

Central



Alabama

Community College

# Emergency Operations Plan

Rev. 5

**TABLE OF CONTENTS**

**PURPOSE**..... 3

**GOALS**..... 3

**CAEOC ACTIVATION PROCEDURE**..... 3

**ORGANIZATIONAL CHART** ..... 5

**INDIVIDUAL RESPONSIBILITIES/ASSIGNMENTS** ..... 5

**TRAINING** ..... 7

**EVALUATION** ..... 7

**INSURANCE**..... 8

**PERSONS WITH DISABILITIES**..... 8

**ELEMENTS OF DISASTER PLAN**..... 8

**CENTRAL ALABAMA COMMUNITY COLLEGE** ..... 9

**TELEPHONE TREE FOR EMERGENCIES** ..... 9

**BUILDING COORDINATORS** ..... 11

**CIVIL DISTURBANCE OR DEMONSTRATION**..... 13

**UTILITY FAILURE**..... 14

**LOCK DOWN PROCEDURES** ..... 14

**MEDICAL EMERGENCY** ..... 16

**CHEMICAL OR RADIATION SPILL/EXPLOSION** ..... 17

**BOMBS AND BOMB THREATS** ..... 17

**TORNADO/SEVERE WEATHER**..... 21

**FIRE** ..... 21

**ACTIVE SHOOTER** ..... 23

**SAFETY TIPS**..... 25

**SECURITY CONTACT NUMBERS**..... 25



# **CENTRAL ALABAMA COMMUNITY COLLEGE EMERGENCY OPERATIONS PLAN**

## **PURPOSE**

The Central Alabama Community College Emergency Operations Committee (CAEOC) is comprised of the members of the President's Cabinet. These officers' responsibilities encompass all functional areas of the college, and they will be asked to carry out specific responsibilities before, during and after an emergency, and work as a team to minimize potential loss. Other members of the college community will work closely with the CAEOC. The supervisors of physical plant, Central Alabama Community College Security, and program directors are examples.

The Dean of Students is responsible for the development, implementation, and evaluation of the Emergency Operations Plan (EOP) and reports on an annual basis to the President. The Dean of Students also has the responsibility to communicate to all students, faculty and staff, the elements of the EP, which allow prompt reporting, and response to emergencies.

## **GOALS**

1. To assure the safety and well-being of students and staff.
2. The timely response to emergencies and resumption of full operations.

## **CAEOC ACTIVATION PROCEDURE**

The first priority of the plan of action is the safety of persons and secondly, the protection of property. Upon awareness of an emergency situation, each member of the CAEOC has a responsibility to initiate actions to enhance the safety of students, faculty, staff, and other citizens of the college community. The procedure below is a guide to activate the CAEOC into a response mode, but with the understanding that the calling of authorities could, in some circumstances, be of higher priority than notifying other members of the CAEOC.

In other words, be flexible in following the procedure keeping in mind that individual safety is paramount. However it is essential that the entire procedure be completed in some fashion so that the full effort of the CAEOC can be brought up to speed as soon as possible.

Upon becoming aware of an emergency situation, a CAEOC member should:

