

# SOUTHERN UNION STATE COMMUNITY COLLEGE



## EMERGENCY PREPAREDNESS MANUAL

**Revised Spring 2017**

## Quick Reference: Emergency Contact Numbers

The following are provided for the purpose of contacting law enforcement, fire, medical and other agencies, ***but in all cases of actual emergencies dial 911 from a school phone.***

### Police Departments

#### Campus Police Departments

Wadley (Daytime) ----- 256-395-2211 Ext: 5823 or 334-328-4743

Wadley (Evening) ----- 334-328-9793

Opelika (Daytime) ----- 256-395-2211 Ext: 5523 or 334-324-3631

Opelika (Evening) ----- 334-328-9392

Opelika Police Department-----1-334-705-5200

Valley Police Department-----1-334-756-5200

Wadley Police Department-----1-256-395-2261

### Sheriff's Departments

Lee County-----1-800-239-7072

Chambers County-----1-334-864-4333

Randolph County-----1-256-357-4545

### Fire

Opelika Fire Department-----1-334-705-5300

Valley Fire Department-----1-334-756-7170

Wadley Fire Department-----1-256-395-2261

### Natural Gas

Alagasco (Opelika and Valley) -----1-334-887-4800

Alagasco (Wadley) -----1-256-395-2261

### Alabama Power

Power Outage (All Campus's) -----1-800-888-2726

### Poison Control

Statewide Contact-----1-800-462-0800

### Suicide Hotline

24 Hours a Day-----1-800-784-2433

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**EMERGENCY CONTACT NUMBERS**

**EMERGENCY DIAL 911**

**Wadley Campus:**

**Primary Contacts: Dr. Glenda Colagross -----Ext: 5101**

**Ms. Tiffany Sanders-----Ext: 5150**

**Ms. Lori Daniel-----Ext: 5171 or 5170**

**Mrs. Anita Waldrep-----Ext: 5816 (night)**

**Mr. Jimmy Holmes-----Ext: 5823**

SUSCC Campus Police Department-----Daytime 256-395-2211 Ext: 5823 or 334-328-4743

Evening 334-328-9793

Wadley Police/Fire Department-----256-395-2261 or 911

Randolph County Sheriff's Department-----256-357-4545 or 911

Wedowee Hospital-----256-357-4411 or 911

Wadley Gas-----256-395-9112 or 911

Alabama Power-----1-800-888-2726

<b>Building</b>	<b>Building Coordinator</b>	<b>Extension Number</b>
Administration	Jimmy Holmes	5823
Student Center	April Stewart	5117
Gymnasium	Keith Langley	5118/5196 or Radio
Library	Kathy Reynolds	5130
Brazeal Auditorium	Keith Langley	5118/5196 or Radio
Cafeteria	Brian Cosby	5115
Arena	Troy Hodges/April Stewart	5196 or Radio
Maintenance Building	Keith Langley	5118/5196 or Radio
Residence Hall	Lori Daniel	5170/5171
Science Tech Building	Day-Brad Davis Night-Anita Waldrep	5810 5816/5122
Renaissance Building	Maria Lacey	5196 or Radio

**EMERGENCY CONTACT NUMBERS**

**EMERGENCY DIAL 911**

**Opelika Campus:**

**Primary Contacts: Dr. Glenda Colagross-----Ext: 5301**

**Ms. Tiffany Sanders-----Ext: 5350**

**Dr. Linda North-----Ext: 5402**

**Mrs. Rhonda Davis-----Ext: 5511**

**Dr. Darin Baldwin-----Ext: 5380**

**Mr. Richard Halsey/Evening-----Ext: 5421**

SUSCC Campus Police Department (Daytime) ----- 256-395-2211 Ext: 5523 or 334-324-3631

(Evening)-----334-328-9392

Opelika Police Department-----1-334-705-5200

Lee County Sheriff's Department-----1-800-239-7072

East Alabama Medical Center-----1-334-749-3411

Opelika Fire Department-----1-334-705-5300

Alagasco-----1-334-887-4800

Alabama Power-----1-800-245-2244

<b>Building</b>	<b>Building Coordinator</b>	<b>Extension Number</b>
Administration Building	Randy Burroughs	5523
Auto Mechanics	Russ Cook	5387
Electronics	Carlton Jones	5391
Health Science	Rhonda Davis	5511
Higginbotham Academic Center	Gary Branch	5139/5351
Industry Training Center	Darin Baldwin	5380
Library	Cathy Crowe	5407
Machine Shop	Sam Fulford	5393
Student Union/Bookstore	Jarrold Hart	5313/5479
Technical Building I	Darren Baldwin	5380/5491
Heating & Air Conditioning	David Burdette	5386
Welding	Derrick Crosby	5389
PLATO Lab	Pat Williams	5444
Maintenance Building	Justin Whitehead	5485/5384 or Radio
Center for Integrated Manufacturing	Darren Baldwin	5380/5491
Business and Technology Center	Linda North	5402

