



**Lurleen B. Wallace  
Community College**

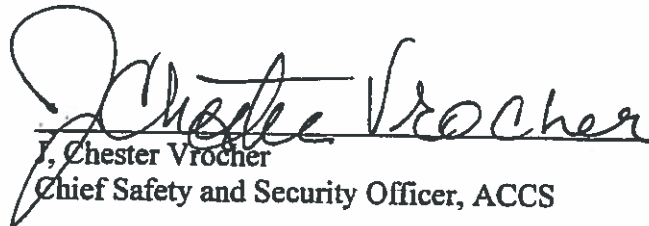
**EMERGENCY MANAGEMENT  
PLAN**



The Emergency Operations Plan for Lurleen B. Wallace Community College has been reviewed and approved as indicated below.

The Lurleen B. Wallace Community College Emergency Operations Plan is scheduled for review again by the Alabama Community College System in **December , 2019.**

Reviewed and Approved:

  
\_\_\_\_\_  
J. Chester Vrocher  
Chief Safety and Security Officer, ACCS

2/28/18  
Date

# Introduction

The Lurleen B. Wallace Community College Emergency Management Plan has been developed to ensure that, to the extent possible, the College provides a safe, secure learning environment. The plan outlines procedures to be followed in a variety of emergency situations.

On a day to day basis the College provides well-maintained, well-lit facilities that are regularly patrolled by maintenance personnel. Faculty members, particularly in technical programs, routinely provided safety instruction for new and returning students.

Each accident or incident which occurs on campus or at College sponsored events or activities is reported on a Lurleen B. Wallace Community College Accident/Incident Form.

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## PREFACE

This emergency procedures plan is designed to provide a contingency manual for College administrators in order to prepare for campus emergencies. While the plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of the College guidelines. Any exception to these crises management procedures will be conducted by, or with approval of those College administrators directing and/or coordinating the emergency operations.

The guide will be evaluated and revised as needed by the Dean of Administrative Services and presented to the Executive Council for its approval. The plan will also be submitted to the Alabama Community College System Office for review and approval a minimum of every two years.

This Emergency Procedures Plan has been reviewed and approved for use by the  
Lurleen B. Wallace Community College Executive Council.



**Dr. Herbert H. J. Riedel, President**

# MAJOR EMERGENCY GUIDELINE

## 1. PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus community resources. When an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or his designee, may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

## 2. SCOPE

These procedures apply to all personnel, buildings and grounds, owned and operated by Lurleen B. Wallace Community College to include those peripheral areas adjoining the college property.

## 3. TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

- Fire
- Severe weather (tornado, flooding, hurricane)
- Active Shooter / Violent Intruder
- Chemical or radiation spill/natural gas leak
- Explosion, downed aircraft (crash) on campus
- Bomb/bomb threat
- Suspicious Mail Threat
- Civil disturbances or demonstrations
- Utility failure
- Violent or criminal behavior
- Medical and first aid
- Media relations
- Psychological crises
- Automobile accident
- Flooding
- Harassment
- Sexual Assault

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

#### 4. DEFINITIONS OF AN EMERGENCY

The College President or his designee will provide overall direction during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and/or coordinators in determining the appropriate response:

- (1) **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report immediately to the Campus Director, Dean of Administrative Services, Director of College Facilities and Maintenance, or the local Police Department.
- (2) **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. Reporting procedures are the same as paragraph 1.
- (3) **DISASTER:** Any event or occurrences that have taken place and have seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the appropriate support and operational plans will be executed. Reporting procedures will be the same as paragraph 1. In addition, any incident that has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the College should be promptly reported to the Dean of Administrative Services.

#### 5. ASSUMPTIONS

The College's Emergency Management Plan is predicable on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- (1) An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- (2) The succession of events in an emergency are not predicable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- (3) Disasters may affect residents in the geographical location of the college, therefore city, county and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48- 72 hours).
- (4) A major emergency may be declared if information indicated that such a condition is developing or is probable.

## **6. DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the College President or his designee as follows:

During the period of any campus major emergency, the Campus Director, Dean of Administrative Services, or Director of College Facilities and Maintenance, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. This individual shall immediately consult with the President, and other individuals listed above regarding the emergency and the possible need for a declaration of a campus state of emergency.

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

In addition, only those faculty and staff members who have been assigned emergency resource team duties or cleared by the Dean of Administrative Services or the Director of College Facilities and Maintenance will be allowed to enter the immediate disaster site.

In the event of fires, storms or major disasters occurring in or about the campus, or which involves College property, the Director of College Facilities and Maintenance will be dispatched to determine the extent of any damage to College property.



## **DIRECTION AND COORDINATION**

### **1. EMERGENCY DIRECTION**

All emergency operations shall be directed by the President or his designee as listed below:

Dean of Administrative Services  
Director of College Facilities and Maintenance  
Campus Director

### **2. EMERGENCY COORDINATION**

All emergency operations shall be coordinated by the Dean of Administrative Services or the Director of College Facilities and Maintenance or delegated alternate.

