

# **Barton Community College**

## **Emergency Operations Plan (EOP)**

### **Policies and Procedures Manual**

**Updated February 11, 2014**

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## Emergency Phone Numbers

AMBULANCE .....	911
AMERICAN RED CROSS .....	800-784-3272
BARTON COUNTY HEALTH DEPT .....	793-1902
BARTON COUNTY SHERIFF'S OFFICE .....	793-1876
BARTON COUNTY YARDS (Streets, roads, etc.) .....	793-1816
BOMB SQUAD.....	911
CLARA BARTON HOSPITAL.....	653-2114
ELLINWOOD DISTRICT HOSPITAL.....	564-2548
ENVIRONMENTAL PROTECTION AGENCY .....	800-424-8802
GREAT BEND REGIONAL HOSPITAL.....	792-8833
GREAT BEND FIRE & EMS .....	911
HAYS MEDICAL CENTER.....	785-623-5000
HUTCHINSON HOSPITAL.....	665-2000
KANSAS DEPT OF HEALTH & ENVIRONMENT.....	785-296-1500
KANSAS DEPT OF HUMAN SERVICES .....	785-296-3959
KANSAS EMERGENCY MANAGEMENT AGENCY .....	785-274-1911
KBI .....	800-512-7463
KANSAS HIGHWAY PATROL .....	785-296-6800
LARNED CORRECTIONAL MENTAL HEALTH FACILITY.....	285-6249
POISON CONTROL .....	800-222-1222
SALINA REGIONAL HEALTH CENTER.....	785-452-7000
SAINT ROSE AMBULATORY & SURGICAL CENTER.....	792-6503
UTILITIES:      ELECTRIC (Midwest) .....	792-1301
GAS (Kansas Gas Service).....	888-482-4950

# EMERGENCY OPERATIONS PLAN (EOP)

## PURPOSE

The Emergency Operations Plan (EOP) is designed to provide instruction and offer guidelines for addressing crises and natural disasters, which may occur at the Barton, Great Bend campus. The EOP is reviewed annually for any changes. At that time, any corrections to names and phone numbers will be incorporated as well as required revisions or enhancements to policies and procedures.

The EOP is divided into three sections to assist individuals in the event of an emergency. The first section includes the major areas with definitions and responsibilities. The second section includes procedures for each crisis as well as incident check-off sheets. Section three contains various maps and information about the campus.

Emergencies can occur at any time. In an effort to protect public safety and health, the college has developed the EOP to enhance preparedness and assist in protecting the college community.

## DEFINITION

An emergency is a sudden unforeseen crisis that poses an immediate threat to human life or serious damage to property and requires immediate action. This can include man-made or natural disasters. Such emergencies can encompass bomb threats, catastrophic events, computer system failure, crimes, explosions, fire, gas leaks, hazardous materials, hostages, medical emergencies, natural disasters, power outages, protests, racial/hate incidents, sexual assaults, structural damages, suicide attempts, suspicious mail, telephone system failure, or water breaks/loss. Natural disasters can consist of flooding, lightening, thunderstorms, earthquakes, tornados, and winter storms such as ice, sleet, and snow.

Therefore, it is critical for the college to maintain a comprehensive, risk-based emergency plan of preparedness, response, and recovery.

## EMERGENCY SITUATIONS

In the event of an emergency on campus, call the Campus Safety Department immediately at extension 217. Or, if in your judgment the situation warrants such action, call 911 first and then Campus Safety.

## EMERGENCY CALL CHART

Regardless of what type of emergency or crisis, remember that the steps always remain the same:

1. Call Campus Safety by dialing extension 217 or (620) 792-9217. The Campus Safety Department is available 24 hours a day, 7 days a week. You may also use the emergency phones, which will automatically call Campus Safety. Campus Safety Officer also carries a cell phone and can be reached at 620-786-4408.
2. If situation warrants, call 911. If in your judgment, the situation warrants such action, call 911 first and then call Campus Safety.

# EMERGENCY OPERATIONS PLAN (EOP) SECTION I EMERGENCY POLICIES

## ORGANIZATION

Communication is crucial in any major disaster or emergency. The Campus Safety Officer on duty is responsible for analyzing the situation and will contact the Dean of Administration, the Coordinator of Facility Management, and the appropriate members of the Emergency Response Team as outlined in the Emergency Levels section of this document.

Primary Contacts:

1. Campus Safety Office – 217
2. 911

## EMERGENCY RESPONSE TEAM

The Emergency Response Team supervises the actions of Barton County Community College, its students and employees during a crisis. The Emergency Response Team assumes responsibility of all decisions and actions made until the arrival of professional emergency personnel. Administration will adhere to the recommendations of the professionals and work cooperatively for response and recovery. Each member of the Emergency Response Team is required to have a designated alternate.

Emergency Response Team Members:

- ◇ President – Dr. Carl Heilman (**FEMA Contact**)
- ◇ Vice President – Dr. Quinn
- ◇ Coordinator of Facility Management – Jim Ireland
- ◇ Dean of Administration – Mark Dean
- ◇ Director of Public Relations – Brandon Steinert
- ◇ Dean of Student Services – Angela Maddy
- ◇ Coordinator of Student Housing – Jonathan Dietz
- ◇ College Nurse – Kathy Brock
- ◇ Instructor (MICT & EMT) – Karyl White

Alternates:

- Dr. Quinn
- Dr. Carl Heilman
- On-duty Campus Safety officer
- Chris Boeger
- Darnell Holopirek
- Myrna Perkins
- Mark Rogers
- Karyl White
- Kathy Brock

## BUILDING MONITORS

In addition to the Campus Safety Officer on duty and Emergency Response Team, another distinct role in emergency management is the function of Building Monitors. This is a key group of individuals that will perform the following duties:

- Maintain Emergency Kits (See below)
- Main point of contact to receive emergency messages and be alerted to possible actions;
- Assist with the evacuation of the building and movement to designated areas;
- Report the location and assign person(s) to remain with disabled individuals until evacuated;
- Coordinate final floor search before leaving building;
- Cordon the area using marker tape to prevent entry of evacuated building;
- Assist in Zone Calling as needed during a lockdown;
- Assist in disseminating information to individuals;
- Participate in debriefings with Emergency Response Team;
- Assist as needed;
- Identify and assign alternates.

Contents of Emergency Kits:

1. Building maps
2. Key employee telephone numbers
3. Camera
4. Marker tape
5. First Aid kits
  - *1 box visor masks (25)*
  - *1 box gloves*
  - *1 box gowns (15)*
  - *1 box 4x4 (500) bandages*
  - *1 bag 2" Kerlix*
  - *1 bag 4" Kerlix*
  - *1 box 2" cloth tape*
  - *1 box surgical pads*
  - *2 large red bio bags*
6. Reflectors
7. Flashlights & Batteries (4)
8. Tape
9. Identification Badges
10. Emergency Procedure Checklist
11. Paper & pencil



Locations of Emergency Kits:

1. Administration – A103
2. Learning Resource Center – L104
3. Science & Math – S146
4. Technical – T154
5. Fine Arts – F142
6. Student Union – U217
7. Classroom – C115
8. P.E. / Kirkman – P25
9. Student Housing Complex – Campus Safety office Cottonwood Hall
10. One Stop Building (1025 Main) – D204

### Assigned Building Monitors

Building (s)	Monitors	
<b>Administration Building</b>	Caicey Crutcher	
	Kevin Murphy	Renee Demel
<b>Science &amp; Math Building</b>	Linda Standlee	Denise Schreiber
	Mary Foley	Elaine Simmons
<b>Technical Building</b>	Renetta Furrow	Rod Knoblich
	Heather Helvie	Cathy Ruppe
	Jenilyn Moon	
<b>Fine Arts Building</b>	Deb Reed	Rick Abel
	Steven Lueth	Vern Fryberger
<b>Student Union Building</b>	Diane Engle	Lori Thompson
	Connie Kerns	Michelle Fryberger
<b>Classroom Building</b>	Yvonne Schrader	Joseph Vinduska
	Jessica Vsetecka	Carol Murphy
<b>P.E. / Kirkman Building</b>	Stephanie Herter	Karolina Hammeke
	Bob Mattocks	Anne Higgins
	Todd Moore	Myrna Perkins
	Craig Fletchall	Ken Henderson
<b>Learning Resource Center</b>	Regina Casper	Deedra Gibbons
	Virginia Fullbright	Angie Maddy
<b>Student Housing</b>		
Phase 1 - Units 1-14	Jonathan Dietz	Mark Rogers
Phase 2 - Units 15-20	Art Bowersox	
Phase 3 - Units 21-34 & Commons	Michelle Grigsby	Patty McFadden
Phase 4 – Units 101-322	Donna Cape	Mike Marzolf
& Daycare	Larissa Graham	Kelly Feist
<b>Clubhouse &amp; Midwest Utility Pipeline &amp; Training Center</b>	Tyler Crutcher	Lynn Chestnut
<b>Maintenance Buildings</b>	Rocky Meitner	Doug Kaiser
<b>One Stop Building</b>	Delbert Randolph Susie Burt	Chris Lemon Mary Dino

## EMERGENCY LEVELS

### Level of Emergency

The Campus Safety Officer on duty will determine and assign an emergency level to the emergency depending on the incident's nature. The Campus Safety Officer uses this information as a guideline to make decisions about our response to an emergency.

### Level 1:

An unusual occurrence outside of the standard operations of the affected department, but which warrants notification of Dean of Administration, the Coordinator of Facility Management, and certain members of the Emergency Response Team, and/or other staff members.

Computer System Failure, Telephone System Failure, Power Outage, Criminal Trespass, Disorderly Conduct, Threat of Bodily Injury, Violence in the Workplace, Water Break/Loss, Suspicious Mail or Package, Gas Leak, Behavioral Emergency, Medical Emergency, Sexual Assault, Stalking, Protest

### Level 2:

A localized emergency affecting an individual department, building, or small geographical area. These situations may require assistance from external organizations. Level 2 requires notification of the entire Emergency Response Team, although only select members may respond.

Hazardous Materials, Fire or Smoke, Suicide Attempt, Earthquake.

### Level 3:

A major emergency that disrupts sizeable portions of the Barton campus. These situations will require assistance from external organizations. Level 3 requires notification and response of the entire Emergency Response Team.

Bomb Threat, Explosion, Hostage, Structural Failure, Tornado

These emergency levels are guidelines only, and are intended to assist in classifying the situation and providing for the administrative response. The designated level may change as emergency conditions intensify or ease.

## COMMAND POSTS AND NOTIFICATION

In the event of an incident that involves widespread damage and disruption of communications, the Emergency Response Team will automatically go to one of the following locations, starting with location one and proceeding to locations two through seven as necessary:

1. Administration Building – President’s Office
2. Learning Resource Center – Center area
3. Technical Building – T138
4. Commons Meeting room
5. Midwest Utility Pipeline Training Classroom
6. If all buildings have been evacuated, ERT will meet in the South P.E. parking lot.
7. One Stop (1025 Main, Great Bend).

The Campus Safety Officer will inform all Emergency Response Team members by phone (numbers will be provided to the Campus Safety Officers & Emergency Response Team members).

## AREA DESCRIPTIONS AND RESPONSIBILITIES

### Campus Safety Office

The role of the Campus Safety Officer is to be the first responder for all campus emergencies. The Campus Safety Officer notifies the Emergency Response Team and other appropriate personnel accordingly. Campus Safety will contact the appropriate emergency agencies depending on situations and will assist the emergency agencies when they arrive on campus.

