

EMERGENCY PROCEDURES COMMITTEE

Jack Burrow
Janet Burch
Kevin Davenport, Chair
Dawn Hale
Terri Hildreth
Judy Johnson
John Jordan
Alan Kelley
Roberta Sommerville
Jerry Szymezak
Wes Torain

The Emergency Procedures Committee meets bi-annually, typically during the months of June and December. Any comments or suggestions should be submitted in writing to any one of the aforementioned individuals.

TABLE OF CONTENTS

Purpose	3
Campus Security/Police	4
Aircraft / Chemical / Fire / Utilities.....	5
Behavioral / Suicide / Domestic / Alcohol / Drug / Demonstrations	8
Bloodborne Pathogens / Medical Emergencies	12
Bomb Threat / Firearms.....	14
Weather.....	17
Other	
Standards of Conduct.....	20
Legal Sanctions.....	20
Animals / Pets.....	20
Children.....	21
Theft	21
Building Access / After Hours.....	21
Evacuation Routes / Building Coordinators.....	22
Emergency Preparedness Plan	24
College Lockdown Procedure.....	29

PURPOSE

It is the intent of Calhoun Community College to provide a safe and secure environment for all faculty, staff, students and visitors on each college campus.

Pursuant to state board policy 510.01 Calhoun Community College adheres to the following:

Each institution shall provide a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer, or employee of the institution, who is not authorized by employment or by status as a student of the institution to be on campus or at any other facility owned, operated, or controlled by the governing board of the institution, or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the institution to leave the campus or facility. If the person fails to do so, trespass charges may be made by the institution through the appropriate local law enforcement agency or court.

This manual addresses various emergency situations which may be encountered at the Decatur and/or Huntsville/Research Park campuses. The Limestone Correctional Facility Site must adhere to the State Department of Corrections Guidelines.

Please become familiar with and reference this manual as needed.

CAMPUS SECURITY/POLICE

We take your safety seriously! To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the college's Campus Security/Police Department by calling ext. **2575 or 2911**. The Decatur campus security office is located in building 22 behind the Noble Russell Building. Huntsville Police Department officers are located in the Administrative Office at the Huntsville/Research Park Campus along with a full-time Calhoun Police Officer. The Huntsville officers may be reached at ext. **4741 or 4711**.

Calhoun Community College is proud of its historically safe campuses. Should you have any questions regarding campus safety, please contact the Dean of Business and Finance at ext. **2545**.

NOTE: If calls are not placed on a Calhoun phone, the prefix of 306 should be used for the Decatur campus numbers and 890 for the Huntsville/Research Park numbers.

DECATUR CAMPUS

AIRCRAFT

In the event of an aircraft emergency, evacuate the affected area at a minimum distance of 500 feet and notify campus security/police at ext. **2911**.

DECATUR CAMPUS AND HUNTSVILLE/RESEARCH PARK

CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**.
2. When reporting, be specific about the nature of the involved material and exact location. The President or his/her designee will contact the necessary authorities and medical personnel.
3. Campus security/police should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of appropriate emergency response personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, and remain in the vicinity. Required first aid cleanup by specialized authorities should be started at once.
5. If an emergency exists, report the emergency by phone to the campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**.
6. Walk quickly to the nearest marked exit and alert others to do the same.
7. Assist the disabled in exiting the building.
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. **Do not return** to an evacuated building unless told to do so by campus security/police or appropriate emergency personnel.

FIRE

In case of fire, smoke in building, or threat of fire contact campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**.

If possible, locate the most accessible fire extinguisher and attempt to contain the fire until security arrives.

Follow evacuation routes and assist all disabled individuals.

DECATUR CAMPUS

UTILITY FAILURE

1. In the event of a major utility failure, please notify campus security/police at ext. **2911**. This may have to be done in person since the power failure may terminate phone availability.
2. If there is a potential danger to building occupants or if the utility failure occurs on weekends or holidays, notify campus security/police at ext. **2911**.
3. **Do not return** to an evacuated building unless told to do so by Calhoun security/police or appropriate emergency personnel.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps “1 and 2 and 3” above whenever the following emergencies arise.

