pox), and any other illness (including, bio-terror pathogens such as anthrax or newly identified illnesses) that can be communicated from routine, non-intimate personal contact. BMC-Findlay also will invoke this action plan in the event it has notice from the CDC or local health authorities that there is some other form of contagion threat. BMC-Findlay will comply with all local laws and regulations in reporting and tracking communicable diseases to governmental and public health authorities.

### *1. Diagnosis or Suspected Cases of Communicable Diseases*

- Any suspected cases of communicable diseases such as meningitis, tuberculosis, and SARS should be reported to your state's Department of Health. Recommendations from the local health officials will aid in determining the course of action for diagnosis testing, treatment, response, and education.
- Once you receive confirmation from local health officials that a member of the school or community has been diagnosed with a communicable disease, educate the individual to understand the disease, its symptoms and how it's spread from one person to the next. Refer to the local health department web site, the Centers for Disease Control web site at [www.cdc.gov](http://www.cdc.gov) or the American College Health Association [www.acha.org](http://www.acha.org), for information. These organizations provide information and FAQ's on many common diseases.
- Suspected cases of Varicella (chicken pox) should be confirmed by a physician. Individuals with confirmed cases of Varicella will not be permitted on campus until the communicable phase of the illness has past (typically when lesions are crusted over).
- Academic Dean (students) or Human Resources (employees) should be notified of the illness status by the affected student or employee prior to returning to the campus. A letter from the treating physician clearing the student or employee to return is required.
- The Dean of Academic Affairs and Director of Human Resources should be notified of any individual required to leave campus due to a communicable disease.
- BMC-Findlay will comply with local laws and regulations that require the reporting of communicable diseases to health authorities. In addition, BMC-Findlay will contact state public health authorities, local health authorities and/or the CDC in regard to setting up a program for identification, diagnosis, testing, treatment, response and education in regard to serious contagious communicable diseases if and as necessary.

### *2. Develop a communication plan.*

#### **Internal Communication:**

- Identify students, faculty and staff who may be affected by the disease i.e. close personal contact with the infected individual, roommates, close friends, instructors, etc.
- Communicate effectively with the school community as quickly as possible to prevent misinformation and rumors from spreading.

- Work to communicate an accurate, consistent message to the school community while maintaining the confidentiality of those infected persons or those who were exposed to the disease.
- Consider establishing a phone line where members of the campus community could call to get questions answered. Consider posting information on Online Services or in other visible areas of the campus.
- Provide referrals to local health practitioners and/or officials to those students, staff and faculty who have concerns about their health.
- Include the Executive Committee on communications as soon as possible. Have a single designated spokesperson for internal communications. Direct any student, parent or staff inquiries to this person so that one consistent message is communicated.
- Communicate with BMC-Findlay Human Resources, Academic Dean, Law and Public Relations Departments as necessary.

### **External Communication**

- Cooperate with local officials. The local health department can provide guidance when it's determined that there is an immediate threat to members of the school community. They can provide information on testing, immunization, education and prevention. Determine costs for testing and education and who will be responsible for such expenses.
- Any media questions or concerns are to be immediately routed to the Public Relations Director. Any media representative who enters the school should be asked to wait until the Public Relations Director can be there to work with them.
- Written statements with all necessary information will be developed as appropriate by the Public Relations Director.
- Make this information available to concerned students, staff and faculty.

### *3. Implementation of plan.*

- Contact affected students, faculty and staff via phone calls or in one-on-one meeting. Inform them about the situation and explain to them what will happen next, e.g. testing, education, counseling etc. Offer support services to them as necessary.
- Determine what other areas of the school community need to be addressed, e.g., student clubs, etc.
- Distribute letter and fact sheets to the campus community. The letter should be reviewed by BMC-Findlay Academic Dean and Law Department prior to distribution.
- Consider sending email messages to staff, faculty and students concerning pertinent facts. The text of any email message should be reviewed by BMC-Findlay Academic Dean and the Law Department prior to distribution.
- Consider bringing a medical practitioner on-site to provide education and counseling to those within the school community who require it.
- Distribute or make available to the campus community any literature related to the communicable disease. Ask health officials to provide an educational workshop on the disease.
- Confirm testing group with the assistance of health officials.
- Arrange for and coordinate testing with local health officials. Determine time, date, and place for testing to occur.

### *4. Follow-Up*

#### **Test results**

- Work with local health officials relative to receiving test results
- Determine along with local health officials if any members of the campus community require quarantine and for how long.
- Assess impact of positive results and what steps will be necessary if there are additional contagious members of the school community.

## Bomb Threat

**CRISIS:** A bomb threat is called into the school or a possible bomb is located on the premises.

### CRISIS MANAGEMENT OUTLINE:

#### Bomb Threat Received by Telephone:

#### **All bomb threats should be taken seriously.**

- The person receiving the phone call should remain calm and attempt to keep the caller on the phone to collect as much relevant information as possible. If possible, alert another employee of the situation so that they will call 911 while the caller is still on the line.
- Listen to the caller and ask the following questions:
  - "Where is the bomb located?"
  - "When will it explode?"
  - "What does the bomb look like?" (contents, size, shape, color, etc.)
  - "What kind is it?"
  - "What will make it go off and when?"
  - "Why are you doing this?"
  - "Who are you?"
- Listen for any characteristic that could describe the caller's voice (age, sex, accent), mannerisms and emotional state. Also listen for background noise (traffic, music, other voices, etc.)
- Immediately call 911. Give your name, location and telephone number to the Police. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call, etc.
- Contact the President. In the President's absence or if unable to reach the President, contact another Executive Committee member.
- The President, or designee, will contact Property Management at 419-722-4279, other Executive Committee members and the Director of Public Relations.
- Inform your supervisor or Department Director of the situation.
- Notify all personnel in person and directly with 2-way radios or Direct Link Phones to turn off the power to their devices. As their radio signal could detonate the device.
- The Executive Committee will make decision regarding building evacuation.
- If instructed to evacuate, do not use the fire alarm system as it could set off a bomb. Key personnel will go to classrooms and offices and notify people to evacuate. Follow regular evacuation procedures. (See "Emergency Evacuation Procedures")
- If evacuated, no one is allowed back into the building until the authorities have deemed the property safe.
- "Public" statement will be developed by the Executive Committee in consultation with the Director of Public Relations.

*Suspicious Package Observed:*

- If you spot a suspicious object, package, etc., report it to Facilities. Under no circumstances should you touch or move it in any way.
- Evacuate the area and Maintenance will cordon-off the immediate area around the package.
- If the owner of the package or object cannot be located, follow steps on page 11.
- Wait for trained Police squad to examine and dispose of device.

## Hostage

**CRISIS:** An employee, student or visitor is taken hostage on campus.

### **CRISIS MANAGEMENT OUTLINE:**

Do **NOT** attempt to apprehend or interfere with the hostage taker(s).

#### **During the crisis:**

- 911 needs to be called by the first person aware of the incident.
- The President or designee must be notified immediately. The President or designee will notify the Executive Committee, and the Director of Public Relations. Facilities will notify the Facilities Manager, and Property Management.
- The Police will determine the course of action to take to ensure safety of those in the vicinity of the incident. If evacuation is necessary, no one else is allowed back into the building until the Police authorize it.
- The President or his designee assigns a BMC-Findlay liaison. All communications with the authorities will be made through this person. This person will wait by the building entrance to meet and guide the emergency personnel.
- The liaison will identify key personnel to assist with any authorities' directives. This might include Facilities, Executive Committee members and Department Directors.
- Facilities Manager will provide a copy of the floor plan of the building to the Police.
- If the situation involves an assailant on the grounds, key personnel will go to classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors to prevent entry.
- The Director of Public Relations will instruct the front desk receptionist on how to respond to phone calls regarding the situation.
- Director of Public Relations will handle all media inquiries. Staff, faculty and students will be instructed not to talk with the media.

