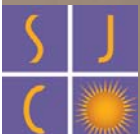
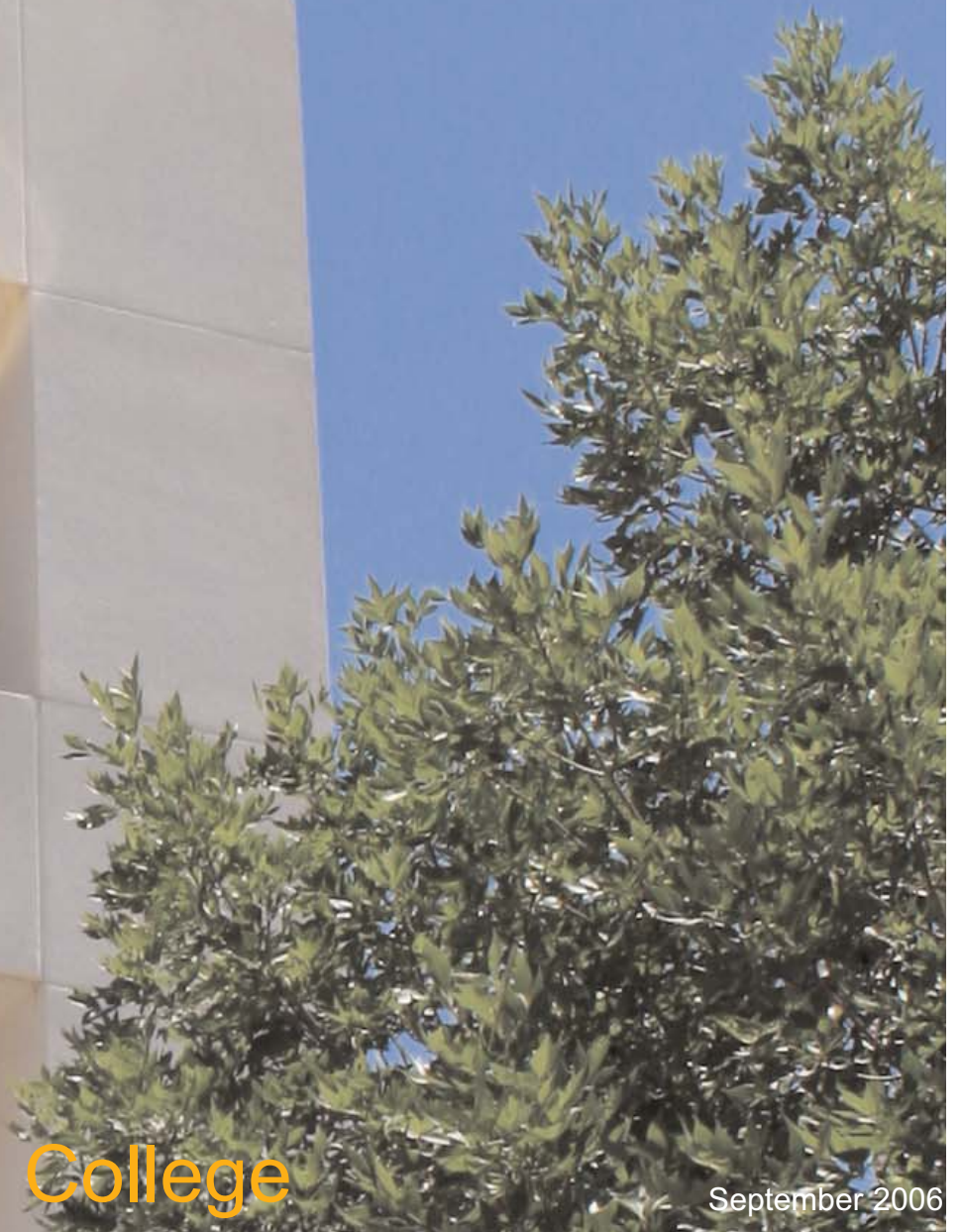


Comprehensive Emergency Management Plan



San Juan College

September 2006

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PURPOSE

The purpose of the San Juan College Comprehensive Emergency Management Plan (CEMP) is to establish guidelines, assign responsibilities, and promote awareness in responding to emergencies that may affect the San Juan College community. Additionally, the plan is designed to provide guidelines to assist those who deal with crisis, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact. This plan was created to complement plans that have been developed on the state, county, and city level.