**EMERGENCY CONTACT NUMBERS**

**EMERGENCY DIAL 911**

**Valley Campus:**

**Primary Contacts: Mrs. Robin Brown-----Ext: 5204**

**Mrs. Mercedes Richardson-----Ext: 5203/5200**

**Mr. Richard Halsey-----Ext: 5200 Evening**

SUSCC Campus Police Department (Daytime) -----256-395-2211 Ext: 5823 or 334-328-4743

256-395-2211 Ext: 5523 or 334-324-3631

Valley Police Department-----1-334-756-5200

Chambers County Sheriff’s Department-----1-334-586-8403

Lanier Health Systems-----1-334-756-9180

Valley Fire Department-----1-334-756-7170

Alagasco (Valley) -----1-334-887-4800

Alabama Power-----1-800-245-2244

<b>Building</b>	<b>Building Coordinator</b>	<b>Extension Number</b>
Valley Main Building	Robin Brown	5204
	Mercedes Richardson	5203/5200
	Richard Halsey	5200 (Evening)
Technology Building	Robin Brown	5204
	Sarah Cox	5316

**EMERGENCY CONTACT NUMBERS**

**EMERGENCY DIAL 911**

**Opelika (Downtown) Campus:**

**Primary Contacts: Mrs. Gail Sadler-----Ext: 5601**

SUSCC Campus Police Department (Daytime) -----334-328-3631 or 256-395-5523

(Evening)-----334-328-9392

Opelika Police Department-----1-334-705-5200

Lee County Sheriff's Department-----1-800-239-7072

East Alabama Medical Center-----1-334-749-3411

Opelika Fire Department-----1-334-705-5300

Alagasco-----1-334-887-4800

Alabama Power-----1-800-245-2244

<b>Building</b>	<b>Building Coordinator</b>	<b>Extension Number</b>
Cosmetology	Gail Sadler	5601



## **PREFACE**

This emergency procedure manual has been designed to provide a contingency plan for the Southern Union State Community College community in the event of a campus emergency. While no guide can address every conceivable situation, this guide or manual does supply the basic guidelines necessary to cope with most campus emergencies. The use of common sense and sound judgment is best in all situations. If there is ever a doubt and campus police or security cannot be reached call 911 from a campus phone.

This manual is the product of research with many emergency agencies, as well as colleges and universities throughout the state. Any procedural change(s) or suggestion(s) should be submitted for review to the Dean of Students or Chief of Police.

Where and when applicable, the “Southern Union State Community College Emergency Response Manual” should be adhered to by the entire college community.

## **PURPOSE**

The basic emergency procedures outlined in this manual are designed to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measure, the President, his/her designee or Vice President may declare a “state of emergency.”

## **DEFINITION OF AN “EMERGENCY”**

1. **Minor Emergency:** any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report immediately to campus police and/or administrative personnel.
2. **Major Emergency:** any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operation of the college. Outside emergency services may 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 crisis. Report immediately to campus police and call 911.
3. **Disaster:** any event or occurrence, which has taken place and has 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 addition, the Building Manager or others should promptly report any incident that has the potential for adverse publicity concerning the college to the Office of Public Relations upon his/her direction. Call 911 and Campus Police.

## **DECLARATION OF A “STATE OF EMERGENCY”**

During a time of campus emergency, campus police shall place into effect immediately the appropriate procedures necessary to meet the emergency safeguard persons and property and maintain educational facilities. Campus police shall immediately consult with the Dean of Students and Chief of Police. If unable to contact these persons, the President should be contacted directly regarding the emergency and possible need for a declaration of a “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 ID (registration or employee ID card or other ID), showing their legitimate business on campus, will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest.

In addition, only those faculty and staff members who have been assigned Emergency Response Team duties, or issued an emergency pass by the Campus Police Department, will be allowed to enter the disaster area.

In the event of earthquakes, aftershocks, fires, storms or major disasters occurring in or around the campus which involves college property; campus police officers will be dispatched to determine the extent of any damage to college property.

## **SCHOOL CAST**



[www.schoolcast.com](http://www.schoolcast.com)

Southern Union State Community College has elected to utilize the School Cast service as a means to notify students, faculty and employees of emergency situations. School Cast will send out emergency alerts via e-mail, cell phone and text messages. Situations that may warrant a message being sent via School Cast are school closings, weather emergencies, canceled classes and crimes on or around campuses, etc. Each student, faculty member and employee is strongly urged to sign up for this service.

