

CRISIS MANAGEMENT PLAN



October 2017

CRISIS MANAGEMENT PLAN APPROVAL PAGE

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

Northeast Alabama Community College, President

Date

Alabama Community College System, Representative

Date

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

Northeast Alabama Community College is an equal opportunity institution. No person otherwise qualified shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

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 Mann
Office 116, Pendley Administration Building

Title IX (Education Amendments of 1972):

Lynde Mann
Office 116, Pendley Administration Building

**Section 504 (Rehabilitation Act of 1973) and
Public Law 101-336 (Americans with Disabilities Act of 1990):**

Kellie Siniard
115-C Student Center

Anyone needing this document in alternate format should contact Brad Fricks at, office 121 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 in order 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
SECURE OUTSIDE LINE AND
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.

1. EMERGENCY COMMAND POST

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

2. 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 staff the Command Post at all times 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 telephone and/or electrical appliances is desirable.)

If conditions warrant, the Jackson County Emergency Management can provide logistical assistance. They may be reached at (92) 256-574-9344.

SWITCHBOARD FAILURE

In case of switchboard failure, emergency outside lines are located at the following:

- Physical Plant Office (Student Center)
- Campus Police Office (Student Center)
- Library (Word Learning Resources Center)
- President's Office (Pendley Administration)
- Workforce Development Office (Pendley Administration)
- Management Information Services Office (Pendley Administration)
- Dean of Administrative Services Office (Wallace Administration)
- Student Pay Phone (Student Center)

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	Dean Larry Guffey
Director of Physical Plant	Mr. Kent Jones
Chief of Police	Mr. Norman Smith
Adm. Asst. to President (Public Information)	Ms. Brenda Stringer
Dean of Instruction/VP	Dr. Joe Burke
Dean of Extended Day	Chad Gorham
Director of Workforce Development	Dr. Mike Kennamer
Dean of Student Services	Dean Sherie Grace

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:** President of Northeast Alabama Community College
 - (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 Emergency Resource Team for emergency use.

- (c) Obtains the assistance of utility companies as required for emergency operations.
- (d) Furnishes emergency power and lighting systems as required.
- (e) Surveys habitable space and relocates essential services and functions.
- (f) Provides facilities for emergency 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.

4. 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.

5. 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.
- (d) Prepares news releases for approval and releases to media concerning the emergency.

6. DEAN OF STUDENT SERVICES

- (a) Liaisons with Student Government Association regarding any emergency situation.
- (b) Maintains liaison with other members of the emergency team.
- (c) Prepares reports for submission to the College President appraising the final outcome of the emergency as it relates to student services.

7. DEAN OF INSTRUCTION/DIRECTOR OF WORKFORCE DEVELOPMENT/DEAN OF EXTENDED DAY

- (a) Notifies all Division Chairs/Program Directors and library personnel of an emergency situation.
- (b) Maintains liaison with other members of the emergency team.
- (d) Prepares reports for submission to the College President appraising the final 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
 - (1) Building evaluation information shall be distributed to all individuals with follow-up discussions, on-the-job training or explanation as required. Campus Police should be contacted for assistance.
 - (2) 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
 - (1) Inform all employees under their direction of the emergency condition.
 - (2) Evaluate impact that the emergency has on their activity/function and take appropriate action.
 - (3) 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 is the primary means of emergency notification at Northeast Alabama Community College. The current telephone system has announcement capability, accessible from the switchboard and other locations, which will be used in any situation where everyone needs immediate notification. Upon hearing such notification, the Senior Building Coordinator or alternate, or other responsible person in their absence, will immediately call back to the switchboard (dial 0) to affirm that the message was received. The person calling back is then responsible for coordinating and insuring notification of all others in the building. Switchboard personnel will dispatch Campus Police to check any building from which call-back has not been received within three minutes. In case of power failure where phones do not work, two-way radios will be used on channel 2.

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 Administrative Services
- (3) Director of Physical Plant
- (4) Dean of Instruction
- (5) Dean of Extended Day
- (6) Director of Workforce Development
- (7) Administrative Assistant to President (Public Information)

IMPORTANT: During an emergency, campus phones must be restricted to College official notification only. In the absence of phone services, Campus Police may designate runners for emergency notification (contingent on availability of personnel).

SCHOOLCAST SYSTEM

The college has implemented an emergency alert and notification system, called SchoolCast. SchoolCast delivers rapid, multi-platform messages in the event of an emergency to students, faculty members and staff. The President or his designee will send emergency alerts through SchoolCast.