ASSUMPTIONS

The San Juan College Comprehensive Emergency Management Plan (CEMP) addresses each type of emergency on an individual basis; however, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Hence, the following assumptions are made, and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day, night, weekend or holiday with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this manual, should serve only as a guide and a checklist, and may require field modifications in order to meet the requirements of the emergency.
- A major emergency or a disaster may be declared if the information indicates that such conditions are developing or probable.
- Community-wide disasters may affect the entire campus and the city of Farmington. City and county emergency services may not be available to assist for some time. The more severe the disaster, the more San Juan College will be left on its own. Therefore, San Juan College must be prepared to handle certain events on its own for extended periods of time.

SCOPE

The following guidelines apply to all students, employees, faculty, and guests, and to the buildings and grounds that are owned and/or operated by San Juan College. They are intended to enable to the College to protect life and property and minimize the damage caused by emergency situations.

GOALS & OBJECTIVES

The goals and objectives of the Comprehensive Emergency Management Plan are as follows:

1. Protect and preserve human life and health.
2. Minimize loss or damage to the College's facilities and resources.

3. Ensure appropriate communications and notifications within the College, community and beyond.
4. Respond appropriately to the magnitude of the crisis.
5. Establish a core group of well-trained individuals capable of committing resources as necessary and appropriate to protect the College Community.

OVERVIEW

Levels of Emergencies: The CEMP is designed to provide guidelines for responding to a variety of incidents and emergencies that affect the College. Not all emergencies require the same degree of response, and each incident will be evaluated on a case-by-case basis.

- **Level 1 BLUE (Minor Emergency)**—A campus emergency with limited impact that does not affect the overall operation and function of the College. Examples would include a minor hazardous material incident, small fire, or temporary limited power outage. A minor emergency will not normally entail notification of the Emergency Management Team except through routine communications.
- **Level 2 Orange (Major Emergency)**—A local emergency that has disrupted or potentially may disrupt significant operation of the College or adversely impact a major population of the community. Examples include serious crimes on campus, major fires, death(s), or partial infrastructure failure.
- **Level 3 Red (Disaster)**—A community-wide emergency that potentially disrupts the operations of the College and involves major damage or systems failure. Disasters impact not only the College, but possibly the surrounding community and beyond. Examples include tornadoes, widespread extended power outage, severe natural disasters, or serious acts of terrorism.

Note: Major Emergencies (Orange) and Disasters (RED) will require notification of the Emergency Management Team (EMT).

ACTIVATING THE CEMP

1. Initial Notification:

In the event of an emergency the senior security officer on duty will assess the situation and determine which emergency level (blue, orange or red) is appropriate for the event. For a level two or three emergency the senior security officer on duty must notify the Emergency Management Team immediately.

2. **Declaring an Emergency:**

- Members of the Emergency Management Team will discuss the incident and determine the level of emergency and whether to activate the Emergency Operations Center. The decision to declare an emergency will rest with the senior security officer on duty.
- In the event of any emergency on campus the senior security officer on duty will assume tactical command of the situation and remain in command until the emergency no longer poses any danger to the college community or property, relieved of command by a higher ranking security officer or until relieved by emergency services personnel.
- Any other appropriate members of the community deemed necessary will be contacted to respond.
- After the Comprehensive Emergency Management Plan is activated, the process moves to the Response phase.

RESPONSIBILITIES

College President

As the Chief Executive Officer for San Juan College, the President or his/her designee will exercise leadership and executive management decisions.

