

SOUTHERN UNION STATE COMMUNITY COLLEGE



EMERGENCY PREPAREDNESS PLAN

Revised Edition

FALL 2008

TABLE OF CONTENTS

➤ QUICK REFERENCE	3
➤ EMERGENCY CONTACT NUMBERS	4-7
➤ PREFACE, PURPOSE.....	8
➤ DEFINITIONS OF AN EMERGENCY	9
➤ DECLARATION OF A STATE OF EMERGENCY	10
➤ SCHOOL CAST.....	11
➤ EMERGENCY SITUATION MANAGEMENT TEAM.....	12
➤ EMERGENCY COMMAND POST	13
➤ HURRICANE EVACUATION SHELTER.....	14-15
➤ BUILDING EVALUCATION LOCATIONS	16-17
➤ OPELIKA CAMPUS MAP.....	18
➤ WADLEY CAMPUS MAP.....	19
➤ VALLEY CAMPUS MAP	20
➤ EVACUATION PROCEDURES	21
➤ FIRE	22
➤ EARTHQUAKE.....	23
➤ CHEMICAL OR RADIATION ON EXPLOSION/SPILL.....	24
➤ EXPLOSION AND/OR AIRCRAFT DOWN	25
➤ CIVIL DISTURBANCE OR DEMONSTRATION	26-27
➤ UTILITY FAILURE	27-28
➤ VIOLENT OR CRIMINAL BEHAVIOR.....	28
➤ GUNFIRE ON CAMPUS	29
➤ WHAT TO DO IF TAKEN HOSTAGE	29
➤ PSYCHOLOGICAL CRISIS	30
➤ MEDICAL/FIRST AID.....	30
➤ TORNADO/SEVERE WEATHER.....	31
➤ DECLARATION OF SCHOOL CLOSING	31
➤ BOMBS AND BOMB THREATS.....	32
➤ TELEPHONE BOMB THREAT CHECKLIST	33-34
➤ EMERGENCY MEDIA RELATIONS.....	35

EMERGENCY CONTACT NUMBERS

QUICK REFERENCE

The following numbers are provided for the purpose of contacting law enforcement, fire, medical, and other agencies, **but in all cases of actual emergencies please DIAL 9-911.**

Security

- Wadley Police Department_____ 9-1-395-2261
- Opelika Police Department_____ 9-1-334-705-5200
- Valley Security Department_____ 9-1-334-756-5200

Sheriff

- Chambers County Sheriff_____ 9-1-706-586-8403
- Lee County Sheriff_____ 9-1-800-239-7072
- Randolph County Sheriff_____ 9-1-256-357-4545

Fire

- Opelika Fire Department_____ 9-1-334-705-5300
- Valley Fire Department (East Ala.)_____ 9-1-334-756-7170
- Wadley Fire Department_____ 9-1-395-2261

Natural Gas

- Alagasco (Opelika)_____ 9-1-334-887-4800
- Alagasco (Valley)_____ 9-1-334-887-4800
- Alagasco (Wadley)_____ 9-1-256-395-2261

Poison Control

- Statewide Contact_____ 9-1-800-462-0800

EMERGENCY CONTACT NUMBERS

EMERGENCY DIAL 9-911

WADLEY CAMPUS:

Primary Contacts: **Dr. Amelia Pearson ext. 5101**
Ms. Tiffany Sanders ext. 5150
Ms. Lori Daniel ext. 5171 or 5170
Mr. Ben Jordan ext. 5110
Mrs. Anita Waldrep ext. 5816

Wadley Police Dept. 9-395-2261 or 9-911
 Randolph County Sheriff 9-1-256-357-4545
 Randolph Medical Center 9-1-334-863-4111
 Wadley Fire Dept. 9-395-2261 or 9-911
 Wadley Gas 9-395-9112 or 9-911
 Electric-Alabama Power 9-1-800-245-2244

Building	Building Coordinator	Ext. Number
Administration	Ben Jordan	5110
Student Center	Jeanette Weaver	5117
Gymnasium	Keith Langley	5118/5196 or radio
Library	Kathy Reynolds	5130
Brazeal Auditorium	Keith Langley	5118/5196 or radio
Cafeteria	Dianne Smith	5115
Arena	John Harris	5196 or radio
Maintenance Bldg.	Keith Langley	5118/5196 or radio
Residence Hall	Lori Daniel	5170/5171
Science Technology Bldg.	Day – Brad Davis Night – Anita Waldrep	5810 5816
Renaissance Building	Maria Lacey	5196 or radio

Emergency Contact Numbers
Emergency Dial 9-911

Opelika Campus:

Primary Contacts: **Dr. Amelia Pearson ext. 5301**
Mr. Rod Britt ext. 5402
Ms. Tiffany Sanders ext. 5350
Mrs. Mary Jean White ext. 5487
Mrs. Linda North ext. 5511
Mr. Claude McCartney ext. 5408
Mr. Tom Brawner/Evening ext. 5421

Opelika Police Dept. 9-1-334-705-5200
 Lee County Sheriff..... 9-1-800-239-7072
 East Alabama Medical Center 9-1-334-749-3411
 Opelika Fire Dept..... 9-1-334-705-5300
 Opelika – Alagasco..... 9-1-334-887-4800
 Opelika – Alabama Power 9-1-800-245-2244