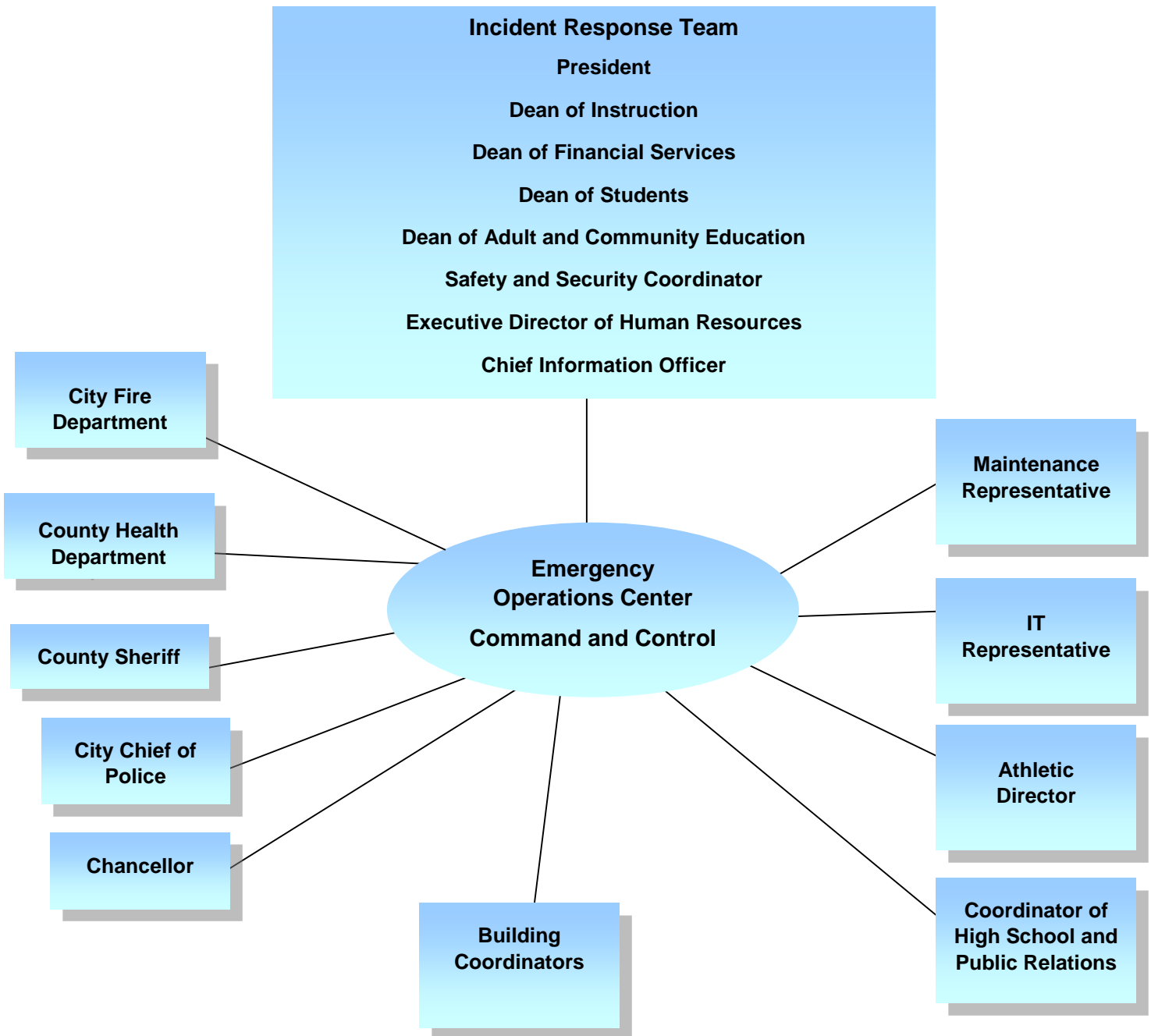
## Central Alabama Community College Emergency Operations Plan

1. Initiate action to safeguard students/personnel by notifying staff of action to take or by notifying the Safety and Security Coordinator, the Dean of Students, and local authorities (i.e. fire department, police, and ambulance) of the situation. See the Procedure Sheet for the type of emergency encountered.
2. Notify the President and the Dean of Students who will then establish a meeting time and place. He/She will also establish a "calling tree" so that other members can be notified of the situation and/or immediate threat.
3. At the first meeting, the CAEOC will establish a plan using the Initial Response Guide to determine needs, assign task leaders, and establish a general plan of action.
4. Following the conclusion of the emergency situation, the CAEOC will have a meeting to evaluate actions taken, procedures, areas of concern and possible modifications of the emergency response taken.
5. The CAEOC is then deactivated from a response mode.

## ORGANIZATIONAL CHART

The organizational chart shows the organizational relationship for the CAEOC (President's Cabinet and Support Personnel).

### Emergency Organization



## **INDIVIDUAL RESPONSIBILITIES/ASSIGNMENTS**

In emergency situations, particularly campus-wide emergencies, it is desirable to have members assigned specific areas to monitor, evaluate and report to the CAEOC. In less extensive or widespread situations, all members of the CAEOC may be called upon to address the problem encountered.

Since all functions of the college are closely integrated, responsibilities will overlap and coordination will be required. The descriptions below detail CAEOC member and other critical staff responsibilities.

### **Dean of Students**

The Dean of Students serves as the coordinator for the CAEOC. As coordinator it is his/her responsibility to assure that the emergency plan is comprehensive, effective, and communicated to the various elements of the college community.

The Dean of Students will have primary responsibility in the areas associated with student services issues such as food services, college/student/parent communications, Central Alabama Community College Security Officers, and student health (including post emergency counseling).

### **Dean of Financial Services**

The Dean of Financial Services is responsible for coordinating and communicating the emergency plan to the Business Office and maintenance.

### **Dean of Instruction**

The Dean of Instruction will focus on instructional program requirements such as classroom facilities, equipment, instructional materials, and faculty office/support. The Dean would also assess need for post emergency counseling for faculty and coordinate these services with the Dean of Students.

### **Athletic Director**

The Athletic Director's primary assignment will be in the area of athletic activities including injuries, violent weather exposures, medical response, travel-related risks, and emergencies such as vehicle accidents.

