

EMERGENCY RESPONSE TEAM

COLBY COMMUNITY COLLEGE

Membership

| | |
|-----------------------------------|--------------------------------|
| Director of ERT: | Seth Carter, President |
| Emergency Coordinator: | Ryan Sturdy, Athletic Director |
| Student Health Director: | Monique Eaton |
| Information Technology: | Douglas McDowall |
| Security: | John Cersovsky |
| VP of Business Affairs: | Carolyn Kasdorf |
| Director of Public Relations: | Doug Johnson |
| VP of Academic Affairs: | Brad Bennett |
| Switchboard/Receptionist: | Patty Westbrook |
| Asst. to President/VPAA: | Penny Cline |
| Asst. to VP of Student Affairs: | Mallory Green |
| VP of Student Affairs: | Dr. George McNulty |
| Director of IE: | Angel Morrison |
| HR Specialist: | Kayla Williams |
| Director of Endowment: | Jennifer Schoenfeld |
| Vehicle Coordinator/Maint. Asst.: | Tashia Kuper |
| Director of Facilities: | Scott Williams |
| Director of Residence Life: | Jim Rorbaugh |
| <u>Ex-Officio Members</u> | |
| Board Attorney: | KASB Attorney |
| Counselor: | Brooke Jones |

Team Purpose

The Emergency Response Team (ERT) is responsible for coordinating the college emergency response plan. In the event of a crisis, coordination and organization of all operations at the College shall be directed by the ERT. The ERT members implement the strategy and planning of the response. They communicate with field personnel, issue instructions to particular departments, and monitor progress in carrying out the instructions.

Team Responsibilities

- Activate the Emergency Command Post.
- Identify the emergency and determine its impact. Decide the necessary level of response required to manage the emergency.
- Use the established CCC Emergency Response Plan (ERP) as a guide to managing the emergency.
- Exercise control over emergency procedures and provide guidance on matters of policy and decision-making authority.
- Authorize the evacuation and/or closing of college facilities as required.
- Coordinate the release of official information and instructions to the public.

This manual is intended to provide the campus with safety policies and procedures and a crisis plan for the handling of emergency/crisis/disaster situations. The ERT tried to be as inclusive as possible concerning various scenarios and actions that should be taken by faculty, staff, and students. The ERT is committed to the creation of a safe and healthy environment for employees, students, and the public. The committee is responsible for evaluating, revising, maintaining, and implementing the procedures in this manual. We ask for assistance in making our campus a safe place to work and learn.

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EMERGENCY RESPONSE MANUAL

Preface

Colby Community College (CCC) is committed to the welfare of its community, students, faculty, staff and visitors, and to preserving the institution. This Emergency Response Manual contains emergency plans that provide the framework from which the college will minimize the danger to life and property resulting from natural and man-made disasters.

The procedures contained in this plan apply to all personnel, on- and off-campus buildings and grounds owned by CCC. This document is to clarify the actions, roles, and responsibilities that are to be taken by individuals and departments in the event of a crisis or emergency that has a major impact on the CCC community. Team work and preparedness through planning and education will help to reduce confusion, injury, and the loss of life during a disaster.

Part I. EMERGENCY PLAN GUIDELINES AND COORDINATION

A. Major Emergency Guidelines

1. The major emergency procedures outlined in this manual are designed to aid in the protection of lives and property through effective use of available campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or designee may declare a state of emergency and implement these guidelines.
2. The President or designee serves as overall Emergency Director during any major emergency disaster. The following definitions of an emergency are provided as guidelines to assist CCC employees in determining the appropriate response.
 - a. **Major Emergency:** Any incident that affects an entire building or buildings, which will disrupt the overall operation of the college. In this case, outside emergency services will be required, as well as major resource efforts from campus support services. Call **911** and Emergency Coordinator (460-5548 or 785-443-3739) or President (460-5400 or 620-228-1800) or Switchboard (460-5550).
 - b. **Disaster:** Any event that seriously impairs or halts 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 control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated and the appropriate support and operational plans will be executed. Call **911** and Emergency Coordinator (460-5548 or 785-443-3739) or President (460-5400 or 620-228-1800).
3. The President or designee will determine if a state of emergency, and the degree of the emergency, is declared. During a campus emergency, the ERT will place into effect the necessary measures to secure campus personnel and property. Only authorized persons are allowed on campus during a declared state of emergency. The ERT and others designated by the President comprise authorized personnel.