Building	Building Coordinator	Ext. Number
Administration Center	Jill Matheny	5353
Auto Body Repair	Ronnie Smith	5388
Auto Mechanics	Jimmy Nicholson	5387
Electronics	Carlton Jones	5391
Evening	Tom Brawner	5421
Health Science	Dr. Linda North	5511
Higginbotham Academic Center	Dr. Rod Britt	5402
Industry Training	Janie Prickett	5490
Library	Cathy Crowe/Barbara Chandler	5407
Machine Shop	Sam Fulford	5393
Student Union/Barnes Noble	Rachel Lewis	5479
Technical Building I	Dr. Mary Jean White	5487
Upholstery	Judy Glebasky (night)	5396
Physical Education Building	Alicen Grandjean	5530
Heating & Air Conditioning	David Burdette	5386
Welding	Frank Smith	5397
Adult Continuing Education	Dawn Smith	5339
PLATO Lab	Pat Williams	5444
Truck Driving	Barry Crenshaw	5385

EMERGENCY CONTACT NUMBERS

EMERGENCY DIAL 9-911

VALLEY CAMPUS:

Primary Contacts: Mrs. Colleen Britt ext. 5204
Mr. Richard Halsey ext. 5205/5219
Mr. John Carmichael ext. 5200/Evening

Valley Police Department 9-1-334-756-5200
Chambers Sheriff Office 9-1-706-586-8403
Lanier Health Systems 9-1-334-756-9180
Valley Fire Dept..... 9-1-334-756-7170
Valley – Alagasco 9-1-334-887-4800
Alabama Power 9-1-800-245-2244

Building	Building Coordinator	Ext. Number
Valley Building	Colleen Britt	5204
	Richard Halsey	5205/5219
	John Carmichael	5200 (Evening)

EMERGENCY CONTACT NUMBERS

EMERGENCY DIAL 9-911

Opelika Campus - Downtown Cosmetology/Drafting
Primary Contacts: Ms. Patricia Jones ext. 5600
Ms. Gail Sadler ext. 5360

Opelika Police Dept. 9-1-334-705-5200
Opelika Alagasco 9-1-334-887-4800
Waterworks Board Service 9-1-334-705-5500

Building	Building Coordinator	Ext. Number
Cosmetology	Patricia Jones	5603
	Gail Sadler	5601
	Ruby Carter(Day)	5600
	Florene Johnson (Evening)	5600

Preface

This emergency procedure manual has been designed to provide a contingency plan for the Southern Union State Community College community in the event of a campus emergency. While the guide does not address every conceivable situation, it does supply the basic guidelines necessary to cope with most campus emergencies.

This manual is the product of research with numerous emergency agencies, as well as colleges and universities throughout the state. Any procedural change(s) or suggestion(s) should be submitted for review to the Dean of Students. A copy of this manual will be kept in each building on campus.

Where and when applicable, the "Southern Union State Community College Emergency Response Manual" should be adhered to by the entire College community.

Purpose

The basic emergency procedures outlined in this manual are designed to enhance the protection of lives and property through effective use of College and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measure, the President, his/her designee, or Vice President may declare a "state of emergency."

Definitions of an Emergency

1. **Minor Emergency:**

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report immediately to Campus Security and/or campus administration.

2. **Major Emergency:**

Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operation of the College. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis. Report immediately to Campus Security and when necessary call 9-911.

3. **Disaster:**

Any event or occurrence, which has taken place and has seriously, impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In addition, the Building Manager or others should promptly report any incident that has the potential for adverse publicity concerning the College to the Office of Publication Relations upon his direction.

Declaration of a State of Emergency

During a time of campus emergency, Campus Security shall place into effect immediately the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. Campus Security shall immediately consult with the Dean of Students. If unable to contact the above persons, the President should be contacted directly regarding the emergency and possible need for a declaration of a state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e. persons required by employment) are authorized to be present on campus. Those who cannot present proper ID (registration or employee ID card, or other ID), showing their legitimate business on campus, will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest.

In addition, only those faculty and staff members who have been assigned Emergency Response Team duties, or issued an emergency pass by the Campus Security Department, will be allowed to enter the disaster area.

In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or around the campus which involves College property; Campus Security officers will be dispatched to determine the extent of any damage to College property.



www.schoolcast.com

Southern Union State Community College has elected to utilize School Cast service as a means to notify students, faculty and employees of emergency situations.

School Cast will send out emergency alerts via e-mail, cell phone, and text messages.

Situations that may warrant a message being sent via school cast are: School Closings, Weather Emergency, Canceled Classes, Crimes on or around Campuses, etc.

Each student, faculty member, and employee is strongly urged to sign up for this service.

