

10 SAFETY AND EMERGENCY PROCEDURES

03-16-2021 Updated RE: Personnel Changes
09-10-2019 Added Early Warning Intervention System
09-04-2018 Updated Employee Titles
04-12-2018 Emergency Management Plan Revised/Section 10 Revised
09-19-2017 Updated Emergency Telephone Numbers
06-05-2017 Updated Human Resources Office
12-13-2016 Revisions Approved by Executive Council
05-11-2016 Updated New ACCS Policies
11-15-15 Updated

INTRODUCTION

Lurleen B. Wallace Community College (LBWCC) takes the safety of its students and employees very seriously. We are committed to protecting the College community in the event of an emergency on College property or surrounding areas. All College employees are responsible for maintaining compliance with federal, state, and local laws, as well as College policies and procedures. LBWCC does not have sworn safety officers on staff. If an emergency occurs, Facilities and Maintenance staff including technicians, custodians, and carpenters will provide immediate assistance, pending the arrival of emergency services personnel, provided such assistance can be given without endangering themselves or others involved in the incident. In an effort to maintain a safe college environment for all students, employees, and visitors and to expedite aid in the event of an emergency, all employees are required to be familiar with these procedures.

SAINTS CARE TEAM, EARLY WARNING AND INTERVENTION SYSTEM

Beginning September 2019, LBWCC implemented a Saints CARE Team (Communicate, Assess, Refer, Educate), an early warning and intervention system to help find solutions for students and employees who experience academic, social, personal, and crisis situations including mental health concerns. The Saints CARE Team is committed to maintaining individual and overall faculty, staff, and student safety and well-being through pro-active and collaborative prevention, assessment, and intervention. The goal of the Saints CARE Team is to provide resources and intervention, when necessary, to at-risk students and employees before situations escalate.

The early warning and intervention system is designed to provide a pathway for students and employees to confidentially notify the Saints CARE Team if they have a concern for a student or employee or themselves. Whether communicated via on-line submission, in-person conversation, or any other type of notification, the Saints CARE Team will maintain the highest level of confidentiality and information will only be provided to professional agencies and individuals assisting in the process.

Through the early warning and intervention system, members of the College community can confidentially report a concern for a student or an employee who may be experiencing a variety of concerns or needs. The system is designed to identify individuals who may be victims of domestic violence, dating violence, sexual assault, stalking, harassment, and intimidation. The system can assist in identifying mental health issues, physical health issues, and social needs such as food insecurities, clothing, and housing. The system can be used to identify students and employees dealing with substance abuse. The use of illegal drugs, abuse of prescription drugs, and the abuse of alcohol have the potential to interfere with the ability of students and employees in successfully reaching their full potential. Early identification of substance abuse, combined with appropriate intervention and referral programs, offers victims the opportunity to address issues before their health, academic pursuits, or careers are negatively impacted.

The Saints CARE Team reviews these reports and reaches out to the student or employee to better assess the situation and connect the student or employee with the relevant internal or external resources who can provide assistance. The Team also maintains a list of referral sources with contact information to help address the issues.

Referrals or requests for assistance may be submitted on-line through the LBWCC website at <https://www.lbwcc.edu/student-services/saints-care>. Referrals and requests for assistance may also be submitted directly to the members of the Saints CARE Team listed here:

Jason Jessie, Dean of Student Affairs (334) 881-2245 jjessie@lbwcc.edu

Latrece Hall, Counselor, (334) 881-2271 lhall@lbwcc.edu

Lisa Carnley, Chief Financial Officer (334) 881-2216 lcarnley@lbwcc.edu

Jennifer Hall, Dean of Workforce Development and Strategic Initiatives, (334) 493-5315 jmh@lbwcc.edu

Peige Josey, Dean of the Greenville Campus, (334) 881-2213 pjosey@lbwcc.edu

If there is an immediate threat of danger, begin by contacting and reporting the situation to 911.

Behaviors that can indicate a cause for concern include the following:

Fantasies of harming people	Preoccupied with violence
Staring inappropriately at others	Making unwanted physical contact
Demanding, violent, reckless behavior	Homicidal or suicidal statements
History of planning violent attacks	Owens or has access to weapons
Inappropriate outburst(s)	Direct, unprovoked anger or aggression
Unusual writings or drawings	Threats of self-harm
Visible injuries, cuts, or burns	Giving away prized possessions
Farewell statements	Feelings of worthlessness / hopelessness
Difficulty controlling emotions	Tearfulness / episodes of crying
Unusual or erratic behavior or speech	Hallucinating
Audible or visual depression	Sudden changes in mood
Withdrawing, antisocial	Complaining of fatigue
Experiencing sleep problems/nightmares	Academic or work performance problems
Tardiness	Excessive absenteeism
Significant changes in hygiene, dress, weight	Inability to focus or concentrate
Suspicious of others	Expressions of worry or anxiety
Preoccupied with fire or weapons	Abusive to animals
Suffered personal or financial loss	

