

# **CLOUD COUNTY COMMUNITY COLLEGE**

## **Concordia Campus**



**Crisis Response Plan  
Updated December 2019**

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## Overview

The goal of the Crisis Response Plan for Cloud County Community College is to provide a safe and secure environment for students, staff, and visitors. To that end, this manual provides a quick reference guide for college personnel to follow during the first few minutes of an emergency.

This manual was developed using an all-hazards approach to identify and respond to potential crisis situations. These procedures may not specifically cover every conceivable situation that may arise, but when applied with good judgment these procedures provide a prudent initial response to a crisis.



## Emergency Contact Information

### Fire/Ambulance/Police Emergency - 911

	WORK PHONE	CELL/HOME PHONE
President	785-243-1435 x 201	303-809-3002
Vice President for Adm. Services	785-243-1435 x 204	785-630-0259
Vice President for Academic Affairs and Student Success	785-243-1435 x 249	281-705-0489
Director of Auxiliary Services	785-243-1435 X 342	940-300-4371
Maintenance Supervisor for facilities and custodial	785-243-1435 x303	785-614-0422
Maintenance Supervisor for grounds and transportation	785-243-1435 x 340	785-243-5194
Residence Life Coordinator	785-243-6646	785-906-0821
Maintenance Residence Life	785-243-6646	785-614-9131
Security Supervisor	785-243-1234	785-534-3406
Cloud County Health Center	785-243-1435 X 222	405-761-7426
Hazardous Materials	785-243-3131	911
Police Department	785-243-4411	911
Fire Department	785-243-3131	911
Ambulance	785-243-1234	
• Hospital Emergency Room	785-243-3131	
Animal Control	785-243-3636	911
County Sheriff	785-243-8900	
Pawnee Mental Health	785-243-8140	
Cloud County Public Health Department	785-646-4700	785-201-7067
Kansas Army National Guard	888-369-4777	
State Department of Human Services	785-877-3323	
Prairie Land Electric	888-462-4950	
KPL Gas Company	785-243-2670	785-243-3131
City of Concordia-Water Department	800-222-1222	
Suicide Hotline	800-332-6633	
Poison Control Center	888-799-5925	
American Red Cross	785-827-3644	

**Section 1: Administrative information**  
**Crisis Response Team**

The College’s crisis response team should be filled with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. **Depending on the emergency, one person may be able to perform multiple assignments.**

<b>Function</b>	<b>Staff Assigned</b>	<b>Backup Staff</b>	<b>Second Backup</b>
Incident Commander	Amber Knoettgen	Carleen Nordell	Caesar Wood
Safety	Joy Cunningham	Caesar Wood	
Public Information	Jessica Leduc	Matt Kinney	Pedro Leite
Liaison	Caesar Wood	Joy Cunningham	
Operations Chief	Caesar Wood	Pedro Leite	
Medical	Steve Schroeder	Stefanie Perret	Angela Murray
Site Security/ Facility Check	Rex Sicard	Brad Avery	Kenton Bogart
Student Release Coordinator	Pedro Leite	Kris Farmer	Suzi Knoettgen
Logistics Chief	Carleen Nordell	Chris Wilson	Bruce Douglas
Communications	Tom Roberts	Jasen Pelkey	Jim Harbert
Transportation	Brad Avery	Carleen Nordell	Rex Sicard
Planning Chief	Amber Knoettgen	Pedro Leite	Caesar Wood
Financial Recordkeeping	Mary LaBarge	Steph Shuler	Samantha Shafer

## Response Team Functions

The following matrix is similar to the National Incident Management System (NIMS) used by public entities to provide a template for the management of incidents. Once public responders arrive on scene, the roles of College personnel may change.

Function	Responsibilities
Incident Commander	Activates college emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies college authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the college and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent college at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates college's CPR certified staff.
Site Security/ Facility Check	Responsible for seeing that the college and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing college plan for release of students from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with college for insurance; initiates business recovery efforts.

## CPR/AED certified Staff

<b>Cloud County Community College-Concordia Campus</b>			
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Individual	Phone #	Ext. #	Cell #
Caesar Wood	785-243-1435		342 940-300-4371
Michelle Charbonneau	785-243-3027		755
Stefanie Perret	785-243-1435		332
Lauralee Cunningham	785-568-2005		785-243-6646
Raquel Clark	785-243-3027		755
Rick Knudsen			785-243-6646
Brad Swihart			785-243-6646
Spencer Farha	785-243-1435		269
Kit Thompson	785-243-1435		311
Jamie Wills	785-238-8010		
Shayla Henning			
Bill White			
Angela Murray			

The following employees participated in the Basic Life Support Training on 6/17/2019:

- Madi Bryant
- Joy Cunningham
- Bruce Douglas
- Stephanie Downie
- Susan Dudley
- Amber Knoettgen
- Chelsea McCall
- Carleen Nordell
- Tara Shrake

The following employees participated in Basic Life Support Training on 8/15/2019:

- Violette Kjeldgaard
- Ashton Lawrence
- Krystal Richard
- Kim Smith
- Amanda Wolf

# Communication and Notices

## Communication Basics

When a college crisis has occurred, it is critical that faculty and staff are notified of the event or crisis and kept informed as additional information becomes available. The following methods should be used to communicate before, during and after emergencies:

- The building paging system should be used to make “all call” emergency announcements and to provide detailed instructions.
- Two-way radios should be used as needed to communicate with staff. A battery-operated bullhorn is also available for outside communication.
- Updates should be provided to students/staff as often as practical.
- The community at large will also be interested. To alleviate fears and squelch rumors, accurate and timely information will be provided to the news media through the Public Information Officer.

Other College communication practices include the following:

### **Email, emergency text, voicemail, and Website notifications**

Email, emergency notification system, voicemail and website notification may be used for notifying staff of a crisis event when they are not at the college. A very carefully crafted statement, specifying what is and is not yet known, should be drafted before any information is released.

### **A Morning Staff Meeting**

An early, brief staff meeting provides the opportunity to give accurate, updated information about the crisis event/situation and to review with staff procedures for the day, including the availability of intervention resources.

### **An End-of-Day Staff Meeting**

A brief end-of-day meeting provides the opportunity to review actions and incidents of the day, update information, and plan for the next day. Misinformation or rumors can be addressed before staff members go home or into the community where they are likely to be asked about the situation.



## **Section 2: Immediate Response Procedures**

Immediate response procedures are the College-wide core responses to emergency incidents. \*These action steps are implemented when a crisis situation calls for a specific response. Defined responses include the following:

- Evacuation
- Reverse Evacuation
- Off Campus Evacuation
- Student Release
- Lockdown
- Exterior Lockdown
- Clear the Halls
- Shelter-In Place

The difference between an immediate response protocol and an incident specific procedure is that a single immediate response protocol may be included in one or more specific emergencies. For example, shelter-in-place may be included as one of several responses to an outside hazardous material spill and may include reverse evacuation into the building and/or an off campus evacuation, depending on the circumstances. A college shooting may result initially in a lockdown, and then off campus evacuation, and student release.

\*It should be noted that crisis situations are dynamic events and that no written procedure can provide final determination of necessary actions in all cases. Personal judgment and decision making are always necessary during a crisis.

# Evacuation

**Purpose:** Whenever it is determined that an internal threat makes it safer outside than inside a building.

## General

If the evacuation is a result of a smell of gas, **DO NOT** use radios, cell phones, fire alarms, turn lights on or off, or otherwise create static within the building as their use may cause an explosion.

- Call 911

Threat
• Threat of violence
• Hostage situation
• Gunman
• Internal Gas leak
• Fire/explosion

## Vice president for Administrative Services or designee

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene.**

- Call 911, identify the name of the college, describe the emergency, state that the college is evacuating, provide the evacuation location, and identify the location of the college command post. (Business office or if not available, the Nursing department)
- The VP or designee will make the **Evacuation** announcement using the building Paging system, 2-way radio, telephone, emergency notification system or megaphone:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. INSTRUCTORS ARE TO TAKE THEIR STUDENTS TO THE DESIGNATED ASSEMBLY AREA. ALL OTHER STAFF MEMBERS, PLEASE EVACUATE TO THE ASSEMBLY AREA”

- Notify the Board of Trustees of the evacuation.
- Announce an end of the incident and return to class when appropriate.
- If students are to be dismissed for the day, establish check-out procedures so that all students and staff are accounted for.

## Further information

- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
  - Threat of violence: VP notifies staff of evacuation routes as dictated by known or suspected location of the threat.
  - Fire: Follow primary routes unless blocked by smoke or fire.
  - Chemical spill: Avoid any hazardous materials as fumes can overcome people in seconds. Plan route accordingly.

## **Instructors**

- Instructors will instruct students to evacuate the building, using designated routes, and report to their assigned assembly area. You may designate a student leader to help move your class to the assembly area.
- If time permits, close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.

NOTE: Please have students take all personal belongings with them, but only THEIR OWN ITEMS. This should only be allowed if time permits and the belongings are easily accessed.

- Designated area coordinators will clear the classrooms, offices, bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take a headcount and share it with the Student Release Coordinator or appropriate staff members.
- At the assembly area, instructors and students will stay in place until further instructions are given.
- Do not release students. All students should be released according to the release plan. If this is absolutely impossible, note on head count sheet any students who are released without authorization.

## **Support/Administrative Support Staff**

- Report to the Incident Command Center (either the Business office or the Nursing Department). You may be needed in another capacity as the incident unfolds.

## **Students/Staff with Disabilities**

- At no time during a scheduled or unscheduled alarm should a student/staff with a documented disability be left unattended.
- At the beginning of each semester, a student with a documented disability may contact their instructors for special assistance in time of an emergency.
- College employees and/or students should assist in transporting student/staff with a documented disability to the outside evacuation area if needed.
- Student/staff who have a documented mental, visual or hearing impairment should be assisted by the designated aide or Instructor in evacuating the building.

## **Custodians/Maintenance**

- Meet the first responding emergency personnel.
- Assist with the coordination of building utilities.
- Remain available as a resource for other building issues.

# Reverse Evacuation

**Purpose:** When conditions are safer inside the building than outside. Reverse Evacuation is often used in combination with other procedures, such as Exterior Lockdown and Shelter-In-Place.

## Vice President for Administrative Services or designee

Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene.

- Order a **Reverse Evacuation** for students and staff outside to move inside the building. Use the building paging system, megaphone, 2-way radios, cell phones, emergency notification system or runners as necessary.
- The VP or designee will make the following announcement:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE A REVERSE EVACUATION. WE HAVE A SECURITY SITUATION OUTSIDE THE BUILDING AND NEED EVERYONE TO RETURN TO THE BUILDING IMMEDIATELY. EVERYONE INSIDE THE BUILDING SHOULD REMAIN INSIDE UNTIL FURTHER NOTICE”

- Assign staff to monitor entrances. No one other than local emergency personnel should be allowed to enter the building.
- Notify the Board of Trustees of the situation.
- Notify each classroom with designated staff or announce by intercom when the incident is resolved.

## Instructors/Staff

- Immediately move back to classrooms or safe areas using the closest entry. All exterior classroom activity and practices will be cancelled.
- If movement into the building would present a danger to those individuals outside, Instructors and staff outside will notify the VP and direct relocation to the designated assembly area (Thunder Heights parking lot) or off-campus assembly site.(National Guard Armory or Motherhouse)
- No students or staff will be allowed outside the building.
- Close and lock all exterior doors and windows. Assigned staff should monitor building entrances until the incident is resolved and an announcement is made.
- All staff not supervising students should report to the Vice President for Administrative Services for assignments.
- Stay in **Reverse Evacuation** until emergency personnel or College officials signal the resolution of the situation. Students will not be released until the Reverse evacuation has been resolved.

Threat
• Exterior Gunman
• Hazardous Material Spill
• Disturbance on College grounds
• Community Threat <ul style="list-style-type: none"><li>- Bank Robbery</li><li>- Escaped Prisoner</li></ul>

## Custodians/Maintenance

1. Lock all exterior doors after students/staff get inside.
2. Assist in monitoring entrances.
3. Provide assistance to emergency personnel as necessary.

## Off-Campus Evacuation

**Purpose:** Used when circumstances require off-site evacuation of students and staff to a remote site where students will be accounted for and released.

### Vice President for Administrative Services or designee

**Special Note:** If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene.

#### Threat

- Threat of violence
- Hazardous Material Spill
- Utility Outage

- Advise the President of the decision to evacuate. If evacuating by bus or van, begin setting up the evacuation staging area.
- Determine the appropriate pre-designated relocation site (National Guard Armory or Sisters of St. Joseph Motherhouse) and evacuation route. Decide if it is safe for the students/staff to walk or if transportation is required. Note: Evacuation routes should be selected randomly at the time of the incident to keep actions from being anticipated.
- Request assistance in preparing the site for arrival. If needed, request bus, vans or alternate means of transportation.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site.
- The VP or designee will order an **Off-Campus Evacuation** at a pre-designated relocation site with the following announcement:  
"YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO \_\_\_\_\_ LOCATED AT \_\_\_\_\_."

If necessary, direct staff to move students to the evacuation staging area for loading onto vans or bus.

- Request the activation of the Crisis Response Team members and send them to the relocation site.
- Provide the college media/public information representative with detailed instructions or prepared information release to read to the public for concerned relatives and community members.
- Designate someone as the Relocation Site Commander.

### Instructors and staff

- Take a head count and report this to the Student Release Coordinator or appropriate staff member.

- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area or depart to the relocation site.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Relocation site commander when you arrive. You may be asked to assist in staffing the site.

### **Custodians/Maintenance**

- Secure the building(s) before exiting.
- Report to the command post to assist the Incident Commander.

# Student Release

**Purpose:** *The Student Release Protocol is used to ensure a safe and secure means of accounting for students following a college evacuation.*

## **Vice President for Academic Affairs and Student Success or designee**

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene.**

- The VP will notify the relocation Site Commander at the relocation site to prepare for arrival of students.
- Additional staff may be needed at the Relocation site.

## **Relocation Site Commander**

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm students and explain that an orderly process is required for the safety of everyone.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff.
- Set up a student release area. Account for all students being released.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the college media liaison of the location.

## **Instructors**

- Provide a list of students to the relocation site staff upon arrival. Note any missing students.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Relocation Center staff when you arrive. You may be asked to assist in staffing the site.

# Enhanced Lockdown-Internal Threat ~~A.L.I.C.E.\*~~

**Purpose:** Used when there is a threat of violence inside the college buildings or serious incident that could jeopardize the safety of students/staff.

## Vice President for Administrative Services or designee

- **Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene.**
- Designate someone to Call 911, identify the name and address of the college, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the college command post. Direct staff to stay on the phone to provide updates and additional information.
- 
- The VP or designee will make the following announcement using the building Paging system, 2-way radio, telephone, emergency notification system or megaphone:

Threat
<ul style="list-style-type: none"><li>• Intruder inside building</li><li>• Weapon in building or on school grounds</li><li>• Student or adult with disruptive or assaultive behavior</li><li>• Hostage situation</li><li>• Shots fired</li></ul>

“YOU’RE ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO-IMPLEMENT A.L.I.C.E. PROCEDURES.

- Notify staff and classes outside to immediately move to the off-campus assembly area(s) or off-campus relocation site, account for students and wait for further information.
- Notify the Board of Trustees
- Notify each classroom by sending college officials or using the paging system when the incident is over.

## Support/Administrative Support Staff

- Wait for additional instructions from the VP or designee
- Remotely check status of classrooms via telephone, computer or other methods.

## Instructors

- Implement A.L.I.C.E. procedures as warranted.

### **When students/adults are outside the building:**

- Implement A.L.I.C.E. procedures as warranted

## Custodians/Maintenance

- Implement A.L.I.C.E. procedures as warranted



- \*ALICE: (Alert, Lockdown, Inform, Counter, Evacuate) Training is provided to all employees on how to proactively handle the threat of an aggressive intruder or active shooter event. ALICE Training option based tactics have been approved by College Administration as the accepted response to a violent intruder.



# Exterior Threat

**Purpose:** Used when there is a potential threat outdoors in the general vicinity of college buildings or in the community at large.