Security and Safety Director

The Security and Safety Director or his/her designee serves a member of the Emergency Management Team and will be the incident commander. The director will coordinate the hands-on operation of the Crisis Management Team during crisis and exercises. In the event the need arises for a multi agency response the Director will serve as part of the Unified Command and represent the college in this aspect. The Security and Safety Director will appoint a crisis management coordinator. The director may appoint members to assist as needed during and emergency.

Crisis Management Coordinator

The Crisis Management Coordinator serves as a member of the Emergency Management Team and will act as second-in-command for the Security and Safety Director, plan meetings and emergency scenarios for the Emergency Management Team and be responsible for scheduling and documenting all updates to the Comprehensive Emergency Management Plan.

Vice President-Business

The Vice President for Business or his/her designee serves as a member of the Emergency Management Team and selects and manages the Damage Assessment Team in assessing damages from the emergency and preparing the College's responses. The report will be presented to the Emergency Management Team and the College President.

Vice President-Student Services

The Vice President for Student Services or his/her designee serves as a member of the Emergency Management Team and coordinates all student-related actions and appropriate responses.

Vice President-Learning

The Vice President for Learning or his/her designee serves as a member of the Emergency Management Team and coordinates all faculty related actions and appropriate responses.

Vice President-Technology

The Vice President for Technology or his/her designee serves as a member of the Emergency Management Team and coordinates all technology related actions and appropriate responses.

Director-Physical Plant

The Director of Physical Plant or his/her designee serves as a member of the Emergency Management Team.

Director of Environmental Safety

The Director of Environmental Safety or his/her designee serves as a member of the Emergency Management Team.

Director of Marketing and Public Relations

The Director of Marketing and Public Relations or his/her designee serves as a member of the Emergency Management Team and will coordinate all media responses during an emergency.

Director of Purchasing

The Director of Purchasing or his/her designee serves as a member of the Emergency Management Team.

Associate Vice-President of Human Resources

The Associate Vice-President of Human Resources or his/her designee serves as a member of the Emergency Management Team.

REPORTING EMERGENCIES

The following section contains the recommended guidelines to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

Telephone Contact: In an emergency, **immediately call 911** and then Campus Security at X3333

2. **Campus Evacuation**

- a. Evacuation of all or part of the campus will be announced by the senior security officer on duty.
- b. All persons (students and staff) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed.

3. **Lockdown:** It may be safer to lock buildings down without evacuating in certain situations (e.g. armed intruder on campus).

- a. In the case of a lock down stay away from windows to minimize exposure.

4. **Evacuation of Persons with Disabilities**

- a. If you are unable to leave the building due to a physical disability:
 - Go to the nearest area where there are no hazards.
 - Contact Campus Safety by telephone (X3333) or use other means to advise them of the situation.
 - Be sure to give them the room number so they can send help to you.
 - If possible, signal out the window to on-site emergency responders.
 - Try to establish a "buddy" system to have someone ready to assist you.
- b. To assist visually impaired persons
 - Announce the type of emergency.
 - Offer your arm for guidance.
 - Tell the person where you are going and obstacles you encounter.
 - When you reach safety, ask if further help is needed.
- c. To alert people with hearing limitations
 - Turn lights on/off to gain the person's attention, or
 - Indicate directions with gestures, or
 - Write a note with evacuation directions.
- d. To evacuate people using crutches, canes, or walkers
 - Evacuate these individuals as injured persons.
 - Assist and accompany to evacuation site if possible, or
 - Use a sturdy chair (or one with wheels) to move the person, or
 - Help carry individual.
- e. To evacuate wheelchair users
 - Non-ambulatory persons' needs and preferences vary.
 - Individuals at ground floor locations may exit without help.
 - Others have minimal ability to move—lifting may be dangerous.
 - Some non-ambulatory persons have respiratory complications.
 - Remove them from smoke and vapors immediately.
 - Wheelchair users with electrical respirators get priority assistance.
 - Most wheelchairs are too heavy to take down stairs.
 - Consult with the person to determine best carry options.
 - Reunite the person with the chair as soon as it is safe to do so.

