



DIVINE MERCY UNIVERSITY

Campus Safety and Emergency Procedures Manual

September 2024

In Case of Emergency call 911

For urgent building needs email maintenance@divinemercy.edu

or call Humberto Barrios at (703) 554-3405

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INTRODUCTION

Divine Mercy University is committed to the safety of its students, employees, and guests. DMU has emergency plans in place and maintains close contact with the Loudoun County office of emergency management.

In an emergency, taking personal responsibility is key; all DMU students and employees should be familiar with the emergency preparedness policies and procedures in order to help ensure their own safety and that of others.

GENERAL INFORMATION

EMERGENCY CONTACT NUMBERS AND NOTIFICATION

In case of an emergency call 911. In order to reach Building Management to report an emergency call (703) 554-3405.

If emergency notices need to be communicated, the faculty, staff and students will be alerted through either of these means:

- Text Message
- Email

EMERGENCY COORDINATORS AND CAPTAINS

Each area will have people designated as emergency captains. DMU will maintain a list of emergency captains. They are responsible for certain actions that are detailed in this document.

Emergency Coordinators

VP Operations: Antonio Maza, amaza@divinemercury.edu , 571.257.0335

General Building Emergencies: Humberto Barrios, hbarrios@divinemercury.edu, 703.554.3405

Operations Manager: Beth Kerin operations@divinemercury.edu , 571.348.0652

Emergency Captains

Area One: The Library, Classroom 160, Classroom 150, 2nd Floor Bathrooms, 1st Floor Bathroom. Area Captains: Jeff Elliott and Parris Johnson

Area Two: The IPS Center. Area Captains: Ian Masson and Anthony Flores

Area Three: Student Services Offices, 2nd-floor classrooms, Student Cafe, Maintenance office
Area Captains: Merita McCormack and Tony MacDonnell

Area Four: 3rd Floor Business Office, President's Office, Admission and Marketing, and the 3rd Floor Conference Room. Area Captains: Ali Meer and Bradley Cypher

Area Five: 3rd Floor IPS Faculty and School of Counseling, Spiritual Direction Program, Green Cross, 3rd Floor Bathrooms, and Board Room. Area Captains: Mike Kyriazi and Eric Bowles

Fire, Police, Medical Emergency: 911

EMERGENCY AND RECOVERY PREPAREDNESS

TRAINING AND PREPAREDNESS

It is critical for the safety of the DMU community that all personnel on campus have an understanding of emergency procedures. This shall be accomplished through:

- Informational session during faculty, staff and student orientations.
- Emergency drills periodically throughout the year. This exercise involves emergency services as needed. A formal evaluation will be conducted with all personnel involved.
- Distribution of this Safety and Emergency Procedures Manual to students, faculty, and staff. Copies will also be available in the classrooms and meeting rooms.

EMERGENCY KITS

Each floor has an emergency preparedness kit, which should include, but is not limited to, the following items.

- flashlight(s) with extra batteries
- battery-operated radio, with extra batteries
- first-aid kit
- several blankets
- Safety and Emergency Procedures Manual & Emergency Call List
- bagged food and water

The emergency kits are located in the following locations:

1st Floor - IPS Center WorkRoom

2nd Floor - Student Lounge (Locker Room)

3rd Floor - Administration Kitchen Area

HELP FOR THOSE WITH DISABILITIES

Members of the DMU community who have disabilities that could affect their safety in an emergency requiring evacuation, lockdown, or shelter in place must notify their supervisor or faculty advisor and the emergency coordinator the area where they will be working upon arrival at DMU (See above list above). Those who have a temporary disability (e.g. a broken leg) should also provide these offices with information about when the disability begins and ends. The supervisor will work with the individual and the emergency coordinators to determine the most effective and efficient emergency plan for them.

SAFETY BEFORE AND AFTER HOURS

- All doors will be locked to the outside public before 9:00AM and after 5:00 PM. Access will be controlled by the use of electronic keys.
- To be escorted to your car after hours (during the winter months) contact Humberto Barrios at: (703) 554 3405.