## **Vice President for Administrative Services or designee**

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene**

- Order a Reverse Evacuation for students and staff outside to move inside the building.
- The VP or designee will make the following announcement using the building Paging system, 2-way radio, telephone, emergency notification system or megaphone:

“YOU’RE ATTENTION, PLEASE. WE HAVE BEEN ADVISED OF A SECURITY SITUATION IN THE COMMUNITY AND NEED TO SECURE THE COLLEGE. PLEASE SECURE ALL EXTERIOR DOORS IMMEDIATELY. INSTRUCTORS SHOULD CONTINUE NORMAL CLASSROOM ACTIVITIES, BUT NO ONE WILL BE ALLOWED OUTDOORS.”

- Notify Board of Trustees
- Assign staff to monitor building entrances. Only emergency personnel should be allowed to enter the building.
- Notify each classroom by the paging system, the emergency notification system or send college officials when the incident is resolved.

## **Instructors/Staff**

1. Maintain normal interior classroom or office activities unless otherwise directed.
2. All exterior classroom activity, athletic practices, etc., will be cancelled.
3. Students are not allowed to leave the building or to travel between buildings.
3. Account for all students/adults. Communicate names of any missing students/adults to administration.
4. All staff not supervising students should report to the Vice President for Administrative Services for assignments.
5. Stay in Exterior Lockdown until administration announces the resolution of the situation. Students will not be released until the Exterior Lockdown incident has been resolved.

## **Custodians/Maintenance**

1. Lock all exterior doors, including delivery doors.
2. Assist in monitoring entrances.

Threat
<ul style="list-style-type: none"><li>• Unauthorized individual outside building.</li><li>• Disturbance on college grounds.</li><li>• Community threat:<ul style="list-style-type: none"><li>-Bank robbery</li><li>-Escaped prisoner</li></ul></li></ul>

# Clear the Halls

**Purpose:** Used when there is a need to clear hallways and confine students and staff to their rooms.

## **Vice President for Administrative Services or designee**

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene.**

Threat
<ul style="list-style-type: none"><li>• Medical emergency</li><li>• Animal loose in the school</li><li>• Student or adult with disruptive or assaultive behavior</li><li>• Drug or weapons search</li></ul>

- Depending on the situation, order a Reverse Evacuation for students and staff outside to move inside or direct them as a group to an alternative location.
- The VP or designee will make the following announcement using the building Paging system, 2-way radio, telephone, emergency notification system or megaphone:

“YOU’RE ATTENTION, PLEASE. WE NEED TO CLEAR ALL HALLWAYS IMMEDIATELY. PLEASE GO TO THE NEAREST ROOM AND STAY THERE UNTIL FURTHER NOTICE. DISREGARD ALL ALARMS”

- Notify Board of Trustees.
- Assign staff to monitor building entrances. Only emergency personnel should be allowed to enter the building.
- Notify each classroom by the paging system, the emergency notification system, or send a college official when the incident is resolved.

## **Instructors/Staff**

- Staff should gather any students/adults from the hallway into their room.
- Keep all individuals in the classroom or office, close doors, and continue working/teaching. Do not leave room even if classroom doors cannot be locked from the inside.
- Instructors and students not in classrooms (gym, theatre, cafeteria, media center, student union area, etc.) should seek the closest available classroom or other available room.
- Stay out of hallways and commons areas.
- Account for all students/adults. Communicate names of any missing students/adults to administration.
- All staff not supervising students should contact the Vice President for Administrative Services for directions.
- Stay in “Clear the Halls” mode until administration signals the resolution of the situation. Students will not be released until the Clear the Halls situation has been resolved.

## **Custodians/Maintenance**

- Once clearance is given, custodial staff will provide assistance to building administration and emergency personnel as necessary.

## **Shelter-In-Place**

**Purpose:** Provides a refuge for students, staff and the public inside the college building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelter areas may change depending on the emergency.

### **Vice President for Administrative Services or designee**

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing event until someone with higher authority arrives on scene.**

<b>Threat</b>
<ul style="list-style-type: none"> <li>• Severe Weather</li> <li>• Radiation Release</li> <li>• Chemical Spill</li> <li>• Exterior Gas Leak</li> </ul>

the

- The VP or designee will make the following announcement using the building Paging system, 2-way radio, telephone, emergency notification system or megaphone:

“YOU’RE ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION (Describe Emergency) AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS (or specific shelter location necessary for event). ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THEIR INTERIOR SHELTER AREA. “

- Order a Reverse Evacuation for students and staff outside to move inside the building. Use the building paging system, the emergency notification system, megaphone, 2-way radio, telephones, or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-down of heating, ventilation and air conditioning systems to stop the inflow of outside air into the building.
- Notify the Board of Trustees that the college is in Shelter-In-Place mode.
- Restrict access. No one goes out or comes into the shelter-in-place location without permission. All activities are cancelled.
- If evacuation is ordered, everyone will be transported to the emergency evacuation site or other site determined by local emergency personnel.
- If the emergency is weather related, monitor the NOAA weather radio.
- Notify by paging system, the emergency notification system or send college officials when the incident has been resolved.

### **Custodians/Maintenance**

- Shut off utilities (if necessary).
- Turn off ventilation systems (Heating, ventilation and air conditioning) if necessary and/or instructed.

## **Instructors**

- Move students into designated safe areas, or follow specific sheltering instructions from the VP or designee.
- Close classroom doors when leaving and turn off lights.
- Gather any students/adults from the hallway to the closest shelter-in-place location.
- If outside, Instructors will direct students to the nearest college building interior safe area or other appropriate shelter.
- Account for all students/adults. Communicate names of any missing students/adults to administration, when possible.
- All persons must remain in shelter until notified by college officials or emergency responders.
- The shelter-in-place may last for an extended period of time. Staff should be prepared to activate their own "family emergency plan."
- If evacuation is ordered, follow directions of emergency personnel/Crisis Response Team.

## **Section 3: Incident Specific Procedures**

### **Fire/Explosion**

#### **Response Protocol: Evacuation, Off-Campus Evacuation**

##### **General**

- Activate the fire alarm.
- Notify fire department (911)
- If there is a strong gas odor, **DO NOT** operate lights, use radios or telephones.
- Provide necessary assistance to physically disabled or special needs students.
- No one may re-enter the building until the entire building has been declared safe by fire department personnel.
- Students and staff outside when the fire alarm is activated should remain outside and assemble at the designated meeting place. (Thunder Heights parking area)

##### **Vice President for Administrative Services or designee**

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel will be responsible for managing the event until someone with higher authority arrives on scene.**

- Notify President after evacuation.
- Establish a command post.
- Meet with emergency officials as soon as possible.
- If weather is inclement or building is damaged, consult with appropriate officials and move students to a designated off-campus evacuation site.
- Do not allow reentry into buildings until they are declared safe by fire personnel.
- Verify the building is clear by reports from Area Coordinators/Red pack holders.
- Notify staff and students of termination of emergency.
- For fires during non-school hours, the Vice President for Administrative Affairs will consult with fire department officials and determine whether school will open the following day or if classes will be held at an alternate location.

##### **Instructors/Staff**

- Evacuate building when fire alarm sounds and wait for further instructions:
  - Follow the recommended evacuation route posted in the room.
  - If an exit path is blocked or dangerous, use alternate route.
  - Ensure that all students are safely out of the room and door is closed but not locked and lights are off.
  - When all students have reached their designated safe area, make a roster and report to the Student Release Coordinator or appropriate staff member.
  - Remain with students at all times. Make yourself available to assist the Student Release Coordinator if necessary.
  - Note on roster any student who leaves the scene.

##### **Custodial/Maintenance**

- Assist with the coordination of building utilities.
- Remain available as a resource for other building issues.

## Gas Leaks

### Response Protocol: Evacuation (leak inside), Shelter-In-Place (leak outside)

Natural gas/propane gas leaks can occur inside or outside of a building. You should suspect a gas leak if you smell a very unpleasant odor, like that of rotten eggs. The Fire Department and gas companies have gas-detection instruments that can determine the source and severity of the leak.

#### For All Gas Leaks

- Call Kansas Gas Service 800-794-4780
- Call the Maintenance Department between 8-5, M-F x 302 or x 303
- Call the Vice President for Administrative Services, 8-5 M-F x 204 or x 206
- Call Security after 5 PM and on the weekends 785-243-6646
- If the situation is an emergency 911

#### If the Smell of Gas is Faint

- Open windows and doors.
- Evacuate the building following fire drill procedures.

#### If the Smell of Gas is Strong

- DO NOT activate the fire alarms. There is a small spark created when they are activated and it could cause an explosion.
- DO NOT use matches, lighters, cell phones, radios, and land-line phones, unless they have been determined safe to use by a college official or utility company representative.
- DO NOT turn on/off lights.
- Shut-off main gas valve and all building utilities.
- Evacuate the building following fire drill procedures.
- Seek shelter in alternate evacuation site, if directed.
- Move upwind from the smell.

#### If Odors are detected outside the Building

- It is not necessary to evacuate the building. Evacuation is called for only if odor seeps into the building.
- Initiate Shelter-In-Place procedure, if warranted.
- Call the police and fire non-emergency numbers to report the smell.

#### If Person(s) is Unconscious

- Do not enter without approved breathing protection (self-contained breathing apparatus).
- Remove all persons from contaminated areas to fresh air, only if safe to do so.
- Contact 911.

# Hazardous Material Spill

## CLOUD COUNTY COMMUNITY COLLEGE CHEMICAL HYGIENE PLAN

### SCOPE AND APPLICATION

The Department of Labor's Occupational Safety and Health Administration (OSHA) has amended Part 1910 of Title 29 of the Code of Federal Regulations (CFR) to include Section 1910.1450 as part of Subpart Z entitled: "Occupational Exposure to Toxic Substance in Laboratories," commonly referred to as the OSHA Lab Standard.

This standard regulates all laboratories that use toxic substances and is primarily a performance standard aimed to provide flexibility in regulatory compliance. It does not mandate specific practices or procedures to be followed, but does require continued compliance for permissible exposure limits (PELS) of specific airborne contaminants listed in 29CFR1910, subpart Z. It also includes exposure control to carcinogens or potential carcinogens listed in the International Agency for Research of Cancer (IARC) or the National Toxicology Program (NTP) published lists.

The standard removes requirements which are inappropriate to laboratories, requiring instead the formulation and implementation of a Chemical Hygiene Plan which is reasonably designed to avoid overexposure to toxic substance, thus ensuring the use of safety work practices and procedures. Because laboratory practices, procedures and chemical use vary so much, OSHA believes that a performance orientated approach is appropriate for the laboratory workplace. A performance standard allows each laboratory to tailor its Chemical Hygiene Plan to the particular circumstances of its operations in lieu of the specific requirements of subpart Z. In addition, the proposal will allow employers to use various parts of plans which they already have in effect and aspects of other Standard as part of the existing Departmental Accident Prevention Plan.

### DEFINITIONS:

"Carcinogen" of "Potential Carcinogen" means any substance which meets one of the following criteria: (1) is regulated by OSHA as a carcinogen; or (2) is identified by the International Agency for Research (IARC) or the National Toxicology Program (NTP) as a carcinogen or potential carcinogen.

"Chemical Hygiene Plan" means a reasonable written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees from the health hazards presented by toxic substances used in that particular workplace.

"Overexposure" means an employee exposure in excess of the permissible exposure limits (PELs) for an OSHA regulated substance.

"Regulated Area" means the permanent regulated areas which are the chemistry prep area and the microbiology prep area. A regulated area shall be a laboratory or device such as a laboratory hood for which access is limited to persons who are aware of the hazards of the substances in use and the precautions that are necessary.

"Toxic Substance" means any substance which is: (1) regulated by OSHA in 20CFR1910, Subpart Z or (2) is found to be a carcinogen or potential carcinogen.

Hazardous Chemical: The OSHA Laboratory Standard defines a **hazardous chemical** as "a chemical for which there is statistically significant evidence based on at least one study



conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term 'health hazard' includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes". Highly flammable and explosive substances comprise a category of hazardous chemicals.

#### PERMISSIBLE EXPOSURE LIMITS:

The permissible exposure limits (PELs) for laboratory uses of OSHA regulated substances are not to be exceeded. These PEL values for airborne contaminants are available in the Sigma-Aldrich Library of Chemical Safety data (SAL-CSD) located in the Chemistry Laboratory.

#### CHEMICAL HYGIENE PLAN:

1. Standard operating procedures and control measures for use and reduction of toxic substance exposure.

All work involving toxic substances must follow standard operating procedures which are appropriate for the particular laboratory workplace. Such procedures are essential to assure uniformity of work practices for the protection of all employees from undue exposure to toxic substances.

Safe operating and handling procedures for toxic chemicals shall be based on three primary factors:






- The adequate and proper use of a ventilations system (including the hoods).
- Laboratory workers are using proper protective clothing to prevent skin contact, such as lab coat or apron and eye protection at all times such as safety goggles.
- Laboratory workers are following good hygiene and laboratory safety practices. (such as, American Chemical Society Guidelines for Chemical Laboratory Safety at <https://www.acs.org/content/acs/en/chemical-safety/guidelines-for-chemical-laboratory-safety.html>)





#### 2. General procedures for the procurement, use and disposal of toxic and hazardous materials are as follows:

- Personnel should check the laboratory materials inventory prior to initiation of a purchase requisition.
- Purchase requisitions for hazardous materials must be approved by the Chemical Hygiene officer of his designator.
- The originator of the purchase requisitions is responsible for assuring that the KCO hazard label is placed on all laboratory stock.

- Any solvent or reactant material received by the Laboratory should bear a label identifying the chemical composition, carcinogenicity – OSA if cancer suspect agent, and health, flammability, and reactivity hazard signals (0-4). Besides chemical SDS (Safety Data Sheet), you should find classification and labeling of hazardous chemicals on the label of chemical container, as well. (Table 1). Classification of hazardous chemicals can be found at <http://unece.org/info/media/stories/use-chemicals.html>

Table 1: Globally Harmonized System (GHS) and Classification of Hazardous Chemicals.

GHS Hazard Symbols and Their Definitions	
GHS Symbol	GHS Class
	<b>Explosive</b> <ul style="list-style-type: none"> <li>Explosives</li> <li>Self-reactive substances</li> <li>Organic peroxides</li> </ul>
	<b>Flammable</b> <ul style="list-style-type: none"> <li>Flammable gases, aerosols, liquids, and solids</li> <li>Pyrophoric liquids or solids</li> <li>Self-heating substances</li> <li>Self-reactive substances</li> <li>Substances that emit a flammable gas upon contact with water</li> <li>Organic peroxides</li> </ul>
	<b>Corrosive</b> <ul style="list-style-type: none"> <li>Skin corrosion/burns</li> <li>Eye damage</li> <li>Corrosive to metals</li> </ul>
	<b>Oxidizer</b> <ul style="list-style-type: none"> <li>Oxidizing gases, liquids, and solids</li> </ul>
	<b>Compressed gas</b> <ul style="list-style-type: none"> <li>Gases under pressure</li> </ul>

	<b>Toxic Substance</b> <ul style="list-style-type: none"> <li>♦ Acutely toxic substances that may be fatal or toxic if inhaled, ingested, or absorbed through the skin</li> </ul>
	<b>Irritant</b> <ul style="list-style-type: none"> <li>♦ Irritant (skin and eye)</li> <li>♦ Skin sensitizer</li> <li>♦ Acute toxins</li> <li>♦ Narcotic effects</li> <li>♦ Respiratory tract irritants</li> <li>♦ Hazardous to ozone layer (non-mandatory)</li> </ul>
	<b>Health Hazard</b> <ul style="list-style-type: none"> <li>♦ Respiratory sensitizers</li> <li>♦ Carcinogens</li> <li>♦ Mutagens</li> <li>♦ Reproductive toxins</li> <li>♦ Target organ toxins, single exposure or repeated exposure</li> <li>♦ Aspiration toxins</li> </ul>
	<b>Environmental Hazard (non-mandatory)</b> <ul style="list-style-type: none"> <li>♦ Acute aquatic toxins</li> <li>♦ Chronic aquatic toxins</li> </ul>

Source: UNECE. Globally Harmonized System of Classification and Labelling of Chemicals, 2015. [www.unece.org/trans/danger/publi/ghs/ghs\\_welcome\\_e.html](http://www.unece.org/trans/danger/publi/ghs/ghs_welcome_e.html) (accessed Dec 1, 2015).