Electrical/Light Failure:

It is advisable to have a flashlight and a portable radio available for emergencies.

Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify the campus security/police at ext. **2911**. If necessary, vacate the area.

Gas Leak:

DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT!!!!
REMEMBER...electrical arcing can trigger an explosion!

Ventilation Problem:

If smoke odors come from the ventilation system, immediately notify the campus security/police at ext. **2911** and, if necessary, cease all operations and vacate the area.

HUNTSVILLE/RESEARCH PARK

UTILITY FAILURE

1. In the event of a major utility failure, please notify campus security/police at ext. **4741**. This may have to be done in person since the power failure may terminate phone availability.
2. If there is a potential danger to building occupants or if the utility failure occurs on weekends or holidays, notify campus security/police at ext. **4741**.
3. **Do not return** to an evacuated building unless told to do so by Calhoun security/police or appropriate emergency personnel.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps "1 and 2 and 3" above whenever the following emergencies arise.

Electrical/Light Failure:

It is advisable to have a flashlight and a portable radio available for emergencies.

Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify the campus security/police at ext. **4741**. If necessary, vacate the area.

Gas Leak:

DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT!!!!
REMEMBER...electrical arcing can trigger an explosion!

Ventilation Problem:

If smoke odors come from the ventilation system, immediately notify the campus security/police at ext. **4741** and, if necessary, cease all operations and vacate the area.

DECATUR CAMPUS AND HUNTSVILLE/RESEARCH PARK

BEHAVIORAL EMERGENCIES

A behavioral emergency exists when an individual is threatening or causing harm to himself/herself or to others, or is demonstrating behavior which indicates the person may be out of touch with reality due to severe drug reactions, other psychological, or physical reasons. For example, hallucinations and/or uncontrollable behavior may manifest a psychotic break.

If a behavioral emergency occurs:

1. Never try to handle a dangerous situation on your own.
2. Contact campus security/policy at ext. **2911 (Decatur) or 4741 (Huntsville)**

SUICIDE PREVENTION PROTOCOL

In the event that a Calhoun employee becomes aware of a situation that involves, or appears to involve, a suicide threat or attempt, the employee should take the following steps.

1. Never try to handle the situation alone.
2. Contact campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**.
3. Do not leave the person alone – seek assistance or move where assistance is available.
4. Inform the Dean of Student Affairs Office at ext. **2613 (Decatur) or ext. 4703 (Huntsville)**.
5. Get the name(s) and phone number(s) of any witness(es).
6. The Dean of Student Affairs Office will contact the parent, guardian, or next of kin, as well as the Public Relations Office.
7. Refer any media inquiries to the Calhoun Public Relations Office (**306-2561**).
8. Confidentiality must be maintained in all such matters. Only designated school officials are to be notified (i.e., Police, Dean of Student Affairs, Public Relations Officer and the President when necessary)

After the potential suicide situation has been resolved, the Dean of Student Affairs (or a designated representative from Student Affairs) will be available to meet at an appropriate time with the person and the person's parent(s) or guardian(s) to discuss the situation. At that time, we will see if there is any assistance that the College can provide to the student. The Dean of Student Affairs will ensure that any applicable provision of the Americans with Disabilities Act is followed. Calhoun does not provide any personal counseling or other mental health services to any student, but will procure a list of

qualified mental health professionals from the local Department of Mental Health or other reliable source, for the student.

A suicide threat or attempt shall not, in and of itself, be grounds for administrative or disciplinary action against a student. However, if the Dean of Student Affairs has reasonable cause to believe that the student poses a threat to other persons at Calhoun, the Dean of Student Affairs shall recommend to the President that appropriate action be taken. At that time, the President shall review the situation and make a determination as to what action should be taken.

DOMESTIC

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting such.
2. If you are a victim, witness, or are aware of any on-campus domestic disturbance, **AVOID RISKS!!!**
3. Promptly notify the campus security/police at ext. **2911 (Decatur) or 4741(Huntsville)** as soon as possible and report the incident.
4. If you observe a criminal act, or a suspicious person on campus, immediately notify the campus security/police to report the incident.
5. College employees should never release student information to any person (mother, father, husband, boyfriend, wife, etc.). Inquiries should be directed to the campus security/police. Never disclose a student's location for any reason.