THE EMERGENCY SITUATION MANAGEMENT TEAM

MEMBERSHIP

The Emergency Situation Management Team consists of officers and administrative personnel who are familiar with college operations and support services. Team members will be asked by the President of the college to provide their on and off campus telephone numbers, on a semiannual basis (confidential telephone numbers are on file and with each Emergency Situation Management Team member). The Emergency Situation Management Team includes the following:

- President
- Vice-President of Instruction and Student Services
- Deans
- Business Manger
- Director/Associate Director of Maintenance
- Public Relations Director

ROLE IN EMERGENCY SITUATIONS

The Emergency Situation Management Team co-ordinates the College's response to major emergencies. Specific responsibilities include:

- Coordinating and directing emergency response and resources during and after the crisis.
- Coordinating the response for information from the campus community, media and other sources external to the college.
- Mitigating any adverse effects on the college community and operation.
- Identifying all community members who may be directly or indirectly impacted by the event and ensuring that appropriate assistance, support and referrals are available.
- Modifying college staff work schedules as necessary to ensure personal safety and mitigating any possible trauma resulting from an incident.
- Conducting post-crises reviews to provide recommendations for future prevention or response.
- Conducting training sessions to review plan and update resources.

EMERGENCY COMMAND POST

An Emergency Command Post will be established for each emergency incident as needed.

A. Field Emergency Command Post

In a minor emergency involving only one building or a small part of the campus, during business hours when the Campus Security Office is staffed, the Campus Security Office will be the Field Emergency Command Post. Should the office be closed, a Campus Security vehicle is to be placed as near the emergency scene as is reasonably possible. This will be the Field Emergency Command Post and will be staffed by a uniformed officer until the emergency ends. This type of command post does not require the activation of the Emergency Response Management Team, however the President of the college will be kept apprised of the emergency situation as it unfolds.

B. General Emergency Command Post

The General Emergency Command Post is activated for a major emergency or disaster. It becomes the facility where the Emergency Situation Management Team members coordinate their actions and develop strategies in anticipation of upcoming issues. The Command Post is to be set up in the President's Board Room on the Opelika Campus or the President's Board Room of the Wadley Campus or the Director's Office on the Valley Campus. If this area is unavailable, the college President will establish an alternate site.

GENERAL EMERGENCY COMMAND POST CHARACTERISTICS AND EQUIPMENT

The General Emergency Command Post should have the following characteristics/equipment:

- Sufficient space and accommodations including desks, chairs, office supplies and space for portable computers.
- Security
- Telecommunications – cellular phones and batteries, additional telephone lines, portable radios and batteries, radio (AM/FM) and cable television.
- Auxiliary power supply.
- Operational display boards, campus maps, site maps, floor plans, infrastructure plans (water, sewer, electric, gas).
- Facilities nearby for media, family or next of kin as appropriate.
- Convenient access to parking.



American
Red Cross

Hurricane Evacuation Shelter

Southern Union State Community College proudly serves as a Hurricane Evacuation Shelter. The following is the stated policy and procedures to be followed in emergency situations that may require college property to be activated in this capacity.

Notification of Shelter Need

In the event of severe weather requiring a possible evacuation, the State Emergency operations center will notify the Office of the Governor of the State of Alabama. The Governor will then declare a state of emergency and directs the Chancellor to utilize the appropriate college campuses as evacuation shelters. The chancellor will then notify all affected colleges of the need to immediately activate the emergency response plan.

Once the President of the college receives the notification from the Chancellor, he/she will mobilize the campus team leaders and the following steps will be taken:

The Following Steps should be taken when put on **Stand-By** status:

1. The Building Coordinators should be mobilized. Use master contact list.
2. The facilities to be used must be secured or put on stand-by.
3. Supplies and equipment should be readily available.
4. Contact local Red Cross in case they have not been notified.
5. The local EMA office should be notified of our status.
6. Generators should be tested to ensure proper operation.
7. Communications should be tested to ensure proper operation.
8. Assess any shelter transportation needs.
9. Situation reports are to be sent to the Department designee twice a day.

The Following Steps should be taken when placed on **Alert** status:

1. The Emergency Situation Management Team is mobilized.
2. The facilities to be used are then prepared for evacuees. At this point, since they are responsible for leaving the shelter as they found it, a Red Cross representative will walk and check the facility with a college representative to make notes of any deficiencies that existed prior to the shelter opening.
3. The supplies and equipment should be checked, positioned, and arranged in their respective locations.
4. The support team members are to be alerted for possible call-up.
5. Situation reports are to be sent to the Department Designee four times a day.

The following steps should be taken when put on **Activated** status:

1. Support team members are mobilized.
2. Begin opening shelters. Evacuees are to be bused in to the college shelters. The Red Cross will be on hand to register them upon their arrival.
3. Confirm that emergency supplies and equipment are in place.
4. Implement shelter transportation plan.
5. Situation reports are to be sent to the department designee four times a day.