OFF CAMPUS LOCATIONS

In the event of inclement weather, where N.A.C.C. off-campus locations need to move to safe areas, the off campus locations will be notified by the N.A.C.C. Campus Police. If N.A.C.C. will be closing early, for any reason, N.A.C.C. 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 Operator (0)

- B. Maintenance Operations: Trouble/Service

Dial Operator (0)

Skilled workers are available from Maintenance at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

- (1) UTILITIES: Repairs to water, gas, electric, and sewage systems
- (2) STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- (3) EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, fork lifts, etc.
- (4) TRANSPORTATION: Light trucks and tractors.

- C. Business Office

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

- D. Emergency Shutdown Procedures:

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

DISASTER RESOURCES

The 9-1-1 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 or
2242 for extended day office or
2249 for campus police office

If none of these extensions respond, then dial—

92 for a Scottsboro/Section line (256-228-6001) or
93 for the Rainsville line (256-638-4418)

then

9-1-1 and report the emergency.

Stay on the line until the dispatcher has secured all relevant information and give your phone number (based on whether you called out on Scottsboro or Rainsville line) and the extension number of the phone from which you are calling.

If safe to do so, someone should remain at the extension until help arrives.

Although 9-1-1 is the indicated method of securing emergency assistance, the following resource numbers are provided for reference.

	<u>AGENCY</u>	<u>TELEPHONE</u>
1.	Local Law Enforcement POWELL RAINSVILLE	(93) 256-638-4283 (93) 256-638-2157
2.	Local Fire Department POWELL RAINSVILLE	(93) 256-638-3344 (93) 256-638-2158
3.	State Trooper DeKalb County Jackson County	(94) 1-256-546-6385 (94) 1-256-533-4202
4.	Local Ambulance Services DeKalb Ambulance Service Highlands Medical Center Ambulance	(94) 1-256-845-3200 (92) 256-259-1111

- | | | |
|----|---|---|
| 5. | Jackson County Health Dept.
DeKalb County Health Dept. | (92) 256-259-4161
(94) 1-256-845-1931 |
| 6. | DeKalb Regional Medical Center
Highlands Medical Center | (94) 1-256-845-3150
(92) 256-259-4444 |
| 7. | County Highway Department (DOT) | (92) 256-259-6037 |
| 8. | The Jackson County Office of Emergency
Management (Civil Defense)
DeKalb County Office of Emergency
Management | (92) 256-574-9344

(94) 1-256-845-4911
(94) 1-256-845-8569 |
| 9. | Number to Report Contamination
or Pollution Hazard
Nights and Weekends: | (94) 1-334-271-7931
(94) 1-334-242-4378 |

NOTE: Remember, 9-1-1 is the quickest way to secure emergency response. Get a campus dispatcher to call if possible (Dial 0 to reach dispatcher). Otherwise, dial 92 or 93 to secure dial tone, then 9-1-1.

Dial 92 to secure Scottsboro line (prefix 574-259-218-228-587-575-599-609-244-912)

Dial 93 to secure Rainsville line (prefix 638-899-657-623-451-717-601-605-597-632-659)

Dial either 92 or 93 before dialing toll-free numbers (prefix 800-888-887-etc.)

Dial 94 to access long distance.

If not at a phone with available long distance line, secure campus operator
Call the Operator (0) for assistance to dial numbers other than those with prefixes above.

BUILDING EMERGENCIES AND BUILDING COORDINATORS

CAMPUS EMERGENCY SERVICE

DIAL OPERATOR (0)

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

President’s Office Extension 2243
 Business Office Extension 2213 or 2234
 92 or 93 to secure dial tone, then 9-1-1

2. When calling, stay calm and carefully explain the problem and location to the public safety dispatcher. Do not hang up until 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 below. A listing of building coordinators is attached as Appendix A.

In the absence of the designated senior building coordinator and alternate, the instructors, staff members, and students evacuating the building should collectively assume the named responsibilities.