### **Dean of Adult & Community Education and Childersburg Campus**

The Dean of Adult & Community Education will coordinate resources with the Dean of Student's efforts, particularly supporting the college/student/parents communication.

### **Coordinator of High School and Public Relations**

The Coordinator of High School and Public Relations will coordinate all public information/public relations activities related to the emergency and assist the other members of the CAEOC with communications. The Coordinator will coordinate the Trio staff to assist in providing support services during and after an emergency for students.

### **Executive Director of Human Resources**

The Human Resources Director will provide support to the Dean of Students and Dean of Instruction with counseling for student/faculty/staff.

### **Maintenance Representative**

The maintenance representative serves as a technical/mechanical resource before, during and after an emergency. He/She is responsible for coordinating all physical plant activities in an emergency situation, continuing undamaged operations of the college, coordinating with related vendors.

### **Safety & Security Coordinator**

The Safety and Security Coordinator is in charge of the Central Alabama Community College Security Officers, the first responding agency to any and all emergency incidents on campus or other property owned, leased, or controlled by the College. It is his/her responsibility to work with the Dean of Financial Services and the Dean of Students to insure that the emergency plan is reviewed and updated annually, and comprehensive, effective, and communicated to area agency law enforcement.

## **TRAINING**

Each member of the CAEOC is responsible for establishing a written action plan to be followed in that case of an emergency and to insure that appropriate information and training is given to subordinates within the plan. These action plans will become a part of this Emergency Plan. Coordination among the members is essential to make effective use of training resources and smooth operation of the established plan on the front line.

## **EVALUATION**

The Emergency Plan will be evaluated annually with a report being made to the President. The evaluation will include a review of the written plan by the CAEOC and a performance evaluation of all instances in which the Emergency Plan was activated.

A performance evaluation of each instance in which the Emergency Plan is activated will be completed following the emergency. The evaluation will examine the cause of the emergency, possible preventative measures, the response of the CAEOC and the effectiveness of the procedures currently in place. The evaluation will also include recommendations for improvement.

## **INSURANCE**

The college's risk management program includes both property and liability coverage for the institution. It will be necessary to follow certain procedures to notify and coordinate emergency plans with our insurers. The Dean of Financial Services will have this responsibility.

## **PERSONS WITH DISABILITIES**

EMPLOYEES WITH DISABILITIES SHOULD SELF-DISCLOSE THEIR DISABILITIES TO THEIR IMMEDIATE SUPERVISORS, AND STUDENTS WITH DISABILITIES SHOULD DISCLOSE THEIR DISABILITIES TO THE RESPECTIVE CAMPUS ADA COORDINATOR SO THAT THEY MAY RECEIVE ASSISTANCE IN THE EVENT OF AN EMERGENCY.

## **ELEMENTS OF DISASTER PLAN**

### *Catastrophe Contingency Plan*

- a) **Goals** assures the safety and well-being of students and staff.  
allows the timely resumption of full operations.
- b) **Plan must** be clearly and simply written.  
provide specific directions that lead to immediate action.  
allow flexibility for changing conditions.  
explain why the Plan is necessary and important.  
assign roles and responsibilities (particularly coordinator & key staff).  
describe community procedures for alerting public.  
include evacuation plan/temporary shelters and facilities.  
address safeguarding records/computers/equipment.  
establish communication with parents\staff.  
formalize supply sources for food, water, communications, etc.
- c) **Must address** coordination.  
communication.  
logistics.
- d) **Must include a risk assessment of potential disasters, i.e.**
  - tornadoes      - bomb threats      - vandalism
  - floods          - explosions          - terrorism/hostile intruders
  - ice storms     - arson/fires         - strikes/sit-ins.



