Central Alabama Community College

Emergency Operations Plan
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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 brought up to speed as soon as possible.

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

Incident Response Team
- President
- Dean of Academic Programs
- Dean of Economic and Workforce Development
- Dean of Financial Services
- Dean of Students
- Safety and Security Coordinator
- Executive Director of Human Resources
- Chief Information Officer

Emergency Operations Center
Command and Control

City Fire Department
County Health Department
County Sheriff
City Chief of Police
Chancellor

Building Coordinators

Maintenance Representative
IT Representative
Athletic Director
Coordinator of High School and Public Relations
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 student services, college/student/parent communications, Central Alabama Community College Security Officers, maintenance department, and student health (including post emergency counseling).

The Dean of Students will assist the Associate Dean of Student Services in coordinating the provision of support services by the TRIO staff.

Dean of Financial Services

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

Dean of Academic Programs

The Dean of Academic Programs will focus on academic 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 and assist with coordinating maintenance services.

Dean of Economic and Workforce Development

The Dean of Economic and Workforce Development will focus on technical 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 and assist with coordinating maintenance.

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.
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.

Executive Director of Human Resources

The Human Resources Director will assist in support to the Dean of Students and Dean of Academic Programs with arranging support services for 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 ensure 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 ensure 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 Operations Plan will be evaluated annually by the President’s Cabinet. 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.

The Emergency Operations Plan will be reviewed every two years by the Alabama Community College System. Any changes to the plan must be approved by the System Office and the President’s Cabinet.

A performance evaluation of each instance in which the Emergency Operation 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 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

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Dr. Susan Burrow</td>
<td>256-215-4300</td>
</tr>
<tr>
<td>Dean of Academic Programs</td>
<td>Dean Danny Coleman</td>
<td>256-215-4311</td>
</tr>
<tr>
<td></td>
<td></td>
<td>256-378-2022</td>
</tr>
<tr>
<td>Dean of Economic and Workforce Development</td>
<td>Dr. Doug Flor</td>
<td>256-215-4319</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Dr. Sherri Taylor</td>
<td>256-215-4273</td>
</tr>
<tr>
<td>Dean of Financial Services</td>
<td>Dean Lisa Sawyer</td>
<td>256-215-4536</td>
</tr>
<tr>
<td>Recruiter/ Coordinator of High School and Public Relations</td>
<td>Brett Pritchard</td>
<td>256-215-4254</td>
</tr>
<tr>
<td>Safety and Security Coordinator</td>
<td>Gary Arrington</td>
<td>256-596-0063</td>
</tr>
<tr>
<td>Executive Director of Human Resources</td>
<td>Tina Shaw</td>
<td>256-378-2010</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Rickey Creel</td>
<td>256-215-4317</td>
</tr>
<tr>
<td>All Campuses IT Representative</td>
<td>Tyler Gray</td>
<td>256-215-4279</td>
</tr>
<tr>
<td>Alexander City Maintenance Representative</td>
<td>Lynn Walker</td>
<td>256-215-4357</td>
</tr>
<tr>
<td>Childersburg Maintenance Representative</td>
<td>Eric McLain</td>
<td>256-378-2070</td>
</tr>
<tr>
<td>Talladega Maintenance Representative</td>
<td>Bill McPherson</td>
<td>256-480-2064</td>
</tr>
<tr>
<td>Talladega Center Math Instructor</td>
<td>Paige Scott</td>
<td>256-480-2074</td>
</tr>
<tr>
<td>Administrative Coordinator of Student Services</td>
<td>LaResea Embry</td>
<td>256-480-2090</td>
</tr>
<tr>
<td>Pratt’s Mill Center English Instructor</td>
<td>Brandy Mitchell</td>
<td>334-380-9597</td>
</tr>
<tr>
<td>Enrollment Specialist</td>
<td>Melody Steele</td>
<td>334-380-9600</td>
</tr>
<tr>
<td>Alexander City Adult Education Representative</td>
<td>Melanie Veazey</td>
<td>256-215-4489</td>
</tr>
<tr>
<td>Alexander City Career Center Representative</td>
<td>Julie Wood</td>
<td>256-215-4492</td>
</tr>
<tr>
<td>Talladega Career Center Representative</td>
<td>Angelia Todd</td>
<td>256-480-2126</td>
</tr>
</tbody>
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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, and Dean of Students
• Dean of Students will notify the President, Dean of Academic Programs, Dean of Economic and Workforce Development, IT Representative, and Maintenance Representative
• Dean of Academic Programs will notify Recruiter/Coordinator of High School and Public Relations, Dean of Financial Services, Executive Director of Human Resources, Career Center Director, and the Adult Education Representative