<i>Fire or Bomb Threat</i>	<i>Weather Emergency</i>	<i>Violence on Campus</i>
<ul style="list-style-type: none"> • <i>Coordinate the evacuation of the building by directing occupants to assemble at designated site.</i> • <i>Take headcount or otherwise seek to determine whether all are out of the building.</i> • <i>Ascertain that persons with disabilities are out of the building.</i> • <i>Notify the command post that the building has been evacuated.</i> 	<ul style="list-style-type: none"> • <i>Coordinate the orderly movement of occupants to a safe location in the building.</i> • <i>Notify the command post that occupants are in a safe location.</i> 	<ul style="list-style-type: none"> • <i>If act of violence is taking place at another location on campus, secure the building by locking all exterior doors.</i> • <i>Notify instructors of the threat and instruct them to lock classroom doors.</i> • <i>Notify the command post that the building is locked down.</i>

IMPORTANT

In case of evacuation, rescue workers and persons exiting upper floors are to **check upper stairwells** of buildings for persons who due to disabilities need assistance with stairs. Emergency evacuation chairs are provided in each multi-story building to assist in the evacuation of those who are unable to walk down stairs.

DESIGNATED ASSEMBLY SITES

Designated assembly sites are attached as Appendix B.

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 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.

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.

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.

EVACUATION PROCEDURES

1. Building Evacuation

- a. All building evacuations will occur upon notification by Campus Police or Building Coordinator.
- b. When the building evacuation is ordered during an emergency, leave by the nearest marked exit and report to designated site for assembly. Alert others to do the same.
- c. **Assist persons with disabilities in exiting the building.** Rescue workers 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.
- d. Once outside, proceed to the designated assembly site, which should be a clear area at least 500 feet away from the affected building.
- e. DO NOT return to an evacuated building unless told by a College Official to do so.
- f. A head count of all students, faculty, and staff will be taken.

2. Campus Evacuation

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

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 exists as a result of the demonstration:

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

If any of these conditions exist, 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

- a. 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.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - (1) Arrangements will be made by the Chief of Campus Police to monitor the situation during non-business hours, or
 - (2) Determination will be made to treat the violation of regular closing hours as disruptive demonstration. (See Section 2, below).

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
 - (1) Demonstrators will be asked by the Dean of Student Services or designee* to terminate the disruptive activity.
 - (2) The Dean of Student Services will consider having a photographer (snapshot or video) available.

- (3) 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.
- (4) 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.
- (5) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in a disciplinary action, including suspension or expulsion or possible intervention by civil authorities (see page 25). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- (6) Efforts should be made to secure positive identification of demonstrators in violation, including photographs or videotapes if deemed advisable, to facilitate later testimony.
- (7) 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.
- (8) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the local Police Department, the remaining demonstrators will be warned of the intention to arrest.

**In case of disturbance during evening classes, the designee of the Dean of Student Services will be the Dean of Extended Day or the designated person on duty that evening.*

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

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

- a. During business hours:

- (1) In coordination with the Dean of Student Services or a designee, Campus Police will contact the Police Department.
- (2) 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).
- (3) 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.
- (4) Campus Police will provide an officer with a radio for communication between the College and the local Police Department as needed.

b. After business hours:

- (1) Campus Police should be immediately notified of the disturbance.
- (2) Campus Police will investigate the disruption and report and notify the Chief of Campus Police and the Dean of Student Services or a designee.
- (3) 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.
 - (e) 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.

The following scripts 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. (You have been given the opportunity to discuss your grievances in the manner appropriate to the College.) (In no event will the Administration of this College accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 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 switchboard (Dial 0). If the emergency occurs after normal working hours, secure an outside line by dialing 92 or 93 then dial 9-1-1. 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 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 an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

TORNADO

College administrative personnel should be aware of developing weather conditions. The National Weather Service will announce expected or developing severe weather via the weather radios on campus. Announcements of impending severe weather should first be made as a general announcement over the telephone system. Then each building coordinator should be notified, and they, in turn, will see that everyone in the building is notified. At night, when instructors may not be available by telephone, the Dean of Extended Day, assistant to the Dean of Extended Day, Campus Police officer on duty, or designee will notify the building coordinator in each building in person.

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 Administrative Services 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 system. Then each building coordinator should be notified, and they should see that everyone in the building is notified. At night, when instructors may not be available by telephone, the campus police officer on duty or a designee shall notify the building coordinator in each building in person.

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

1. All persons should move to designated safe areas for each building.
2. Stay clear of windows and exterior doors.
3. Those in vehicles and outdoors should immediately seek shelter in the nearest building.
4. Large open areas such as the gymnasium and the theater should be evacuated and inhabitants moved to interior hallways.
5. Campus Police personnel or a designee 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:

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

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 yourself should an earthquake occur.