- Materials bearing a Hazardous Materials Information System (HMIS) signal of 0 or 1 in any field other than carcinogens are exempt from the provisions of this plan for the following reasons. They require massive releases of material in order to be a workplace hazard under normal conditions. Relatively minor amounts of these materials are used under normal laboratory conditions. Any material having a HMIS signal of 2 or greater, or that is considered a cancer suspect agent regardless of HMIS ranking, is fully covered by the requirements of this plan.
- All personnel are required to familiarize themselves with proper procedures for safe handling, testing, storage, and disposal of a hazardous material before working with that material. (Such as “Ether” should be stored inside freezer at -4C, Ether or Toluene in alcohol waste should be placed coolest area in the room and assay from flammable source; etc.)
- If strong acids such as phosphoric acid, nitric acid or sulfuric acid are used with metals, such waste should not be placed in glass waste container. (instead use plastic waste container)
- All volatile hazardous materials should be transferred from one container to another in the dispensing hood.
- The maximum quantity of liquids in unprotected glass or plastic bottles with a flammability signal greater than two (2) located in the work area should not exceed four (4) liters per one hundred (100) square feet of floor area.

- The notice posted at the room entrance should include the name of the responsible person and a knowledgeable alternate and phone numbers or post locations for each.
- Cancer suspect agents and materials with HMIS reactivity or health hazard signals greater than two (2) will be kept in restricted access locked cabinets designated for storage of these materials.
- Should it become necessary to leave a potentially hazardous test/equipment unattended, a notice to that effect should be prominently posted on or near the test/equipment and at the entrance to the room.
- Specific hazards associated with the test/equipment (for example “molten cyanide—use no water”, “hot concentrated acid”, “flammable material”, “high voltage”, etc.) Should be identified on each notice.
- Fire Protection, the local fire department, should be notified prior to initiation of the overnight test that includes potential for heat or flame or the use of hazardous materials for assistance in monitoring.
- Personnel working with hazardous materials/equipment or performing hazardous operations outside of normal working hours are required to maintain contact with a knowledgeable individual who will be in the laboratory area for the duration of the operation.
- The knowledgeable individual should know what materials or equipment are being used and what operation is being performed before the work begins.
- The knowledgeable individual should maintain periodic contact at a prearranged interval until notified that the hazardous material or equipment is no longer in use or that the hazardous operation is completed.
- Compatible materials may be placed into approved waste safety cans for temporary storage prior to disposal by the Chemical Hygiene Office.
- Reactive materials should be placed in separate containers and disposed of by the Chemical Hygiene Officer.
- Lids on waste safety cans should be closed at all times except when actually pouring into them.

- Waste safety cans should be returned to their designated storage area at the end of the working day.
- Hazardous scrap material should be disposed as stated in the Sigma – Aldrich Library of Chemical Safety Data (SALCSD) as well as the Flinn Scientific Catalog located on the north wall of the laboratory adjacent to the fume hoods.
- Cancer suspect agents should be packaged separately for disposal by Chemical Hygiene Officer.

2.a More specific principles that shall be observed by all laboratory workers as follows:

- Know the safety rules and procedures that apply to the work that is being done. Determine the potential hazards (e.g., physical, chemical, biological) and appropriate safety precautions before beginning any new operations as stated in the SALCSD.
- Know the types of protective equipment available and use the proper type for each job.
- Be alert to unsafe conditions and action and call attention to them so that corrections can be made as soon as possible. Someone else's accident can be as dangerous to you as any you might have.
- Avoid consuming food or beverages or smoking in areas where chemicals are being used or stored.
- Avoid hazards to the environment by following accepted waste disposal procedures. Chemical reactions may require traps or scrubbing devices to prevent the escape of toxic substances.
- Be certain all chemicals are correctly and clearly labeled. Post warning signs when unusual hazards, such as radiation, laser operations, flammable materials, biological hazards, or other special problems exists.
- Use equipment only for its designed purpose.
- Wear appropriate eye protection at all times such as goggles.
- Use protective apparel, including face shields, gloves, and other special clothing or footwear as needed.

- Individuals working in the lab will restrain from loose clothing, long hair, and dangling jewelry as well as open toed shoes, shorts, skirts and tank tops or muscle shirts.
- Reagents will not be stored in the student's cabinets below the lab benches.
- Chemicals will be labeled accurately and with a date of receipt or preparation and any other precautionary information for handling.
- Do not use mouth suction to pipet chemicals or to start a siphon; a pipet bulb or an aspirator should be used to provide vacuum.
- Avoid exposure to gases, vapors, and aerosols. Use appropriate safety equipment whenever such exposure is likely.
- Wash well before leaving the laboratory area.
- Work areas should be kept clean and free from obstructions. Cleanup should follow the completion of any operation or at the end of each day.
- Waste should be deposited in appropriate receptacles.
- Food is not to be stored in the laboratory refrigerators. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops in the laboratory. Employees and/or students should not eat or drink in laboratory having hazardous chemicals.
- Working with volatile substance should be performed in a fume hood.

Further guidelines and procedures for handling toxic substances can be found in the SAL-CSD publication which shall be made available to all laboratories.

## 2. Properly Functioning Equipment.

### Facility Maintenance

- Place fire extinguishers and fire blankets are located on the east side of the lab near escape routes, and also in areas of high hazards.
- Regularly inspect fire extinguishers and maintain records of inspections as well as train personnel in the proper use of extinguishers.

- Escape routes as well as possible exits during a fire, tornado or civil defense are not to be blocked.
- Never store materials in where heavy traffic occurs.
- Have separate containers for trash and broken glass.
- Regularly inspect safety showers and eyewash stations located on the north end of the lab and keep records of inspections.
- Regularly check the ventilation in hoods located on the north wall for proper air flow.
- All protective equipment in the laboratory will be checked during the bimonthly safety and housekeeping tour. Special items including fume hoods that require monitoring to assure they are functioning properly will be noted and reported to Chemical Hygiene if suspect. Many of these pieces of equipment are regularly checked by the Hygiene Officer and if found to operate satisfactory are so identified and tagged.

### 3. Training Program

A training program shall be provided to all employees who are exposed to toxic substances in the Laboratory. The purpose of the program is to assure Laboratory, its risks and what to do if an accident occurs.

3.a.) The program shall make special emphasis on the training and education of employees who fall in the following categories:

- Those who are not necessarily knowledgeable about the substances with which they work because of lack of professional training
- Those who are newly hired to perform laboratory operations and will be at risk.
- Those who are newly assigned to laboratory projects and have not previously been involved in the training program.
- Those who will be involved in new projects or will be exposed to new toxic substances for which there are no established procedures developed under the Chemical Hygiene Plan.

3.b.) The content of the training program will include at least the following:

- Appropriate precautions to be taken in the event of an emergency.

- The location limitations and proper use of protective equipment.
  - The content and availability of the Chemical Hygiene Plan.
  - The permissible exposure limits (PELs) for OSHA regulated substances.
  - The availability of reference material on the hazards and safe handling of toxic substances. The book SAL-CSD will be at least one reference made available to all employees who will work with toxic substance in the Laboratory.
  - The frequency of training and education will be a regular continuing activity.
  - Records of the type of training, frequency of training, and employees exposed to the training will be maintained by each laboratory.
4. Over exposure Evaluations, Medical Consultation, Follow- up Examination and Record Keeping.

Will perform an “exposure evaluation” in the event employees have a reasonable belief they have sustained an overexposure to a toxic substance. The evaluation will be coordinated by the Chemical Hygiene Officer. It will be an informal assessment which will consider, among other factors, the quantity of substance used, the chemical and physical properties of the substance, the overexposure potential associated with the particular operation involved, and estimated duration of exposure.

In the event the exposure evaluation indicates the likelihood an employee has sustained an overexposure to a toxic substance, the employee has the right to “medical consultation” without cost to the employee. The consulting physician shall receive any additional information of the employee that may be relevant to the physician’s decision regarding what medical action, if any, is appropriate.

The consulting physician shall make recommendations regarding the specifics of any medical action where such action is appropriate. If follow-up medical examinations are necessary they may be provided after review without cost beyond provided personal medical insurance to the employee who has, or is suspected to have, sustained an overexposure to a toxic substance.

Records shall be kept of all exposure evaluation information, medical consultations and any follow-up medical treatment or tests recommended as a result of medical consultations. The keeping of and access to such medical records shall be in accordance with 29CFR1910.20 which is the generic standard for access to employee medical and exposure records. In accordance to Section 1910.20, such records will be kept for the duration of employment plus 30 years.

4b.) Chemical spills-Indoor

- In the event of a chemical spill the immediate area will be evacuated and the level of hazard will be evaluated, the administration will be notified. If the chemical comes into contact with skin or eyes flush for 15 minutes. It is the responsibility of



the administration to evacuate school if necessary. If the spill is of low hazard, consult the MSDS sheet proceed with clean up and disposal properly. In the case of a fire or major spill, the employee is responsible for evacuating the premises by fire alarm. Limit the exposure of the odor or vapors from permeating throughout the building, yet, individually remain safe.

- In the event of a large spill evaluate ventilation and limit exposure. Contact the Crisis Response Team if chemical hazard has been identified by the label of eye witness, proceed with clean up. If clean up cannot be done, it is the responsibility of the administration to evacuate school if necessary and call 911. If the spill is beyond control call 911.
- The written emergency action plan is located in the administration office as well as the chemical hygiene officer's office and will be communicated to all personnel. Spill control procedures will include approved containment, cleanup and transportation methods.

#### 4c.) Chemical Spill- Outdoor

- In the event of a chemical spill outdoors, the procedure above will work, except have people move to up wind or have them go indoors. Close any doors, windows and/or air in-takes to prevent the vapors from going indoors. Keep any telephone line clear of the chemical spill. If the spill is large the CMT will call the fire department for consultation only if deemed necessary.

#### 4d.) EMERGENCY FIRST AID PROCEDURES

- Eye Contact: Flush eyes with copious amounts of water for at least 15 minutes and seek medical attention.
- Ingestion: Read the label for directions and immediately seek medical attention. Contact the 24 hour emergency poison control center at 1-800-336-6997.
- Skin Contact: Flush the affected areas with copious amounts of water and remove any contaminated clothing. If symptoms persist after flushing, seek medical attention.

#### 5. Chemical Hygiene Officer

The Chemical Hygiene Officer for Cloud County Community College is Dr. Abu Gafar Hossion. The written approval of this plan signifies that the Chemical Hygiene Officer may implement the requirements of this plan. It shall be the responsibility of the instructor, with concurrence from the Chemical Hygiene Officer, to implement and manage the Chemical Hygiene Plan for their laboratory.

## 6. Carcinogen/Potential Carcinogens

SCOPE – This section deals specifically with those substance evaluated by either the International Agency for Research on Cancer (IARC) or the National Toxicology Program (NTP\_ and found to be a carcinogen or potential carcinogen or is regulated by the Occupational Safety and Health Administration (OSHA) as a carcinogen.

WORK AREAS – Since carcinogens or potential carcinogens are rarely used in the Laboratory, construction and maintenance of a regulated area to which access is strictly restricted is not economically feasible. Laboratory supervision will designate specific areas in each Department in which materials judged to be carcinogens or potential carcinogens will be used. These areas will be equipped with properly operating fume hoods, glove boxes, or equivalent containment devices. It is the responsibility of the personnel using the hood personnel, including supervision, shall not be permitted access to a restricted area for any length of time, unless they comply fully with all requirements for protective equipment.

WASTE DISPOSAL – Waste carcinogens or potential carcinogens will be placed in clearly labeled containers including accumulation start date and hazard class, approved by the Chemical Hygiene Officer for such containment. Carcinogen or potential carcinogen- contaminated waste (e.g. reaction residues, toweling, etc.) will be placed in a separate container, clearly labeled and approved for such containment by the Chemical Hygiene Officer. The containers will be removed from the Laboratory and be disposed of by the Chemical Hygiene Officer as soon as possible after completion of testing and subsequent cleanup. If the containers must be kept in the Laboratory overnight, they must be placed in a locked room designated by the materials. A sign stating that carcinogenic or potentially carcinogenic materials are being stored in the room must be posted in the area and be clearly visible to personnel approaching the room whenever such materials are therein contained.

PERSONAL HYGIENE – Laboratory personnel will be instructed in proper safety and housekeeping procedures. Prior to procuring a carcinogen or potential carcinogen from any source either inside or outside. Laboratory personnel must prepare a detailed plan for setting up the apparatus, and conducting the test or experiment, handling the subject materials during the test or experiment, decontamination of apparatus and materials after the text, and removal of any carcinogenic or potentially carcinogenic materials from the Laboratory after completion of testing. The plan must be approved by the Chemical Hygiene Officer, before any work can commence.

### RESPIRATOR USE:

When the use of respirators is necessary to maintain exposure below PELs, the employer shall provide, at no cost to the employee, the proper respiratory equipment. Respirators shall be selected and used in accordance with the requirements of 29CFR1910.134.

# Utility Failure

## Response Protocol: Evacuation, Off-Campus Evacuation, Shelter-In-Place

### Instructors/Staff

- Immediately report to the Vice President for Administrative Services-any failure of utilities (electrical power, water, gas).
- Remain in the classroom until further notice.
- Instructors and staff without classes should report to the VP to offer assistance.
- If electrical power is out, computers and appliances which are subject to damage from power surges should be turned off or unplugged until power is restored.

### Custodians/Maintenance

- Notify the specific utility company of the nature of the failure.
- Work with the utility company to determine the potential length of time service will be interrupted.
- Notify VP of the expected length of outage.
- In the event of an electrical power failure, equipment which is subject to damage from power surges should be turned off or unplugged until power is restored.
- Call the Maintenance Supervisor, if not already aware 785-243-1435 x 303 or 785-614-0422.
- Assist the utility/telecommunication company in restoration of services.

### Administration

- Consult with the President to determine whether or not to cancel classes. If so, activate media notification protocols.
- If necessary, initiate evacuation / off-campus evacuation procedures.
- Consideration should be given to the ability to continue conducting classes without electrical power for the duration of the day without subjecting students to adverse climate conditions.
- If electrical lines are on the ground within proximity of the college grounds, a designated college employee should be appointed to secure the area until the local utility company is on site.

# Vehicle Emergencies

## Driver

- If your vehicle is involved in an accident, try to get it to the side of the road. This will help prevent another accident and allow traffic to move.
- Turn off the ignition, remove key, and put on emergency flashers.
- Call 911. Let them know a college vehicle was involved, exact location, number of injured and type of injuries. Remain on the phone to provide updates until emergency responders arrive.
- Visually inspect the vehicles involved in the accident to determine if there is an imminent danger (e.g., hazardous material spill, vapor cloud, fire, smoke, etc.). Inspect the vehicles to determine if hazardous materials are involved by looking for placards, decals, and signage.
- Administer first aid, if necessary. Remain calm to help comfort students.
- Notify the Vice President for Administrative Services.
- Keep students seated in the vehicle unless it is necessary to evacuate.
- If threat of fire or further damage to the vehicle, evacuate passengers to a safe location.
- Do not release students to anyone unless told to do so by college administration or law enforcement.
- If there are no injuries, follow college policy and instructions on moving, returning or delivering students.
- Do not issue statements to the press. Refer them to civil authorities in charge or to the Vice President for Administrative Services.
- If stopping to help another vehicle, park away from the accident. The area immediately around the accident will be needed for emergency vehicles.

## Administration

- A designated staff member should respond to the scene and provide emotional support to students.
- Dispatch the person responsible for transportation or their designee to the accident location.
- College official(s) at the scene will assess level of support needed and convey this to the Incident Commander.
- College official(s) at the scene will report the names of student passengers, their conditions, and location(s) where injured were taken to the Incident Commander so parent notifications can be made.
- The college's communications person or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital where the student was taken.
- Assign college official(s) at the scene to accompany injured students to the hospital.
- Ensure that emergency information and any special health information or medication for injured students is sent to the hospital.
- If multiple hospitals are used, the President's office will send an administrator to each hospital.
- College staff will assess counseling needs of victim(s) or witness(s) and implement post-crisis intervention procedures.
- Prepare a media release and parent letter of explanation for same day distribution, if possible.
- If student injuries resulted from accident, make sure student injury report is filed.

# Alcohol / Drugs

## Instructors/Staff

- If an Instructor or staff suspects that a student or other staff member is under the influence or in possession of a controlled substance, notify the Vice President for Administrative Services immediately. Follow up with written documentation.
- If an Instructor has knowledge of possible alcohol or drug abuse issues, they should submit a referral to the BIT or Vice President for Academic Affairs and Student Success.

