

# CRISIS MANAGEMENT PLAN



2025-2026

# CRISIS MANAGEMENT PLAN APPROVAL PAGE

The following plan has been reviewed and approved by the President of Northeast Alabama Community College and the Alabama Community College System.

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Northeast Alabama Community College, President Date

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Alabama Community College System, Representative Date

# RECORD OF CHANGE

Each Major Change Made to this Plan Should Include the **Date of Change, Page Number, and Summary of Change Made.**

May 2025

Updated personnel names, positions, office locations as necessary.

Added Workforce Training Center (WT), Nathaniel Ledbetter Field Mustang Stadium (LS), and Softball Training Facility (TF) to APPENDIX B: BUILDING COORDINATORS (p. 45), APPENDIX C: SAFE ZONES DURING SEVERE WEATHER (p. 46), and APPENDIX D: DESIGNATED ASSEMBLY SITES (p.47). Revised assembly sites in APPENDIX D to account for new buildings.

**Northeast Alabama Community College**  
**Dr. David Campbell, President**  
**Post Office Box 159**  
**Rainsville, Alabama 35986**

**Equal Opportunity Employment Statement**

Northeast Alabama Community College is an Equal Opportunity Employer.

**Nondiscrimination Statement**

It is the official policy of the Alabama Community College System and entities under its control, including Northeast Alabama Community College, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Policies 601.02 and 800.00)

Contact persons appointed by the President of Northeast Alabama Community College to respond to grievances under current legislation are as follows:

- Title VI (Civil Rights Act of 1964): Lynde Wheeler, Office 150, Pendley Administration Building;
- Title IX (Education Amendments of 1972): Lynde Wheeler, Office 150, Pendley Administration Building; and
- Section 504 (Rehabilitation Act of 1973) and Public Law 101-336 (Americans with Disabilities Act of 1990): Riley Holland, Office 115, Student Center.

Anyone needing this document in alternate format should contact Olivia Dodd in office 121 of the Wallace Administration Building.

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## **DECLARATION OF CAMPUS STATE OF EMERGENCY**

*A major emergency may be declared if circumstances indicate that such a condition is developing or is probable.*

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

*During the period of any major emergency and at the direction of the College President or his designee, Campus Police as required shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities.*

*When this declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus will be asked to leave the campus unless doing so would create additional risk(s) to life safety. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.*

*In addition, only those faculty and staff members who have been assigned emergency resource team duties or cleared by Campus Police will be allowed to enter the immediate disaster site.*

*In the event of fires, storms, or major disaster occurring in or about the campus, or involving College property, Campus Police will be dispatched to determine the extent of any damage to college property.*

### **Emergency Contacts** (\*For extensions, first dial 256-638-4418 unless dialing from campus phone.)

- Campus Police: 256-609-1060 or extension 2249
- President's Office: extension 2243
- Business Office: extensions 2201, 2313, or 0
- Dean of Instruction: extension 2294
- Associate Dean of Instruction: extension 2303
- Admissions Office/Dean of Student Services: extension 2325

**EMERGENCY  
DIAL 9-1-1**

## **DIRECTION AND COORDINATION**

### **EMERGENCY DIRECTOR**

All emergency operations shall be directed by the College President or his designee as listed below:

- The Emergency Coordinator
- In the absence of the College President or his designee, the on-duty Campus Police Officer will act as Emergency Coordinator and shall assume operational control of the emergency until relieved.

### **EMERGENCY COORDINATOR**

All emergency operations shall be coordinated by the Emergency Coordinator or designated alternate.

The Emergency Director or Coordinator shall summon the assistance of other members of the Campus Emergency Resource Team. Emergency Medical Services personnel will be called upon as needed.

### **EMERGENCY COMMAND POST**

When a major emergency occurs or is eminent, the Campus Police shall have the responsibility to set up and staff an appropriate Emergency Command Post as directed.

At least one uniformed officer or a campus operator serving as dispatcher is to always staff the command post until the emergency ends.

### **GENERAL EMERGENCY COMMAND POST**

If the emergency involves a large part of the campus, the Command Post is to be set up at the Pendley Administration Building (at the President's Office). If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer or a campus operator serving as dispatcher is to always staff the Command Post until the emergency situation ends. A marshaling area for outside and local agency assistance shall be established by Campus Police for operations of the combined on-site emergency resource team. (A conference room with facilities for emergency teams or media crews, and which is designed to accommodate multiple telephones and/or electrical appliances is desirable.)

If conditions warrant, the Jackson County Emergency Management can provide logistical assistance. They may be reached at 256-574-9344.

## CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post as necessary, Campus Police shall immediately begin contacting all necessary members of the Campus Emergency Resource Team, which consists of the following personnel:

Emergency Director	Dr. David Campbell, President
Emergency Coordinator	Chad Gorham, Dean of Instruction
Director of Physical Plant	Kent Jones
Chief of Police	Danny Miller
Admin. Assistant to President	Brenda Stringer
Associate Dean of Instruction	Barbara Kilgore
Dean of Workforce Development	Kerry Wright
Dean of Student Services	Jeff Hawes

Team members may coordinate as necessary with the Emergency Coordinator for implementation and coordination of the campus operation plan and support as it pertains to their areas. Team members are to be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below:

1. **EMERGENCY DIRECTOR:** Overall direction (President of NACC)
  - a. Responsible for the overall direction of the College Emergency response.
  - b. Works with Campus Police and others in assessing the emergency and preparing the College's specific response.
  - c. Declares and ends, when appropriate, the campus state of emergency as provided for in the Introduction of this Guide.
  - d. Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Resource Team, and others as necessary.
  
2. **DIRECTOR OF PHYSICAL PLANT:** Damage Control
  - a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
  - b. Provides vehicles, equipment, and operators for movement of personnel and supplies, and assigns vehicles as required to the team for emergency use.
  - c. Obtains the assistance of utility companies as required for emergency operations.
  - d. Furnishes emergency power and lighting systems as required.
  - e. Surveys habitable space and relocates essential services and functions.
  - f. Provides facilities for emergency generator fuel during actual emergency or disaster periods.
  - g. Provides storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

3. **CAMPUS POLICE CHIEF:** Public safety and communications
  - a. Maintains the Campus Police Office in a state of constant readiness.
  - b. Notifies College administrators of major emergencies.
  - c. Monitors campus emergency warning and evacuation systems.
  - d. Takes immediate and appropriate action to protect life and property and to safeguard records as necessary.
  - e. Obtains assistance from the city, county, and federal government for radiological monitoring services as needed.
  - f. Provides traffic control, access control, perimeter and internal police patrols, and fire prevention services as needed.
  - g. Provides and equips an alternate site for the Emergency Command Post.
  - h. Maintains liaison with the news media for dissemination of information as requested by the College President.
  
4. **ADMINISTRATIVE ASSISTANT TO PRESIDENT:** Public Information
  - a. Establishes liaison with the news media for dissemination of information as requested by the College President.
  - b. Establishes liaison with local radio and television services.
  - c. Arranges for photographic and audio-visual services.
  - d. Advises the College President or designee of all news concerning the extent of the disaster affecting the campus.
  - e. Prepares news releases for approval and releases to media concerning the emergency.
  
5. **DEAN OF STUDENT SERVICES:** Liaisons and reports
  - a. Liaisons with Student Government Association regarding any emergency.
  - b. Maintains liaison with other members of the emergency team.
  - c. Prepares reports for submission to the College President appraising the outcome of the emergency as it relates to student services.
  