B. Phone Numbers for Reporting Emergencies

1. For police, fire, or ambulance, **dial 911**.
2. To report an incident, dial **460-5548** (Emergency Coordinator), **460-5490** (Vice President of Student Affairs), **460-5403** (Vice President of Academic Affairs), **460-5401** (President), **460-5548** (Athletic Director). If no answer at any of the above numbers, call **785-443-3739** (Emergency Coordinator), or **620-228-1800** (President). Stay calm; carefully explain the problem and location.
3. Immediately notify your supervisor.

Off-Campus Resources of Assistance

Generally, ERT is responsible for coordinating outside emergency assistance. The following numbers are only for information and planning:

- For police, fire, or ambulance: **911** (9-911 on campus phone)
- Colby Dispatch: **460-4460**
- Midwest Energy: **462-8251**
- Emergency Management Director: **460-4516**

C. College Notification System

The telephone system is the primary means of emergency notification. During an emergency, the system should be limited to transmission of specific information regarding the emergency. Initial contact with team members should be made through the telephone system. If the phone system is not operational, the ERT maintains a walkie-talkie radio system. **However, during a bomb threat no cell phone, pager, or walkie-talkie device is to be used.**

D. Direction and Coordination

1. Definitions

- a. **Emergency Director.** The President or designee shall direct all emergency operations. In the absence of the President, an assigned administrator shall assume operational control of the emergency.
- b. **Emergency Coordinator.** The Athletic Director shall be the Emergency Coordinator and shall coordinate all operations of the ERT during the emergency.
- c. **Emergency Command Post.** The emergency command post is to be set up in the board room located in Thomas Hall. If this site is not usable, the Emergency Director or Emergency Coordinator will select an alternate location (Thomas County Office Complex). At least one member of the Emergency Response Team is to staff the command post at all times until the emergency situation ends.
- d. **Pressroom.** A pressroom will be set up by the President or designee at a location away from the above areas. The Public Information Director will meet the press, escort them to the pressroom, and remain there with them until the emergency situation ends.

2. Responsibilities

a. **Emergency Director/President**

- 1) Provides overall direction of the campus emergency response.
- 2) Works with the Emergency Coordinator in assessing the emergency and preparing the college's specific response.
- 3) Declares and cancels the campus state of emergency.
- 4) Notifies and conducts liaison activities with the Board of Regents.
- 5) Approves media communication.

b. **Emergency Coordinator**

- 1) Oversees coordination of the college's emergency response.
- 2) Determines (with input from ERT members) the type and magnitude of the emergency and establishes the command post.
- 3) Informs the Emergency Director of the situation.
- 4) Initiates immediate contact with ERT and begins assessment of the college's condition.
- 5) Initiates notification of the campus through appropriate ERT members.
- 6) Prepares, in conjunction with other members of the Emergency Management Team, a report and submits it to the President appraising the outcome of the emergency.
- 7) Provides expertise to maintain budgetary procedures and meet necessary immediate needs during an emergency.

c. **Vice President of Student Affairs**

- 1) Works with President in the overall direction of the campus emergency response.
- 2) Works with the Emergency Coordinator
- 3) Informs the Emergency Coordinator of the status of activities.

d. **Public Information Director**

- 1) Puts into effect the Crisis Communication Plan, if necessary, and initiates plan for media contact.
- 2) Maintains contact with the President for handling communications and public information and internal information.
- 3) Assists the Emergency Coordinator in contacting employees on campus regarding pertinent information.
- 4) Organizes campus call center.

e. **Facility Supervisor**

- 1) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- 2) Provides vehicles to transport personnel and/or equipment.
- 3) Obtains the assistance of utility companies as required.
- 4) Surveys habitable space and relocates essential functions.
- 5) Provides emergency power as needed.
- 6) Maintains emergency equipment in a state of readiness.
- 7) Provides personnel to ensure the sanitation of shelter areas and provides for the personal hygiene needs of shelter occupants.
- 8) Provides security for campus buildings.

f. **Director of Information Technology**

- 1) Provides equipment and personnel to maintain computer capability.
- 2) Works with the ERT in establishing needs for power.
- 3) Helps Director of Public Relations prepare the college call center.
- 4) Sends mass text messages, emails, web updates, and other information as directed from Director of Public Information.