### **CAMPUS EMERGENCY RESOURCE TEAMS**

When a major emergency occurs, the Campus Director, Dean of Administrative Services, or Director of College Facilities and Maintenance shall immediately begin contacting all necessary members of the Campus Emergency Resource Team:

President:	Herbert Riedel
Dean of Administrative Services:	Peige Josey
Director of College Facilities & Maintenance:	Tim Jones
Andalusia Campus Director:	Jason Jessie
Greenville Campus Director:	Peige Josey
Luverne Site Director:	Laura Elliott
MacArthur Campus Director:	Peggy Linton
Dean of Student Affairs:	Jason Jessie
Chief Financial Officer:	Lisa Carnley
Dean of Instruction:	Peggy Linton
Public Information Officer:	Renée LeMaire
Andalusia Maintenance Personnel:	Joey Peevy
	Jimmy Turner
Greenville Maintenance Personnel:	Larry Newton
MacArthur Maintenance Personnel:	Ruth Mohon
	Dave Summerlin
Health Sciences Division Chair:	April Wise
Building Coordinators:	Campus Based Personnel

Team members may coordinate as necessary with the Campus Director, Dean of Administrative Services, or Director of College Facilities and Maintenance for implementation and coordination of the campus operation plan and support as it pertains to their areas. General responsibilities of the team members are listed below.

**PRESIDENT OR DESIGNEE: Herbert Riedel**

- (a) Responsible for the overall direction of the College emergency response.
- (b) Works with the Campus Director, Dean of Administrative Services, Director of College Facilities and Maintenance, and others in assessing the emergency and preparing the College's specific response.
- (c) Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of this plan.
- (d) Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Resource Team, and others as necessary.

**DEAN OF ADMINISTRATIVE SERVICES: Peige Josey**

- (a) Responsible for the overall coordination of the College's emergency response.
- (b) Determines the type and magnitude of the emergency;
- (c) Initiates immediate contact with the President or his designee and Campus Resource Team to begin assessment of the College's condition and nature of the emergency;
- (d) Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order;
- (e) Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, emergency medical services, etc.;
- (f) Prepares and submits a report to the President appraising the final outcome of the emergency.

**DIRECTOR OF COLLEGE FACILITIES AND MAINTENANCE: Tim Jones**

- (a) Takes immediate and appropriate actions to protect life, property, and to safeguard records as necessary;
- (a) Obtains assistance from city, county, state and federal government as required;
- (b) Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed;
- (c) Serves to fulfill the overall responsibilities of the College's emergency response in the absence of the Dean of Administrative Services.

**DEAN OF STUDENT AFFAIRS / STUDENT SAFETY: Jason Jessie**

- (a) Liaisons with the Student Government Association regarding any emergency situation;
- (b) Maintains liaison with other members of the emergency team;
- (c) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to students.

**CHIEF FINANCIAL OFFICER: Lisa Carnley**

- (a) Notifies all division chairpersons and other administrators of an emergency situation;
- (b) Maintains liaison with other members of the emergency team;
- (c) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to Financial Affairs matters.

**DEAN OF INSTRUCTION: Peggy Linton**

- (a) Liaisons with the Instructional Council regarding any emergency situation;
- (b) Maintains liaison with other members of the emergency team;
- (c) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to instructional matters.

**PUBLIC INFORMATION OFFICER: Renée LeMaire**

- (a) Notifies appropriate news media for dissemination of information as requested by the President, appropriate Campus Director, or designee.
- (b) Establishes liaison with local radio and TV services for public announcements;
- (b) Arranges for photographic and audio-visual services;
- (c) Advises the President or designee of all news concerning the extent of the emergency or disaster affecting the campus;
- (d) Prepares news releases for approval and releases to media concerning the emergency.

**MAINTENANCE / DAMAGE CONTROL: Campus Maintenance Personnel**

- (a) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection;
- (b) Provides vehicles and equipment as required to the Emergency Resource Team;
- (c) Obtains the assistance of utility companies as required for emergency operations;
- (d) Furnishes emergency power and lighting systems when required;
- (e) Surveys habitable space and relocates essential services and functions;
- (f) Provides facilities for emergency generator fuel during actual emergency or disaster periods;
- (g) Provides for storage of vital records at an alternate site if needed; coordinates with building and are coordinators for liaison and necessary support.

## RESPONSIBILITIES

### PRESIDENT

The College President, or designee is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

### DEANS, ADMINISTRATORS, AND DIVISION CHAIRS

Every dean, administrator, and division chair may appoint a specific person as a building/facility coordinator for each activity under his/her control, and has the following general responsibilities prior to and during any major emergency:

- (a) Emergency Preparedness
  1. Building evaluation information shall be distributed to all employees with follow-up discussions, on-the-job training, or explanation as required.
- (b) Emergency Situations
  1. Inform all employees under their supervision of the emergency condition.
  2. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and evacuating the buildings.
  3. Maintain emergency telephone communications with officials from their own area (or from an alternate site if necessary).

### FACULTY

Each faculty member teaching technical and/or lab courses has the responsibility to:

- (a) Provide the students with departmental safety materials;
- (b) Provide departmental safety instruction and training;
- (c) Evaluate students on departmental safety;
- (d) Document safety test results. (Some departments require certain test scores on safety tests before a student can begin work in lab areas)
- (e) Educate their students concerning college emergency procedures as well as evacuation procedures for their building and/or area;
- (f) Inform their students if an emergency and initiate emergency procedures as outlined in this plan;
- (g) Evaluate, survey and estimate their assigned building facility or area in order to determine the impact a fire or severe weather could have on that area. Report all safety hazards to the Campus Director. Work request to reduce hazards and to minimize accidents should be promptly submitted to the Campus Director. The Campus Director will inform the Dean of Administrative Services and the Director of College Facilities and Maintenance.
- (h) **IMPORTANT:** Inform all students to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building when appropriate.