5. To Implement an Evacuation

- Remain calm.
- Alert others to assist with evacuation.
- Communicate clearly and succinctly.
Example: "We have a _____ type of emergency. Evacuate to _____. Take your belongings. DO NOT use the elevators."
- Assist persons with disabilities (see above section).
- Check offices, classrooms, and restrooms.
- Turn equipment off, if possible.
- Close doors, but do not lock them.
- Take emergency supplies, rosters.
- Keep exiting groups together.
- Instructors assist students.
- Gather at the evacuation site and await instructions.
- Account for faculty, staff, and students.
- Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
- Move away from the building, report to the unit's designated evacuation point.
- Account for faculty, staff, and students and sign in at evacuation point.
- Wait at evacuation point for directions.
- Do not reenter the building until emergency staff gives the "all clear" signal. (The silencing of the building fire alarm system is normally used as the "all clear" signal. In some cases, the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.)

SHELTER IN PLACE

During certain emergency situations—such as armed intruder, chemical releases, radioactive material releases, and some weather emergencies—people may be advised to "shelter in place" rather than evacuate the building.

1. Go inside or stay inside the building.
2. Do not use elevators.
3. Shut and lock all windows and doors.
4. Quickly locate supplies you may need, e.g., food, water, radio, etc.
5. If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
6. When the "all clear" is announced:
 - Open windows and doors.
 - Go outside and wait until the building has been vented.

CLASSROOMS AND LABORATORY EMERGENCY GUIDELINES FOR FACULTY/INSTRUCTORS

Consistent with this guideline it is recommended that instructors:

- Know how to report an emergency from each classroom used.
- Provide their classes or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a semester.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with disabled students' plans and also be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

What Instructors Need to Know about Emergency Preparedness

The instructor is an authority figure for students, whether consciously or subconsciously, and can influence how students respond in an emergency. Instructors who are prepared for emergencies will be able to help calm students by being in control and giving calm and clear directions.

1. Evacuation Routes

Evacuation Routes are posted in hallways and classrooms.

2. Emergency Assembly Points

After a class leaves the alarmed building or area, it is important for them to go to a predetermined area where each person's presence can be documented. This "safe area" will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Accounting for all students can be very difficult, particularly with a large class. However, an attempt should be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (see below).

3. Evacuation for persons with disabilities

If there is a person with a disability in the class, it is recommended that the instructor know the person's response plan and who may be assisting him/her. Four options are available to persons with disabilities (refer to additional procedures in the section on Evacuation Procedures):

- Horizontal evacuation to outside or another building, if available
- Stairway evacuation
- Shelter in Place unless danger is imminent
- Area of refuge if available
- **Elevators cannot be used during an emergency evacuation!**

4. Reporting to the Security & Safety Department

After exiting and accounting for students, Security & Safety Officers will notify emergency personnel of persons missing or trapped or persons with disabilities that are awaiting assistance in areas of refuge.

5. Fire Alarms

Fire alarms will include audio alerts and a strobe light for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

- **Everyone Must Evacuate Immediately!**
- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. **Closed doors significantly reduce fire and smoke damage.**

6. Earthquakes

Most of the injuries that occur during earthquakes are caused by interior items, such as books, shelves, light fixtures, ceiling tiles and office equipment falling on the building occupants. Consequently, the first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** their head, and **hold that position**. After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

- **DO NOT USE ELEVATORS DURING OR AFTER AN EARTHQUAKE**
- **Equipment that may be hazardous if left unattended should be shut down.**

7. Power Outage

If the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes), evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, in which case use the same evacuation procedures as during a fire. Caution students that there is no rush, they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.

8. How to Report an Emergency

Check each classroom, lecture hall, or laboratory for the nearest working telephone or the nearest fire alarm pull station.