**CENTRAL ALABAMA COMMUNITY COLLEGE  
TELEPHONE TREE FOR EMERGENCIES**

<b>Title</b>	<b>Name</b>	<b>Office Number</b>
<b>President</b>	<b>Dr. Susan Burrow</b>	<b>256-215-4300</b>
<b>Dean of Instruction</b>	<b>Dr. Carry DeAtley</b>	<b>256-215-4311</b>
<b>Dean of Students</b>	<b>Dr. Sherri Taylor</b>	<b>256-215-4273</b>
<b>Dean of Adult &amp; Community Education &amp; Childersburg Campus</b>	<b>Danny Coleman</b>	<b>256-378-2022</b>
<b>Dean of Financial Services</b>	<b>Lisa Sawyer</b>	<b>256-215-4356</b>
<b>Recruiter/ Coordinator of High School and Public Relations</b>	<b>Brett Pritchard</b>	<b>256-215-4254</b>
<b>Safety and Security Coordinator</b>	<b>Gary Arrington</b>	<b>256-596-0063</b>
<b>Executive Director of Human Resources</b>	<b>Tina Shaw</b>	<b>256-378-2010</b>
<b>Chief Information Officer</b>	<b>Rickey Creel</b>	<b>256-215-4317</b>
<b>Alexander City IT Representative</b>	<b>Rickey Creel</b>	<b>256-215-4317</b>
<b>Childersburg/Talladega IT Representative</b>	<b>Tyler Gray</b>	<b>256-215-4279</b>
<b>Alexander City Maintenance Representative</b>	<b>Lynn Walker</b>	<b>256-215-4357</b>
<b>Childersburg Maintenance Representative</b>	<b>Eric McLain</b>	<b>256-378-2070</b>
<b>Talladega Maintenance Representative</b>	<b>Bill McPherson</b>	<b>256-480-2064</b>

**Implementation of the phone tree will depend on the nature of the emergency. In events impacting the college wide community and requiring public relations, the entire committee will be contacted as follows.**

**Daytime Guidelines**

**Alexander City Campus**

- Call 911
- Notify Security
  - On Duty Security officer will notify Safety & Security Coordinator
- Contact Dr. Sherri Taylor, Dean of Students
- Dean of Students will notify the President
  - Dean of Students will notify the Dean of Instruction
  - Dean of Students will notify Maintenance Representative
  - Dean of Students will notify IT Representative
  - Dean of Students will notify Recruiter/Coordinator of High School and Public Relations
- Dean of Instruction will notify Dean of Financial Services and Career Center Director, Julie Wood

## Central Alabama Community College Emergency Operations Plan

- Dean of Financial Services will notify Dean of Adult & Community Education & Childersburg Campus
- Dean of Adult & Community Education & Childersburg Campus will contact Human Resources Director

### **Childersburg Campus**

- Call 911
- Notify Security
  - On Duty Security officer will notify Safety & Security Coordinator
- Contact Dean Coleman, Dean of Adult & Community Education & Childersburg Campus
- Dean Coleman will notify the Dean of Students
  - Dean of Adult Ed will contact IT Representative
  - Dean of Adult Ed will contact Maintenance Representative
  - Dean of Adult Ed will contact Director of Human Resources
- Dean of Students will notify Dean of Instruction
  - Dean of Students will notify the President
  - Dean of Students will notify Recruiter/Coordinator of High School and Public Relations
- Dean of Instruction will notify Dean of Financial Services

### **Talladega Center**

- Call 911
- Notify Security
  - On Duty Security officer will notify Safety & Security Coordinator
- Contact LeResea Embry, Building Coordinator
- Building Administrator will contact Dean Coleman, Dean of Adult & Community Education & Childersburg Campus and Career Center Director, Gwen Taylor
  - Building Coordinator will contact Maintenance Representative
- Dean of Adult Ed will notify the Dean of Students
  - Dean of Adult Ed will notify IT Representative
  - Dean of Adult Ed will notify Director of Human Resources
- Dean of Students will notify Dean of Instruction
  - Dean of Students will notify the President
  - Dean of Students will notify Recruiter/Coordinator of High School and Public Relations
- Dean of Instruction will notify Dean of Financial Services

### **Evening Guidelines**

#### **Alexander City Campus**

- Call 911
- Notify Security
  - On Duty Security Officer will notify Safety & Security Coordinator
- Safety & Security Coordinator will contact Dean of Students
- Dean of Students will initiate phone tree from Daytime Guidelines

Central Alabama Community College Emergency Operations Plan

**Childersburg Campus**

- Call 911
- Notify Security
  - On Duty Security Officer will notify Safety & Security Coordinator
- Safety & Security Coordinator will contact Dean of Adult & Community Education & Childersburg Campus
- Dean of Adult & Community Education & Childersburg Campus will initiate phone tree from Daytime Guidelines

**Talladega Center**

- Call 911
- Notify Security
  - On Duty Security officer will notify Safety & Security Coordinator
- Safety & Security Coordinator will contact Dean of Adult & Community Education & Childersburg Campus
- Dean of Adult & Community Education & Childersburg Campus will initiate phone tree from Daytime Guidelines

**Millbrook Site**

- Call 911
- Notify Site Point of Contact

\*\*Instructors will serve as point of contact after 911. These will be determined each semester by the Safety & Security Coordinator and the Dean of Students.