### PUBLIC RELATIONS

The Director of Public Relations, or his/her designate, communicates with the Emergency Response Team and Building Monitors to determine appropriate responses to incidents.

The Director of Public Relations is the single point of contact with the news media. All other staff will refer media inquiries to the Director of Public Relations. The Director of Public Relations will determine the best channels for communication with news media, including written statements and media briefings. This includes the activation of the Emergency Operations Website and the continual updating process during the emergency. The Director of Public Relations will follow FERPA guidelines for release of information.

The Director of Public Relations will also oversee communications, as appropriate, to other stakeholders; including staff, students, parents, elected officials, business and civic leaders, and neighbors.

**NO ONE speaks to the media other than the identified Director of Public Relations.**

## FACILITY MANAGEMENT

The Facility Management staff continues to play an important role in any emergency. Facility Management staff will follow the directions of the Emergency Response Team and will remain in radio contact throughout the emergency. They will direct the responding emergency units such as Fire and Rescue to the fire hydrants, sprinkler valves and annunciation panels. They will provide any necessary equipment that may be needed such as radios, ladders, ropes, bolt cutters, extension cords, etc. When available, Facility Management staff may also be used to supplement the Campus Safety force to help provide crowd control, safety patrols of the campus, and other tasks that may be deemed necessary.

A list of key Facility Management personnel and their contact numbers will be provided to the Campus Safety Department and the Emergency Response Team members.

## INFORMATION SERVICES

Information Services (IS) key personnel will respond to campus emergencies to monitor and secure the college's computer and telephone systems. IS staff members carry pagers, which allow them to be alerted to normal equipment failures. In case of an emergency, it is only necessary to make contact with one of the key personnel listed. The first IS person contacted will initiate a calling tree for appropriate personnel to respond for emergencies and major computer or telephone system failure.

A list of key Information Services' personnel and their contact numbers will be provided to the Campus Safety Department and the Emergency Response Team members.

## COUNSELING

The role of the Counseling and Career Services Office is to offer counseling, guidance, referral to appropriate community resources, and appropriate support to members of the college community and their families in the event of a crisis. A counselor is available to provide assessment regarding suicide risk and take appropriate action, to provide psychological support during crisis situations, and to provide debriefing after a traumatic event has occurred. A counselor is also available to provide follow-up counseling to those involved in or who have witnessed traumatic events.

A list of key Counseling personnel and their contact numbers will be provided to the Campus Safety Department and the Emergency Response Team members.

## SWITCHBOARD

The college switchboard number will be the general college contact during an emergency. The switchboard operator will take all calls and transfer the calls to the appropriate ERT member. At no time shall the switchboard operator provide information about the emergency to the caller. Until the ERT teams determines that is will not be necessary, the switchboard will be staffed 24/7 by business office staff.

## Facilities

### **Learning Resource Center:**

The Learning Resource Center is located on the center of the campus. This facility houses the campus library, as well as faculty and staff offices. During an emergency that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Administration Building:**

The Administration Building is located northwest of the Learning Resource Center. This facility houses administrative staff and the campus computer and telephone systems. During an emergency that requires evacuation, the staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Science & Math Building:**

The Science & Math Building is located northeast of the Learning Resource Center. This facility houses Community Education, numerous science labs, as well as faculty and staff offices. During an emergency that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Technical Building:**

The Technical Building is located east of the Learning Resource Center. This facility houses Technical Education and its various programs, numerous computer labs, the campus central plant, Campus Safety, the print shop, and a number of faculty and staff offices. During an emergency that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Fine Arts Building:**

The Fine Arts Building is located southeast of the Learning Resource Center. This facility houses music and theater programs, the Morrison Chapel, the Shaffer Gallery, the campus auditorium, as well as faculty and staff offices. During an emergency that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Student Union Building:**

The Student Union Building is located south of the Learning Resource Center. This facility houses the bookstore, the campus nurse, the student newspaper, and food service. During an emergency that requires evacuation, the staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Classroom Building:**

The Classroom Building is located southwest of the Learning Resource Center. This facility houses numerous classrooms, as well as faculty and staff offices. During an emergency that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **P.E. / Kirkman Building:**

The P.E. / Kirkman Building is located west of the Learning Resource Center. This facility houses both gymnasiums, the swimming pool, locker rooms, the rifle range, fitness & wellness centers, classrooms, as well as numerous faculty, coaches, and staff offices. During an emergency, that requires evacuation, the faculty, coaches, and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Student Housing Complex:**

The Student Housing Complex is located on the south end of the campus (South of the Fine Arts Building). There are 4 different phases of the complex. Phase 1 includes housing units 1-14 (seven buildings) and is located in the center of the housing complex. Phase 2 includes housing units 15-20 (three buildings) and is located at the south end of the housing complex. Phase 3 includes housing units 21-34 (six buildings) and is located at the north end of the housing complex. Phase 4 is the three-story dorm, and includes rooms 101-322. During an emergency that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Daycare Center:**

The campus Daycare center is attached to the Phase 4 housing unit and is part of the Student Housing Complex. During an emergency situation that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Clubhouse and Midwest Utility & Pipeline Training Center:**

The Clubhouse and Midwest Utility & Pipeline Training Center is located near the athletic fields on the far southwest corner of the campus. This Clubhouse houses baseball and softball locker facilities, offices, and a laundry facility. The Midwest Utility & Pipeline Training Center houses an indoor pipeline-training field and a classroom. During an emergency that requires evacuation, the faculty, coaches, and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **Maintenance Buildings:**

The Maintenance Buildings are located on the south end of the campus (South of the Student Housing Complex). These facilities house the campus shipping and receiving, and the various maintenance shops. During an emergency that requires evacuation, the staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

### **One Stop Building:**

The One Stop Building is located at 1025 Main Street in downtown Great Bend. This facility houses the College's adult education program, various grant programs, the Job Service Center, a computer lab, and a number of classrooms. During an emergency that requires evacuation, the faculty and staff will aid in evacuating everyone from the facilities, make sure all interior and exterior doors are shut, and report the successful evacuation to Campus Safety.

## EMERGENCY PRE-EVENT PLANNING

### 1. Personnel Organization and Identification

The emergency organization has been identified and responsibilities have been assigned. The EOP will be reviewed and updated for accuracy annually.

### 2. Faculty and Employee Training

It is critical that all employees are properly trained and are familiar with the emergency policies and procedures. Prevention planning is the cornerstone to successful operations during a crisis.

### 3. Emergency Drills

When an emergency arises, staff must respond without hesitation. Only preplanning and practice will assure optimum results. Annual drills will be conducted to familiarize all personnel with procedures.

### 4. Emergency Communications

All Emergency Response Team members will carry a cell phone. These cell numbers will be provided to Campus Safety as well as all ERT members.

### 5. Utilities – Facility Management will:

Determine power entries and all disconnects and establish plan to de-energize. A schematic of utilities and sprinkler systems showing all major control points is included in this plan.

### 6. Campus Safety

The Campus Safety Department maintains a relationship with the local Sheriff and Fire Departments. Both departments are familiar with the property and have participated in emergency response activities to the facility. Campus Safety has been instructed on the importance of and necessity for immediately securing the crisis area to allow for safety and space to operate.

Depending on the emergency, the two main entrances to the college may need to be controlled (traffic). Emergency response personnel will determine the need and assign staff to screen any incoming vehicles. Only emergency personnel and college employees shall be allowed to enter the campus in the event of an emergency.

### 7. Transportation

In the event of a disaster, all college vehicles will be made available as needed.



## 8. People and Property Concerns

The Emergency Response Team will immediately address the health, safety and well-being of persons directly affected by the disaster. The ERT team will:

- Assemble all facts:
  - details
  - the time of disaster
  - extent of injuries
  - damages
- Keep notes and take photos
- Locate eyewitnesses and document their accounts.
- Make sure to obtain their:
  - names
  - addresses
  - business and home phone numbers
- Notify fire, police, Red Cross, hospitals, insurance and vendors. Secure immediate area.
- **DO NOT GIVE PHOTOS, NOTES, ETC. TO ANYONE OTHER THAN COLLEGE OFFICIALS.**

## 9. Media Control and Public Relations

The Director of Public Relations is the single point of contact with the news media. All other staff will refer media inquiries to the Director of Public Relations. The Director of Public Relations will determine the best channels for communication with news media, including written statements and media briefings. The Director of Public Relations will follow FERPA guidelines for release of information and will oversee communications, as appropriate, to other stakeholders, including staff, students, parents, elected officials, business and civic leaders, and neighbors.

**NO ONE speaks to the media other than the identified Director of Public Relations.**

## 10. General College Contact

The college switchboard number will be the general college contact during an emergency. The switchboard operator will take all calls and transfer the calls to the appropriate ERT member. At no time shall the switchboard operator provide information about the emergency to the caller. Until the ERT teams determines that it will not be necessary, the switchboard will be staffed 24/7 by business office staff.

## 11. Equipment Location and Identification

- Building Maps – ..... Emergency Kits
- Blue Prints – ..... Facility Management (T153)
- All Employee Telephone numbers – ..... Human Resources
- Fire extinguisher locations - ..... Emergency Kits
- Fuel - ..... Maintenance Shop
- Additional Bandaging ..... T138, U206, P18
- MSDS sheets -..... All custodial closets, T155
  - *Major chemical locations:*
    - *Science & Math labs*
    - *Technical Building Central Plant*
    - *Technical Building Ceramic and Art rooms*
    - *Shipping & Receiving*
    - *Physical Education swimming pool*
    - *Campus water well*
- Tools - ..... Maintenance Buildings

## EMERGENCY POST-EVENT PLANNING

1. Document the event.
  - a. The Emergency Response Team will document, with written notes, the chronological order of events including statements by eyewitnesses.
  - b. Date and initial all photographs.
  - c. Compose scrapbook of facts, photographs, statements, articles and broadcasts, both negative and positive.
  - d. Do not turn over original photos or notes to anyone other than college officials.
  - e. Ensure the accuracy of records on eyewitnesses and include:
  - f. Names
  - g. Addresses
  - h. Phone numbers
  
2. Determine the scope of the loss.
  - a. The Emergency Response Team will ensure positive identification of affected students and employees.
  - b. The Dean of Administration will notify the insurance carriers of any claims & coordinate contractors to protect property from additional damage and/or initiate salvage operations.
  
3. In the event of a death (student or employee):
  - a. The Dean of Student Services will contact the family members of students or employees involved in the accident.
  - b. The Dean of Student Services will contact the families of students or employees with the same name that their family member is safe and not the one involved in any incident reported by the media.
  - c. The Dean of Student Services will contact the families of students or employees involved in the incident a second time to confirm their understanding of the earlier call.
  - d. The Dean of Student Services will serve as the primary contact person for the families of the students or employees involved in the incident.
  - e. The Dean of Student Services will, notify the following by memorandum and those offices will assume the outlined responsibilities:
    - Registrar: close the official academic records.
    - Director of Marketing: cease mailing from institution.
    - Director of Financial Aid: notify Business Manager of any funds owed to or by the student(s).
    - Director of Human Resources: finalize any remaining wage payment, and close any employment records.
    - Business Manager: process any allowable refund of tuition and fees.
    - Learning Resource Center: renew all materials checked out to avoid inadvertent overdue/fine notices.
    - Faculty Advisor of each student involved in the incident.
    - Instructors of each student involved in the incident.
    - Student Housing: process any allowable refund of room, meal plan, and/or Flexi-cash payment.