When an electronic notification form is submitted through the LBWCC website, each member of the Saints CARE Team and the representative from the Alabama Community College System Office is notified by email. The notification includes the information disclosed on the electronic submission form. If a notification is provided by any other method, the member of the Saints CARE Team who received the notification will enter it into the electronic submittal form so that all other members of the Team receive the information immediately. All notifications will be handled confidentially and will be reviewed by the members of the Saints CARE Team immediately.

Next, the Team will categorize the submission as either extreme, severe, elevated, moderate, or mild based upon the information provided and the following criteria.

RISK CATEGORY	CLASSIFYING CRITERIA / BEHAVIORAL INDICATORS	INTERVENTION TOOLS TO ADDRESS RISK AS CLASSIFIED
Extreme	Disruptive or concerning behavior: - Threat of self-harm – credible with details - Farewell statements alluding to never seeing people again. - Giving away prized possessions - Has made homicidal / suicidal statements - Direct treats to others – specific - Threat repeated with consistency - Threat plausible and includes details of planning	- Removal from college pending due process hearing - Suspension – Probation - Review for Student Code of Conduct/Employee Handbook - Police department investigation and possible prosecution of criminal offense - Review for possible self/involuntary commitment
Severe	Disruptive or concerning behavior: - Statements concerning feeling of hopelessness - Visible injuries – cuts, burns, etc. - History of suicide attempts - Expressions of worthlessness or anxiety - Suffered financial or personal loss - Preoccupied with violence - Written, drawn, or verbal communication involving death, torture, and or extreme violence - Fantasy of harming people - History of planning a violent event - Fascination with weapons - Owns or has access to weapons - Intimidating - Repeated direct threats to others - Possession of weapon on campus	- Review for Student Code of Conduct/Employee Handbook - Police Department investigation and possible prosecution of criminal offenses - Referral to counseling options - Review for possible self/involuntary commitment
Elevated	Disruptive or concerning behavior: - Direct threats toward an individual or individuals, implausible or lacks details - Displays unprovoked anger, aggression or hostility - Abusive to animals - Preoccupied with fire - History of family violence - History of violent, reckless, or antisocial behavior - Suspected drug or alcohol abuse - Suffered childhood abuse or neglect - Suffered sexual assault or abuse - Harassment – minor assault – push, strike, shove - Criminal mischief – destruction of property - Direct threats with no means to achieve goal	- Review for Student Code of Conduct/Employee Handbook - Police Department investigation and possible prosecution of criminal offenses - Referral to counseling options

Moderate	Disruptive or concerning behavior: - Indirect threats toward an individual or individuals - Unusual writing or drawings - Demanding - Inappropriate outburst or reactions - Stares inappropriately at others - Makes unwanted physical contact	- Review for Student Code of Conduct/Employee Handbook - Police Department investigation and possible prosecution of criminal offenses - Referral to counseling options
Mild	Disruptive or concerning behavior: - Significant change in personal hygiene or appearance - Significant change in energy level - Change in mood, personality or behavior - Withdrawn, complains of fatigue - Inability to focus or concentrate - Unusual or erratic performance, speech behaviors - Significant change in weight - Difficulty controlling emotions - Academic or workplace performance concerns - Comments related to sleeping issues/nightmares - Excessive absenteeism/missing scheduled classes or appointments Academic Concerning Problems: - Tardiness to class or appointments - Excessive absenteeism/missing scheduled classes or appointments - Problems making friends - Not completing class assignments - Lack of classroom participation - Referral to tutoring	-Referral to counseling, mentoring, tutoring options

If any member of the Saints CARE Team is notified of an issue and deems the issue to be extreme, severe, or elevated, he or she may notify the appropriate police department or emergency response individuals immediately and then notify other members of the Team. Otherwise, members of the Saints CARE Team will coordinate a response and action plan for each notification.

Notifications with behavioral indicators rated as extreme, severe, or elevated will be evaluated immediately by the Saints CARE Team to determine the appropriate intervention strategy. Notifications with behavioral indicators rated as moderate or mild will be addressed by the appropriate Team member. Then, that Team member will electronically notify the remaining Team members about the plan of action and status until the issue is closed.