- Police: Call 911
- Fire: Activate Fire Alarm Pull Station
- Hazardous Material Spill: Call Campus Security at X3333
- Facility or Utility Failure: Call Campus Security at X3333

Emergency Preparedness Materials recommended for instructors to have with them in class:

1. Class roster
2. Important telephone numbers (in addition to emergency numbers):
 - Department Administrator / Manager _____
 - Classroom Services _____
 - Student Services _____
 - Others as appropriate _____
 - Mapping of evacuation routes and evacuation points

FIRE

- Know the location of fire exits and alarm systems in your area and know how to use them.
- If you discover a minor fire, **immediately** call the Security Department at X3333.
- Activate the building alarm (fire alarm) on your way out of the building.
- If you are in a room when the alarm sounds, **FEEL THE DOOR FOR HEAT**.
 - If the door is **not hot**, evacuate
 - If the door is **hot, DO NOT OPEN IT**. Go to a phone or window and contact someone for help. Place wet towels under the door and stay low where the air is better.
- Close all doors to confine the fire and reduce oxygen available to it. **Do not lock doors.**
- When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- **Proceed quickly to the predetermined emergency assembly point.**
- **Assist people with disabilities 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.
- Once outside, move to a clear area at least 500 feet away from the affected building to the designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- A temporary command post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a Campus Security Officer.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) 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.

Do not jump. Response time by the Farmington Fire Department is excellent. If necessary, wet towels and place them under doorways.

UTILITY FAILURE

1. In the event of a major utility failure, immediately notify the Security Department at X3333, which will contact the Physical Plant.
2. Assist those with disabilities in exiting the building! Do not use elevators in case of fire or earthquake.
3. Once outside, move to your designated Emergency Assembly Point that should be at least 300 feet away from the affected building(s).
4. Keep the walkways, fire lanes, and hydrants clear for emergency crews.
5. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
6. Do not return to an evacuated building unless told to do so by a Security Officer.

Elevator Failure

- If you are trapped in an elevator, use the emergency phone that rings directly to Campus Security. Stay calm and understand that elevators have a failsafe condition-the elevator cannot go into free fall.

Plumbing Failure/Flooding

- Stop using all electrical equipment. Notify the Campus Security Department at X3333, which will dispatch a maintenance worker. If necessary, vacate the area.

Serious Gas Leak

- Cease all operations. **Do not switch lights or any electrical equipment on or off.** Remember, electrical arcing can trigger an explosion! Notify the Department of Campus Security at X3333 immediately.

Ventilation Problem

- If smoke odors come from the ventilation system, immediately notify the Department of Campus Security at X3333. If necessary, cease all operations and vacate the area.

CHEMICAL/HAZMAT SPILL

- Any spillage of a hazardous chemical or radioactive material is to be **reported immediately** to Campus Security at X3333.
- When reporting, be specific about the nature of the involved material and exact location. Campus Security will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Security personnel.

- Anyone who may have been contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Security. Required first aid and cleanup by specialized authorities should be started at once.
- If an emergency exists, immediately call 911 and then Campus Security at X3333. You must also report the emergency by phone. Refer to the section on Evacuation Procedures for further details.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- **Assist those with disabilities in exiting the building!** Remember that elevators are reserved for them. **Do not use elevators in case of fire or earthquake.** Do not panic.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building unless told to do so by Campus Security. Important:** After evacuating the building, report to your designated Emergency Assembly Point. Stay there until an accurate headcount has been taken. A College official or designate will take attendance and assist in accounting for all building occupants.
- If required, Campus Security will contact the appropriate contract companies for clean up and regulatory agencies regarding spills (EPA, OSHA, NYS ENCON).

PANDEMIC OUTBREAK

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, cause serious illness, and can sweep across the country and around the world in a very short time. (<http://www.pandemicflu.gov/general/>)

It is difficult to predict when the next pandemic outbreak will occur or how severe it will be. Wherever and whenever a pandemic starts, everyone around the world is at risk. Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.