## **EMERGENCY SITUATION MANAGEMENT TEAM**

### **MEMBERSHIP**

The Emergency Situation Management Team consists of officers and administrative personnel who are familiar with college operations and support services. Team members will be asked by the President of the college to provide their on and off campus telephone numbers, on a semiannual basis (confidential telephone numbers are on file and with each Emergency Situation Management Team member). The Emergency Situation Management Team includes the following or their designees:

1. President
2. Vice-President of Administrative and Financial Services
3. Deans
4. Business Manager
5. Director/Associate Director of Maintenance
6. Public Relations Director
7. Chief of Police

### **ROLE IN EMERGENCY SITUATIONS**

The Emergency Situation Management Team shall co-ordinate the college's response to major emergencies. Specific responsibilities include:

1. Coordinating and directing emergency response during and after the crisis.
2. Coordinating the response for information from the campus community, media and other sources external to the college.
3. Mitigating any adverse effects on the college community and operation.
4. Identifying all community members who may be directly or indirectly impacted by the event and ensuring that appropriate assistance, support and referrals are available.
5. Modifying college staff work schedules as necessary to ensure personal safety and mitigating any possible trauma resulting from an incident.
6. Conducting post-crisis reviews to provide recommendations for future prevention or response.
7. Conducting training sessions to review plan and update resources.

## **EMERGENCY COMMAND POST**

An “Emergency Command Post” will be established for each emergency incident as needed.

### **A. Field Emergency Command Post**

In a minor emergency situation involving only one building or a small part of the campus, during business hours when the Campus Police Department is fully staffed, the Chief of Police’s office will be the Field Emergency Command Post. Should the office be closed, a campus police vehicle is to be placed as near the emergency as is reasonably possible. This will be the Field Emergency Command Post and will be staffed by a uniformed officer until the emergency ends. This type of command post does not require the activation of the Emergency Response Team.

### **B. General Emergency Command Post**

The “General Emergency Command Post” is activated for a major emergency or disaster. It becomes the facility where the Emergency Situation Management Team members coordinate their actions and develop strategies in anticipation of upcoming issues. The Command Post is to be set up in the President’s Conference Room on the Opelika campus or the President’s Conference Room of the Wadley campus or the Director’s Office on the Valley campus. If this area is unavailable, the college President will establish an alternate site.

## **GENERAL EMERGENCY COMMAND POST CHARACTERISTICS AND EQUIPMENT**

The General Emergency Command Post should have the following characteristics/equipment:

1. Sufficient space and accommodations including desks, chairs, office supplies and space for portable computers.
2. Security.
3. Telecommunications (cellular phones and batteries, additional telephone lines, portable radios and batteries, radio (AM/FM) and cable television.
4. Auxiliary power supply.
5. Operational display boards, campus maps, site maps, floor plans and infrastructure plans.
6. Facilities nearby for media, family or next of kin as appropriate.
7. Convenient access to parking.

## **EMERGENCY MEDIA RELATIONS**

The media will cover most major emergencies that occur on campus. They will want to know what happened, how it happened, who was responsible for the incident, which is in charge of the response and recovery process, the scope of the emergency and what the college will do about it and how it could have been avoided. How college officials communicate with the media will determine how the emergency is viewed by victims, community and the public.

Effective media relations can also lessen the impact and trauma to victims and their families by providing accurate and current information on the status of the event and how victim assistance and support can be accessed.

**The Public Relations Staff will coordinate and handle requests for information from the media.**

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) POLICY**

In 2011, Southern Union State Community College adopted the National Incident Management System (NIMS) as established under HSPD – 5 and Unified Command System and the State of Alabama’s Executive Order Number 24 as its system of preparing for and responding to disaster incidents.

\*Note: This policy includes the main Southern Union State Community College campus personnel at Wadley and Extended Campus personnel at SUSCC campuses at Valley, Opelika and Opelika (Downtown). For procedures and other inquiries related to SUSCC NIMS compliance, contact the SUSCC Police Department at 256-395-2211 extension 5823 or E-mail Jimmy Holmes at [jholmes@suscc.edu](mailto:jholmes@suscc.edu).

