

Providing a safe and secure environment for the students, faculty and staff is a top priority at Xavier. In 2006, as part of its ongoing emergency preparedness efforts, the University established the Office of Emergency Management and Business Continuity, which is responsible for the development, implementation and maintenance of the University's crisis and emergency plans.

IN CASE OF AN EMERGENCY

Do not dial 911.

The University's telephone network does not interface with the county emergency communication system. A call to 911 may only delay the response time of emergency assistance on campus.

Call campus police at ext. 1000.

(Or 513-745-1000 from a cell phone or off campus.) Campus police has direct contact with local emergency agencies and can facilitate their involvement if it is deemed necessary.

Use a yellow emergency telephone.

These telephones are located throughout the campus and connected directly with the campus police department.

IMPORTANT PHONE NUMBERS

Campus Police	513-745-1000
Campus Ministry	513-745-3567
Dean of Students	513-745-3202
Emergency Management	513-745-2090
Environmental Health & Safety	513-745-1923
Health and Counseling	513-745-3022
Human Resources	513-745-3638
Physical Plant	513-745-3151
Psychological Services	513-745-3531
Public Relations	513-745-3877
Residence Life	513-745-3203
Switchboard	513-745-3000
University/Weather Closings	513-395-8822
Xavier Information	513-745-3201

FOR MORE INFORMATION

For more information regarding the University's emergency preparedness efforts, contact the Office of Emergency Management and Business Continuity at 513-745-2090 or go to www.xavier.edu/emergency.



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3800 Victory Parkway
Cincinnati, Ohio 45207-7211

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CAMPUS EMERGENCY PROCEDURES

Office of Emergency Management
and Business Continuity



Emergency management

Since its inception in 2006, the Office of Emergency Management and Business Continuity has taken numerous steps to help make Xavier a safer learning and working environment, including:

- Assessing all of the University's existing emergency plans and technologies, and making recommendations on improvements.
- Establishing an emergency response team, which is composed of personnel from all divisions of the University, to provide leadership and support before, during and after an event.

- Creating comprehensive emergency response and business continuity plans, which are now in place and regularly reviewed, to ensure campus personnel are prepared in the event of a crisis or emergency. The plans bring the University into compliance with national incident management regulations.
- Examining the acquisition of new technologies, such as automated emergency communication systems, public address systems, sirens, automated building locks, etc.
- Planning for the possibility of an influenza pandemic.
- Developing an education program to familiarize members of the campus community with emergency procedures that includes training and drills.



CAMPUS communication

During an emergency, the University will communicate with the campus community through several sources:

- www.xavier.edu
- E-mail
- Text messages
- Voicemail
- The local media

Check the Xavier web site first.

The office will continue to explore new and additional plans and technologies that may be used to prevent an emergency or to enhance efforts during a crisis.



XAVIER'S EMERGENCY NOTIFICATION SYSTEM

XU ALERT ME

www.xavier.edu/xualertme

What to do if...

EMERGENCY PROCEDURES

The key to surviving any emergency is to remain calm and execute a specific plan of action. Plans for potential emergencies include:

FIRE SAFETY

- If you see or suspect a fire, sound the alarm and alert as many people as possible while leaving the building.
- If there is smoke, keep low to the floor.
- Go to the nearest exit or stairs. Do not use the elevator.
- If you are trapped in a building go to the nearest window. Shout and wave something to attract attention.

ILLNESS OR SERIOUS INJURY

- Give the exact location of the victim (building and room number), apparent nature of the illness or injury, your name and the phone number.
- Remain at the scene to direct emergency personnel to the victim.
- Never attempt to move the injured person unless absolutely necessary.

POWER OUTAGE

- If a power outage occurs in your building, remain calm. Wait for instructions on what to do. If there is a need to evacuate the immediate area, proceed with caution toward the nearest emergency exit lights.

TORNADO/SEVERE WEATHER

- When a tornado or severe weather siren sounds, take shelter in the lowest level of the building away from windows and doors.
- Campus police will also alert people that a tornado warning has been issued and to seek immediate shelter.

SHOOTING SITUATION

- Determine the location of the threat and attempt to find an escape route away from the threat.
- If no escape route is available, go to the nearest room and lock the door if possible. Take protective cover and keep quiet. Wait for police.



In an emergency call campus police at ext. 1000.