g. **Vice President of Academic Affairs**

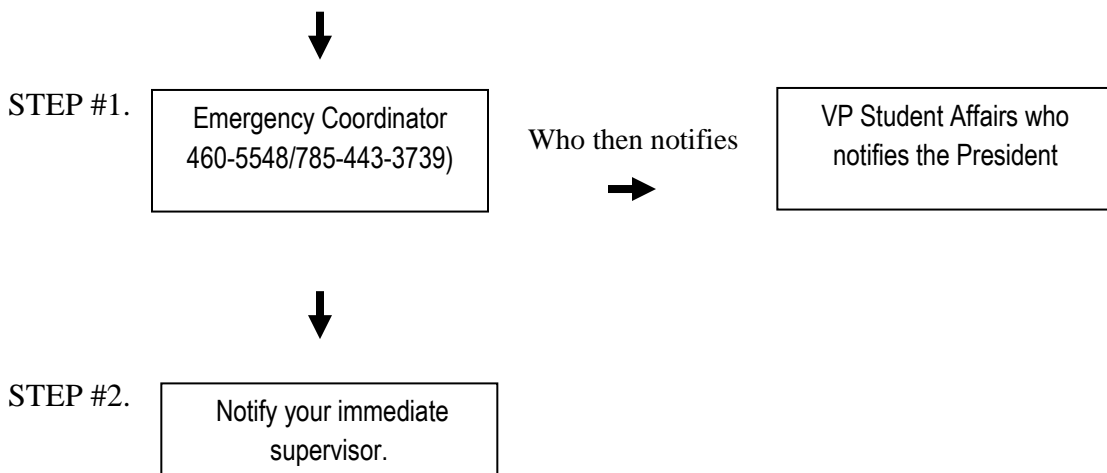
- 1) Aids in directing students and faculty to safe areas and ensures accountability of students.
- 2) Provides directional assistance where needed.
- 3) Works with the ERT in establishing alternate classroom areas as required.

h. **Designated Building Representatives**

- 1) Contacts appropriate personnel in the building to inform, update, and communicate the status of emergency.
- 2) Administers evacuation plans for the building.
- 3) Works with the Vice President of Academic Affairs, the Vice President of Student Affairs, and the ERT in establishing alternate area(s) for the continued operation of essential functions.

E. Emergency Notification Flow Chart

Major Emergency or Disaster. Any incident that affects an entire building or buildings will disrupt the overall operation of the college. In this case, outside emergency services will be required, as well as major resource efforts from campus support services. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated and the appropriate support and operational plans will be executed. Call 911 and report immediately to the Campus Emergency Coordinator (460-5548 or 785-443-3739).



PART II. CRISIS COMMUNICATION PLAN

Colby Community College strives to be honest and timely in communications. Decisions regarding communications during a crisis will be guided by the commitment to public disclosure and the public's legitimate right to be informed, balanced by a concern for the right of the individual for privacy and personal security. Also to be considered is the effect that immediate public disclosure could have on impending investigations or legal actions.

This plan offers policies and procedures for the coordination of communication within CCC and between CCC and external audiences, including the news media.

Objective of crisis communications:

- To factually assess the crisis and determine whether a communications response is warranted.
- To assemble a Crisis Communication Team that will determine appropriate messages and actions.
- To identify constituencies that should be informed; communicate facts about the crisis; minimize rumors; and restore order and confidence.

Definitions:

A crisis may be defined as a significant disturbance in CCC activities that results in extensive news coverage and public scrutiny. Such a crisis has the potential to damage the reputation of CCC. A crisis may or may not constitute an emergency in which campus operations are disrupted. The nature of the crisis will determine appropriate responses.

Crisis communication is one component of overall crisis management. But communications are key to how the college handles a crisis. How CCC communicates will have a lasting impact on its reputation with various constituencies, including students, faculty, staff, alumni, parents, the community, and the news media. An effective communications plan, coupled with the early involvement of communications professionals, will limit the negative impact of the crisis and allow those charged with mitigating the crisis to fulfill their responsibilities.

First Steps

When a CCC employee identifies a crisis, the first responsibility is to determine whether emergency services (fire, police, ambulance, etc.) need to be summoned. If warranted, the CCC employees who discover a crisis should notify emergency services before taking steps to activate the Crisis Communication Plan.

As the next step--or as a first step in the absence of imminent danger to life or property--the employee should inform his or her supervisor of the crisis. In accordance with appropriate chain of command, the office of the President is notified. The President makes the decision whether to appoint and activate the Crisis Communication Team.

The Crisis Communications Team includes:

- President
- Public Information Director
- Any other employee deemed necessary by the president

Once convened, the Crisis Communications Team assesses the situation and determines how to respond.