## Administration

- Assess the seriousness of the incident and determine the level of assistance needed (i.e., police, counselor).
- Identify parties involved.
- Isolate parties involved for interviews and investigation.
- If permission is given by the student, parents/guardians can be notified. Or if an emergency situation exists in the opinion of administration, parents/guardians can be notified immediately.
- Determine disciplinary consequences.
- Determine what intervention/follow up is necessary.
- Document incident/secure witness statement(s), if appropriate.

# Assaults/Fights

## Response Protocol: Clear the Halls

### Instructors/Staff

- Call 911, if necessary.
- Ensure the safety of students and staff first
- If possible, defuse the situation.
- Notify the Vice President for Administrative Services
- Seal off area to preserve evidence and disperse onlookers.
- Do not leave the victim(s) alone.
- Document all activities witnessed.

### Administration

- Notify the President.
- Notify law enforcement if circumstances indicate that criminal activity was involved, e.g., if a weapon was used, there were significant physical injuries.
- If there is a sexual assault, follow college policy/procedures for sexual misconduct
- Document all activities witnessed by staff. Interview the victim(s)/witness(s) for their account of the incident.
- Assess the counseling needs of the victim(s)/witness(s).
- Implement post-crisis intervention procedures as needed.



# Death

## Response Protocol: Clear the Halls

### Instructors/Staff

- Assess situation.
- Send responsible party to office to call 911.
- Secure area, remove and isolate witnesses with a responsible staff member.
- Document any observation regarding the death and the immediate area.
- Identify students and staff who may need counseling.

### Administration

- Ensure 911 has been called.
- Activate **Clear the Halls** protocol.
- Secure scene and protect evidence, cooperate and facilitate investigations by the proper authorities.
- Notify the Board of Trustees
- Verify that Law Enforcement has contacted family and/or next of kin.
- If a student death, gather names of best friends and roommates.
- The College's PIO will communicate with news media.
- Adjust scheduled activities as necessary.
- Designate room(s) for grief counseling. College administrative staff will coordinate any additional counseling resources that may be needed.
- Prepare a statement to students from verified information. Review with President before issuing the statement.
- Convene emergency staff meeting. If the event occurred outside of normal working hours, this meeting should take place as soon as staff returns to the college. Keep college personnel updated on the events and circumstances.
- Secure personal items of the deceased from lockers, apartment, etc. and make arrangements to deliver to appropriate family members.

**Announce loss to the entire college, providing facts that will reduce Possible rumors. If possible, this is best done by administrators meeting with individual classes.**



# Hostage

## Response Protocol: **A.L.I.C.E.** Evacuation, Off-Campus Evacuation

### General

- If hostage taker is unaware of your presence, do not intervene.
- Call 911
- Notify College administration.
- Seal off area near hostage scene.
- Hostage situation will be turned over to law enforcement. It is their responsibility to bring the situation to a successful conclusion.
- Keep detailed notes of events, such as description of hostage takers, types of weapons being used, any demands or instructions being given by hostage taker and provide to Incident Commander.

### If Taken Hostage

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Move very slowly. Keep your distance. Attempt to keep some obstacle between you and the hostage taker (door, desk, and wall).
- Maintain a non-threatening pose. Keep hands at your sides or folded.
- Do not maintain constant eye contact.
- Ask permission to speak but do not argue or make suggestions.
- Be respectful to hostage taker. Simply ask questions and listen.
- Never hold out your hand and ask the person to turn a weapon over to you. Ask the person to put the weapon down. Indicate that it would be easier to talk if they lay it down or put it in their pocket.
- Make no sudden, unannounced moves. If you are going to move, tell them beforehand what you would like to do.
- Do not promise something that cannot be delivered.
- Ask them if it is okay for the students to leave.
- Keep talking, asking, paraphrasing, and listening. At some point talk about the fact that no one needs to be harmed and that neither you, nor anyone else intends to harm them.
- Buy time. Communicating is an effort to buy time until trained help arrives. When they arrive, do exactly what they tell you to do.

### Administration

- Call 911. Give dispatcher details of event, including hostage location and identify an incident command post away from the hostage location for responding officers.
- Initiate ALICE protocol.
- If requested, assist police officers in a quiet, orderly room-by-room evacuation away from the hostage situation.
- Gather information on students involved and provide information to law enforcement.
- Assess the counseling needs of the victim(s)/witness(s). Implement post-crisis intervention procedures.



# Intruder – Unauthorized Person

## Response Protocol: **A.L.I.C.E.**

An intruder is an unknown and suspicious person in building or on campus grounds.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training is provided to all employees on how to more proactively handle the threat of an aggressive intruder or active shooter event. ALICE Training option based tactics have been approved by College administration as the accepted response to a violent intruder.

### **General**

- Notify campus security
- Ask another staff person to accompany you before approaching a suspicious or unknown person.
- Politely greet the person, identify yourself, and ask how you may help them.
- Ask the person the purpose of their visit. If possible, attempt to identify the individual and/or their vehicle.
- If the person is non-compliant or argumentative, inform them that they are in violation of college policy and must leave the campus.
- If the verbal warning fails, the visitor should be informed that they are considered an intruder and that the Vice President for Administrative Services will be notified.
- Back away from intruder if they indicate a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact. Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.
- Contact the Vice President for Administrative Services when possible.
- The intruder should not be chased if they flee. The goal is to get the intruder off college property, not to capture them.
- Staff members should make a mental note of the physical description of an intruder to give to law enforcement if necessary.

### **Administration**

- If the intruder will not leave the building, activate A.L.I.C.E.
- Call 911 immediately.
- Notify the President

# Missing Students

## MISSING STUDENT POLICY AND PROCEDURE

The purpose of this policy is to establish procedures for the College's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This college policy applies to students who reside in college operated residence halls and apartments.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

### **I. Procedures for designation of emergency contact information**

- A. Students age 18 and above and emancipated minors: At the beginning of each fall semester, all Cloud County Community College students who will be residing in college owned residence life facilities will be notified of the opportunity to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
- B. Students under the age of 18. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### **II. Official notification procedures for missing students**

- A. Any individual who has information that a student may be missing must notify the Vice President for Student Affairs and Advancement or the Director of Residence Life as soon as possible.
- B. The Residence Life Coordinator and/or Vice President for Academic Affairs and Student Success will work with campus offices, the reporting person(s), and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

C. When a missing student report is made to the Vice President for Academic Affairs and Student Success or the Residence Life Coordinator the following staff members will be immediately notified:

- Vice President for Administrative Services
  - Vice President for Academic Affairs

The campus staff will take steps to try to locate the missing student, including but not limited to the following:

- Call student's cell phone
- Call student's residence hall room phones
- Send residence assistant, housing maintenance personnel or housing coordinator to student's room
- Contact roommate(s)
- Look for student's car on campus
- Check student locator report for class schedule
- Access reports to determine the last time they used a meal card, library card, or fitness center
- Try to get student's work schedule
- Contact faculty regarding student's last date of attendance in class
- Call student's home number
- Request that Informational Technology Services check electronic logs to determine the student's last log into computer network systems

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered, the following personnel will meet to determine that the student is missing:

- Vice president for Administrative Services
- Vice President for Academic Affairs and Student Success
- Director of Auxiliary Services
- Coordinator of Residence Life

No later than 24 hours after determining that a student is missing, the following will take place:

- The Vice President for Administrative Services will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. College personnel will assist external authorities with these investigations as requested.
- The Vice President for Academic Affairs and Student Success, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- For missing students who are 18 years of age or older, and did not designate an individual to be contacted, Vice President for Academic Affairs

and Student Success, or designee, will act in accordance with FERPA with regard to contacting a parent/guardian.

### **III. Campus communications about missing students**

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College's Public Information Officer. All inquiries to the College regarding missing students shall be referred to the Public Information Officer. Any individual with information about the missing student shall be referred to the Vice President for Administrative Services, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the college community with any information about a missing student, the College's Public Information Officer shall consult with the Vice President for Administrative Services, local law enforcement authorities, and the Office of Residence Life to ensure that communications comply with FERPA guidelines and do not hinder the investigation.

Letter to students:

Date

Dear Cloud County Community College Residence Life Student,

Federal law requires colleges and universities to establish a missing student notification policy. The policy states, among other things, that students must be given the option to provide confidential emergency contact information in the event that he/she is reported as missing. If that occurs, Cloud County Community College will use the information on the emergency contact form for the following purposes:

- Notify the missing student's identified emergency contact
- Notify a student's parent or guardian if the student is under 18
- Notify the appropriate law enforcement officials in the event no contact information is supplied

Unless foul play is evident or strongly indicated, a student will be determined missing if he/she is unable to be located for 24 hours or more. Once a missing student report is filed, the college will begin an immediate investigation in an attempt to locate the student.

The Missing Student Emergency Contact form is attached to this letter. Providing the contact information is voluntary, but if you choose NOT to provide the contact information, you must still return the form with the "declined" box marked and your signature at the bottom. All information provided will be kept confidential.

Completed forms may be turned in to the Coordinator of Residence Life or to your Resident Assistant.

I also request that you keep the office of Residence Life informed of any updates to your contact information while you are a CCCC student. In the meantime, if you have any questions or concerns, do not hesitate to contact me.

Cordially,

Pedro Leite  
Vice President for Academic Affairs and Student Success

Cloud County Community College Emergency Contact Form

Student's Name: \_\_\_\_\_  
(Please Print)

Student's Cell phone number: \_\_\_\_\_

\_\_\_\_\_ I decline the option to provide emergency contact information.  
(Please sign and return to the Residence Life Director or to your RA.)

\_\_\_\_\_ I will provide emergency contact information. (Complete the information below)

In the event of an emergency, please contact the following individual(s).

\_\_\_\_\_ Mother or Father (or either guardian)

\_\_\_\_\_ Mother (or female guardian) only

\_\_\_\_\_ Father (or male guardian) only

\_\_\_\_\_ Other

Emergency Contact Information

Contact Name \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact home phone \_\_\_\_\_

Contact work phone \_\_\_\_\_

Contact cell phone \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Sexual Assault

Response Protocol: Clear the Halls, **A.L.I.C.E.**

## Instructors/Staff

- Determine if immediate medical attention is needed.
- Notify the Vice President for Student Affairs and Advancement
- If there is a crime scene related to the assault, seal off area to preserve evidence and disperse onlookers.
- Depending on the situation, victim should not eat, drink, change clothes, or shower.
- While awaiting for the VP for Student Affairs and Advancement, isolate the victim from activity related to the incident.
- Do not leave victim alone.
- Follow Sexual Misconduct procedures as established by the college.

## Administration

- Review possible need for a Clear the Halls until circumstances surrounding the incident are known.
- Notify the Board of Trustees.
- Assess the emotional impact of incident on faculty and student population.
- Follow Sexual Misconduct procedures as established by the college.

**Be aware of rumors which may start from these type of events and address those rumors directly and quickly using facts.**



# Shooting/Stabbing

## Response Protocol: A.L.I.C.E.

### Instructor/Staff

- Notify administration with information regarding the incident.
- If shots are heard: Initiate ALICE
- Care for the injured if it is safe to do so until emergency responders arrive.
- Be careful not to disturb the crime scene.

### Administration

- Activate A.L.I.C.E. procedures.
- Assess the situation as to the perpetrator's location, injuries, and potential for additional violence.
- Confirm that 911 has been called and request medical aid for injured parties.
- Identify command post for police to respond.
- If the suspect is still in the college, attempt to identify their location without leaving your safe area.
- If suspect has left, ensure that all exterior doors are secured to prevent re-entry.
- Inform the President of the situation.
- Meet responding law enforcement officers to provide any new information.
- When the police arrive, they are in charge of the scene.
- Provide building maps to law enforcement.
- Gather information on anyone involved in the incident.
- Refer media requests to the Media relations person per media procedures.
- Assess the counseling needs of the victim(s)/witness(s).
- Implement post-crisis procedures.
- Continue to provide informational updates to students, staff and faculty during subsequent days to squelch rumors.

# Suicide / Attempted Suicide

## *Suicide Threat*

### Instructors/Staff

- Consider any individual's reference to suicide as serious.
- Any written or verbal reference by a student to suicide, to dying, ending his or her life must be immediately reported to the VP for Academic Affairs and Student Success.
- Do not leave student alone. Maintain constant visual contact with student until proper authorities arrive.
- Never delay reporting. This includes a third party report such as a student letting you know of their concern for a friend who's been talking about suicide.

### VP for Academic Affairs and Student Success

- Talk privately with the student and assess the seriousness of the threat.
- Ask directly if the person has entertained thoughts of suicide.
- If the threat is serious:
  - Do not leave the student alone.
  - Notify other Administration.
  - Continue to counsel the student.
  - Notify law enforcement if, in your opinion, the student is serious and a threat to themselves.
- If it is determined that the threat was not serious:
  - Provide the student with other community resources for counseling.
    - National Youth Crisis Hotline 1-800-448-4663.
    - Yellow Ribbon Suicide Prevention Program 1-800-784-2433

## *Suicide Attempt in School*

- Call 911 if the person needs medical attention, has a weapon or needs to be restrained.
- Notify the Vice President for Student Affairs and Advancement, Physician's Assistant or medical response team.
- Try to calm the suicidal person.
- Stay with the suicidal person until college officials arrive.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid, if necessary.
- Strongly encourage the student to notify a parent, guardian or other appropriate adult

### Administration

- Activate A.L.I.C.E. procedures or **Clear the Halls** protocol, as appropriate.
- With their consent, call parent(s) or guardian(s) if the suicidal person is a student. Call family or emergency contact if suicidal person is a staff member.
- Notify the President.
- Implement post-crisis procedures.
- Request outside evaluation and counseling services as needed.



# Threat of Violence (Explosive Device, etc.)

## Response Protocol: A.L.I.C.E. Off-Campus Evacuation, Clear the Halls

### Telephone Procedures

- If the threat was received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911 – telling the 911 operator, “This is (name of caller) from (name of college). We are receiving a threat of violence on another line. The number of that line is \_\_\_\_.”
- The person receiving the phone call should obtain as much information as possible and record this information in writing on the Threat of Violence Checklist, found on the next page.
- Keep the caller talking. Pretend difficulty in hearing to help extend the conversation.
- Be calm, be courteous, listen and do not interrupt the caller.
- Immediately after the call dial \*57 to initiate a phone trace, if your phones allow.
- Notify the Vice President for Administrative Services.
- Talk to no one other than those instructed by administration or law enforcement.

### Administration

- Assess the threat and initiate the appropriate response protocol, which may include **A.L.I.C.E. procedures, Clear the Halls, Evacuation, or Off-Campus Evacuation.**
- The decision to evacuate the college is the responsibility of the Vice President for Administrative Services or designee. Police will not order an evacuation.
- If the threat concerns an explosive device, consult with officials from the police and fire departments to determine whether a device is in a college building.
- If evacuating, ensure evacuation routes do not cross suspected danger areas.
- Do not resume college activities until the threat has been resolved.

### Building Searches – Explosive Threats

NOTE: DO NOT use radios, cell phones, fire alarms, or turn lights on/off, as their use may set off any potentially explosive devices.

- If evacuating, instructors should take note of any suspicious items along the evacuation route and report to Vice President for Administrative Services as soon as possible.
- The VP or designee will stay at the exterior command center for supervision and to prevent unauthorized persons from entering the building.
- College personnel will be utilized in the search only on a volunteer basis.

### Suspicious Package or Device Discovered

- DO NOT move or handle the package.
- Notify the Vice President for Administrative Services to evacuate the building.
- Notify officials as to the location of the package.

### Written or e-mail Threats

- Save the message, DO NOT delete the e-mail or message.
- Print a copy of any e-mail message(s) to be turned over to the police.



## THREAT OF VIOLENCE

(Place this card under your phone)

Time: \_\_\_\_\_ a.m. p.m.

### QUESTIONS TO ASK

1. **When** will the threat occur?
2. Where will the threat occur?
3. **What** is the threat?
4. **Why?**
5. What will cause the threat to worsen?
6. What is your name?
7. What is your address?