Evacuation Locations

Opelika Campus

<u>Building</u>	<u>Safe Location</u>
• Technical Building #1	Student Parking Area
• Student Union	Student Parking Area
• Admin. Center	Student Parking Area
• Tech Building #4	Student Parking Area
• Tech Building #5	Student Parking Area
• Tech Building #6	Student Parking Area
• Tech Building #7	Student Parking Area
• Tech Building #8	Student Parking Area
• Tech Building #9	Student Parking Area
• Industry Training Center	Student Parking Area
• Physical Education Building	Student Parking Area
• Learning Resource Center	Student Parking Area
• Higginbotham Academic Center	Student Parking Area
• Health Sciences Building	Student Parking Area
• Residential Housing	Student Parking Area
• Welcome Center	Student Parking Area
• Cosmetology Dept./Massage Therapy	Student Parking Area
• Maintenance Building	Student Parking Area
• Soccer Field	Student Parking Area
• Tennis Courts	Student Parking Area

Wadley Campus

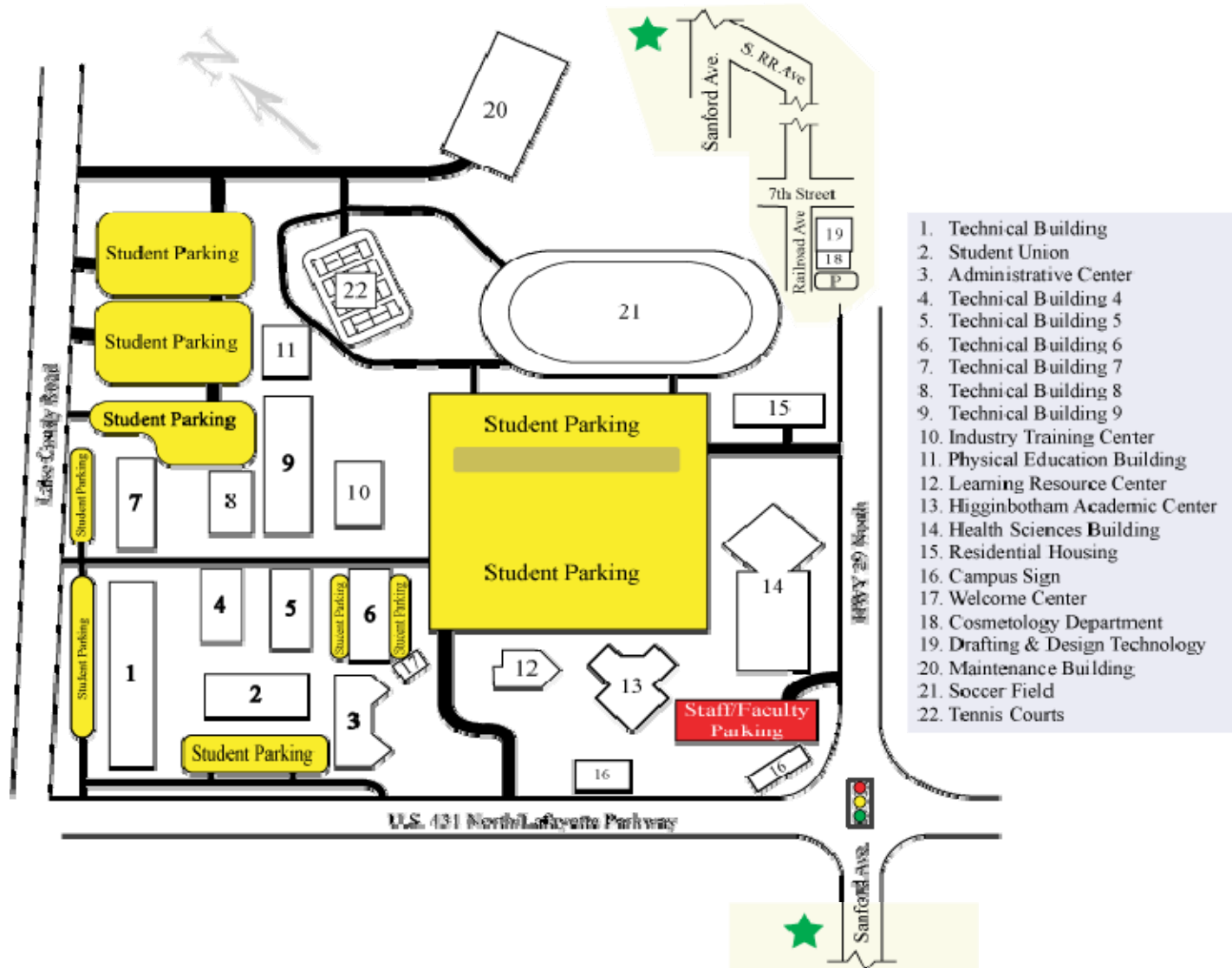
<u>Building</u>	<u>Safe Location</u>
• Arena	Student Parking Area
• Administrative Building	Student Parking Area
• Brazeal Auditorium	Student Parking Area
• Dining Hall	Student Parking Area
• Softball Field	Student Parking Area
• Baseball Field	Student Parking Area
• Maintenance Building	Student Parking Area
• Dorm	Student Parking Area
• Science and Technology Building	Student Parking Area
• Library	Student Parking Area
• Renaissance Center	Student Parking Area
• Gym	Student Parking Area