6. **DEAN OF INSTRUCTION/ASSOCIATE DEAN OF INSTRUCTION/DEAN OF WORKFORCE DEVELOPMENT:** Notifies and reports
  - a. Notifies all Division Chairs/Program Directors and library personnel of an emergency.
  - b. Maintains liaison with other members of the emergency team.
  - c. Prepares reports for submission to the College President appraising the outcome of the emergency as it relates to the respective instructional areas.

# RESPONSIBILITIES

## 1. COLLEGE PRESIDENT

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

## 2. ADMINISTRATORS, DEANS, DIRECTORS, AND DIVISION CHAIRS

Every administrator, dean, director, and division chair has the following general responsibilities prior to and during any emergency:

- a. Emergency preparedness
  - i. Building evacuation information shall be distributed to all individuals with follow-up discussions, on-the-job training, or explanations as required. Campus Police should be contacted for assistance.
  - ii. Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Campus Police should be contacted for assistance.
- b. Emergency situations
  - i. Inform all employees under their direction of the emergency condition.
  - ii. Evaluate impact that the emergency has on their activity/function and take appropriate action.
  - iii. Maintain an open line for emergency telephone communications.

## 3. FACULTY AND SUPERVISORS

Each faculty member and staff supervisor has the responsibility to:

- a. Educate their students and/or employees concerning College emergency procedures as well as evacuation procedures for their building. Encourage all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a headcount can be taken.
- b. Notify their students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.
- c. Report all safety hazards to the Police Office. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Maintenance Department.

## **COLLEGE NOTIFICATION SYSTEM**

The telephone system and SchoolCast system are the primary means of emergency notification at Northeast Alabama Community College. The current telephone system has announcement capability, which will be used in any situation when immediate notification is necessary. Upon hearing such notification, the Senior Building Coordinator or alternate, or other responsible person in their absence, will ensure all building occupants are also notified and initiate appropriate emergency procedures.

Once emergency procedures are complete and the building and occupants are safe, the Senior Building Coordinator or alternate will text Barbara Kilgore, the Associate Dean of Instruction, at 256-717-4485 with their building name and lockdown status. In case of an interruption in cell service, two-way radios on channel 2 may be used.

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

1. President
2. Dean of Instruction
3. Associate Dean of Instruction
4. Dean of Workforce Development
5. Dean of Student Services
6. Dean of Financial Services
7. Director of Physical Plant
8. Administrative Assistant to President

**IMPORTANT:** During an emergency, campus phones must be restricted to college official notification only.

## **SCHOOLCAST SYSTEM**

The college has implemented an emergency alert and notification system, SchoolCast. SchoolCast delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. It supplements existing means of emergency communication, including the indoor/outdoor intercom system located in and around campus buildings. The President or his designee will send emergency alerts through SchoolCast.

## **OFF-CAMPUS LOCATIONS**

In the event of inclement weather when NACC off-campus locations need to move to safe areas, the off-campus locations will be notified via SchoolCast and by the NACC Campus Police. If NACC will be closing early, for any reason, SchoolCast and Campus Police will notify the off-campus locations of the early closing and the time the closing will take effect.

## **CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES**

A. **Campus Emergency Dispatcher** (Person serving as campus operator fills this role).  
Dial 0 from campus phone

B. **Campus Police**  
Dial 256-609-1060 or extension 2249 from campus phone

C. **Maintenance Operations: Trouble/Service**  
Dial 0 from campus phone or 256-557-8824

Skilled workers are always available from Maintenance during normal working hours and on short notice at other times. They can provide the following emergency services:

1. Utilities: Repairs to water, gas, electric, and sewage systems.
2. Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
3. Equipment: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.
4. Transportation: Light trucks and tractors.

D. **Business Office**  
Dial 0 or 2313 from campus phone

Emergency procurement of materials and services can be arranged in direct support of any contingency.

NOTE: In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities; electricity and natural gas are of primary concern.

## DISASTER RESOURCES

The 911 emergency system is the preferred method of reporting any serious emergencies. If possible, contact a campus dispatcher. From any campus phone, dial **0** (zero) for operator and **2249** or **256-609-1060** for campus police officer.

If none of these extensions/numbers respond, dial **911** and report the emergency.

Then, do the following:

- Stay on the line until the dispatcher has secured all relevant information.
- Give your phone number and/or the extension number of the phone from which you are calling.
- If safe to do so, someone should monitor the phone or remain at the extension until help arrives.

Although 911 is the indicated method of securing emergency assistance, the following resource numbers are provided for reference.

AGENCY	LOCATION	TELEPHONE
Law Enforcement	DeKalb Co. Rainsville	256-638-2157
Fire Department	Powell Rainsville	256-638-3344 256-638-2158
State Troopers	DeKalb County Jackson County	256-546-6385 256-533-4202
Ambulance Services	DeKalb Ambulance Service Highlands Ambulance	256-845-4027 256-609-1177
Health Departments	Jackson County Health Dept DeKalb County Health Dept	256-259-4161 256-845-1931
Hospitals	DeKalb Regional Medical Highlands Medical Center	256-845-3150 256-259-4444
County Highway Department	Jackson County Public Works	256-259-6037
Emergency Management	Jackson County DeKalb County	256-574-9344 256-845-8569
Contamination/Pollution Hazard Reporting	AL Dept of Environmental Mgmt. 24/7 Reporting	334-260-2717 1-800-843-0699

**NOTE:** Remember, 911 is the quickest way to secure an emergency response.

Get a campus dispatcher to call if possible (Dial 0 from campus phone). If the campus dispatcher is unavailable or time does not permit, dial 911.

# **BUILDING EMERGENCIES AND BUILDING COORDINATORS**

Campus Emergency Service/Police

- Dial **0** from campus phone
- Dial **2249** from a campus phone or **256-609-1060**

In an emergency in which Campus Police cannot be reached, dial:

- Office of the President **2243**
- Dean of Instruction **2294**
- Associate Dean of Instruction **2303**
- Or **911**

When calling, stay calm and carefully explain the problem and location to the public safety dispatcher.

Remember:

- Do not hang up until you are told to do so.
- Keep calm
- Keep others calm

Emergency Building Coordinators are responsible for assisting the occupants of their assigned building in an emergency. Responsibilities are outlined in this plan. A listing of Building Coordinators is attached as **Appendix B**.

In the absence of the designated building Coordinators, faculty and staff should collectively assume the named responsibilities outlined in this plan and are expected to be able to respond appropriately to emergencies.

The Associate Dean of Instruction and Dean of Workforce Development confirm that training in emergency procedures is available to all adjunct faculty members, and the Chief of Police briefs all faculty and staff each semester in emergency procedures.

## EMERGENCY PROCEDURES OVERVIEW

All emergency situations will be announced via SchoolCast and campus telephone system. Upon notification, Building Coordinators will follow the steps outlined for the appropriate situation.

Full procedures are found in the pages that follow.