### VOICE IDENTIFICATION

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Male   | <input type="checkbox"/> Female    |
| <input type="checkbox"/> Calm   | <input type="checkbox"/> Accent    |
| <input type="checkbox"/> Angry  | <input type="checkbox"/> Slurred   |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Stutter   |
| <input type="checkbox"/> Slow   | <input type="checkbox"/> Lisp      |
| <input type="checkbox"/> Rapid  | <input type="checkbox"/> Deep      |
| <input type="checkbox"/> Soft   | <input type="checkbox"/> Cracking  |
| <input type="checkbox"/> Loud   | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Intoxicated                                    | <input type="checkbox"/> Nasal     |
| <input type="checkbox"/> Familiar (If so, who did it sound like): _____ |                                    |
| _____   |                                    |
| _____   |                                    |

### Exact words spoken:

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Extension No.: \_\_\_\_\_

Department: \_\_\_\_\_

6793

### BACKGROUND NOISES

- |                                 |                                    |
|---------------------------------|------------------------------------|
| <input type="checkbox"/> Street | <input type="checkbox"/> Factory   |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Motor     |
| <input type="checkbox"/> Music  | <input type="checkbox"/> House     |
| <input type="checkbox"/> Office | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Animal | <input type="checkbox"/> Static    |
| <input type="checkbox"/> Other  |                                    |

### LANGUAGE

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Foul        | <input type="checkbox"/> Incoherent     |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Taped          |
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Read by Caller |
| <input type="checkbox"/> Other       |   |

### REPORT CALL IMMEDIATELY TO

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

# Unrest

## (Student Unrest, Riots, Demonstrations, Civil Disobedience)

### Response Protocol: A.L.I.C.E., Exterior Lockdown

#### Instructors/Staff

- Access situation to determine who is involved, approximate size of group, and actions of the group before determining the appropriate course of action.
- Give verbal directions to participants to defuse the situation, if possible.
- Don't let a crowd incite participants. Disperse onlookers.
- Stay on the scene – ask others to inform the Vice President of Administrative Services.
- Call 911 if necessary. Notify Campus Security Officer if after 5 PM.
- If medical needs exist, follow the procedure for **Medical Emergencies**.
- All staff not supervising students should contact the Vice President for Administrative Services for directions.

#### Administration

- Clearly communicate to all students (via paging system, text message, email or bullhorn) that students should either attend classes or move to a designated safe area.
- Inform students/participants that they will be suspended or possibly arrested if they do not comply with instructions.
- If appropriate, implement A.L.I.C.E. procedures.
- Post staff members at exterior doors to monitor outside disturbance and to ensure no one is allowed inside or to leave the building.
- If student disruption persists after a second warning, notify student(s) of their suspension and direct them to leave college property. If student(s) continues to remain on college property, request police officers to intervene.
- Notify the President.
- Notify each classroom by paging system, emergency notification system or send a college official when the Incident is under control.
- Obtain detailed written statements from witnesses and involved staff.
- Refer media requests to VP per media procedures.
- Assess counseling needs of participants and witnesses.
- Implement post-crisis procedures as needed.

#### **Public Demonstrations**

- **Vice President for Administrative Services or designee**
  - Notify faculty/staff of any planned demonstrations.
  - Act as liaison with police, media, and possibly, the demonstrating group.
  - Prepare to establish areas where demonstrators can set up without affecting the operation of the college.

## **Weapon Violation on Campus**

### **Response Protocol: A.L.I.C.E., Clear the Halls**

All reports of suspected violation of the concealed carry policy on the Concordia campus are made to the Vice President for Administrative Services or by calling campus Security at 785-243-6646.

The Vice President for Administrative Services or their designee will conduct an initial investigation to determine whether the report describes a criminal matter and /or a policy violation.

## Threatening or Violent Behavior

### Response Protocol: Evacuation, Shelter-In-Place, Clear the Halls, ALICE, Reverse evacuation

#### **If the individual has threatened to harm themselves or others**

Call 911: Give the 911 operator your name and location. Also give them a description of the individual(s) involved.

Initiate proper response protocol using your best judgment  
Ask someone to go get Security, a Vice President or another employee

If safe to do so and you feel comfortable:

Remove others from the vicinity of the disruptive individual and/or move the individual to a more private location if possible.

If you choose to stay with the individual(s) until Emergency Services arrive, have another person stay with you.

#### **If the individual has not threatened harm to themselves or others, but in your opinion, is causing disruption to the learning or working environment**

Ask them to leave the building.

Once they leave the area, call Security, a Vice President, or the Director of Auxiliary Services and let them know about the situation.

Security:	785-243-6646
VP's: Pedro Leite	281-705-0489
Amber Knoettgen	785-630-0259

Director of Auxiliary Services: 940-300-4371

If they refuse to leave, immediately:

Call security  
Ask another person to locate Security, a Vice President, or the Director of Auxiliary Services  
Remove others from the vicinity of the disruptive individual  
Wait for person of authority to arrive

### **After the incident has been de-escalated either by Emergency Services or Internal staff**

Document the situation

Send a copy of the documentation to Security, BIT, and the Vice Presidents

**The appropriate college official will communicate with the reporting party and advise of any changes or adjustments with the individual(s) schedule or work assignments.**

## **Basic First Aid**

### **Instructors/Coaches/Staff**

- Evaluate the accident/incident scene to ensure safety.
- If the scene is safe, proceed to the victim.
- Control bleeding.
- Check for breathing and pulse.
- Call 911, if the injury appears serious.
- Begin CPR, if necessary.
- Ask someone to retrieve an AED (automatic external defibrillator), if available.
- Assess victim for extent of injuries.
- Look for signs/symptoms of stroke, allergic reaction, overdose, poisoning, etc.
- In case of poisoning, take container with you to phone and call Poison Control Center, 1-800-222-1222 (Nationwide number).
- If a cervical spine injury is suspected, the victim should never be moved except by medically trained personnel unless it is an absolute emergency. Further injury could occur or airway may be obstructed. Manually stabilize the victim's head immediately by holding the head to prevent any movement of the head or neck.
- Treat all bodily fluids as potentially infectious and use blood borne pathogen procedures.

### **Cleanup Procedures – Universal Precautions**

- When cleaning up a blood spill:
  - Wear gloves.
  - Wipe area with paper or cloth towels.
  - Place all blood-soaked articles in a red plastic biohazard bag and seal.
  - Wash the area with a disinfectant solution (1:10 Chlorine bleach/water solution or approved hospital-grade germicide/disinfectant).
  - Remove gloves by turning inside out.
  - Place gloves inside red plastic bio-hazard bag and seal.
- Wash hands immediately after removing gloves.
- Take the sealed plastic bag to custodian for proper disposal.
- If your bare skin was exposed to blood/body fluids:
  - Wash area immediately with soap and water.
  - Report exposure to a college administrator immediately.
  - Complete an employee injury/incident report.
  - Receive further instructions for follow-up evaluation and care.

## Infectious / Contagious Diseases

*Infectious diseases are caused by organisms like bacteria, viruses, and parasites and can potentially be spread from one person to another. Illness caused by an infectious disease is a common occurrence in colleges, but they are typically short-term illnesses requiring less than one week exclusion from classes or work. In such cases, the Vice President for Student Services and Advancement, after consultation with the Physician's Assistant, (PA) makes the initial decision to exclude a student from class attendance. The Director of Human Resources after consultation with the PA, makes the initial decision to exclude an employee from working.*

- The PA should be aware of infectious diseases that affect students and be familiar with how to minimize their spread. Since PA's may not be on-site at the college, a designated staff member should consult with the PA regularly. Suspected outbreaks should be reported to the state or local public health agency immediately.
- Instructors and staff should report suspected cases of communicable disease to the Vice President for Student Services and Advancement, who will channel the concern to the President. A medical evaluation of the student or employee may be required.
- If it is the judgment of the President, after consultation with private medical doctors and other public health officials, that a communicable disease is present in the college and that there is significant risk of transmission, the decision to exclude the student or employee from classes/work will be made.
- The President may establish a review panel consisting of Board of Trustee members, officials from the county health department, and private physicians. The President may convene the review panel whenever the decision to exclude a student or employee with a communicable disease is questionable or contested. Each case should be handled individually.
- In cases where unvaccinated students are exposed to a vaccine preventable disease (such as measles, mumps, and rubella), the state or local public health agency should be consulted in order to determine if exclusion of unvaccinated students is necessary.
- Confidentiality and right to privacy regarding the affected student or employee must be maintained by all persons involved. Information regarding students or employees suspected of or diagnosed as having a communicable disease should be released only through the President's office.
- The college should institute preventive measures to control the spread of communicable disease. Such preventive measures should include the education of employees and students about communicable diseases and the methods of reducing risks of transmission. Employees should be taught the proper methods of cleaning up spilled body fluids, collecting trash and disinfecting areas which might be sources of contamination.
- The President should advise the Board of Trustees to regularly re-examine its policy and regulations on communicable diseases as new knowledge regarding such diseases becomes known.

# Medical Emergency

## Response Protocol: Clear the Halls

### *Serious injury or illness*

#### Instructors/Staff

- Call 911
- Notify the Vice President for Administrative Services.
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check for vital signs. Initiate first aid, if you are trained.
- If the victim is not breathing or there is no pulse, ask someone to retrieve an Automated External Defibrillator (AED), if available, and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
- Help stop bleeding.
  - Applying pressure on wound or elevating wound may help stop or slow bleeding.
  - Protect yourself from body fluids. Use Universal Precautions.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

#### Administration

- Activate **Clear the Halls** protocol, if necessary.
- In case of traumatic medical emergency or death at school:
  - Notify President.
  - If the student gives verbal permission, notify parent or guardian of situation, illness or injury, medical care being given and location where student/staff has been transported.
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- If a student is being transported, assign a staff member to accompany them to hospital.
- Ensure student/staff medical information is sent to the hospital.
- Advise faculty and staff of situation (when appropriate).
- Follow-up with parents or guardian if requested by student.
- Implement post-crisis procedures.

#### ***Minor injury or illness:***

- For all non-life-threatening illnesses and injuries, call the college's Physician Assistant or other medical care provider.



# **Blood Borne Pathogen Exposure Control Plan**

**Caesar Wood, Director of Auxiliary Services  
JoDee Aldridge-Ball, Allied Health Department  
Stefanie Perret, Nursing Department  
Michelle Carbonneau, Child Care Program  
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Aubrey Anderson, Student Health Counselor**

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Revised August 2016  
Revised August 2017  
October 2019**

# **CLOUD COUNTY COMMUNITY COLLEGE**

## **Blood borne Pathogen Exposure Control Plan**

Cloud County Community College, in compliance with the Kansas Department of Human Resources (KDHR) and Kansas Department of Health and Environment (KDHE) guidelines, and the Occupational Safety and Health Administration (OSHA) standard, is committed to the prevention of incidents or happenings which results in employee injury and illness.

The college adopts this procedure to ensure a safe working environment for its employees.

Individual departments having employees with occupational exposure to human blood are encouraged to establish an Exposure Control Plan that is designed to eliminate or minimize the employee or student exposure that is unique and specific for each area.

### **PURPOSE**

The purpose of this exposure plan is:

- To eliminate or minimize occupational exposure to blood or other body fluids
- To identify employees occupationally exposed to blood or other potential infectious material (OPIM) in performance of their regular job duties
- To provide employees exposed to blood and OPIM pertinent information on follow-up procedures, and to provide training for knowledge of blood borne pathogens and prevention.
- To comply with the OSHA blood borne pathogen standard

### **EXPOSURE DETERMINATION**

Occupational exposure is skin, eye, mucous membrane or parenteral (piercing mucous membranes or skin barrier through needle sticks, human bites, cuts, abrasions, etc.) contact with blood or OPIM including body fluids such as semen, vaginal secretions, respiratory discharge, tears, vomitus, urine, feces, and saliva.

A category assignment is made for all common job classifications to determine the potential exposure risks that may be expected to occur during routine job tasks. This exposure determination is made without regard to use of Personal Protective Equipment (PPE).

- Category 1- employee performs tasks that involve exposure to blood, body fluids, and/or tissues
- Category 2- employee normally performs tasks that do not involve exposure to blood, body fluids or tissue: however his/her work may require the unplanned performance of such tasks
- Category 3- employee does not perform tasks that require contact with blood, body fluids, or tissue

See Attachment 1 for category list

See Attachment 2 for listing of tasks involved with possible occupational exposure

### **COMPLIANCE METHODS**

1. Universal Precautions
  - a. The college embraces “universal precautions” which is a method of infection control that requires the employer and employee to assume that all human blood and specified human body fluids are infected with blood borne pathogens (e.g. Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C (HCV)). When it’s difficult or impossible to identify body fluids, the fluids are considered to be potentially infectious.
2. Engineering controls and work practices

- a. Engineering controls protect employees from exposure. These controls must be examined and maintained on a regular basis.
- Handwashing:
    - Hand washing facilities are provided to all students and staff. Hands will be washed following any exposure. If this provision is not feasible, an appropriate antiseptic hand cleanser will be utilized until hand washing is accomplished.
    - Wash hands with soap and water for two minutes as soon as possible after glove removal or direct contact with hands or skin with blood OPIM.
    - Flush membranes with water immediately as soon as feasible following contact with blood or any other potentially infectious material
  - Needle Safety
    - Only closeable, puncture resistant, leak-proof containers labeled with biohazard sign will be used for the disposal of all sharps.
    - Contaminated needles and other sharps shall not be bent, recapped, or removed unless it can be demonstrated that no alternative is feasible. This should be accomplished through the use of a mechanical devices or the one-handed technique.
    - Contaminated reusable sharps shall be places in appropriate containers until properly processed.
    - Safer medical devices such as sharps with engineered sharps injury protections and needleless systems will be used where feasible. These systems will be evaluated in the individual departments.
  - Personal Protective Equipment (PPE)
    - The college will be responsible for ensuring and issuing appropriate and readily accessible PPE without cost to the employee.
    - Gloves, masks, eye protection, and body protection will be provided and utilized by employees when there is risk for occupational exposure.
    - Equipment will be chosen and based on the anticipated exposure to blood or OPIM
  - Contaminated Equipment
    - Equipment that may become contaminated with blood or OPIM are to be decontaminated with bleach or other disinfectant as soon as feasible.
    - Contaminated equipment or items should not be stored, placed, or decontaminated in areas where food and drink is kept.
    - Cloths utilized for cleaning contaminated areas may be discarded in regular trash unless contamination is to the extent they are considered regulated waste.

- Regulated Waste
  - Regulated waste includes gloves, cloth or body protection which has been contaminated to the extent of being saturated with blood or OPIM. The contaminated items should be placed in red bags and marked with bio-hazard indicator.
  - Approved sharps containers will be sealed prior to processing for disposal.
  - Disposal of waste will be completed in accordance with state and local laws by the Facility Management area. In the event the waste item requires handling by a medical waste disposal company, the arrangements will be made with the Facility Management area.
- Work Area Eating Restrictions
  - In areas where there is reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses.
  - Food and beverages are not to be kept in refrigerators or freezers, shelves, cabinets, or counter tops where blood or OPIM are present.
- Housekeeping and Laundry
  - Facility will be cleaned utilizing approved cleansers and disinfectants as determined and scheduled by the Facility Management area. List of approved disinfectants is available in the Facility Management area.
  - Work areas and surfaces should be cleaned and disinfected with appropriate disinfectant as soon as is feasible following contamination by blood or OPIM.
  - Blood and body spills should be cleaned using a fresh solution or 10% bleach (1:10 mix) or EPA approved disinfectant.
  - Care should be taken in the handling of contaminated disposed materials. If possibility of leakage due to excess liquids, item may require double bagging.
  - Broken glass will not be handled directly with hands. Mechanical means such as brush, tongs, forceps, and dustpan will be used. Glass will be disposed in a sharps container.
  - Contaminated laundry will be handled as little as possible.
  - Linens shall be bagged at the location and secured prior to transport to laundry area.
  - Gloves will be worn when handling soiled linen.
- Labeling
 

The universal biohazard label is required for contaminated items and waste. The label is fluorescent orange with letters or symbols in a contrast color and should be affixed to the container in a method that prevents its loss or unintentional removal.

Items requiring biohazard labels include:

- Containers of regulated infectious waste
- Refrigerator and freezers containing blood or OPIM
- Contaminated equipment being sent for repair or maintenance (label must indicate which portion of equipment remains contaminated)

Items not required to have a biohazard label include:

- Red bags or containers (red bagging is an acceptable substitute)
- Regulated waste that has been decontaminated

Labeling of items will be the responsibility of individuals in charge of the specific areas.