4. Document actual expenses incurred because of the incident.
  - a. The Business office/Human Resources departments will establish a separate cost tracking system for all expenses including additional personnel. Breakout premium and overtime labor costs for personnel or contractors. Break down repair costs into the following categories to curtail loss and protect property: exterior repair, interior repair, and emergency repair.
5. Review leases and operating agreements to prepare business interruption claims and involve legal department for any required action.
6. Advertise and establish public communications.
  - a. Prepare an advertising strategy for reopening, send out press releases, and identify possible support counseling group to assist returning employees and students.
7. Identify the reopening.
  - a. Define the critical path such as individual tasks and the reopening date. The reopening may be disaster oriented and it may be necessary to obtain an occupancy certificate. Keep in constant contact with the media.
8. Debrief and evaluate the process. Identify strengths and areas for improvement.

## STANDARD FOR EVACUATION

Standard actions have been established that will assist the college community in the event of an emergency. Evacuation procedures are as follows:

### EVACUATION PROTOCOL

1. Campus Safety evacuates appropriate building (s). Public announcement system & fire alarm will be activated in the building (s).
  - a. Campus Safety notifies Emergency Response Team.
  - b. Campus Safety communicates with Emergency personnel.
2. Building Monitors, faculty, and staff assist with the evacuation and prevent entry/re-entry.
  - a. Building Monitors direct people to designated areas.
  - b. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
  - c. Building Monitors seal the building exits once the building has been evacuated.
3. Emergency Response Team reports to appropriate command post.
  - a. ERT analyzes the emergency and makes a decision on closing the campus.
  - b. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
  - c. ERT assists Building Monitors with evacuation.
  - d. Emergency personnel determine if buildings are safe for re-entry.
  - e. Director of Public Relations implements appropriate communications.
  - f. ERT debriefs incident.

## STANDARD FOR LOCKDOWN

Standard actions have been established that will assist the college community in the event of an emergency. Lockdown procedures are as follows:

### LOCKDOWN PROTOCOL

1. Campus Safety initiates appropriate building (s) lockdown. Public announcement system will be activated in the building (s).
  - a. Campus Safety notifies Emergency Response Team.
  - b. Campus Safety communicates with Emergency personnel.
  - c. Emergency personnel make a decision on securing campus entrances.
2. Building Monitors assist with the lockdown & communicates lockdown message.
  - a. Faculty & staff will lock their classroom and office doors, keep students in their classrooms/offices, everyone stay away from windows and doors.
3. Emergency Response Team reports to appropriate command post.
  - a. ERT analyzes the emergency and makes a decision on closing the campus.
  - b. Emergency personnel determine if buildings are safe.
  - c. Director of Public Relations implements appropriate communications.
  - d. ERT debriefs incident.

# SECTION II

## EMERGENCY OPERATIONS PLAN (EOP) PROCEDURES

### DIRECTORY OF EMERGENCIES

There is a procedure check-off sheet for each of the following emergencies:

Behavioral Emergency	Medical Emergency	Violence in the Workplace
Bomb Threat	Power Outage	Water Break/Loss
Computer System Failure	Protest	
Criminal Trespass	Sexual Assault	
Disorderly Conduct	Stalking	
Earthquake	Structural Failure	
Explosion	Suicide Attempt	
Fire or Smoke	Suspicious Mail or Package	
Gas Leak	Telephone System Failure	
Hazardous Materials	Threat of Bodily Injury	
Hostage	Tornado	

## EMERGENCY PROCEDURES FOR:

### BEHAVIORAL EMERGENCIES

1. Call Campus Safety.
  2. If possible, try to provide as much information as possible so that Campus Safety knows what to expect when arriving on the scene.
  3. Campus Safety determines appropriate action (weapons, abusive).
  4. If needed, Campus Safety calls 911 for assistance.
  5. Campus Safety contacts College Counselor.
  6. Situation contained – Campus Safety - End and file incident report.
- 
7. If the situation escalates, Campus Safety contacts the Emergency Response Team.
  8. Director of Public Relations implements appropriate communications.
  9. ERT debriefs incident.



## EMERGENCY PROCEDURES FOR:

### BOMB THREAT

1. Remain calm.
2. Obtain information from the caller, while simultaneously completing the attached form.
3. Pay attention and make notations of any unusual background noise that may give some indication of the origin of the call.
4. Call Campus Safety
5. Campus Safety pulls fire alarm, calls 911.
6. Facility Management activates all fire alarms and public announcement system.
7. Campus Safety contacts Emergency Response Team.
8. ALL BUILDINGS ARE EVACUATED.
9. Campus Safety communicates with Emergency personnel.
10. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
11. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
12. Building Monitors seal the building exits once the building has been evacuated.
13. Emergency Response Team reports to the South P.E. parking lot.
14. ERT analyzes the emergency and makes a decision on closing the campus.
15. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
16. ERT assists Building Monitors with evacuation.
17. Emergency personnel determine if buildings are safe for re-entry.
18. Director of Public Relations implements appropriate communications.
19. ERT debriefs incident.

Bomb Threat Checklist:

REMAIN CALM, KEEP PERSON TALKING, AND NOTE THE CONVERSATION

- Date and time received –
- Exact words used by caller –
- Questions:
  1. When is the bomb going to explode?
  2. Where is it right now?
  3. What does it look like?
  4. What will cause it to explode?
  5. Did you place the bomb? Why?
  6. What is your name?
  7. What is your address?
  
- Type of person:  
Male\_\_\_\_Female\_\_\_\_Young\_\_\_\_Middle-aged\_\_\_\_Old\_\_\_\_Accent\_\_\_\_  
Speech Impediments\_\_\_\_Tone of voice\_\_\_\_Sober\_\_\_\_Is voice  
familiar?\_\_\_\_Sounds like:\_\_\_\_\_
  
- Caller's Voice:  
Calm\_\_\_\_Nasal\_\_\_\_Angry\_\_\_\_Stutter\_\_\_\_Excited\_\_\_\_Lisp\_\_\_\_Slow\_\_\_\_  
Raspy\_\_\_\_Rapid\_\_\_\_Deep\_\_\_\_Soft\_\_\_\_Ragged\_\_\_\_Loud\_\_\_\_Laughter\_\_\_\_  
Crying\_\_\_\_Normal\_\_\_\_Disguised\_\_\_\_Distint\_\_\_\_Deep Breathing\_\_\_\_  
Clearing Throat\_\_\_\_\_
  
- Background Sounds:  
Street noise\_\_\_\_Factory noise\_\_\_\_Animal noises\_\_\_\_Voices\_\_\_\_Clear\_\_\_\_  
PA System\_\_\_\_Static\_\_\_\_Music\_\_\_\_House noises\_\_\_\_Office noises\_\_\_\_  
Machinery\_\_\_\_Other\_\_\_\_\_
  
- Threat Language:  
Well spoken\_\_\_\_Incoherent\_\_\_\_Foul\_\_\_\_Taped\_\_\_\_Irrational\_\_\_\_  
Message read by threat maker\_\_\_\_\_

## EMERGENCY PROCEDURES FOR:

### COMPUTER SYSTEM FAILURE

1. Call Information Technology Department or Campus Safety.
2. If is after work hours, call Campus Safety and they will contact the Dean of Information Services.
3. The Dean of Information Services discerns the scope of the problem and if necessary communicates with the Director of Public Relations.
4. The Dean of Information Services coordinates with offices to initiate back-up methods for conducting business and services pending time and scope of outage.
5. The Dean of Information Services communicates to college community.

## EMERGENCY PROCEDURES FOR:

### CRIMINAL TRESPASS

1. If an individual appears on campus in violation of a court order or an order by college officials, call Campus Safety.
  2. If needed, Campus Safety calls 911 for an arrest.
  3. Situation contained – Campus Safety - End and file incident report.
- 
4. If the situation escalates, Campus Safety contacts the Emergency Response Team.
  5. Director of Public Relations implements appropriate communications.
  6. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### DISORDERLY CONDUCT

1. Call Campus Safety
  2. If possible, try to provide as much information as possible so that Campus Safety knows what to expect when arriving on the scene.
  3. Campus Safety determines appropriate action (weapons, abusive).
  4. If needed, Campus Safety calls 911 for assistance.
  5. Situation contained – Campus Safety - End and file incident report.
- 
6. If the situation escalates, Campus Safety contacts the Emergency Response Team.
  7. Director of Public Relations implements appropriate communications.
  8. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### EARTHQUAKE

1. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or fall. Stay away from windows. If possible, get under a table or desk, into a corner away from windows, or into structurally strong locations such as a hallway until the shaking stops. **DO NOT RUN OUTSIDE.**
2. Do not run for exits while the shaking is going on. The building entrances and exterior surfaces of the building may collapse.
3. Do not use elevators.
4. When the shaking stops, check for injuries to personnel in the area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
5. If possible, exit the building and contact Campus Safety and report the location of any injured individuals and possible hazardous conditions. **DO NOT RE-ENTER THE BUILDING.**
6. Campus Safety contacts 911 and the Emergency Response Team.
7. Depending on the extent of the damage, Facility Management personnel will shut down utility services to the campus.
8. **ALL BUILDINGS ARE EVACUATED.**
9. Campus Safety communicates with Emergency personnel.
10. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
11. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
12. Building Monitors seal the building exits once the building has been evacuated.
13. Emergency Response Team reports to the South P.E. parking lot.
14. ERT analyzes the emergency and makes a decision on closing the campus.
15. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
16. ERT assists Building Monitors with evacuation.
17. Emergency personnel determine if buildings are safe for re-entry.
18. Director of Public Relations implements appropriate communications.
19. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### EXPLOSION

1. Call Campus Safety
2. If explosion is inside a building, pull fire alarm, Campus Safety calls 911, activates all fire alarms and the public announcement system.
3. If explosion is outside a building, skip to #16.
4. Campus Safety contacts Emergency Response Team.
5. Depending on the extent of the damage, Facility Management personnel will shut down utility services to the campus.
6. ALL BUILDINGS ARE EVACUATED.
7. Campus Safety communicates with Emergency personnel.
8. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
9. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
10. Building Monitors seal the building exits once the building has been evacuated.
11. Emergency Response Team reports to the South P.E. parking lot.
12. ERT analyzes the emergency and makes a decision on closing the campus.
13. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
14. ERT assists Building Monitors with evacuation.
15. Emergency personnel determine if buildings are safe for re-entry.
16. If explosion is outside the buildings, Campus Safety calls 911 and secures area.
17. Emergency personnel determine if buildings or the campus should be evacuated.
18. If evacuation is necessary, follow evacuation procedure.
19. Director of Public Relations implements appropriate communications.
20. ERT debriefs incident

## EMERGENCY PROCEDURES FOR:

### FIRE OR SMOKE

1. Call Campus Safety.
  2. Pull the nearest fire alarm, and if fire is contained attempt to put it out with a fire extinguisher.
  3. Situation contained – Campus Safety– Contact Facility Management, End and file incident report.
- 
4. Campus Safety will contact 911 if necessary.
  5. Campus Safety will contact the Emergency Response Team.
  6. If the fire/smoke is not contained, the building is evacuated.
  7. Campus Safety communicates with Emergency personnel.
  8. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
  9. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
  10. Building Monitors seal the building exits once the building has been evacuated.
  11. Emergency Response Team reports to the command center.
  12. ERT analyzes the emergency and makes a decision on closing the campus.
  13. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
  14. ERT assists Building Monitors with evacuation.
  15. Emergency personnel determine if the building is safe for re-entry.
  16. Director of Public Relations implements appropriate communications.
  17. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### GAS LEAK

