

# Emergency Management

Where do I fit in the puzzle?



# Students

## Roles and Responsibilities



# The Role of the Building Manager

- Students play a crucial role in ensuring their own safety during an emergency
- Students assist by:
  - Evacuating buildings promptly
  - Being familiar with building lock-down
  - Gaining information from credible sources
  - Ensuring that they have been accounted for



# What are my Responsibilities?

- Familiarization with evacuation plans
- Familiarization with Severe Weather Map
- Know how to access information about the incident
- Familiarization with building lock-down procedures
- Making sure that you have been accounted for
- Making sure that you do not hinder emergency responders in the performance of their duties



# Evacuation Procedures

- Familiarize yourself with evacuation plans for the building
  - Know when to evacuate
    - Fire alarm
    - Hazardous substance\*
  - Know who to contact in case of evacuation
    - Call 501-279-5000
  - Know all of the emergency exits for the building
  - Follow the instructions of faculty and staff members on where to assemble after evacuation

\* The building will not always be evacuated during these situations. The threat will be assessed and the need to evacuate will be determined by university officials and emergency responders



# Severe Weather

- Familiarize yourself with the Severe Weather Map
  - Know which buildings are safe during severe weather
  - Know where to evacuate to during severe weather if the building or area you are in is unsafe
  - Follow all instructions given by faculty, staff, and emergency responders

# Severe Weather Map

## HARDING UNIVERSITY SEVERE WEATHER PLAN

- GO TO AN INTERIOR CORRIDOR (ON THE LOWEST FLOOR IF POSSIBLE). STAY AWAY FROM WINDOWS.
- GO TO AN INTERIOR CORRIDOR ON THE LOWEST FLOOR. STAY AWAY FROM WINDOWS.
- GO TO THE BASEMENT.
- EVACUATE THIS BUILDING IF CONDITIONS PERMIT. GO TO AREAS OF SAFETY IN ADJACENT BUILDINGS. IF CONDITIONS DO NOT PERMIT EVACUATION OF THESE BUILDINGS:

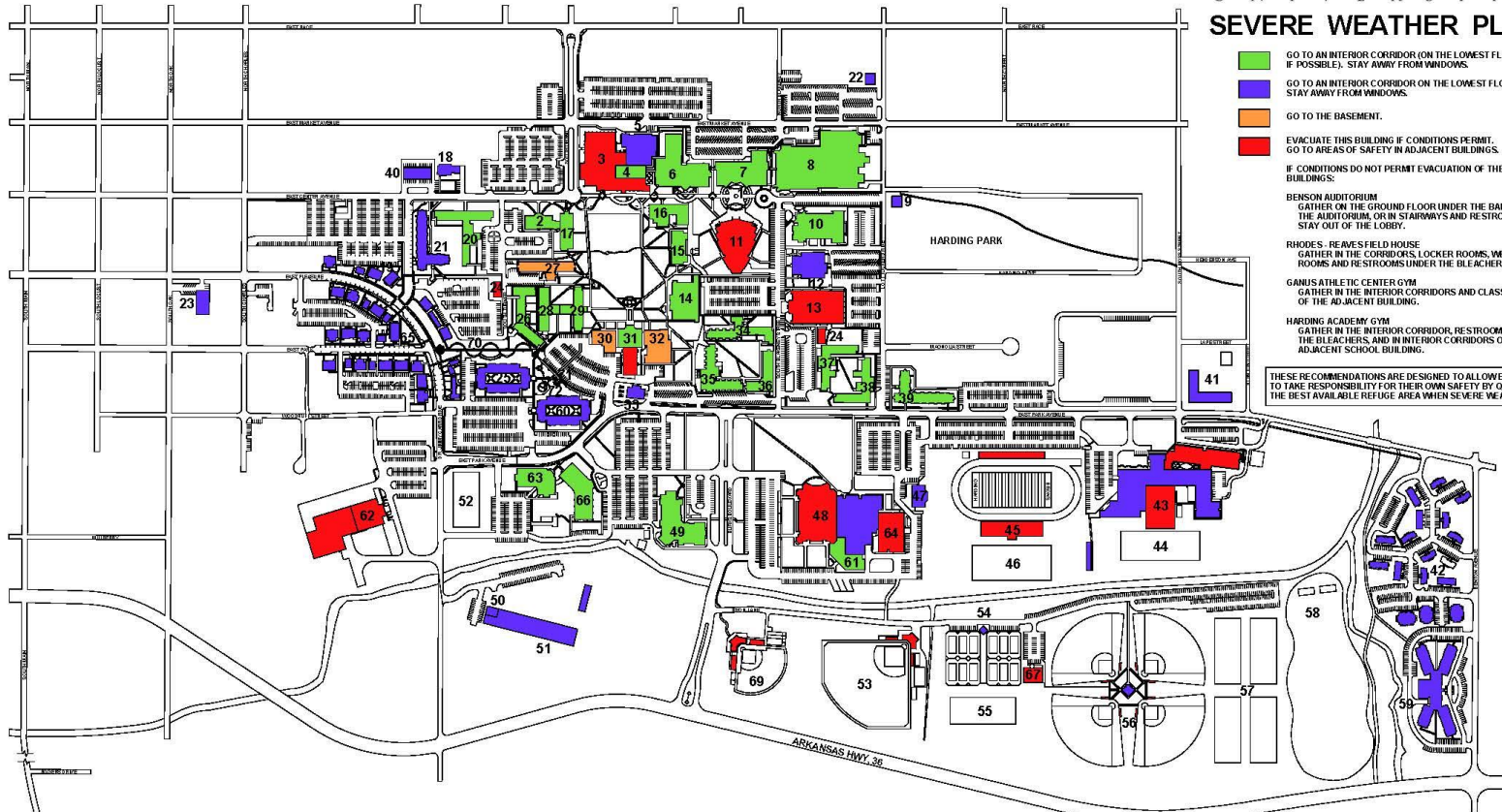
**BENSON AUDITORIUM**  
GATHER ON THE GROUND FLOOR UNDER THE BALCONY IN THE AUDITORIUM, OR IN STAIRWAYS AND RESTROOMS. STAY OUT OF THE LOBBY.