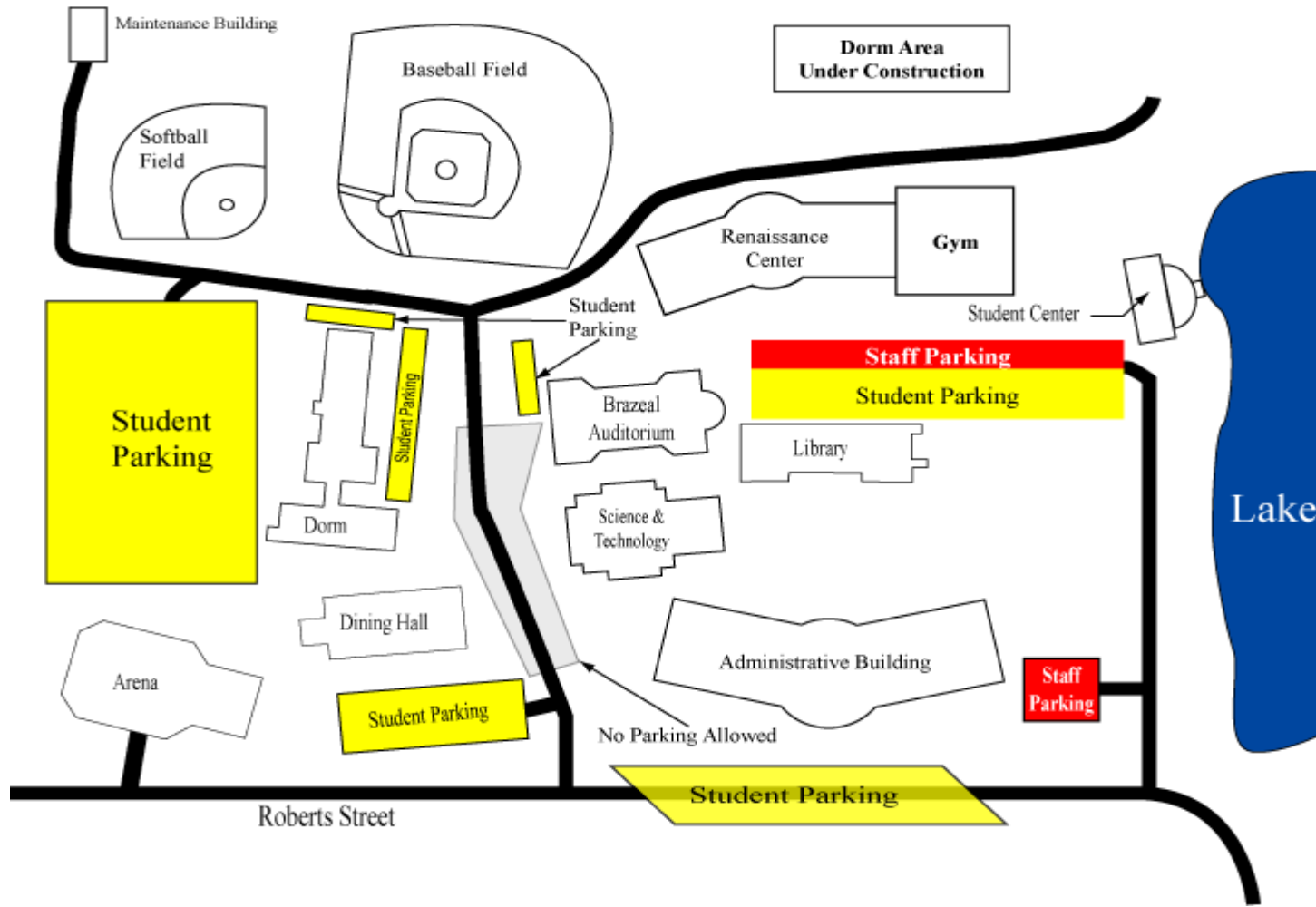
Valley Campus

<u>Building</u>	<u>Safe Location</u>
• Academic Center	Student Parking Area
• Shop	Student Parking Area

