Lawson State Community College

Emergency Operations Plan

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In the event of an emergency, the LSCC Campus Police Department has primary responsibility for immediate response, and shall cooperate and coordinate with all emergency response authorities and college administration in accordance with established policies and procedures. It is the responsibility of the Campus Police Department to set up and staff an appropriate Emergency Operations Center.

Critical incidents are defined as those situations which have the potential to disrupt “normal” day to day operations, present a threat to the safety and welfare of the campus community or property damage or loss, to name a few.

EMERGENCY OPERATIONS PLAN

Lawson State Community College’s (LSCC) Emergency Operations Plan is intended to provide guidelines for responses during certain emergency situations.

LSCC will conduct continuous planning to minimize the risk of personal injury and property loss from critical incidents. We are committed to supporting the welfare of our students, faculty, staff and visitors. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

The Emergency Operations Plan is designed to maximize the safety and welfare of people and the preservation of property. This plan is set in operation whenever a natural or induced crisis affecting the College reaches preparations that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This Plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

This Plan applies to all units of LSCC. It is the basic framework for critical incident preparedness. It is not intended to cover every unit’s individual needs. Plans specific to units and department plans will be developed to address these needs.
EMERGENCY OPERATIONS GROUP

LSCC will activate, as needed, an Emergency Operations Group (EOG), which is defined as the group of management staff who command the resources needed to recover college operations at the disaster site. More specifically, the concept means the group of executives who manage and control an emergency situation on behalf of the college. In other words, these people are in charge of the destiny of the total operation, with all the attendant responsibility. It is vital that the EOG performs well, both as individuals and as a well-matched group.

The EOG will report to the Chief of Campus Police and coordinate all efforts. The President or his designee shall direct all emergency operations through the Campus Police Department. The Director of Public Relations will coordinate all media inquiries and activities through the EOG. EOG members have the right set of abilities, skills and knowledge. They are capable of performing well under difficult conditions. Their skills include practical expertise to deal with abnormal or out-of-line situations. They also possess knowledge and/or access to relevant information and operations of certain college functions.

IMPORTANT CONCEPTS TO REMEMBER DURING A CRISIS SITUATION:

EMPOWERMENT – In an emergency situation, there is no time or space for a large hierarchical command chain. Authority has been designated to the Chief of Campus Police who is in the best position to be effective.

DEALING WITH TRAUMA – In the wake of an emergency, it is normal for people to be traumatized. Some may leave as a result, if they are not given support and/or counseling. A good debriefing in which everybody has the chance to “air” their views and vent their feelings is a very constructive way of providing first-line support for all those involved or affected.
GENERAL INCIDENT GUIDELINES

Generally, the members of the EOG may be far less prone to being traumatized because they will be actively rather than passively involved. The opportunity to contribute rather than to be the victim of circumstance is a powerful remedy for those who are in the front line of such an event.

COMMUNICATION

LSCC’s EOG will need to communicate with a wide range of interested parties, each with their own viewpoint and needs. Mostly, the EOG will need clear, relevant, comforting messages, which are both understandable and useful to them. In order to achieve, this we must avoid professional jargon and acronyms. Plain talk is the best form of communication. There should be an open dialogue with absolute honesty. The spokesperson for LSCC will be an authoritative speaker who is prepared to deal with any situation. The spokesperson should be prepared to provide the community with as much information as they reasonably can at the time regarding the crisis at hand. Messages will be composed carefully, based on a core of factual statements. It will do no harm to remind everyone of the “good news”.

Dealing with the outside world via the media or directly through our own communication lines requires a “delicate touch” and should technique which can only be acquired through proper preparation, training, and experience.

DECISION-MAKING

Decision-making under pressure and strange circumstances is not always easy but is something the LSCC EOG is willing to do. The most important part of this concept is to make a decision. All the major decisions, such as whether to invoke the Plan, should be based on the facts and criteria. It is very important to never believe the first report and gather all the facts as quickly as possible. The criteria can be agreed upon in advance, while the facts can be established at the time of the incident. All the decisions that are made will be recorded and adhered to without fear of retribution. This can only be achieved by making sure that the EOG is fully empowered to make strategic and tactical decisions, whatever the implications, and that they are working within the approved guidelines. By making these guidelines meaningful and familiar, the EOG are bound to feel comfortable in making sound judgments without debate or delay.
DEPARTMENT/UNIT/FACULTY/INSTRUCTOR/STAFF RESPONSIBILITY

It is important that each and every faculty and staff member familiarize themselves with LSCC’s Emergency Operations Plan. Prior planning will benefit all involved and ensure quick reporting and handling of each crisis. Familiarization with pre designated “Emergency Assembly Areas” will also help in the safe and efficient evacuation in the event one is necessary.

OFFICIAL MEANS OF DISTRIBUTION INFORMATION

LSCC officials will use a variety of means to disseminate emergency or critical information depending on the scope and magnitude of the crisis. LSCC may utilize Cougar Alert, the LSCC webpage, email and Public Service Announcements among numerous options.

COUGAR ALERT

As part of ongoing efforts to safeguard students, faculty and staff, LSCC has implemented the Cougar Alert Emergency Notification System. This system allows students, faculty and staff to receive time-sensitive emergency messages in the form of an e-mail, voicemail and/or text messages.