A pandemic may come and go in waves, each of which can last for six to eight weeks. An especially severe influenza pandemic could lead to high levels of illness, death, social disruption, and economic loss. Everyday life would be disrupted because so many people in so many places become seriously ill at the same time. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery.

A Pandemic Response Team (PRT) will be activated as part of the Emergency Management Team (EMT) when any level of the Emergency Code System is activated. The following personnel will make up the PRT:

Dean of Allied Health (Chair)
Director of Environment & Safety
Director of Nursing
Director of Counseling
Director of Marketing and Public Relations
Director of Food Services
Assistant Director of Physical Plant
Vice-President for Learning
Student Body President

The same Emergency Color Code System will be used for this type of emergency but will have some changes as to the reaction due to the unique problems that may occur with this type of emergency.

- Level 1 BLUE (Awareness)-when the Emergency Management Team (EMT) learns of a possible new threat it will activate the Pandemic Response Team (PRT). The PRT will then investigate the threat and report to the EMT with its findings.
- Level 2 YELLOW (Outbreak-United States)-If an outbreak occurs within the continental United States but poses no imminent threat to the area the EMT will coordinate with the Public Relations Office in making college community announcements including: a description of the outbreak, ways for the College community to lower risk of infection, areas affected by the outbreak as well as signs of the infection and locations and contact numbers of local emergency health providers.
- Level 3 ORANGE (Outbreak-Western United States)-Depending on the severity of the illness the EMT can take the following actions up to: cancellation of non-college events and alert construction crews on campus of the possibility of projects being put on hold until the threat has passed.
- Level 4 RED (Local Outbreak)-If the outbreak is of a serious nature and poses a direct threat to the safety of the College community the EMT may take action up to and including the shut-down of some departments or the entire college campus. The shut-down will be coordinated by the College administration in conjunction with the Public Relations Office who will post updates through the college website and information left on recordings for the college information phone numbers.

EXPLOSION ON CAMPUS

In the event an of explosion, take the following action:

1. Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
2. After the immediate effects of the explosion and/or fire have subsided, immediately call 911 and then notify the Security Department at X3333.
3. Give your name and describe the location and nature of the emergency.
4. When the building evacuation alarm is sounded or when you are told by College officials to leave, walk quickly to the nearest marked exit and advise others to do the same. **Assist those with disabilities in exiting the building!** Remember that elevators are reserved for them. **Do not use elevators in case of fire or earthquake.**
5. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Report to your Emergency Assembly Point as soon as possible.
6. If requested, assist emergency crews as necessary.
7. A Command 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.
9. **Do not use the fire alarm to evacuate the building unless ordered to do so by emergency personnel. If the cause of the explosion was an explosive or incendiary device another may be tied to the fire alarms.**

WEATHER AND NATURE-RELATED INCIDENTS

Tornado

Tornado **watch** means that conditions exist for a tornado to develop.

Tornado **warning** means that a tornado has actually been sighted or indicated on radar.

Note: One clue that a tornado could develop is when a thunderstorm produces hail. The larger the hail stone, the more likely that a tornado will occur.

When a tornado warning is announced:

- Stay away from windows to avoid flying debris.
- If you are outside and there isn't time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
- **Avoid auditoriums and gymnasiums** with large, poorly supported roofs.
- If you are in an administrative or classroom building, go to an interior hallway on the lowest floor. Stay away from windows.

Earthquake

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

- If **indoors**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If **outdoors**, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized.
- 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.
- After the initial shock, evaluate the situation. If emergency help is necessary, immediately call 911 and then Security Department at X3333. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to the Security Department at X3333. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on utility failures.
- If an emergency exists, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Move quickly to your designated Emergency Assembly Point.
- **Assist those with disabilities in exiting the building! Do not use elevators in case of fire or earthquake.**
- Once outside, move to a clear area at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a Security Officer.

INCLEMENT WEATHER POLICY

Decisions for delayed campus openings, early releases, or campus closure due to inclement weather will be made by the Office of the Vice President of Student Services in consultation with the President.