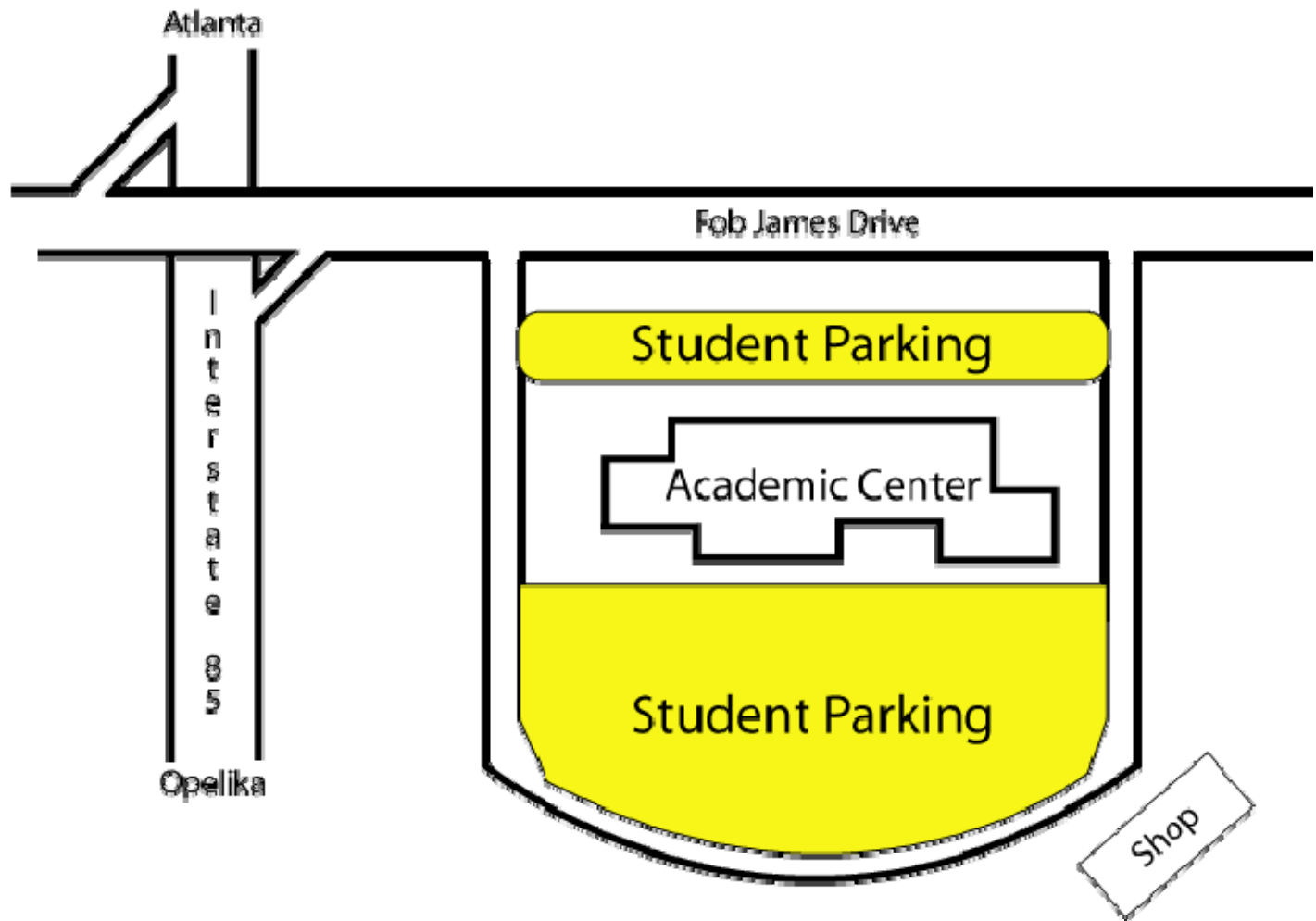
NOTICE: In the event that the above pre-designated assembly points are not available as a result of the emergency, go to a safe area and report to your emergency coordinator as soon as you are able to do so.

Opelika Campus





Wadley Campus



Valley Campus

Evacuation Procedures

1. All building evacuations will occur on notification by the Building Coordinator, Campus Security, or by the Emergency Situation Management Team Members when the emergency dictates.
2. When notification occurs, leave by the nearest marked exit and alert others to do the same.
3. Assist disabled persons leaving the building! Do not use elevators in the event of fire, earthquakes, or other emergencies where you could become trapped in the elevator.
4. Once outside, proceed to a clear area that is at least 50 feet away from the affected building. (To be determined by Building Coordinators.) Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The **Building Emergency Coordinator** will take attendance and assist the accounting of all building occupants.

Campus Evacuation

1. The evacuation of all or part of the campus grounds will be announced by the **Emergency Situation Management Team Members**, President, or his/her designee.

Fire

REPORT ALL FIRES TO Campus Security!

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available from the Campus Security or the **Emergency Building Coordinator**.

CAUTION!! NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.

2. If a minor fire appears controllable, **IMMEDIATELY** activate the building fire alarm and call Campus Security. Then promptly direct the charge of fire extinguisher toward the base of the fire.
2. If an emergency exists, activate the building fire alarm.
4. On fires that do not appear controllable, **IMMEDIATELY** activate the building alarm and call Campus Security. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen --- **DO NOT LOCK DOORS**.
5. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. Assist disabled persons in exiting the building! **DO NOT USE THE ELEVATORS DURING A FIRE!** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. **CAUTION!** Always avoid power or utility lines as they may be energized. Know your assembly point.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call Campus Security. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Campus Security and the Emergency Director.

NOTE: Gas leaks and power failures create special hazards. Please refer to the section on utility failures.

6. If an emergency exists, activate the building's fire alarm.
7. If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. Assist the disabled in exiting the building! Remember elevators are reserved for the disabled persons' use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
9. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crew as necessary.
11. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
12. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

Chemical or Radiation Explosion/Spill

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Security who shall in turn call **9-911 and describe the situation and if appropriate a HAZMAT Team will be dispatched. (All CAMPUSES)**
2. When reporting, be specific about the nature of the involved material and exact location.
3. The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until arrival of Campus Security personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their name(s) to Campus Security.
5. If an emergency exists in your building, activate the building fire alarm.
5. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit, and alert others to do the same.
7. Assist disabled persons in exiting the building! Remember that elevators are reserved for disabled persons' use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
8. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the site unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The Building Emergency Coordinator will assist with the accounting of all building occupants.