Communication Protocols

CCC faculty and staff must be informed of the crisis and how the institution is responding to maintain order and facilitate a quick recovery. It is important to remember the words and actions of employees toward external audiences affect the reputation of the college.

In case of an emergency outside of regular working hours, a calling tree will be activated by the Emergency Coordinator to notify all faculty and staff promptly. The current calling tree is on file and updated by the President's office.

Therefore, after emergency officials are notified of a crisis the next faction to be informed may be employees. Other key audiences that should be kept apprised of the college's crisis response:

- Parents and family members of affected students and employees
- Board of Trustees
- Local leadership (City Manager, Mayor, etc.)
- Colby community
- News media

In the event of a campus emergency, a phone bank will be set up in the Thomas Hall Board Room. The IT department will be responsible for quick implementation of the phone bank. All phones on campus will be disabled and incoming calls will be routed to the phone bank. The phone bank will be managed by select Student Affairs staff who will use a script developed by the Public Information Director. Student Affairs staff will also be responsible for setting up a message center with pens, pencils, and paper for taking messages to be disseminated to students, faculty, and staff.

Another important form of communication that will be made available is text messaging. The text messaging system will be set up and updated each year by the Emergency Coordinator, IT department, and Public Information Director. Students, faculty, staff and parents will be able to sign up to receive text messages with information about campus emergencies.

State and federal laws affect the dissemination of information about students. Crisis communications must consider applicable statutes and fundamental issues of fairness.

PART III. EMERGENCY PROCEDURES GUIDE

Abduction

Abduction is when a person unlawfully prevents another person's movements for force and/or fraud.

1. Call 911. Identify yourself, the college, and the nature of the emergency. Give all the information you have available: Description of abductor(s); names if you know them; description of the student and/or employee; description of the vehicle, if appropriate. Be sure to identify the location from which the call is made.
2. Notify Emergency Coordinator at 460-5548 or 785-443-3739.

Biological or Chemical Agent Threats on Campus Procedures for Handling Suspected Agents

What you should do:

1. Remain calm.
2. In the event you should see or come into contact with an unknown substance, do not touch it; if you have already picked it up, gently lay it down and cover it with anything (e.g. clothing, wastebasket, etc.) Do not shake, smell, or empty the contents of any suspicious envelope or package. Place the envelope or package in a plastic bag or some other type of container to prevent leakage.
3. Leave the room, close the door, isolate yourself as best you can, and contact or have someone contact the Emergency Coordinator (460-5548 or 785-443-3739), your supervisor, or another faculty or staff member, and 911.
4. If possible, close doors and windows in the area.
5. Contact Maintenance Supervisor (785-443-1977) to **shut-down the building's ventilation system and any fans.**
6. Do not allow others into the area and do not allow anyone who has been exposed to leave the area. If possible, list all people who were in the area, especially those who had contact with the suspicious. Give this list to ERT Coordinator.
7. Wash your hands with soap and water to prevent spreading any powder to your face. Remove heavily contaminated clothing as soon as possible, place in a plastic bag or sealed container, and give the clothing bag to the emergency responders for proper handling.

What you should NOT do:

1. Do not panic.
2. Do not pass the letter, note, or substance to others. Do not try to clean up the powder.
3. Do not disturb the substance in any way.

4. Do not ignore the threat. All threats must be treated as real until properly evaluated.

Blood Borne Pathogens

If blood or body fluids are present from any accident, do not provide first aid unless trained and wearing latex gloves. For cleaning of spills, immediately contact the Student Health Nurse, who has been trained in the specified cleaning procedures.

The Student Health Nurse (460-5502) will present training at in-service each August for all faculty and staff. All office areas will be supplied with blood clean-up safety kits including rubber gloves.

Bomb Threat

Most bomb threat calls are brief. The caller uses few words, and then hangs up. Every effort should be made to obtain detailed information from the caller. You should:

1. Prolong the conversation.
2. Identify background noises.
3. Note distinguishing voice characteristics
4. Interrogate the caller as to the description of the bomb, etc.
 - When is the bomb going to explode?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Where did you place it?
5. Determine the caller's knowledge of the facility.
6. **DO NOT HANG UP THE PHONE!** Use another phone to call authorities.