LOUDOUN EMERGENCY ALERTS

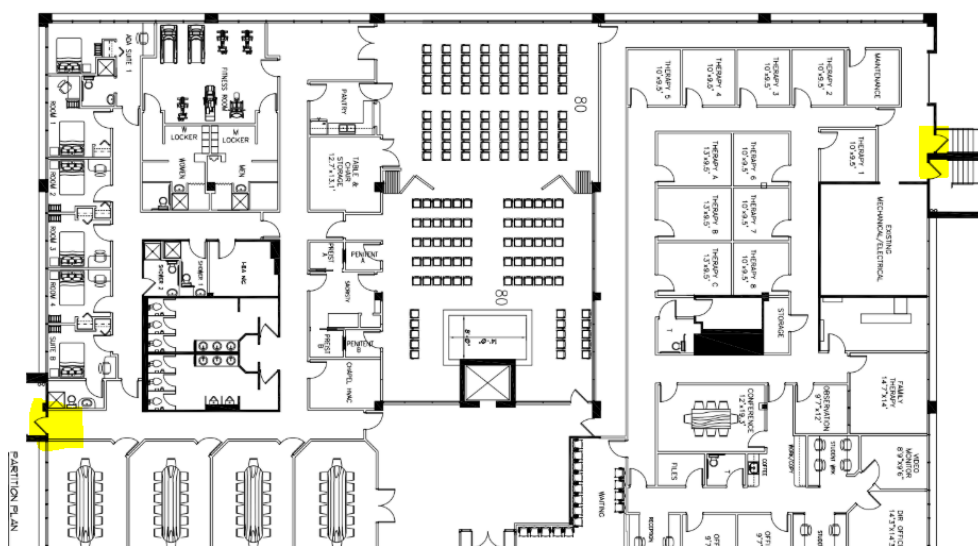
You may wish to consider registering for *Loudoun Alert*, Loudoun County's emergency notification system that sends important alerts and updates via text message and email. To sign up, visit: www.loudoun.gov/3145/Alert-Loudoun.

GENERAL INSTRUCTIONS - EVACUATION, LOCKDOWN, OR SHELTER IN PLACE

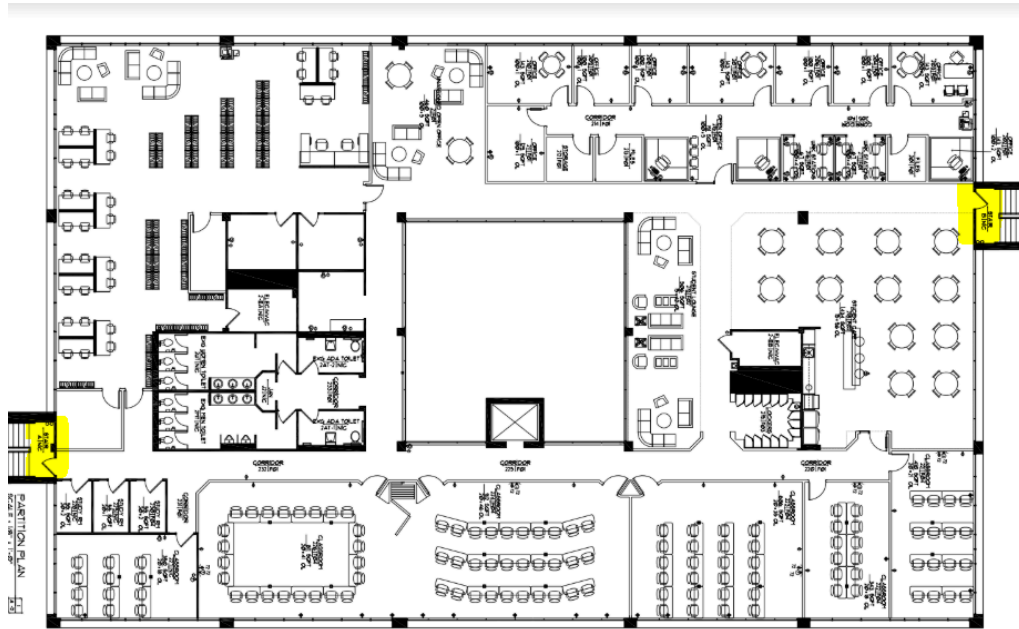
EVACUATION (e.g. in case of fire)

Upon the sound of the fire alarm or a voice command faculty, staff, and students should leave the building by the nearest exit. The diagrams below show evacuation routes inside the building for each floor. **All stairwells may be used for evacuation during an emergency.**