Explosion and/or Aircraft Down (Crash) on Campus

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Campus Security Department. Give your name and location and the nature of the emergency.
3. If the building fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
4. Assist the disabled persons in exiting the building. Remember elevators are reserved for disabled persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
6. Once outside, move to a clear area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews. **KNOW YOUR AREA ASSEMBLY POINT.**
6. If requested, assist emergency crews as necessary.
7. A Campus Emergency Post may be set up near the disaster site. Keep clear of the command post unless you have official business.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken. The Building Emergency Coordinator will assist in the accounting for all building occupants.

Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration.

- A. Interference with normal operations of the College.
- B. Prevention of access to office, buildings or other College facilities. If any of these conditions exist, Campus Security should be notified and will be responsible for contacting and informing the Emergency Director and/or the President of the College. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, Non-Obstructive Demonstrations

- A. Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct business as normally as possible.
- B. If demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 - 1. Arrangements will be made by **Campus Security** to monitor the situation during non-business hours or,
 - 2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See next section)

Non-Violent, Disruptive Demonstrations

- A. In the event that a demonstration blocks access to College facilities or interferes with operation of the College:
 - 1. Demonstrators will be asked to terminate the disruptive activity by Campus Security or College official.
 - 2. **Emergency Situation Management Team** may be requested to go to the demonstration site in order to reason with the demonstrators. .
 - 3. If the demonstrators persist in disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by the civil authorities. (See Directive A.) * Efforts shall be made to photograph or to secure positive identification to be used to facilitate later testimony.

4. After consultation with the President of the College, it will be determined if further measures are required by Campus Security or by civil authorities. If the determination is made to seek intervention by civil authorities, the demonstrators should be so informed. (See Directive B.)

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President shall be notified.

Utility Failure

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m./5:00 p.m.) Monday through Friday, immediately contact Campus Security or the Building Coordinator.
2. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Campus Security. Also, Campus Security will be responsible for contacting the Emergency Situation Management Team.
3. If an emergency exists, activate the building fire alarm.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. Assist disabled persons in exiting the building: Remember that the elevators are reserved for disabled persons' use. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official. Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.

Elevator Failure

If you become trapped in an elevator, use the phone to call Campus Security. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

Plumbing Failure/Flooding

Cease using all electrical equipment. Notify Campus Security. If necessary, vacate the area.

Serious Gas Leaks

Cease all operations! DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Remember, electrical arcing can trigger an explosion! Immediately notify Campus Security. Wind direction should be monitored and all emergency vehicles and crews should "up wind" from gas fumes.

Violent or Criminal Behavior

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or witness to any on-campus offense, AVOID RISKS!!!
3. Promptly notify Campus Security as soon as possible and report the incident, including the following:
 - A. Nature of the incident
 - B. Location of the incident
 - C. Description of person(s) involved
 - D. Description of property involved
5. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Security or call 9-911 and report the incident or individual.
6. Assist the officers when they arrive by supplying them with all pertinent information and ask others to cooperate.
7. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

GUNFIRE ON CAMPUS

As there are never two situations alike, these procedures are only a guideline. As in the case with all emergencies, safeguarding lives is paramount. **USE YOUR COMMON SENSE AND DO NOT PANIC.**

IF YOU HEAR OR WITNESS GUNFIRE ON CAMPUS

1. Take cover immediately using all available concealment and advise others to do the same. Do not investigate source of gunfire sound.
2. Lock classroom doors, if possible.
3. CALL 9-911 and report "There has been a shooting" or "Someone has been shot" and provide the following information if you can:
 - a. Exact location of the incident and if the suspect is still shooting.
 - b. Conditions of victim (s) and number.
 - c. Brief description of suspect, the clothing worn by suspect (s), vehicle description, direction of shots fired.
 - d. Type of weapon used (Handgun, Rifle etc).
 - e. Direction of travel or location of the suspect.
4. Next call Primary Contact Person on Campus. If anyone has been injured, College Administration/Security will call and request outside emergency assistance.
5. Do not panic. Do not leave your concealed position until the person in charge or other authorized personnel advise that all is clear.

WHAT TO DO IF TAKEN HOSTAGE:

1. Be patient. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes, which could endanger your life.
2. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare.
3. Try to rest. Avoid speculating. Comply with instruction as best you can. Avoid arguments.
4. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person who has walked away from a nursing home or hospital.

If a psychological crisis occurs:

1. Never try to handle on your own a situation you feel is dangerous.
2. Notify Campus Security or College Administration of the situation. Clearly state that you need immediate assistance, give your name, your location and the area of campus involved.

Medical/First Aid

(Epidemic/Poisoning)

1. If serious injury or illness occurs on campus, immediately dial ---.
2. In case of minor injury or illness, provide first-aid care and dial -----. **ONLY TRAINED PERSONNEL SHOULD PROVIDE FIRST AID SUCH AS CPR.**
3. In case of serious injury or illness,) the following are desirable steps to be taken:
 - a. Keep victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and administer artificial respiration if necessary, **ONLY IF YOU ARE TRAINED TO DO SO!**
 - d. Control serious bleeding by applying pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical I.D., question victim and witnesses, and give all information to Campus Security and/or the paramedics.
4. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross. Campus Security **SHOULD BE CONTACTED IN ALL EMERGENCIES.** They are able to secure the proper assistance quicker than individuals. Also, they are able to coordinate with emergency personnel on the logistics of the emergency.