Following the categorization as either extreme, severe, elevated, moderate, or mild, members of the Saints CARE Team will identify one Team member who will contact the Investigative Support Unit collaborating with the Alabama Community College System.

For notifications describing a concern relating to a student, the Dean of Student Affairs is responsible for coordinating a response and action plan with other members of the Saints CARE Team and communicating with emergency response agencies or external agencies providing assistance. For notifications describing a concern relating to an employee, the Chief Financial Officer is responsible for coordinating a response and action plan with other members of the Saints CARE Team and communicating with emergency response agencies or external agencies providing assistance. All documentation describing a concern relating to a student will be confidentially filed and maintained by the Dean of Student Affairs and all documentation describing a concern relating to an employee will be confidentially filed and maintained by the Chief Financial Officer.

Saints CARE Team members will also coordinate with faculty and staff, as necessary, concerning the person being referred. The College will not provide counseling services; rather, referrals will be provided to any individual who needs assistance.

EMERGENCY MANAGEMENT PLAN

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. While the Plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. The plan outlines procedures for the following emergency situations:

- 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 crisis
- Automobile accident
- Harassment
- Sexual Assault

The Lurleen B. Wallace Community College Emergency Management Plan is regularly emailed to all employees and is available in hard copy upon request.

EMERGENCY NOTIFICATION

As part of LBWCC's effort to ensure the safety of students, employees, and visitors, the College utilizes a campus emergency notification system. To achieve this, the College has partnered with SchoolCast to implement the *Saints Alert System*. The *Saints Alert System* enables the College to better inform the campus community of a possible dangerous situation. Students and employees can receive time sensitive emergency messages via text and voice messages to work phones, cell phones, and home phones. Everyone who has an active LBWCC email address or who has a personal active email address entered in the *Saints Alert Dashboard* will receive emergency alerts to those e-mail addresses. Although participation in this system is not mandatory, enrollment is strongly encouraged. To access the *Saints Alert Dashboard* go to the following secure Website: <https://www.myschoolcast.com/go/lbwcc/>.

SAFETY, SECURITY, AND EMERGENCY PROCEDURES

Minor Emergency

A minor emergency is considered any incident, potential or actual, which will not seriously affect the overall functional capacity of the College or the health and safety of an individual. Minor emergencies should be reported to the appropriate Campus Director, Dean of the Greenville Campus, Director of College Facilities and Maintenance, or the local police department immediately.

Major Emergency

A major emergency is considered any incident, potential or actual, which affects an entire building or buildings, which disrupts the overall operations of the College, or which endangers the health and safety of individuals. Major emergencies should be reported to the local police department, appropriate Campus Director, Dean of the Greenville Campus, and Director of College Facilities and Maintenance immediately.

Disaster

A disaster is considered any events or occurrences that have taken place and have halted or seriously impaired the operations of the College. Disasters may include mass personnel health and safety issues and severe property damage. Disasters should be reported to the local police department, appropriate Campus Director, Dean of the Greenville Campus, and Director of College Facilities and Maintenance immediately.

Medical Emergency

If serious injury or illness occurs on campus, immediately dial 911. Give your name. Describe the nature and severity of the medical problem. Give the campus location and the exact location on campus of the person affected. Medical emergencies should also be reported to the appropriate Campus Director immediately.

In case of serious injury or illness, quickly perform the following steps:

1. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM!**
2. Ask victim, "Are you okay?" and "What is wrong?"
 - A - Allergies?
 - M - Medication?
 - P - Past Medical History?
 - L- Last Meal?
 - E - Events? What were they doing?
3. Check breathing and give CPR, if necessary.
4. Control serious bleeding by direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical identification, question witness(es) and give all information to the emergency medical personnel.

First aid kits are available in the Business Offices at each campus/center and in other departmental locations for minor injury or illness.

Accident/Incident/Medical Emergency Report

This form is used for reporting and documenting any accident, incident, or medical emergency. The College employee who has the greatest familiarity with the situation must submit the report to the appropriate Campus Director and to the appropriate person as described below immediately following the event.

- If the situation involves students, please submit the report to the Dean of Student Affairs.
- If the situation involves employees or other individuals, please submit the report to the Senior Personnel Officer.
- If the situation involves property damage, please submit the report to the Director of College Facilities and Maintenance.

The Campus Director, Dean of Student Affairs, Senior Personnel Officer, or Director of College Facilities and Maintenance has the responsibility and the authority to notify any person, department, or agency needed to assist with the completion and closure of each situation. Incidents at off campus instructional sites follow the procedure for the closest campus.

A copy of the Accident/Incident/Medical Emergency Report is found in Section 11 of the Policies and Procedures Manual on the LBWCC website.