<b>Procedure</b>	<b>Fire or Bomb Threat (Evacuation)</b>	<b>Weather Emergency (Safe Zones)</b>	<b>Violence on Campus (Lockdown)</b>
<b>Step 1</b>	Coordinate building evacuation by directing occupants to assemble at the designated site using Appendix D.	Be aware of developing weather conditions and imminent severe weather.	If the threat is at another campus area, secure the building by locking all exterior doors (only if safe to do so).
<b>Step 2</b>	Take a headcount or otherwise seek to determine whether all are out of the building, including those with disabilities.	Upon notification, coordinate the orderly movement of occupants to a safe location in the building using Appendix C.	Notify instructors and other occupants to lock classroom/office doors or other secure areas and shelter in place.
<b>Step 3</b>	Notify the Associate Dean of Instruction at 256-717-4485 that the building has been evacuated.	Notify the Associate Dean of Instruction at 256-717-4485 that occupants are in a safe location.	Notify the Associate Dean of Instruction at 256-717-4485 that the building is locked down.
<b>Step 4</b>	Remain away from evacuated areas until notified by SchoolCast or College Official.	Remain in safe zones until notified by SchoolCast or telephone system that weather emergency is over.	Remain sheltered in place until notified by SchoolCast or telephone system.

## LOCKDOWN DRILLS

Practice lockdown drills are held during the fall and spring semesters to ensure that personnel can safely secure buildings should an actual emergency occur. Feedback from drills is used to improve procedures.

# VIOLENT OR CRIMINAL BEHAVIOR/LOCKDOWN

## In the event of ON-CAMPUS EMERGENCIES, dial

- 0 or 2249 from a campus phone
- 256-609-1060
- Otherwise, dial 911.

## GENERAL GUIDELINES

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Campus Police by dialing **0** or **2249** from a campus phone or **256-609-1060**.
3. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.
4. Assist officers when they arrive, if safe to do so, by supplying them with all additional information and by asking others to cooperate.
5. **Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment.**

## PROCEDURES

1. When a threat of violence is discovered on or near campus, a campus-wide emergency will be declared by Campus Police and/or the President's Office.
2. Everyone will be notified through SchoolCast. If the act of violence **is taking place at another location** on campus, the following lockdown procedures will occur:
  - Building Coordinators will lock all exterior doors (if time and safety allow).
  - Instructors will lock classroom doors and stay in place until the emergency is contained.
  - Staff will lock their office doors and stay in place until the emergency is contained.
  - Building Coordinators will text Barbara Kilgore, the Associate Dean of Instruction, at **256-717-4485** with their building name and lockdown status.
3. Building Coordinators, and all others, of **the building in which the threat exists** should lock their classroom/office door or other secure location and stay in place until the emergency is contained. Campus and local police will secure the building in which the threat exists.
4. Once the situation is contained, the command post will send out a SchoolCast message that the campus is clear and Building Coordinators will unlock any locked exterior doors.

## CAUTION

- Do not attempt to leave the building or campus unless given the "all clear" notification via SchoolCast or phone system that the emergency is contained.
- While the college cannot prevent a student from leaving the relative safety of a college building, NACC faculty and staff should encourage students to stay in safe areas until the crisis is over.

## **TORNADO/SAFE ZONES**

College administrative personnel should be aware of developing weather conditions. Announcements of impending severe weather should first be made as a general announcement over the telephone/PA system and SchoolCast system. Then, each Building Coordinator will see that everyone in the building is notified. Subsequent emergency announcements and instructions will be made through SchoolCast to all users.

**TORNADO WATCH:** A tornado watch indicates that conditions are favorable for tornadoes to form. Tornado watches typically encompass a large geographic area. In this situation, close attention should be paid to changing weather conditions and weather statements. When a tornado watch is announced, the Dean of Instruction and the President will monitor weather conditions for further development.

**TORNADO WARNING:** A tornado warning indicates that a tornado has been observed visually or on radar. Tornado warnings are typically issued for a particular area. Immediate action is required. When a tornado warning is announced for the area that includes the college, a general announcement should be made over the telephone/PA system and SchoolCast system. Then, each Building Coordinator will see that everyone in the building is notified. Subsequent emergency announcements and instructions will be made through SchoolCast to all users.

### **Once notified, the following actions should be taken in each building:**

- All persons should move to designated safe areas for each building (**see Appendix C**).
- Stay clear of windows and exterior doors.
- Those in vehicles and outdoors should immediately seek shelter in the nearest building.
- Large open areas such as the gymnasium and the theater should be evacuated, and inhabitants moved to interior hallways.

Campus Police personnel or a designee, along with a SchoolCast announcement, will inform occupants of each building when the warning is canceled, and normal activities may resume.

### **If wind or tornado damage occurs, follow these safety rules:**

- Personal safety is paramount. Do not risk your life to assist others - you may become the victim. Keep away from downed power lines.
- Administer first aid to your level of training. Do not attempt to move a seriously injured person.
- Be cognizant of weather conditions. Although a strong wind or tornado has already done damage, continued danger may exist.

# EVACUATION PROCEDURES

## BUILDING EVACUATION

1. All building evacuations will occur upon notification by Campus Police or Building Coordinator.
2. When the building evacuation is ordered during an emergency, leave by the nearest marked exit and report to the designated site for assembly (**Appendix D**). Alert others to do the same.
3. Assist persons with disabilities in exiting the building. Rescue workers, and anyone exiting upper levels, should check the upper levels of stairwells, which are designated areas of rescue assistance for persons with disabilities. Evacuation chairs are provided in each multi-story building.
4. Once outside, proceed to the designated assembly site, which should be a clear area at least 500 feet away from the affected building.
5. DO NOT return to an evacuated building unless told by a College Official to do so.
6. A head count, or best approximation, of all students, faculty, and staff will be taken.

## CAMPUS EVACUATION

1. Evacuation of all or part of the campus grounds will be announced by Campus Police as described.
2. All persons (students and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.
3. A head count, or best approximation, of all students, faculty, and staff will be taken.

## **AREAS OF RESCUE ASSISTANCE**

The upper landings of all stairwells are designated areas of rescue assistance for persons who, due to disabilities, cannot use stairs.

**Elevators are not to be used in case of fire**, and their use may not be advisable in other building emergencies. They are dysfunctional in case of power failure. Therefore, persons who normally use elevators due to a disability should go to the most feasible **Area of Rescue Assistance** (i.e., upper stairwell) if on an upper floor when a building emergency or evacuation occurs. **Rescue workers, and anyone exiting upper floors, are to check these areas** in affected buildings and assist disabled persons as necessary in exiting the building.

NOTE: Physical plant personnel routinely check elevators in case of power failure, as any persons using elevators at time of power failure may need assistance.

## **EVACUATION CHAIRS**

Evacuation chairs are provided in each multi-story building to aid personnel in moving limited mobility persons to safety. The Building Coordinators in each building are responsible for training employees in the use of these evacuation devices.

# FIRE

**In all cases of fire, immediately notify the fire department by dialing 911.**

Then, notify Campus Police by dialing:

- 256-609-1060 or 2249 from a campus phone
- Alternatively, Rainsville Fire Department at 256-638-8055

Know the location of fire extinguishers, fire exits, and alarm systems in your area.

When a building fire or evacuation alarm is activated, an emergency exists, and all occupants should walk quickly to the nearest marked exit while alerting others to do the same.

**Minor Fire:** In the event of a minor fire that appears controllable with use of a single fire extinguisher, IMMEDIATELY report the fire using phone numbers above. Then, find and use the nearest fire extinguisher in accordance with basic operating procedures.

**Major Fire:** In the event of a large fire that does not appear controllable with use of a single fire extinguisher, IMMEDIATELY notify the fire department and Campus Police and activate the nearest fire alarm. Facility evacuation should proceed according to emergency exit procedure.