Tornado/Severe Weather

The following guidelines should be adhered to when the National Weather Service issues a "Tornado Warning" activating the county siren system.

1. If indoors (In class, residence halls, or elsewhere on campus), report to the predesignated tornado "safe area" in your building. If that location is unknown seek refuge in a doorway, interior hallway, under a desk or table, on the lowest floor of the building. Stay away from windows and exterior doors.
See **building safe locations**.
2. If outdoors and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground. CAUTION: Avoid power or utility poles as they may be energized.
3. If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground, lie flat on the ground. CAUTION: Avoid power or utility poles as they may be energized.
4. Remain in the safe area until the warning has passed or when conditions permit.

Inclement Weather/Declaration of School Closing

If, due to an emergency (e.g. inclement weather, power failure, etc.), it becomes necessary to close the college or to delay the normal work schedule, a message will be recorded on the college switchboard and TV and radio stations will be notified. The respective TV and radio stations will broadcast a brief message* as to the status of the College.

*Message example/clarification – Southern Union State Community College: opens at 10:00 a.m.

In the event the media are not notified due to time constraints, the respective Divisions will be informed of the change in work schedules. The administrative assistants will in turn notify all department heads in their divisions. It is the responsibility of the department heads to notify all of their departmental personnel.

The message will also be posted on the college website, and be communicated through the schoolcast system.

BOMBS AND BOMB THREATS

Bombs and Bomb Threats: In the event that a bomb threat is called into the campus the President or his/her designee will make the decision to evacuate the building. **CALL 9-911 After Receiving Call**

If you receive the call:

1. Keep the caller talking as long as possible.
2. Try to learn as much as possible about the bomb, especially when it will go off and where it is located.
3. Try to determine the caller's sex, age, accent, speech pattern, and whether he or she is intoxicated.
4. Listen for any background noises.

Immediately notify the college switchboard operator who will immediately notify the appropriate Primary Contact for the campus.

Complete Bomb Threat Checklist

If you suspect an item as being a bomb:

DO NOT TOUCH!

Report incident to the President's Office/or Dean of Students. When/If the President or his/her designee decides to evacuate, follow evacuation procedure (see page).

Some Indicators of Mail/Package Bombs:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with a restrictive endorsement, i.e., "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

Telephone Bomb Threat Checklist

KEEP CALM: Do not get excited or excite others:

In the event a bomb threat is received, CALL 9-911 and follow this checklist.

Tell them you have received a bomb threat. They will advise you appropriately and ask you for information on the threat such as the following:

TIME: Call received _____ Terminated _____

Exact Words of Caller:

Delay:

- Ask caller to repeat statements.
- Try to allow time for the call to be traced.

Questions You Should Ask:

1. What time is the bomb is set to explode?
2. Where is the bomb located? Get as specific as possible.
3. What kind of bomb is it?
4. What will cause it to explode?
5. What does the bomb looks like? Write down a description.
6. Did you place the bomb?
7. Why does the caller want to kill and injure innocent people?
8. What is your name?
9. What is your address?
10. Where are you right now?

Keep Track of:
VOICE DESCRIPTION:

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Calm | <input type="checkbox"/> Nervous |
| <input type="checkbox"/> Old | <input type="checkbox"/> Young | <input type="checkbox"/> Middle-aged | <input type="checkbox"/> Refined |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Rough |
| <input type="checkbox"/> Throat Clearing | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Heavy Breather | <input type="checkbox"/> Hoarse |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered | <input type="checkbox"/> Speech Impediment | |

Unusual manner of phrasing? _____

Do you recognize the voice? _____

BACKGROUND NOISE:

- | | | | | |
|------------------------------------|----------------------------------|---------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Music | <input type="checkbox"/> Traffic | <input type="checkbox"/> Bells | <input type="checkbox"/> Whistles | <input type="checkbox"/> Aircraft |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Quiet | <input type="checkbox"/> House Noises | <input type="checkbox"/> Trains | <input type="checkbox"/> Engines running |
| Telephone Line | <input type="checkbox"/> Clear | <input type="checkbox"/> Static | Other _____ | |

THREAT LANGUAGE:

- Well-spoken Incoherent Foul Irrational Taped Message Machine

ADDITIONAL INFORMATION:

- A. Did caller indicate knowledge of the facility? YES NO

Describe: _____

- B. Which line (number) received the call?

- C. Is the receiving number a listed number? YES NO

Whose number?

Remember KEEP CALM

EMERGENCY MEDIA RELATIONS

The media will cover most major emergencies that occur on campus. They will want to know what happened, how did it happen, who was responsible for the incident, who is in charge of the response and recovery process, the scope of the emergency and what the college will do about it and how it could have been avoided. How college officials communicate with the media will determine how the emergency is viewed by victims, community, and the public..

Effective media relations can also lessen the impact and trauma to victims and their families by providing accurate and current information on the status of the event and how victim assistance and support can be accessed.

The Public Relations Staff will coordinate and handle requests for information from the media.