What to do if taken hostage:

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

ALCOHOL/CONTROLLED SUBSTANCE

Consumption or possession of alcoholic beverages or illegal drugs is forbidden on campus or at any college sponsored function.

Pursuant to State Board Policy 613.01 Calhoun Community College adheres to the following:

In compliance with the provisions of the federal *Drug-Free Workplace Act of 1988*, and the *Drug Free Scholar and Communities Act of 1989*, institutions under the direction and control of the State Board of Education will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts.

The college assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. However, the college reserves the right to dismiss any student whose on- or off-campus behavior is considered undesirable or harmful to the college.

DRUG POLICY

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This publication contains information concerning standards of conduct, legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

DEMONSTRATIONS

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

1. **Interference** with the normal operations of the college
2. **Prevention** of access to office, buildings or other college facilities
3. **Threat** of physical harm to persons or damage to college facilities

If any of these conditions exists, notify the campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- a. Generally, demonstrations of this kind should not be interrupted. Efforts should be made to conduct college business as normally as possible.

- b. If demonstrators refuse to leave by regular facility closing time:
 - (1) Campus security/police will monitor the situation during non-business hours.
 - (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration or as trespassing.
 - (3) The situation should be recorded by video tape or photographic means.

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:
 - (1) Demonstrators will be asked to terminate the disruptive activity by campus security/police.
 - (2) If the demonstrators persist, they will be apprised that failure to discontinue the specified action within a determined length of time may result in a disciplinary action including suspension, expulsion, or possible intervention by civil authorities.
 - (3) Efforts should be made to secure positive identification of demonstrators to facilitate later testimony if deemed advisable.
 - (4) The need for an injunction and intervention of civil authorities will be determined by the campus security/police.
 - (5) The situation should be recorded by video tape or photographic means.

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the campus security/policy will be notified.

NOTE: Campus security/police reserves the right to call additional law enforcement for assistance, without counsel, from others if it is deemed to be necessary to protect persons or property involved.

DECATUR CAMPUS AND HUNTSVILLE/RESEARCH PARK

BLOODBORNE PATHOGENS

What are bloodborne pathogens?

- Bloodborne pathogens are disease-causing microorganisms that may be present in human blood. They may be transmitted with any exposure to blood or Other Potentially Infectious Materials (OPIMs).
- Two pathogens of significance are Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
- A number of bloodborne diseases other than HIV and HBV exist, such as Hepatitis C, Hepatitis D, and syphilis.

All tissues, tissue products or body fluids from humans should be considered as potentially hazardous and handled as if they are contaminated with the viruses causing AIDS or hepatitis.

In the event of a situation involving suspected bloodborne pathogens, an individual should **never** attempt to handle the suspected substance. Immediately call campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**. Security personnel will assess the situation, provide assistance and follow appropriate procedures for clean up.

MEDICAL EMERGENCIES

Automatic External Defibrillators (AEDs) are strategically located across the Decatur and Huntsville Campuses. Look for the AEDs located in the following buildings encased in white metal boxes attached to the wall.

- | | |
|-----------------------------|---|
| ❖ Harris Hall | ❖ Noble Russell |
| ❖ Aerospace Training Center | ❖ Wallace Administration |
| ❖ Fine Arts | ❖ Math/Science/Administration |
| ❖ Kelley Gymnasium | ❖ Huntsville/Research Park (1 st and 2 nd floors) |
| ❖ Student Center | |

Please Note: In extreme emergency situations, only those individuals who have been appropriately trained should use these AED devices. Any individual interested in training should contact the EMS Faculty.

In the event of a more serious medical emergency, campus security/police should be notified immediately by dialing ext. **2911 (Decatur) or 4741 (Huntsville)**. Security will contact the appropriate medical agencies for assistance.