What to expect:

- Things may fall and break: ceiling tiles, bookcases, file 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: 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 a number of aftershocks (over several days / weeks / months).

During the earthquake:

- Drop down onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground.
- Cover you 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, to learn about what has happened.
- Replace telephone handsets that have been shaken off. 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.

MEDICAL AND FIRST AID

CALL SWITCHBOARD: Dial 0 OR 9-1-1

1. If serious injury or illness occurs on campus, immediately dial 0 for the operator. 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 situation requiring first aid, instructors and staff are urged to offer assistance 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, getting an outside line and calling 9-1-1.

The college provides emergency defibrillation equipment and resuscitation equipment in the following locations:

- Student Center (just outside of Campus Police Office)
- Tom Bevill Lyceum (east side of front lobby)
- East hall of Health Education Building
- Campus Police vehicle

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

SNAKEBITE

In case of snakebite, the Alabama Poison Center recommends the following:

- 1) Get the victim away from the snake.
- 2) Keep the bite victim calm. Becoming excited or running will cause the venom to spread more quickly.
- 3) Immobilize the affected area and position at or below heart level.
- 4) Remove watch, ring(s), and other constricting items from affected extremities.
- 5) **DO NOT:**
 - Suck out the venom;
 - Pack in ice;
 - Administer electric shock;
 - Put tobacco or meat tenderizer on the bite size;
 - Take aspirin; or
 - Drink alcohol

These procedures are useless in the aid of a snakebite and are potentially harmful. They also waste valuable time needed to get the patient quickly to the nearest hospital.

The most important aspect of snake venom poisoning management is to get the patient to the nearest hospital as soon as possible. Any first aid performed will only delay this process, so only administer first aid if you are sure it will help. Resuscitation or CPR could become necessary, but should only be administered by trained personnel.

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

If feasible, retain dead snake for identification purposes.

NATURAL GAS/CHEMICAL OR RADIATION SPILL OR LEAK

1. Report any spillage of a hazardous chemical or radioactive material or natural gas leak immediately to the operator, who will notify the Dean of Administrative Services.
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 the 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 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 an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

NUMBER TO REPORT CONTAMINATION OR POLLUTION HAZARD: 9-1-1
[alternately, (334) 271-7931 or, nights/weekends: (334) 242-4378]

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!**
2. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. **DO NOT HANG UP THE PHONE.** Keep talking to the caller as long as possible and record the following:
 - a. Exact time of call.
 - b. Age and sex of the caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller.
 - e. Background noise.

DO NOT HANG UP THE PHONE. AFTER CALLER DISCONNECTS, GO TO ANOTHER PHONE AND PROCEED AS FOLLOWS:

4. Immediately notify Campus Police by dialing **0** (switchboard).
5. Campus Police officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Police. While making the cursory search, cell phone should be turned off. **DO NOT TOUCH THE OBJECT!** Notify Campus Police by land line. If a cell phone or radio is the only way, then you should move at least 100 yards (300 ft.) away from the bomb to make that call. **DO NOT TRANSMIT IN THE SEARCH AREA.** Do not open drawers, cabinets, or turn the lights on or off.
6. 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.
7. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING.** Check upper stairwells for persons who may need assistance with stairs.
8. 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.

9. If requested, assist emergency crews as necessary.
10. 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 an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

BOMB THREAT REPORT FORM

THREATENING PHONE CALL

Time call received_____

Exact words of person placing call:

Questions to ask:

1. When is bomb going to explode?

2. Where is the bomb right now?

3. What kind of a bomb is it?

4. What does it look like?

5. Why did you place the bomb?

Person (receiving/monitoring) call:

Dept. _____

Telephone No. _____

Home Address _____

Date _____

DESCRIPTION OF CALLER'S VOICE

Male_____ Female_____

Young___ Middle Aged___ Old___

Tone of Voice _____

Accent _____

Background noise _____

Is voice familiar? _____

If so, who did it sound like? _____

Remarks: _____

VIOLENT OR CRIMINAL BEHAVIOR

In an Emergency, DIAL 0

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.
2. Promptly notify Campus Police by calling 0 (operator). If necessary, secure an outside line by dialing 92 or 93, and then dial 9-1-1.
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 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. Building coordinators will be notified through the telephone public address system. If the act of violence is taking place at another location on campus, the building coordinator will:
 - Lock all exterior doors
 - Notify instructors of the threat and instruct them to lock classroom doors and stay in place until the emergency is contained.
 - Notify staff to lock their office doors and stay in place until the emergency is contained.
 - Notify the command post that the building is secured.
3. Once the situation is contained, the command post will notify the building coordinator, who will unlock the exterior doors and notify the occupants that all is clear.