## **STAFF SUPERVISORS**

- (a) Educate their staff concerning college emergency procedures as well as evacuation procedures for their building and/or area;
- (b) Inform their staff if an emergency and initiate emergency procedures as outlined in this plan;
- (c) Evaluate, survey and estimate their assigned building facility or area in order to determine the impact a fire or severe weather could have on that area. Report all safety hazards to the Campus Director. Work request to reduce hazards and minimize accidents should be promptly submitted to the Campus Director. The Campus Director will inform the Dean of Administrative Services and the Director of College Facilities and Maintenance.
- (d) **IMPORTANT:** Inform all staff to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building when appropriate.

## **BUILDING COORDINATORS**

- (a) Notify everyone to initiate building evacuations.
- (b) Assist with all building evacuations.

## **COLLEGE NOTIFICATION SYSTEM**

Telephones and SchoolCast (the content delivery system) are the primary means of emergency notification at Lurleen B. Wallace Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

**NOTE:** During an emergency, campus phones must be restricted to official College use only. In the absence of phone services, runners will be used for emergency notification.

## **ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES**

### **ON-CAMPUS ASSISTANCE:**

- (a) Campus switchboard operator: While dialing from ON-CAMPUS - dial 2200. Police help is readily available from the local Police Departments by phone.
- (b) Maintenance workers are available during normal working hours and during emergency situations. They are capable of providing the following emergency services:
  - 1. Utilities: Repairs to water, gas, electric and sewage systems.
  - 2. Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
  - 3. Equipment: Generators, lights, air compressors, etc.

## EMERGENCY SHUTDOWN PROCEDURES

In the event of a natural disaster in which major structural damage is sustained turn off hazardous utilities: electricity and natural gas are of primary concern.

### DISASTER RESOURCES

1. Andalusia Rescue, Fire and Police Departments - (334) 222-1155
2. Greenville Police Department - (334) 382-7461
3. Greenville Fire Department - (334) 382-3133
4. Luverne Police Department - (334) 335-3334
5. Luverne Fire Department - (334) 335-3345
6. Opp Police Department - (334) 493-4511
7. Opp Fire Department - (334) 493-7015
8. Andalusia Hospital - (334) 222-8466
9. L. V. Stabler Hospital - (334) 382-2671
10. Crenshaw Community Hospital - (334) 335-3374
11. Mizell Memorial Hospital - (334) 493-3541
12. State Law Enforcement Agencies - dial 911
13. Local Ambulance Services - dial 911
14. Covington County Health Department - (334) 222-1175
15. Crenshaw County Health Department - (334) 335-2471
16. The American Red Cross - (334) 222-4231
17. Butler County Emergency Management Agency - (334) 382-7911
18. State & County Highway Departments - (334) 222-3613
19. Emergency Management/Civil Defense - (334) 427-4911
20. Southeast Alabama Gas- (334) 222-4177
21. City of Andalusia Utility Department- (334) 222-1332

### REPORTING EMERGENCIES

**CAMPUS EMERGENCY SERVICE** ----- Dial Operator at 2200

1. **IN AN EMERGENCY IN WHICH CAMPUS SECURITY CANNOT BE REACHED, DIAL -----911**
2. When calling, stay calm and carefully explain the problem and location to the public safety dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

## EVACUATION PROCEDURES

**IN AN EMERGENCY - - - - POLICE/FIRE/AMBULANCE - - - - - dial 911**

### 1. Building Evacuation

- (a) All building evacuations will occur upon notification by the Campus Director, Dean of Administrative Services, Director of College Facilities and Maintenance, or Building Coordinator.
- (b) When the building evacuation notice is received, leave by the nearest marked exit and alert others to do the same.
- (c) **ASSIST ANY PERSONS WITH DISABILITIES IN EXITING THE BUILDINGS.**
- (d) Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- (e) **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL.**

**IMPORTANT:** After any evacuation, report to the area outside the building and stay there until released.

### 2. Campus Evacuation

- (a) Evacuation of all or part off the campus grounds will be announced by the President or his designee as described.
- (b) All persons (students and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds or off campus as directed.

## CIVIL DISTURBANCE OR DEMONSTRATIONS

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

1. **INTERFERENCE** with the normal operations of the College;
2. **PREVENTION** of access to office, buildings or other College facilities;
3. **THREAT** of physical harm to persons or damage to College facilities.

If any of the above conditions exist, the Director of College Facilities and Maintenance should be

notified and will be responsible for contacting and informing the President, Dean of Administrative Services, and the Campus Director. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

## **1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

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

## **2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

- (a) In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
  - 1. Demonstrators will be asked to terminate the disruptive activity by the President or his designee.
  - 2. The Campus Director should consider having a photographer available to document the disruptions.
  - 3. Other administrators and student leaders will be asked by the President or his designee to go to the demonstration site and persuade the demonstrators to desist.
  - 4. The President or designee will go to the site and ask the demonstrators to leave or to discontinue the disruptive activities
  - 5. If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in a disciplinary action including suspension or expulsion or possible intervention by civil authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
  - 6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs.
  - 7. After consultation, the President, Dean of Administrative Services, Campus Director and Director of College Facilities and Maintenance will determine if there is a need for an injunction and/or intervention by civil authorities.
  - 8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the local police department, the remaining demonstrators will be warned of the intention to arrest, (See attachment B.)