WHAT TO DO WHEN SOMEONE HAS A SEIZURE

1. **Stay calm.** Don't try to restrain or revive the person. If he/she is seated when seizure starts, help ease him/her to the floor.
2. **Remove hazards.** Move hard, hot or sharp objects that can cause injury if the person falls against them.
3. **Don't move the person** (unless the area is clearly dangerous.) Loosen tight clothing and remove glasses.
4. **Protect airways** by gently turning the person on his/her side so any fluid in the mouth can drain safely. Never try to force their mouth open or put anything in their mouth.
5. **Don't call a doctor or ambulance.** Let the seizure run its course, unless the person seems to have one attack after another, without regaining consciousness or the seizure lasts longer than 10 minutes.
6. **When seizure ends,** let the person rest or sleep if he/she wishes. Be calm, and reassuring as the person may feel embarrassed or disoriented after an attack.

Decatur Campus Contacts:

- If you have questions, please contact the staff of Services for Special Student Populations: **306-2630** or the Dean of Student Affairs at **306-2613**
- During evening classes, contact the Evening Program staff: the **Director** at **306-2828** or the **Secretary** at **306-2825** or **Security** at **306-2575**.

Huntsville Campus Contacts:

- During classes at the Huntsville Research Park Campus, contact: the **Counselor** **890-4720**, or **Security** at **890-4741** or **890-4711**

DECATUR CAMPUS AND HUNTSVILLE/RESEARCH PARK

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE OR DISTURB THE OBJECT!!!**
Clear the area and immediately call the campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**.
Do not open drawers, cabinets, or turn lights or any electrical item on or off.
2. Any person receiving a bomb threat by phone should ask the caller the following questions:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
 - f. Who is calling?
 - g. What is your phone number?
 - h. What is your address?
 - i. Who is the bomb intended for?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call.
 - b. Approximate age and sex of caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller.
 - e. Background noise.

DO NOT HANG UP THE PHONE BECAUSE THE CALL MAY BE TRACED!

4. Authorities will conduct a detailed bomb search. Employees are requested to make quick inspection of their area for suspicious objects and to report the location to emergency response personnel. **DO NOT DISTURB OR TOUCH THE OBJECT!!!!**
5. If an emergency exists, you must report the incident by phone to campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**, using another phone.
6. When an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
7. Assist disabled individuals in exiting the building.
8. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. Classes **will not** be dismissed.
10. **Do not return** to an evacuated building unless told to do so by campus security/police or appropriate emergency personnel.
11. Use the following bomb threat report form to report the threat to the President.

**BOMB THREAT
REPORT FORM**

Time call received: _____

Exact words of person(s) placing call: _____

QUESTIONS TO ASK THE CALLER

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

DESCRIPTION OF THE CALLER'S VOICE

_____ Male _____ Female _____ Young _____ Middle Age _____ Old

Tone of Voice _____ Was the voice familiar? ___ Yes ___ No

If so, what did it sound like? _____

Was there any sort of discernable accent or dialect? _____

Background Noise _____

REMARKS

Person receiving/monitoring call: _____

Department: _____ Phone Ext.: _____

Address: _____

Home Phone Number: _____ Date: _____

FIREARMS

Pursuant to state board policy 511.01 Calhoun Community College adheres to the following:

Firearms are prohibited on campus or any other facility operated by the institution. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.

In the event of observed or suspected possession of firearms on campus, individuals should contact campus security/police at ext. **2911 (Decatur) or 4741 (Huntsville)**.

DECATUR CAMPUS

TORNADOES

The purpose of this information is to provide guidance for Calhoun College personnel and students in the event of any emergency which requires sheltering. Locations of shelters, emergency signals, sheltering procedures and responsibility assignments are provided.

The Emergency Management sirens will be the primary signal for any severe weather warning or other emergencies which require shelter on the Decatur, Huntsville, and Limestone campuses. In addition to siren alerts, the college security, with the assistance of campus-wide voice mail will alert faculty, staff, and campus recreation, in the event of severe weather, such as a tornado warning or tornado. The campus security will inform each shelter location when it is safe to return to normal activities.

The Security office continuously monitors a weather alert radio for tornado watches/warnings from the National Weather Service. In the event of a tornado, the security officers will notify the building emergency coordinators in each building.

These **Building Emergency Coordinators** will do the following:

1. Notify faculty/administrators.
2. Survey shelter areas as being clear and available for use.
3. Shut all corridor doors.
4. Assemble flashlights and fire extinguishers for potential use.