- Notify Principal (Bill Bergeron 334-558-7870)

**BUILDING COORDINATORS**

<b>Talladega</b>	
<b>Coordinator(s)</b>	<b>Office Number</b>
LeResea Embry	256-480-2090
Bill McPherson	256-480-2064
Career Center Front Desk	256-480-2109
Gwen Taylor	256-480-2114
Angelia Todd	256-480-2126

<b>Heritage Lodge</b>	
<b>Coordinator</b>	<b>Office Number</b>
Clay Morgan	256-245-0073

Central Alabama Community College Emergency Operations Plan

<b>Alexander City</b>		
<b>Building</b>	<b>Coordinator(s)</b>	<b>Office Number</b>
Administrative	Stacy Morgan	256-215-4275
	Cindy Entrekin	256-215-4246
	Phillip Nelson	256-215-4251
	Sandra Howell	256-215-4313
Business & Science	Ron Van Houten	256-215-4341
	Kathleen Thompson	256-215-4332
Betty Carol Graham Tech	Gwen Rich	256-215-4252
	Hazel Jackson	256-215-4370
Health Ed & Arts	Greg Shivers	256-215-4324
	Larry Thomas	256-215-4297
Library	Denita Pasley	256-215-4293
	Marty Cook	256-215-4291
Career Center	Julie Wood	256-215-4492
Electronics	Michael White	256-215-4276
Machine Shop	Scotty Carr	256-215-4490
Welding	Danny James	256-215-4495
Adult Education	Rita Cream	256-215-4286
Maintenance Shop	Lynn Walker	256-215-4357

<b>Childersburg</b>		
<b>Building</b>	<b>Coordinator(s)</b>	<b>Office Numbers</b>
Administrative A	Danny Coleman	256-378-2022
	Marian Martin	256-378-2001
	Tina Shaw	256-378-2010
Electronics B	John Pierce	334-663-2928
Academic E	Amy Waites	256-378-2063
	Amy Collins	256-378-2069
Welding D	Johnny Jones	256-378-2072
Science C	Building Closed	
Machine Shop F	Pat Murphy	256-378-2071
Building H	Katie Schlenker	205-412-8780
	Grant Merrill	256-378-2080
Margie Sanford	Diann Tippins	256-378-4908
Library I	Annette Hatch	256-378-2037
	Karen Thomas	256-378-2041
Nursing J	Melanie Bolton	256-378-2045
	Tanya Hunnicutt	256-378-2062
Maintenance Shop	Eric McLain	256-378-2070
	Michael McLain	256-378-3909

## **CIVIL DISTURBANCE OR DEMONSTRATION**

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

- Interference with normal operation of the College
- Prevention of access to offices, buildings or other college facilities. If any of these conditions exist, Campus Security should be notified and will be responsible for contacting and informing the President and Dean of Students. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

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

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

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

1. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college then:
  - Demonstrators will be asked to terminate the disruptive activity by Campus Security or college officials.
  - Someone from the CAEOC may be requested to go to the demonstration site in order to reason with the demonstrators.
  - If the demonstrators persist in disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action.
  - After consultation with the President and/or Dean of Students, it will be determined if further measures are required by Campus Security or college officials. If the demonstration is made to seek intervention by legal authority and Campus Security, the demonstrators should be informed.

### **Violent, Disruptive Demonstration**

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

## UTILITY FAILURE

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

## LOCK DOWN PROCEDURES

### Definitions

- **Lock Down** – A procedure implemented in response to unsafe conditions either inside or outside of campus buildings. Unsafe conditions may involve a hostile intruder(s) being observed on campus and attempting, threatening or actively causing death or serious bodily injury to a person(s).
- **Hostile Intruder(s)** – Person or persons, while on campus property, who willfully and intentionally cause or attempt to cause physical or bodily injury to campus employees, students, or visitors, by utilizing weapons, explosives, or by holding a person hostage.

### Lock Down External Threat

If there is an external threat and CACC needs to take immediate action to lock the outside doors, the goal is to contain people in the building until the threat is removed.

- Continue classes and business to the extent possible.
- Lock all external doors.
- Post Building Coordinators at primary doors to get members of CACC community safely in the building and to discourage individuals from leaving the building.

### **Campus Security**

- Makes initial determination based on available information whether or not to lockdown or evacuate buildings.

## Central Alabama Community College Emergency Operations Plan

- Notifies the President's Office, Dean of Students, and Maintenance Supervisor to initiate lockdown procedures by calling a **LOCKDOWN** if warranted. The Dean of Students Office, Dean of Adult and Community Education and Childersburg Campus, or the President's Office will notify Public Relations and IT.
- Accesses the threat and responds accordingly.
- Patrols the campus directing individuals to a safe location.
- Locks all outside doors with assistance from maintenance, Faculty, and Staff.