### **HEPATITIS B VACCINATION and POST-EXPOSURE EVALUATION and FOLLOW-UP**

- The college will offer the Hepatitis B vaccination series to personnel with duties specified as a Category 1.
- Post-exposure evaluation and follow-up following an exposure incident will be offered to ANY employee who suffers and exposure incident while performing duties at the College. All medical evaluations and procedures including Hepatitis B vaccine and prophylaxis medications will be available at no cost the employee. This will be received through Student Health Services or individuals' private physician and according to recommendations of the Center of Disease Control (CDC). In the event that a possible exposure occurs outside of regular business hours, on an off-site campus, or an off-site clinical area, the employee should seek medical evaluation and assistance at the nearest medical emergency facility.
- Hepatitis Vaccination  
The Cloud County Health Department administers the Hepatitis B vaccination. Human Resources will direct the employee to this service.
  - All category 1 employees will be offered the Hepatitis B vaccine and vaccination series after required blood borne pathogen training has been completed within 10 working days of initial assignment involving the potential for occupational exposure. No pre-screening prior to the vaccine will be required.
  - Employees, after training, may decline to receive the vaccine for various reasons (i.e. previously vaccinated, medical contraindications, documentation of immune status, or choice). In such cases, a declination statement must be signed. Any time after signing the declination statement the employee may receive the vaccine if a change of mind occurs and the duties involve a Category 1 occupational exposure. This is at no cost to the employee.
- Post-Exposure Evaluation and Follow-Up
  - In the event of a possible exposure incident with blood or OPIM, the employee is to immediately wash any skin with soap and water and flush mucous membranes with water.

- The employee should immediately (preferably within 1 hour but not later than 24 hours) seek medical attention with Student Health Services and /or their own physician for evaluation. The initial evaluation will determine where a true blood or body fluid exposure has occurred. The Student Health Counselor will facilitate making arrangement for services required that are not available on campus and will ensure compliance. An exposure incident requires immediate attention as the effectiveness of the prophylaxis depends on timely delivery. It is imperative to being treatment within 24 hours of exposure.
- The incident must be reported to the supervisor as soon as possible and an incident report form filed with Human Resources.
- Follow-up procedure will include a confidential medical evaluation with documentation including the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood with consent, post-exposure prophylaxis, counseling and evaluation of reported illness.
- Counseling will be provided prior to tests being run. It will include precautions to take during the period following exposure, information on potential diseases and symptoms, and information about reporting any related illnesses to the Student Health Counselor.
- To facilitate the evaluation, the Healthcare provider must be given specific information including circumstances of exposure, route of exposure, the employee's Hepatitis B vaccine status, other relevant medical information, and if indicated and possible, the information on the source person. A written opinion within 15 days of the completion of the evaluation will be provided by the healthcare provider.
- Student Health Services will provide the employee a copy of the written opinion upon receiving it.
- The healthcare professional's written opinion for HBV vaccination will be limited to whether HBV is indicated and/or has been received by the employee.
- The written opinion for post-exposure follow-up will include information for the employee on the results of the evaluation and any medical condition resulting from the exposure which requires further evaluation or treatment.
- Tests for the employee include but may not be limited to HBV, HCV, and HIV.
- The blood of the source individual will be tested for HIV, HCV, and HBV only after consent is given for the testing and release of information is obtained.
- Charges for the source individual's initial lab tests will be covered by the College. If it is determined further testing is required or treatment is needed, the expense will be the source individual's responsibility.
- It will be the exposed employee's duty to maintain confidentiality of the source individual's name and serology reports according to Kansas Law.
- All findings and diagnosis will remain confidential and not included in the written report.
-

## **MAINTENANCE OF MEDICAL RECORDS**

Human Resources will maintain in a locked cabinet, confidential records of the Hepatitis B vaccination and/or records relevant to the ability to receive the vaccine, post-exposure and follow-up medical files for the duration of the employee's employment plus 30 years. The post-exposure and follow-up files will not be released without the employee's express written consent, unless required by Kansas law. Accurate records will be established and maintained for each employee with an exposure occurrence.

## **TRAINING**

Blood borne Pathogen training will be provided to all faculty upon hiring. Participation in the training is mandatory and must occur prior to initial assignment to tasks where occupational exposure may occur.

Annual training will be provided for all Category 1 and Category 2 employees. Additional training will be provided if a new task or procedure affects the employee's exposure risk.

The training program will include the following elements:

- Overview of OSHA standards and locations for the standard for review
- Epidemiology and symptoms of blood borne diseases
- Modes of transmission
- CCCC Exposure Control Plan and location
- Procedures that may involve exposure to blood and OPIMs.
- Control measures including engineering controls, work practices and PPE's to prevent exposure.
- Information on the types, selection, proper usage, location, removal, handling, decontamination, and disposal of PPE's.
- Pre-exposure Hepatitis B vaccination program with information on vaccine's efficacy, safety, method of administration and the benefits of being vaccinated.
- Post-exposure reporting, medical evaluation, and follow-up.
- Hazardous labels and signage.

At the time of the training, employees will have the opportunity to ask questions. Employees requiring the annual training will be sign an acknowledgment paper stating they attended the in-service. Additional training will be available to those not receiving a passing score or desiring a refresher course.

## **Training Records**

All training session records will be maintained by Human Resources for a period of 3 years from the date the training occurred.

Information will include:

- Date of training
- Summary of training session
- Names and qualifications of persons conducting the training
- Names and job titles of all persons attending the training

## **ACCESSIBILITY AND REVIEW**

The Exposure Control Plan will be available to all employees in the Human Resources Office. The plan will be reviewed annually or as needed to reflect changes and effectiveness. Updates will reflect new or modified tasks which affect occupational exposure or which reflect changes in employee positions.

The Student Health Counselor will be responsible for scheduling the reviews.

**ATTACHMENT 1**  
**Job Classification Categories**

**CATEGORY 1**

- Student Health Counselor
- Faculty from the following departments:
  - Nursing
  - Athletic Trainers
  - Allied Health Clinical Instructors
- Child Care Workers
- Custodians

**CATEGORY 2**

- Student Housing
- Security
- General Facility Management Staff
- Bus Drivers
- Athletic Coaches
- Wellness Center Staff
- Faculty and Staff from the following departments:
  - Science Labs
  - Criminal Justice
  - Agriculture

**CATEGORY 3**

- Administrators
- All Remaining Faculty & Staff (Including Adjunct Faculty)

**ATTACHMENT 2**  
**Tasks Involving Possible Occupational Exposure Risk**

Potential activities and events include, but are not limited to:

- Contact with bodily secretions during daily activities
- Cleaning and bandaging scrapes, cuts, abrasions
- Administering First Aid
- Handling of Biohazardous Materials
- Contact during maintenance of a sanitary environment
- Handling upset and/or uncooperative individuals
- Processing of soiled laundry



## **CLOUD COUNTY COMMUNITY COLLEGE**

### **Recommended Guidelines for Students with Possible Occupational Exposure**

Post-exposure evaluation and follow-up following an exposure incident will be discussed with and encouraged for any student who encounters an exposure incident while performing duties in his/her classroom/lab/clinic setting. All medical evaluations and procedures are at the student's expense. Medical Insurance is highly recommended for any students taking classes and/or programs that place them in a high occupational risk environment. Some programs may mandate medical insurance as part of the curriculum. Students not having a medical doctor will be assisted in getting medical attention. Students in a clinical situations will follow the protocols of the facility and obtain evaluation there.

#### **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

- In the event of a possible exposure incident with blood or OPIM, the student is to immediately wash any skin with soap and water and flush mucous membranes with water.
- The student will immediately report the event to his/her instructor present or his/her proctor.
- The student should immediately (preferably within 1 hour but not later than 24 hours) seek medical attention. An exposure incident requires immediate attention as the effectiveness of the prophylaxis depends on timely delivery. It is imperative to be treated within 24 hours of exposure.
- Follow-up procedure will include a confidential medical evaluation with documentation including the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed student's blood with consent, post-exposure prophylaxis, counseling and evaluation of reported illness.
- Counseling should be provided prior to tests being run. It will include precautions to take during the period following exposure, information on potential diseases and symptoms, and information about reporting any related illnesses to the Health Care Provider.
- To facilitate the evaluation, the Healthcare provider must be given specific information including circumstances of exposure, route of exposure, the student's Hepatitis B vaccine status, other relevant medical information, and if indicated and possible, the information on the source person. A written opinion within 15 days of the completion of the evaluation will be provided by the healthcare provider.
- The healthcare professional's written opinion for HBV vaccination will be limited to whether HBV is indicated and/or has been received by the student.
- The written opinion for post-exposure follow-up will include information for the student on the results of the evaluation and any medical condition resulting from the exposure which requires further evaluation or treatment.
- Tests for the employee include but may not be limited to HBV, HCV, and HIV.
- The blood of the source individual will be tested for HIV, HCV, and HBV only after consent is given for the testing and release of information is obtained. If this individual is another student, he/she will be responsible for his/her own bills.
- All findings and diagnosis will remain confidential and will not be included in the written report.

**CLOUD COUNTY COMMUNITY COLLEGE  
STUDENT HEALTH SERVICES  
Employee Consent for Blood Testing and Release of Medical Records**

I, \_\_\_\_\_ consent to the required blood testing required following an occupational exposure incident in which I was identified as the source individual. I understand there will be no expense incurred by me, as the cost of the blood testing will be absorbed by Cloud County Community College.

I further consent to the release of all blood testing results to the affected employee's:

- Healthcare Provider: Physician Name: \_\_\_\_\_  
Address: \_\_\_\_\_
- Cloud County Community College, Student Health Services  
2221 Campus Drive, Concordia, KS 66901
- And to the affected employee

I understand that the affected employee and any employee who receives the information on behalf of the college have been instructed that such information must be kept confidential pursuant to Kansas Law.

Source Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

**CLOUD COUNTY COMMUNITY COLLEGE  
STUDENT HEALTH SERVICES**

**Declination of Blood Testing Following a Possible Occupational Exposure Incident**

Blood and Other Potentially Infectious Materials (OPIMs) have long been recognized as a potential threat to health of employees who are exposed to these materials. The primary agents of concern in current occupational settings are the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV). When injuries involve exposure to infectious agents, the affected worker is at risk of contracting the disease. With this in mind, the employee should seek medical attention for evaluation and treatment, as indicated by the extent of the injury and exposure.

The evaluation includes blood tests for the above stated disease processes.

**HIV**

HIV destroys part of the immune system, specifically a type of white blood cell. These cells assist the body in fighting all types of diseases and once destroyed, they are incapable of properly fighting infections. The immune system will become so weakened that the person can no longer fight infection and the individual becomes ill.

Symptoms: Once infected, there are generally no signs of illness initially, although some individuals experience flu-like symptoms for several days to several weeks. Several years may actually pass before an individual has symptoms. Symptoms include: swollen lymph nodes; weight loss; fevers that come and go; infections in the mouth; diarrhea; and fatigue. Eventually

the virus attacks all of the body organs. The weakened immune system makes it difficult for the body to resist other disease and infections.

Treatment: There is no cure for HIV, but there are new medicines available to prolong life.

### **Hepatitis B**

The Hepatitis B Virus causes inflammation of the liver. If complete recovery from this disease is not achieved, it can progress to chronic liver disease, cirrhosis of the liver, and/or cancer. Once infected, there is an incubation period of 4-20 weeks.

### **Hepatitis C**

The Hepatitis C Virus causes inflammation of the liver which can lead to chronic liver disease. This type of inflammation is the leading reason for liver transplants. Once infected, there is an incubation period of 2-26 weeks.

Symptoms (of both HBV and HCV): Generally early symptoms mimic those associated with the "flu". Symptoms include general fatigue and weakness, fever, muscle aches, loss of appetite, nausea and vomiting, diarrhea, and jaundice. Some individuals may have no signs or symptoms and have no idea they are infected, but they can still transmit the disease to others. As the hepatitis progresses, the symptoms point to the liver as the source of the illness.

Chemicals and toxins which are normally secreted by the liver build up in the blood and cause severe jaundice, foul breath, bitter taste in mouth, dark or tea-colored urine, abdominal pain, and white, light or clay-colored stools. These diseases are considered contagious.

Treatment: If the symptoms are severe or lab tests indicate severe liver damage, it may become necessary for hospitalization. Hepatitis B can sometimes be treated using medications. It can take up to 6 months for an individual to feel better. The virus can be carried by individuals in their bodies and be contagious for the rest of their lives. It is imperative that individuals exposed to hepatitis virus be tested as early as possible to start treatment due to the potential for liver damage.

### **RECOMMENDED PRECAUTIONS**

Precautions for me to take, so as to not place others or myself in jeopardy include:

- Do not share personal care items such as razors or toothbrushes
- Do not donate blood, organs, or tissue
- Avoid drinking alcohol
- Monitor the use of medications such as Tylenol
- Obtain the Hepatitis B vaccine series
- Abstain from sexual intercourse or use measure to prevent possible transmission of disease
- Refrain from breastfeeding infants
- Obtain counseling

More information may be obtained through

- The Center for Disease Control and Prevention (CDC) <http://www.cdc.gov>

**I have received initial evaluation following a possible occupational exposure incident, including information and counseling regarding the incidence and risks. I have been provided with the above materials concerning the primary viruses (HIV, HBV, and HCV) of concern following an exposure incident. At this time, I choose not to have blood testing completed. (I understand that I am not responsible for the cost of the recommended lab testing or medical services).**

**I have been informed of the importance of evaluation and the completion of said testing preferably completed within 1 hour of exposure, but no later than 24 hours after exposure. I may choose to receive the testing within the 24-hour time frame.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Possible Exposure: \_\_\_\_\_

Time of Possible Exposure: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**CLOUD COUNTY COMMUNITY COLLEGE  
Exposure Incident Report**

Name \_\_\_\_\_ DOB \_\_\_\_\_

Telephone Number \_\_\_\_\_ Job Title \_\_\_\_\_

Date of Exposure \_\_\_\_\_ Time of Exposure \_\_\_\_\_

Hepatitis B Vaccine Status \_\_\_\_\_

Location of Incident \_\_\_\_\_

Describe job duties you were performing when incident occurred:  
\_\_\_\_\_  
\_\_\_\_\_

Describe the circumstances under which the incident occurred (What caused the incident?):  
\_\_\_\_\_  
\_\_\_\_\_

What body fluid(s) were you exposed to?  
\_\_\_\_\_

What was the route of exposure (e.g. mucosal contact, contact with non-intact skin, etc.)?  
\_\_\_\_\_

Describe any personal protective equipment (PPE) in use at the time of the exposure:  
\_\_\_\_\_

Did PPE fail? \_\_\_\_\_ If yes, how?  
\_\_\_\_\_

Identification of source individuals- (names): \_\_\_\_\_  
\_\_\_\_\_

Other pertinent information: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

**CLOUD COUNTY COMMUNITY COLLEGE  
STUDENT HEALTH SERVICES**

**Instructions for Post-Exposure Evaluation by the Evaluating Healthcare Provider:**

Employee Name \_\_\_\_\_

This Cloud County Community College employee may have suffered an occupational exposure incident as defined in Blood borne Pathogen Standards. Please evaluate and treat this individual according to provisions for post-exposure evaluation and follow-up.

To facilitate your evaluation, the following information is provided:

- Documentation of the routes of exposure and circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to this employee's treatment including vaccination status.

After completion of this evaluation, please:

- Inform the employee regarding the evaluation results and any follow-up required.
- Complete the attached written opinion form and give to the employee.
- Send a copy of all evaluation results and records to:
  - Student Health Services  
Cloud County Community College  
2221 Campus Drive  
Concordia, KS 66901  
CONFIDENTIAL: Medical Records

**These records will be maintained as part of the employee's confidential medical record in the Student Health Office.**

**CLOUD COUNTY COMMUNITY COLLEGE  
STUDENT HEALTH SERVICES**

**Healthcare Professional's Written Opinion for Post-Exposure Evaluation and Follow-Up**  
Employee Name: \_\_\_\_\_

Date of Exposure: \_\_\_\_\_

**To the evaluating physician:**

After you have determined whether there are contraindications to vaccination of this Cloud County Community College employee with Hepatitis B vaccine, please state if the vaccine is indicated.

- \_\_\_\_\_ Yes, vaccine is indicated
- \_\_\_\_\_ Hepatitis B vaccine was provided with current immune status titre
- \_\_\_\_\_ No, vaccine is not indicated
  - \_\_\_\_\_ Previous completion of Hepatitis B series
  - \_\_\_\_\_ Presently receiving vaccine series

**ALL OTHER FINDINGS ARE TO REMAIN CONFIDENTIAL AND ARE NOT TO BE INCLUDED ON THIS PAGE.**

After your evaluation of this employee, please assure that the following information has been furnished to the employee and provide your initials beside the following statements.

- \_\_\_\_\_ The employee has been informed of the results of this evaluation.
- \_\_\_\_\_ The employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation and treatment.