1. Identify general area of gas odor.
  2. Call Campus Safety
  3. Campus Safety calls the Facility Management personnel.
  4. Campus Safety and Facility Management personnel assess the leak and determine appropriate action.
  5. Facility Management personnel shut gas off to the affected area. If possible, repairs are made.
  6. Situation contained – Campus Safety - End and file incident report.
- 
7. If needed, Campus Safety calls 911, evacuates the building by pulling the fire alarm, and activates the public announcement system.
  8. Campus Safety will contact the Emergency Response Team.
  9. Campus Safety communicates with Emergency personnel.
  10. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
  11. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
  12. Building Monitors seal the building exits once the building has been evacuated.
  13. Emergency Response Team reports to the command center.
  14. ERT analyzes the emergency and makes a decision on closing the campus.
  15. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
  16. ERT assists Building Monitors with evacuation.
  17. Emergency personnel determine if the building is safe for re-entry.
  18. Director of Public Relations implements appropriate communications.
  19. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### HAZARDOUS MATERIALS

1. Quickly assess the spill, its hazards, and the danger to yourself and others.
  2. Call Campus Safety.
  3. If the occupants are not in immediate danger, Campus Safety will cordon off the area and contact Facility Management personnel.
  4. Facility Management personnel will assess the spill and clean up the material if possible.
  5. Material is to be saved and disposed of according to approved hazardous material disposal methods.
  6. Situation contained – Campus Safety - End and file incident report.
- 
7. If there is a danger to occupants, Campus Safety will evacuate the building by pulling the fire alarm and activating the public announcement system.
  8. Campus Safety will contact 911 and the Emergency Response Team.
  9. Campus Safety communicates with Emergency personnel.
  10. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
  11. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
  12. Building Monitors seal the building exits once the building has been evacuated.
  13. Emergency Response Team reports to the command center.
  14. ERT analyzes the emergency and makes a decision on closing the campus.
  15. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
  16. ERT assists Building Monitors with evacuation.
  17. Emergency personnel determine if the building is safe for re-entry.
  18. Director of Public Relations implements appropriate communications.
  19. ERT debriefs incident.



## EMERGENCY PROCEDURES FOR:

### HOSTAGE

1. Call Campus Safety
2. If possible, try to provide as much information as possible so that Campus Safety knows what to expect when arriving on the scene.
3. Campus safety calls 911 and the Emergency Response Team.
4. Campus Safety initiates LOCKDOWN procedures. Public announcement system will be activated in the building (s).
5. Campus Safety communicates with Emergency personnel.
6. Faculty & staff will lock their classroom and office doors, keep students in their classrooms/offices, everyone stay away from windows and doors.
7. Emergency Response Team reports to appropriate command post.
8. ERT analyzes the emergency and makes a decision on closing the campus.
9. Emergency personnel determine if buildings are safe.
10. Director of Public Relations implements appropriate communications.
11. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### MEDICAL EMERGENCY (AND UNIVERSAL PRECAUTIONS)

1. Quickly assess the situation.
2. Call Campus Safety and if you believe the situation warrants, call 911.
3. Campus Safety calls the College Nurse, evaluates the situation, and calls 911 as needed.
4. For a minor injury and immediate attention, the College Nurse may implement first aid procedures and/or transport the individual to a medical facility.
5. Any injuries/illnesses should be recorded on an Incident/Accident Report form and submitted to Human Resources within 24 hours.
6. If the individual is transported by EMS to a medical facility, Campus Safety contacts the Director of Public Relations.
7. The Director of Public Relations may contact select members of the Emergency Response Team as necessary.
8. Director of Public Relations implements appropriate communications (HIPPA, student consent?).
9. ERT debriefs incident.

### UNIVERSAL PRECAUTIONS

Universal precautions are intended to prevent exposure to human blood or other body fluids. The routes of transmission for occupational exposure are:

1. Puncture of the skin with a contaminated sharp object;
2. Contact with broken skin; and
3. Splash to mucous membranes of the eye, nose, or mouth.

Universal precautions may include the following practices:

- Wear gloves, masks and protective eyewear –Use proper disposal containers-red bags.
- Wash hands and other skin surfaces – Use protective resuscitation masks for CPR.
- Use care with sharp objects.
- Disinfect all contaminated surfaces.
- Do not eat, drink, apply cosmetics, lip balm, smoke, or handle contact lenses where exposure may occur.

## EMERGENCY PROCEDURES FOR:

### POWER OUTAGE

1. Call Campus Safety
2. Campus Safety calls Facility Management personnel and the Dean of Information Services.
3. Facility Management personnel discern scope of problem and communicate with Campus Safety.
4. If outage is localized, Campus Safety informs localized area with the public announcement system or through the Building Monitors.
5. Facility Management personnel make repairs.
6. If outage is widespread or will last for an extended period, the Coordinator of Facility Management will contact the Director of Public Relations.
7. The Director of Public Relations will contact select members of the Emergency Response Team.
8. ERT analyzes the emergency and makes a decision on closing the campus.
9. Director of Public Relations implements appropriate communications.
10. ERT debriefs incident

## EMERGENCY PROCEDURES FOR:

### PROTEST

1. Call Campus Safety.
2. Campus Safety contacts Emergency Response Team.
3. Campus Safety monitors the situation to prevent violence or injury. Call 911 if needed.
4. ERT to discuss for appropriate action.
  - Administrative objective would be to peacefully disband gathering and arrange for a representative from the assembly to meet with administration.
  - Is protest/uprising disrupting classes or offices?
  - Is there a need for the Sheriff's department?
5. ERT analyzes the emergency and makes a decision on closing the campus.
6. Director of Public Relations implements appropriate communications.
7. ERT debriefs incident

## EMERGENCY PROCEDURES FOR:

### SEXUAL ASSAULT

1. Call Campus Safety
2. Campus Safety assesses the situation and contacts 911.
3. Campus Safety works with Sheriff's Department and appropriate ERT members on investigation.
4. With victim's approval, Campus Safety contacts the College Counselor.
5. Director of Public Relations implements appropriate communications (HIPPA, student consent?).

## EMERGENCY PROCEDURES FOR:

### STALKING

1. If you believe you are being stalked, contact Campus Safety.
  2. Report all incidents of stalking (including telephone calls, emails, etc.) to Campus Safety.
  3. If you believe you are in imminent danger call 911 and seek an area of the campus where other people will be.
  4. Keep all emails, letters, packages etc. sent to you by the individual.
  5. You may be asked to file a protection order.
  6. If you would like an escort between classes or to your vehicle contact Campus Safety.
  7. Situation contained – Campus Safety - End and file incident report.
- 
8. If needed, Campus Safety calls 911 for an arrest.
  9. If the situation escalates, Campus Safety contacts the Emergency Response Team.
  10. Director of Public Relations implements appropriate communications
  11. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### STRUCTURAL FAILURE

Structural failure is not limited to but can occur through events such as tornados, explosions, earthquakes, snow loads, exceeding occupancy recommendations, or design engineering errors. The buildings involved need to be evacuated immediately after such events occur to minimize the loss of life or risk of injury by falling or broken structural, electrical and mechanical elements. Such elements include exterior and interior walls, roofs, floors, ceilings, gas lines, electrical lines, and water pipes.

1. Call Campus Safety.
  2. If there are no injuries, Campus Safety contacts Facility Management personnel. If there are injuries, go to #7.
  3. Facility Management personnel will assess damages and decide if evacuation is needed.
  4. If evacuation is not necessary, Facility Management personnel make repairs or contact contractors and cordon off the area.
  5. Campus Safety -End and file incident report.
- 
6. If evacuation is necessary, Campus Safety will evacuate the building by pulling the fire alarm and activating the public announcement system.
  7. Campus Safety will contact 911 and the Emergency Response Team.
  8. Campus Safety communicates with Emergency personnel.
  9. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
  10. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
  11. Building Monitors seal the building exits once the building has been evacuated.
  12. Emergency Response Team reports to the command center.
  13. ERT analyzes the emergency and makes a decision on closing the campus.
  14. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
  15. ERT assists Building Monitors with evacuation.
  16. Emergency personnel determine if the building is safe for re-entry.
  17. Director of Public Relations implements appropriate communications.
  18. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### SUICIDE ATTEMPT

1. Call Campus Safety.
2. If you feel your personal safety is at risk, leave immediately. If you feel there is no threat of personal safety, remain with the person. If possible, ask what the person plans to use to harm himself/herself; engage the person in conversation.
3. Campus Safety assesses the situation and calls the Emergency Response Team.
  1. If there is an imminent threat call 911.
  2. If there is talk of suicide and no imminent threat, contact the College Counselor.
  3. If the College Counselor is not available, call 911.
4. Campus Safety calls the Emergency Response Team.
5. Campus Safety and the Facility Management personnel cordon off the area.
6. College Counselor or emergency personnel transport individual to receive assessment and/or medical attention.
7. Director of Public Relations implements appropriate communications.
8. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### SUSPICIOUS MAIL OR PACKAGE

1. Call Campus Safety.
2. Leave the package and note its location.
3. Evacuate the room and close the door.
4. Wash hands with antibacterial soap.
5. Campus Safety will evacuate the building by pulling the fire alarm and activating the public announcement system.
6. Campus Safety will contact 911 and the Emergency Response Team.
7. Campus Safety communicates with Emergency personnel.
8. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
9. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
10. Building Monitors seal the building exits once the building has been evacuated.
11. Emergency Response Team reports to the command center.
12. ERT analyzes the emergency and makes a decision on closing the campus.
13. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
14. ERT assists Building Monitors with evacuation.
15. Emergency personnel determine if the building is safe for re-entry.
16. Director of Public Relations implements appropriate communications.
17. ERT debriefs incident.

## EMERGENCY PROCEDURES FOR:

### TELEPHONE SYSTEM FAILURE

1. Call Information Technology Department or Campus Safety.
2. If is after work hours, call Campus Safety and they will contact the Dean of Information Services.
3. The Dean of Information Services discerns the scope of the problem and if necessary communicates with the Director of Public Relations.
4. The Dean of Information Services communicates to college community.

## EMERGENCY PROCEDURES FOR:

### THREAT OF BODILY INJURY

1. Call Campus Safety.
  2. If possible, try to provide as much information as possible so that Campus Safety knows what to expect when arriving on the scene.
  3. Campus Safety determines appropriate action (weapons, abusive).
  4. Situation contained – Campus Safety - End and file incident report.
- 
5. If needed, Campus Safety calls 911 for assistance.
  6. If the situation escalates, Campus Safety contacts the Emergency Response Team.
  7. Campus Safety initiates LOCKDOWN procedures. Public announcement system will be activated in the building (s).
  8. Campus Safety communicates with Emergency personnel.
  9. Faculty & staff will lock their classroom and office doors, keep students in their classrooms/offices, everyone stay away from windows and doors.
  10. Emergency Response Team reports to appropriate command post.
  11. ERT analyzes the emergency and makes a decision on closing the campus.
  12. Emergency personnel determine if buildings are safe.
  13. Director of Public Relations implements appropriate communications.
  14. ERT debriefs incident

## EMERGENCY PROCEDURES FOR:

### TORNADO

1. If tornado is sighted, call Campus Safety.
  2. Campus Safety receives communications from Barton County Dispatch.
    - Tornado watch – conditions are favorable for a tornado to occur.
    - Campus Safety will monitor the weather and communicate with Dispatch.
  3. If a tornado is sighted or Barton County Dispatch initiates a tornado warning, Campus Safety activates the tornado sirens.
  4. Automated Public Announcing system and tornado sirens sound.
  5. Building monitors assist with notification and with moving everyone in the building to the tornado safety locations.
  6. If tornado warning expires without damage to the campus, Campus Safety will initiate “all clear” message over the public announcement system and shut off tornado sirens.
  7. Situation contained – Campus Safety - End and file incident report.
- 
8. If the campus sustains damage, and evacuation is necessary, Campus Safety will evacuate the building by pulling the fire alarm and activating the public announcement system.
  9. Campus Safety will contact 911 and the Emergency Response Team.
  10. Campus Safety communicates with Emergency personnel.
  11. Building Monitors, faculty & staff assist with the evacuation and prevent entry/re-entry.
  12. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
  13. Building Monitors seal the building exits once the building has been evacuated.
  14. Emergency Response Team reports to the command center.
  15. ERT analyzes the emergency and makes a decision on closing the campus.
  16. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
  17. ERT assists Building Monitors with evacuation.
  18. Emergency personnel determine if the building is safe for re-entry.
  19. Director of Public Relations implements appropriate communications.
  20. ERT debriefs incident.