**RHODES REAVES FIELD HOUSE**  
GATHER IN THE CORRIDORS, LOCKER ROOMS, WEIGHT ROOMS AND RESTROOMS UNDER THE BLEACHERS.

**GANUS ATHLETIC CENTER GYM**  
GATHER IN THE INTERIOR CORRIDORS AND CLASSROOMS OF THE ADJACENT BUILDING.

**HARDING ACADEMY GYM**  
GATHER IN THE INTERIOR CORRIDOR, RESTROOMS UNDER THE BLEACHERS, AND IN INTERIOR CORRIDORS OF THE ADJACENT SCHOOL BUILDING.

THESE RECOMMENDATIONS ARE DESIGNED TO ALLOW EVERY INDIVIDUAL TO TAKE RESPONSIBILITY FOR THEIR OWN SAFETY BY QUICKLY SEEKING THE BEST AVAILABLE REFUGE AREA WHEN SEVERE WEATHER IS NEAR.



- |                                                       |                                  |                             |                                                           |                                     |                                                     |
|-------------------------------------------------------|----------------------------------|-----------------------------|-----------------------------------------------------------|-------------------------------------|-----------------------------------------------------|
| 1. C.L. KAY PLAZA                                     | 12. LEE BUILDING                 | 26. STEPHENS HALL           | 40. CENTER PLACE APARTMENTS                               | 62. BAND PRACTICE FIELD             | 74. JIM CITY FOOTBALL AND ATHLETIC TRAINING COMPLEX |
| 2. THORNTON EDUCATION CENTER                          | 13. RHODES REAVES FIELD HOUSE    | 27. KENDALL HALL            | 41. STAFFORD APARTMENTS                                   | 63. JERRY MOORE BASEBALL FIELD      | 75. LEGACY PARK APARTMENTS                          |
| 3. HERITAGE CAFETERIA                                 | 14. BRACKETT LIBRARY             | 28. CATHCART HALL           | 42. HARDING VILLAGE                                       | 64. TENNIS COMPLEX                  | 76. SWAID CENTER FOR HEALTH SCIENCES                |
| 4. DAVID B. BURKS AMERICAN HERITAGE BUILDING          | 15. OLEN HENDRIX BUILDING        | 29. PATTI COBB HALL         | 43. HARDING ACADEMY                                       | 65. INTRAMURAL SOCCER FIELD         | 77. STEVENS SOCCER BUILDING                         |
| 5. HERITAGE AUDITORIUM                                | 16. MILDRED STEVENS ART BUILDING | 30. GANUS BUILDING          | 44. ACADEMY PRACTICE FIELD                                | 66. INTRAMURAL SOFTBALL FIELDS      | 78. PHYSICAL THERAPY BUILDING                       |
| 6. HAMMOND STUDENT CENTER                             | 17. AMERICAN STUDIES BUILDING    | 31. ADMINISTRATION BUILDING | 45. FIRST SECURITY STADIUM                                | 67. INTRAMURAL FOOTBALL FIELD       | 79. SOFTBALL COMPLEX                                |
| 7. JIM BILL MCINTEER BIBLE AND WORLD MISSIONS CENTER  | 18. SEARS HONORS COLLEGE         | 32. EZELL BUILDING          | 46. UNIVERSITY PRACTICE FIELD                             | 68. GOLF RANGE                      | 70. FIRST LADIES GARDEN                             |
| 8. PRYOR - ENGLAND CENTER FOR SCIENCE AND ENGINEERING | 19. STUDENT HEALTH SERVICES      | 33. CHILLED WATER PLANT     | 47. WEIGHT ROOM                                           | 69. HARDING PLACE RETIREMENT CENTER | 71. OUTDOOR CLASSROOM                               |
