

## **BASIC EMERGENCY AND SECURITY GUIDELINES**

### **1. PURPOSE**

The basic emergency and security procedures outlined in this guide are 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 MEASURES**, the President, or his designee, may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitude.

### **2. SCOPE**

These procedures apply to all personnel, buildings, and grounds owned and operated by Alabama Southern Community College including those peripheral areas adjoining the College.

### **3. TYPES OF EMERGENCIES**

Types of emergencies covered by this manual are:

- (1) Fire
- (2) Severe weather
- (3) Chemical or radiation spill/natural gas leak
- (4) Explosion, downed aircraft (crash) on campus
- (5) Bomb/bomb threat
- (6) Civil disturbances or demonstrations
- (7) Utility failure
- (8) Violent or criminal behavior
- (9) Medical and first aid (e.g., epidemic poisoning)
- (10) Media relations
- (11) Psychological crisis

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

### **4. DEFINITIONS OF AN EMERGENCY**

The College President or his designee shall serve as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate responses:

- (1) **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. REPORT EMERGENCIES TO THE COLLEGE ADMINISTRATION BY CALLING THE COLLEGE SWITCHBOARD (EXT. 3130) DURING NORMAL WORKING HOURS OR 911 AFTER WORKING HOURS OR WEEKENDS.
- (2) **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will be required from the College administration during times of crisis. REPORT EMERGENCIES TO THE COLLEGE ADMINISTRATION BY CALLING THE COLLEGE SWITCHBOARD (EXT. 3130) DURING NORMAL WORKING HOURS OR 911 AFTER WORKING HOURS OR WEEKENDS.
- (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 all cases of disaster, the appropriate support and operational plans will be executed. REPORTING PROCEDURES ARE THE SAME.

## 5. ASSUMPTIONS

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

- (1) An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- (2) The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist. Any may require field modification in order to meet the requirements of the emergency.
- (3) Disasters may affect residents in the geographical location of the College, therefore City, County and Federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).

- (4) A major emergency may be declared if information indicates that such a condition is developing or is probable.

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

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

- (1) During the period of any campus major emergency, the College administration shall place into immediate affect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The designated administrator shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.
- (2) When this declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the premises. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.
- (3) In addition, only those faculty and staff members who have been assigned emergency resource team duties or cleared by the College administration will be allowed to enter the immediate disaster site.
- (4) In the event of fires, storms or major disaster occurring in or about the campus, or which involves college property, the College administration will be dispatched to determine the extent of any damage to College property.

## **EMERGENCY COMMAND POST**

When a major emergency occurs, or is eminent, it shall be the responsibility of the Emergency Coordinator to set up and staff an appropriate Emergency Command Post as directed.

### **1. FIELD EMERGENCY COMMAND POST**

If the emergency involves only one building or a small part of the campus, a campus vehicle is to be placed as near the emergency scene as is reasonably possible. At least one dispatcher is to staff the command post at all times or until the emergency ends.

*Field Emergency Command Post Equipment to include:*

- a. Barricades and barrier tape, and signs for the scene.
- b. Portable hand radios.
- c. Portable public address system.
- d. First Aid kit.
- e. Campus telephone directory and local Telephone Directory to include Yellow Pages.

### **2. GENERAL EMERGENCY COMMAND POST**

If the emergency involves a large part of the campus, the Command Post is to be set up in the Business Office of the Administration Building. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one dispatcher is to staff the Command Post at all times until the emergency situation ends. A marshalling area for outside and local agency assistance shall be established by the emergency Coordinator for operations of the combined on-site emergency teams or media crews. An area designed to accommodate multiple telephone and/or electrical appliances is desirable.

If conditions warrant, the County Civil Defense Agency can provide a Mobile Command Post and other logistic assistance.