- Assist all persons with disabilities in exiting the building. Elevators must not be used in case of fire. For persons not able to use the stairs, the upper stairwell areas are the designated areas for rescue assistance. If all occupants are not able to safely exit the building, Rescue workers should check upper stairwells for persons who may need assistance with stairs.
- If you become trapped in a building during a fire, attempt to locate the nearest, most accessible stairway or exit; however, if all exits are blocked and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If you are exposed to smoke, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- After exiting the building, move to your designated assembly area at least 500 feet away from the affected building. Keep street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. At least one officer on site of the fire will have radio communication with the Command Post. To avoid unnecessary congestion, keep clear of the Command Post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING for any reason until the building has been cleared for reentry by Fire Department officials and express permission has been given by a College Official.

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until all building occupants can be accounted for and so that emergency personnel and college officials are not hindered in their response efforts.

# BOMB THREAT

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT! Immediately notify Campus Police by dialing 0 or 2249 from a campus phone or 256-609-1060.**

1. If you receive a call or message regarding a potential bomb threat, ask the following (refer to report form):
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

Don't hang up or end the conversation. Keep talking to the caller as long as possible and record:

- Exact time of call.
  - Age and sex of the caller.
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of the caller.
  - Background noise.
2. After the call ends, **immediately notify Campus Police by dialing 0 or 2249 from a campus phone or 256-609-1060.**
  3. Campus Police officers will conduct a detailed bomb search.
  4. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Police. While making the cursory search, cell phones should be turned off. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS!** Notify Campus Police by land line, if possible. If a cell phone or radio is the only way, then you should move at least 300 feet away from the object to make that call. Do not transmit in the search area! Do not open drawers, cabinets, or turn the lights on or off.
  5. Campus Police may call for the evacuation of the building. Once ordered to evacuate, walk quickly to the nearest marked exit and alert others to do the same. Check upper stairwells and **assist persons with disabilities in exiting the building.**
  6. Once outside, move to the designated assembly area, which should be a clear area at least 900 feet away from the affected building, be upwind, and uphill if possible. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  7. If requested, assist emergency crews as necessary.
  8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told by a College Official to do so.

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until all building occupants can be accounted for and so that emergency personnel and college officials are not hindered in their response efforts.

<b>BOMB THREAT/THREATENING CALL REPORT FORM*</b>
Date/Time call received:
Exact words of caller:
<b>Questions to ask if not already answered:</b>
When is the bomb going to explode?
Where is the bomb right now?
What kind of bomb is it?
What does it look like?
Why did you place the bomb?
<b>Things to note about caller:</b>
Gender? Male or female or unknown
Age? Young or middle-aged or older or unknown
Tone of voice?
Is the voice familiar, and if so, who does it sound like?
Do you detect an accent? If so, describe.
What background noise do you hear?
What is the caller's emotional state?
Additional remarks:
Name of person receiving/monitoring call:
Department:
Personal phone number:
Home address:
Date submitted:

\*If receiving a threat by text, email, or social media message, retain message and notify Campus Police immediately.

# MEDICAL AND FIRST AID

## In the event of ON-CAMPUS EMERGENCIES, dial

- 0 or 2249 from a campus phone
- 256-609-1060
- Otherwise, dial 911

1. If serious injury or illness occurs on campus, immediately dial the emergency numbers above. Give your name and location and describe the nature and severity of the medical problem and the campus location of the victim.

2. In an emergency requiring first aid, instructors and staff are urged to give aid to the best of their ability. However, primary concern should be with getting medically authorized personnel to the individual as quickly as possible, using the emergency phone numbers listed above, or, if necessary, calling **911**.

The college provides emergency defibrillation equipment and resuscitation equipment in the common traffic areas of the following buildings:

- Campbell Business Education
- English
- Gym/Beck Health & Fine Arts
- Health Education
- Industrial Systems Technology
- Library/Word Learning Resources Center
- Tom Bevill Lyceum
- Nathaniel Ledbetter Field Mustang Stadium
- Math, Science, & Engineering Technology
- Pendley Administration
- Student Center
- Social Sciences
- Technology Center
- Softball Training Facility
- Wallace Administration
- Workforce Development
- Workforce Training Center

Training in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) are available to all employees at no cost through the Emergency Medical Services program.

## **CIVIL DISTURBANCE OR DEMONSTRATIONS**

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

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

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

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

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

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

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:

- Demonstrators will be asked by the Dean of Student Services or designee to terminate the disruptive activity.
- The Dean of Student Services will consider having a photographer (snapshot or video) available.
- Key College personnel and students will be asked by the Dean of Student Services to go to the area and persuade the demonstrators to desist.
- The Dean of Student Services or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in a disciplinary action, including suspension or expulsion or possible intervention by civil authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators in violation, including photographs or videos if deemed advisable, to facilitate later testimony.

- After consultation with the President and the Chief of Police by the Dean of Student Services or a designee, the need for an injunction and intervention of civil authorities will be determined.
- If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the local Police Department, the remaining demonstrators will be warned of the intention to arrest.

### 3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

If a violent demonstration in which injury to persons or property occurs or appears eminent, the President and the Dean of Student Services or a designee will be notified as follows:

During business hours:

- In coordination with the Dean of Student Services or a designee, Campus Police will contact the Police Department.
- If advisable, the Dean of Student Services or a designee will alert the President; the President will then call a photographer to report to an advantageous location for photographing the demonstrators (via snapshot or video).
- The President, in consultation with the Dean of Student Services or a designee and the Chief of Campus Police, will determine the possible need for an injunction.
- Campus Police will provide an officer with a radio for communication between the College and the local Police Department as needed.

After business hours:

- Campus Police should be immediately notified of the disturbance.
- Campus Police will investigate the disruption and report and notify the Chief of Campus Police and the Dean of Student Services or a designee.
- The Dean of Student Services or a designee will:
  - a. Report the circumstances to the President.
  - b. Notify key administrators and, if appropriate, the administrator responsible for the building area.
  - c. Notify the College Public Relations Office.
  - d. Arrange for a photographer.
- If necessary, the President or the Dean of Student Services or designee will call for local police department assistance.

NOTE: The Chief of Campus Police has the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

## **SCRIPTS**

The following may be used to call for the cessation of demonstrations:

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

(Identify self)

This assembly and the conduct of each participant are seriously disrupting the operations of the College and is in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. (If applicable: You have been given the opportunity to discuss your grievances in a manner appropriate to the College. In no event will the Administration of this College accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the State Board of Education, take whatever measures are necessary to restore order, including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION (WITH THE ASSISTANCE OF POLICE)**

(Identify self)

You have previously been directed to terminate this demonstration, and you have been on notice as to the consequences of your failure to do so. Because you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review.

The Police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

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

In the event of an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, or other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the College Police by dialing **0** or **2249** from a campus phone or calling **256-609-1060**. If the emergency occurs after normal working hours, dial **911**. Give your name and describe the location and nature of the emergency.
3. Upon building evacuation or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
4. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. Check upper stairwells for persons who need assistance with stairs.
5. Once outside, move to your designated assembly point, a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
6. If requested, assist emergency crew as necessary.
7. The campus Emergency Command Post consists of the Switchboard or alternate telephone site if necessary. At least one officer on site will have radio communication with the Command Post. To avoid unnecessary congestion, keep clear of the Command Post unless you have official business.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told by a College Official to do so.