#### **Once the immediate crisis is resolved:**

- For those **indirectly** affected by the incident: dismissal should occur after an official announcement is made regarding available details surrounding the preceding incident.
- For those directly affected by the incident: groups consisting of no more than 20 people will be deescalated by a crisis response team and given time to talk prior to dismissal. The emergency services/Counselors can arrange for the teams. See appendix.
- If injuries and/or death are involved and brought to the attention of the school:
  - A. Family members of all casualty victims are notified as soon as possible. The Academic Dean will coordinate this communication.

B. Follow procedures under "Medical Emergency" and/or "Death of a Student/Employee".

- The Director of Public Relations will set up phone line information to those who are calling for information.
- Review security measures.
- An Incident Report Form is completed and filed.
- Board of Trustees and Legal Counsel must be advised of the situation.
- Faculty and staff will be advised by the Counselors to identify and refer those students at high risk for Post Traumatic Stress. These might include relatives and close friends of the deceased, students with a history of depression and/or suicide attempts or classmates who might have witnessed or come upon the scene of death.

Long-term:

- Periodic mandatory debriefing meetings, with those directly affected by the incident, by outside resources.
- Continued identification of high-risk students and referrals to Counselors.
- Provide ongoing instruction for students and employees who will be giving testimony or depositions.

## Physical Assault

**CRISIS:** A physical assault (defined as an assault with intent to inflict bodily harm) occurs on campus.

### **CRISIS MANAGEMENT PLAN:**

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant.
- The person assaulted, or who knows of the incident contacts the Dean directly. 911 should be called immediately if the situation is dangerous or escalating.
- Instructors will gather information, inform the Dean of Academic Affairs and complete an Incident Report Form.
- Campus authorities can assist a student in reporting violations at the student's request. Counselors are available to assist and to provide counseling, emotional support and referrals to other local support services.
- If the alleged perpetrator is a student, instructors must immediately inform the Dean of Academic Affairs for further investigation and potential disciplinary action.
- A "public" statement will be developed by Executive Committee in consultation with the Director of Public Relations.

### **Long-term Preventative:**

- Ongoing awareness of the school's policies on physical assault and the school environment.
- Early intervention and referral to Counselors, Academic Affairs, etc. of students displaying inappropriate behaviors for conflict resolution and self control issues.

## Sexual Assault

**CRISIS:** A sexual assault occurs on campus.

### **CRISIS MANAGEMENT OUTLINE:**

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant. Call 911 immediately.
- The person assaulted or who knows of the incident contact Dean of Academic Affairs.
- Assigned staff will gather information; notify the Facilities Manager, Dean of Academic Affairs and complete an Incident Report Form.
- Campus authorities can assist a student in reporting violations at the student's request.
- If the alleged perpetrator is a student, staff will immediately inform the Dean of Academic Affairs for further investigation and disciplinary action.
- Counselors are available to provide counseling, emotional support and referrals to local hospitals, crisis programs and sexual assault programs.
- Depending upon the nature and the circumstances of the incident, the Dean of Academic Affairs, with input from the Executive Committee and the Director of Public Relations, may prepare a statement.

### **Long-term Preventative:**

- Ongoing training on sexual assault awareness, prevention and procedures for staff, faculty and students.
- Awareness/Academic Affairs programs to promote awareness and prevention of rape and other sex offenses.

## Theft

**CRISIS:** Personal items are taken from a classroom, office, cubicle or public area on school property.

### **CRISIS MANAGEMENT OUTLINE:**

- As soon as a theft is discovered on campus and the item is not located in Lost and Found (Front Receptionist Desk); report it to the Facilities Manager.
- If the victim chooses, he or she is encouraged to file a report with the Findlay Police Department at 419-424-7150. **If it was school property, a police report must be filed.**
- Staff will complete an Incident Report Form which is filed with the Facilities Manager and Dean of Academic Affairs.
- The victim will check back at Lost and Found. If the item is found, the victim will notify the Facilities Manager.

## Violent Incident on Campus

**CRISIS:** A violent incident such as gunfire or stabbing occurs on campus.

### **CRISIS MANAGEMENT OUTLINE:**

Do **NOT** attempt to apprehend or interfere with the assailant(s).

- 911 needs to be called by the first person aware of the incident.
- The President or designee, are notified immediately. The President, or designee, will notify the Executive Committee and the Director of Public Relations. Maintenance will notify the Facilities Manager.
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, no one else is allowed back into the building until the police authorize it.
- The President or designee assigns a BMC-Findlay liaison. All communications with the authorities will be made through this person. This person will wait by the building entrance to meet and guide emergency personnel.
- The liaison will identify key personnel to assist with any authorities' directives. This might include Maintenance, Executive Committee members, the Facilities Manager and Department Directors.
- The Facilities Manager provides a copy of the floor plan of the building to the police.
- If the situation involves an assailant on the grounds, key personnel will go to classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors to prevent entry. Evacuation will occur upon the direction of the police department representatives.
- The Director of Public Relations will instruct the front desk receptionist on how to respond to phone calls regarding the situation.
- The Director of Public Relations will handle all media inquiries. Staff, faculty and students will be instructed not to talk with the media.

### **Once the immediate crisis is resolved:**

- For those indirectly affected by the incident: dismissal should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident: groups consisting of no more than 20 people will be deescalated by a crisis response team and given time to talk prior to dismissal. The emergency services personnel and/or Employee Assistance Program Counselors will arrange for the teams.
- If injuries and/or deaths are involved and brought to the attention of the school:
  - A. Family members of all casualty victims are notified as soon as possible. The Dean of Academic Affairs will coordinate this communication.

B. Follow procedures under "Medical Emergency" and/or "Death of a Student and or Employee".

- Set up phone line providing information to those who are calling for information.
- Review security measures.
- An Incident Report Form is completed and filed, including names of all witnesses.
- Board of Trustees and Legal Counsel must be advised of the situation.
- Faculty and staff will be advised by the Counselors to identify and refer those students at high risk for Post Traumatic Stress. These may include relatives and close friends of the deceased, students with a history of depression and/or suicide attempts, or classmates who may have witnessed or come upon the scene of death or injury.

Long-term:

- Periodic mandatory debriefing meetings with those directly affected by the incident by outside resources.
- Continued identification of high-risk students and referrals to counseling services.
- Provide ongoing instruction for students and employees who will be giving testimony or depositions.

## Weapon on Campus

**CRISIS:** Student, employee or visitor has a weapon, such as a gun, on campus.

*Note: Guns are obvious weapons. Other items such as letter openers, knives, box cutters etc. also can be considered weapons if they are being used in a menacing or threatening way.*

### **CRISIS MANAGEMENT OUTLINE:**

**Cautionary note:** Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during confrontation and proceed with caution.

**Non-threatening situation:** Possession of weapon is noted, perhaps seen in a person's pocket.

- Individual aware of the weapon possession reports the situation to an Executive Committee member.
- The Executive Committee member will consult the Dean of Academic Affairs and make a determination regarding who, in addition to the Dean, should confront the individual with the weapon. The police will be called if the situation appears threatening. Facilities Manager is notified.
- If the individual is a student or employee, he/she will be approached and asked to remove the weapon from the premises. If the person is a visitor, she/he will be escorted out of the building by the Dean or the Facilities Manager.
- If the individual declines to remove the weapon from the premises, The Dean, the Facilities Manager or the police will escort him/her from the premises.
- The Dean of Academic Affairs if a student, or by the appropriate Department Director of an employee will take follow-up disciplinary action. If the visitor was here visiting students or employees, then their host will be subject to disciplinary review by the Dean of Academic Affairs or their Department Director.

**Threatening situation:** A weapon is shown in a menacing manner on campus.

**Caution:** Do not attempt to apprehend or interfere with the person with the weapon.

**During Crisis:**

- Attempt to retreat discreetly and assist others in doing likewise.
- As soon as is safely possible, call 911. Provide them with your name, location and information about the situation including type of weapon, physical description and mental state of person with weapon.
- Notify BMC-Findlay reception desk of situation and location to assist with directing emergency personnel.
- Notify an Executive Committee member of the situation, who will then notify the President and other members as needed.