### **High School Coordinator and Public Relations**

- Calls the Emergency Operations Committee with information on **LOCKDOWN**.
- Posts to social media the message of a campus wide **LOCKDOWN**. The Message **“This is a campus wide LOCKDOWN. There is an external safety threat in the neighborhood. All outside doors are locked. Please stay in the building until further notice. Classes and business may continue to the extent possible”**.
- After a situation is considered secure develop a press release statement from the college
- Send an “all clear” message when the situation is over.

### **Emergency Operations Committee**

- The President/Dean of Students will determine if and when the Committee will meet. In general the Committee meets if: there is immediate danger, if decisions need to be made quickly, if the situation is severe and has immediate impact on the CACC Community.
- Assess the situation and assist in making decisions.
- Sends an “all clear” message when the situation is over.

### **IT Department**

- Sends the campus wide message for students and employees through Schoolcast. The Message **“This is a campus wide LOCKDOWN. There is an external safety threat in the neighborhood. All outside doors are locked. Please stay in the building until further notice. Classes and business may continue to the extent possible”**. If not available, the Dean of Student's Office or the Dean of Adult and Community Education and Childersburg Campus will send out the Schoolcast.

### **Building Coordinators**

- Stands at the assigned door and keeps people inside and encourages persons outside to enter the building.
- If the external threat is observed, notify Campus Security and give as much information as possible.

### **Lock Down Internal Threat**

If there is an Internal Threat, and CACC needs to take immediate action to lock outside and inside doors. The goal is to protect individuals from an intruder.

- Take immediate action to lock each door within the College. (Campus Security, Faculty and Staff)

## Central Alabama Community College Emergency Operations Plan

- Lock and barricade all doors leading into your area. When possible make a quick and safe evacuation of the area.
- Stay away from doors and windows.

### **Campus Security**

- Calls 911
- Makes initial determination based on available information whether or not to call for a **LOCK DOWN** or Evacuate buildings.
- Notify President's Office, Dean of Students Office, and Maintenance Supervisor to initiate **LOCK DOWN** or Evacuation.
- If safe to do so, notify students, faculty and staff in hallways.

### **High School Coordinator and Public Relations**

- Calls Building Coordinator, Emergency Operations Committee, and Information Desk. If known, tell where the threat exists.
- Posts to social media with the message of a campus wide **LOCK DOWN**. The Message **"This is a campus wide LOCK DOWN. There is an internal threat in (location name) building. Lock and barricade all doors leading to your area. Stay away from doors and windows and use interior rooms for safety. If an opportunity arises for a safe evacuation, evacuate the building as safely, and quickly as possible"**.

### **IT Department**

- Sends the campus wide message for students and employees through Schoolcast. The Message **"This is a campus wide LOCK DOWN. There is an internal threat in (location name) building. Lock and barricade all doors leading to your area. Stay away from doors and windows and use interior rooms for safety. If an opportunity arises for a safe evacuation, evacuate the building as safely, and quickly as possible"**. If unavailable, The Dean of Student's Office or the Dean of Adult and Community Education and Childersburg Campus will send out the Schoolcast.

## **MEDICAL EMERGENCY**

A medical emergency is any episode that extends beyond what is normal for Health Services to treat and recover without seeking medical attention.

### **Medical Emergency**

- Initiating Department immediately calls 911
- Notifies Campus Security and lets them know 911 has been called

### **Campus Security**

- Directs someone to go outside and guide the paramedics to the scene
- Notifies the Dean of Students if victim is a student
- Notifies Human Resources Director and Dean of Students if victim is an employee
- Completes an incident report



### **Campus Security**

- Call parent or legal guardian if a student
- Call spouse if an employee
- Notify Dean of Students if student injury
- Notify Human Resources and Dean of Students if employee injury
- Completes an incident report

### **CHEMICAL OR RADIATION SPILL/EXPLOSION**

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

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

### **Remember:**

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

### **BOMBS AND BOMB THREATS**

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

**If you receive a call:**

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

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

**Some indicators of mail/package bombs**

- Excessive postage
- Oily stains, discoloration or odors
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Ticking sound
- Marked with a restricted endorsement, i.e., "Personal", or "Confidential".
- City or State in post mark does not match the return address

**Telephone Bomb Threat Checklist**

**Keep calm and do not get excited or excite others.**

**In the event a bomb threat is received, call 911 and Campus Security as soon as possible and follow the checklist. Notify the Building Coordinator and Dean of Students.**

**When law enforcement arrives at the scene, a college personnel that is familiar with the identified location of the suspected bomb must be available to assist. The personnel will identify any unusual packages or items that should not be and are not normally located in the area to law enforcement.**

**CHECKLIST**

Time: Call Received \_\_\_\_\_ Terminated \_\_\_\_\_

**Exact Words of Caller**

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**Delay**

1. Ask the caller to repeat statements.
2. Try to allow time for the call to be traced.

**Questions You Should Ask Caller**

1. What time is the bomb set to explode?
2. Where is the bomb located? Get specific as possible.
3. What kind of bomb is it?
4. What will cause it to explode?
5. What does the bomb look like? Get as specific as possible.
6. Did you place the bomb?
7. Why does the caller want to injure or kill people?
8. What is your name?