### 3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President, Dean of Administrative Services, Campus Director, and Director of College Facilities and Maintenance will be notified.

- (a) During Business Hours:
  - 1. The President or his designee, Dean of Administrative Services, Campus Director, and Director of College Facilities and Maintenance will be notified.
  - 2. The Campus Director will arrange for photographs.
  - 3. The President or his designee in consultation with the Dean of Administrative Services, Campus Director, and Director of College Facilities and Maintenance will determine the possible need for an injunction.
  
- (b) After Business Hours:
  - 1. The President or his designee, Dean of Administrative Services, Campus Director, and Director of College Facilities and Maintenance should be immediately notified of the disturbance.
  - 2. The Director of College Facilities and Maintenance will investigate the disruption and notify the President or his designee, Dean of Administrative Services, and the Campus Director.
  - 3. The Dean of Administrative Services will notify key administrators and if appropriate the administrator responsible for the building area;
  - 4. If necessary, the President or his designee, Dean of Administrative Services, Campus Director, or Director of College Facilities and Maintenance, or a designee will call for police assistance.

**NOTE:** The President or his designee, Dean of Administrative Services, Campus Director, Director of College Facilities and Maintenance, or a designee reserves the right to call for police assistance without counsel from others if it is deemed to be of importance to the safety of persons involved.

## **ATTACHMENT A**

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the college and are in clear violation of the rules of the college. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. In no event will the administration of this College accede to demands backed by force. According, you are directed to terminate this demonstration. If you have not done so within 10 minutes I will, under the authority of the Alabama Community College System Board of Trustees, take whatever measures are necessary to restore order --- including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

## **ATTACHMENT B**

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE**

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review.

The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

## **EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS**

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

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Campus Director, the College switchboard at 2200, or dial 911 if after normal working hours. Give your name and describe the location and nature of the emergency.
3. The Campus Director or College switchboard will notify the President, Dean of Administrative Services, and Director of College Facilities and Maintenance.
4. If necessary, or when directed to do so, report the emergency to other building coordinators.
5. When told to leave the building by college officials, walk quickly to the nearest marked exit and ask others to do the same.
6. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
7. 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.
8. If requested, assist emergency crews as necessary.
9. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL.**

**NOTE: After any evacuation, report to the area outside your building. Stay there until an accurate headcount is taken.**

## INCLEMENT WEATHER

**TORNADO WATCH:** A tornado watch means that conditions are favorable for tornadoes to form. Under this situation close attention should be paid to changing weather conditions and additional weather statements.

1. After notification of a tornado watch, the switchboard operator or other designated personnel will notify the Campus Director.
2. The weather radio/TV will be monitored for further bulletins. Unless the severity of the weather event increases to the warning level, no additional action is required. The switchboard operator or other designated personnel will notify the Campus Director when the watch has expired.

**TORNADO WARNING:** A tornado warning is issued when an actual tornado has been observed either visually or on radar. The warning is issued for a particular area and immediate action is required. A tornado usually moves at 20 to 60 miles per hour forward speed so warning time is critical. When a tornado warning is received, the following actions should be taken:

1. The Saints Alert notification system in conjunction with the National Weather Service will notify and advise all personnel.
2. The weather will be monitored by the switchboard, Building Coordinators, or other designated personnel.
3. All personnel and students will immediately precede to the designated disaster plan areas.
4. Everyone should stay clear of windows and exterior doors.
5. Individual should leave vehicles and seek shelter in a building.
6. Any outdoor activities should be ceased and everyone should be moved to inside hallways.
7. All personnel and students will assume a curled position so as to protect their eyes and heads in the halls.

When a tornado warning is cancelled, the Saints Alert notification system in conjunction with the National Weather Service will notify and advise all personnel. If any damage or injuries result from a tornado or damaging winds, notify the Campus Director, Dean of Administrative Services, Director of College Facilities and Maintenance, or Dial 911. All qualified personnel will render emergency care, if necessary.

## HURRICANE WARNINGS

**HURRICANE WARNINGS:** Due to days of pre-warning for hurricanes, College officials should be able to make school cancellations well in advance.

## CANCELLATION OF CLASSES

The President or his designee, will make the determination regarding cancellation of classes during periods of extremely adverse weather. After being informed of the decision, the College will notify the following stations:

### TV

WSFA (NBC) in Montgomery

WAKA (CBS) in Montgomery

W40BE (LOCAL) in Andalusia

WTVY (CBS) in Dothan

### RADIO

WAAO (93.7 FM) in Andalusia

WAMI (102.3 FM) in Opp

WKMX (106.7 FM) in Enterprise

WFXX (107.7 FM) in Andalusia

WLWI (92.3 FM) in Montgomery

WDJR (96.9 FM) in Enterprise

WKXN (95.9 FM) in Greenville

WOPP (1290 AM) in Opp

WTBF (94.7 FM) in Troy

WKWL (1230 AM) in Florala

WK94 (94.3) in Luverne

Announcements for closing should be made by 7:00 a.m. for day classes and during the noon hour for night class, whenever possible. Announced closings are applicable for students, staff, and faculty.

## MEDICAL AND FIRST AID

1. If serious injury or illness occurs on campus immediately dial 911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.