## EMERGENCY PROCEDURES FOR:

### VIOLENCE IN THE WORKPLACE

1. Call Campus Safety.
  2. If possible, try to provide as much information as possible so that Campus Safety knows what to expect when arriving on the scene.
  3. Campus Safety determines appropriate action (weapons, abusive).
  4. Situation contained – Campus Safety - End and file incident report.
- 
5. If needed, Campus Safety calls 911 for assistance.
  6. If the situation escalates, Campus Safety contacts the Emergency Response Team.
  7. Campus Safety initiates LOCKDOWN procedures. Public announcement system will be activated in the building (s).
  8. Campus Safety communicates with Emergency personnel.
  9. Faculty & staff will lock their classroom and office doors, keep students in their classrooms/offices, everyone stay away from windows and doors.
  10. Emergency Response Team reports to appropriate command post.
  11. ERT analyzes the emergency and makes a decision on closing the campus.
  12. Emergency personnel determine if buildings are safe.
  13. Director of Public Relations implements appropriate communications
  14. ERT debriefs incident

## EMERGENCY PROCEDURES FOR:

### WATER BREAK/LOSS

1. Call Campus Safety.
  2. Campus Safety calls Facility Management personnel.
  3. Facility Management personnel discern scope of problem and communicate with Campus Safety.
  4. If water break/loss causes a localized outage, Facility Management personnel informs localized area by telephone or email.
  5. Facility Management personnel make repairs.
  6. Situation contained – End.
- 
7. If outage is widespread, building damage has occurred, or will last for an extended period of time; the Coordinator of Facility Management will contact the Director of Public Relations.
  8. The Director of Public Relations will contact select members of the Emergency Response Team.
  9. ERT analyzes the emergency and makes a decision on closing the campus or a portion of it.
  10. If needed, ERT decides on the temporary shelter (Camp Aldrich, local hotels, Employees homes, etc.) and the Director of Public Relations informs evacuees of status.
  11. Director of Public Relations implements appropriate communications.
  12. ERT debriefs incident

# EMERGENCY OPERATIONS PLAN (EOP)

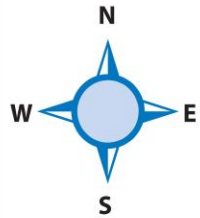
## SECTION III

### MAPS

## Directory of Maps

1. Campus map
2. One Stop Career Center (1025 Main)
3. Administration Building
4. Classroom Building
5. Fine Arts Building
6. Learning Resource Center
7. Physical Education / Kirkman Building
8. Science & Math Building
9. Student Union Building
10. Technical Building
11. Student Housing Complex
12. Utility shutoffs (gas, water, power) & Fire Hydrant locations.
13. Tornado shelter location

← to US 281      NE 30 Road      to US 56 →



TRACK COMPLEX

SOCCER FIELD

TENNIS COURTS

WATER TOWER

SOFTBALL DIAMONDS

BASEBALL DIAMOND

SOCCER FIELDS

# BARTON

COMMUNITY COLLEGE

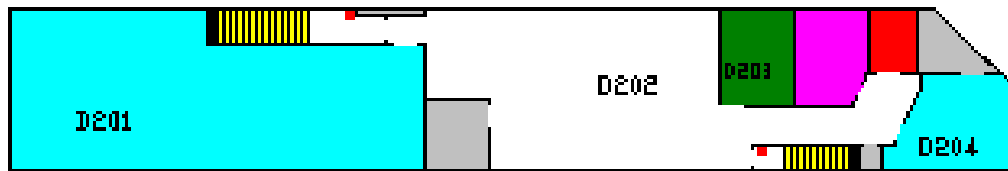
245 NE 30 RD • Great Bend, KS 67530-9251

- 1 U-Building Union
- 2 C-Building Classroom
- 3 P-Building Physical Education
- 4 Kirkman Student Activity Center
- 5 A-Building Administration
- 6 Planetarium
- 7 S-Building Science & Math
- 8 T-Building Technical Education
- 9 F-30 Seminar Room
- 10 F-Building Fine Arts
- 11 Shafer Gallery
- 12 L-Building Learning Resources Center
- 13 Student Housing
- 14 Child Development Center
- 15 Midwest Utility Pipeline Training Center

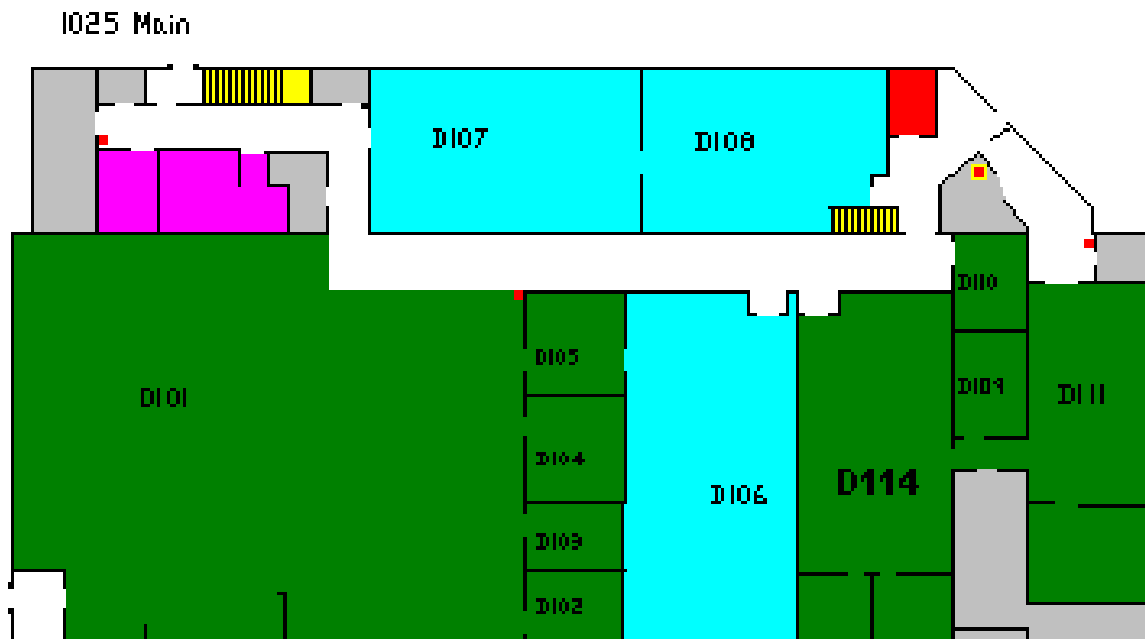
SHIPPING & RECEIVING

One Stop Career  
Center (1025 Main)

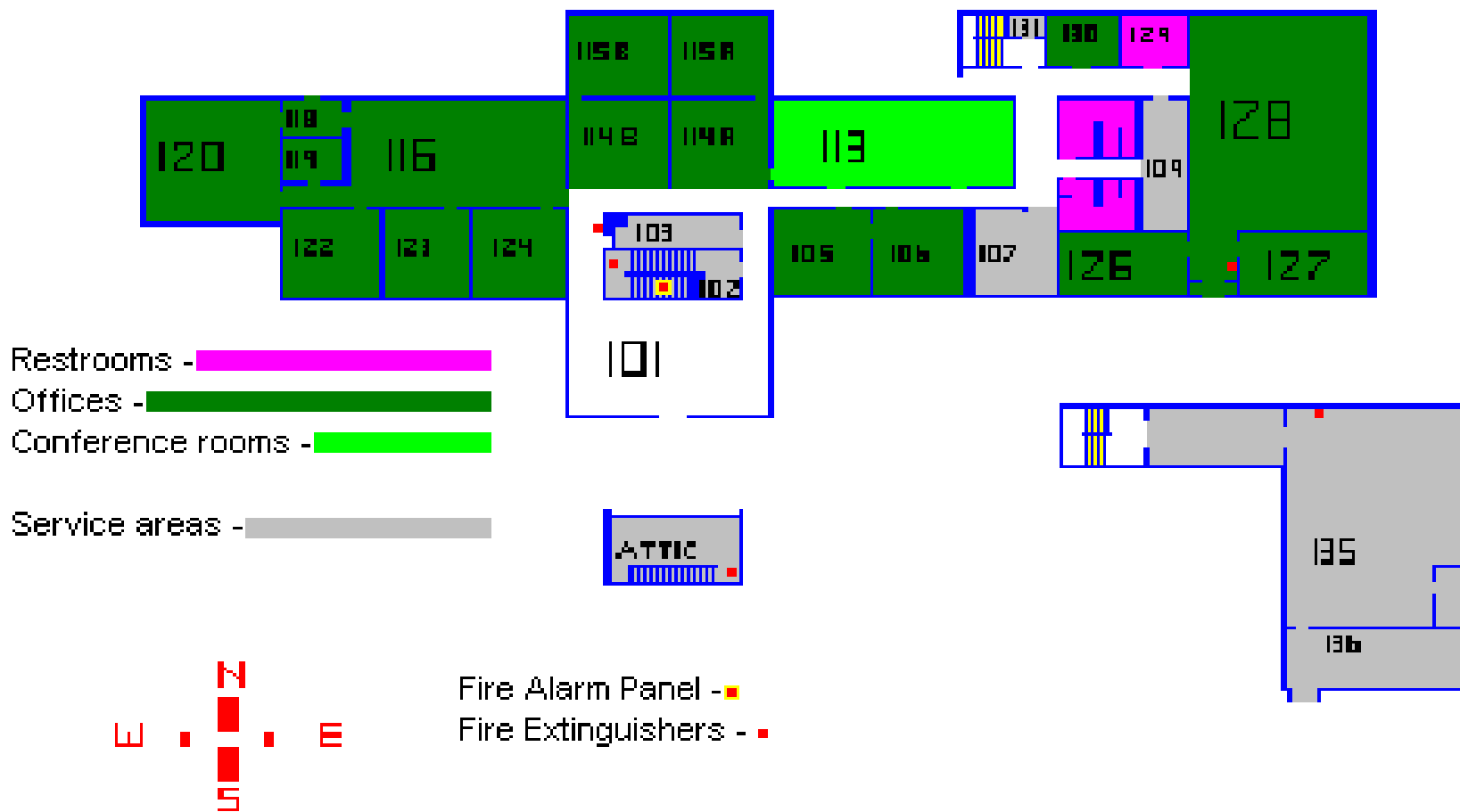
- Restrooms - █
- Offices - █
- Classrooms - █
- Elevator - █
- Service areas - █