**Voice Description**

Male \_\_\_\_\_ Old \_\_\_\_\_ Calm \_\_\_\_\_ Middle-aged \_\_\_\_\_ Accent \_\_\_\_\_ Crying \_\_\_\_\_

Female \_\_\_\_\_ Young \_\_\_\_\_ Nervous \_\_\_\_\_ Refined \_\_\_\_\_ Laughter \_\_\_\_\_ Excited \_\_\_\_\_

Rapid \_\_\_\_\_

Central Alabama Community College Emergency Operations Plan

Normal \_\_\_\_ Slurred \_\_\_\_ Speech Impediment \_\_\_\_ Hoarse \_\_\_\_ Cracking Voice \_\_\_\_

Slow \_\_\_\_ Rough \_\_\_\_ Whispered \_\_\_\_ Heavy Breather \_\_\_\_ Throat Clearing \_\_\_\_

Is there any unusual manner of phrasing?

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Do you recognize the voice

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**Background Noise**

Music \_\_\_\_ Traffic \_\_\_\_ Bells \_\_\_\_ Whistles \_\_\_\_ Aircraft \_\_\_\_

Machinery \_\_\_\_ Quiet \_\_\_\_ House Noise \_\_\_\_ Trains \_\_\_\_ Engine Noise \_\_\_\_

Other \_\_\_\_\_

**Telephone Line**

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

**Threat Language**

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

**Additional Information**

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

## **TORNADO/SEVERE WEATHER**

The following guidelines shall be adhered to when the National Weather Service issues a Tornado or Sever Weather Warning and activates the County siren system.

1. If indoors, report to the predestinated tornado “safe area” in your building. If that location is unknown seek refuge in a doorway, interior hallway or under a desk or table on the lowest floor of the building. **Stay away from windows and exterior doors.**
2. If outdoors and unable to get to a shelter, seek a ditch or depression in the ground and lie flat. **Avoid power or utility poles as they may be energized.**
3. If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground. **Avoid power or utility poles.**
4. Remain in the safe area until the warning has passed or when conditions permit.

Tornado Shelters are located in the basements of the Business and Science and Health, Education, & Arts buildings at the Alexander City campus, an interior room or hallway of the ground floor of all buildings at the Childersburg campus, and the conference room or interior hallway at the Talladega Center.

## **Inclement Weather/Declaration of School Closing**

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

## **FIRE**

### **REPORT ALL FIRES TO CAMPUS SECURITY**

1. Know the locations of the fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available from the Campus Security and 911.
2. If a minor fire appears controllable, **IMMEDIATELY** activate the building alarm and call Campus Security and 911 then promptly direct the charge of the fire extinguisher toward the base of the fire.
3. If an emergency exists, activate the building fire alarm.
4. On fires that do not appear controllable, **IMMEDIATELY** activate the building alarm and call Campus Security and 911. Evacuate all rooms and close all doors to confine the fire and reduce oxygen. **Do not lock doors.**
5. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. Smoke is the greatest danger in a fire so stay near the floor where the air will be less toxic.

## Central Alabama Community College Emergency Operations Plan

7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency personnel and equipment.
8. If requested, assist emergency crews as necessary.
9. An EOC may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
10. **Do not return to an evacuated building** unless told to do so by Campus Security or College Official.

### **FIRE EVACUATION PLAN**

1. Immediately call 911.
2. Follow the emergency evacuation plans posted in the buildings. Use the closest exit to your location.
3. **Do not use the elevators during a fire.**
4. Building Coordinators are responsible for ensuring that persons with disabilities can safely exit the building during an evacuation. ADA Coordinators will notify instructors and building coordinators at the beginning of each semester of individuals who may need assistance in events of emergency along with the scheduled times they will be in that building.
5. Everyone must evacuate to designated meeting points as described in the section below. Each instructor is responsible for ensuring the head count for their classroom students. Each administrator is responsible for the head count of their employees and staff.
6. Rescue and emergency medical aid will be the responsibility of the paramedics and fire department when they arrive on the scene.
7. Fire alarms and fire watch personnel will notify occupants of fires. SchoolCast notifications will be activated immediately in cases of fire.
8. The EOC will delegate duties as outlined in this plan.