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until all building occupants can be accounted for and so that emergency personnel and college officials are not hindered in their response efforts.

# EARTHQUAKE

While earthquakes are rare in northeast Alabama, the potential for a damaging earthquake exists. Students, faculty, and staff should be aware of the possibility of earthquakes and be prepared to protect themselves should an earthquake occur.

## What to expect:

- Things may fall and break: ceiling tiles, bookcases, filing cabinets, and other furniture that has not been anchored to walls or floors.
- The motion may be severe; if you are standing you may be thrown to the ground.
- Many services may stop working, such as lights, telephones, elevators, heat, and air conditioning.
- Some exterior windows may break, causing shattered glass and strong drafts.
- Fires from broken natural gas lines, electrical short-circuits, or other causes.
- The shaking may last only a minute or two, but there may be several aftershocks (over several days/weeks/months).

## During the earthquake:

- Drop down onto your hands and knees so the earthquake doesn't knock you down.
- Cover your head and neck with your arms, pillow, or hard book to protect yourself from falling debris.
  - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
  - If no sturdy shelter is nearby, you should crawl away from windows and next to an interior wall. Stay away from glass, outside doors and walls, and anything else that could fall such as light fixtures or furniture.
- Hold on to any sturdy covering so that you can move with it until the shaking stops.
- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects.

## What if you are in an elevator?

- If you are in an elevator, you are probably better protected than most people. The elevator will not fall down the shaft, and nothing heavy can fall on you.
- If the power fails, the elevators will stop, and lights will go off. Maintenance will respond as quickly as possible and advise you how rescue will occur. Upon rescue, take directions from emergency personnel.

### **After the earthquake:**

- Check for injuries and give or seek first aid. **DO NOT MOVE INJURED PERSONS UNLESS NECESSARY.**
- Alert emergency responders (Police, Fire, EMS) to situations requiring their attention.
- Assist any disabled person in the area and find a safe place for them.
- Turn on a battery-powered radio, if you have one, or use your cell phone to learn about what has happened.
- Do not try to use telephones except to report fires or medical emergencies.
- Check doors for heat before opening.
- Use handrails in stairwells; stay to the right. **DO NOT USE ELEVATORS.**
- Walk — **DO NOT RUN.** Do not push or crowd.
- Keep noise to a minimum so that you can hear emergency instructions.
- If directed by your Building Coordinator, move to your assembly area by safest route available.
- Wait for and follow instructions from your Building Coordinator.
- Be prepared for aftershocks, and be prepared to evacuate to lower floors, if necessary.
- If away from your workplace at the time of the quake, do not return to your workplace unless instructed by emergency personnel.

## **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to self or to others or is disoriented or experiencing confusion or disoriented behavior.

### **If a psychological crisis occurs:**

1. Never try on your own to handle a situation you feel is dangerous.
2. Notify the Campus Police by dialing **0** or **2249** from a campus phone or **256-609-1060**. Call law enforcement personnel as necessary.
3. Otherwise, in extreme emergencies, dial 911.

## **BEHAVIORAL INTERVENTION TEAM (BIT)**

The primary purpose of the NACC Behavioral Intervention Team (BIT) is to promote a safe and secure working and learning environment. The BIT's mission is to provide a proactive, coordinated, and planned approach to the identification, assessment, management, and, where possible, reduction and/or prevention of behavior that potentially poses a risk to a safe and secure environment.

Members of the team will include the Dean of Student Services, the Director of Human Resources, the Campus Police Chief, faculty members, and others as determined.

The Intervention and Referral Requests form, located on the NACC website, is designed to allow students and staff to report a concern, which immediately goes to the team for review and action. The form ensures anonymity and confidentiality and will lead to an individualized plan of action. Submissions allow the team to address concerns or threats and help connect those in need with specialized services and resources.

# **SNAKEBITE**

If you see a snake, back away from it slowly and do not touch it.

In case of snakebite, the Alabama Poison Information Center recommends the following as initial first aid:

1. No tourniquet/ice/cutting
2. Remove rings and constrictive items
3. Immobilize extremity at or below heart level
4. Keep victim calm and warm

The CDC recommends the following:

## **What TO DO if You or Someone Else is Bitten by a Snake**

- If you or someone you know are bitten, try to see and remember the color and shape of the snake, which can help with treatment of the snake bite.
- Keep the bitten person still and calm. This can slow down the spread of venom if the snake is venomous.
- Seek medical attention as soon as possible.
- Dial **911** or call local Emergency Medical Services (EMS).
- Apply first aid if you cannot get the person to the hospital right away.
  - Lay or sit the person down with the bite below the level of the heart.
  - Instruct them to stay calm and still.
  - Wash the wound with warm soapy water immediately.
  - Cover the bite with a clean, dry dressing.

## **What NOT TO DO if You or Someone Else is Bitten by a Snake**

- Do not pick up the snake or try to trap it (this may put you or someone else at risk for a bite).
- Do not apply a tourniquet.
- Do not slash the wound with a knife.
- Do not suck out the venom.
- Do not apply ice or immerse the wound in water.
- Do not drink alcohol as a pain killer.
- Do not drink caffeinated beverages.

Even non-poisonous snake bites may require medical attention, so it is best to go to the hospital after any snake bite.

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

Report any spillage of a hazardous chemical or radioactive material or natural gas leak immediately by dialing **0** or **2249** from a campus phone or **256-609-1060**.

1. In case of gas leak, cease all operation. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember electrical arcing can trigger an explosion! Go to a phone away from the leak area to call for assistance.
2. When reporting, be specific about the nature of the involved material and the exact location. Campus Police will contact the necessary specialized authorities and medical personnel.
3. The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Police. If trained personnel and equipment are available, the spill should be contained.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Campus Police. Required first aid and cleanup by specialized authorities should be started at once.
5. When an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
6. Assist persons with disabilities in the exiting of the building. Check upper levels of the stairwells for persons who may need assistance with the stairs.
7. Once outside, move to your designated assembly point, a clear area at least 500 feet away from the affected building(s) (upwind and preferably uphill). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crew.
8. If requested, assist emergency crews as necessary.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told by a College Official to do so.

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until all building occupants can be accounted for and so that emergency personnel and college officials are not hindered in their response efforts.

**NUMBER TO REPORT CONTAMINATION OR POLLUTION HAZARD: 911**  
(Alternately: 334-260-2717 or 24/7: 1-800-843-0699)

## UTILITY/PLUMBING FAILURE

In the event of a utility failure or flooding due to a plumbing failure during school hours, immediately notify Physical Plant by dialing **0** from a campus phone.

If there is potential danger to building occupants, or if the failure occurs after hours, or on weekends or holidays, notify Kent Jones at **256-557-8824**.

1. In the event of flooding, cease using all electrical equipment.
2. If evacuation is necessary, **assist persons with disabilities in exiting the building**.
3. Elevators are nonfunctional in case of power failure, but Physical Plant workers will check the elevators for occupants who may have been using them when the power went off.
4. Buildings are provided with emergency lighting systems which are activated in case of power failure. Additionally, it is always advisable to have a flashlight and a portable battery-operated radio available for emergencies.
5. During an evacuation, once outside, move to your designated assembly point, a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
6. If requested, assist emergency crews as necessary.
7. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told by a College Official to do so.