CAUTION

- Campus and local police will secure the building in which the threat exists.
- Do not attempt to leave the building or campus unless given the "all clear" notification by the command post.
- 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.

WHAT TO DO IF TAKEN HOSTAGE

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could hazard your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

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

LOCKDOWN DRILLS

Lockdown drills are held during the fall and spring semesters to assure that personnel are able to secure the buildings should an actual emergency occur. Feedback from drills are used to improve procedures.

FIRE

ON-CAMPUS EMERGENCIES, dial 0 (operator) during normal working hours. Otherwise secure an outside line by dialing 92 or 93, then dial 9-1-1.

IN ALL CASES OF FIRE-- FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY:
9-1-1 or
POWELL FIRE DEPARTMENT (93) 256-638-3344
RAINSVILLE FIRE DEPARTMENT (93) 256-638-2158

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through Campus Police.
2. If a minor fire appears controllable, IMMEDIATELY report the fire using phone numbers above. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, YOU MUST REPORT THE FIRE.
4. On large fires that do not appear controllable, IMMEDIATELY notify the fire department and Campus Police. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen—DO NOT LOCK DOORS!
5. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. The upper stairwells are the designated areas of rescue assistance for persons who cannot use stairs. Elevators must not be used in case of fire. RESCUE WORKERS SHOULD CHECK UPPER STAIRWELLS for persons who may need assistance with stairs.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. 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.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told by a College Official to do so.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as marker for rescue crews. If there is not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

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

UTILITY FAILURE

1. In the event of a utility failure during school hours immediately notify Physical Plant by dialing 0.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, or on weekends or holidays, notify Willie Thompson at 256-609-1063 or Kent Jones at 256-609-1061.
3. If evacuation is necessary, ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING. Check upper stairwells for persons who may need help with stairs. Elevators are nonfunctional in case of power failure.
4. Physical Plant workers will check the elevators for any persons who may have been using them when the power went off.
5. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
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 an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

ADDITIONAL INFORMATION AND PROCEDURES

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

ELECTRICAL/LIGHT FAILURE:

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.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify switchboard (Dial 0). If necessary, evacuate area.

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 and notify Campus Police by dialing 0.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to self or to others, or is disoriented or experiencing confused 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 Officer of the situation by dialing 0. Call law enforcement personnel as necessary.
3. In extreme emergencies, if the operator cannot be reached, secure an outside line by dialing 92 or 93, then dial 9-1-1.

MEDIA RELATIONS

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

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

ADDITIONAL GUIDELINES:

1. 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.
2. 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.
3. The President and the Campus Police Officer and any other person involved shall confer and decide on the appropriate action.
4. 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 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

NACC's Role

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

In the event that 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.

APPENDIX B BUILDING COORDINATORS

Effective August 2011

BEVILL LYCEUM

Senior Building Coordinator:	Mark Webb	x2318
Alternate:	Regan McClung	x2218

PENDLEY ADMINISTRATION

Senior Building Coordinator:	Mike Kennamer	x2291
Alternate:	Joe Burke	x2320

WALLACE ADMINISTRATION

Senior Building Coordinator:	Nicky Willmon	x2203
Alternate:	Larry Guffey	x2313

CAMPBELL BUSINESS EDUCATION

Senior Building Coordinator:	Haley Johnson	x2247
Alternate:	Keith McBride	x2319

BECK HEALTH AND FINE ARTS

Senior Building Coordinator:	Stephen Brewer	x2296
Alternate:	Lisa Bunch	x2292

WORD LEARNING RESOURCES CENTER

Senior Building Coordinator:	Julia Everett	x2226
Alternate:	Reda Patterson	x2328

STUDENT CENTER

Senior Building Coordinator:	Sherie Grace	x2325
Alternate:	Andrea Harvey	x2260

ENGLISH

Senior Building Coordinator:	Jody Ragsdale	x2280
Alternate:	Joan Tucker	x2252

ANNEX

Senior Building Coordinator:	Gail Gross	x2287
Alternate:	Brent Colvard	x2287

SOCIAL SCIENCE

Senior Building Coordinator:	Brent Satterfield	x2304
Alternate:	Rob Woodall	x2226