## **BUILDING EVACUATION LOCATIONS**

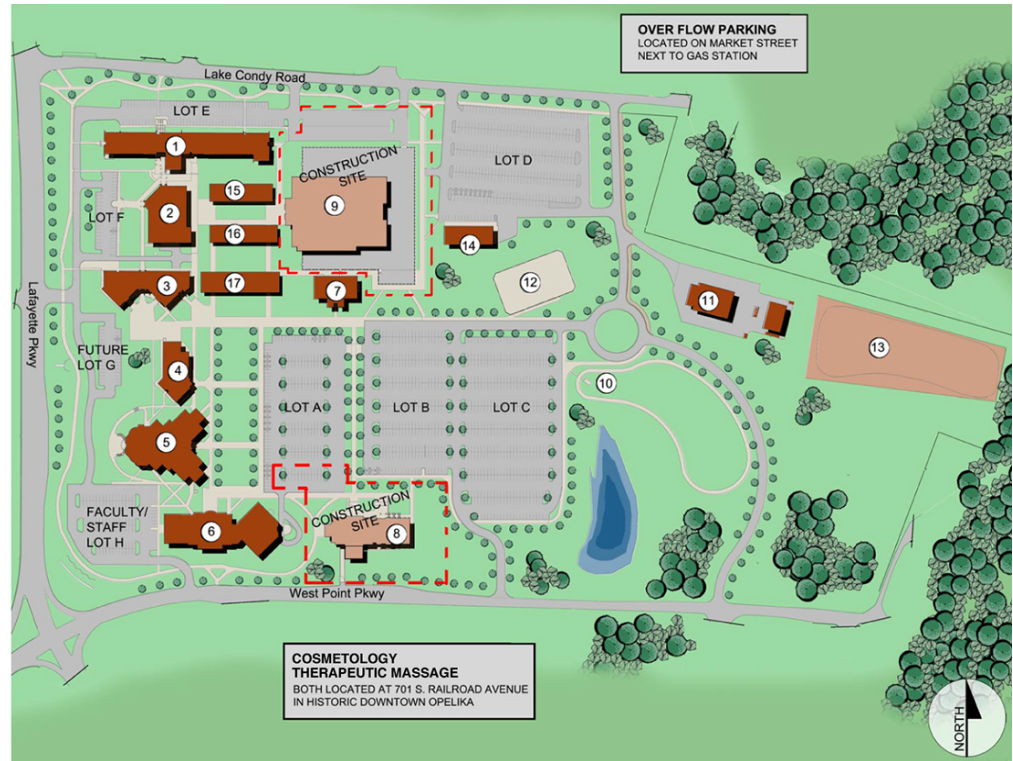
Safe locations for **ALL** buildings on **ALL** campuses are in the Student Parking Areas.

**NOTICE: In the event that the above pre-designated assembly points are not available as a result of the emergency, go to a safe area and report to your emergency coordinator or administrative, staff or faculty member as soon as you are able to do so.**

## OPELIKA CAMPUS



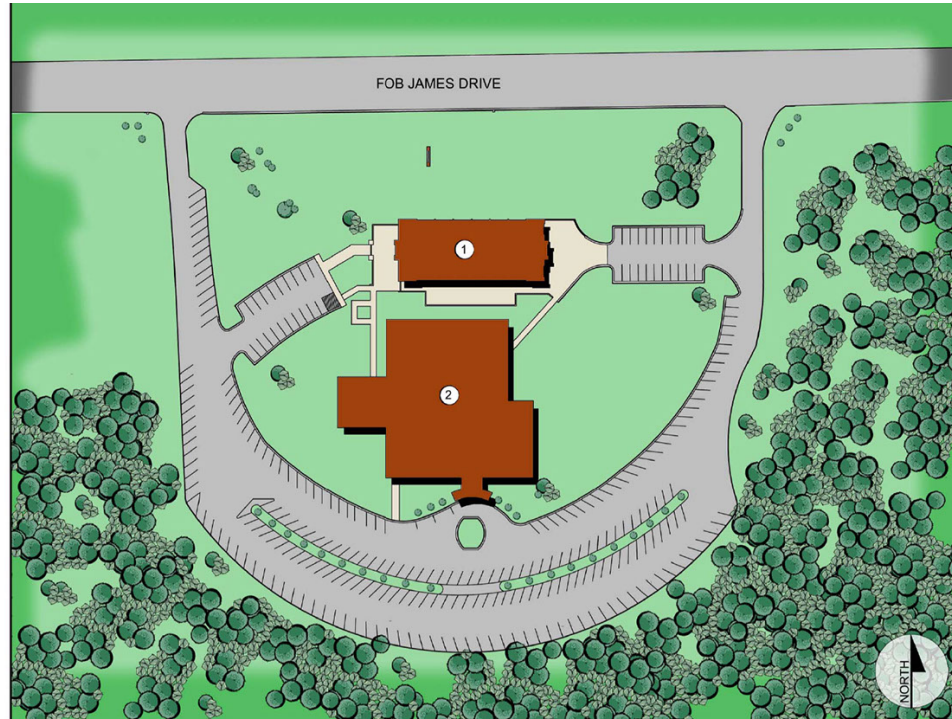
- ① Technical Building 1
- ② Student Union
- ③ Administration
- ④ Learning Resource Center
- ⑤ Higginbotham Academic Center
- ⑥ Health Sciences
- ⑦ Industry Training Center
- ⑧ Business & Technology Center
- ⑨ Center for Integrated Manufacturing
- ⑩ Walking Track
- ⑪ Maintenance Dept.
- ⑫ Tennis Courts
- ⑬ Truck Driving Facility
- ⑭ Welding Facility
- ⑮ Technical Building 4
- ⑯ Technical Building 5
- ⑰ Technical Building 6



## VALLEY CAMPUS



- ① Technology Building
- ② John F. Carmichael Building



**WADLEY CAMPUS**



- ① Administration
- ② Science & Technology Center
- ③ Auditorium
- ④ Renaissance Center
- ⑤ Student Center
- ⑥ Resource Center
- ⑦ Dining Services
- ⑧ Dormitory
- ⑨ Maintenance
- ⑩ Gymnasium
- ⑪ Arena
- ⑫ Softball Field
- ⑬ Field House
- ⑭ Baseball Field
- ⑮ Storm Shelter