**Please return this sheet to the employee. Thank you for your evaluation.**

Physician Signature: \_\_\_\_\_

Date \_\_\_\_\_

**RELEASE OF INFORMATION—**

I hereby request and authorize \_\_\_\_\_  
(physician or clinic name) to send and/or release to Student Health Services, Cloud County Community College any and all medical records pertaining to this incident.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

\*Employee—Return this form to Student Health Services within 10 days of post-expose evaluation. Further counseling and assistance will be provided as indicated\*

**CLOUD COUNTY COMMUNITY COLLEGE  
Hepatitis B Vaccine Declination Form**

Employee Name \_\_\_\_\_  
General—

\_\_\_\_\_ I understand that due to my occupational exposure to blood or other Potentially Infectious Materials (OPIM) that I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring HBV, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\*\*\*OR\*\*\*

Previously vaccinated--

\_\_\_\_\_ I understand that due to my occupational exposure to blood or other potentially infectious materials that I may be at risk of acquiring Hepatitis B viral infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge. I decline the Hepatitis B vaccine at this time because I received the complete Hepatitis B vaccine series in the past.

Dates of vaccination \_\_\_\_\_

Received at \_\_\_\_\_

Last Hep B Titre immunity status adequate \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



**CLOUD COUNTY COMMUNITY COLLEGE**  
**Blood borne Pathogen Annual Training Record Form**

Date: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

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**Objective:**

Participants will be able to discuss and follow the requirements for the Cloud County Community College exposure control plan based on the OSHA Blood borne Pathogens Final Rule.

The areas covered are:

- 1) Overview of OSHA standard for blood borne pathogens and location of exposure control plan
- 2) Modes of transmission of blood borne pathogens
- 3) Procedures which may involve exposure to blood or OPIM
- 4) Control measures used to prevent exposure to blood and OPIM, including engineering controls, works practices, and PPE.
- 5) Information on the types, selected, proper use, location, removal, handling, decontamination, and disposal of PPE.
- 6) Pre-exposure Hepatitis B vaccination including information on vaccine efficacy, safety, method of administration, and benefits of being vaccinated
- 7) Post exposure reporting, medical evaluation, and follow-up



# Earthquakes

## Earthquake Safety Rules

- ✓ Earthquakes strike without warning and may provide individuals only seconds to react.
- ✓ Intensity varies from slight tremors to great shocks. Duration can be from a few seconds to several minutes.
- ✓ Shielding yourself from debris and falling objects should be your first concern since this is the cause of most injuries and deaths.
- ✓ A general rule is to stay where you are when the shaking starts. If you are indoors, remain indoors. If you are outside, stay outside. Most injuries occur as people are entering or leaving buildings.

## Instructors and staff

- Upon the first indication of an earthquake, Instructors should direct students to seek shelter under desks and move away from windows and overhead hazards.
- If outdoors, Instructors should direct students to move away from buildings, gas and electrical lines.
- After evacuating, make a list of students from your class. Report this information as well as any injuries, to college administration.
- Designated staff should check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered.

### *If building damage or injuries:*

## Administration

- Call 911(if necessary).
- After the shaking stops, initiate the **Evacuation** protocol.
- Direct staff to shut off utilities and notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
- Establish a command post and medical triage site on campus, if necessary.
- Contact the President.
- Consult with emergency management and public safety officials to determine if the buildings are safe to reoccupy.
- Activate the media and community notification protocol.
- Consult with the President concerning cancelling classes. Make decision to either dismiss students or Off-Campus Evacuation.
- If an Off-campus Evacuation is ordered, notify the appropriate law enforcement agency to request assistance at the relocation site.

# Floods

## Definitions

The following flashflood definitions are used by the National Weather Service for forecasts and warnings.

- ✓ **Flash flood** - means the occurrence of a dangerous rise in water level of a stream or over a land area in a few hours or less caused by heavy rain.
- ✓ **Flash flood watch** - means that heavy rains occurring or expected to occur may soon cause flash flooding in certain areas and citizens should be alert to the possibility of a flood emergency that will require immediate action.
- ✓ **Flash flood warning** - means that flash flooding is occurring or imminent on certain streams or designated areas and immediate precautions should be taken by those threatened.

## Administration

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Alert transportation resources in the event they are needed.
- If college officials and emergency responders advise evacuation, do so immediately.
- Know the location of high ground and how to get there.

## After flash flood warning is cancelled

- Communicate that emergency is over and reoccupy building, if possible.
- Recognize that flash flooding may have ended, but general flooding may come later in streams and rivers.
- Continue monitoring weather sources.



# Severe Storm/Tornado

## Response Protocol: Shelter-In-Place

### Definitions

**Tornado Watch:** Severe thunderstorms in your area with atmospheric conditions could possibly produce tornados. College activities should continue as normal.

**Tornado Warning:** A tornado has been sighted or indicated by weather radar. Initiate the Shelter in place protocols and move to a place of safety. In case a warning is issued:

### Instructors/Staff

- Keep calm. Establish an appearance of confidence.
- Move rapidly, but in an orderly way, to the designated shelter area. Maintain full control.
- Ensure that students with documented physical disabilities have been evacuated. Use the elevator to evacuate these students to the designated shelter.
- Turn off the lights, and close the door upon leaving your classroom or office.
- Once in the shelter, review "drop and tuck" procedures with individuals.  
As soon as it is safe to do so, take a head count and report to college administration.
- Remain in safe area until warning expires or until administration or emergency personnel have indicated it is safe to leave the shelter area.

### Administration

- Communicate by the paging system and emergency notification system that a tornado is imminent. Do NOT use the fire alarm as a warning device. If necessary, use a battery powered "bull horn" to issue instructions once all students are in the designated shelter areas.
- If a tornado is spotted or reported in your area, announce the tornado and implement Shelter-In-Place procedures. Instruct all students and staff to move into designated shelters.
- If danger from a tornado is imminent, give the command for students to assume the protective tuck position on their elbows and knees, with their hands protecting the back of their head.
- If students are outside when the warning sounds, they should be moved inside to the designated shelter areas using Reverse Evacuation procedures.



### **Post Tornado Emergency Management**

- Maintain order and direct students to remain in place.
- If there are injuries, provide first aid and notify 911.
- Warn students and staff to avoid touching any electrical devices or exposed wires.
- If the odor of natural gas is detected, evacuate the building. Do NOT use the fire alarm or activate any electrical switches or devices that may cause a spark.
- If a section of the college is partially collapsed, evacuate students from that area.
- Notify 911 if there is any structural damage.

# Winter Storm

## Response Protocol: Evacuation

### Definitions

**Travelers advisory:** Issued when ice and snow are expected to hinder travel.

**Winter storm watch:** Severe winter weather is possible.

**Winter storm warning:** Heavy snow, sleet, or freezing rain is expected.

**Blizzard warning:** Heavy snow and winds in excess of 35 mph are expected.

### Administration

- Monitor current weather information via NOAA Weather Radio or local media sources.
- A decision by the Vice President for Academic Affairs to cancel classes for the day or to alter the schedules is normally made by 7 AM.
- **All students and staff are instructed to listen to radio and TV stations when weather conditions might cause class cancellations or postponements.**

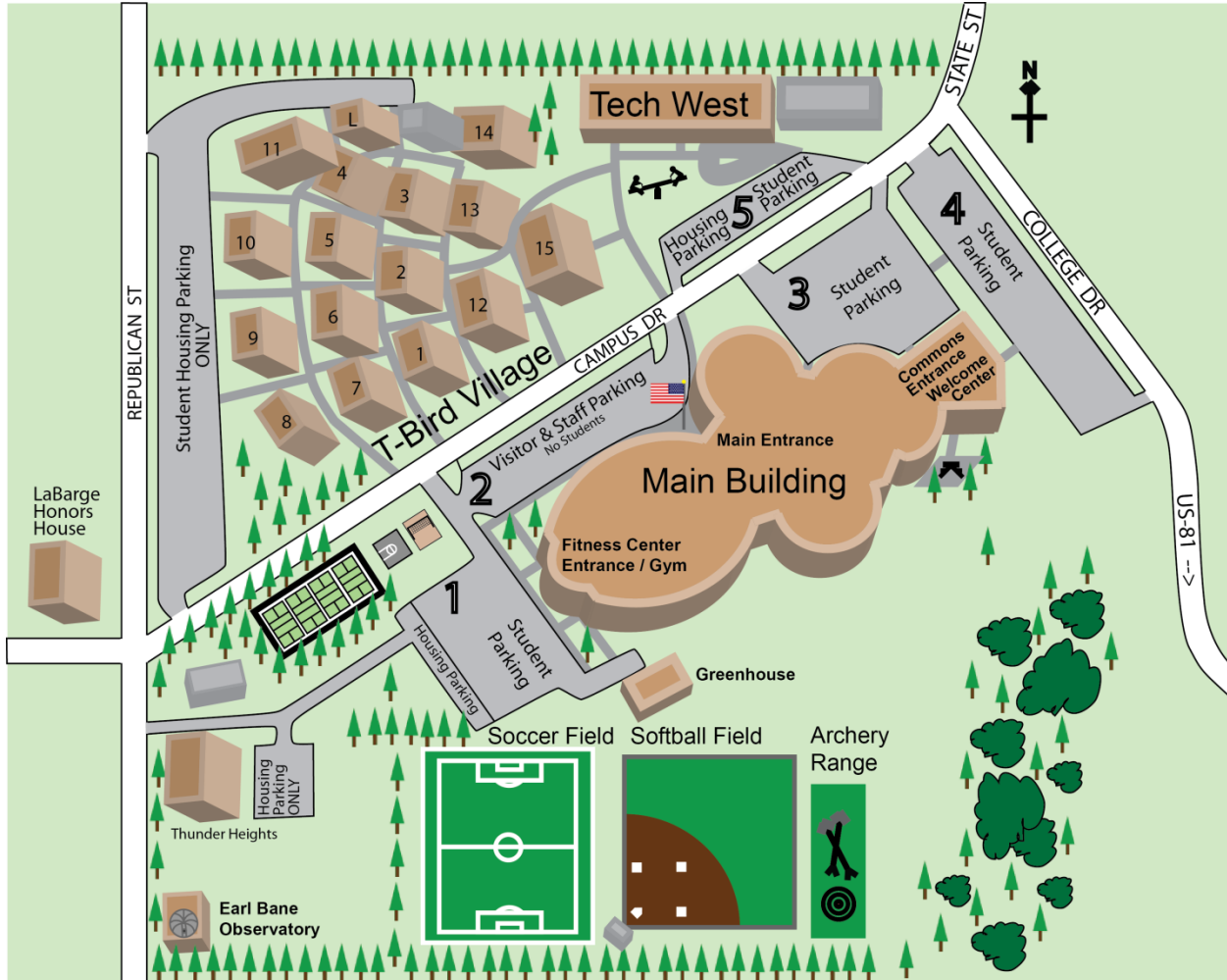
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Beloit	KVSV	1190 AM
Clay Center	KCLY	100.9 FM
Concordia	KNCK	1390 AM
Salina	KSAL	1150 AM
Salina	KYEZ	93.7 FM
Wichita	KWCH	TV
Lincoln, NE	KOLN- KGIN	TV
Topeka	WIBW	TV
Topeka	KSNT	TV

- An announcement will also be put on the college's voice mail system, emergency notification system and the college's website as soon as a decision is made.
- If college is in session, decisions regarding early release of students are made by the Vice President for Academic Affairs and Student Success. Staff will be notified by the paging system, website, email system, or emergency notification system.

**Section 4: Supplemental Information**

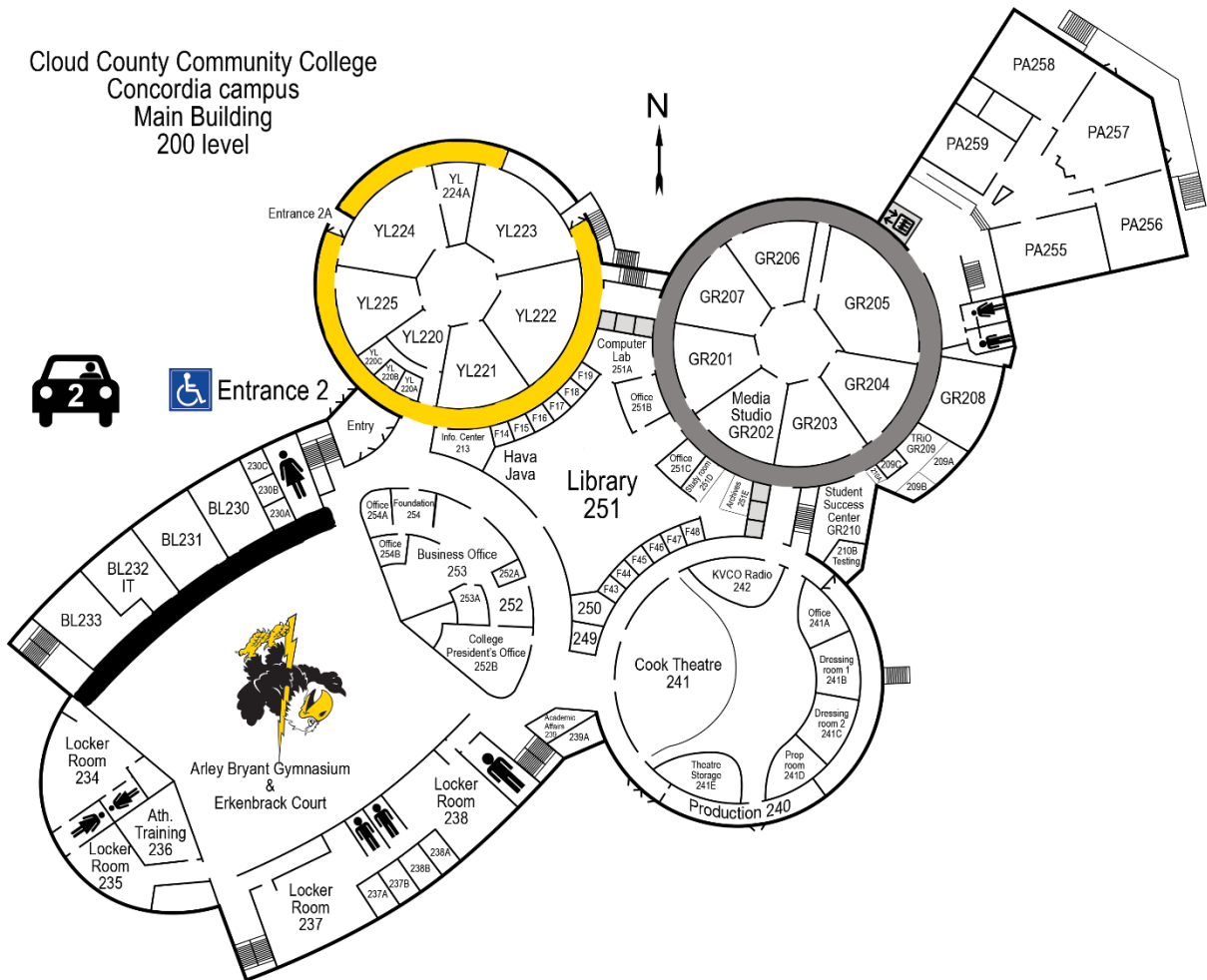
**Building Floor Plans and Vicinity Maps**