2. In case of minor injury or illness, provide first aid care using supplies from nearest first-aid kits and contact the Campus Director immediately.
3. In case of serious injury or illness, \*properly trained personnel should quickly perform the following steps:

Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**

- a. Ask victim, "Are you okay?" and "What is wrong?"
- b. Check breathing and give CPR if necessary.
- c. Control serious bleeding by direct pressure on the wound.
- d. Continue to assist the victim until help arrives.
- e. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

**\* Only properly trained personnel should provide first aid treatment (i.e.: first aid, CPR).**

### **NATURAL GAS / CHEMICAL OR RADIATION SPILL**

1. Any spillage of a hazardous chemical or radioactive material or natural gas leak is reported immediately to the Campus Director, Dean of Administrative Services, Director of College Facilities and Maintenance, or 911.
2. When reporting, be specific about the nature of the involved material and exact location. The Director of College Facilities and Maintenance will contact the necessary specialized authorities and medical personnel.
3. 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.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the administrator on site. Required first aid and cleanup by specialized authorities should be started at once.
5. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
7. If requested, assist emergency crews as necessary.
8. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL.**

## **SUSPICIOUS MAIL THREAT**

**Mail is inspected each day when distributed for the following:**

Handwritten or poorly typed addresses

Incorrect titles

Title, but no name

Misspelling of common words

Oily stains, discolorations or odors

No Return address

Excessive weight

Lopsided or uneven weight

Protruding wires or aluminum foil

Excessive security material such as string, masking tape, etc.

Visual distractions

Ticking sound

Marked with restrictive endorsements such as "Personal" or "Confidential"

City or State in postmark does not match the return address

If any sign of suspicious nature is present, letters and packages are not opened. These letters and packages are put in plastic bags sealed and reported to the Dean of Administrative Services. If suspicious powder is present after a letter or package is opened the following steps are followed:

Do not try to clean up the powder

Put on mask and gloves immediately

Put letter/package into plastic bag

Cover spilled contents immediately and leave covered

Lock door so no one except authorities can enter

Notify the Dean of Administrative Services



## **BOMB THREAT**

1. If you observe a suspicious object or potential bomb on campus **DO NOT TOUCH THE OBJECT!** Clear the area and immediately call the Campus Director, Dean of Administrative Services, Director of College Facilities and Maintenance, or 911.
2. Any person receiving a phone call bomb threat should ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb on campus?
3. Keep talking to the caller for as long as possible and record the following:
  - a. Time of call
  - b. Age and sex of the caller.
  - c. Speech pattern, accent, possible nationality, etc.
  - d. Emotional state of the caller
  - e. Background noise
4. Immediately notify the Campus Director to report the incident.
5. The Campus Director will contact the President, Dean of Administrative Services, Director of College Facilities and Maintenance, and local police department who will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Campus Director. **DO NOT OPEN DRAWERS, CABINETS, OR TURN LIGHTS ON OR OFF.**
6. The Campus Director will contact Building Coordinators to initiate building evacuation. When the evacuation is announced, walk quickly to the nearest marked exit and alert others to do the same.
7. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
8. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL.**
11. The President or his designee, Deans, and Campus Director will determine whether classes will resume or be canceled.

## BOMB THREAT CHECKLIST

Operator \_\_\_\_\_ Time \_\_\_\_\_

Caller's Identity:

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female      Approximate Age: \_\_\_\_\_

Origin of Call:

\_\_\_\_\_ Local \_\_\_\_\_ Long \_\_\_\_\_ Distance \_\_\_\_\_ Booth \_\_\_\_\_ Internal

### VOICE CHARACTERISTICS

### SPEECH

_____ Loud	_____ Soft	_____ Fast	_____ Slow
_____ High Pitch	_____ Deep	_____ Distinct	_____ Distorted
_____ Intoxicated	_____ Pleasant	_____ Stutter	_____ Nasal
_____ Raspy	_____ Other	_____ Slurred	_____ Other

### LANGUAGE

### ACCENT

_____ Excellent	_____ Good	_____ Local	_____ Not Local
_____ Fair	_____ Poor	_____ Foreign	_____ Caucasian
_____ Foul	_____ Other	_____ Race	_____ Region
			_____ Other

### MANNER

### BACKGROUND NOISES

_____ Calm	_____ Angry	_____ Office Machine	_____ Mixed
_____ Rational	_____ Irrational	_____ Factory Machine	_____ Bedlam
_____ Coherent	_____ Incoherent	_____ Street Traffic	_____ Airplanes
_____ Deliberate	_____ Emotional	_____ Trains	_____ Animals
_____ Righteous	_____ Laughing	_____ Party Atmosphere	_____ Quiet
_____ Other		_____ Music	_____ Other

### BOMB FACTS

When will it go off?      Hour \_\_\_\_\_      Time Remaining \_\_\_\_\_

Where is it planted?      Building \_\_\_\_\_      Area \_\_\_\_\_

Did caller appear familiar with plant or building by his/her description of the bomb location?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Write out the message in its entirety and any other comments on reverse side.

## VIOLENT OR CRIMINAL BEHAVIOR INCLUDING ACTIVE SHOOTER SCENARIOS AND TERRORIST THREATS

In an emergency, DIAL 911 IMMEDIATELY. When using a campus phone dial 9, then 911.

Activate a Saints Alert notification or notify an individual authorized to send a Saints Alert.

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

If you are a victim or a witness to any on-campus offense, act responsibly. When calling 911, please be prepared to provide emergency personnel with the following information:

- Who you are
- Where are you
- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of property involved

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Campus Director and report the incident. The Campus Director will notify the President, Dean of Administrative Services, and Director of College Facilities and Maintenance.