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until all building occupants can be accounted for and so that emergency personnel and college officials are not hindered in their response efforts.

# HOSTAGE SITUATION

## **If you hear or witness a hostage situation:**

- Remove yourself from any danger by leaving the immediate area
- Notify Campus Police by dialing **0** or **2249** from a campus phone, calling **256-609-1060**, or dialing **911**.
- Be prepared to give the following information:
  - Location and room number of incident
  - Number of hostages and hostage takers with descriptions, if possible
  - Your name, location, and phone number

## **If you are taken hostage:**

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain, avoid being belligerent, and comply with all orders and instructions.
- DO NOT draw attention to yourself with sudden body movements or statements.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into tense or volatile discussions with your captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

## **In a rescue situation:**

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves.
- Wait for instructions and obey all instructions you are given.
- DO NOT resist or argue with instructions or actions of rescuers. Remain calm and patient. Wait for the confusion to clear.

# PANDEMIC PREPAREDNESS PLAN

## PURPOSE:

To establish a coordinated interdepartmental response to an actual or potential pandemic outbreak. This plan is consistent with relevant state and federal guidelines and applies to NACC faculty, staff, and students.

## BACKGROUND:

Pandemics represent disease outbreaks on a global scale. Pandemics can occur when a new virus strain emerges for which the population has little or no immunity and for which there is no vaccine. The disease spreads easily from person to person, it causes serious illness and can sweep across the country and around the world in a relatively short period of time. Predicting the timing or severity of the next pandemic is a difficult task but it must be appreciated that large numbers of individuals around the world will be at risk. As a pandemic event unfolds, countries might employ such measures as border closures and travel restrictions which might delay the arrival of the virus but would not likely prevent the eventual occurrence of disease in a particular geographic location. Pandemics may evolve in waves, each of which can last for six to eight weeks, and the overall pandemic period may extend over 18 to 24 months. An especially severe pandemic could lead to substantial levels of illness, death, social disruption, and economic loss. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery. With large numbers of persons requiring medical care, healthcare facilities could be overwhelmed, and various communities would be compelled to implement their surge capacity plans to cope with the increased demand for services. Strategies for mitigating a pandemic include acting in the following broad categories: ensuring the availability of appropriate antiviral medications, developing an effective vaccine, and implementing non-pharmaceutical measures including:

1. communicating risk to the public
2. reducing an individual person's risk for infection (e.g. hand hygiene)
3. limiting international spread of the virus through travel screening and restrictions and
4. reducing spread within specific populations by isolating and treating ill persons, possibly quarantining exposed persons, and employing social distancing measures (school closures, etc.)

Although it is expected that an event would place stresses on multiple layers of society, it is incumbent on various elements of that society (security, business, education, healthcare, etc.) to become as informed and prepared as possible to respond to and survive the crisis. In this context, NACC has developed a preparedness plan to address a range of challenges that would be associated with a pandemic event.

## **THE PREPAREDNESS PLAN AND EMERGENCY RESOURCE TEAM**

The NACC Pandemic Preparedness Plan is consistent with state preparedness plans and is compatible with the overall NACC Crisis Management Plan. In preparation and response to a pandemic as declared by the CDC and ADPH, a team will be formed to include members of the Campus Emergency Resource Team as described on page 9, along with other campus administrators, faculty, and staff as appropriate. This team will also include a student representative. The team will be responsible for the communication, education and implementation of pandemic information and plans.

## **PLANNING AND COORDINATION**

### **What is a pandemic?**

Pandemics have the following characteristics:

- It is a global disease outbreak
- Occurs when a new virus emerges
- People have little or no immunity
- There is no vaccine
- It spreads easily from person to person
- It causes serious illness
- It can spread across the country and around the world quickly
- No matter where it starts, everyone around the world is at threat

### **How does it spread?**

- It spreads by inhalation of airborne droplets released by the coughing and sneezing of an infected person.
- By touching contaminated objects or people, then touching your face

Please note that infected people will spread the virus for several days before they show symptoms.

## **THE PHASES OF A PANDEMIC**

The World Health Organization (WHO) defines a pandemic as consisting of six phases.

### **PERIOD 1: INTERPANDEMIC PERIOD**

- *Phase 1:* No new virus subtypes have been detected in humans. A virus subtype that has caused infection may be present in animals. If present in animals, the risk of human infection or disease is low.
- *Phase 2:* No new virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

### **PERIOD 2: PANDEMIC ALERT PERIOD**

- *Phase 3:* Human Infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
- *Phase 4:* Small cluster(s) with limited human-to-human transmission but spread is

highly localized, suggesting that the virus is not well adapted to humans.

- *Phase 5:* Larger cluster(s) but human-to-human spread will still be localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

### **PERIOD 3: PANDEMIC PERIOD**

- *Phase 6:* Pandemic: increased and sustained transmission in the general population.

Source: World Health Organization

### **NACC PANDEMIC PREPAREDNESS PLAN**

Pandemic preparedness will help Northeast Alabama Community College (NACC) lessen the destructive effects of a pandemic on faculty, staff, students, and the community.

NACC's action plan is focused on the threat posed by viruses that have passed Phase 3 and beyond. Since NACC's actions are based on the threat to each individual site, the trigger points for escalating action are based on the geographical proximity of demonstrated human-to-human transmission to NACC:

- Trigger Point 1:
  - Demonstrated human-to-human transmission
  - Significant human-to-human transmission beyond immediate family
- Trigger Point 2:
  - Human-to-human transmission cases in North America
  - Human-to-human transmission cases within 300 miles (500 km) of NACC

It must be emphasized that the Trigger Points could be reached in rapid succession and with little time allowed for implementation of these plans. The College President and Emergency Director will be responsible for monitoring and assessing various risks and threats and the potential impact on NACC. The director will be responsible for seeing that the Pandemic Preparedness Plan is constantly reevaluated and implemented, when needed, to protect against threats to the livelihood of the organization, the ability to serve students, and the health and safety of employees.

The Crisis Management Team, including other appropriate faculty and staff members, will be responsible for the communication, education and implementation of pandemic information and plans.

#### **TRIGGER POINT 1**

1. Provide communication and educational awareness programs to make employees aware of the current threat and the steps they can take, and NACC is taking to prepare for it.
  - a. Provide information on the current threat
  - b. Communicate suggested practices to control the spread, such as effective hygiene, social distancing, and other preventative measures

- c. Provide information on the signs and symptoms of the current threat
  - d. Provide instructions on how to respond if you or a coworker becomes sick at work.
- 2. Provide on-going employee training on proper cleaning techniques for infection control
  - a. Use appropriate chemicals – select chemicals that are effective against the current threat
  - b. Use chemicals properly
  - c. Pre clean heavily soiled areas according to manufacturer’s directions
  - d. Use appropriate personal protective equipment (PPE) for chemicals and infection control purposes
  - e. Appropriate supplies and equipment to prevent cross contamination.
- 3. Provide information to students and visitors that will help them prepare
  - a. Chemical information
  - b. Supply and equipment information
  - c. Hands free or touchless dispensing
  - d. Pandemic preparedness products offered by NACC
  - e. Strategies to prevent infections and limit its spread
- 4. Complete strategy for administrative duties to be completed off site. (Refer to the NACC Telecommuting Policy).
- 5. Continually re-evaluate succession plan and reduced work force plan.
- 6. Review with vendors to determine their pandemic plans. Communicate to employees that all regular Board-approved sick and vacation leave policies apply unless otherwise directed.