Childersburg Campus
• Call 911
• Notify Security
• On Duty Security Officer will notify Safety & Security Coordinator and Dean of Academic Programs
• Dean of Academic Programs will notify the Dean of Students, IT Representative, Maintenance Representative, and Executive Director of Human Resources
• Dean of Students will notify the President, Recruiter/Coordinator of High School and Public Relations, Dean of Economic and Workforce Development and Dean of Financial Services

Talladega Center
• Call 911
• Notify Security
• On Duty Security officer will notify Safety & Security Coordinator, Paige Scott, Math Instructor, and Administrative Coordinator of Student Services
• Administrative Coordinator of Student Services will contact Dean of Academic Programs, Dean of Students, Maintenance Representative, and Career Center Director
• Dean of Academic Programs will notify IT Representative and Executive Director of Human Resources
• Dean of Students will notify the President, Recruiter/Coordinator of High School and Public Relations, Dean of Economic and Workforce Development, and Dean of Financial Services

Pratt’s Mill Center
• Call 911
• Notify Security
• On Duty Security Officer will notify Safety & Security Coordinator, Brandy Mitchell, English Instructor, and Enrollment Specialist
• Enrollment Specialist will contact Dean of Students
• Dean of Students will notify the President, Dean of Academic Programs, Maintenance Representative, and IT Representative
• Dean of Academic Programs will notify Recruiter/Coordinator of High School and Public Relations, Dean of Financial Services, Dean of Economic and Workforce Development, and Executive Director of Human Resources
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

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

Talladega Center
- Call 911
- Notify Security
- On Duty Security officer will notify Safety & Security Coordinator
- Notify Math Instructor, Paige Scott
- Math Instructor, Paige Scott, will initiate phone tree from Daytime Guidelines

Pratt’s Mill Center
- Call 911
- Notify Security
- On Duty Security Officer will notify Safety & Security Coordinator
- Notify English Instructor, Brandy Mitchell
- English Instructor, Brandy Mitchell, will initiate phone tree from Daytime Guidelines

BUILDING COORDINATORS

<table>
<thead>
<tr>
<th>Talladega</th>
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<tbody>
<tr>
<td>Coordinator(s)</td>
<td>Office Number</td>
</tr>
<tr>
<td>Paige Scott</td>
<td>256-480-2074</td>
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<tr>
<td>LaResea Embry</td>
<td>256-480-2090</td>
</tr>
<tr>
<td>Bill McPherson</td>
<td>256-480-2064</td>
</tr>
<tr>
<td>Career Center</td>
<td>256-480-2109</td>
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<tr>
<td>Angelia Todd</td>
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<tr>
<td>Coordinator</td>
<td>Office Number</td>
</tr>
<tr>
<td>Clay Morgan</td>
<td>256-245-0073</td>
</tr>
<tr>
<td>Dean Danny Coleman</td>
<td>256-378-2022 or 256-215-4311</td>
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### Pratt’s Mill

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<thead>
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<tbody>
<tr>
<td>Brandy Mitchell</td>
<td>334-380-9597</td>
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<tr>
<td>Melody Steele</td>
<td>334-380-9600</td>
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### Alexander City