Assist the officials when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. Doors to buildings, classrooms, and offices should be locked as quickly as possible or barricaded if a door has no locks to prevent further access by the offender.

### ACTIVE SHOOTER OR OTHER WEAPON SCENARIO

**Awareness and Preparation:** Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “what if?” questions and develop a plan.

#### IN AN ACTIVE SHOOTER EMERGENCY

Trust your instincts. Make a decision to take action to protect yourself to survive the situation. You generally will have three options:

**Run:** Can you safely escape?

**Hide:** Is there a good place to hide?

**Fight:** Will you take out the shooter?

## **RUN FOR SAFETY**

- If you can, and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.
- At predesignated gathering places, someone should call an employee not on campus and provide list of students, and colleagues at designated gathering place. This employee will compile a list and e-mail to President's Office, and Campus Director to assist in accounting for students and employees on the campus involved in the emergency.

## **HIDING IN A SAFE PLACE**

- Find a hidden location.
- Find protection behind furniture if possible.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects, especially if the door has no locks or opens to the outside.
- Close any blinds, turn off lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Saints Alert information will be sent as soon as possible to alert employees and students where the shooter is. If Saints Alert information indicates the ability to RUN, staff shall direct students to exit the building and go to the Designated Gathering Place that is in the opposite direction of the on-going event.
- If running is not an option, make a plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, call 911 report the location of the assailant.
- Doors should not be opened for anyone. Police Officers will unlock the doors.

## **IF OUTSIDE WHEN A SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head to see what may be happening.
- Wait and listen for directions from Public Safety and/law enforcement personnel.

## **IF ACTIVE SHOOTER IS AMONG STAFF AND STUDENTS, ATTEMPT THE FOLLOWING COUNTER MEASURES**

- **Cause Distractions**
  1. Create as much noise as possible.
  2. Create as much movement as possible.
  3. Throw items at the face of the shooter.
  4. The goal is to increase the level of skill necessary to shoot a weapon at the room occupants.
  
- **Take Control of the Shooter**
  1. If shooter is distracted sufficiently, one person grabs and secures each limb of the shooter, using their body weight on each limb to hold the shooter down until Law Enforcement arrives or shooter has been incapacitated.
  2. If shooter cannot be immediately taken down, COMMIT FULLY and use any available items to attack/overtake the shooter/assailant, such as books, backpacks, chairs, fire extinguisher or any other items. Remember, the shooter's very presence is a threat to your life. Be prepared to do whatever it takes to neutralize the threat. To do so, you will have to become more aggressive than you ever thought possible. Fight to live. This is not a time to throw up your hands and resist passively. See your decision through.
  
- **Provide First Aid for the Injured**

Staff and students must provide immediate trauma care for the injured (to the best of their ability) until medical personnel can enter the building.

### **HELP OUT**

- Warn others.
- Help others escape.
- Keep others from danger area.
- Help the injured.
- Help others stay calm.

### **CALLING FOR HELP**

- Call 911 to report to the appropriate authorities. Do not assume that someone else has reported the incident. Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the suspect. Report what type gun (long gun or pistol) the violent intruder is carrying. Note color of shirt, height, weight, sex, race, approximate age, clothing, method and direction of travel. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to responding officers.
- Call the appropriate Campus Director, activate a Saints Alert notification, or notify an individual authorized to send a Saints Alert.

## **WHEN LAW ENFORCEMENT ARRIVES**

- When law enforcement reaches you, do not run at them or make sudden movements.
- **The priority of the first responders will be to identify the shooter.** Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones). Hold your empty hands up and follow officers' instructions.
- Be quiet and compliant.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to safely exit your location.

## **WHAT TO DO IF TAKEN HOSTAGE**

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow all instructions, be alert and do whatever it takes to stay alive. The captor is emotionally unbalanced. Don't make mistakes that could hazard your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor well.
- d. Try to rest. Avoid speculating. Comply with all instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or you might find an opportunity to escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed, say so. The captor in all probability will not want to harm persons being held.

## **THREATS TO STUDENTS/STAFF**

It may be difficult to determine if a student's report of threatened bodily harm to self or others is real or perceived. Faculty and staff learning of such threats are encouraged to "err on the side of caution" and report any such threats to the Campus Director. The general safety of all students and staff on our campus must supersede any student's request for confidentiality.

## FIRE

IN ALL CASES OF FIRE - NOTIFY THE LOCAL FIRE DEPARTMENT IMMEDIATELY.

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. In an emergency, activate the building alarm, **dial 911**, and notify the Campus Director. The Campus Director will notify the President, Dean of Administrative Services, and Director of College Facilities and Maintenance.
3. If a minor fire appears uncontrollable, **IMMEDIATELY** notify the fire department, the switchboard operator at 2200, and the Campus Director. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
4. On large fires that do not appear controllable, **IMMEDIATELY** notify 911, the switchboard operator at 2200, and the Campus Director. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen -- **DO NOT LOCK DOORS!**
5. When alarm is activated or sounded to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
6. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
7. Smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
8. 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.
9. If requested, assist emergency crews as necessary.
10. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official or emergency personnel.