| 9. PRESIDENT'S HOME                                   | 20. SEARS HALL                   | 34. GRADUATE HALL           | 48. GANUS ATHLETIC COMPLEX                                | 72. SECRET GARDEN                   |                                                     |
| 10. MABEE BUSINESS BUILDING                           | 21. SEARCY HALL                  | 35. KELLER HALL             | 49. DONALD W. REYNOLDS CENTER FOR MUSIC AND COMMUNICATION |                                     |                                                     |
| 11. BENSON AUDITORIUM                                 | 22. HISTORY HOUSE                | 36. ARMSTRONG HALL          | 50. HARDING PRESS                                         |                                     |                                                     |
|                                                       | 23. PLEASURE OAKS APARTMENTS     | 37. ALLEN HALL              | 51. LOTT R. TUCKER PHYSICAL RESOURCE BUILDING             |                                     |                                                     |
|                                                       | 24. LAUNDRY FACILITY             | 38. HARBIN HALL             |                                                           |                                     |                                                     |
|                                                       | 25. SHORES HALL                  | 39. CONE HALL               |                                                           |                                     |                                                     |

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# Communication

- Report an emergency to Public Safety immediately by dialing 501-279-5000
- Relay information regarding the emergency to faculty and staff within the building
- Faculty and staff members will provide information to you regarding the nature of the emergency





# Accessing Information

- How to access information about the emergency
  - Pipeline
  - TV 16
  - KVHU (95.3 FM)
  - E-mail
  - Telephone 501-279-INFO (501-279-4636)



# Lock-Down Procedures

- Building lock-down will be initiated if there is a potential for violence on campus
- Lock-down will be signaled by a message through the Everbridge system. (Phone call, text, and e-mail)



# Lock-Down Procedures (Cont.)

- Once the notification is received to initiate lock-down procedures, you should:
  - Immediately proceed to the nearest building and seek shelter
  - If inside the classroom, remain inside the classroom and make sure that your professor locks the door
  - If inside the dorm, proceed to your dorm room and lock the door
  - Remember to stay away from windows



# Lock-Down Procedures (Cont.)

- Check Pipeline, TV 16, KVHU, and E-mail for further information about the nature of the emergency
- Do not leave the safe area until the all clear has sounded or you are instructed to do so by emergency responders
- The all clear signal for lock-down will be announced via the Everbridge system (phone call, text, e-mail)



# Accountability

- You will be responsible for making sure that you are accounted for
- Provide your name to your professor, RLC, or other staff member
- Once you have been accounted for, do not leave the area until you are told that it is safe to do so