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Administrative</td>
<td>Stacy Morgan</td>
<td>256-215-4275</td>
</tr>
<tr>
<td></td>
<td>Cindy Entrekin</td>
<td>256-215-4246</td>
</tr>
<tr>
<td></td>
<td>Rickey Creel</td>
<td>256-215-4321</td>
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<tr>
<td>Business &amp; Science</td>
<td>Ron Van Houten</td>
<td>256-215-4341</td>
</tr>
<tr>
<td></td>
<td>Kathleen Thompson</td>
<td>256-215-4332</td>
</tr>
<tr>
<td>Betty Carol Graham Tech</td>
<td>Gwen Rich</td>
<td>256-215-4252</td>
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<tr>
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<td>Hazel Jackson</td>
<td>256-215-4370</td>
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<td>Health Ed &amp; Arts</td>
<td>Greg Shivers</td>
<td>256-215-4324</td>
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<td>Larry Thomas</td>
<td>256-215-4297</td>
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<tr>
<td>Library</td>
<td>Denita Pasley</td>
<td>256-215-4293</td>
</tr>
<tr>
<td></td>
<td>Marty Cook</td>
<td>256-215-4291</td>
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<td>Career Center</td>
<td>Julie Wood</td>
<td>256-215-4492</td>
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<tr>
<td>Electronics</td>
<td>Michael White</td>
<td>256-215-4276</td>
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<tr>
<td>Machine Shop</td>
<td>Scotty Carr</td>
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<tr>
<td>Welding</td>
<td>Danny James</td>
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<tr>
<td>Adult Education</td>
<td>Melanie Veazey</td>
<td>256-215-4489</td>
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<tr>
<td>Maintenance Shop</td>
<td>Lynn Walker</td>
<td>256-215-4357</td>
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<tr>
<td></td>
<td>Will Holt</td>
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### Childersburg

<table>
<thead>
<tr>
<th>Building</th>
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<tbody>
<tr>
<td>Administrative A</td>
<td>Dean Danny Coleman</td>
<td>256-378-2022</td>
</tr>
<tr>
<td></td>
<td>Marian Martin</td>
<td>256-378-2001</td>
</tr>
<tr>
<td></td>
<td>Tina Shaw</td>
<td>256-378-2010</td>
</tr>
<tr>
<td>Electronics B</td>
<td>John Pierce</td>
<td>334-663-2928</td>
</tr>
<tr>
<td>Academic E</td>
<td>Amy Waites</td>
<td>256-378-2063</td>
</tr>
<tr>
<td></td>
<td>Amy Collins</td>
<td>256-378-2069</td>
</tr>
<tr>
<td>Welding</td>
<td>Johnny Jones</td>
<td>256-378-2072</td>
</tr>
<tr>
<td>Science C</td>
<td>Building Closed</td>
<td>N/A</td>
</tr>
<tr>
<td>Machine Shop F</td>
<td>Pat Murphy</td>
<td>256-378-2071</td>
</tr>
<tr>
<td>Building H</td>
<td>Katie Schlenker</td>
<td>205-412-8780</td>
</tr>
<tr>
<td></td>
<td>Grant Merrill</td>
<td>256-378-2080</td>
</tr>
<tr>
<td>Margie Sanford</td>
<td>Diann Tippins</td>
<td>256-378-4908</td>
</tr>
<tr>
<td>Library I</td>
<td>Annette Hatch</td>
<td>256-378-2037</td>
</tr>
<tr>
<td></td>
<td>Karen Thomas</td>
<td>256-378-2041</td>
</tr>
<tr>
<td>Nursing J</td>
<td>Tanya Hunnicutt</td>
<td>256-378-2062</td>
</tr>
<tr>
<td></td>
<td>Dr. Jennifer Steele</td>
<td>256-378-4900</td>
</tr>
<tr>
<td>Maintenance Shop</td>
<td>Eric McLain</td>
<td>256-378-2070</td>
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CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive.

- 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 Supervisors.
- 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.

SHELTER IN PLACE

**Definitions**

- **Shelter in Place** – 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.

**Shelter in Place 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 Shelter In Place or evacuate buildings.
Central Alabama Community College Emergency Operations Plan

- Notifies the President’s Office, Dean of Students, and Maintenance Supervisor to initiate Shelter In Place procedures by calling a SHELTER IN PLACE if warranted. The Dean of Students Office, Dean of Academic Programs, 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 SHELTER IN PLACE.
- Posts to social media the message of a campus wide SHELTER IN PLACE. The Message “This is a campus wide SHELTER IN PLACE. 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 SHELTER IN PLACE. 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 Academic Programs 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.

SHELTER IN PLACE 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).
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 SHELTER IN PLACE or evacuate buildings.
- Notify President’s Office, Dean of Students Office, and Maintenance Supervisor to initiate SHELTER IN PLACE 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 SHELTER IN PLACE. The Message “This is a campus wide SHELTER IN PLACE. 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 SHELTER IN PLACE. 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 Office of Academic Programs 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.
- Initiating department 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 Executive Director of Human Resources and Dean of Students if victim is an employee.
- Completes an incident report within 48 hours.
Dean of Students
- Notifies emergency contact of student, if applicable.