Implement the following plan:

1. Call local Police/Fire Department (911), President (460-5401), Emergency Coordinator (460-5548). **DO NOT USE CELL PHONES DURING A BOMB THREAT**. Identify the building from which you are calling.
2. Empty building of all persons.
3. Only persons who have been authorized to check the building will make a prompt visual search of their respective areas and report to the President any items or containers that are unusual or foreign to the normal operation of the college. Do not handle the item under suspicion.
4. The building will be under the President's jurisdiction, but it will be under the Police or Fire Department's authority if a bomb is discovered.
5. The President, with the advice of police, fire, and other official authorities, determine when the building is safe for students and college personnel to reenter.

Calendar of Annual Safety-Related Activities

1. Fire extinguishers are inspected on a monthly and annual basis. (Annual inspections are done in March and in August, performed by contractor.)
2. Campus crime statistics are distributed to campus annually (August).
3. Memorandum sent to all employees and students regarding how to report a crime and the special crime report procedures that the campus will follow should such reporting be deemed necessary (June).
4. Fire drill evacuations each semester (September/March).
5. Campus Security Act Statistics are submitted to the Federal Department of Education (October).
6. Fire extinguisher and CPR training for employees performed annually, each fall at in-service (August).
7. Memorandum sent to all employees regarding safety precautions during the holiday season (December).
8. ERT reviews CCC Safety Policies and Crisis Manual on an annual basis and revised copies distributed electronically to all employees and students (May/September).
9. Fire alarm systems, sprinkler systems, boiler systems, elevators are inspected annually by contractors (continuous).
10. ERT team meets twice a year (spring and fall) to evaluate activities and update ERT manual
11. Nametags will be produced and distributed to ERT members for security purposes during a campus emergency (obtained from Library with "ERT" in red lettering).

Campus Security and Crime Awareness

Colby Community College encourages prompt and accurate reporting of ALL criminal matters occurring on campus. An incident should be reported to the Vice President of Student Affairs (460-5490), who will then contact local police. In compliance with the Crime Awareness and Campus Security Act of 1990, on-campus crimes must be reported. Security statistics are available on the CCC website (www.colbycc.edu).

A special crime report will be made to the campus when an incident presents a safety or security threat to students or employees. The campus security authority will present the report within 24 hours of being notified of the incident, and provide education that aids in preventing similar occurrences. A campus-wide email will be used, as well as posting flyers on the bulletin board of each building. Faculty will be asked to notify students in their classes.

A complete description of the following policy statements is available in the Office of the Vice President of Student Affairs:

- Student Code of Conduct

- Drug and Alcohol Education and Training
- Drug and Alcohol Policy
- AIDS Awareness Information

Chemical Hygiene Plan (Jason Tew)

CCC has a detailed chemical hygiene plan. The plan or particular aspects of the plan (i.e., Material Data Safety Sheets) is on file in the Thomas Hall Chemistry lab. All new employees who will be working with or near chemicals are required to complete the Chemical Hygiene Right to Know training. Information on the training is available by contacting the Emergency Coordinator (460-5548).

Chemical Release in a Building

If a chemical release (when hazardous materials escape from their contained environment) occurs within a building, do the following:

- Initiate evacuation plan of the exposed area.
- Notify Emergency Coordinator (460-5548 or 785-443-3739)
- Call **911**, if necessary. Be sure to identify the building where the release took place.
- Render First Aid, if necessary.
- Perform hazardous waste cleanup if directed by authorities. Trained personnel will perform procedures. Students, staff, and faculty shall not return to their respective areas in the college until it is determined to be safe by CCC administration, based upon authorities' recommendations.

Active Shooter/Civil Disturbance/Terrorist Threat/Riot

In the event of a civil disturbance on campus that is threatening the welfare and safety of students/employees/visitors:

- Contact **911** immediately.
- Identify the specific building and address.
- Make sure the **911** operator understands that there is a civil disturbance and provide any other pertinent information that you may have available.
- Inform the Emergency Coordinator (460-5548 or 785-443-3739) immediately and provide detailed information.
- Contact other college officials immediately.

External Communications in an Emergency

In an emergency situation:

- Call **911** and give a description of the emergency and the name and location of the facility from which you are calling.
- Call the Emergency Coordinator (460-5548 or 785-443-3739) and advise of the nature and scope of the situation.

Communications Guidelines in an Emergency

The Public Information Director, with the approval of the President, will be in charge of communicating with outside agencies and the campus. It is imperative that only accurate, verified information is reported to the Public Information Director.

Internal Communications in an Emergency

In an emergency, disseminating information to employees is imperative. The use of two-way radios, pagers, etc. are important tools for the President. **DO NOT use a cell phone, pager or walkie-talkie radio (2-way radio)** as a communication device during a **bomb threat**.