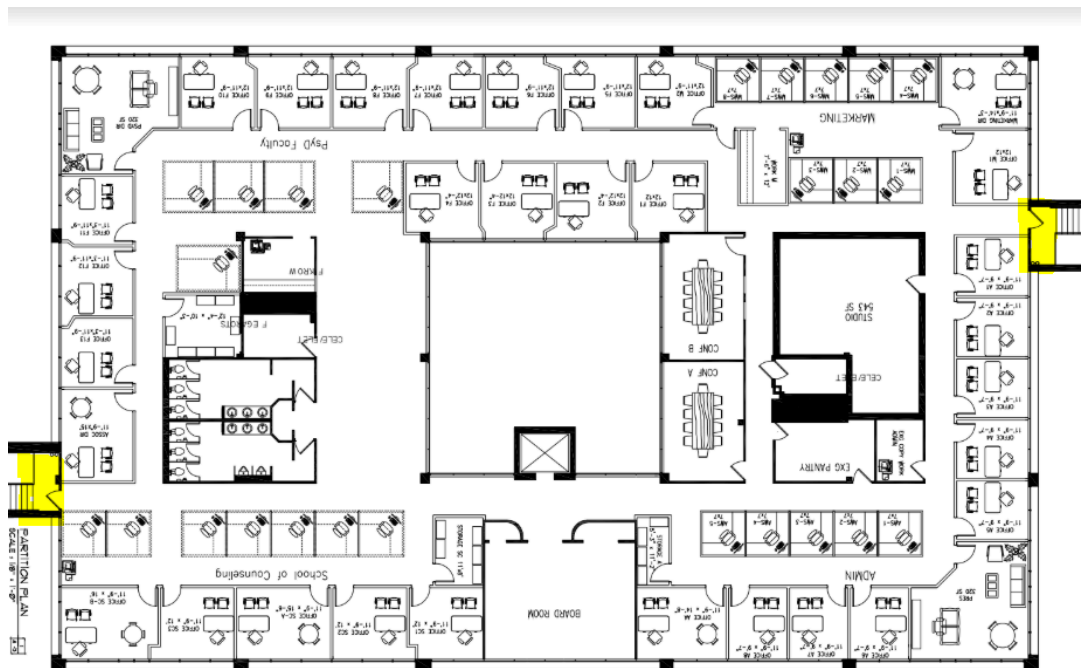
First Floor (Exits marked in yellow)



Second Floor (Exits marked in yellow)



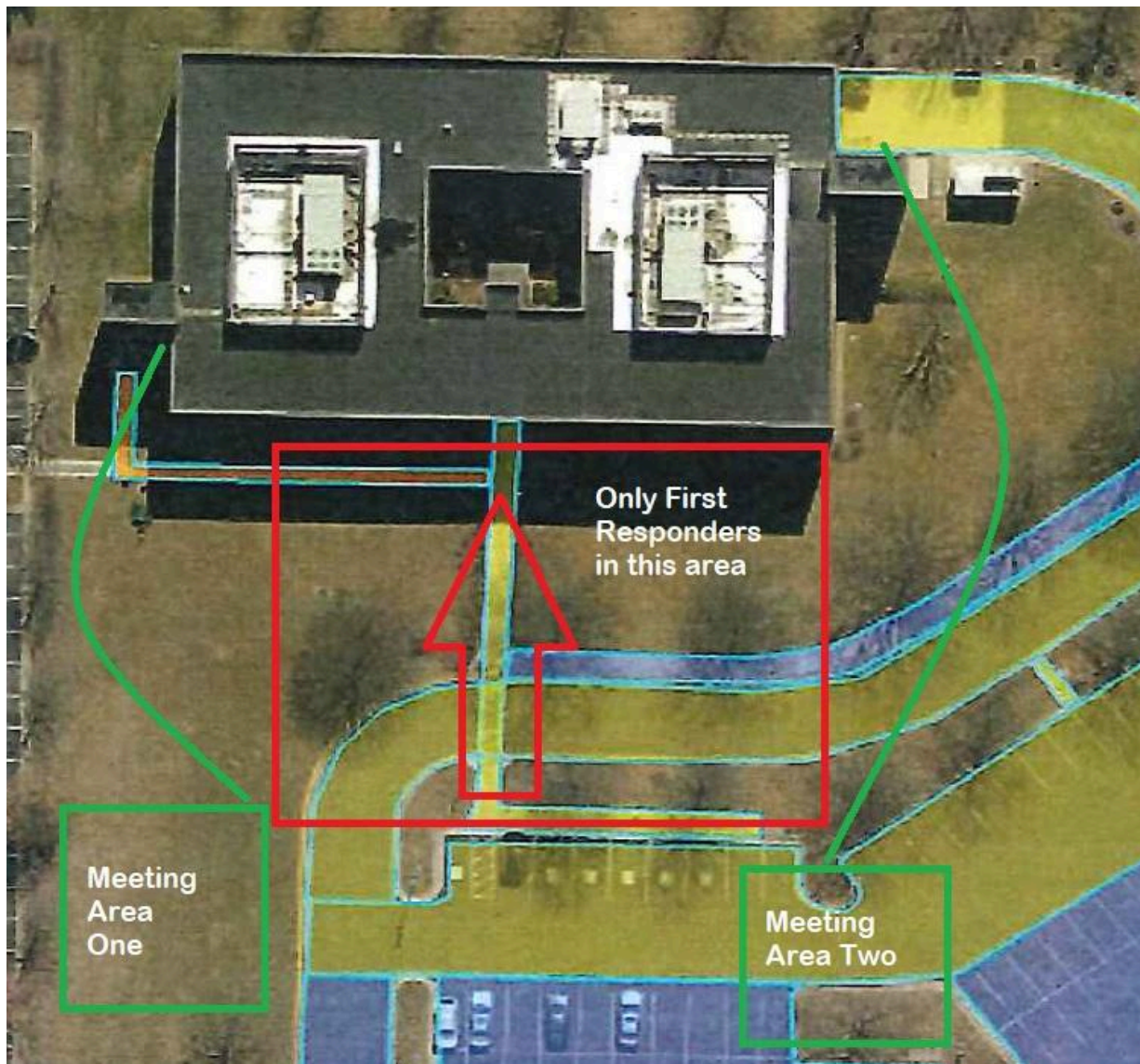
Third Floor (Exits marked in yellow)