Faculty/Administrators will notify students of weather conditions and possible response.

Tornado Shelter Areas

These areas are not to be considered tornado resistant but are the safest available for sheltering students/employees on this campus during a tornado. Place as many walls between you and the outside as possible and stay away from windows and glass doors.

Wallace Building

Use center hallways and to all restrooms on first floor.

Kelley Gymnasium

Proceed to the office area on the first floor of an adjacent building (first floor of Fine Arts or Library offices) immediately.

Health Sciences Building

Use first floor hallways and restrooms.

Brewer Library

Use the reference librarian's office and the lounge.

Fine Arts Building

Use center hallway and all rest rooms on first floor.

Chasteen Student Center

Use restrooms on first floor and the stairwell across from restrooms.

Harris Hall

Use the English department lounge and back hallway in office suite, room 163, hallway, all restrooms on first floor and room 147.

Bookstore/Print Shop

Proceed to the office area on the first floor of an adjacent building (first floor of Fine Arts or Library offices) immediately.

Math/Science/Administration Building

Use first floor hallways and restrooms.

Business Center

Use the interior hallways and restrooms.

Noble Russell

Use interior hallways.

Technologies

Use inner rooms only.

Security

Use conference room.

Aerospace Training Center

Use restrooms on first floor.

Machine Tool Technology

Use faculty offices.

Industrial Technologies

Use faculty office and hallways.

CMI (Center for Manufacturing and Innovation)

Use classroom.

Information Technologies

Use restrooms.

Barbering/Cosmetology

Use center hall area between Cosmetology and Barbering.

After a tornado, all buildings should be evacuated. All faculty should be aware of any students/employees who are disabled in their classrooms or offices. Assistance to disabled individuals must be provided.

After hours or any time that the shelter buildings are not open

When severe weather is imminent or a tornado warning is issued, campus security will proceed to the **Wallace Building** or **Noble Russell** to open the entrance doors. Remain on the first floor. When these facilities are open and lighted, they will be available for any personnel seeking shelter. Departure is discretionary.

HUNTSVILLE/RESEARCH PARK

Utilizing stairwell, proceed to interior hallway on the ground floor level.

ALL CAMPUS LOCATIONS

SNOW/ICE

In the event of inclement weather (snow, ice, flood), the President of the college or her designee will make the determination regarding cancellation of classes and/or college closing.

The college will then contact the following radio/tv stations:

RADIO

WTAK
WAHR
WZYP
WDRM
WEUP
WRSA
WVNN
WDJL
WNDA

TELEVISION

WAFF, Channel 48
WAAY, Channel 31
WHNT, Channel 19

Announcements for closings will be made by 6:00 a.m. for day classes and by 3:00 p.m. for evening classes.

College employees may access the voice mail system for confirmation of college closing.

DECATUR CAMPUS AND HUNTSVILLE/RESEARCH PARK

OTHER

Standards of Conduct and Enforcement Thereof

Calhoun Community College is a public educational institution of the State of Alabama and as such, shall not permit on its premises, or at any activity which it conducts or sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension, or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Legal Sanctions

There are legal sanctions on the local, State, and Federal levels regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs. An outline of these sanctions is currently published in a document titled "Legal Actions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs." Copies of this document can be found in the Albert P. Brewer Library, the Office of the Dean of Student Affairs, and in all counselors' offices at both campuses and at the ext. sites.

Animals/Pets

Pursuant to State Board Policy 517.01 Calhoun Community College adheres to the following:

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional or special programs.

Children

The President's Cabinet has approved the following policy:

Children are not allowed to attend classes with students. No minors should be left unattended in any building of Calhoun Community College.

Theft

All employees/students are advised to secure all personal belongings. In the event of a theft, please report the theft to the campus security/police at **2911 (Decatur) or 4741 (Huntsville)**.

Building Access-After Hours

For your own safety, campus security/police must be aware of who is on campus and in each building at any time after normal work hours/holidays. Any college employee who must be on campus after hours/holidays, must sign-in with campus security/police.

DECATUR CAMPUS

EVACUATION ROUTES

Electrical wires are the most significant consideration when leaving a building after an earthquake or tornado. Natural gas leaks are also dangerous situations of which to be aware. Therefore, when evacuating, do not allow smoking and use the following routes. Assistance to disabled persons must be provided.