- Have someone wait by the building entrance to meet and guide the police and other emergency personnel.
- The police will determine the course of action to be taken to ensure the safety of those involved in the incident as well as those in the vicinity.
- All communications with the authorities should be through a designated liaison assigned by the President or Executive Committee member. All media communications will be through the Director of Public Relations.

Once the immediate crisis is resolved:

- Counselors should be contacted to assist those involved in the incident as needed.
- If injuries or death result, follow the procedures under "Medical Emergency" and "Death of a Student/Employee".
- An Incident Report Form will be completed, including the names of all witnesses.
- Follow-up disciplinary action will be taken by the Dean of Academic Affairs if a student, and by the appropriate Department Director if an employee. The Director of Public Relations prepares a public statement.
- If appropriate, the Board of Trustees and Legal Counsel will be advised of the Situation.

## Death of an Employee

**CRISIS:** A BMC-Findlay employee dies.

### **CRISIS MANAGEMENT OUTLINE:**

- Any person who becomes aware of employee's death will immediately notify the appropriate Department Director
- The Department Director (usually the supervisor of the deceased) notifies the Executive Committee member.
- The Executive Committee member notifies Director of Human Resources, the Director of Public Relations and the President's Office.
- The President's Office sends flowers or "in lieu of" to the family.
- The Director of Public Relations, in conjunction with the Director of Human Resources, immediately prepares a memo to faculty and staff regarding the employee's death. In some instances, this memo may also be distributed to BMC Findlay. (See appendix for sample announcement). Depending upon the circumstances, a public statement may also be prepared.
- If the deceased was a faculty member; the Department Director attends each of the classes taught to notify students of the instructor's death. A counselor should accompany the Department Director.
- The employee's Department Director deactivates the voicemail and email of the deceased. Confidential sensitive information is removed from the office/cubicle and any personal items that could upset the family are removed prior to the family picking up the belongings.
- The Department Director of the deceased and the Director of Human Resources retrieves company property from the employee's home.
- The Director of Human Resources notifies insurance plans, gathers information for the family of the deceased including life insurance, retirement plan beneficiary and distribution process.
- The employee's supervisor and Director of Human Resources determine the appropriateness of a campus memorial service.
- Counselors are made available for counseling employees and staff.
- If the death is sudden, unexpected, or the result of violence or suicide, group debriefings may be warranted. The EAP and SAP will make arrangements for these meetings. See appendix.

## **Death of an International Student**

**CRISIS:** An international student dies. International students are defined as non-immigrant, visa holding students. These students have a permanent residence outside the USA.

### **CRISIS MANAGEMENT OUTLINE:**

- The Dean of Academics will notify the International Student Advisor if the student who died is an international student.
- The International Student Advisor will notify the appropriate consulate to establish standard procedures. See appendix for consulate contact information.
- The International Student Advisor will determine if the consulate can contact the parents. If not, the President will notify the parents. Have a translator available at the time of the call, preferably an outside agent or staff member if necessary.
- If it is a holiday or weekend, the consulate might be closed. If this is the situation, the President will attempt to call the family directly.
- The International Student Advisor should be aware of the cultural responsibilities for identification, autopsy and disposition of the body if the consulate or parents are not available to complete these tasks.
- The International Student Advisor will check the student's insurance coverage in their International Student Affairs file for repatriation coverage.

Follow all other procedures for "Death of a Student".

## Death of a Student's Family Member

**CRISIS:** Information that a student's family member died or is dying is received at school

### **CRISIS MANAGEMENT OUTLINE:**

***Per phone call:*** If a phone call with information about a family member's death, or impending death is made to the school:

Forward the call immediately to the Academic Dean. If the Academic Dean is unavailable, forward the call to the Academic Advisor. See appendix.

- The Academic Dean will get information about the family member from the caller.
- The Academic Dean will contact the student immediately and assist him/her with calling the appropriate person to get the information privately.
- Academic Dean will provide emotional assistance to the student as needed. The Academic Dean may also assist the student with arrangements for getting home, etc.
- Academic Dean will notify the student's Academic Department Director, and instructors.

In-person notification: If a family member comes to the school to notify a student of a death, or impending death, of a family member:

- Arrange for the notification to occur in a private office. Ask the family member if having a counselor available is desired. If so, contact a Counselor to meet with the student/family.
- Notify the appropriate Department Director of the situation.
- The Counselor or Department Director may assist the student with emotional and academic support.

### ***If the student is an international student:***

- In many countries and cultures, the death of a family member is a major family event that will require all the time and attention of the student, often requiring the student to withdraw from school and return at a later date.
- If the student has an established relationship with the International Student Advisor, the International Student Advisor may be the person who notifies the Student of the family member's death. If not the International Student Advisor then the Dean of Academic Affairs will notify the student.
- The International Student Advisor will determine the financial impact on the Student, if any, and inform the Dean of Academic Affairs. The student may need assistance (food, lodging, tuition, work permission, etc.) until the situation stabilizes.
- The International Student Advisor will refer the student to the Counselors, to friends, and to community resources that can be of help.

## Death of a Student

**CRISIS:** A BMC-Findlay student dies.

### **CRISIS MANAGEMENT OUTLINE:**

It is imperative that the death of a student, regardless of the cause, be addressed immediately once it comes to the attention of any employee of BMC-Findlay. In situations involving violence or suicide, extra attention should be given to students at high risk for depression.

- Any employee of BMC-Findlay who learns of the death of a student will immediately notify the Dean of Academic Affairs. In his/her absence, the Dean of Academic Affairs will be notified.
- The Dean of Academic Affairs will follow the steps outlined in "Dean of Student Affairs Procedures".
- The Executive Committee in consultation with Director of Public Relations will develop a "public statement".
- If at all possible, the Counselors prior to general announcements to students should notify close friends of the deceased. (See appendix for sample announcements).
- The Department Director, accompanied by one of the Counselors, will make announcements in the students' classes.
- Faculty and staff will be advised by the Counselors to identify and refer to them those students at high risk for depression. These may include relatives and close friends of the deceased, students with a history of depression and/or suicide attempts, or classmates who may have witnessed or come upon the scene of death.
- Counselors will screen and provide counseling services and/or counseling referral to the identified high-risk students.
- Counselors may arrange for debriefing sessions, separate for employees and students, if the death is unexpected.

## **Death of a Student: Dean of Academic Affairs Procedures**

- Verify that the deceased student has been properly identified.
- Verify notification of family. If it is not possible to notify the family in person, notify the hometown police and clergy before telephoning the family. If time permits, ask the family physician or clergy if there is any medical problem within the family that would justify withholding or delaying notification until a physician is nearby. Initial notification should impart only the essential information identifying the Dean of Student Affairs by name and title and telephone number for further contact, the cause of death, and the locality of the deceased student. The family should be asked to begin making arrangements for the funeral and burial. The Dean of Academic Affairs should make a second contact with the family in a short time to answer questions and learn of the travel and other arrangements made by the family.
- Inform the Director of Public Relations. If there is a student with an identical name, BMC-Findlay should ask the student to call his/her relatives so they will not be alarmed by a news release. The Director of Public Relations should handle all contact with the media.
- The Director of Public Relations will develop a "public" statement.
- Notify the student's Department Director and instructors, the Registrar, Director of Student Financial Services, Student Accounting, and the Counselors.
- If the deceased is an international student, notify the International Student Advisor and follow the international student guidelines for notification and repatriation.
- Designate staff and oversee the collection and packing of all personal belongings. If necessary, BMC-Findlay should cover the cost of shipment of the personal belongings.
- Oversee the paperwork and paper flow involved in notifying all campus officials who might send information to the student's home address, officially withdrawing the deceased student from the institution, notifying the student's instructors, arranging for appropriate refund of tuition and fees, and drafting a letter of sympathy for the President to sign and mail.
- Determine who will be responsible for serving as host to the family while on campus.
- Consider the appropriateness of a campus memorial service.
- Be prepared to explain to the family (a) any local or state laws of city ordinance involving autopsies, death certificates, bank accounts, or moving of the deceased, (b) institutional policy on tuition refunds, (c) how memorial scholarships are established, (d) what costs BMC-Findlay will cover, (e) institutional policy concerning posthumous degrees.
- Continue to target and monitor potential risk.
- Do a series of "check backs" with the family of the deceased over the next 18 months.
- (See Student Death Checklist)

## Death of a Student: Notification Policy & Procedures

The death of a student is traumatic under any circumstances. It is a crisis that is keenly felt by the campus community, particularly when the student is a full-time student. Whatever the circumstances of death, BMC-Findlay has obligations to the deceased student and to the next-of-kin: obligations that begin with notification of next-of-kin and run through to the closing of the student file and a final review of all steps to ensure that all that must be done has been done.