## **CAMPUS EMERGENCY RESOURCE TEAM**

In addition to establishing an Emergency Command Post as necessary, the Emergency Coordinator shall immediately begin contacting all necessary members of the Campus Emergency Resource Team, which consists of the following: Emergency Director, Emergency Coordinator, Damage Control-Maintenance, Public Information, and Population Control - Students, Faculty and Staff.

Team members may coordinate as necessary with the Emergency Coordinator for implementation and coordination of campus operation plan and support as it pertains to their areas.

Team members are to be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below:

### **1. EMERGENCY DIRECTOR:**

- a. The President is responsible for the overall direction of the Campus Emergency Resource Team.
- b. Works with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response.
- c. Declares and ends, when appropriate, the campus state of emergency as provided for in the Introduction of this Guide.
- d. Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Resource Team, Alabama Department of Postsecondary Education and others as necessary.

### **2. EMERGENCY COORDINATOR:** Acts as Emergency Director in the absence of the President.

- a. The Coordinator is responsible for the overall coordination of the Campus Emergency Resource Team.
- b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- c. Initiates immediate contact with the President and College Administration, begins assessment of the College's condition.
- d. Notifies and utilizes police, Public Safety and if necessary student aides in order to maintain safety and order.
- e. Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.
- f. Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, Officer of Emergency Services, hospital, Sheriff Department, Alabama Power, and Clarke-Mobile Gas District.

- g. Insures that appropriate notification is made to off-campus staff when necessary.
- h. Notifies Alabama Department of Postsecondary Education.
- i. Performs other related duties as may be directed by virtue of the campus emergency.
- j. Prepares and submits a report to the President appraising the final outcome of the emergency.
- k. Notifies College administrators of major emergencies.
- l. Monitors campus emergency warning and evacuation systems.
- m. Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- n. Obtains assistance from the City, County and Federal Government for radiological monitoring and first aid as required.
- o. Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- p. Provides and equips an alternate site for the Emergency Command Post.

**3. DAMAGE CONTROL-MAINTENANCE: Director of Buildings and Grounds**

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

**4. PUBLIC INFORMATION: Public Information Director**

- a. Establishes liaison with the news media for dissemination of information as requested by the President.
- b. Establishes liaison with local radio and TV services for the public announcements.
- c. Arranges for photographic and audiovisual services.
- d. Advises the President or designee of all news concerning the extent of disaster affecting the campus.
- e. Prepares news releases for approval and releases to media concerning the emergency.

**5. POPULATION CONTROL-STUDENTS: Dean of Student Development**

- a. Coordinates shelter facilities with Director of Building and Grounds if needed.
- b. Liaisons with Student Government Association regarding any emergency situation.
- c. Maintains liaison with other members of emergency team.
- d. Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to his area.

**6. POPULATION CONTROL-FACULTY/STAFF: Vice President for Learning/Academic Affairs**

- a. Notifies all department chairpersons of an emergency situation.
- b. Notifies Off-campus Site personnel if appropriate.
- c. Maintains liaison with other members of emergency team.
- d. Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to his area.

## RESPONSIBILITIES

### 1. PRESIDENT

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

### 2. ADMINISTRATORS, DEAN AND DEPARTMENT HEADS

Every administrator, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency.

#### a. *Emergency Preparedness*

- (1) Building evaluation information shall be distributed to all employees with follow-up discussions, on-the-job training or explanation as required.
- (2) Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures.

#### b. *Emergency Situations*

- (1) Inform all employees under their direction of the emergency condition.
- (2) Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- (3) Maintain emergency telephone communications with officials from their activity (or from alternate site if necessary).

### 3. FACULTY AND SUPERVISORS

Each faculty and staff supervisor has the responsibility to:

- a. Educate their students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.



- c. Evaluate, survey and estimate their assigned building facility or activity in order to determine the impact a fire or severe weather could have on their facility. Report all safety hazards to Maintenance Department. Work orders to reduce hazards and minimize accidents should be promptly submitted to Maintenance Department.
  
- d. **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area outside the building where a head count can be taken.