Everyone is to then proceed to the campus parking lot. Do not cross in front of the main entrance to the building so that first responders have unobstructed access to the building. Once at the designated meeting place all employees need to report to the emergency coordinators, in order to ensure that everyone evacuated safely.

Students, faculty and staff are to remain in the designated area and will be advised if they need to relocate. **It is very important** that everyone proceed directly to, and remain at, the designated meeting spaces so that rescue teams will not unnecessarily endanger themselves looking for someone unaccounted for.

If building evacuation is necessary overnight or into the next business day, information will be sent via text message and email.



LOCKDOWN (e.g. in case of shooting)

In the event of an emergency involving an imminent threat of harm, it may become necessary to “lockdown” the building to protect occupants and minimize the overall exposure to danger. A lockdown is a temporary sheltering technique that may last anywhere from a few minutes to several hours. When alerted that the campus building is in lockdown, occupants are to remain inside, away from windows, and lock or barricade room doors and windows.

Do not shelter in a hallway or common space (ie: student cafe); go to an office, classroom, or conference room that can be locked. Turn off room lights, stay away from windows and doors, and remain quiet. No one should enter or exit the lockdown area until the “all clear” has been sounded.

If you are outdoors when a lockdown is announced, take shelter in a nearby building. If a specific area is known to be unsafe at a given time, instructions to evacuate/avoid those areas will be given by DMU Emergency Floor Captains, Coordinators or a public safety official.

SHELTER IN PLACE (e.g. in case of natural disaster)

In the event of a natural disaster, or a chemical or biological attack, the order to “shelter-in-place” may be given.

To shelter-in-place:

- On the first floor, move to the IPS Center Conference Room. On the second floor move to the Student Lounge (area behind the Student Lockers). On the third floor move to the open area in the IPS side of the building.
- On your way to the sheltered space, close doors to the best of your ability.
- Emergency kits are located in the shelter-in-place areas listed above. They contain basic first aid supplies, a flashlight, an AM/FM radio, instructions on communication and sheltering in place, and other necessary items. Each box is sealed; it is a violation of DMU policy to break the seal on an emergency supply kit, if no emergency has occurred.
- Remain indoors until you are advised that it is safe to leave. Shelter-in-place would likely be needed for no more than a few hours.

INSTRUCTIONS FOR SPECIFIC SCENARIOS

FIRE

In general

- Know where the fire alarm pull stations are and how to activate them.
- Know your evacuation routes and keep them clear at all times. **Never use the elevator to evacuate.**
- Know where the closest fire extinguishers are and review the instructions for their use.