KNOX SCIENCE BUILDING

Senior Building Coordinator: Kevin Holt x2239
Alternate: Denise Patterson x2233

WORKFORCE DEVELOPMENT

Senior Building Coordinator: Ronny Kisor x2265
Alternate: Chris Anderson x2264

HEALTH EDUCATION

Senior Building Coordinator: Drinda Hughes x2216
Alternate: Roger Wootten x2311

TECHNOLOGY CENTER

Senior Building Coordinator: Kelly Black x2286
Alternate: Dennis Lester x2809

INDUSTRIAL SYSTEMS TECHNOLOGY CENTER

Senior Building Coordinator: Marty Bishop x2811
Alternate: Barry Wigley x2812

MATH, SCIENCE, AND ENGINEERING TECHNOLOGY CENTER

Senior Building Coordinator: Greg Millican x2263
Alternate: Rodney Land x2270
John Camp x2370

INDUSTRY TRAINING CENTER

Senior Building Coordinator: Eric Campbell x2348
Alternate: IST/ILT Faculty

MAINTENANCE

Senior Building Coordinator: Kent Jones 256-609-1061
Alternate: John Smith 256-609-3017

SALON INSTITUTE - SCOTTSBORO

Senior Building Coordinator: Regina Gilliland 256-259-1512
Alternate: Julise Clement 256-259-1512

The Dean of Extended Day and Director of Workforce Development assure that training in emergency procedures is available to all adjunct faculty members. Faculty and staff are expected to be able to respond appropriately to emergencies in the absence of designated building coordinators. The Chief of Campus Police briefs adjunct instructors each semester in emergency procedures.

APPENDIX C: SAFE ZONES DURING SEVERE WEATHER

ANNEX: SS Room 109 or storm shelter

BECK HEALTH & FINE ARTS (GYM): Rooms 101 & 102

BEVILL LYCEUM: Front Vestibule between lobby and auditorium-closing all doors, Green Room, Rehearsal Room, Men's and Women's dressing rooms at the back of the stage, East Corridor, Front men's and women's restrooms, or move to the Pendley Administration Building, or storm shelter

CAMPBELL BUSINESS EDUCATION: Rooms 100 & 110 or storm shelter

ENGLISH: Room 114 and back of 118, or storm shelter

HEALTH EDUCATION: Rooms 110, 106 & Downstairs East Hall

INDUSTRIAL SYSTEMS TECHNOLOGY CENTER: Center Hallway

INDUSTRY TRAINING CENTER: Room 101

KNOX SCIENCE: Storm shelter

MATH, SCIENCE, AND ENGINEERING TECHNOLOGY CENTER: Storm Shelter in the basement

PENDLEY ADMINISTRATION: Downstairs hallway & Break room

SALON INSTITUTE: Offices & Break room

SOCIAL SCIENCE: Room 109, Instructor's Offices without glass windows or doors, or storm shelter

STUDENT CENTER: Students & Staff move to Library or storm shelter

TECHNOLOGY: Students & Staff move to Workforce Development Building Room 132

WALLACE ADMINISTRATION: Conference Room - 123, Business Office 122, or storm shelter

WORD LEARNING RESOURCES CENTER: Audio/Video Room -101 & Distance Learning Room - 102

WORKFORCE DEVELOPMENT: Classroom 132

REVISED: May 23, 2014

APPENDIX D: DESIGNATED ASSEMBLY SITES

In the case of fire or bomb threat in which campus building(s) must be evacuated, the Emergency Building Coordinator 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.
- Does not impede emergency response.
- Provides a safe environment for evacuees.

Designated assembly sites are listed below, however Emergency Building Coordinators may be directed to alternate locations by Campus Police.

Building	Designated Assembly Site
Bevill Lyceum	C
Pendley Administration	I
Wallace Administration	B
Campbell Business Education	D
Beck Health & Fine Arts	F
Word Learning Resources Center	G
Student Center	G
English Annex	D
Math & Science	H
Knox Science Laboratory	A
Workforce Development	E
Health Education	E
Technology Center	F
Math, Science & ENGR	D
Tech	
Maintenance	G
Industrial Systems	I
Technology	
Industry Training Center	G

For information and/or location of assembly points, contact Chad Gorham at ext. 2294 or Norman Smith at ext. 2249.