Bookstore Print Shop:	Exit south to parking lot.	Business Center:	Exit east.
Harris Hall:	Exit south or north to open area.	Noble Russell:	Exit east to parking lot.
Chasteen Student Center:	Exit south or west from the building.	Math/Science/ Administration Building:	Exit west to open area.
Kelley Gymnasium:	Exit east toward field or north toward parking lot.	Information Technologies; CMI; Cosmetology; Barbering:	Exit to middle of street.
Fine Arts: Building:	Exit east or west to parking lots or south to grassy area.	Industrial Technologies:	Exit west to street or north to parking lot.
Health Sciences Building:	Exit west to grassy area in front of building or parking lot behind ATC.	Machine Tool Technology:	Exit west to street or north to parking lot.
Wallace Building:	Exit west to street or south between Wallace Building and Brewer Library.	Security:	Exit east to street.
Brewer Library:	Exit north to area between Library & Wallace or south to parking lot.	Aerospace Training Center:	Front door to west parking lot. Stairwells exit to south parking lot. High Bay Area exit to north parking lot.

HUNTSVILLE/RESEARCH PARK

Top Floor exit east to parking lot or west to parking lot.

Bottom Floor exit south to grassy area.

BUILDING COORDINATORS

Wallace Building

Judy Johnson – ext. 2751
Mary Luna – ext. 2638

Kelley Gymnasium

Nancy Keenum – ext. 2850

Health Sciences Building

JoAnn Gentry – ext. 2804
Mark Branon – ext. 2854

Brewer Library

Andrienne Dabney – ext. 2775
James Loyd – ext. 2774

Fine Arts Building

Amanda Prater – ext. 2699
Bubba Godsey – ext. 2701

Math/Science/Administration Building

Patricia Lambert – ext. 2842
Beverly Smith – ext. 2739
Janet Burch – ext. 2825

Chasteen Student Center

Nancy Sartin – ext. 2631
Trina Smith – ext. 2980

Harris Hall

Robin Self – ext. 2713
Andreana Walker – ext. 2741

Bookstore/Print Shop

Wanda Guthrie – ext. 2641
Lana Powers – ext. 2645

Business Center

Stephanie Wallace – ext. 2520
Leonette Elkins – ext. 2830

Noble Russell

Shannon Lowery – ext. 2676
4CTV – ext. 2532

Aerospace Training Center

Mike Bridges – ext. 2534
Roberta Sommerville – ext. 2666

Center for Manufacturing Innovation

Richard Ferrara – ext. 2588
Tom Collins – ext. 2664

Information Technologies

Belinda Bowen – ext. 2700
Marilyn Radford – ext. 2862

Industrial Technologies

John Holley – ext. 2865

Machine Tool Technology

Mike Blizzard – ext. 2668
Tad Montgomery – ext. 2669

Maintenance

Mike Bowen – ext. 2566

Cosmetology/Barbering

Patricia Colburn – ext. 2657
Sandra McCully – ext. 2658
Gary Rathbone – ext. 2654

EMERGENCY PREPAREDNESS PLAN

Each institution in the Alabama College System will outline the steps that will be followed and the staff responsible for initiating and completing the steps in the event of terrorist threats, disaster resulting from the acts of persons, and natural disasters.

The College will provide appropriate information to faculty, staff, and students, which will assist them in their ability to be prepared for any emergency response whether it be a natural disaster, terrorist attack, fire, or other emergency. Information shall be disseminated on an annual basis. The College will have in place an Emergency Procedures Manual, and post evacuation maps in strategic locations. When feasible, the College may conduct mock drills, which can simulate disasters that may occur including: domestic violence, terrorist attack, natural disaster, or other emergencies. In conducting such drills, the College Administration will work with appropriate emergency response agencies in the community to evaluate and upgrade our Emergency Preparedness Plan.

Purpose Statement

The primary purpose of the Emergency Preparedness Plan at Calhoun Community College is to ensure the continued health and safety of Calhoun students and employees and other college visitors should a catastrophic event occur. Emergency Preparedness is the process by which we prepare for, and respond to, mitigating circumstances leading to recovery from an emergency or disaster.