CPR/First Aid Trained/Certified Personnel

A list of CPR/First Aid Trained/Certified Personnel is kept on file in the Student Health Office and updated periodically by the Director of Student Health.

Earthquake Emergency Procedures

A major earthquake may begin with a shaking of the ground that starts out gently and then grows violent. After just a few seconds it may be difficult to move from one place to another.

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. Individuals in a building are advised to stay. Take cover under a desk, table, bench, or in a doorway, hallway, or inside wall. Stay away from windows and shelves containing heavy or breakable objects. The most important thing to remember is to **STAY CALM** and **DON'T PANIC**. When outside, move away from buildings and utility wires. Once in the open, stay there until the shaking and/or tremors stop. Individuals in a moving automobile should stop as quickly as possible and remain in the vehicle.

Students, employees, or visitors should not be dismissed from a building or evacuation site until emergency dismissal procedures have been implemented. This precaution is crucial for accountability and because the possible condition of the surrounding community may not be known. No one is to reenter a vacated building if there is any doubt concerning the safety of the structure.

- Call **911** and **identify the building from which you are calling**.
- Notify the President's office immediately.
- Render First Aid, if necessary.
- Wait for the President or designee to direct any other action.

Emergency Exit Plans

Ag-Vet Tech Building. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot immediately to the south of the building.

Allied Health Building. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot immediately north of the building.

Bedker Memorial Complex. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot to the north of the building or the grassy area west of the building.

Gymnasium. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the grassy area south of the building.

H. F. Davis Library. All students, faculty, and other personnel should walk quickly out the nearest exit and gather at the parking lot west of the building.

Robert Burnett Memorial Student Union. All students, faculty, and other personnel should walk quickly out the nearest exit and gather on the grassy area by the gymnasium.

Thomas Hall. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking areas north or west of the building.

Ferguson Hall. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the grassy area south of the building.

Living Center East and North. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking area north of the building.

Living Center Northeast. All students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking area southeast of the building.

It is important to proceed away from and clear of the buildings. Remain at the designated area (with students) until the “clear” signal is given by the designated person, who will also account for all employees.

Emergency Plan After Hours

The purpose of this plan is to address all functions (evening or weekend classes, outside agencies using college buildings, and/or school activities) performed after normal class periods, normal working and office hours.

Notify immediately:

| | |
|------------------------------------|--------------|
| Emergency Coordinator | 785-443-3739 |
| Vice President of Student Affairs | 775-762-5698 |
| Vice President of Academic Affairs | 303-981-7026 |

- Provide information on injuries.
- The Emergency Coordinator will advise employees and/or people utilizing the buildings of emergency and/or evacuation procedures.
- The Emergency Coordinator will activate the calling tree to advise faculty and staff of the situation.
- Fires should be reported by calling 911 and identifying the building from which the call is made.
- Alert others who may be unaware of the emergency, such as the President, vice presidents, and Public Information Director.

Evacuation or Dismissal Procedures

A building may need to be evacuated to protect faculty, staff and students. The decision will be made by the President. However, there may be instances when local fire, disaster, or police personnel may order evacuations, and it is imperative that communications to the President be accurate and timely.

The Maintenance Supervisor shall be responsible for shut-off valves for gas, water, and electricity and ensure that no hazard results from broken or downed power lines.

The designated outdoor assembly area is posted in each building. In the event of disaster/emergency, all students and employees shall go to the designated assembly area.

Once the evacuation order or alarm is received, designated building employees should do the following:

1. Relay dismissal instructions to every classroom as quickly as possible.
2. Request assistance from law enforcement agencies to ensure students disperse from the buildings to minimize hazards and congestion, as well as to help or assist people with disabilities.
3. Make sure staff and/or students know their designated evacuation area. Maintain a list of all personnel assigned to each building and upon arriving at the designated evacuation area, account for the personnel assigned to that area.
4. Employees and students are to stay in their respective areas outside the building until it is determined safe to return to their assigned building.
5. Management of all communication with the media and the public comes from the President and the Public Information Director.