If fire or smoke is detected

- Activate the building alarm system (fire alarm pull). If possible, call the Campus Emergency Number: (703) 554-3405. Emergency coordinators will assist in evacuation procedures and provide access to the building for emergency responders.
- Upon the sound of the fire alarm or a voice command, all students, faculty and staff should leave the building in accordance with the plan already in place for emergency evacuations. Once outside and at the designated meeting place, students, faculty and staff will be advised on where they need to relocate, if necessary.
- Notify others as you leave the building by shouting “fire” and knocking on doors.
- If possible, close doors and windows as you leave to prevent the fire from spreading.
- If there is smoke in the area, get down on the floor and crawl out of the building.
- Feel all doors before opening them. If a door is not hot, open it slowly. If a door is hot, DO NOT open it. Move to a second exit, or if one is not available, stay in place and try to open a window for fresh air.
- If you are unable to evacuate, call 911 and give your location. Try to do something to help identify your location from the outside of the building.
- Once you are outdoors, if you know the specific location or cause of the fire, or are aware of someone still inside the building, provide that information to the DMU Emergency Coordinators or other emergency-response personnel.

MEDICAL EMERGENCIES

- Call 911 immediately.
- Provide the level of first aid for which you are trained and equipped. Generally, do not try to move an injured person; this should be done ONLY when the person’s position puts him or her in additional danger.

- Have someone meet the ambulance at a clearly visible location to quickly direct them to the injured or ill individual.
- After notifying 911, call the Emergency Number: (703) 554-3405 to ensure that someone will be waiting at the entrance to grant access and direct the emergency personnel.

POWER OUTAGE

- In the event of a power outage, evacuation may or may not be required. Limited emergency power is supplied to the building to provide for safe evacuation, but not for continued occupancy.
- If DMU Emergency Coordinators determine that relocation to a safer area is necessary, they will notify students, faculty, and staff.

NOTE: DMU Emergency Coordinators have battery-powered radios and will keep the campus community informed during situations that result in a power outage.

SEVERE WEATHER

In general

- In the event of severe weather or other unusual conditions, DMU may delay or cancel classes, or close altogether.
- Information about delays, cancellations, and closings will be made available as soon as possible once a decision is made. All students, faculty and staff will be notified by text message. In addition, delays, closings and cancellations are posted at WTOP (wtop.com)
- Power outages may occur during severe weather. To reduce the potential for injury and/or damage, please refer to the instructions under “Power Outage.”

If a Tornado/Hurricane Warning Is Issued

- Immediately move into a windowless area (hallway, bathroom, kitchen where applicable).
- Stay away from windows, doors, and outside walls.
- Do not evacuate the building unless a fire begins or the building structure is unsafe.
- If you are outside in your vehicle and see a tornado approaching, do not remain in your car. If there is a sturdy building nearby, go to the lowest level of that structure for protection. If you are out in the open, lay in as low an area as possible, away from cars.

In case of flood

- Evacuate to higher ground.

- If you see any possibility of a flash flood occurring, immediately move to higher ground and do not wait for instructions to move.
- Do not walk or drive through flood waters.
- Stay away from dangerous areas, e.g., contaminated flood waters, unstable structures and electrical hazards.
- Remain in a safe location until told to move by DMU Emergency Coordinators.

In case of earthquake if indoors

- Drop to the ground, take cover by getting under something sturdy, hold on until the shaking stops. If nothing sturdy is available, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall.
- Do not use a doorway unless it is a load bearing doorway and close to you.
- Stay inside until the shaking stops and it is safe to go outside.
- Do not use elevators.
- Be aware that electricity may go out or the sprinkler systems or fire alarms may turn on.

In case of earthquake if outdoors

- Stay there, but move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects, not the earth movement.

BOMB THREAT

- Take all calls seriously and call 911, then report it to the Campus Emergency Number (703) 554-3405.
- Try to obtain as much information from the caller as possible: location of the bomb; detonation time; reason for the threat; information about the caller (age, affiliation with any organization, etc.)
- Notify your Emergency Coordinator, supervisor or the person responsible for the building.
- Do not try to locate the bomb and never touch suspicious objects or packages.
- Do not use portable radios or cellphones, or pull the fire alarm in a facility where a bomb may be located.

TOXIC ODORS AND SPILLS

- In the event of a biological, chemical, or radioactive spill, or if an odor of gas or a noxious substance is detected in your area, leave the area immediately and notify the Campus Emergency Number (703) 554-3405.

- If possible, secure the area to prevent others from entering.
- If the hazard is thought to place all building occupants at risk (e.g. the odor of natural gas), pull the fire alarm to evacuate the building.
- Do not re-enter the building/area until it is determined safe by emergency responders.