Emergency Preparedness Plan

Calhoun Community College has a **Crisis Management Team** to effectively facilitate the Emergency Preparedness Plan of the College should a catastrophic event occur. The Crisis Management Team is the direct line authority for making decisions, implementing policies, and disbursing information to the campus and the general public. Members of the Crisis Management Team include:

- President
- Vice President for Instruction & Student Services
- Dean for Business and Finance
- Dean for Huntsville/Research Park (only if disaster is at Huntsville site)
- Dean for Student Affairs
- Assistant to the President for Public Affairs, Community Relations and Special Events
- Maintenance Supervisor
- Emergency Procedures Committee Chair
- Local EMA Director
- Director of Campus Police
- Director of Admissions/Registrar

- Director of Information Technologies

Crisis Management Procedures

In the event of a natural disaster or obvious catastrophic event, the Crisis Management Team shall automatically be activated. Under all other circumstances only the President or his/her designee shall have the authority to activate the Crisis Management Team. In the absence of the President, the line of authority to activate the Crisis Management Team shall be in descending order as follows:

- Vice President for Instruction & Student Services
- Dean for Business and Finance
- Dean of Student Affairs
- Director of Admissions/Registrar

Crisis Management Team Activation:

Campus Alert

The **Director of Campus Police** shall be responsible for alerting the campus community in the event of a catastrophic event or should public notice be given that such an event is eminent, threatening the health and safety of students, faculty, staff, and administrators. Appropriate measures should be taken to ensure that all students and personnel are safely and effectively evacuated from all affected areas. The present warning system consists of building coordinators who will alert individuals in their designated areas upon notification from the campus police. Designated building coordinators or site supervisors are responsible for checking (to the extent safety permits) their assigned buildings with the goal of ensuring that all individuals have been safely evacuated and assembled in a designated meeting area to await the all clear signal.

Crisis Management Team Duties

Upon notification of an emergency, the Crisis Management Team shall immediately convene in a designated area, which will serve as the **Emergency Operations Center (EOC)**. The EOC should be located in an area or facility not likely to be involved in an incident. The following facilities have been designated as EOC locations:

- **Decatur Campus Site 1:** Math/Science/Administration Building- President's Conference Room
- **Decatur Campus Site 2:** Information Technologies Conference Room
- **Huntsville/Research Park Site:** Dean's Conference Room

The EOC should be maintained throughout the duration of the crisis or until such time that the campus environment is safe and reasonable operations can be resumed. The EOC must be centrally located and easily accessible to members of the Crisis Management Team. This location should have all the appropriate

amenities to assist in the flow of emergency information in and out of the institution. Such amenities shall include but not be limited to: external telephone lines, data based computer access, EMA radio access, public information radio and television stations, two-way radios, flashlights, first aid kits, and a water supply. The President or his/her designee shall serve as the Emergency Operations Center Commander. The President shall appoint an **Incident Commander (IC)** charged with the responsibility for front-line management of the incident, for tactical planning and execution, for determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the EOC. The IC can be any employee, but they must be a member of management with the authority to make decisions. They must have the capability and authority to: 1) assume command, 2) assess the situation, 3) implement the emergency management plan, 4) determine response strategies, 5) activate resources, 6) order an evacuation, 7) oversee all incident response activities, 8) establish two-way radio communication among building coordinators, and 9) declare that the incident is “over.” The following individuals are designated **Incident Commander (IC)** appointees in descending order:

- Vice President for Instruction and Student Services
- Dean of Business and Finance
- Maintenance Supervisor

Notification of Emergency Agencies

In the event of activation of the Crisis Management Team, the President or designated Incident Commander (IC) shall be responsible for ensuring that appropriate Emergency Response Agencies (i.e. fire, police, EMS, etc.) have been notified.