## **COLLEGE NOTIFICATION SYSTEM**

The School Cast Rapid Communication System, known as the Eagle Alert System, is the primary means of emergency notification at Alabama Southern Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus or campuses through voice, text, and/or email transmissions. Students may opt out of the emergency notification process by completing an Opt Out Form from the student development office.

The telephone operator/receptionist is the focal point for two-way transmission of official emergency telephone communications to College Administrators. Each College Administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction.

The operator on duty will notify the Campus Emergency Coordinator of any campus emergency as necessary and will initiate the notification system by calling the following College Administrators as appropriate:

- (1) President
- (2) Vice Presidents
- (3) Director of Buildings & Grounds
- (4) Campus Directors

**IMPORTANT:** During an emergency, campus phones must be restricted to college official notification only. In the absence of phone services, the Emergency Coordinator will utilize the Southern Linc radio system, private cell phones, or provide runners for emergency notification (contingent on available personnel).

## THOMASVILLE CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

### 1. THOMASVILLE CAMPUS ASSTSTANCE

- a. *Campus Public Safety Emergency Dispatcher*  
While dialing from ON-CAMPUS telephone - Dial Ext. 3130.  
Police help is readily available from the Thomasville  
Police Department at (334) 636-2174 or 911.
- b. *Maintenance Operations: Trouble/Service*  
After 5:00 p.m., contact the Emergency Coordinator through the  
Thomasville Police Department at (334) 636-2274 or 911.  
Skilled workers are available from Maintenance at all times during normal  
working hours and on short notice at other times. They are capable of  
providing the following emergency services:
  - (1). UTILITIES: Repairs to water, gas, electric and sewage systems.
  - (2). STRUCTURES: Repairs to structures and mechanical equipment  
therein, including heating and cooling systems.
  - (3). EQUIPMENT: Portable pumps, generators, floodlights, welders,  
air compressors, tractors, backhoes, forklifts, etc.
  - (4). TRANSPORTATION: Sedans, light trucks, dump trucks and  
tractors.
- c. *Business Office*  
Emergency procurement of materials and services can be arranged in  
direct support o f any contingency.
- d. *Receiving (Located in the Administration Building)*  
Emergency procurement of items needed for campus support.
- e. *Emergency Shutdown Procedures:*  
NOTE: In the event of a natural disaster in which major structural damage  
is sustained, it is advisable to turn off hazardous utilities: electricity and  
natural gas are of primary concern.

## GILBERTOWN CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

### 1. GILBERTOWN CAMPUS ASSISTANCE

- a. *Campus Public Safety Emergency Dispatcher*  
While dialing from ON-CAMPUS telephone - Dial Ext. 4421  
Police help is readily available from the Gilbertown  
Police Department at (251) 843-2766 or 911.
- b. *Maintenance Operations: Trouble/Service*  
After 5:00 p.m., contact the Emergency Coordinator through the  
Gilbertown Police Department at (251) 843-2766 or 911.  
Skilled workers are available from Maintenance at all times during normal  
working hours and on short notice at other times. They are capable of  
providing the following emergency services:
  - (1) UTILITIES: Repairs to water, gas, electric and sewage systems.
  - (2) STRUCTURES: Repairs to structures and mechanical equipment  
therein, including heating and cooling systems.
  - (3) EQUIPMENT: Portable pumps, generators, floodlights, welders,  
air compressors, tractors, backhoes, forklifts, etc.
  - (4) TRANSPORTATION: Sedans, light trucks, dump trucks and  
tractors.
- c. *Business Office*  
Emergency procurement of materials and services can be arranged in  
direct support of any contingency.
- d. *Receiving (Located in the Administration Building)*  
Emergency procurement of items needed for campus support.
- e. *Emergency Shut Down Procedure:*  
NOTE: In the event of a natural disaster in which major structural damage  
is sustained, it is advisable to turn off hazardous utilities: electricity and  
natural gas are of primary concern.