The Dean of Academic Affairs Office is logically perceived as the individual to act as coordinator in such matters. Give the nature of the crisis, there is a wide range of possible responsibilities BMC-Findlay could embrace. However, given that BMC-Findlay is a proprietary Academic institution and the liabilities it can and cannot assume, BMC-Findlay can and should address itself to three basic areas. These are: (1) identification, (2) notification, and (3) follow-up. On the pages following there are suggested activities in each of these areas, which will be handled by a responsible BMC-Findlay official. The list is by no means all-inclusive; the activities are cited for consideration.

### Identification:

A premature or erroneous report of a student death may create needless trauma for next-of-kin as well as place BMC-Findlay in an embarrassing position if the erring reporter is a BMC-Findlay person. BMC-Findlay, through the Dean of Academic Affairs, should be responsible for ascertaining the identity of the deceased person. This statement does not suggest responsibility for making the actual identification. Rather, the Dean of Academic Affairs should be responsible for making certain, through contact with the appropriate community agency (the city police, hospital, etc.) that the deceased is indeed a BMC-Findlay student and that identification is conclusive. The Dean of Academic Affairs should offer BMC-Findlay cooperation to whatever agency it's attempting to identify the student to include providing BMC-Findlay personnel, if such personnel are necessary, to accomplish identification.

### Notification:

The Dean of Academic Affairs should be responsible for ascertaining the next-of-kin, parents and family generally, of the deceased student have been informed of the death of the student. This responsibility should extend to personally notifying parents and family if another person, either inside or outside BMC-Findlay, has not already done so and does not intend to do so.

The Dean of Academic Affairs should also take responsibility for assuring that pertinent BMC Findlay individuals and offices are notified of the student's death. The President of BMC Findlay should be notified and given the pertinent data such as name and address of parents. If unusual circumstances (suicide or homicide) so dictate, the President should be the first person notified. The President will be responsible for contacting the remaining Executive Committee members and the Chair of the Board of Trustees. The Dean of Academic Affairs should also contact the Director of Public Relations. Depending on the circumstances of death, it may be appropriate that corporate legal counsel be notified.

A third group with lesser priority for notification includes the student's instructors, special interest persons (such as International Student Advisor), Counselors, Registrar, and Director of Student Financial Services. Special interest persons are called as the circumstances dictate. Counselors may be called to help friends cope with the death. Student Financial Services is called so they may determine what must be done regarding the disposition of outstanding loans.

A fourth group requiring notification include BMC-Findlay offices that maintain mailing lists to ask for removal of the student's name. Also, the Accounting and Financial Services Office should assure

that the student is not inappropriately billed and that any BMC-Findlay financial obligations are met by the institution.

For the off-campus resident living with friends or parents, notification is generally handled by the family or the friends. It would remain the responsibility of the Dean of Academic Affairs to ascertain that such notification has taken place. If it has not, and an inquiry of emergency services personnel suggest, it would be appropriate, the Dean of Academic Affairs should notify next-of-kin.

The Dean of Academic Affairs may act, as the liaison with the next-of-kin offering such advice as may be appropriate.

***Note: Depending on the proximity of the next-of-kin, it may be necessary to work through city police to contact the nearest police agency to the next-of-kin. Local police services can access the appropriate counseling services or clergy to support the next-of-kin.***

Disposition of Personal Property/Living Quarters:

BMC-Findlay should cooperate fully with the next-of-kin in the efficient and timely handling of the personal property of the student.

Generally, family and/or individuals with whom the student is living take care of the off-campus resident's personal property. The obligation of BMC-Findlay to the family might consist of providing addresses and information.

Follow-Up:

Within a reasonable period of time after the student's death, the Dean of Academic Affairs should follow-up with BMC-Findlay offices originally notified. The purpose of the follow-up is to ascertain that the student's permanent file contains proper notation of the student's death, that the student will not be sent mail, notifications and billings that are no longer appropriate. The Dean of Academic Affairs should ascertain with Accounting and Financial Services Office to assure that financial obligations of BMC-Findlay to the student and to the family of the student have been met.

## **Incidents Involving Substance Abuse: Overdose**

**CRISIS:** The person is having medical complications due to an overdose of substances either legal or illegal.

### **CRISIS MANAGEMENT OUTLINE:**

- Anyone observing a drug overdose should call 911 for immediate medical assistance. She/he should provide the operator with address, phone number, what drug was taken, how much, how long ago and symptoms.
- Follow the procedures for "Medical Emergency".
- Those observing the situation will complete an Incident Report to be turned into the Dean of Academic Affairs for follow-up, for a student or the appropriate Department Director for an employee.
- The Dean of Academic Affairs will take disciplinary action if the incident involves a student or if an employee, by the Department Director.
- Executive Committee will develop a "Public" statement in consultation with Director of Public Relations.

### **Long Term Preventative:**

- Ongoing training for staff, faculty, and students on Brown Mackie College-Findlay Drug Free environment policy and how to handle situations or consequences for infractions.
- Ongoing awareness programs on substance abuse issues particular among students.

## **Incidents Involving Substance Abuse: Under the Influence**

**CRISIS:** A person is acting drunk, high or impaired while on school property.

### **CRISIS MANAGEMENT OUTLINE:**

- In all cases, an assumption should not be made about the reason for the condition. The person observing the situation needs to gather as much information as possible and should address any concern about observable behavior.
- If the nature of the impairment is unknown, the Counselors should be contacted to help determine the problem and to ensure the individual's well being.
- Someone impaired or acting under the influence of substances should not be permitted to stay in the building. They should be asked to leave by the staff or faculty member observing the impairment. The staff or faculty member observing the individual should ask the person to leave. A cab should be called for transportation all expenses for this will be reimbursed by the school. If the individual is cooperative but appears to be potentially dangerous to him/her or others do to the impairment, contact the Counselors. The Counselor will call someone (family, roommate, friend, etc.) to escort him or her home. In no one is available, or the individual is uncooperative, contact the police.
- The witnessing staff or faculty member will complete an Incident Report Form in as much detail as possible and submit copies to their Department Director and to the Dean of Academic Affairs if the impaired is a student. The Department Director and/or Dean of Academic Affairs will determine who else needs to be involved to handle the problem based on the nature of the situation.
- The Dean of Academic Affairs will take disciplinary action if the incident involves a student. If an employee, the appropriate Department Director along with the Director of Human Resources will take action.
- The Counselors may be utilized in appropriate situations for counseling and/or referrals.

### **Long Term Preventative:**

- Ongoing training for staff, faculty, and students on Brown Mackie College-Findlay Campus Drug-Free environment policy and how to handle situations or consequences for infractions.
- Ongoing awareness programs on substance abuse issues particular among college students.

## Earthquake Disaster Plan

**CRISIS:** Since Brown Mackie College-Findlay Campus is located in Seismic Zone 1, which is an earthquake zone; it is possible that the area may be subject to ground shaking from an earthquake. It is conceivable that Brown Mackie College-Findlay Campus could experience an earthquake that could force displacement of students, faculty and staff. Below is a contingency plan for programming in the event of an earthquake disaster.