**EVACUATION PROCEDURES (Not Applicable in Active Shooter Situations)**

1. All building evacuations will occur on notification by the Building Coordinator, Campus Police or by the Emergency Situation Management Team Members when the emergency dictates.
2. When notification occurs, leave by the nearest marked exit and alert others to do the same.
3. Assist disabled persons leaving the building. Do not use elevators in the event of fire, earthquakes or other emergencies where you could become trapped in the elevator.
4. Once outside, proceed to a clear area that is at least 50 feet away from the affected building. (To be determined by Building Coordinators). Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

**IMPORTANT:** After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The building Emergency Coordinator will take attendance and assist with the accounting of all building occupants.

### **Campus Evacuation**

The evacuation of all or part of the campus grounds will be announced by the Emergency Situation Management Team Members, President or his/her designee.

## **FIRE**

### **REPORT ALL FIRES TO CAMPUS POLICE**

1. Know the locations of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information is available from the Campus Police or call 911 or the Emergency Building Coordinator.
2. If a minor fire appears controllable, **IMMEDIATELY** activate the building alarm and call Campus Police or call 911 then promptly direct the charge of the fire extinguisher toward the base of the fire.
3. If an emergency exists, activate the building fire alarm.
4. On fires that do not appear controllable, **IMMEDIATELY** activate the building alarm and call Campus Police or call 911. Evacuate all rooms and close all doors to confine the fire and reduce oxygen. **Do not lock doors.**
5. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.



6. Assist disabled persons in exiting the building. **Do not use the elevators during a fire.** Smoke is the greatest danger in a fire so stay near the floor where the air will be less toxic.
7. 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 personnel and equipment.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
10. **Do not return to an evacuated building** unless told to do so by a college official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window available then stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

### **REMEMBER**

1. **NEVER USE WATER OR A WATER-BASED FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.**
2. **DIAL 911.**
3. **IMMEDIATELY NOTIFY CAMPUS POLICE OF FIRE.**
4. **DO NOT LOCK DOORS.**
5. **DO NOT USE ELEVATORS.**
6. **DO NOT RETURN TO AN EVACUATED BUILDING.**

### **SEVERE WEATHER**

The following guidelines should be adhered to when the National Weather Service issues a tornado or severe weather warning and activates the county siren system.

1. If indoors, report to the predestinated tornado “safe area” in your building. If that location is unknown seek refuge in a doorway, interior hallway or under a desk or table on the lowest floor of the building. **Stay away from windows and exterior doors.**
2. If outdoors and unable to get to a shelter, seek a ditch or depression in the ground and lie flat. **Avoid power or utility poles as they may be energized.**

3. If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground. **Avoid power or utility poles.**
4. Remain in the safe area until the warning has passed or when conditions permit.

### **INCLEMENT WEATHER/DECLARATION OF SCHOOL CLOSING**

If due to an emergency it becomes necessary to close the college or delay the normal work schedule, a message will be sent to all persons who have their information registered with "School Cast". This message will contain information on college closing/opening times and dates and changes in work schedules. Allowing for time constraints, local media will have this information and it will also be listed on the college web site. Department heads will also be notified and are to make sure that everyone in their department has this information.

### **EARTHQUAKE**

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

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. Always avoid power and utility lines as they may have high voltage electricity. Know your assembly point.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for shelter.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call Campus Police or dial 911. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Campus Police and the Emergency Director.

**NOTE: Gas leaks and power failures create special hazards. Please refer to the section on "Utility Failures".**

6. If an emergency exists, activate the building's fire alarm.
7. If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. Assist the disabled in exiting the building. Remember elevators are reserved for the disabled person's use. **Do not use elevators in case of fire.**

9. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews.
11. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
12. **Do not return to an evacuated building** unless told to do so by a college official.

**REMEMBER:**

1. **Avoid utility poles and utility lines.**
2. **Do not use elevators in case of fire.**
3. **Do not block hydrants, fire lanes or walkways.**
4. **If a gas leak is suspected, follow guidelines in the “Utility Failure” section.**
5. **Do not return to an evacuated building.**

**CHEMICAL OR RADIATION SPILL/EXPLOSION**

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Police or 911 and describe the situation and if appropriate a HAZMAT Team will be dispatched.
2. When reporting, be specific about the nature of the involved material and exact location.
3. The key person on the site should evacuate everyone from the affected area at once and seal it off to prevent further contamination of other areas until arrival of Campus Police or HAZMAT Team.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity (if possible) and give their names to Campus Police. If the contaminated person needs medical attention, seek that first and notify Campus Police as soon as possible.
5. If an emergency exists in your building, activate the building fire alarm.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. Assist disabled persons in exiting the building. **Do not use elevators in case of fire.**
8. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews.

10. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the site unless you have official business.
11. **Do not return to an evacuated building** unless told to do so by a college official.