## MONROEVILLE CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

### 1. MONROEVILLE CAMPUS ASSISTANCE

- a. *Campus Public Safety Emergency Dispatcher*  
While dialing from ON-CAMPUS telephone - Dial Ext. 3130.  
Police help is readily available from the Monroeville Police Department at (251) 575-3246 or 911.
- b. *Maintenance Operations: Trouble/Service*  
After 5:00 p.m. contact the Emergency Coordinator through the Monroeville police Department at 251-575-3246 or 911.  
Skilled workers are available from Maintenance at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:
  - (1) UTILITIES: Repairs to water, gas, electric and sewage systems.
  - (2) STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
  - (3) EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.
  - (4) TRANSPORTATION: Sedans, light trucks, dump trucks and tractors.
- c. *Business Office*  
Emergency procurement of materials and services can be arranged in direct support of any contingency.
- d. *Receiving (Located in the Administration Building)*  
Emergency procurement of items needed for campus support.
- e. *Emergency Shut Down Procedures*  
NOTE: In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern.

**JACKSON CAMPUS SOURCES OF ASSISTANCE  
DURING EMERGENCIES**

**1. JACKSON CAMPUS ASSISTANCE**

- a. *Campus Public Safety Emergency Dispatcher*  
While dialing from ON-CAMPUS telephone - Dial (251) 246-0010 or (251) 246-2740.  
Police help is readily available from the Jackson Police Department at (251) 246-4484 or 911.
- b. *Maintenance Operations: Trouble/Service*  
After 5:00 p.m., contact the Emergency Coordinator through the Jackson Police Department at (251) 246-4484 or 911.  
Skilled workers are available from Maintenance at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:
  - (1) UTILITIES: Repairs to water, gas, electric and sewage systems.
  - (2) STRUCTURES: Repairs to structures and mechanical, equipment therein, including heating and cooling systems.
  - (3) EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.
  - (4) TRANSPORTATION: Sedans, light trucks, dump trucks and tractors.
- c. *Business Office*  
Emergency procurement of materials and services can be arranged in direct support of any contingency.
- d. *Receiving (Located in the Administration Building)*  
Emergency procurement of items needed for campus support.
- e. *Emergency Shutdown Procedures*  
NOTE: In the event: of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern.

**THOMASVILLE CAMPUS EMERGENCY RESOURCE TEAM**

Emergency Director:	Dr. Reginald Sykes
Emergency Coordinator:	Dr. Charles Shepherd
Damage Control-Maintenance:	Tom Reed
Population Control-Students:	Ann Clanton
Population Control-Faculty and Staff:	Angelis Smith

**DISASTER RESOURCES**

1. Thomasville Police Department - Phone: 334-636-2174 or 911
2. Clarke County Sheriff's Department Phone: 251- 275-3773
3. Thomasville Fire Department and paramedic units Phone: 334-636-4600 or 911
4. Alabama State Troopers Phone: 251-275-3249 or 911
5. Local ambulance services Phone: 334-636-9512 or 911
6. County Health Department: and State Health Phone: 251-275-3772
7. Local Hospital Phone: 334-636-4431
8. The American Red Cross Phone: 251-433-1221 or 251-438-2571
9. State Highway Department Phone: 251-275-3227
10. County Highway Department Phone: 334-636-4369
11. Local Civil Defense Phone: 251-275-8775  
(if no answer 251-275-3360)
12. Lights and Power Company for the City of Thomasville Phone: 334-636-4814
13. Clarke-Mobile Counties Gas District Phone: 334-636-4533  
(if no answer 251-246-2428)
14. Thomasville Emergency Agency Phone: 911
15. Poison Control Phone: 1-800-462-0800 or 1-800-292-6678
16. Probate Phone: 251-275-3251