EMERGENCY PREPAREDNESS

Emergency Evacuation

Evacuation routes are posted in each program and building. Emergency evacuation procedures as well as additional information on safety, security, and other emergency procedures are outlined in the *Emergency Management Plan* which is regularly emailed to all employees and is available in hard copy upon request.

Emergency Telephone Numbers

REMEMBER FROM A COLLEGE PHONE: DIAL 9 AND THE PHONE NUMBER FOR AN OUTSIDE LINE.

FIRE, POLICE, AMBULANCE	911
Dean of the Greenville Campus	334-504-1367
Director of College Facilities and Maintenance	334-488-3406
Coordinator of College Facilities and Maintenance	334-493-5335
Andalusia Fire, Rescue, & Police Department.....	334-222-1155
Opp Police Department	334-493-4511
Greenville Police Department	334-382-7461
Luverne Police Department.....	334-335-3334
Poison Control Center.....	1-800-462-0800
Switchboard.....	Ext. 2200 or 334-881-2200

INCLEMENT WEATHER/EMERGENCY CLASS DISMISSAL

In the event it becomes necessary to close the campus or to cancel classes and other activities due to inclement weather, notices will be submitted to the following television and radio stations as well as official LBWCC social media.

Radio Stations:

- 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
- WQZX (94.3 FM) in Greenville
- WOPP (1290 AM) in Opp
- WTBF (94.7 FM) in Troy
- WKWL (1230 AM) in Florala
- WK94 (94.3) in Luverne

Television Stations:

WAAO (Local) in Andalusia
WAKA 8 (CBS) in Montgomery
WSFA 12 (NBC) in Montgomery
WTVY 4 (CBS) in Dothan
W40BE (Local) in Andalusia

Announcements for closing will be made by 7:00 a.m. for day classes and during the noon hour for night classes, whenever possible. Unless otherwise indicated, the closing of campus or canceling of classes will be for one day.

Campus Closed - All students and employees should remain at home. Any non-exempt employees asked to report to work and who are able to safely report to work will have their work time documented and all Fair Labor Standards Act rules will apply. In the event that the roads normally traveled are officially closed, do not attempt to report to work.

Canceled Classes - Students do not report to the campus. Employees are expected to report to work if safety permits. Employees must communicate with their immediate supervisor concerning their ability to report to work. When classes must be canceled and employees and students have already reported to the College, the evacuation procedures detailed in the *Emergency Management Plan* must be followed. Evacuation routes are posted in each technical program or building.

PARKING/TRAFFIC REGULATIONS

All Lurleen B. Wallace Community College employees and students are subject to the established parking rules and regulations.

Driving Violations

Any violations, such as high-speed driving, reckless driving, failure to adhere to posted traffic signs, drinking alcoholic beverages while driving, or any other act that may affect the personal safety or property of students, faculty, staff and others will be referred to the Dean of Student Affairs or the Campus Director who will determine what action will be taken against the violator.

Parking Decals

Students will be issued a parking decal upon payment of their tuition. The decal will be displayed on the lower left portion of the rear glass of the vehicle. Replacement decals are free.

Parking Rules

The below listed parking rules must be adhered to by everyone operating vehicles on campus. The

only exceptions are school maintenance vehicles used in the performance of maintenance operations.

- Parking in a disabled space (designated with blue marking or a handicapped sign) is not permitted without a disability parking permit or a state issued special license plate. A \$25.00 fine will be levied for this violation. Per state law, the individual to whom the handicapped tag was issued must be an occupant in the vehicle.
- Parking on seeded areas, parking on sidewalks, blocking crosswalks or parking in a fire lane is not permitted.
- Vehicles must be properly parked, i.e., within the perimeters or lines of the parking area. Neither end of the vehicle can be protruding outside of the designated parking area. Straddling of parking area lines is prohibited.
- Parallel parking within fifteen (15) feet of the corner of campus streets, because of the hazard it presents to other vehicles negotiating corners on campus, is prohibited.
- Double parking is prohibited.
- All traffic signs must be obeyed.
- Pedestrians have the right of way at crosswalks.

Penalties for Violations

Any vehicle found parked illegally may be towed at the owner's expense.

Vehicles on Campus after Hours

Vehicles are not to be left on campus after school hours without first notifying/checking with the Campus Director.

SMOKING/TOBACCO POLICY

LBWCC's Smoking/Tobacco Policy can be found in Section 9 of the LBWCC Policies and Procedures Manual.