**TRIGGER POINT 2**

- 1. Provide sufficient and accessible infections control supplies at sites.
- 2. Implement sick leave policies for quarantine requirements due to travel and/or confirmed infections as communicated by the ACCS and NACC.
- 3. Implement alternate management/supervision plans, as necessary.
- 4. Implement reduced work force plans, as necessary.
- 5. Implement policy to reduce face-to-face contact among employees and others.
- 6. Restrict or cancel business travel.
- 7. Implement strategies agreed upon with employees to prevent infections and limit its spread.
- 8. Work with all vendors to maintain continuity of services and products.
- 9. Continue team meetings to assess status and implement additional policies as needed.

## **NACC CONTINUITY PLAN**

To ensure the continuation of instruction and academic related services in the event that NACC must close its campus, the Emergency Resource Team will develop an Operational Continuity Plan that addresses the following issues:

- Instructional Delivery
- Grading
- CTE Programs – Lab/Skills Training Options
- Health Programs – Clinical Requirements
- Student Services
  - Admissions
  - Advising
  - Registration
  - Financial Aid
  - ADA
  - Tutoring/Center for College Success
  - College and Career Planning
  - Transcripts
- Workforce Development
- Education Technology Department
- Adult Education
- Facilities and Security
- Fiscal/Business Office
- Communications
- Learning Resource Center (Library)
- Human Resources

## **SUPPLIES**

NACC will keep a sufficient stock of cleaning and PPE supplies to include but not limited to the following:

- Office cleaning supplies, alcohol, alcohol wipes, disposable gloves and protective masks, tissues, paper towels and trash bags.
- Soap and alcohol-based hand wash or wipes.
- Hand sanitizing stations to include hands-free stations
- Contactless thermometers and batteries to monitor and check temperatures of students, staff, faculty, and visitors as needed
- Appropriate facemasks provided to offices, classrooms, common areas, entrances, etc.
- Signage, barriers, and other supplies for doors, classrooms, floors, student services offices, etc. to indicate social distancing practices

## **GUIDELINES AND PRACTICES: HOW TO CONTROL THE SPREAD OF A PANDEMIC ILLNESS IN THE WORKPLACE AND BEYOND**

- Maintain good ventilation in the workplace. If possible, open windows, doors and run the air conditioning. Try to thoroughly ventilate the area between shifts.
- Remove shared writing instruments, magazines, and newspapers from common areas such as reception areas, waiting areas, kitchens, break rooms, etc.
- Install plastic or other barriers for counter staff and those that must interact with the public, if possible.

Three specific strategies that must be used to try to prevent infection and limit its spread (in the workplace and away from the workplace):

- Practice social distancing and minimize contact with other people.
- Practice good hygiene.
- Continuously ventilate and clean the indoor air

The act of social distancing refers to minimizing contact with others to reduce your chances of getting sick. During a pandemic, this could mean the difference between life and death.

Often it takes a day or two for people to show symptoms after they get sick. Meanwhile they are likely to be highly contagious. According to the WHO, the incubation period between infection and onset of symptoms for influenza is typically 2-3 days but can range from 1-7 days.

Here are some social distancing tips that should be practiced during a pandemic:

- Avoid crowds and large gatherings of people, both at home and away from work.
- Avoid poorly ventilated places and contact with other people in public places.
- Avoid social and recreational activities such as exercise or other classes.
- Do not come to work if sick.
- Stay away from others as much as possible if they are sick.
- Avoid public transportation (buses, subways, air travel, etc.).
- If you must take public transportation to work, go early or late to avoid crowds.
- Avoid cafeterias and restaurants. Bring your lunch and eat at your desk.
- Eliminate face-to-face meetings, gatherings, trainings, etc. Instead use e-mail, teleconferencing, videoconferencing, and web conferencing. Do this even if you all are in the same building.
- If you must have meetings, keep the time short. Use a large room and keep as much distance as possible between each other (at least one meter). Consider having meetings outdoors if the circumstances and weather permit.
- Do not have visitors come to your workplace.
- Avoid hand shaking, hugging or other contact.
- Do not share cups, dishes, or cutlery.
- Avoid sharing of printed documents. Some viruses can live for several hours on an inanimate surface.

- If you must go out in public, wear a protective US NIOSH Certified N-95, N99 or N-100 respirator mask. Make sure it fits snugly.

The following areas should be wiped down and sanitized as often as possible. Please contact Maintenance for assistance with this task.

- Cabinet handles and knobs
- Copy machines
- Doorknobs or handles
- Elevator buttons
- Faucet handles
- Miscellaneous office equipment (i.e., printers, shredders, fax machines)
- Shared keyboards and telephones
- Railings
- Tabletops and countertops
- Toilet handles
- Vending machines, refrigerators, water dispensers or fountains and coffee pots

Due to the often unpredictable nature of emerging illnesses and continual research on potential outbreaks and prevention, details of the pandemic preparedness plan may be adjusted by NACC according to ongoing ADPH, CDC, and ACCS guidance as required.

## **MEDIA RELATIONS**

In media relations, the College has two basic guidelines to observe in crisis situations:

- Only authorized spokespersons (College President or specified designee) will speak with the media.
- Only factual information will be released; no speculation is to be offered.

### **ADDITIONAL GUIDELINES:**

- All executive and supervisory personnel are notified to report emergencies to the President as spokesperson. They should also be reminded not to speak to outsiders, especially the media, on behalf of the College.
- The President and other top administrators and the Campus Police Officer are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now, and for what help has been called.
- The President and the Campus Police Officer and any other person involved shall confer and decide on the appropriate action.
- All calls from the media are referred directly to the Office of the College President, extension **2243**.

## APPENDIX A: HURRICANE EVACUATION

The Alabama College System, the State of Alabama, and the American Red Cross have partnered to utilize college facilities as hurricane evacuation centers. The trigger for the use of these facilities will be the directive from the Governor to the Chancellor of the Alabama College System.

Having clearly defined processes and procedures ensures smooth operations during a time of crisis. Plainly defining expectations, roles, and responsibilities enhances preparations and serves as a map during emergency situations. This excerpt from the Alabama College System Hurricane Preparedness Report 2006 will outline expectations at key moments during the event of a hurricane.

### Process:

In the event of a named hurricane with a projected strike cone on the Gulf Coast affecting Alabama, all colleges should immediately and without notification review all state level procedures and local procedures to be prepared to activate the hurricane preparedness plan when the Governor directs the Chancellor to use Alabama College System facilities.

Upon the direction of the Chancellor, a phased activation is planned.

Storm Category	Tier 1	Tier 2	Tier 3
Category 3	Activated	Select colleges on Stand-by Activate as needed	Select colleges on Stand-by Activate as needed
Category 4	Activated	Activated	Select colleges on Stand-by Activate as needed
Category 5	Activated	Activated	Activated

The process is comprised of three pre-landfall/landfall levels and one post-landfall event level. Each level contains a rough outline of tasks and responsibilities that need to be accomplished to ensure that the facility and its inhabitants are provided a safe harbor during the storm.