**MONROEVILLE CAMPUS EMERGENCY RESOURCE TEAM**

Emergency Director:	Dr. Reginald Sykes
Emergency Coordinator:	Roger Chandler
Damage Control-Maintenance:	Tom Reed
Population Control-Students:	Jana Horton
Population Control-Faculty and Employees:	Dr. Lee Taylor

**DISASTER RESOURCES**

1. Monroeville Police Department Phone: 251-575-3246 or 911
2. Sheriff Department Phone: 251-575-2969
3. Monroeville Fire Department and paramedic units Phone: 251-575-2084 or 911
4. Alabama State Troopers Phone: 251-275-3249 or 911
5. Local ambulance services Phone: 911
6. County Health Department and State Health Phone: 251-575-7034
7. Local Hospital Phone: 251-575-3111
8. The American Red Cross Phone: 251-743-3383
9. State Highway Department Phone: 251-682-4718
10. County Highway Department Phone 251-743 -3775
11. Local Civil Defense Phone: 911
12. Lights and Power Company for the City of Monroeville Phone: 251-575-2131
13. South Alabama Gas District Phone: 251-575-3289
14. Monroeville Emergency Agency Phone: 911
15. Poison Control Phone: 1-800-462-0800 or 1-800-292-6678
16. Probate Phone: 251-743-4107



## **GILBERTOWN CAMPUS EMERGENCY RESOURCE TEAM**

Emergency Director:	Dr. Reginald Sykes
Emergency Coordinator:	Angie Williams
Damage Control - Maintenance:	Tom Reed
Population Control-Students:	Pam Hurst
Faculty and Employees:	Shelia Skelton

## **DISASTER RESOURCES**

1. Gilberttown Police Department Phone: 251-843-2766 or 911
2. Sheriff Department Phone: 251-459-2166
3. Gilberttown Fire Department and paramedic units Phone: 251-843-2252 or 911
4. Alabama State Troopers Phone: 334-275-3249 or 911
5. Local ambulance services Phone: 251-843-2566 or 911
6. County Health Department and State Health Phone: 251-459-4026
7. Local Hospital Phone: 251-482-9515
8. The American Red Cross Phone: 251-847-2491 or 1-800-842-2200
9. State Highway Department Phone: 251-275-4103
10. County Highway Department Phone: 251-459-2473
11. Local Civil Defense Phone: 251-459-2153  
(if no answer 251-275-3360)
12. Power company for the City of Gilberttown Phone: 251-459-2525
13. Nealey Gas Company Phone: 251-847-3280
14. Gilberttown Emergency Agency Phone: 251-843-2566 or 911
15. Poison Control Phone: 1-800-462-0800 or 1-800-292-6678
16. Probate Phone: 251-459-2417

**JACKSON CAMPUS EMERGENCY RESOURCE TEAM**

Emergency Director:  
Emergency Coordinator:

Dr. Reginald Sykes  
Willard Daffin

**DISASTER RESOURCES**

1. Jackson Police Department Phone: 251-246-4484 or 911
2. Sheriff Department Phone: 251-275-3773
3. Jackson Fire Department and paramedic units Phone: 251-246-4483 or 911
4. Alabama State Troopers Phone: 251-275-3249 or 911
5. Local ambulance services Phone: 251-246-4807 or 911
6. County Health Department and State Health Phone: 251-275-3772
7. Local Hospital Phone: 251-246-9021
8. The American Red Cross Phone: 251-433-1221 or 251-438-2571
9. State Highway Department Phone: 251-275-3227
10. County Highway Department Phone: 334-636-4369
11. Local Civil Defense Phone: 251-275-8775  
(if no answer 251-275-3360)
12. Lights and power company for the City of Jackson Phone: 251-246-5776
13. South Alabama Gas Phone: 251-246-2428  
(if no answer 251-246-2241)
14. Jackson Emergency Agency Phone: 911
15. Poison Control Phone: 1-800-462-0000 or 1-800-292-6678
16. Probate Phone: 251-275-3252

**EMERGENCY PROCEDURES GUIDE  
CAMPUS EMERGENCY GUIDELINES**

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

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**REPORTING EMERGENCIES**

CAMPUS EMERGENCY SERVICE.....DIAL EXT. 3130

1. IN AN EMERGENCY IN WHICH CAMPUS SECURITY CANNOT BE REACHED, DIAL 911
  
1. When calling, stay calm and carefully explain the problem and location on the Public Safety Dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO.