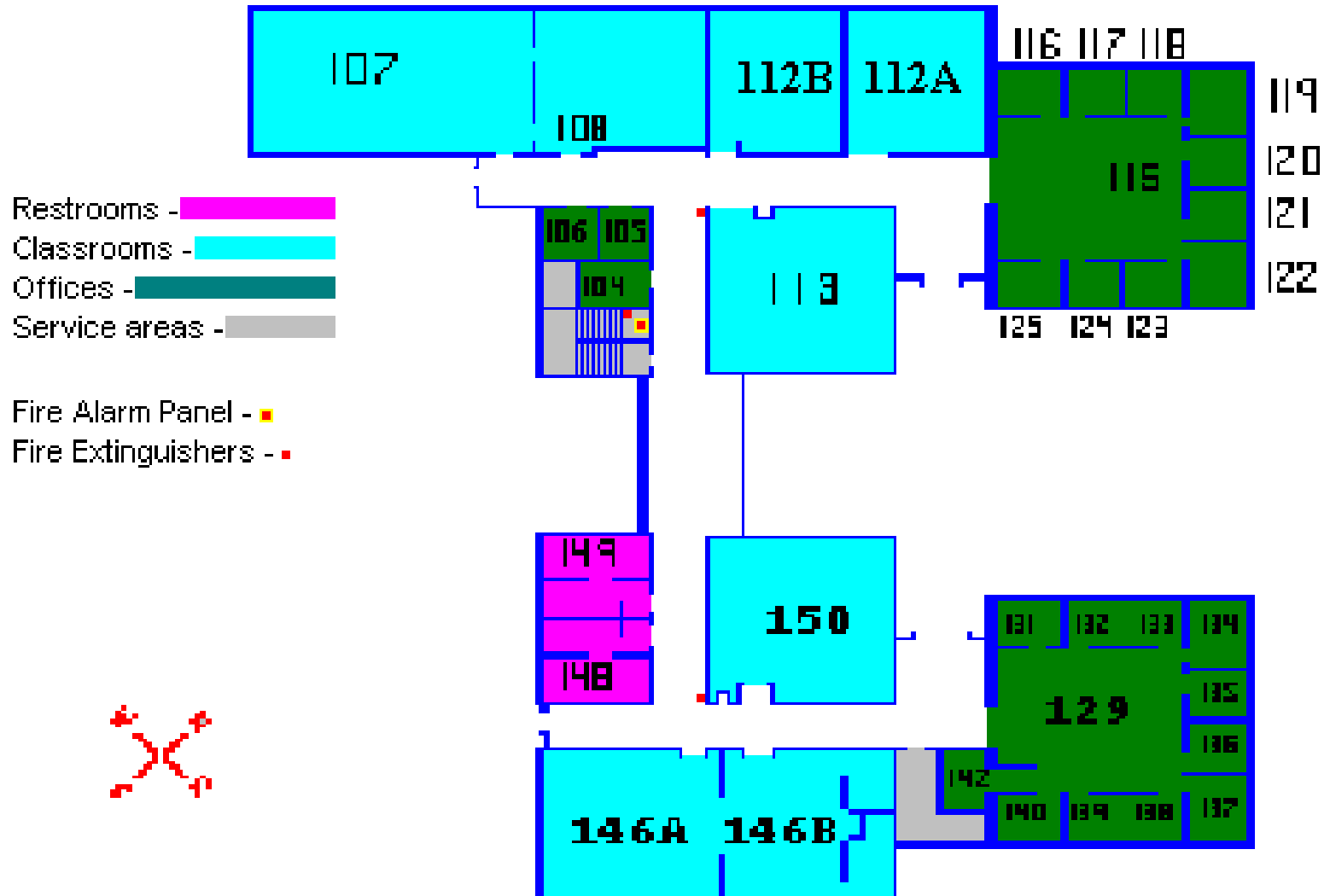
- Fire Alarm Panel - ■
- Fire Extinguishers - ■



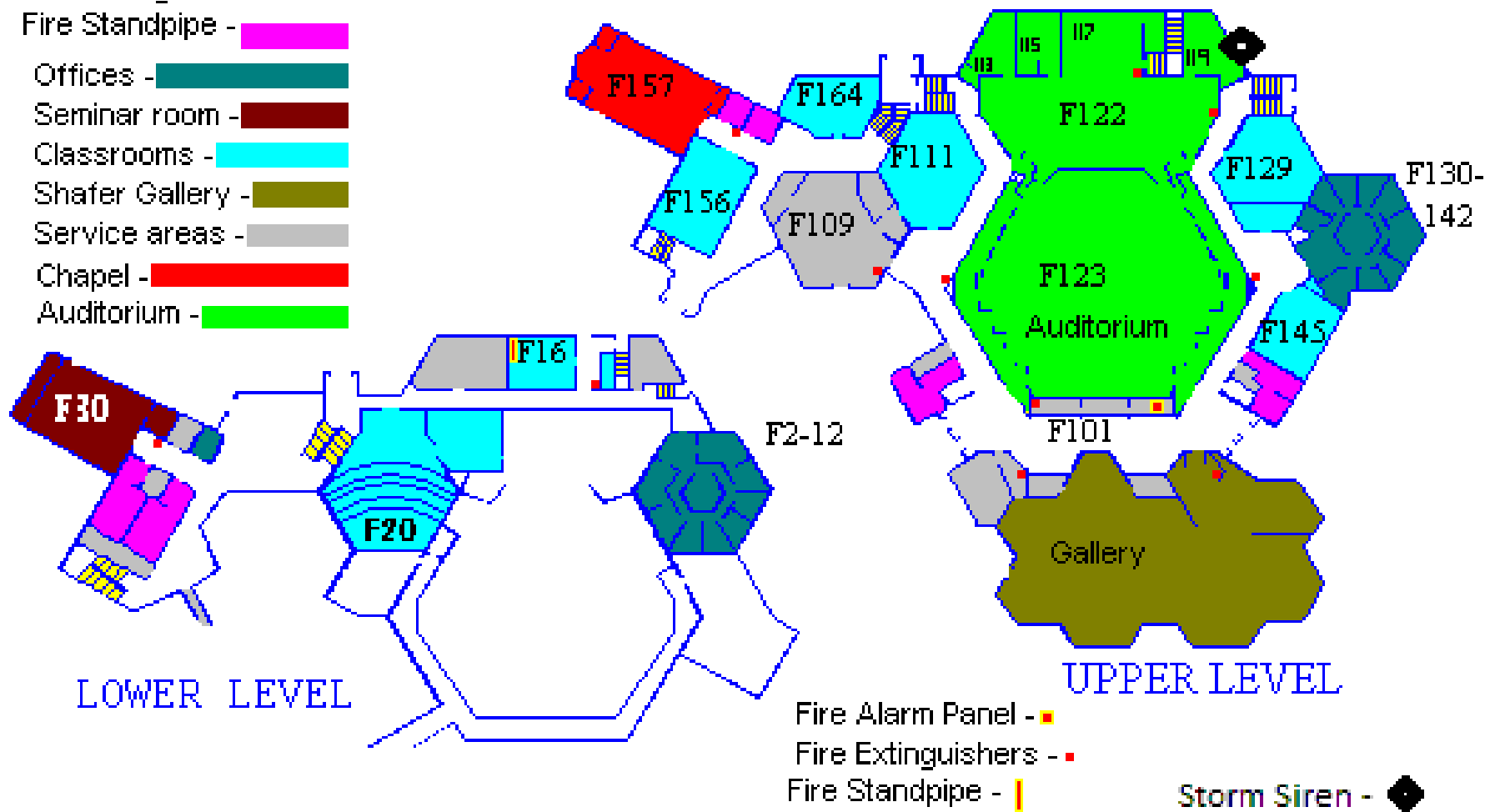
# ADMINISTRATION BUILDING



# CLASSROOM BUILDING



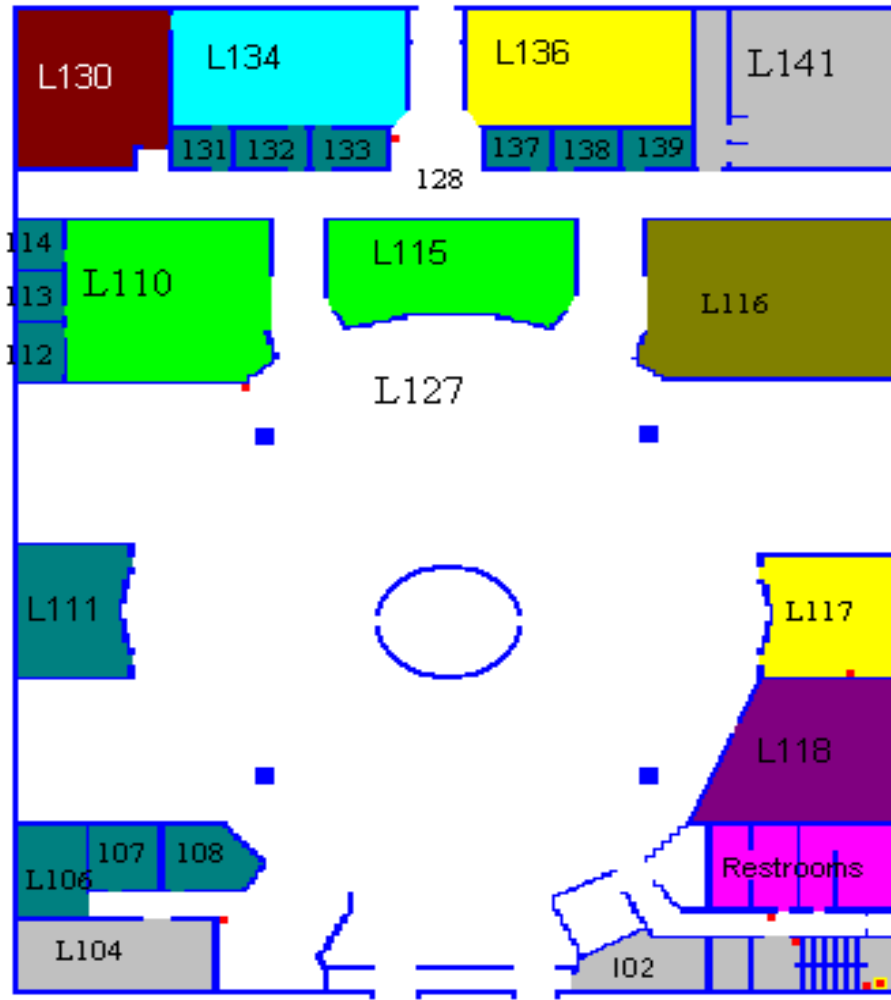
- Fire Standpipe - █
- Offices - █
- Seminar room - █
- Classrooms - █
- Shafer Gallery - █
- Service areas - █
- Chapel - █
- Auditorium - █