### **CRISIS MANAGEMENT OUTLINE:**

#### *During the Earthquake:*

- If indoors, stay there. Crouch under a desk or table, or stand in a corner away from windows, and glass. Do not use elevators. Do not rush for the doors. Move away from display shelves containing objects that could fall.
- If outdoors, get into an open area away from trees, buildings, and power lines.
- If driving, pull over to the side of the road and stop. Avoid overpasses/underpasses and power lines. Stay in your vehicle until the shaking is over.
- After the shock subsides, get out of doors, well clear of buildings and trees.
- Proceed calmly to exits. Choose your exit carefully. Follow emergency evacuation procedures.
- Dress for possible prolonged time outside.
- Do not re-enter the building until advised to do so.

#### *After the Earthquake (0-48 hours):*

- Brown Mackie College-Findlay Campus designated personnel will find ways to tell people to remain where they are, keep calm and avoid upsetting others by shouting or running about.
- Announcement will also contain information about not using stairways or elevators and to remain calm if the electricity goes out or a fire alarm sounds.
- Designated safety representative will check on students with disabilities by doing a thorough classroom/restroom/hallway check.
- If injuries are reported, attempt to contact emergency services (911). If phone service is interrupted, immediately contact those with CPR, and/or First Aid training to assist the injured parties. If possible, transport injured parties to local hospital by ambulance and rescue squads.
- The Facilities Manager, Property Manager and designated Safety Committee members will check for safety - gas, water, sewage breaks; check for downed electric lines and shorts' turn off appropriate utilities, check for building damage and potential safety problems during aftershocks.

- The facilities staff will clean up dangerous spills in accordance with guidelines for handling hazardous materials.
- Wear shoes
- Turn on the radio and listen for instructions from public safety agencies.
- Don't use the telephone except for emergency use.
- Using media statement prepared by the Director of Public Relations, provide information to parents on the relocation sites for students and reassure them that everything is under control.

After the Crisis (48+Hours):

- Use email and voicemail for announcing programs that help ease emotional distress.
- Continue public service-related programs for two weeks following the earthquake using campus and off campus media.
- Provide counseling services for those students/faculty/staff who may have lost a friend or a significant other and/or utilize bereavement services arranged by the Counselors (See appendix).
- The President or Executive Committee representative will hold an All School Meeting as soon as possible to thank everyone, give accurate information, get suggestions, reassure everyone and provide the next steps.

**Hazardous Materials Leaks/Spills**  
(Flammable, Toxic, Corrosive, Oxygenic, Cryogenic)

**CRISIS:** If a gas cylinder or other chemical container should spill or begin leaking, and these materials present a clear danger to anyone within the immediate premises or to other building occupants; the following steps should be taken:

**CRISIS MANAGMEENT OUTLINE:**

- Confine the fumes or fire by shutting the room door.
- Suspected gas leaks or suspicious odors should be reported to Rudolph Libby at 419-722-4279 or Call 911. Give your name, department and location of the emergency.
- Suspected gas leaks at Brown Mackie College-Findlay Campus should be reported to Rudolph Libby at 419-722-4279.
- If evacuation is necessary as identified by the President or his designee, sound the building fire alarm so evacuation can begin.
- Evacuate the building by following the Emergency Evacuation Plan.
- Do not reenter the building until instructed to do so.

## Emergency Evacuation Plan

**CRISIS:** A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus building.

### **CRISIS MANAGEMENT OUTLINE:**

- Stay calm. Stop work immediately. Grab your valuables but do not pack up supplies or work in progress.
- Follow directions from nearest faculty or staff member for exiting your area. Exit the building using nearest stairwells only.
- Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel to assist them. A nearby staff or faculty member should wait with this individual and instruct another employee to notify emergency personnel of their whereabouts.  
(See "Evacuation of Disabled")
- After exiting, immediately head to the parking lot adjacent to the building.
- Clear the front entrance to the building by moving at least 100 feet.
- Do not reenter the building until emergency personnel give the "All Clear".
- Emergency evacuation routes are posted throughout the campus. Each area of each building will have a designated person to check that all offices, classrooms, and restrooms are evacuated.

## Emergency Evacuation of Disabled

All disabled faculty, staff and students are encouraged to file an emergency status card with the Facilities Manager and the Counselor.

In the event of an emergency, occupants of wheelchairs and other mobility-impaired persons should observe the following Emergency Evacuation Plan:

*If you can move to the exit and have persons to assist you:*

- Move to the exit stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared.
- If the stairwell is free of smoke, enter and wait in the stairwell landing. Two people should wait with you, while one person should inform the Findlay City Fire Department of your location. Make sure that the door is securely closed.
- The Fire Department will send firefighters to assist you if evacuation is necessary.
- If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, reenter your floor to allow others to pass and the stairwell to clear.
- If there are too many individuals to wait on the landing, an area of refuge should be sought on the floor, such as a classroom or an office with a door, window and telephone. Use the fire survival skills described below.
- Assistants should **not** attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then perform a carry down the stairs to safer areas.
- If you do not have persons to wait with you, or are unable to leave your area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office.

*If you are not able to leave the floor, observe the following survival rules:*

- Use towels or clothing to block opening around doors or vents where smoke might enter. If available, put a wet cloth over your mouth or nose.
- Place a signal in the window. The signal can be anything that will call attention to your location. For instance, slant the Venetian blinds erratically.
- If smoke or fire enters your area, call 911 to report your location. Stay low to the floor to breathe the best air.
- It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside and will hamper rescue efforts below.

## Emergency Evacuation Contingencies: Relocation

**CRISIS:** The crisis is such (fire damage, explosion, earthquake, no power, etc.) that students cannot return to the campus building following evacuation.

### **CRISIS MANAGEMENT OUTLINE:**

#### *Short-term (0-48 hours):*

- If there are injuries, immediately transport injured parties to local hospital via ambulances and other emergency vehicles. First-aid trained employees may provide some First Aid on-site. An emergency team determined by the President, will as much as possible, maintain a list of students and employees transported from the site by emergency personnel.
- Establish an Information Center on site where information can be gathered and dispersed. Under the direction of the Director of Public Relations, the Center will be staffed by Department Directors and if needed, Student Affairs staff. If additional support is needed, employee volunteers will be used.
- Create and distribute an information sheet with instructions to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until you receive additional instructions, check in with the Information Center, go home, etc.).
- Depending upon the condition of the building, set up a "Retrieval Unit" that would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings. This unit would be staffed with Brown Mackie College-Findlay Campus employees.
- Make phones available to enable evacuees to call home/family.
- The police or fire department might limit access to the building to emergency personnel. In this event, the Facilities Manager will hire additional security to maintain watch over damaged buildings to protect any salvageable property.

#### *If the emergency is such that evacuees cannot get home:*

- If the Emergency Services (fire, police) responded to the crisis, they may provide resources for emergency needs, including contacting the American Red Cross (419-422-9322). If needed, call 911 for additional resources.
- Student Affairs and Department Directors will assist with finding lodging for evacuees. The Director of Student Development will review options for temporary lodging for displaced evacuees, including other academic buildings, school-sponsored housing community spaces and local hotels/motels.
- Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately.
- For those evacuees who cannot get home, have them report in at the Information Center. Require them to give their name, social security number, home address/phone number and emergency contact information and record where they will be temporarily staying. This information might be used to account for the whereabouts of all evacuees.

- The Facilities Manager will establish a voicemail box/information line with updates and information.
- All media inquiries are directed to the Director of Public Relations.
- The President and Executive Committee will determine if the school will be closed on a long-term basis or if classes can be held in other locations.

Long-term (48+ hours):

- In the event that one or more of the school buildings is closed on a long-term basis, the Executive Committee will contact local community colleges/universities and property management companies to establish alternative space.
- Work with the Property Management Company to contact contractors and/or architects, as the conditions dictate, to determine the extent of structural damage.
- Plan remodeling, renovation or destruction and rebuilding as conditions dictate.
- Follow established corporate procedures to complete plans.
- Have prepared statements and updates available.