Preliminary Assessment

Once the Crisis Management Team has assembled in the designated EOC, the President, through the designated IC, shall initiate an immediate on-site assessment of the affected areas. It is during this phase of the Emergency Preparedness Plan that the Incident Commander (IC) will:

- determine the number and extent of personal injuries
- determine which facilities warrant evacuation due to fire, physical damage, threat to public safety (i.e., gas leaks, chemical leaks, electrical shock, downed tree limbs, etc.)
- determine whether outside assistance is needed
- implement head count procedures accounting for students and employees
- establish internal and external communication with EOC
- determine need for designated triage areas
- determine the need for internal administrative resources, i.e., building engineering plans and drawings, employee database, student class rosters, insurance information, etc.

The assessment should be conducted by visual verification with the assistance of campus safety personnel, designated building coordinators, and/or appropriate faculty/staff in the affected areas. It is important that members of the Crisis Management Team remain in the EOC at all times unless otherwise directed by the President, his/her designated IC or Public Safety Official.

Triage

In the event of serious medical injury or death resulting from a natural disaster or terrorist attack, the IC shall, in consultation and cooperation with law enforcement and/or external emergency medical agencies, establish and designate the location(s) for emergency triage areas. Such triage locations should be situated in close proximity to incident scenes and provide immediate accessibility for emergency response agencies, i.e., fire, EMS, police, etc. While not required by the College to do so, members of the College's nursing and EMS faculty may, at their own individual discretion and capacity, volunteer to assist in triage procedures while awaiting the availability of sufficient external emergency medical personnel.

Public Information & Media Relations

When such emergencies occur, the community will want to know the nature and extent of the incident. The Assistant to the President for Public Affairs, Community Relations and Special Events shall provide information to the public. All individuals that may be affected by such an emergency (parents, employee families, the media, regulatory agencies, customers, appointed and elected officials, special interest groups, emergency response organizations, and the general public) should be identified by the Assistant to the President for Public Affairs, Community Relations and Special Events and assistance provided. A media briefing area should be established to conduct briefing sessions with a listed schedule of briefing times.

Campus Evaluation

During this phase of the Emergency Preparedness Plan, the President or designated IC, along with the members of the Crisis Management Team, will re-assess the status of the existing incident to determine whether the situation has been contained. Based upon this re-assessment, the President or designated IC may make the decision to issue the all-clear notice. During this time, it is important that all activities and administrative decisions made during the incident be reviewed and documented. Some components of the review may include:

assessing current campus safety conditions

- assessing property damage
- assessing triage area
- accounting for personnel and students
- maintaining telephone logs
- maintaining record of events
- maintaining all written communications and press releases

All Clear Notice/Resumption of Operations

Only the President or designated IC shall have the authority to give the all clear notice. After the all-clear notice has been given, students and personnel may return only to those areas that have been approved for reentry. Once the all-clear notification has been given, the following procedures should commence:

- establish a recovery team for retrieving and safeguarding important records and documents.
- continue to ensure safety of personnel and property.
- assess remaining hazards.
- maintain security at any and all incident sites.
- assemble and maintain detailed records of all activities that occurred during incident.
- notify employees' families about the status of personnel and property.
- notify off duty personnel about work status.
- protect undamaged property.
- physically secure facilities and the campus.
- coordinate actions with appropriate state, local, and federal agencies.
- take inventory of damaged equipment.

Procedures thereafter shall include, but are not limited to:

- conduct an employee/student briefing in a general assembly.
- account for all damage-related costs.
- notify insurance carriers and appropriate governing agencies.
- conduct salvage operations.

Post Incident Follow-up: The College Administration shall establish a team of professionally licensed counselors to provide counseling services to any student or faculty/staff person who may need assistance in coping with an incident because of post-traumatic stress.

After Action Review: An after action review will be conducted after each disaster and adjustments to the emergency preparedness plan made accordingly.

ALL CAMPUS LOCATIONS

COLLEGE LOCKDOWN PROCEDURE

- Identify situation/crisis
- Faculty/staff/students seek sanctuary in a room that can be closed and locked. Lock all windows and doors and turn off lights. Get away from windows/glass out of line-of-sight.
- Dial 911 to report emergency. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- The 911 center will notify the Calhoun security office
- Calhoun security will notify IT.
- IT will send "urgent bulletin" as well as send emergency notification to all individuals registered on the emergency notification system.
- All faculty/students/staff should remain in lockdown until notified of "all clear" by law enforcement.