Executive Director of Human Resources
- Notifies emergency contact of employee, if applicable.

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 on-duty security officer who will immediately notify the appropriate personnel and activate the phone tree.

**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 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.
Central Alabama Community College Emergency Operations Plan

CHECKLIST

Time: Call Received __________________ Terminated __________________

Exact Words of Caller

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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 ____
Normal ____ Slurred ____ Speech Impediment ____ Hoarse ____ Cracking Voice ______
### Slow ____ Rough ____ Whispered ____ Heavy Breather ____ Throat Clearing ____

Is there any unusual manner of phrasing?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Do you recognize the voice

__________________________________________

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</table>

### 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 Severe Weather Warning and activates the County siren system.

1. If indoors, report to the determined 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 as follows:

**Alexander City**
- Business & Science-1st floor of the building
- Health, Education, & Arts-Basement floor of the building
- Administration-Stairwells of the building
- Betty Carol Graham Technology Center-Media Room
- Library-Refuge area on the 1st floor
- Career Technical Program Buildings, Faulkner, Adult Education, Nursing, Career Center, and Gold Indoor Facility evacuate to the HEA building basement, if time allows. If unable to evacuate to the HEA building, take cover in the restroom of the building you are in at the time.

**Childersburg**
- Campus Wide-Go to an interior room of the building or hallway of the ground floor of the building that you are in at the time.

**Talladega Center**
- Go to the conference room or interior hallway of the Center.

**Pratt’s Mill Center**
- Exit to the Express Fitness 24/7 Center located directly underneath Pratt’s Mill Center and shelter in the restrooms.

**Inclement Weather/Declaration of School Closing**

If 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. The Recruiter/Public Relations and High School Coordinator will provide this to the local media and the information will also be listed on the college website and social media outlets.
Department heads will also be notified and are to make sure everyone in their department has this information.

**General Weather Alerts**

An **advisory** is issued when weather is expected to cause a significant inconvenience, but not serious enough to warrant a warning.

A **watch** is issued when there is the potential for significant and hazardous weather. It does not mean that significant and hazardous weather will occur...it only means it is possible.

A **warning** is issued when a significant combination of hazardous weather is occurring or imminent.

**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.
7. Ounce 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
- 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.

**Pratt’s Mill Center**
- Evacuate to the grassy field to the rear of the building.
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, stay near the floor where the air will be less toxic. Shout out 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 SHELTER IN PLACE procedures.
   - 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 SHELTER IN PLACE.
   - 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.
   - 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.
   - 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 SHELTER IN PLACE 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 SHELTER IN PLACE and conduct the following:

1. Stay inside the building you are in if you can safely do so.
2. If you are outdoors, proceed immediately to the nearest accessible building.
3. Ensure the door is locked.
4. Use any other lock enhancement available.
5. Make room as dark as possible.
6. Barricade the door with any large and heavy items.
7. Door should not be opened for anyone except Law Enforcement.
8. Staff and students should take items that can be used as distraction devices, in case of breach.
9. 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.

ACTIVE SHOOTER STUDENT SAFETY PROTOCOL

If you hear gunfire or see a person with a gun or other weapon, take immediate steps to protect yourself.

In an active shooter situation, choose the safest method below.

● RUN-Can you safely escape?
  o IF you decide to flee, make sure you can do it safely and have an escape route and plan in mind.
Central Alabama Community College Emergency Operations Plan

- Get out fast.
- Leave your belongings behind.
- If possible, call 9-1-1. Give as much information as possible.
- The best way to survive an active shooter situation is to not be where the shooter is and not go where he/she can see you.

**HIDE**
- Is there a good place to hide?
  - If you cannot get out, you should hide (shelter in place). Find a hidden location.
  - Lie down away from windows or fields of fire.
  - Find protection behind furniture, if possible.
  - Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or window, and do not peek out to see what may be happening.
  - Spread out; huddling together makes an easier target.
  - If in a hallway, look for an unlocked room or closet to hide in.
  - If possible, close and lock the outside door to the room. Barricade the door with furniture or other heavy objects.
  - Turn out lights.
  - Do not pull fire alarms or evacuate rooms or buildings, unless directed by emergency responders.
  - If possible, monitor messages on the College website and social media.
  - Call 9-1-1, do not assume someone has called the police. If possible and safe to do so, report the location of the assailant.
  - Be persistent in calling because the phone lines may be overloaded.
  - If safe to do so, talk about what to do if the shooter enters the room and establish a plan. Make a total commitment to action and act as a team with others.
  - Do whatever is necessary to survive the situation.