KEEP CALM

KEEP OTHERS CALM

Senior Building Emergency Coordinator:  
Location:  
Telephone:

Dr. Charles Shepherd  
Administration Building  
334-636-9642 Ext. 3179

Senior Building Emergency Coordinator:  
Location:  
Telephone:

Roger Chandler  
Administration Building  
251-575-3156 Ext. 8224

Senior Building Emergency Coordinator:  
Location:  
Telephone:

Angie Williams  
Administration Building  
251-843-5265

Senior Building Emergency Coordinator:  
Location:  
Telephone:

Willard Daffin  
Administration Building  
251-246-0010

**IMPORTANT**

After any evacuation, report to your designated assembly point. Stay there until an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

## EVACUATION PROCEDURES

EMERGENCY.....POLICE/FIRE/AMBULANCE..... DIAL 911

In an emergency in which the College Administration or emergency cannot be reached, Dial 911.

### 1. *Building Evacuation*

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or other College official.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
- d. Once outside proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- e. **DO NOT** return to an evacuated building unless told to do so by a College official.

**IMPORTANT:** After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

### 2. *Campus Evacuation*

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

## **CIVIL DISTURBANCE OR DEMONSTRATIONS**

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

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

If any of these conditions exist, the College Administration should be notified and will be responsible for contacting and informing the President. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

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

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

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

- a. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
  - (1) Demonstrators will be asked to terminate the disruptive activity by the Provost or Center Director or his designee.
  - (2) The Provost or Center Director will consider having a photographer available.
  - (3). Key College personnel and student leaders will be asked to go to the area and persuade the demonstrators to desist.

- (4). The Provost or Center Director or his designee will go to the area and ask demonstrators to leave or to discontinue the disruptive activities.
- (5). If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in a disciplinary action including suspension or expulsion or possible intervention by civil authorities (See Attachment A). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- (6). Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- (7). After consultation with the President, the need for an injunction and intervention of civil authorities will be determined.
- (8). If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the local police department, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

### 3. *VIOLENT, DISRUPTIVE DEMONSTRATIONS*

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President and the Provost or Campus Director will be notified,

- a. **During Business Hours**
  - (1). If advisable, the Provost or Campus Director will alert the President who will then call a photographer to report to an advantageous location for photographing the demonstrators.
  - (2). The President, in consultation with the Provost or Campus Director, will determine the possible need for an injunction.
- b. **After Business Hours**
  - (1). The Provost or Campus Director should be immediately notified of the disturbance.
  - (2). The Provost or Campus Director will investigate the disruption and report and notify the President.



- (3) The Vice President of Academic Affairs will:
  - a. Notify key administrators and, if appropriate, the administrator responsible for the building area.
  - b. Arrange for a photographer.
  - c. If necessary, the President or the Provost will call the Police Department for assistance.

NOTE: The Provost or Campus Director reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

**ATTACHMENT A**  
**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

(Identify Self)

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

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

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures, to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. The Police will be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

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

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

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire has subsided, notify the College Administrators, College Switchboard (Ext. 3130), or dial 911 if after normal working hours. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. If requested, assist emergency crews as necessary.
8. A campus Emergency Command Post may be set up near the disaster 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.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

## **TORNADO**

**TORNADO WATCH:** A tornado watch means that conditions are favorable for tornados to form. Under this situation, close attention should be paid to changing weather conditions and listen for additional weather statements. When a tornado watch is posted, Alabama Southern Community College will be notified by the National Weather Bureau. Upon notification, the switchboard operator is to notify the President, Provost, Campus Director, Security, and the Dean of Student Development. The switchboard operator is then to turn on the weather radio and listen for further bulletins and also closely monitor the police radio for additional information that may be passed by Civil Defense, other law enforcement agencies and Alabama Southern Community College Security.