## Animal Evacuation Plan

**CRISIS:** A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus building.

### **CRISIS MANAGEMENT OUTLINE:**

- Animals that are housed on campus will need to be evacuated at times of emergency such as fire, storms and other man made problems. In case of storms or tornadoes the animals should be moved into the kennel rooms, because these rooms have no windows and are the safest area for them. In case of fire, the animals will be removed from their cages. The dogs should be doubled leashed and carried if possible from the building. Cats, rabbits, rats, birds, and other small animals will be put into travel carriers and removed from the building. The responsibility of removal of the animals will be of the classes in the treatment room or laboratory of the clinical area. The route of escape will either be through the reception area or through the double doors in the rear of the building depending which appears to be the safest route.
- Once the animals are outside the building it is the responsibility of the students to restrain and comfort these animals until they can be returned to their owners. If there is any injury to the any of the animals, the veterinarian on duty and RVTs will administer first aid until treatment can be initiated at a veterinary clinic or hospital.
- If there is eminent danger of injury or death to humans, the animals may not be able to removed from their quarters.
  
- **After everyone safely exits the building, all Veterinary Technology students and faculty are to meet at the trees located on the southwest corner of the campus lawn.**

## **Fire**

**CRISIS:** A fire is discovered in one of the campus buildings.

### **CRISIS MANAGEMENT OUTLINE:**

- Upon discovering a fire, immediately evacuate the room, and close the door to the room where the fire is located and CALL 911.
- Use your best judgment and if the fire is small, you may wish to fight with a fire extinguisher or a building fire hose located inside each stairwell. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- Call Facilities through the operator. Give you name, location, telephone number and location of fire.
- If the fire is large, very smoky or rapidly spreading, immediately sound the building fire alarms (see locations on map) CALL 911. Evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- If time permits, collect valuable and lock files and office doors before leaving. Walk; do not run, to the nearest stairway exit. Follow Emergency Evacuation Plan.
- If you have a mobility impairment, request assistance from those nearest you. In the event no one renders assistance, go to the nearest stairway landing, shout for help and wait there until help arrives. When fire alarm sounds, do not use elevators. An elevator may become inoperative and you could be trapped.
- Notify either safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.

## **Tornado**

**CRISIS:** Tornado sirens have been activated due to Tornado warning or sighting

### **CRISIS MANAGEMENT OUTLINE:**

- Campus President or his designee will notify of evacuation to interior rooms or hallways without windows or glass.
- Remain in these areas until directed by the Campus President or his designee that it is safe to return to your location.

## **Harassment: Racial/Sexual/Other**

**CRISIS:** A student is the recipient of racial, sexual or other form of harassment by another student.

### **CRISIS MANAGEMENT OUTLINE:**

- Employees or students aware of the incident of harassment should contact the Dean of Academic Affairs or designee and/or Director of Human Resources with as much information about the incident as possible.
- The Dean of Academic Affairs and the Director of Human Resources consult to determine who will conduct the formal investigation.
- The Dean of Academic Affairs initiates a preliminary investigation and has student(s) complete an Incident Report Form (available from the Student Affairs Office). If it is written harassment, a photograph should be taken or a copy should be made for documentation.
- Depending on upon the nature of the incident, the Dean of Academic Affairs may notify the Executive Committee regarding the incident.
- The Dean of Academic Affairs will consult with the appropriate personnel to contain rumors and when necessary, contact parents regarding actions to be taken to address situation. The Dean of Academic Affairs decides who else needs to be informed of the situation (e.g. the Dean of Academic Affairs, parents, Counselors or International Student Advisor).
- Students involved in the incident will be subject to disciplinary action as deemed appropriate by the Dean of Academic Affairs or designee. The matter would be forwarded to the Student Conduct and Appeals Review Committee (S.C.A.R.).
- Depending on nature and the circumstances of the incident, a statement will be prepared by the Dean of Academic Affairs with input from the Executive Committee and when appropriate, from the Director of Public Relations.

### **Long Term/Preventative:**

- Director of Human Resources and/or Faculty Development Director and/or Counselors conduct Academic Workshops focusing on prevention and implications of harassment and discrimination.

## **Fall of Foreign Government War**

**CRISIS:** Foreign government which declare war against other countries, which are invaded by an aggressor country, or which are overthrown by its own people create difficult situations for their citizens who are temporarily studying abroad.

### **CRISIS MANAGEMENT OUTLINE:**

- The International Student Advisor will contact the student's Consulate and the U.S. Immigration and Naturalization Service, if possible, to determine student options for returning home or remaining in the U.S., respectively.
- The International Student Advisor will contact students who are directly affected by this event to ask about their concerns, to answer questions and to determine if they are safe (i.e. are others directing negative sentiments at these students).
- The International Student Advisor will attempt to ascertain the financial impact on students, if any and notify the Dean of Academic Affairs. Students may need assistance (food, lodging, tuition, work permission, etc.) until the situation stabilizes. The Dean of Academic Affairs will work with the Executive Committee to determine level of support and assistance.
- The International Student Advisor and Counselors may set meetings with students to review what is happening and how they are affected. Relay information to the Dean of Academic Affairs and the President.
- The International Student Advisor will inform the Director of Public Relations about students attending Brown Mackie College-Findlay from the affected countries in the event that the media contacts the school or school officials.

## Natural Disaster in a Foreign Country

**CRISIS:** Natural disasters in the home country of the Brown Mackie College-Findlay international student(s) can be defined as the city, town or community that has been altered or damaged to the point where it severely affects the student's family, finances, or ability to stay and study in the U.S. Examples include widespread flooding, earthquake, major fire, tropical storm, etc.

### **CRISIS MANGEMENT OUTLINE:**

- The International Student Advisor will contact all students from the country experiencing the disaster by mail/phone to find out if they are affected.
- The International Student Advisor will hold a campus-wide meeting with students from that country if large numbers of students are affected.
- The International Student Advisor will determine financial impact on students, if any, and report that to the Dean of Academic Affairs.
- The Dean of Academic Affairs will work with the Executive Committee to determine the appropriate level of support and assistance.
- The International Student Advisor will work with the Dean of Academic Affairs to make international news reports by radio or TV, phone calls, faxes and email available students as needed.
- The International Student Advisor will advise students to contact their consulate for additional information, services or news reports.
- The Director of Public Relations will handle any inquiries from the media.
- Optional: Organize students to actively help out country members (donations, etc.).

**CRISIS:** A natural disaster occurs in the Findlay area. These are much more problematic due to communications systems that may not be available.

### **CRISIS MANAGEMENT OUTLINE:**

- The International Student Advisor will ask students at orientation for emergency contact numbers.
- The International Student Advisor will inform students about emergency services and safety information for the country affected.
- The international students will be directed by the International Student Advisor to be familiar with the safety procedures outlined in the International Student Handbook.

## **Elevator Breakdown**

**CRISIS:** The elevator has stopped operating and people are trapped inside.

### **CRISIS MANAGEMENT OUTLINE:**

- The people trapped should use the emergency phone located inside the elevator to direct-dial to Property Management.
- Individuals aware of the situation should immediately inform the reception desk. Reception personnel will immediately contact the Facilities Manager who will contact Property Management or Emergency Services to ensure that someone is sent immediately.
- Reception will contact Facilities Manager to assist with calming those inside the elevator informing them that the elevator will be repaired shortly. Instruct those trapped not to try to pry the doors or otherwise crawl out of the elevator.
- The elevator is repaired.

## **Elevator Cable Breakage**

**CRISIS:** An elevator cable breaks and the elevator car, with people inside, drops from the top of the building to the bottom. Injuries may occur.

### **CRISIS MANAGEMENT OUTLINE:**

#### *Short Term (0-48 hours):*

- Call the Findlay Police Department (911) notifying them of the situation immediately. The Facilities Manager is also notified immediately at 419-722-4279. A building management representative should go to the floor where the elevator has stopped and tell the people to use the emergency phone inside the elevator which immediately connects with the elevator repair emergency service. The representative will assure the trapped individuals that help is on the way and to remain calm. Staff will keep the area clear so emergency personnel can come and go as necessary.
- The Facilities Manager will immediately contact the elevator repair service to ensure they are responding and will inform the Executive Committee of the situation. The remaining elevators are keyed off or shut down. The Executive Committee will inform the Director of Public Relations.
- The Dean of Academic Affairs may contact Counselors to support those affected by the incident.
- Management staff will attempt to keep people calm in the lobby and other common areas of the building.
- Director of Public Relations will inform staff/faculty not to talk to any media representatives. If fatalities are involved refer to procedures related to Death of Student/Employee. When injuries are involved, the Dean of Academic Affairs will help facilitate communication with the family.
- Repairs are made to damaged elevator car.
- The Director of Public Relations and the President (or Executive Committee representative) will prepare a statement for the public and for Brown Mackie College-Findlay internal communication.
- All elevator work orders from the past year are reviewed to see what prior problems occurred with the elevator. Property Management will determine when the elevator will be operable again.
- The facility does not need to be evacuated.