## FINE ARTS BUILDING

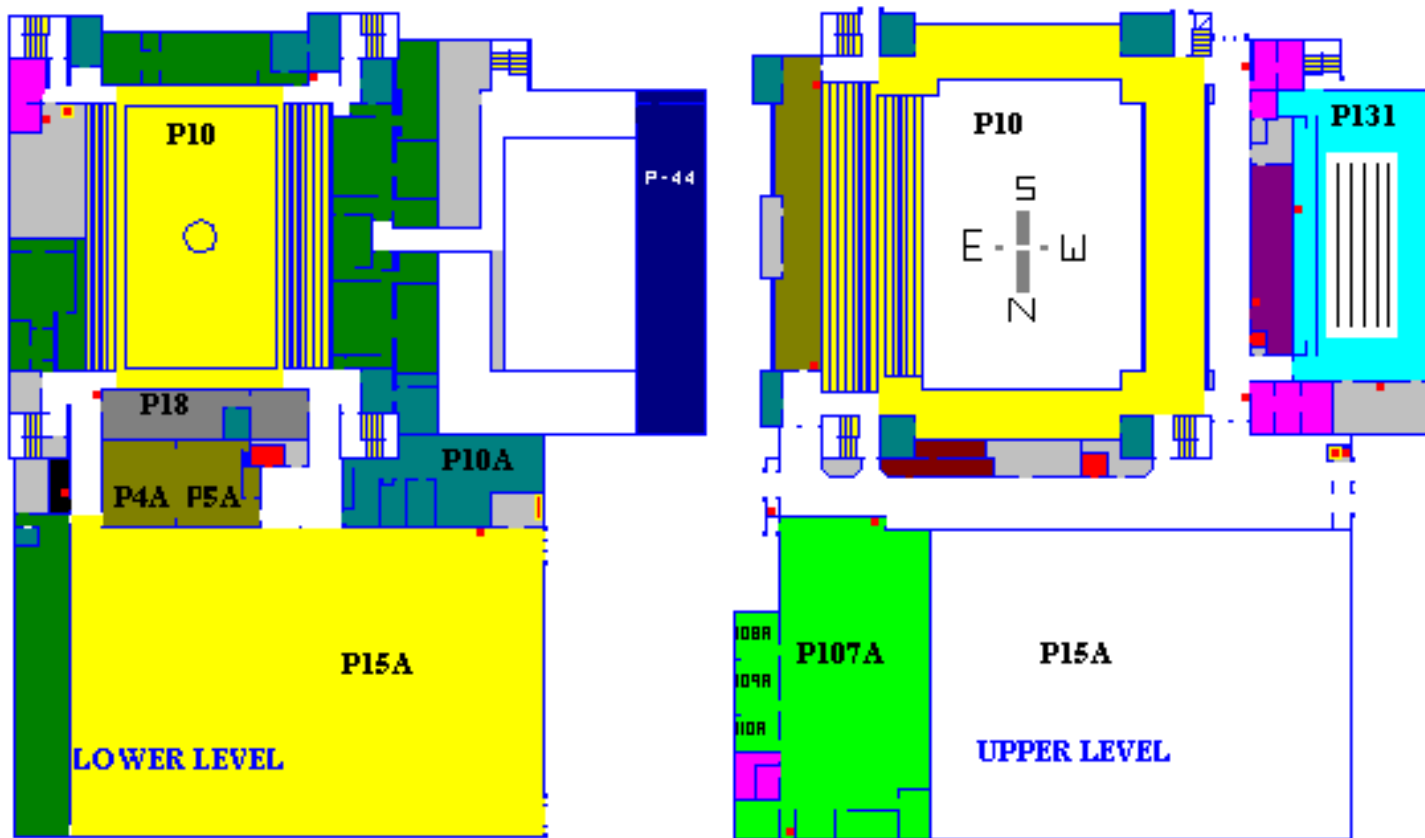


# LEARNING RESOURCE CENTER



- Restrooms - █
- Offices - █
- Assessment Center - █
- Advisement Center - █
- Student Support Services - █
- Cohen Center - █
- Classrooms - █
- Service areas - █
- Community Room - █

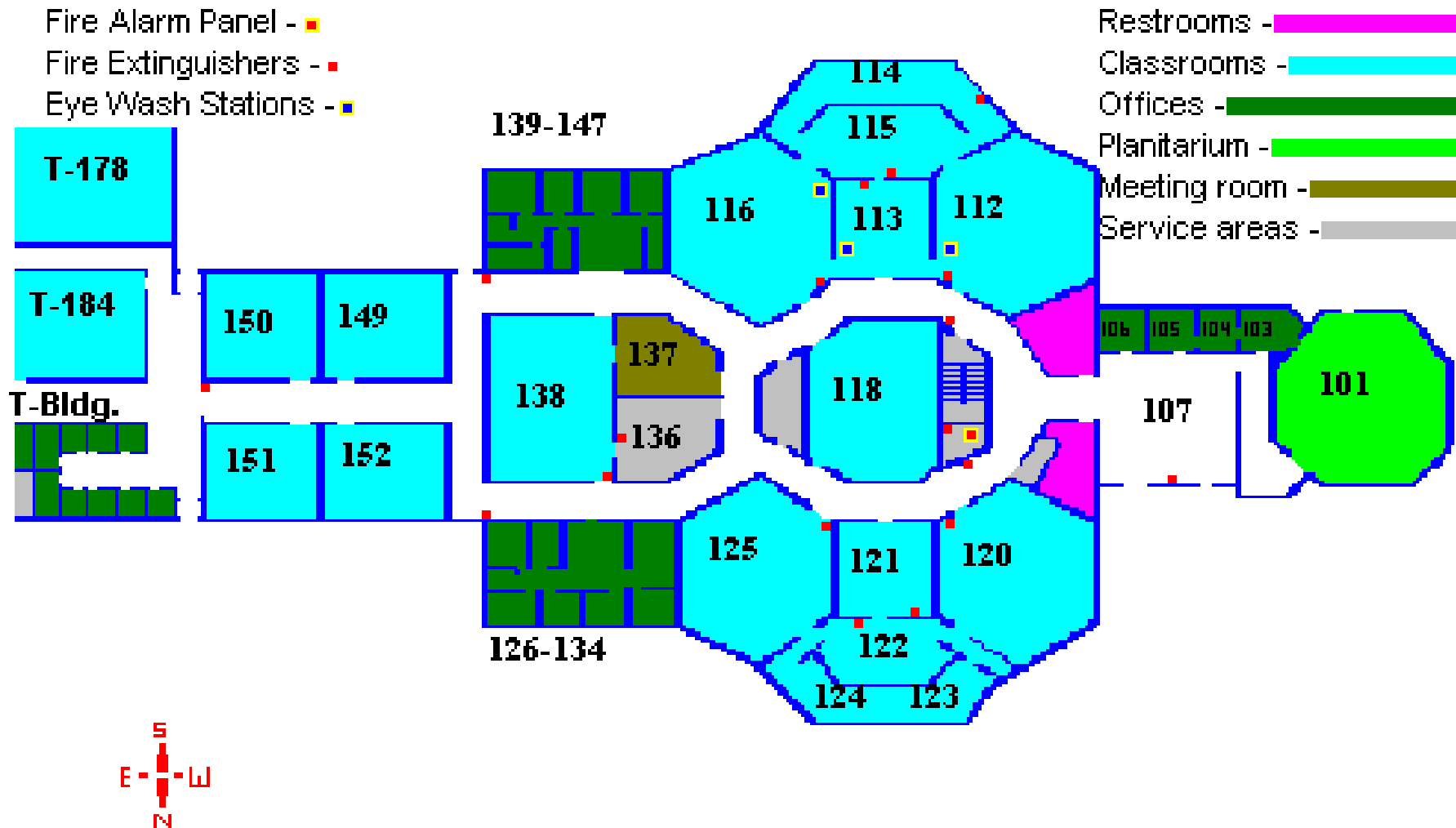
- Fire Alarm Panel - ■
- Fire Extinguishers - ■



**PHYSICAL EDUCATION BUILDING & KIRKMAN CENTER**

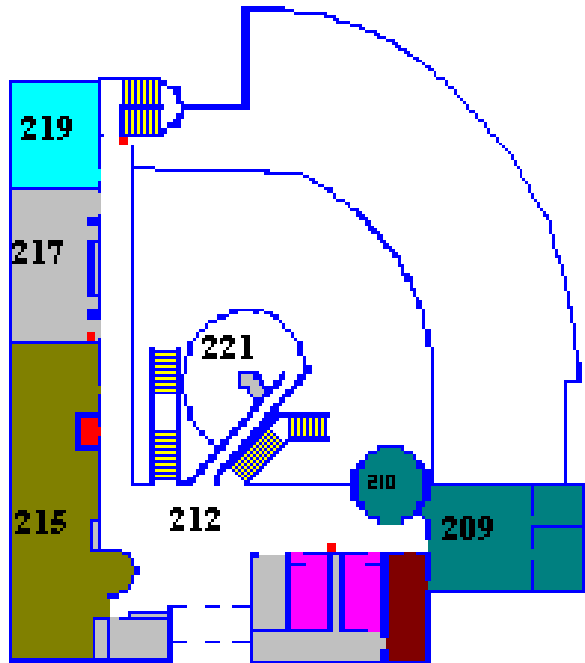
- |   |                    |                     |
|---|--------------------|---------------------|
| Restrooms -   | Athletic offices - | Rifle range -       |
| Swimming pool -   | Classrooms -       | Fire Alarm Panel -  |
| Training room -   | Elevators -        | Fire Extinguisher - |
| Ticket booth -  | Concession stand - | Fire Standpipe -    |
| Locker rooms -  | Laundry -          |                     |
| Service areas -   | Gym -              |                     |
| Kirkman Visitors Center -   |                    |                     |
| (Business office, Enrollment Services, Human Resources, Financial Aid, Admissions, Student Housing) |                    |                     |