Evacuation—Designated Building Persons

**Contact the Student Health Nurse for an updated list.*

| <i>Building</i> | <i>Designated Person</i> | <i>Co-Designated Person</i> |
|-------------------------|---------------------------------|------------------------------------|
| Ag/Vet Tech | Jennifer Martin | Beth Fenton |
| Allied Health | Lindsey Scammehorn | Carol Cameron |
| Bedker Memorial Complex | Crystal Pounds | Mike Thompson |
| Cultural Arts Center | Randy Berls | Michelle Meyer |
| Gymnasium | Brett Becker | Aaron Lambertson |
| Library | Tara Schroer | Deb Bickner |
| Student Union | Monique Eaton | Leisa Hansen |
| Thomas Hall | Doug Johnson | Angel Morrison |
| Ferguson Hall | Ryan Carter | Rebel Jay |
| Living Center East | Coordinators/RA | |
| Living Center North | Coordinators/RA | |
| Living Center Northeast | Coordinators/RA | |
| Norton | Connie Green | |
| Farm | Farm Manager | Nick Consulo/Shanda Mattix |

Evacuation Guidelines for Persons with Disabilities/Injuries

One of the biggest concerns in building evacuation is for those with disabilities. The best procedure is to let professional emergency personnel assist in the evacuation of the person with the disability. The general procedure has been that if there is no immediate danger (obvious smoke or fire), the person

should either stay in place or be moved to a fire-rated stairwell until emergency personnel determines the nature of the situation. In imminent danger and evacuation cannot be delayed, a person with a disability should be carried or helped from the building in the most efficient manner. It is important that persons with mobility limitation not be moved unnecessarily and improperly, possibly causing physical injury. It will be the responsibility of the Building Designated Person to notify the Emergency Coordinator (460-5548) of the location of the person with the disability who needs assistance. Physically challenged students should evacuate to Ferguson Hall, rather than the library basement.

In inclement weather, plans will be made to evacuate to an adjacent or alternate building instead of the designated assembly area.

Students should be informed of the evacuation plan for their respective building(s) area at the beginning of each semester by instructors.

Explosion

In the event of an explosion on campus, initiate the evacuation plan. Contact the Emergency Coordinator (460-5548) immediately and provide information as to the nature of the explosion. 911 should be called if the situation so dictates. Do not allow anyone to re-enter a building that has been vacated until it is inspected by the proper authorities and the President has given permission to re-enter.

Fire Procedures

If a fire or smoke is detected, the following action will be taken:

1. Sound the fire alarm (by pulling a wall-mounted pull station).
2. Call 911 and identify the building and location of the fire.
3. Evacuate the building and proceed to designated areas. Never hesitate to evacuate a burning building. Do not attempt to obtain personal property, make personal phone calls, etc.

Quickly notify Emergency Coordinator (460-5548) and the President (460-5401) from a safe location.

There are emergency exit plans for the campus listed in this manual. Instructors should make students aware of the exit plan at the beginning of each semester, pointing out the exit door that applies to each specific location and the proper method for exiting the room.

These procedures should be observed for safety in a fire or fire drill. Be certain that students know what to do if such an emergency arises.

The designated evacuation route should always be used during the fire drills and in the event of an actual emergency/evacuation. **IF YOUR NORMAL EVACUATION ROUTE IS NOT PASSABLE DURING A FIRE OR OTHER EMERGENCY, USE THE BEST EXIT POSSIBLE. NEVER USE AN ELEVATOR.**

Medical Emergency Assistance

In case of emergency, check the scene for safety. Remove students, faculty, or staff from harm's way.

1. Call **911**. Be prepared to state the nature of the emergency and address of the building or campus area. Provide any known information about the health concerns of the individual.

2. Provide hands-only CPR/First Aid as necessary, until emergency medical personnel arrive. Notify the Student Health Nurse (460-5502). Do not give any medication from a first aid kit, such as aspirin, Tylenol, etc. to the person needing assistance. Student Health and the Multipurpose Room in the Student Union will be a triage area in case of a major catastrophe with multiple injured persons.
3. Notify the Vice President of Student Affairs (460-5490) who will notify the student's family.
4. Notify Human Resources (460-5406) who will notify the family of faculty/staff.

Natural Gas Emergency

If there is a suspected or detected natural gas leak, implement the following:

1. Initiate the evacuation plan. Evacuate students, faculty, and staff a safe distance from the building or suspected leak site.
2. Alert the Emergency Coordinator (460-5548) immediately who will contact Midwest Energy.
3. Do not re-enter the building or suspected leak site until authorization is given by Midwest Energy or other appropriate officials and the President.

If there is ever any doubt, follow the evacuation procedures immediately. If a strong concentration of gas is noted, notify college officials of your concern.

Outreach Locations

Concurrent enrollment locations will follow Unified School District policies and procedures. Other stand-alone outreach locations will create an emergency plan and emergency procedures flipchart.

