

Crisis/Emergence Response Plan

OSHER LIFELONG LEARNING INSTITUTE



*The University of Southern Mississippi
Hattiesburg, MS*



Crisis Notification

- During office hours
- After office hours
- Field Trips

Command Post Procedures

- Set voice messages on all phones
- Identify OLLI activities in progress
- Notify University Public Relations (PR) and Police
- Set voice messages on all phones

Media Relations

- Give facts about crisis/emergency to PR
- All communications with media to go through PR
- OLLI staff should never release names of injured or deceased

Injury/Death

- Contacting family members
- What information to provide and not provide

Severe Weather Notification

- The University of Southern Mississippi (USM) warning system
- Seek immediate shelter during tornado warnings

Bomb Threat

- Gather information from caller
- Management Procedures
- Evacuation Procedures

Suspicious Mail or Package

- Do NOT open or move a suspicious piece of mail
- Characteristics of suspicious mail:
 - *strange odor*
 - *bad typing or writing*
 - *powdery substance*
 - *oily stains on wrapper*
 - *no return address*
 - *mail left by someone other than postman*

Suspicious Mail or Package

- Notify University Police
- When to vacate office and building:
 - *Vacate if suspect bomb or other electrical device*
 - *Do NOT vacate if suspect chemical or biological*

Vehicle Accident

- Driver responsibilities
- Procedures for minor accidents
- Procedures for major accidents

Fire Safety

- Extinguishers
 - How many
 - Location of
 - Training
- Evacuation Plan

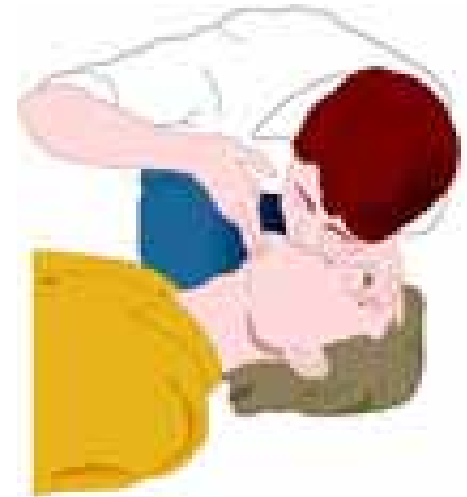


Medical/Health Emergencies

Cardio Pulmonary Resuscitation (CPR)

- **CERTIFICATION**

- *Is certification necessary?*
- *Certification and liability*
- *Good Samaritan law*



CPR certification continued

- Who needs to be certified?
 - *Staff*
 - *Facilitator/Instructors*
 - *Select Members*



While pushing back on the forehead, use your other hand to lift the chin forward

CPR certification continued

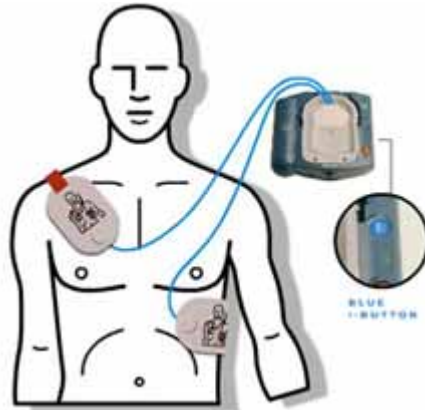
- What kind of certification?
 - *Adult CPR/AED for the professional*
 - *Adult CPR?AED for the lay person*

CPR certification continued

- How do you get certified?
 - *American Red Cross*
 - *Local University/Community College*
 - *Hospital/Wellness Center*

Automated External Defibrillator (AED)

- Purpose
- Who might need it
- Effectiveness (every minute counts)
- Cost
- Training



- Example



Medical Alerts (Database)

- Members
- Staff
- Instructors
- Recognizing alerts



Medication (Database)

- Members
- Staff
- Instructors

First Aid Kit

- Contents
- Location (staff and members should know where it is located)
- Example



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