ACTIVE SHOOTER

If you can exit the building

- Exit the building immediately if you may do so safely. When exiting the building, do not have anything in your hands. This includes cell phones, wallets or any other item that may be confused with being a weapon.
- Notify anyone you may encounter to exit the building immediately.

If you cannot exit the building

- Go to the nearest room or office and close and lock or barricade the door.
- Call 911 immediately. If possible, call the DMU Emergency Number: (703) 554-3405.
- Cover the door windows and turn out the lights.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Wait for law enforcement personnel to assist you out of the building.

If you can call 911, try to provide the following information

- caller's name
- location of the incident (as specific as possible)
- number of shooters (if known)
- identification or description of shooter
- number of persons who may be involved
- caller's location
- if anyone is injured

Note: Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building.

Note: These types of incidents are unpredictable. The published guidelines are recommendations based on other schools' experiences.

AIRCRAFT CRASH

The DMU campus is in the direct flight path for the Dulles International Airport. In the event of an aircraft crash on or near the university, the following actions should be taken:

- Explosions and fires, as well as falling debris, pose a serious risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to immediately move away then – to protect yourself against blast damage – drop, cover and hold.
- If you are inside, and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit.
- If an evacuation is ordered, follow the instructions of DMU Emergency Floor Captains. Relocation of occupants will be determined after the situation has been assessed.
- Those members of the campus community who are trained in first aid are encouraged to provide care for the injured, provided it is safe to be in the area.
- Untrained individuals should not enter the crash site. If you are aware of places where people may be trapped, inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can affect a rescue effort.
- If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the university determines:
 - the area is safe to occupy
 - all immediate fire, police and rescue activity has been completed
 - any and all investigations have been completed.
 - there is no longer a need to keep the area closed.

ROBBERY/ ASSAULT

- Cooperate, giving the person exactly what he/she is asking for, nothing more.
- Try to notice distinguishing traits: clothing, race, height, weight, age, eye color, facial hair, or other identifying features such as scars, moles, etc.
- Pay attention to the type of weapon used, if applicable.
- Listen carefully to the person's voice for distinguishing characteristics.
- Record what direction the person goes after the confrontation. If a vehicle is used, record the license plate number, as well as the make and model.
- Call 911 Immediately. If possible, notify Campus Emergency Number: (703) 554-3405.

CATASTROPHIC EVENTS AND DISASTER RECOVERY PLANS

The University has specific and detailed plans for addressing catastrophic events within this Manual.

REASONABLE ALTERNATIVES FOR INSTRUCTION

In the event of a catastrophic event, the University policy is to continue delivering instruction and services for which a student has contracted using reasonable alternatives. If the institution has no reasonable alternatives for delivering instruction, the University will provide reasonable financial compensation to refund the student for the portion paid for the instruction it is unable to provide through alternative delivery.

EMERGENCY RELOCATION

Emergency relocation for an unforeseeable situation such as fire, natural disaster, pandemic, or acts of God may include the temporary relocation of instruction from the campus for any period. The emergency relocation will follow the current notification and approval policies and procedures of the Southern Association of Colleges and Schools Commission on Colleges and Schools (SACSCOC) and State Council of Higher Education for Virginia (SCHEV).

STUDENT RECORDS

The University has policies and procedures for safeguarding and protecting student records that include systematic backups which allow easy access, restoration, and retention of student records for the continuity of business during emergency closures or other catastrophic events. Student records are secured through data backed ups and redundancy processes that support recovery in the event of catastrophic events and for the continuity of operations. In the event of the institution's closure, the University will follow the current and applicable SACSCOC and (SCHEV) policies and procedures regarding teachout plans and transfer of student records.

COMMUNICATION PLANS

EMERGENCY CONTACT NUMBERS

In order to reach DMU Emergency Coordinators to report an emergency call (703) 554-3405.

EMERGENCY COMMUNICATION AND NOTIFICATION

If emergency notices need to be communicated, the faculty, staff and students will be alerted through Text Message (SMS).

Communication will include any change in operations resulting from a catastrophic event not otherwise mentioned in this Manual as well as disaster recovery plans, if necessary.

INDIVIDUAL SAFETY RESPONSIBILITIES FOR ALL

All faculty, staff, and students are required to read and be familiar with these procedures

EMERGENCY NUMBERS

Fire, Police, Medical Emergency: 911

DMU Emergency Line [Humberto Barrios] - (703) 554-3405

VP Operations [Antonio Maza] - (571) 257-0335

Operations Manager: [Beth Kerin] - (571) 348-0652