**FIGHT**
- Will you take out the shooter?
  - If there is absolutely no other opportunity for escape or survival, you may have to try to take out the shooter yourself.
  - You must be committed to this action.
  - The shooter’s very presence is a threat to your life.
  - Be prepared to do whatever it takes to neutralize the threat.
  - Any action should be taken in unison with others.
  - If you and others attack the assailant, commit fully. Use any available objects to overtake the assailant, such as books, backpacks, chairs, desks, fire extinguishers, etc.
  - If the assailant is subdued, immediately leave the area with hands held high so that law enforcement can determine who you are. Never assume first responders and law enforcement will know who the assailant is.
  - Follow all directives given by law enforcement, first responders, and college personnel.
If Outside When A Shooting Occurs

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from law enforcement personnel and first responders.

What To Do If Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unstable. Don’t make mistakes which could put you in danger.
- 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. Cooperate with the captor at all times.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- 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.

What Else Can You Do?

- Active Shooter Training Online
  - DHS Training Course
    - The Department of Homeland Security (DHS) Independent Study Course titled: Active Shooter, What You Can Do (IS-907), is a no cost training course developed to provide the public with guidance on how to prepare for and respond to active shooter crisis situations. This training is available through the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) at http://training.fema.gov/EMIWeb/IS/IS907.asp
    - The training is targeted to reach a broad range of individuals, including managers and employees, so they can prepare to respond to an active shooter situation. The course is self-paced and takes about 45 minutes to complete. Upon completion of Active Shooter, What You Can Do, employees and managers will be able to:
      1) **Describe the actions to take when confronted with an active shooter and responding to law enforcement officials.**
2) **Recognize potential workplace violence indicators.**
3) **Describe actions to take to prevent and prepare for potential active shooter incidents.**
4) **Describe how to manage the consequences of an active shooter incident.**

A certificate from FEMA EMI is awarded to participants who complete the course and pass a short final exam.

- **Other Resources**
  - **Active Shooter Training:** [https://training.fema.gov/is/courseoverview.aspx?code=IS-907](https://training.fema.gov/is/courseoverview.aspx?code=IS-907)

**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 your car doors.
4. Maintain privacy on social media.
5. Be careful when getting into your car.
6. Learn how to defend yourself.
7. Have safety and security supplies readily accessible.
8. Always have emergency contacts on you or in your device.
9. Add the number for CACC Security to your speed dial.
10. Immediately report any questionable behavior and suspicious persons, vehicles, or activities to Security.
11. Immediately report any lights out or other hazardous conditions.
SECURITY CONTACT NUMBERS

Alexander City 256-596-0058
Childersburg 256-596-0054
Talladega 256-596-0061
Pratt’s Mill Center 256-596-0010

REMEMBER SAFETY FIRST!!
# Record Of Change

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<td>9/27/18</td>
<td>All</td>
<td>Release of 2018-19 Plan</td>
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<td>1</td>
<td>8/1/19</td>
<td>5, 6, 10, 11, 12, 15, 16</td>
<td>Changed Dean of Instruction to Dean of Academic Programs; Added Dean of Economic and Workforce Development; Updated Building Coordinators to remove those no longer with college; Updated Call Tree to remove Faulkner University</td>
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<tr>
<td>Regional Liaison and Chief Security Officer of Alabama Community College System</td>
<td>Chester Vrocher</td>
<td></td>
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<tr>
<td>President</td>
<td>Dr. Susan Burrow</td>
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<td>Dean of Students</td>
<td>Dr. Sherri Taylor</td>
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<td>Dean Danny Coleman</td>
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<td>Associate Dean of Institutional Effectiveness, Research &amp; Compliance</td>
<td>Dean Cindy Entrekin</td>
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<tr>
<td>Executive Director of Human Resources</td>
<td>Tina Shaw</td>
<td></td>
</tr>
</tbody>
</table>

# Record Of Distribution

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>11/1/18</td>
<td>Via all employee email; iConnect Resources</td>
</tr>
<tr>
<td>1</td>
<td>8/23/19</td>
<td>Professional Development</td>
</tr>
</tbody>
</table>