Campus Closure, Delayed Openings, and Early Release

- The Office of the Vice President for Student Services in conjunction with the Office of the President will make decisions on campus closure, delayed openings and/or early release.
- The decision will be relayed to the Public Relations Office, Campus Security and the Campus Switchboard.
- In the event of campus closure or delayed opening, announcements to the following media and internal communications from the Office of Public Relations: 1. Radio Stations 2. Television Stations

MEDICAL EMERGENCY

1. If serious injury or illness occurs on campus, immediately call 911 and then Campus Security at X3333. Give your name, and describe the nature and severity of the medical problem and the campus location of the victim.
2. Have someone remain on the phone with 911 operators to provide updated information regarding the incident
3. In case of minor injury or illness, provide first aid care to the level of your ability.
4. Be prepared to provide specific directions to the scene. Request available assistance from other persons present to aid responding EMS personnel get to the location as quickly as possible.
5. In case of serious injury or illness quickly perform the following steps:
 - Keep the victim still and comfortable. **Do not move the victim.**
 - Ask victim, "Are you OK?" and "What is wrong?"
 - Check breathing and give artificial respiration if necessary.*
 - Control serious bleeding by direct pressure on the wound.*
 - Continue to assist the victim until help arrives.
 - Look for emergency medical ID's such as bracelets on injured persons, question witness(s), and give all information to the responding emergency personnel

***Note:** Only qualified trained personnel should provide first aid treatment (e.g.: first aid, CPR/AED).

BLOOD BORNE PATHOGENS

EXPOSURE INCIDENT

An exposure incident is defined as "specific eye, mouth, other mucus membrane, non-intact skin, or potential contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

THE FOLLOWING STEPS ARE TO BE TAKEN AFTER EACH EXPOSURE INCIDENT:

1. Emergency First Aid will be done by qualified personnel.
2. All CFR 1910-1030 Blood Borne Pathogens standards will be strictly adhered to.
3. All medical treatment will require a physicians (MD) release before employee can return to work.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to harm 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, or the person could be a walk-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 the Security Department of the situation at X3333. Clearly state that you need immediate assistance, and give your name, your location, and the area of campus involved.
3. Understand that it is important to deal with the actions of the person involved regardless of the underlying cause.
4. The Counseling Center can be reached during normal business hours at X3526.

SUICIDE PREVENTION

Suicide signals

The strongest risk factors for attempted suicide in youth and young adults are depression, alcohol or drug abuse, and aggressive or disruptive behaviors. If several of the following symptoms, experiences, or behaviors are present, a counselor should be consulted:

- Depressed mood
- Substance abuse
- Frequent episodes of running away or being incarcerated
- Family loss or instability; significant problems with parents
- Expressions of suicidal thoughts, or talk of death or the afterlife during moments of sadness or boredom
- Withdrawal from friends and family
- Difficulties in dealing with sexual orientation
- No longer interested in or enjoying activities that once were pleasurable
- Unplanned pregnancy
- Impulsive, aggressive behavior; frequent expressions of rage

Danger signs of suicide

- Talking about suicide
- Statements about hopelessness, helplessness, or worthlessness
- Preoccupation with death
- Suddenly happier, calmer
- Loss of interest in things one cares about
- Visiting or calling people one cares about
- Making arrangements; setting one's affairs in order
- Giving things away

Adolescents who consider suicide generally feel alone, hopeless, and rejected. They are especially vulnerable to these feelings if they have experienced a loss, humiliation, or trauma of some kind: poor performance on a test, breakup with a boyfriend or girlfriend, parents with alcohol or drug problems or who are abusive, or a family life affected by parental discord, separation, or divorce.

However, a teenager still may be depressed or suicidal even without any of these adverse conditions.

Teenagers who are planning to commit suicide might "clean house" by giving away favorite possessions, cleaning their rooms, or throwing things away. After a period of depression, they may also become suddenly cheerful because they think that by deciding to end their lives they have "found the solution."