### **DESIGNATED MEETING POINTS FOR EVACUATION**

#### **Alexander City**

Administration Building-North corner of employee parking lot  
BS Building-Blue light pole in parking lot  
Library-fountain  
Betty Carol Graham Technology Center-Gazebo  
HEA Building-Tennis parking lot  
Adult Ed Building-Softball parking lot  
Welding Shop-Softball bleachers  
Nursing Building-East Hilltop to the side of the building  
Career Center-North side of parking lot  
Machine Shop-Tree line at north side of building

#### **Childersburg**

Administration Building-North parking lot by medical center  
Nursing building-Northwest corner of rear parking lot  
Library-Southwest corner of parking lot

## Central Alabama Community College Emergency Operations Plan

Margie Sanford Building-Northwest corner of parking lot  
Maintenance Shop-Tree line on other side of roadway  
Building C-Southwest corner of library parking lot  
Building E- Accessible parking area on north side of nursing building  
Electronics Building-Tree line on north side of building  
Welding Shop-Tree line on north side of building  
Machine Shop-Tree line on north side of building  
Building H-Northeast tree line across road way

### **Talladega**

Evacuate to the northwest corner of the parking lot facing Tractor Supply.

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

### **Remember**

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

### **ACTIVE SHOOTER**

**Call 911 and Campus Security as soon as possible and relay the following information:**

1. Immediately upon site or sound of an Active Shooter or Violent Intruder event, observing personnel will conduct all of the following as quickly as possible.
  - Contact 911
  - Contact Administration
  - Initiate **ALERT** and **LOCKDOWN** procedures if possible
  - These actions can be performed simultaneously by multiple persons
2. Upon notification, Administration, as identified in CAEOP procedures, will issue and re-issue campus wide **ALERT** and **LOCKDOWN**.
  - Information shall be given in plain language.
  - Information shall include all known information that answers the basic questions of Who, What, Where, When, and How.
  - Information shall be provided by all means possible, i.e. public address system, School Cast, email, etc.
  - Persons outside a building shall take appropriate action based on location of the event.

## Central Alabama Community College Emergency Operations Plan

- Persons inside the building, but outside of locked rooms, shall go to the nearest exit in the opposite direction of activity occurring inside the building and proceed to the appropriate Community Rally Point. If activity is outside the building, they should go to the main office.
  - Administration shall continue to inform through constant real-time updates of the activity, both campus wide and to responding emergency agencies.
3. Upon receiving ALERT information, staff and students in securable rooms shall decide to either remain in **LOCKDOWN** or **EVACUATE**.
- If **ALERT** yields information that indicates the ability to **EVACUATE**, staff shall direct students to exit the building and go to the Community Rally Point that is in the opposite direction of the on-going event.
  - If evacuation is not possible either due to location or activity or infrastructure design, staff and students shall remain in **LOCKDOWN** and conduct the following:
    1. Ensure the door is locked
    2. Use any other lock enhancement available
    3. Make room as dark as possible
    4. Barricade the door with any large and heavy items
    5. Door should not be opened for anyone except Law Enforcement
    6. Staff and students should take items that can be used as distraction devices, in case of breach
    7. Move to an area out of field of fire should shooting through the door occur.
4. When the Active Shooter is among staff and students, then the following **COUNTER** measures should be attempted:
- **Cause Distractions**
    1. Create as much noise as possible.
    2. Create as much movement as possible.
    3. Throw items at the face of the shooter.
    4. The goal is to increase the level of skill necessary to shoot a weapon at the room occupants.
  - **Take Control of the Shooter**
    1. While distractions are conducted, one person grabs and secures each limb of the shooter.
    2. Each person uses their body weight on one limb to hold the shooter down until law enforcement arrives or shooter has been incapacitated.
  - **Provide First Aid for the Injured**
    1. Staff and students must provide immediate trauma care for the injured (to the best of their ability) until medical personnel can enter the building.



**SAFETY TIPS**

- 1. Know where the College Security Office is located and how to contact Security.**
- 2. Take extra precaution at night.**
- 3. Always lock up.**
- 4. Maintain privacy on social media.**
- 5. Be careful when getting into your car.**
- 6. Learn how to defend yourself.**
- 9. Have safety and security supplies readily accessible.**
- 10. Always have emergency contacts on you or in your device.**
- 11. Add the number for Security to your speed dial.**
- 12. Immediately report any questionable behavior and suspicious persons, vehicles, or activities to security.**
- 13. Immediately report any lights out or other hazardous conditions.**

**SECURITY CONTACT NUMBERS**

Alexander City	256-596-0058
Childersburg	256-596-0054
Talladega	256-896-0061

**REMEMBER SAFETY FIRST!!**