**NOTE:** After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The Building Emergency Coordinator will assist with the accounting of all building occupants.

**REMEMBER:**

1. **Activate fire alarm and notify Campus Police or call 911.**
2. **Notify others to avoid contaminated or dangerous area.**
3. **Do not use elevators in case of fire.**
4. **Stay at least 500 feet away from contaminated or dangerous area.**
5. **Do not return to an evacuated building.**

**UTILITY FAILURE**

1. In the event of a major utility failure occurring during regular working hours Monday through Friday, immediately contact Campus Police or the Building Coordinator.
2. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends or holidays, notify Campus Police. Also Campus Police will be responsible for contacting the Emergency Situation Management Team.
3. If an emergency exists, activate the building fire alarm.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. Assist disabled persons in exiting the building. **Do not use the elevators in case of fire.**
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
7. If requested, assist the emergency crews.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. **Do not return to an evacuated building** unless told to do so by a college official. Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.

## **Elevator Failure**

If you become trapped in an elevator, use the phone to call Campus Police. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

## **Plumbing Failure/Flooding**

Cease using all electrical equipment. Notify Campus Police and if necessary vacate the area.

## **Gas Leaks**

**Cease all operations! Do not switch on lights or any electrical equipment!** Remember, electrical arcing can trigger an explosion. Immediately notify Campus Police. Wind direction should be monitored and all emergency vehicles and crews should be up wind from fumes.

## **CIVIL DISTURBANCE OR DEMONSTRATION**

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

1. Interference with normal operation of the college.
2. Prevention of access to offices, buildings or other college facilities. If any of these conditions exist, Campus Police should be notified and will be responsible for contacting and informing the Emergency Director and/or the President. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### **Peaceful, Non-Obstructive Demonstration**

1. Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct business as normally as possible.
2. If demonstrators are asked to leave, but refuse to leave by regular facility closing time then:
  - A. Arrangements will be made by Campus Police to monitor the situation during non-business hours or,

- B. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. **(See next section)**

### **Non-Violent, Disruptive Demonstration**

1. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college then:
  - A. Demonstrators will be asked to terminate the disruptive activity by Campus Police or college officials.
  - B. Emergency Situation Management Team may be requested to go to the demonstration site in order to reason with the demonstrators.
  - C. If the demonstrators persist in disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by legal authority and Campus Police.
  - D. After consultation with the President of the college, it will be determined if further measures are required by legal authority and Campus Police. If the determination is made to seek intervention by legal authority or Campus Police, the demonstrators should be informed.

### **Violent, Disruptive Demonstration**

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the college President shall be notified.

### **VIOLENT OR CRIMINAL BEHAVIOR**

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious activities and promptly report them.
2. If you are a victim or witness to any on-campus offense, report it to Campus Police.
3. Give details of the incident including the following:
  - A. Nature of the incident.
  - B. Location of the incident.
  - C. Description of person(s) involved.
  - D. Description of property involved.
4. If you observe a criminal act or a suspicious person on campus, immediately notify Campus Police or call 911.

5. Assist the officers when they arrive by supplying them with all pertinent information and ask others to cooperate.
6. Should gunfire or the discharge of explosives pose a hazard to the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

### **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to him-self or others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person who has walked away from a nursing home or hospital.

If a psychological crisis occurs:

1. Never try to handle a situation on your own that you feel is dangerous.
2. Notify Campus Police or College Administration.

### **MEDICAL/FIRST AID**

1. If an injury or illness occurs on campus, immediately call Campus Police and 911.
2. In case of serious injury, the following are desirable steps to be taken:
  - A. Keep victim still and comfortable. **Do not move the victim** unless the immediate area provides further danger.
  - B. Ask victim what is wrong.
  - C. Check breathing and administer artificial respiration if necessary and only if you are trained to do so.
  - D. Control serious bleeding by applying pressure on the wound.
  - E. Continue to assist the victim until help arrives.
  - F. Look for emergency medical ID (bracelet or necklace), question victim and any witnesses and give all information to Campus Police and/or paramedics.
3. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross. **Campus Police should be contacted in all emergencies.** They are able to secure the proper assistance quicker than individuals. Also, they are able to coordinate with emergency personnel on the logistics of the emergency.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY**

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. The AED must only be applied to victims who are unconscious, without a pulse, and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

**Scope**

An AED will be used in conjunction with Cardio-Pulmonary Resuscitation (CPR) in cases of sudden cardiac arrest on campus, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or local Emergency Medical Services (EMS) arrive at the scene, and assume responsibility for emergency care of the patient. **The AED should not be used on victims weighing less than 55 pounds or less than 8 years of age.**

**Locations**

- A. Per the manufacturer’s recommendations, the AED devices are placed in areas that are easily accessible and periodic inspection of the AED will be facilitated.
- B. AED locations:

<b>Wadley</b>	<b>Opelika</b>	<b>Valley</b>
Resource Center Administration Building Renaissance Building Arena Resident Hall	*BTC - 1st Floor Hallway off of Lobby at Adult Education Department *HSB - 2nd Floor Hallway at the Main Lobby Entrance *HAC - 2nd Floor Hallway at the Front Center Lobby *LRC- Main Library Area just inside Front Entrance *Admin- Rotunda next to the Business Office Entrance *Student Union - Main eating area next to Conference Room Entrance *TB1 - Lobby at the entrance off of the Student Union Building *CIM - 1st Floor Main Lobby across from the Elevators	*Charmichael Building

**System Verification and Review**



Periodic Systems Check: Once each calendar month, the SUSCC police department shall conduct and document a system check including the following elements:

1. AED battery life;
2. AED operation and status.

### **Users**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable.

### **AED Use**

1. Assess the scene for safety;
2. Determine the victim's unresponsiveness;
3. Activate the emergency response system (Dial 911);
4. Open airway (A);
5. Check for breathing (B). If no breathing, give two breaths;
6. Check for pulse and/or signs of circulation such as normal breathing, coughing, or movement (C);
7. If no pulse and/or signs of circulation, apply AED (D) immediately. If AED is not immediately available, perform CPR until the AED arrives on the scene;
8. Press the ON/OFF button to turn on the AED;
9. Remove clothing from the patient's chest. Wipe moisture from the patient's chest and shave excessive chest hair as necessary. Supplies are located in the resuscitation kit with the AED;
10. Apply defibrillator pads to patient's bare chest per diagram instructions;
11. Connect the pads to the AED. Insert the defibrillation pad connector firmly in the connector socket. Socket is located at the bottom left of AED;
12. Stand clear of victim while the machine analyzes the heart rhythm. The Electrocardiogram (ECG) display and patient's heart rate are enabled. Follow the instructions provided by the voice and screen prompts;
13. If voice and screen prompts confirm "**SHOCK ADVISED**", the AED will charge to prepare for shock delivery. Make sure no one is touching the victim as directed by the AED voice prompt;
14. Push the orange "**SHOCK**" button to deliver the shock. If "**NO SHOCK ADVISED**", proceed with steps Q – S;
15. After you press the "**SHOCK**" button, a voice prompt tells the rescuer the shock was delivered. The AED goes back to analyzing the patient's heart rhythm to see if the shock was successful. The AED continues to provide voice and text prompts to guide the rescuer through additional shocks, if appropriate. The device will analyze and shock up to three times;
16. After three shocks, the AED will prompt the rescuer to check pulse (or for breathing and movement) and, if absent, start CPR. If pulse and/or signs of circulation such as

- normal breathing and movement are absent, perform CPR for one minute. Device will countdown one minute of CPR and will analyze when CPR time is over;
17. Voice and screen prompts confirm, **“NO SHOCK ADVISED”**. The AED instructs the rescuer to perform CPR if needed, and performs background ECG monitoring while rescuer gives appropriate care to the patient. The AED will prompt to check pulse (or for breathing and movement) and, if absent, prompt the rescuer to start CPR.
  18. If pulse and/or signs of circulation such as normal breathing and movement are absent, the responder should perform CPR for one minute. If pulse/signs of circulation such as breathing or movement are present, check for normal breathing. If victim is not breathing normally, give rescue breathing at a rate of 12 per minute. AED will reanalyze after one minute.
  19. Continue cycles of analyses, shocks (if advised) and CPR until professional help arrives. Victim must be transported to hospital. Leave AED attached to victim until EMS arrives and disconnects AED.

## **BOMBS AND BOMB THREATS**

If a bomb threat is called into the campus call Campus Police and 911. The President or his/her designee will make the decision to evacuate the building,

### **If you receive the call:**

1. Try to keep the caller talking as long as possible.
2. Try to learn as much as possible about the bomb, especially when it will go off and where it is located.
3. Try to determine the caller's sex, age, accent, speech pattern and whether he/she is intoxicated.
4. Listen for any background noises.

Immediately notify the college switchboard operator who will immediately notify the appropriate personnel.

### **Try to complete the Bomb Threat Checklist.**

Report the incident to Campus Police or call 911. When/if the President or his/her designee decides to evacuate, follow evacuation procedures.

### **Some Indicators of Mail/Package Bombs**

1. Excessive postage
2. Oily stains, discoloration or odors
3. Excessive weight
4. Lopsided or uneven envelope
5. Protruding wires or aluminum foil
6. Excessive security material such as masking tape, string, etc.
7. Ticking sound
8. Marked with a restrictive endorsement, i.e., "Personal", or "Confidential"
9. City or state in post mark does not match the return address



**VOICE DESCRIPTION**

___ Male	___ Female	___ Calm	___ Nervous
___ Old	___ Young	___ Middle-Aged	___ Refined
___ Accent	___ Laughter	___ Crying	___ Excited
___ Rapid	___ Slow	___ Normal	___ Rough
___ Slurred	___ Whispered	___ Speech Impediment	___ Hoarse
___ Throat clearing	___ Cracking Voice	___ Heavy Breather	

Is there any unusual manner of phrasing?