## Emergency Procedures for Power Outages

**CRISIS:** All power is down severing computer and phone operations. Hallways, offices, stairwells and classrooms are dark and the elevator is inoperative.

### **CRISIS MANAGEMENT OUTLINE:**

- Notify the Facilities Manager through the reception desk.
- The Facilities Manager will determine if anyone is trapped in the elevators.
- The designated individual above will determine whether this is a building-related or city related outage.
- The Facilities Manager will alert the Executive Committee once the power outage has been determined to be long term, exceeding one hour. The President, in consultation with Executive Committee, will determine whether or not to close the school.
- The internal school phone system will be suspended in the event of a power outage. Pay phone may be operable as well as direct lines from fax machines.
- A supply of battery-operated lights (lanterns, flashlights, etc.)\* will be dispensed to building personnel assigned by management staff. These employees will remain in hallways directing students and other personnel through darkened hallways and stairwells to assigned locations.
- Students will be asked to curtail their movement and cautioned not to use open element sources of light.
- BMC-Findlay personnel will check on all disabled, ill or injured students who might require special assistance.
- It may be appropriate to evacuate the building. The Executive Committee will contact the Director of Public Relations to determine a communication plan.
- The Facilities Manager will inform the Executive Committee when power is restored.

***\*Flashlights are located at the Reception Desk, Student Affairs and in the Facilities Manager office.***

## Medical Emergency

**CRISIS:** Employee or student is experiencing a serious or life-threatening injury or illness on campus.

### **CRISIS MANAGEMENT OUTLINE:**

Evaluate the extent of the injury or illness and determine the gravity of the situation.

#### **For extremely serious or life-threatening:**

- Employees should request emergency medical assistance immediately (Call 911) for any person on BMC-Findlay property who requests or demonstrates a need for medical attention. Emergency assistance will be provided for any of the following reasons or for any other reason that there appears to be a need for medical assistance: heart attack symptoms; convulsions; acute shortness of breath; apparent or suspected broken bones; severe cuts; bruises or heavy bleeding from any cause; severe dizziness or disorientation; choking.
- The employee detecting the needs for medical assistance should call or assign someone to call 911 from the nearest phone. Try to have the following information when making the call: sex, age, general type of injury, location of injury, if the person is unconscious, location of the injured person, the address where you want the aid to go and your name/phone number.
- The front reception desk on the first floor should be notified next and told what and where the emergency is so they can direct the medics upon arrival. If possible, have someone wait by the entrance to meet and guide the arriving emergency crew.
- If the person needing assistance is a student, the Registrar's Office should be notified immediately in order to obtain any medical history data or emergency notification information provided to BMC-Findlay by the student.
- The employee aware of the medical emergency situation should notify his or her Department Director or any Executive Committee member.
- Do not move the person if there appears to be a head, neck or back injury, if they are unable to walk or is unconscious, or if the injury is due to a fall. If the person needing assistance cannot or should not be moved, employees should seek, whenever possible, to move other people out of the area. Keep the person calm and as comfortable as you can.
- If the person can be moved carefully assist them to the Presidents Office to give them more comfort and privacy. Then upon relocation notify the Front Desk of the new location.
- Stay with the person needing assistance until the medics arrive. Only trained and designated BMC-Findlay personnel should administer medical assistance to persons on BMC-Findlay property. A list of qualified employees will be posted in the facility's Employee Lounge. All employees should follow the procedures for "Body Substances" if Blood, Vomit or other bodily fluids are involved.
- If needed, contact parent, guardian or partner of student, or partner/relative of employee.
- Personal property left on BMC-Findlay property and belonging to the injured or ill person should be secured by the instructor or staff member assisting and taken to the Lost and Found area where it will be properly recorded and stored.

- The BMC-Findlay employee initiating the emergency medical treatment request will complete an Accident/Injury Report form and will include all pertinent information and names of witnesses. The employee should submit the report to the Office of the President within 24 hours of the incident. Copies are also submitted to the Director of Human Resources for personnel files and the Facilities Manager.
- The Director of Public Relations should be notified of the situation if appropriate.

*Serious situations but not life-threatening:*

- If the person can be moved, carefully assist them to the Presidents Office to give them more privacy.
- Only trained and designated BMC-Findlay personnel should administer medical assistance to persons on BMC-Findlay property. A list of qualified employees will be posted in the facility's Employee Lounge. All employees should follow procedures for "Exposure to Body Substances" precautions if blood, vomit or other bodily fluids are involved.
- Determine if there is a friend or family member who can take them for medical assistance. If not, call a taxi at 419-424-0150. If the ill or injured person is an employee, Director of Human Resources will provide vouchers; students need to pay for the taxi themselves or access the emergency loan funds from the Dean of Academic Affairs.
- Depending on the person's medical insurance, send them to the appropriate emergency room or acute care clinic. This will generally be Blanchard Valley Hospital. See appendix for list of local clinics and emergency rooms. Call the clinic/ER to notify them of what type of situation is coming.
- If an injury is involved, the BMC-Findlay employee assisting the injured party will complete the Accident/Injury Report Form and include all pertinent information and names of witnesses. The employee should submit the report to the Office of the President within 24 hours of the incident. Copies are also submitted to the Director of Human Resources for personnel files and the Facilities Manager.

*For Disaster-Related Injuries to Several Employees or Students:*

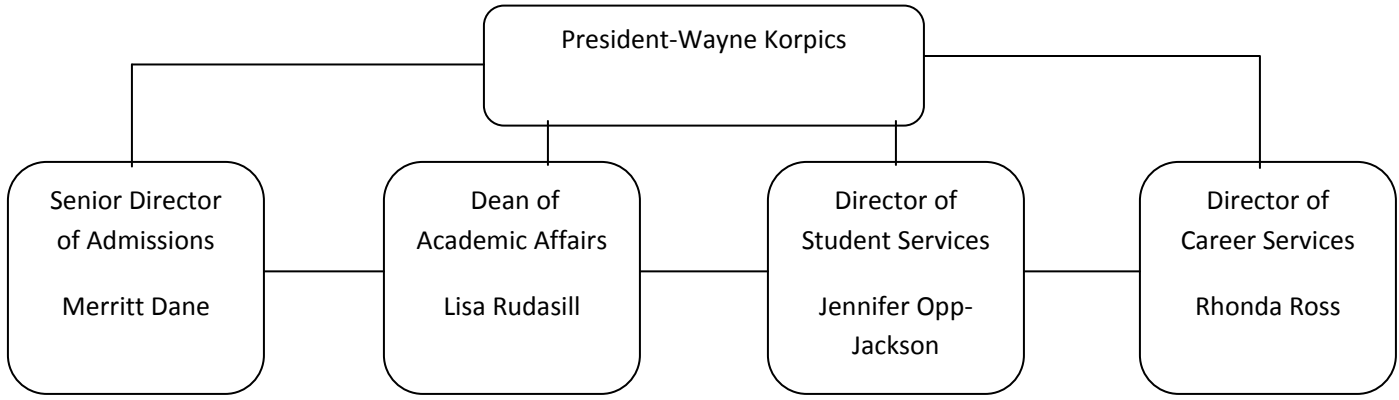
- Immediately call 911 and note: a) the approximate number of people with serious injuries who will need onsite treatment beyond the abilities of first-aid trained personnel and b) the approximate number of people with serious injuries who will need transportation to hospital or emergency relief center.
- Follow all other procedures for emergency medical assistance.