### LEVELS

#### Stand-by

- Mobilize local team leaders
- Secure facilities
- Transport supplies and equipment
- Contact local Red Cross chapters
- Contact local AEMA
- Test generators
- Report twice daily to Alabama College System designee
- Test communications

- Assess shelter transportation needs

#### **Alert**

- Mobilize team
- Prepare facilities
- Check, position, and arrange emergency supplies and equipment
- Alert support team members
- Place secondary shelters on standby
- Report three times daily to Alabama College System designee

#### **Activated**

- Mobilize support team members
- Begin opening shelters
- Confirm emergency supplies and equipment in place
- Implement shelter transportation plan
- Report four times each day to Alabama College System designee

#### **Post Landfall**

- Verify supplies inventories and equipment status
- Assist in transporting evacuees to consolidated shelters
- Coordinate closely with local Red Cross
- Review facilities maintenance
- Review security
- Re-assess staffing needs
- Review shelter transportation needs
- Report twice daily to Alabama College System designee

### **COLLEGE ROLE**

Northeast Alabama Community College is designated as a Tier 3 facility. The shelter will be housed in the Beck Health and Fine Arts (Gym) building. Food service will be provided in the Student Center or other nearby kitchen facility.

If Northeast Alabama Community College is opened as a hurricane evacuation shelter, the President will cancel classes and close the college to all but emergency traffic. Faculty, staff, and administration may be called upon to assist in shelter efforts. The Emergency Resource Team will develop an Operational Continuity Plan as needed in this event.

## APPENDIX B: BUILDING COORDINATORS

BUILDING	COORDINATOR
<b>AX</b> - Annex	Gail Gross - 2287 Brent Colvard - 2287
<b>BE</b> - Business Education	Haley Johnson - 2247 Keith McBride - 2319
<b>EN</b> - English	Jody Ragsdale - 2280 Joan Moseley - 2252
<b>GY</b> - Gym/Beck Health & Fine Arts	Stacy Morris - 2307 Jon Alan Pope - 2363
<b>HE</b> - Health Education	Penny Green - 2216 Roger Wootten - 2311
<b>IC</b> - Industry Training Center	TBD
<b>IS</b> - Industrial Systems Technology	John Fowler - 2811
<b>KX</b> - Knox Science Building	CLOSED
<b>LI</b> - Library/Learning Resources Center	Dr. Julia Everett - 2226 Lacinda Woodall - 2329
<b>LS</b> - Nathaniel Ledbetter Field Mustang Stadium	Joe Guthrie - 2221
<b>LY</b> - Tom Bevill Lyceum	Brad Archer - 2232 Kayleigh Smith - 2318
Maintenance	Kent Jones - 2244; 256-557-8824 John Smith - 256-609-3017
<b>MT</b> - Math, Science, & Engineering Tech	Adam Niblett - 2389 Thomas Frost - 2263 John Camp - 2370
<b>PA</b> - Pendley Administration	Bryon Miller - 2360 Angie Stewart - 2240
<b>SC</b> - Student Center	Jeff Hawes - 2278 Andrea Shepard - 2260
<b>SI</b> - Salon Institute - Scottsboro	Kristin Lacey 256-259-1512 Kristi Clifton 256-259-1512
<b>SS</b> - Social Sciences	CLOSED
<b>TC</b> - Technology Center	TBD
<b>TF</b> - Softball Training Facility	Joe Guthrie - 2221
<b>WA</b> - Wallace Administration	Kip Williamson - 2253 Rodney Bone - 2313
<b>WD</b> - Workforce Development	Ronny Kisor - 2265 Chris Anderson - 2264 Jada Freeman - 2317
<b>WT</b> - Workforce Training Center	Kerry Wright - 2217 Hugo Deangelis – 2813

## APPENDIX C: SAFE ZONES DURING SEVERE WEATHER

Take cover in the nearest safe zone when a storm warning is announced via PA system and/or NACC SchoolCast alert.

All one-story buildings and those near the Math, Science, & Engineering Technology (MT) building will use the MT Storm Shelter if time allows.

<b>BUILDING</b>	<b>SAFE ZONE</b>
<b>AX</b> - Annex	MT storm shelter or Library 101 & 102
<b>BE</b> - Business Education	Rooms 100 & 110 or MT storm shelter
<b>EN</b> - English	Interior rooms (no windows) or MT storm shelter
<b>GY</b> - Gym/Beck Health & Fine Arts	Rooms 101 & 102 & downstairs hallway on Stadium side
<b>HE</b> - Health Education	Rooms 110, 106, & downstairs east hallway (left of main entrance)
<b>IC</b> - Industry Training Center	Room 101
<b>IS</b> - Industrial Systems Technology	Center hallway away from doors
<b>KX</b> - Knox Science (CLOSED)	MT storm shelter
<b>LI</b> - Library/Learning Resources Center	Multimedia Rooms 101 & 102
<b>LS</b> - Nathaniel Ledbetter Field Mustang Stadium	Training Facility laundry room & central hallway or Gym first floor hallway on Stadium side Game days: nearest larger capacity zones are Gym first floor hallway & Library 101 & 102
<b>LY</b> - Tom Bevill Lyceum	Front vestibule between lobby and auditorium (closing all doors), Green Room, Rehearsal Room, dressing rooms at back of stage, East Corridor, Lobby restrooms, or move to Pendley
<b>MT</b> - Math, Science, & Engineering Tech	MT Storm Shelter
<b>PA</b> - Pendley Administration	Downstairs hallway & break room
<b>SC</b> - Student Center	Library 101 & 102 or MT storm shelter
<b>SI</b> - Salon Institute (Scottsboro)	Office & break room
<b>SS</b> - Social Sciences (CLOSED)	Room 109, interior offices, or MT storm shelter
<b>TC</b> - Technology Center	Workforce Development Room 132
<b>TF</b> - Softball Training Facility	Laundry room, central hallway, or Gym first floor hallway nearest to Training Facility
<b>WA</b> - Wallace Administration	Conference Room 123, Business Office 122, or MT storm shelter
<b>WD</b> - Workforce Development	Room 132
<b>WT</b> - Workforce Training Center	East hallway shelter (right of main entrance) near WT155 (Dean of Workforce Development) & WT161 (Proctoring Suite)

*Revised: May 2025*

## APPENDIX D: DESIGNATED ASSEMBLY SITES

If a campus building(s) must be evacuated, Building Coordinators will direct all building occupants to assemble at a designated location(s). This location must be in an area that:

- Is located a safe distance from the building
- Does not block traffic flow or impede emergency response
- Provides a safe environment for evacuees

Assembly sites are listed below and correlate to the designated assembly sites map; however, Building Coordinators may be directed to alternate locations by Campus Police.

Designated Assembly Sites	Building
A	WT - Workforce Training Center LY - Tom Bevill Lyceum
B	PA - Charles M. Pendley Administration MT - Math, Science, & Engineering Tech KX - E.R. Knox Science (CLOSED)
C	WA – George C. Wallace Administration EN - English BE - Harry Campbell Business Education
D	HE - Health Education & Tech Center WD - Workforce Development
E	GY - William M. Beck Health & Fine Arts (Gym) TC - Technology Center
F	IC - Industry Training Center LI - Cecil B. Word Learning Resources Center (Library) LS - Nathaniel Ledbetter Field Mustang Stadium TF - Softball Training Facility
G	AX - Annex SC - Student Center SS - Social Sciences (CLOSED) SC - Student Center
H	IS - Industrial Systems Technology

*Revised: May 2025*

For information and/or location of assembly points, contact Chad Gorham at ext. 2294 or Chief Danny Miller at ext. 2249.