FEDERAL CRIME REPORTING

All Colleges and universities that participate in Federal Financial Aid programs are required to keep and disclose information about crime on and adjacent to their respective campuses. Compliance of these requirements is monitored by the United States Department of Education,

which can impose penalties and even suspend institutions from participating in Federal Student Financial Aid programs. The law known as “The Clery Act” requires that this reporting process be completed by October 1, of each year. The office of the Dean of Student Affairs is responsible for reporting this information annually for Lurleen B. Wallace Community College.

SAFETY AND SECURITY CAMERA ACCEPTABLE USE POLICY

Lurleen B. Wallace Community College (LBWCC) is committed to enhancing the quality of life of the campus community by integrating safety and security with technology. The surveillance of public areas is intended to deter crime and to assist in protecting the safety of persons and property. This policy addresses the College’s safety and security needs while respecting and preserving individual privacy. This policy applies to all personnel, departments, and properties of LBWCC in the use of security cameras and in the monitoring and recording systems of those cameras.

To ensure the protection of individual privacy rights in accordance with the College’s commitment to safety and security as well as to ensure compliance with state and federal laws, this policy describes the responsibilities for the installation of security cameras and the handling, viewing, retention, dissemination, and destruction of recorded security camera data. The existence of this policy does not imply or guarantee that cameras will be monitored in real time twenty-four (24) hours a day, seven (7) days a week. Under normal circumstances, cameras are not monitored continuously but may be monitored for legitimate safety and security purposes. There is likewise no implication or guarantee that any specific location will be monitored by a camera, that recordings will be available or usable, or that security cameras can or will provide information for criminal or other investigations. Efforts will be made to maintain all devices, including cameras, network connections, servers, and storage devices, in operable condition. However, the College makes no representation that this is possible at all times. It is clearly not possible to cover every area of the College with surveillance cameras. Furthermore, the College reserves the right to keep inoperable cameras and decoys displayed as deterrents to criminal or other inappropriate activity.

The Instructional and Information Technology division will be responsible for the positioning, maintenance, and testing of all security cameras as well as the storage of all camera records. This division will assist the College Facilities and Maintenance division as needed with the installation of all security cameras. The College Facilities and Maintenance division will monitor developments in the law and in security industry practices and technology with the goal that the cameras are being used consistently within best practices and to ensure compliance with all federal and state laws.

Security cameras may be installed in situations and locations where the security and safety of either property or persons may be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. In particular, no cameras will be placed in private offices, bathrooms, or locker rooms. Information obtained from the security cameras shall be used for safety and security purposes and for law and policy enforcement. This information must be handled with an appropriate level of security to protect against unauthorized access, to protect an individual’s right to privacy to the extent the same exists under law, and to hold the records securely through recording, storage, transmission, use, and deletion. No attempt shall be made to alter any part of security camera recordings.

Any recording or monitoring of the activities of individuals or groups by LBWCC cameras will be conducted in a manner consistent with this policy, state and federal laws, and will not be based on the subjects' personal characteristics including any impermissible criterion or protected characteristic. All personnel with access to the College's security cameras will be trained in the effective, legal, and ethical use of monitoring equipment. The Associate Dean of Instructional and Information Technology will identify this training and ensure that all applicable personnel are trained in a timely manner.

All security camera recordings are stored in real-time on the video server located in the Computer Center on the Andalusia Campus. These recordings are streamed from each campus over the network once motion is detected and then are stored on the video server. All recordings stored on the video server are time-stamped and maintained for up to twenty-five (25) calendar days. After the twenty-fifth (25) day, the file is removed from the server. This retention period may be extended as part of a criminal investigation, criminal or civil court proceedings, at the request of legal counsel, or other justifiable reason approved by the President.

Personnel are prohibited from using or disseminating information acquired from the security cameras except as directed by the President. All information and/or observations made in the use of the security cameras are considered to be confidential and can only be used for official College or law enforcement purposes. Only law enforcement officials and those College employees directed by the President are allowed to view security camera live video or recorded data. The President will review all requests to release records obtained through security cameras. LBWCC reserves the right to seek consultation and advice from legal counsel related to these requests prior to the release of any records. A record will be maintained of all requests to access, view, or use security camera records. The record shall include the date and identification of the person or persons requesting and to whom access was granted. This record will be maintained by the College Facilities and Maintenance division.

This policy does not apply to cameras used for academic purposes nor the use of webcams for general use by the College. This policy does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. This policy shall not apply to cameras used by law enforcement in the following manners: covert operations for the purpose of criminal surveillance, mobile cameras used in, on, or about law enforcement vehicles, or body-worn or otherwise portable cameras used during the course of investigations or normal law enforcement functions. Nothing in this policy is intended to limit the authority of law enforcement officials in the course of their duty.