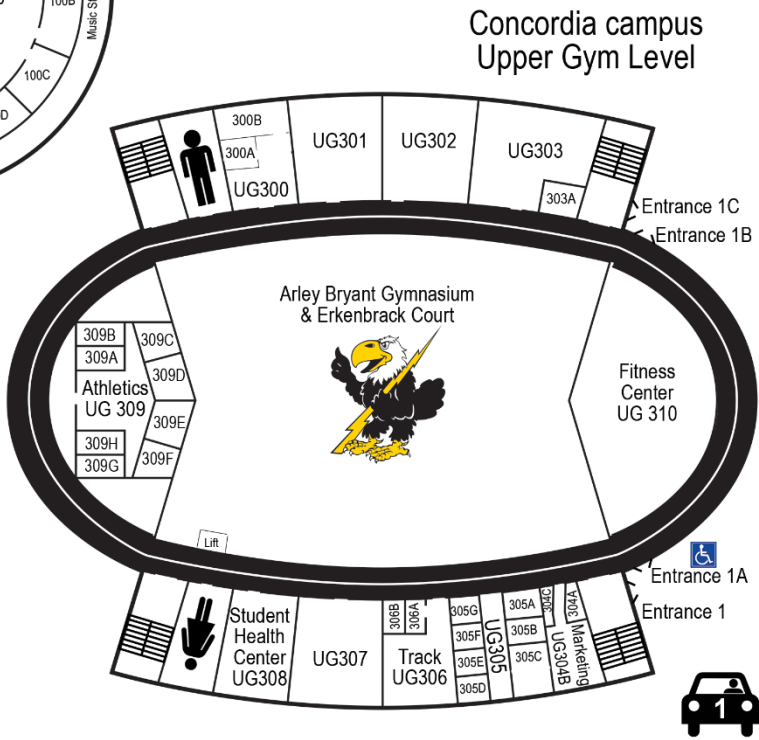
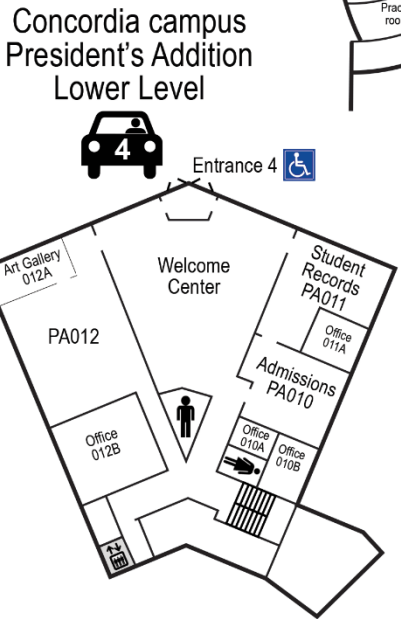
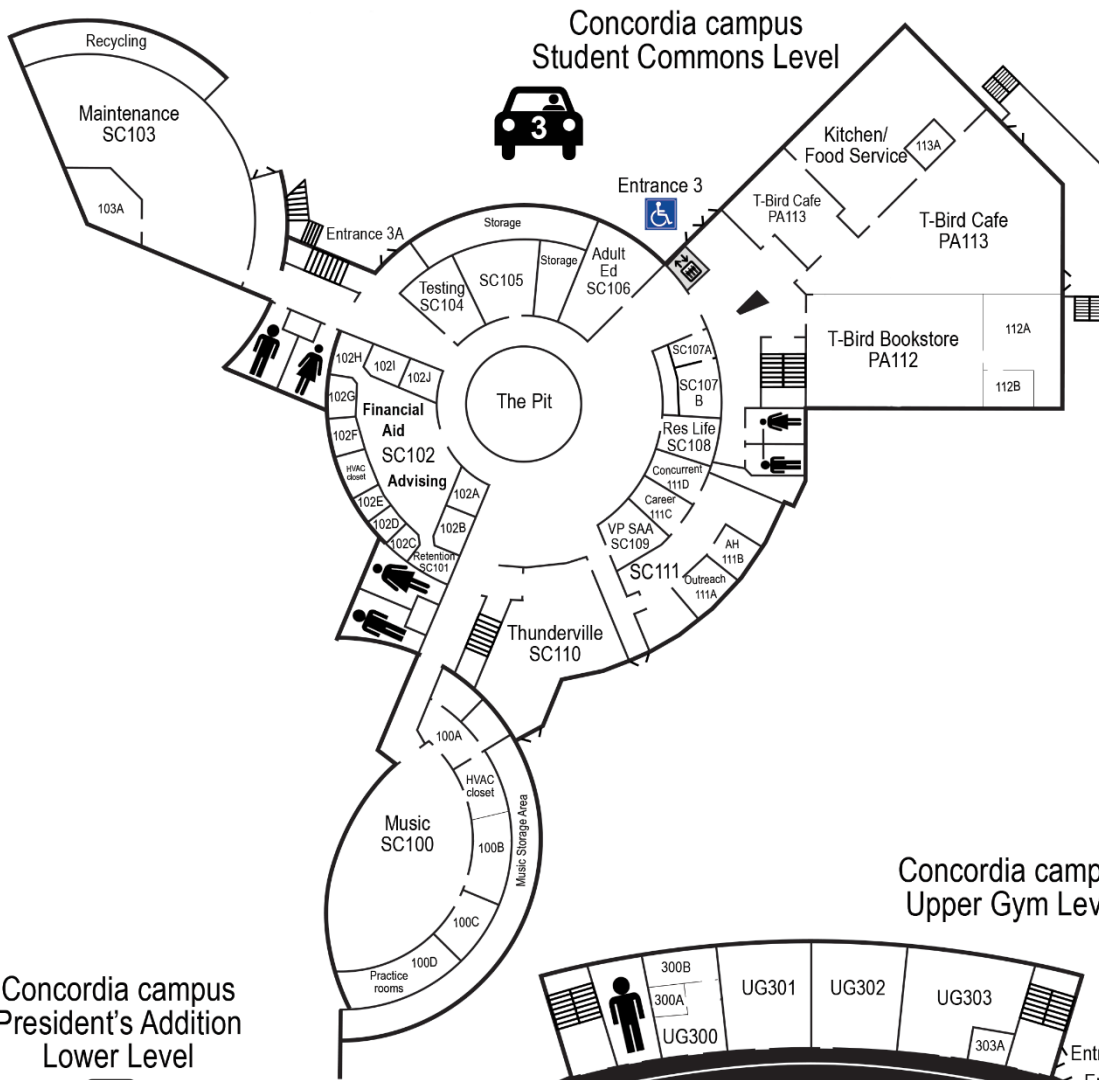
Last updated: August 2016



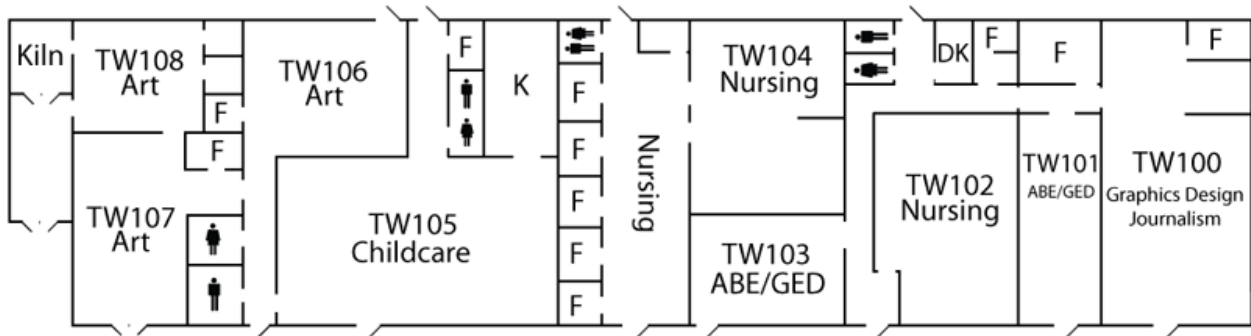


Cloud County Community College  
 Concordia campus  
 Main Building  
 200 level





# Nursing Department



## Key

-  Restroom
- F Faculty office
- K Kitchen
- DK Darkroom



## Critical Incident Command Kit

The kit should be maintained and updated on a regular basis and stored in a central location, with one person and two alternates being responsible for its removal from the college during an emergency.

The following items are recommended based on information and materials that will be needed at off-site locations. These items will also assist the police and fire departments in dealing with a crisis at the college:

- Faculty/staff information sheets (emergency contacts)
- Master roster of all classes
- Copy of crisis response plan
- Maps/footprints of school
- College telephone/emergency contact lists
- List of internal phone numbers and locations of phones
- Flashlights (batteries refreshed every six months)
- Note pad/pens
- First-aid kit
- Latex-free gloves
- Vests for Crisis Team members
- List of personnel w/portable radios
- Location and instructions for mechanical systems (water, electric, gas, cable TV, etc.)
- Incident recorder log
- List of students requiring special assistance
- Set of keys for main building

## **Red Pack Holders and alternates (as of 9-19)**

**(Staff members who are assigned a red pack are responsible for initial communication with the Vice President for Administrative Services. The red pack holders will respond to immediate medical needs, and report to the crisis response team for further instructions as the situation warrants.**

- 1. Michelle Charbonneau**
- 2. Ann Lowell**
- 3. Matt Bechard**
- 4. Annette Starr**
- 5. DeeDee Coppoc**
- 6. Tom Roberts**
- 7. Stephanie Perret**
- 8. Carleen Nordell**
- 9. Chris Wilson**
- 10. Jennifer Schroeder**
- 11. Karen Leiszler**
- 12. Brent Phillips**
- 13. Brent Cox**
- 14. Rachel Zohn**

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel and/or custodial staff will be responsible for clearing the building(s) and contacting the Vice President for Administrative Services.**

## **Red Pack Contents**

- Bright red backpack
- First aid kit
- Vest
- A whistle
- Tarp or ground cover
- latex-free gloves
- Small flashlight
- Pad of paper and pen
- Clip board
- Walkie Talkie/charger
- Face shield
- Duct tap

## Area Coordinators (9-19)

Each building, floor, or general area will be assigned an Area Coordinator with an alternate. These people will be trained in their duties. The Area Coordinators duties include but are not limited to notifying occupants to evacuate the area or proceed to shelter areas after the announcement or alarm, checking rooms, hallways, and gathering areas on the way out to ensure total evacuation and be familiar with alternate evacuation routes. Area coordinators will shut off lights and close doors. They have authority during the evacuation unless public services have taken charge. They are also responsible for letting the Red Pack Holder know that their area is clear.

**Special Note: If the incident happens after 5 PM, on the weekends or on a holiday when the college is closed, please be aware that Security personnel and/or custodial staff will be responsible for clearing the building(s) and contacting the Vice President for Administrative Services.**

Above the gym, faculty offices and classrooms, athletic offices, Fitness Center  
Matt Bechard/Ann Lowell

Black hallway, Computer labs, offices, women's locker room, women's restroom  
Tom Roberts/Sheila Caspers

Business office, Institutional Advancement, President's office  
**Carleen Nordell**/Heather Gennette

Child Care Center  
Michelle Charbonneau/**Rebecca Woodford**

Cook Theatre, Production Room, Radio Production, faculty offices outside Cook Theatre  
Annette Starr/**Violet Kjeldgaard**

Library, faculty restrooms, grey pod  
Jennifer Schroeder/Krystal Richard

Men's locker room, men's restroom, training room  
Brent Phillips/**Andy Meyer**

Music Room, offices and practice rooms in music room, M/W restrooms next to Retention office, Advising, Retention, Advising test room, Financial Aid, SC 105, M/W Restrooms next to maintenance area, Maintenance Area including office area  
Suzi Knoettgen/Dee Dee Coppoc

Nursing Department  
Stefanie Perret/Angela Murray

President's Addition, 2<sup>nd</sup> floor, classrooms, 255-256-257-258-259, restrooms on 1<sup>st</sup> and 2<sup>nd</sup> floor,  
Chris Wilson/Rachel Zohn

Bookstore/Kitchen/prep area/cafeteria

**Brent Cox/Mary Gantz/Paul Dillman**

Student Union Area, Thunder Ville, Residence Life and Activities office, Online and Outreach offices, Career Center, GED, SC 107, Student Engagement  
Amanda Strait/April Benne/Bruce Douglas

Welcome Center, Student Records, Admissions, Restrooms, Art classroom  
Karen Leiszler/Haley Reedy

Yellow Pod  
Mark Whisler/Josh Urban



# Accident / Incident Investigation Report

Near Miss \_\_\_\_\_ First Aid \_\_\_\_\_ Medical \_\_\_\_\_ Clery Recordable \_\_\_\_\_  
\*\*\*\*\*

Name of College: \_\_\_\_\_ Date of this report: \_\_\_\_\_

Injured Student/Employee: \_\_\_\_\_ Age: \_\_\_\_\_

Job Title (if applicable): \_\_\_\_\_

Date and time of injury: \_\_\_\_\_ AM/PM? \_\_\_\_\_

Where injury happened: \_\_\_\_\_

Nature of Injury/Property Damage: \_\_\_\_\_  
\_\_\_\_\_

Object or equipment that inflicted the injury, if applicable? \_\_\_\_\_

Describe the accident/incident (What happened?): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contributing factors? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Witnesses:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

What action(s) are being taken, and by whom, to prevent recurrence of this type of injury in the future? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the report to supervisor or first aid delayed? \_\_\_\_\_ Why? \_\_\_\_\_

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Was medical treatment required? \_\_\_\_\_

Who administered the medical treatment? \_\_\_\_\_

Where was medical treatment administered? \_\_\_\_\_

What is the severity potential for lost time?

High/Major \_\_\_\_\_ Medium/Serious \_\_\_\_\_ Low/Minor \_\_\_\_\_

Probable Recurrence Rate:

Frequent \_\_\_\_\_ Occasional \_\_\_\_\_ Rare \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Investigated by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

# Media Guidelines

**All media requests should be referred to the President or the college's Public Information Officer.**

- President serves as the Public Information Officer unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.
- Refer media requests to college Public Information Officer, who assumes responsibility for issuing public statements during an emergency. (This responsibility should be pre-determined during the planning process)
- See Crisis Response Team and Incident Command charts for roles and responsibilities.

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PIO/College Spokesperson      Telephone Numbers (home, work, cell)

Alternate spokesperson:

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Name      Telephone Numbers (home, work, cell)

- College Liaison Officer acts as contact for emergency responders and assists Public Information Officer with coordinating media communications.

**During an emergency, adhere to the following procedures:**

- Incident Commander or designee relays all factual information to president.
- Establish a media information center away from the college.
- Update media regularly. Do not say "No comment" or ask to speak "off the record".
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

**Media statement**

- Create general statements before incidents occur. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe the college's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Do not share medical status or medical information about anyone.
- Refrain from exaggerating or sensationalizing crisis.

## Post-Crisis Intervention

- Assess the situation to determine the need for post-crisis interventions for staff, students and families.
- Provide post-crisis briefings for staff, students and families as appropriate.
- Reestablish college and classroom routine as quickly as possible.
- Consider interventions:
  - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency. Defusing's are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**
  - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency. CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student's developmental level. **CISD should only be conducted by trained professionals.**
  - Counseling – Provide grief counseling.
- Provide ongoing support as necessary for staff and students.
  - Monitor and provide any necessary support for staff.
  - Provide ongoing opportunities for students and staff to talk about their fears and concerns. They may have more questions as time passes.
  - Identify and monitor at-risk students.
  - Provide individual crisis or grief counseling, if necessary.
  - Provide follow-up referral for assessment and treatment if necessary.

## Training and Drills

In order to find deficiencies or opportunities for improvement in emergency procedures, it is important to conduct exercises and drills for as many different situations as deemed a threat to your college.

These drills can take on many forms ranging from table top discussions of procedures to full blown drills involving many agencies or organizations.

### Training

To ensure that the crisis response plan is effective, it should be reviewed with new staff as part of their orientation. In addition, the procedures should be reviewed with all staff before the fall semester starts.

### Table Top Drills

- Allows small groups of people to discuss smaller segments of an overall larger plan.
- Can tailor procedures to meet specific situations.
- More efficient, able to work many “bugs” out of the procedures before involving more people.
- Still requires full drill to validate procedures.
- Allows discussion without releasing confidential information.

### Drills with Staff only

- Allows procedures to be tested without involving students.
- Can tailor procedures to meet specific situations.
- Can test communication methods.
- Still requires full drill to validate procedures.
- Allows discussion without releasing confidential information.

### Drills with Students

- Introduce changes to simulate “real life” situations such as blocked exits, absent students, etc.
- Should be practiced for all threats such as fire, tornado, shelter, lockdown, evacuation.
- Students are only provided with information on plans/procedures specific to them.

### Emergency Drills

In accordance with federal regulations, drills will be held in each college building, including Residence Life buildings. The following drills are to be conducted during the year. The drills should be conducted at various times of the day.

- Fire (practice using alternate evacuation routes and at “inconvenient” times.)
  - 2 drills per semester. One between 8-5 and one after 5 PM.
- Tornado/Severe Weather-one in the spring

The following drills should be conducted as often as deemed necessary by college officials.

- Security Drills
  - Shelter-In-Place – chemical releases, air contamination
  - Exterior Threat– neighborhood emergency, bank robbery
  - Evacuation – Threat of violence, chemical spill
  - Reverse Evacuation – chemical release, neighborhood emergency
  - Clear-the Halls – medical emergency, drug/weapons search
  - ALICE training