Upon notification by the switchboard operator, the Provost/Campus Directors should notify the following departments:

President  
Department Chairpersons  
Building Coordinators  
Director of Building and Grounds

**TORNADO WARNING:** A tornado warning is issued when an actual tornado has been observed either visually or on radar. The warning is issued for a particular area and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed so warning time is critical. When a Tornado Warning is received, the same notification procedure as listed above should be followed. However, under a warning condition the following action should be taken:

1. All classes should be moved to the hallway or basement if available.
2. Everyone should stay clear of windows and exterior doors,
3. Individuals should leave vehicles and seek shelter in a building.
4. Any outdoor activities should be ceased and everyone moved inside.

When a Tornado Watch or Warning is cancelled, the same notification procedure should be followed.

If any damage or injuries result from a tornado or damaging winds notify the campus switchboard by dialing Ext. 3130 or if after normal working hours, notify the Police Department or dial 911.

## **MEDICAL AND FIRST AID**

### **CALL THE CAMPUS OPERATOR IF YOU NEED ASSISTANCE**

Emergency Telephone Number    Ext. 3130  
Off Campus Emergencies Dial 911

1. If serious injury or illness occurs on campus, immediately dial 911. Give the operator your name, describe the nature and severity of the medical problem, and the campus location of the victim.
2. In case of minor injury or illness, provide first aid care. [NOTE: Only Red Cross trained personnel should provide first aid treatment (i.e., first aid, CPR)]. Use only sterile first aid materials.
3. In case, of serious injury or illness, Red Cross trained personnel [NOTE: Only Red Cross trained personnel should provide first aid treatment (i.e., first aid, CPR)] should quickly perform the following steps:
  - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
  - b. Ask victim, “Are you okay?” and “What is wrong?”
  - c. Check breathing and give artificial respiration if necessary.
  - d. Control serious bleeding by direct pressure on the wound,
  - e. Continue to assist the victim until help arrives.
  - f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

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

1. Any spillage of a hazardous chemical or radioactive material or natural gas leak is reported immediately to the College Administrators and the Fire Department and 911.
2. When reporting be specific about the nature of the involved material and exact location. The College Administration will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the College Administrators.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the College Administrators. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm.
6. When the building evacuation alarm is sounded, an emergency exists, Walk quickly to the nearest marked exit and alert others to do the same.
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist Emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep streets, Fire lanes, hydrants and walkways clear of the Command Post unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

## **BOMB THREAT**

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Security.
2. Any person receiving a phone call bomb threat should ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the, following:
  - a. Time of call
  - b. Age and sex of the caller.
  - c. Speech pattern, accent, possible nationality, etc.
  - d. Emotional state of the caller.
  - e. Background noise.
4. Immediately notify the College Administrators. Report the incident,
5. College Administration Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the College Administrators. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets or turn lights on or off.
6. If an emergency exists, activate the building alarm.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist Emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College Official.



**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken, The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

**BOMB THREAT REPORT FORM**

THREATENING PHONE CALL Telephone No. \_\_\_\_\_

1. Date and time call received \_\_\_\_\_
2. Home Address \_\_\_\_\_
3. Home Telephone Number \_\_\_\_\_
4. Exact words of person placing call: \_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? \_\_\_\_\_  
\_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_  
\_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_  
\_\_\_\_\_
4. What does it look like? \_\_\_\_\_  
\_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF CALLER'S VOICE:**