# SCIENCE & MATH BUILDING

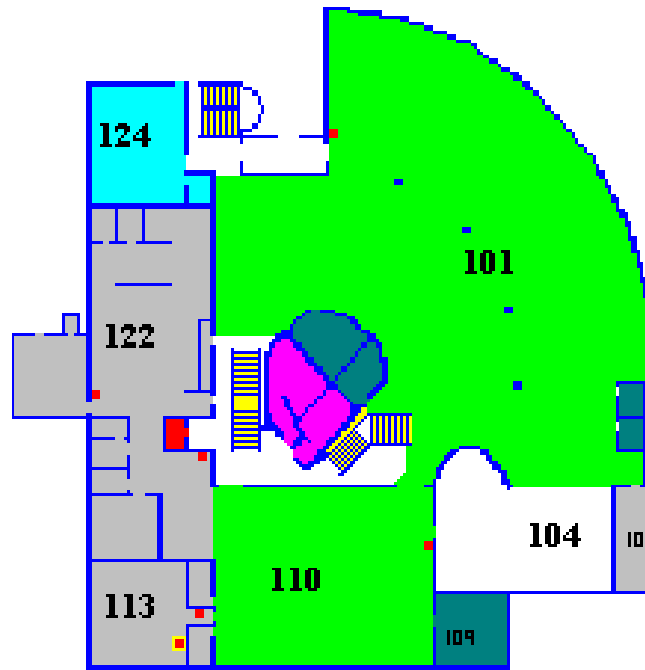


# STUDENT UNION BUILDING

UPPER LEVEL

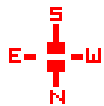


LOWER LEVEL



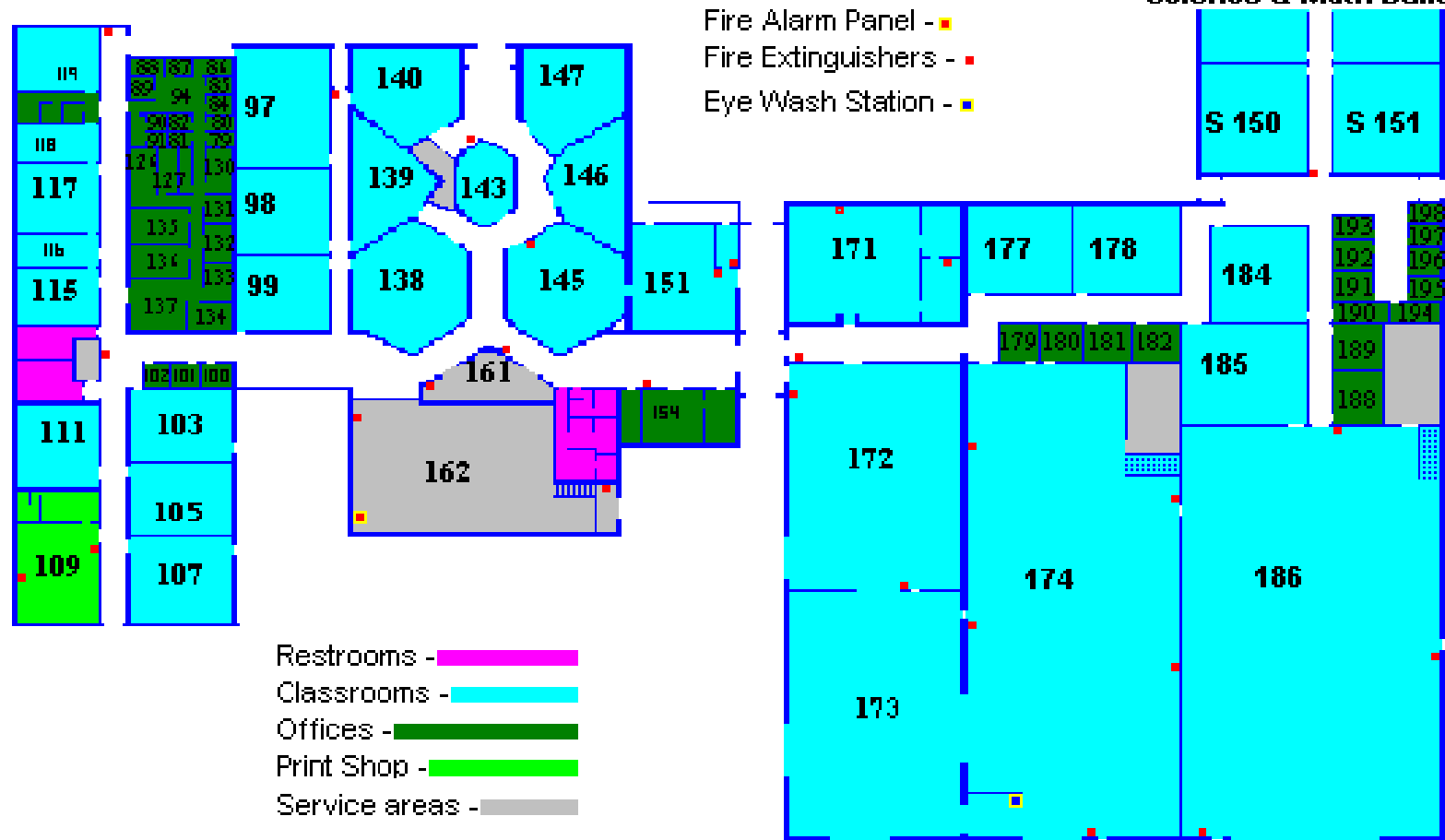
- College Nurse -
- Restrooms -
- Bookstore -
- Dining Area -
- Offices -
- Classroom -
- Elevator -
- Service areas -

- Fire Alarm Panel -
- Fire Extinguishers -



# TECHNICAL BUILDING

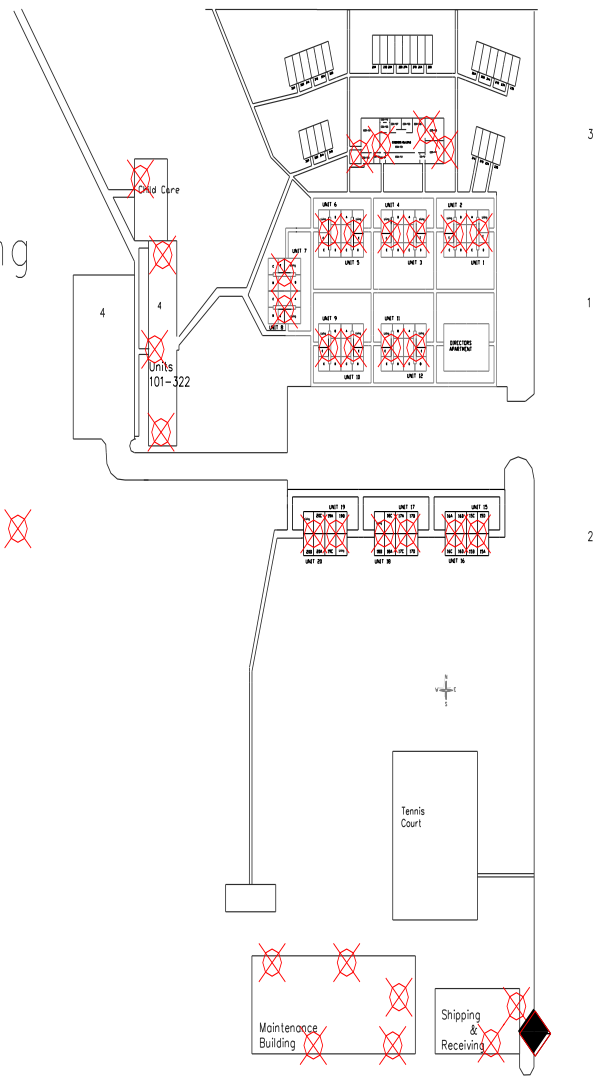
## Science & Math Building



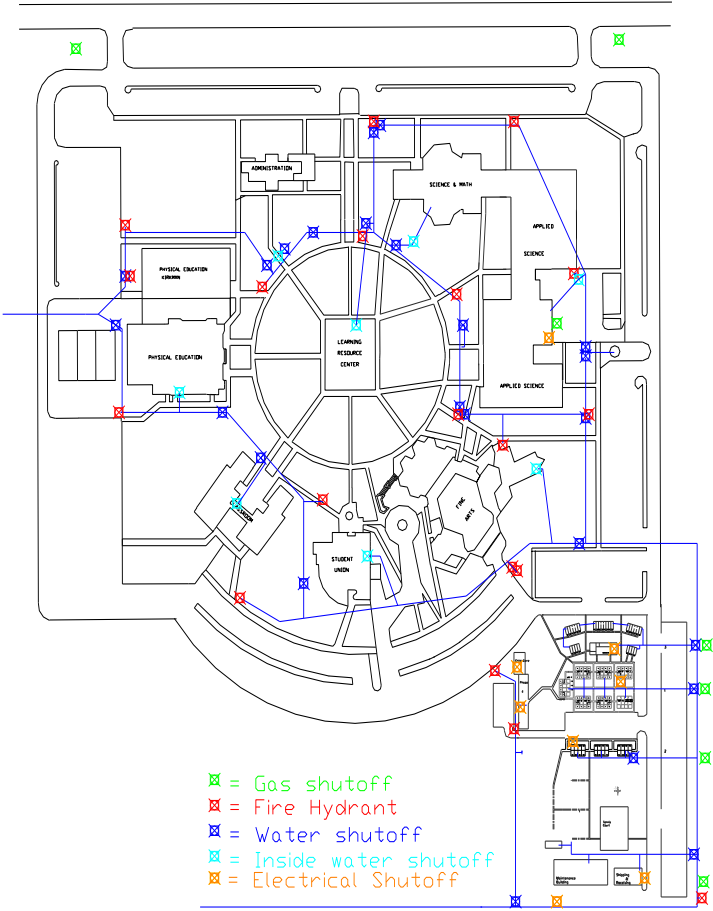
Student Housing

Fire Extinguishers - 

Storm Siren - 

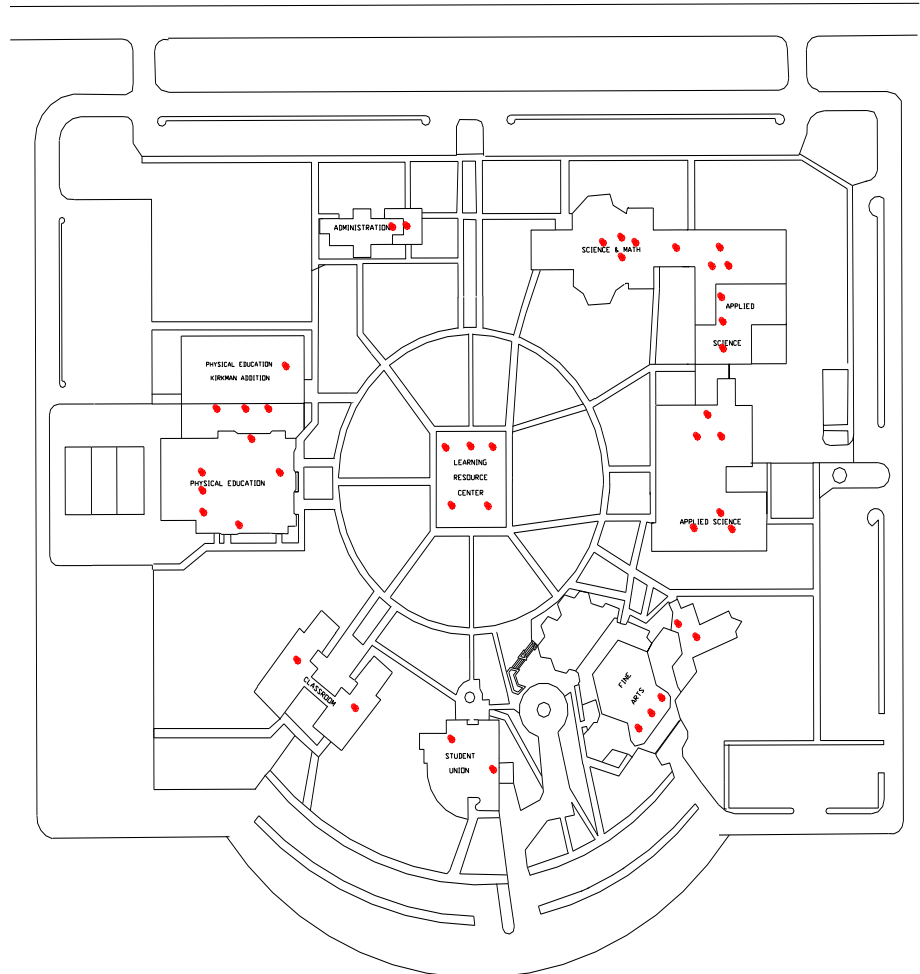


Utility Shutoff  
& Fire  
Hydrant  
Locations



# BARTON COUNTY COMMUNITY COLLEGE

## TORNADO SAFETY LOCATIONS



### TORNADO SAFETY

When you hear the tornado siren, immediately go to an interior part of the building trying to put as many walls as possible between you and the outside. Stay away from windows, doors, and outside walls. Remain in the safety locations until the siren no longer sounds.

**Science & Math** – S118, S136, S137, S138, interior hallways.

**Technical** – T98, T99, T138, T139, T143, T145, interior hallways (avoid glass entrances), T184, T185.



**Fine Arts** – F2 office complex, F20, F30 lobby (North), F16 hallway, both interior hallways.

**Student Union** – U103, U106, U109, lower level restrooms, kitchen.

**Learning Resource Center**– Interior hallways, L110, L115, L116

**Classroom** – Both interior hallways (avoid glass entrances).

**P.E. / Kirkman** – Lower level hallway to pool/rifle range, Training room, Locker rooms, Athletic office complex, P4A, P5A.

**Administration** – Interior hallways, copy rooms, main restrooms.

**Housing Units 1-34** – Bathrooms.

**Housing Units 101-322** – Interior hallways

**Maintenance Building & Shipping** – Go to Commons or 1-34 bathrooms.

**Clubhouse** – Interior of the building.

**Midwest Utility Pipeline & Training Center** – Midwest classroom

**One Stop (1025 Main)** – D106, D107, D108, D114