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Do you recognize the voice? \_\_\_\_\_

**BACKGROUND NOISE**

___ Music	___ Traffic	___ Bells	___ Whistles
___ Aircraft	___ Machinery	___ Quiet	___ House Noises
___ Trains	___ Engines Noise	_____ Other	

**Telephone Line**

\_\_\_ Clear    \_\_\_ Static    \_\_\_ Cell Phone

**Threat Language**

\_\_\_ Well Spoken    \_\_\_ Incoherent    \_\_\_ Foul    \_\_\_ Taped    \_\_\_ Machine

**Additional Information**

1. Did caller indicate knowledge of the facility? \_\_\_\_\_
2. Which line (number) received the call? \_\_\_\_\_
3. Is the receiving number a listed number? \_\_\_\_\_
4. Whose number? \_\_\_\_\_

## **ACTIVE SCHOOL SHOOTER**

**Call SUSCC Police AND 911 as soon as possible and relay the following information:**

1. Immediately upon the sight or sound of an Active Shooter or Violent Intruder event, observing personnel will conduct all of the following as quickly as possible:
  - a. Contact 911
  - b. Contact administration
  - c. Initiate ALERT and LOCKDOWN procedures, if possible
  - d. These actions can be performed simultaneously by multiple persons (staff and/or students).
  
2. Upon notification, Administration will issue and re-issue campus-wide ALERT and LOCKDOWN.
  - a. Information shall be given in plain language.
  - b. Information shall include all known information that answers the basic questions of Who, What, Where, When, and How. Why is unknown and irrelevant at this point.
  - c. Information shall be provided by all means possible, i.e. Public Address System (School Cast), e-mail, etc.
  - d. Persons outside a building shall take appropriate action based on location of the event.
  - e. Persons inside the building, but outside of locked rooms, shall go to the nearest exit in the opposite direction of activity occurring inside the building and proceed to the appropriate Community Rally Point. If activity is outside the building, they should go to the main office.
  - f. Administration shall continue to inform through constant real-time updates of the activity, both campus-wide and to responding emergency agencies.
  
3. Upon receiving ALERT information, staff and students in securable rooms shall decide to either remain in LOCKDOWN or EVACUATE.
  - a. If the ALERT yields information that indicates the ability to EVACUATE, staff shall direct students to exit the building and go to the Community Rally Point that is in the opposite direction from the ongoing event.
  - b. If evacuation is not possible either due to location or activity or infrastructure design, staff and students shall remain in LOCKDOWN and conduct the following:
    1. Ensure door is locked.
    2. Use any other lock enhancement available.
    3. Make room as dark as possible.
    4. Barricade door with large and heavy items.

5. Door should not be opened for anyone except for identifiable Law Enforcement personnel.
  6. Staff and students should take items that can be used as distraction devices, in order to defend the occupants should the secure area be breached.
  7. Move to an area out of field of fire should shooting through the door occur.
4. When the Active Shooter is among staff and students, then the following COUNTER measures should be attempted:
- a. **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 accurately shoot a weapon at the room occupants.
  - b. **Take Control of the Shooter**
    1. While distractions are conducted, one person grabs and secures each limb of the shooter.
    2. Each person uses their body weight on one limb to hold the shooter down until law enforcement arrives or shooter has been incapacitated.
  - c. **Provide First Aid for the Injured**
    1. Staff and students must provide immediate trauma care for the injured (to the best of their ability) until medical personnel can enter the building.

## **DANGEROUS WEAPONS AND FIREARMS POLICY**

In order to maintain a safe academic environment, SUSCC prohibits the possession and use of any dangerous or potentially dangerous weapon(s) or instruments, including but not limited to those described below, on all college properties, with limited exceptions.

This policy is applicable to all members of the college community, including students, faculty, staff, visitors (invited or uninvited), contractors, and guests at any university campus, facility, or event.

The following dangerous weapons and firearms are included within this policy:

- Firearms- shotgun, rifle, pistol, revolver or other shoulder gun including ammunition. This also includes starter guns, the frame of a receiver or any such weapon; any firearm muffler or silencer; or any machine gun.

- Any non-culinary knife, fixed or lockblade except common pocket knife or legitimate tools appropriately used in authorized work on campus.
- Stun Gun, Taser or instrument of like kind or description
- Air gun (eg., air or gas powered rifle or pistol)
- Bow and arrow (e.g., archery equipment)
- Slingshots (including throwing weapons)
- Swords
- Crossbows
- Brass knuckles
- Fireworks or explosive devices

Except as otherwise provided in this policy or in controlling law, the possession, transportation and use of firearms on campus is prohibited. Dangerous weapons are not permitted on campus at any time.

Temporary exclusions may be granted in writing. Where applicable, all federal, state, and local laws and ordinances will be strictly enforced by campus police.