Young people who have attempted suicide in the past or who talk about suicide are at greater risk for future attempts. Listen for hints like "I'd be better off dead" or "I won't be a problem for you much longer."

What can be done?

In short, simply taking the time to talk to troubled teenagers and young adults about their emotions or problems can help prevent the senseless tragedy of teen suicide. Let them know help is available.

CRIMINAL OR SUSPICIOUS BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

Promptly notify Security Department at X3333 to report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

If you observe a criminal act, or whenever you observe a suspicious person on campus:

1. Immediately notify the Security Department at X3333. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
2. If there is gunfire or an explosion, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

What to Do If Taken Hostage

The initial 45 minutes is the most dangerous. Follow instructions, be alert-and stay alive. The captor is likely to be emotionally imbalanced.

HOSTILE INTRUDER(S) ON THE COLLEGE GROUNDS

This is a police response situation. Responding Campus Safety Officers are not trained or equipped to confront an armed suspect, but they will make every effort to help with the police response and take every action possible to assist with evacuation and intelligence on the situation.

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:

- Call 911 and then Campus Security at X3333 if possible.
- Do not run in a straight line.
- Run away from the threat if you can, as fast as you can.
- Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands.
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

This training guide cannot cover every possible situation that might occur but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

HOSTILE INTRUDER IN BUILDING

When a hostile person(s) is killing or seriously injuring or threatening to kill or injure a person within a building, we recommend the following procedures be implemented.

While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus:

- Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call 911 immediately.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
 1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
 3. If the person(s) are killing or seriously injuring others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
 5. If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
 6. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

BOMB THREAT

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please **do not** attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response

from the building occupants. However, that being said, do not ignore the threat; report it immediately to 911 and then Campus Security at X3333. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to Campus Security. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption. **DO NOT PULL THE FIRE ALARM**, a device may be attached to the fire alarm panel

Immediate Action

- Remain calm and immediately **refer to the Telephone Bomb Threat Checklist**. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible in order to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller:
 - Pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
 - Note characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- **Immediately** after the caller has ended the call, call 911 and then Campus Security.
- If the threat was left on your voice mail, **do not erase it**.

SUSPICIOUS MAIL/PACKAGE SCREENING PROCEDURES

What constitutes "suspicious mail"? Some typical characteristics detected by postal inspectors over the years, which ought to trigger suspicion, include parcels that:

- are unexpected or from someone unfamiliar to you.
- are addressed to someone no longer with your organization or are otherwise outdated.
- have no return address, or have one that can't be verified as legitimate.
- are of unusual weight, given their size, or are lopsided or oddly shaped.
- are marked with restrictive endorsements, such as "Personal" or "Confidential."
- have protruding wires, strange odors, powders, or stains.
- show a city or state in the postmark that doesn't match the return address.
- have hand-written or poorly typed addresses.

If you receive suspicious mail

- **What you should do**

1. If it is a letter that you have opened, set it down gently at the location where you first read it.
2. Move to an area that will minimize possible exposure. Avoid contact with others when possible, and remain in the area. If it is a note that you happen to find, **leave it alone**.
3. Advise a coworker in the immediate area what has happened and ask them to call the Security Department at X3333.
4. Do not allow others into the area.
5. Remain calm.

- **What you should *not* do**

1. Do not pass the letter or note to others to look at.
2. Do not disturb any contents in the letter or note.
3. Do not ignore the threat. It must be treated as real until properly evaluated.

If you receive a threat by telephone

- **What you should do**

1. Call 911 immediately and then Campus Security at X3333.
2. For contamination threats, have the building's ventilation system shut down.
3. Remain calm.
4. Listen carefully to the caller so you can recall the details later. Listen for background noises.

- **What you should NOT do**

1. Do not ignore the threat. It must be treated as real until properly evaluated.
2. Do not argue with or antagonize the caller.