Male \_\_\_\_\_ Female \_\_\_\_\_  
Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_  
Tone of Voice \_\_\_\_\_  
Accent \_\_\_\_\_  
Background Noise \_\_\_\_\_  
Is voice familiar? \_\_\_\_\_  
If so, who did it sound like? \_\_\_\_\_  
\_\_\_\_\_

**REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person receiving/monitoring call: \_\_\_\_\_

Department \_\_\_\_\_

## **VIOLENT OR CRIMINAL BEHAVIOR**

In an Emergency, Dial 911

\* \* \*

On Campus Emergencies, Dial Ext. 3130

Off Campus Emergencies, Dial 911

(To report Off Campus Emergency on a Campus phone, Dial 911)

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, AVOID RISKS.
3. Promptly notify the College Administration by calling the switchboard (dial 3130 or 911 if after normal working hours, as soon as possible and report the incident, including the following:
  - a. Nature of the accident.
  - b. Location of the incident.
  - c. Description of the person(s) involved.
  - d. Description of property involved.
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the College Administration and report the incident.
5. Assist the officials when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. Doors to buildings, classrooms, and/or offices should be locked as quickly as possible to prevent further access by the offender. After the disturbance, seek emergency first aid if necessary.
7. WHAT TO DO IF TAKEN HOSTAGE:
  - a. Be patient. Time is on your side. Avoid drastic action.
  - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could hazard your well-being.
  - c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.

- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## **FIRE**

In an Emergency, Dial 911

\* \* \*

On Campus Emergencies, Dial Ext. 3130  
Off Campus Emergencies, Dial 911

**IN ALL CASES OF FIRE--THE FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!**

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through the College Administration.
2. If a minor fire appears controllable, **IMMEDIATELY** contact the fire department and campus switchboard. Then promptly direct the charge of the fire extinguishers toward the base of the flame.
3. If an emergency exists, activate the building alarm.
4. On large fires that do not appear controllable, **IMMEDIATELY** notify the fire department and the College Administration. Then evacuate all rooms, closing all doors and windows to confine the fire and reduce oxygen- **-DO NOT LOCK DOORS!**
5. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
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 vehicles and crews.
8. If requested, assist Emergency crews as necessary.
9. A Campus Emergency Command 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 (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window in the room, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

**IMPORTANT:** After an evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Senior Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

## **UTILITY FAILURE**

1. In the event of a major utility failure occurring during regular working hours (7:30 a.m. through 4:30 p.m., Monday through Friday), immediately notify the College switchboard.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekend or holidays, notify the College Administrators through the Police Department.
2. If an emergency exists, activate the building alarm.
3. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
4. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep walkways, fire lanes and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
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.

### **ADDITIONAL INFORMATION AND PROCEDURES**

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

#### **ELECTRICAL LIGHT FAILURE:**

At present, campus building lighting may not provide sufficient illumination in corridors for safe exiting. It is therefore advisable to have a flashlight for emergencies.

#### **PLUMBING FAILURE/FLOODING:**

Cease using all electrical equipment. Notify switchboard. If necessary, vacate area.

#### **SERIOUS GAS LEAK:**

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

Notify the College Administration (dial Ext. 3130 on campus or 911 if after normal working hours).

## **MEDIA RELATIONS**

### **CALL THE COLLEGE ADMINISTRATION IF YOU NEED ASSISTANCE**

On Campus Emergencies Dial Ext. 3130  
Off Campus Emergencies Dial 911

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

1. Only authorized spokespersons (President or Provost/Campus Director) will meet or talk with the media.
2. Only factual information is released; no speculation is to be offered.

### **OTHER GUIDELINES:**

1. All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College.
2. The President and other top administrators are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now, and what help has been called for.
3. The President and Provost/Campus Director and any other person involved shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the President or, in the event of his absence, Provost/Campus Director.

## **PSYCHOLOGICAL**

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

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the College Administration of the situation. Dial Ext. 3130 during normal working hours, and 911 after hours. Clearly state that you need immediate assistance, give your name, your location and the area involved.