**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 not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

## UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours, immediately notify the Campus Director, Dean of Administrative Services, or Director of College Facilities and Maintenance.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify the Campus Director, Dean of Administrative Services, or Director of College Facilities and Maintenance.
3. If notice is received to evacuate the building, walk quickly to the nearest marked exit.
4. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
5. Once outside the building, move to a clear area at least 500 feet away from the affected building. Keep the walkways, fire lanes and hydrants clear for emergency crews.
6. If requested, assist the emergency crews as necessary.
7. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL.**

### **Additional Utility Failure Information and Procedures:**

Always observe steps "1" and "2" above when the following utility emergencies arise.

#### **Electrical / Light Failure:**

Emergency lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight available in your office for emergencies.

#### **Plumbing Failure / Flooding:**

Cease using electrical equipment. If necessary, vacate the area.

#### **Serious Gas Leak:**

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER** electrical arcing can trigger an explosion!

## PSYCHOLOGICAL

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown may be manifested by hallucinations, and/or uncontrollable behavior.



If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Campus Director. Clearly state that you need immediate assistance. Give your name, your location and the area involved.
3. In extreme emergencies, dial 911.
4. The Campus Director will notify the President, Dean of Administrative Services, and Director of College Facilities and Maintenance and will file an Accident / Incident Report.

### **AUTOMOBILE ACCIDENT**

If an accident occurs on campus involving an automobile, the following procedures should be followed:

1. Notify the Campus Director of the accident. Give location and advise of any injuries. The Campus Director will notify 911 if an ambulance is needed;
2. Administer first aid -- if trained;
3. A College administrator will accompany victim to hospital if necessary;
4. The Campus Director will notify the Dean of Administrative Services and the Director of College Facilities and Maintenance. The Campus Director will make sure proper authorities are notified and file a College Accident/Incident Report.

### **FLOODING**

If severe thunderstorm or flood watches or warnings are issued for the College service area, the following procedures should be followed:

1. The Saints Alert notification system in conjunction with the National Weather Service will notify all personnel and students.
2. The Campus Director, Dean of Administrative Services, or Director of College Facilities and Maintenance must be immediately notified of any injuries or potential dangerous situations;
3. Avoid low-lying areas of the College or evacuate campus if told to do so by the Campus Director, Dean of Administrative Services, or Director of College Facilities and Maintenance.
4. If classes are in session and dismissed, assist with orderly movement of students to vehicles.

## **HARASSMENT**

Lurleen B. Wallace Community College (LBWCC) is committed to ensuring an environment for all employees and students which is fair, humane, and respectful, and which supports and rewards performance on the basis of appropriate considerations such as ability, efforts, and productivity. Therefore, it is the policy of LBWCC that no person shall be rewarded, punished, or suffer discrimination or retaliation on the basis of gender, race, color, national origin, religion, age or disability, and that harassment in any form, by a student or an employee is strictly forbidden. For the purpose of this policy, harassment is defined as “language behavior” or other activity which has the intent or effect of unduly demeaning, embarrassing, or discomforting for any person or persons of reasonable sensitivity. The term “harassment” includes, but is not necessarily limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s gender, race, color, national origin, religion, age, or disability.

Any member of the administration, faculty, staff or student body who is the recipient of, or who is aware of, any harassment prohibited by this policy should report such harassment to the College Grievance Officer. Reports of this sensitive matter will be investigated and resolved so as to protect the privacy of all parties and witnesses to the fullest extent possible under the circumstances.

## **SEXUAL ASSAULT**

If an employee, student or visitor is sexually assaulted or witnesses an assault, the following procedures must be followed;

1. Notify the switchboard operator at 2200 during hours when the college is open; the switchboard operator will contact the Campus Director; or call 911;
2. Advise Campus Director of injuries and location of victim;
3. The Campus Director will contact the Dean of Administrative Services and Director of College Facilities and Maintenance as well as the local police department who will conduct a detailed investigation of the incident. Provide authorities with as much information as possible about the description of assailant, vehicle, etc.

The College provides educational materials and programs to students promoting safety awareness and crime prevention.

## **MEDIA RELATIONS**

The College has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons (President or his designee) will meet or talk with the media.
2. Only factual information will be released; no speculation will be offered.

## OTHER GUIDELINES

1. All administrative and supervisory personnel are required to report emergencies to the President, Dean of Administrative Services, Campus Director, or Director of College Facilities and Maintenance. They should be reminded not to speak to outsiders, especially to the media, on behalf of the College.
2. The President, Dean of Administrative Services, Campus Director, and Director of College Facilities and Maintenance are to be informed immediately of existing emergencies. Complete details should be made available to them, including what the emergency is, how it began, who is involved, what is happening now and what help has been requested.
3. The President, Dean of Administrative Services, Campus Director, Director of College Facilities and Maintenance, and other appropriate personnel shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the President.

## PANDEMIC INFLUENZA INFORMATION

**FLU FACTS: Student illness and absenteeism is monitored closely by the College during the flu season.**

### 1. What is pandemic influenza?

A pandemic is a global disease outbreak. Pandemic influenza is a global outbreak of a new influenza A virus that causes serious illness. People have little or no immunity to the virus, and the disease easily spreads from person to person worldwide in a very short time. Currently, there is no pandemic flu.

### 2. What is avian (bird) influenza?

- Avian influenza, or bird flu, is caused by influenza A viruses that occur naturally in birds. The avian flu currently causing concern is the H5N1 subtype.
- Avian influenza usually does not infect humans; however, people who have been in close contact with infected poultry have become infected with the H5N1 virus, and more than half of those affected have died.
- Currently, the spread of the H5N1 virus from person to person has been limited. Scientists are concerned that the H5N1 virus could one day change and be able to infect humans and spread easily from one person to another.