*\*First aid kits are located in the following areas:*

- Employee Lounge
- Equipment Cage
- Registrars Office

## School Closing Notification Guidelines

In the event of severe weather or a disaster such as a fire or another event the President or designee will be notified of the situation. A decision will be made as to the initial course of action.



### Potential Reasons for Closing the College

- Severe Weather such as heavy snow, Severe Ice Storm, or Flooding
- Building access denied or restricted due to such things as Fire, Water damage or Chemical spill
- National or State emergency

**Closing updates are posted on the following media outlets:**

<b>CITY</b>	<b>CALL LETTERS</b>	<b>DIAL LOCATION</b>
<b>FINDLAY</b>	WKXA	100.5
	WIMJ	107.7
	WCKY	103.7
	WBVI	MIX 96.7
<b>FOSTORIA</b>	WFOB	1430AM
<b>KENTON</b>	WKTN	95.3
<b>LIMA</b>	WZOQ	92 ZOO
	WLJM	940 AM JAMZ
	WFGS	FROGGY 93
	WUZZ	WAS 104
	WIMT	102.1
	WIMA	1150AM
	WBUK	107.5
<b>TIFFIN</b>	WMLK	103.3
	WQTL	106.3
	WTF	1600AM
<b>TOLEDO</b>	WIOT	104.7
	THE RIVER	101.5
	KISS-FM	92.5
	WSPD	1370AM
	WCWA	1230AM
<b>TOLEDO TV</b>	WNWO	NBC-24
	WTVG	ABC-13
<b>COLUMBUS</b>	WSNY	SUNNY 95
	WTVN	
<b>DETROIT</b>	WJLB	97.9
	WMXD	92.3
<b>DETROIT TV</b>	WXYZ	ABC-7
	WDIV	CHANNEL 4
	WJBK	FOX-2

## **HOTELS LOCATED NEAR BROWN MACKIE COLLEGE**

### [Holiday Inn Express Hotel & Suites Findlay](#)

941 Interstate Dr.  
Findlay, OH 45840 **(800) 345-8082**

### [Extended Stay Deluxe Findlay - Tiffin Avenue](#)

2355 Tiffin Avenue  
Findlay, OH 45840 **(419) 425-9696**

### [Comfort Suites](#)

3700 Speedway Dr  
Findlay, OH 45840 **(419) 420-1212**

### [Country Inn & Suites](#)

903 Interstate Dr  
Findlay, OH 45840 **(419) 422-4200**

### [Drury Inn Suites](#)

820 Trenton Ave  
Findlay, OH 45840 **(419) 422-9700**

### [Econo Lodge](#)

316 Emma St  
Findlay, OH 45840 **(419) 422-0154**

### [Fairfield Inn by Marriott Findlay](#)

2000 Tiffin Ave  
Findlay, OH 45840 **(419) 424-9940**

### [Quality Inn](#)

1020 Interstate Ct  
Findlay, OH 45840 **(419) 423-4303**

### [Red Roof Inn](#)

1951 Broad Ave  
Findlay, OH 45840 **(419) 424-0466**

### [Rodeway Inn-Findlay](#)

1901 Broad Ave  
Findlay, OH 45840 **(419) 424-1133**

### [Rose Gate Cottage Bed & Breakfast](#)

423 Western Ave  
Findlay, OH 45840 **(419) 424-1940**

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## LOCAL HOSPITALS

### Blanchard Valley-Emergency

1900 S Main St, Findlay, OH  
(419) 423-4500

### Bluffton Hospital

139 Garau St, Bluffton, OH  
(419) 358-9010

### Wood County Hospital

950 W Wooster St, Bowling Green, OH  
(419) 354-8900

### Mercy Hospital

485 W Market St, Tiffin, OH  
(419) 447-3130

### Wyandot Memorial Hospital

885 N Sandusky Ave, Upper Sandusky, OH  
(419) 294-4991

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## **LOCAL CLINICS**

Physicians Plus/Urgent Care  
3949 N Main St, Findlay, OH  
(419) 423-3888



**OVERALL  
 FLOOR PLAN**

for  
**BROWN MACKIE  
 COLLEGE**  
 Findlay, Ohio



**Appendix A**  
**Brown Mackie College-Findlay Campus**  
**Student Death Response Checklist**  
**Confidential – Student Services Use Only**

**Student Information**

1. Student's name: \_\_\_\_\_ SS#: \_\_\_\_\_
2. Does any other student have the same name? \_\_\_\_\_
3. Student's school address: \_\_\_\_\_
4. Student's permanent address: \_\_\_\_\_
5. Parent's/guardian's name(s): \_\_\_\_\_
6. Address: \_\_\_\_\_
7. Phone: \_\_\_\_\_

**Situation Information**

8. Time and date of death: \_\_\_\_\_
9. Reason(s) for death (give as much detail as is known to be factual):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Has the next of kin agreed that the above information may be released to the media?

\_\_\_\_\_

11. Positive identification made by: \_\_\_\_\_

Name	Time	Date
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12. Police department involved: \_\_\_\_\_
13. Hospital involved: \_\_\_\_\_
14. Attending physician: \_\_\_\_\_
15. Coroner's name: \_\_\_\_\_
16. Parents or guardians notified by: \_\_\_\_\_
17. Funeral arrangements: \_\_\_\_\_

Time	Date	Place	Funeral Home
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**School Notifications**

18. List all school personnel notified (give date, time, how notified and telephone number)
19. Public Relations Director: \_\_\_\_\_

- 20. President: \_\_\_\_\_
- 21. Director of Student Services: \_\_\_\_\_
- 22. Dean: \_\_\_\_\_
- 23. Executive Committee: \_\_\_\_\_
- 24. Academic Director: \_\_\_\_\_
- 25. School Counselor: \_\_\_\_\_
- 26. Housing Director: \_\_\_\_\_
- 27. Instructors: \_\_\_\_\_
- 28. Close friends/roommates: \_\_\_\_\_
- 29. Registrar: \_\_\_\_\_
- 30. Student Accounting: \_\_\_\_\_

**Others Notified**

- 31. List all others (give date, time, and how notified): \_\_\_\_\_
- 32. Withdrawal form processed by: \_\_\_\_\_
- 33. Personal belongings packed by: \_\_\_\_\_
- 34. Shipped via: \_\_\_\_\_
- 35. Tuition/housing refund processed by: \_\_\_\_\_
- 36. Letter of sympathy sent by (name and date): \_\_\_\_\_
- 37. Memorial services arranged by (date, time): \_\_\_\_\_

Notes:

Signed: \_\_\_\_\_, Director of Student Services

Date: \_\_\_\_\_

## Appendix B

### Sample letter of Death Announcement

RE: Deceased Employee

The Academic Affairs office has been notified of the death of employee John Doe on (Month/Date/Year).

The next of kin is his wife, Jane Doe. The funeral is scheduled for (Month/Date) @ Name of Funeral Home) in (City/State).

Counseling services are available. Please contact Human Resources at Ext. 8629.

Sincerely,

Melody Stuart

Director of Human Resources

## **Appendix C**

### Employee and Student Assistance Program Information

Employee Assistance Program: 1-800-828-6025

Student Assistance Program: 1-800-326-6142

## Appendix D

### Consulates in the United States

#### Consulate in Chicago

**General Information:** 203 N. Wabash Ave., Suite 702  
Chicago, IL 60601  
Tel.:(312)263-2772  
Fax: (312) 263-5807  
Email: [crchi@sbcglobal.net](mailto:crchi@sbcglobal.net); [conscr.chicago@gmail.com](mailto:conscr.chicago@gmail.com)

**Consul General:** Anelena Soley Loria

**Attention to the Public:** Monday – Friday 9 am – 2 pm

In order to ensure that all requirements are complete when requesting special services such as powers of attorney or other notary issues, we recommend you contact the Consulate in advance requesting an appointment.

**Jurisdiction:** Illinois, Michigan, Ohio, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Indiana, Wisconsin