Power Failure

In a power failure, do the following:

1. Make sure students, faculty, and staff are safe.
2. Keep employees informed as to what is happening.
3. Evacuate the building if so advised. Proceed to designated areas per the evacuation plan.

The President determines if classes should be cancelled or the campus vacated. Information will be provided to faculty, staff, and students should this occur via email, TV, radio, phone calls, or in person by college supervisors.

The Emergency Coordinator will contact Midwest Energy to determine the cause and provide information to the President as it becomes available.

Safety Equipment Locations

AEDs – Health Science Building – hallway

Student Union – hallway in front of Student Health Office
Ferguson Building – Storage Room
Trainer – Gator mounted

Fire Extinguishers – see attached building maps.

Severe Weather Procedures (Tornado, Thunderstorm, Severe Winds)

If a tornado is sighted or severe weather occurs, the city siren will be the signal.

1. Initiate your emergency procedures.
2. Alert staff and students and other persons in the building.
3. If possible, evacuate to your designated tornado shelter building indicated on the CCC Tornado Watch/Warning poster in your area. Students, faculty, and staff with disabilities should evacuate to Ferguson Hall, which is wheelchair user accessible. If evacuation is not possible, proceed to the lowest level of the building to an interior wall away from glass windows and doors.
4. Maintain sheltered positions and remain until notified it is safe to leave the exit. Maintenance will monitor the situation by radio and notify employees when the conditions are safe.
5. Maintenance will check all buildings for damages and injuries.
6. Call 911 if injuries are reported. Identify the building and location.
7. Render First Aid, if necessary.
8. The President or designee will direct any other action as required and request assistance from other agencies, i.e., fire department, police department, etc.

Suicide

If a student or an employee admits to being suicidal while at the college, please do the following:

For a student:

- Maintain the student in the company of a faculty/staff member.
- Contact a parent/spouse/family member/friend who can come to the college. Student Affairs can assist in contacting the appropriate persons. If the situation warrants, call 911 for police assistance and identify the building and address from which you are calling.

For an employee:

- Maintain the employee in the company of another employee.
- Contact a spouse/family member/friend who can come to the college. Human Resources can assist in contacting the appropriate persons for you. If the situation warrants, call 911 for police assistance and identify the building and address from which you are calling.

Vet Tech Department/Animal Care

The Vet Tech Department has a specific emergency plan, which is on file in the Ag Building.

Water Failure

Should a water failure impact the college, the Emergency Coordinator or the Facility Supervisor will notify the President of the situation and the length of time that the outage may last. The President's Office will notify students, faculty, and staff of decisions that may impact classes or work for the duration of the outage.

Weapons on Campus

Weapons, including concealed weapons, are not permitted on the CCC campus.

**Colby Community College
Threatening or Violent Behavior
INCIDENT REPORT**

Complete all fields. Use opposite side of form or attach additional sheets if necessary.

1. Date of Incident: _____ Time of Incident: _____

2. Location of Incident: _____

3. Name(s) of individual(s) making threat/behaving violently, his/her relationship to CCC and the target of threatening/violent behavior: _____

4. Name(s) of the target of threat/violence, his/her relationship to CCC: _____

5. Names of others directly involved in the incident, their relationship to CCC and any actions they took: _____

6. Describe the Incident: _____

7. How the threat-maker appeared (physically and emotionally): _____

8. Were weapons involved in the Incident? _____ If so describe: _____

9. The specific language of the threat: _____

10. Physical/verbal conduct that would substantiate intention to follow through on the threat:

11. What happened immediately prior to the incident? _____

12. What event(s) triggered the incident? _____

13. Any history leading up the Incident? _____

14. How did the incident end? _____

15. Was anyone injured? _____ If so, describe: _____

16. What happened to the threat-maker, threat recipient, and others involved after the incident?

17. Names of witnesses and their relationship to CCC and parties involved in the incident: _____

18. Steps taken to protect the recipient/target of the threat/violence: _____

Completed by: _____ Date: _____



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|------------------------------------|---------------------------------------|
| A- Administration | J- Student Union |
| B- Thomas Hall | K- Cultural Arts Center |
| C- Pierre C Henry Allied Health | L- Bedker Memorial Complex |
| D- H.F. Davis Library | M- Living Center East |
| E- Ferguson Hall | N- Living Center North |
| F- Stanley Carr Agriculture Center | O- Living Center Northeast |
| G- Gym | P- Baseball Fields |
| H- Maintenance | Q- Carl Adams Memorial Softball Field |
| I- Pool | |