### **3. What can I do to reduce my risk of getting influenza?**

Maintaining good health and practicing common-sense hygiene habits are ways to reduce your risk of contracting the flu or spreading it to others. Some tips include:

- When you are sick, cover your nose and mouth with a tissue when you sneeze or cough. If you don't have a tissue, sneeze or cough into your upper sleeve, not your hands. Promptly put tissues into a wastebasket or plastic bag.
- After coughing or sneezing, always wash your hands with soap and water or clean them with an alcohol-based hand sanitizer.
- If you are sick, stay home so you don't risk spreading the virus to other people.
- Avoid close contact with people who are sick if possible.
- Avoid touching your eyes, nose, or mouth. You can spread germs picked up from doorknobs, tables, or other surfaces.
- Wash your hands often with soap and water or use alcohol-based hand cleaner.
- Stay healthy by eating well-balanced meals, getting enough sleep, and exercising regularly.

### **4. What can I do to prepare for a possible pandemic?**

You can find detailed planning checklists on the U.S. Department of Health and Human Services Web site at <http://pandemicflu.gov>. Some steps they recommend you take include:

- Having a two-week supply of food and water in case you cannot get to a store or stores are out of supplies. Examples of food to have on hand include: ready-to-eat canned meats, fish, vegetables, and soups; protein bars; dry cereal; peanut butter and nuts; and crackers.
- Having an extra supply of your regular prescription drugs.
- Having nonprescription drugs and other health supplies on hand including pain relievers, stomach remedies, and cough and cold medicines.
- Talking about how you would care for family members who become ill.

**THE FOLLOWING INDIVIDUALS HAVE BEEN DESIGNATED AS EMERGENCY  
BUILDING COORDINATORS FOR THE ANDALUSIA CAMPUS:**

<u>BUILDING</u>	<u>NAME</u>
Administration	Lisa Carnley
Learning Resources	Tanner Jackson
Student Center	Heather Owen
Gymnasium	Steve Helms
Theatre/Conference Center	Johnny Brewer
Weed Building	Debra Moody
Forestry Building	Mark Hains
Child Development	Danita Day
Maintenance Building	Joey Peevy (A.M.) Jimmy Turner (P.M.)

**THE FOLLOWING INDIVIDUALS HAVE BEEN DESIGNATED AS EMERGENCY  
BUILDING COORDINATORS FOR THE GREENVILLE CAMPUS:**

<u>BUILDING</u>	<u>NAME</u>
Student Services	Kathy Lowery
Technology	LeAnn Judah
Conference Center	Larry Newton

**THE FOLLOWING INDIVIDUALS HAVE BEEN DESIGNATED AS EMERGENCY  
BUILDING COORDINATORS FOR THE LUVERNE SITE:**

<u>BUILDING</u>	<u>NAME</u>
Luverne Site	Melissa Reeves

**THE FOLLOWING INDIVIDUALS HAVE BEEN DESIGNATED AS EMERGENCY  
BUILDING COORDINATORS FOR THE MACARTHUR CAMPUS:**

<u>BUILDING</u>	<u>NAME</u>
A	Debra Hudson
B	Tony Newton
C	David Worley
D	David Brawner
F	Cynthia Jones
G	Judy McLaney
H	Phyllis Reynolds
I	Joey McCollough
J	Shaun Moore
K	Shannon Spurlin
L	April Wise
M	Rebecca Brannon
N	Sonia Kilpatrick

## RECORD OF CHANGE

### **Revisions Made on March 12, 2018**

- The listing of resource team members was updated on page 8.
- Revision was made to reflect the Chief Financial Officer position and Lisa Carnley as the person employed in that position on page 10.
- Responsibility of Building Coordinators to count all building occupants / evacuees was removed.
- In section relating to inclement weather and specifically number two under the information about tornado warnings, the words “radio/TV” were deleted and Building Coordinators were added as monitors on page 20.
- The listing of Building Coordinators was updated on page 36 and page 37.
- The revision date at the bottom of each page was updated to reflect these changes.
- Under the section for tornado warning, the words “and students” were removed from number one and from the first sentence of the paragraph below number seven.

### **Revisions Made on November 9, 2017**

- A revised date was added to the footer information of each page.
- An approval signature for the President was added at the bottom of Preface page.
- Additional statements were added to the Preface page explaining that the plan will be reviewed a minimum of every two years by the System Office.
- A Record of Change page was added to the end of the plan.
- Consistently used position titles throughout the plan.
- Corrected the spelling of an employee’s last name on formerly page 8.
- Revised the wording on formerly page 12 to remove the word “advisable” and require hazardous utilities such as electricity and natural gas to be turned off during a natural disaster in which major structural damage has occurred.
- Corrected the spelling of the word “released” on formerly page 13.
- Included an explanation of how the College handles severe thunderstorm warnings versus tornado warnings.
- All references to evacuation shelters were removed.
- Removed the words “avoid risks” on formerly page 25 and replaced those words with “act responsibly.”
- Added active shooter procedures.
- Used all of the former campus-based plans and the draft plan provided by a third party to compile one document that will serve as the plan for the entire College.
- Revised page numbers in the Table of Contents according to the new placement of information within the plan.