All active employees and currently enrolled students will receive emergency alerts to their campus e-mail address. In order to receive text and voice message alerts, members of the campus community will be asked to provide phone contact information. While participation in the text and voice messaging notification is operational, enrollment is strongly encouraged. The information an individual supplies is considered confidential and will not be shared or used for other purposes. One will be contacted through the system only in the event of an emergency.

To sign up, go to:
https://lawson.bbcportal.com

Registering is as easy as 1-2-3.
Follow these 4 steps to get registered today.

Step 1: Log-on https://lawson.bbcpportal.com/

Step 2: Enter your Lawson State email address (ONLY).

Enter your 7-digit Student ID number for your password.

**NOTE:** The system may prompt you to change your password once you login. If you DO NOT know your email address or student ID number, print off a copy of your schedule. Both are printed on your schedule.

**NOTE:** Remember your new User Name and Password for future access. Save both on your computer for future reference.
Step 3: Once you log on successfully, click on the “Edit Contact Information” link.
Step 4: Click on “Add Device” and add each device you would like to link to our Cougar Alert system. We recommend you add email, voice (phone) and text. The more you add, the better.

Once done, click SAVE and you are finished!

FINAL REMINDER: Remember your User Name and Password for future access. Be sure to update the system whenever you have a new phone number or email address. You can access the Cougar Alert portal from the main website also.
A. Instructor’s Responsibility: It is incumbent upon all those working in classrooms or laboratories to understand appropriate emergency procedures and assist students in responding appropriately to emergency situations. This also applies to those academic activities conducted in all buildings on campus.

B. Consistent with this responsibility, instructors must:
   1. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar and uploaded in Blackboard.
   2. The instructor should be familiar with any emergency equipment in the laboratory or building and be able to instruct students and assistants on their proper use.
   3. Know how to report an emergency from the classroom or laboratory being used.
   4. Ensure that persons with disabilities have the information they need. The instructor should be familiar with the student’s evacuation plan and be able to direct visitors with disabilities.
   5. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

C. Emergency Preparedness -
The instructor is an authoritative figure for the student and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students.

   1. Evacuation Routes – College buildings have posted floor plans on walls showing evacuation routes. Become familiar with all evacuation routes in buildings your use.

   2. Evacuation Assembly Areas – After the class leaves the building, it is important for students, staff and faculty to go to a pre-determined area where people can be accounted for. This “safe area” will be a designated “Evacuation Assembly Area” where the class or group will not interfere with responding emergency personnel nor place themselves at risk injury from the emergency/crisis. Ensure your students know where these assembly areas are located.
3. Accounting for group members – Accounting for all students can be very difficult, particularly with a large class. It might be possible for the instructor to use the class roster, use a headcount, or have students see if the students seated next to them are at the assembly area.

4. Evacuation for persons with disabilities – If there is a person with a disability in the class, the instructor should be knowledgeable of their needs and who may be assisting them. If the classroom is on the first floor, the student may immediately evacuate with others. On an upper floor, since elevators cannot safely be used in an emergency evacuation, another strategy for evacuation assistance must be used. NOTE: Prior to any emergency incidents occurring on campus, if no secondary method of evacuation is available, the class must be relocated (to a suitable location with flexible exits) at the beginning of the term.

5. Notification to Emergency Personnel – After exiting and accounting for students, immediately notify the LSCC Campus Police of persons missing or trapped or persons with disabilities who require assistance.

6. How to Report an Emergency – Be familiar with the location of nearby telephones, and call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. NOTE: If you call 911 first, please continue to contact Campus Police.

7. What Emergency Preparedness Materials Should I have With Me in Class?
   a. Class Roster
   b. Important telephone numbers (in addition to emergency numbers) Department Administrator/Manager.

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**INCIDENT SPECIFIC GUIDELINES FOR CLASSROOMS AND TEACHING LABORATORIES**

A. When you hear the fire alarm sounding continuously:
   1. Everyone should calmly collect their belongings, books, and valuables and exit the building via the nearest exit route.
   2. Turn off the gas supplies in laboratories as you are leaving.
   3. Verify that everyone leaves and that all the doors are closed behind you. Closed doors significantly reduce fire and smoke damage.
   4. Always exit by the stairs – NEVER USE THE ELEVATOR.
   5. Once outside the building, go to the designated emergency assembly area at least 500 feet from the building.
   6. Do not leave the emergency assembly area unless it is safe and not until released by college official or emergency personnel.
B. When there is a power outage:
1. Everyone should stay in their seat or office area to see if the outage is temporary and to let their eyes adjust to the lower light level.
2. If the outage appears to be long term, everyone should wait until emergency personnel provides clear instructions on what to do, then calmly collect your belongings and carefully exit the building using the stairs.
3. If additional information critical to your safety needs to be disseminated, emergency personnel may do so using Cougar Alert or other alternative methods.

C. If there is an earthquake:
1. Have everyone take shelter if possible under a desk or table.
2. If this is not possible, seek shelter near an interior wall away from windows, and protect your head and neck. Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment.
3. After the shaking stops, tell the class to:
   a. Collect their possessions calmly and evacuate the building to the Emergency Assembly Area, if it is safe to do so.
   b. Use stairways to exit the building after an earthquake, DO NOT USE THE ELEVATORS.
   c. Watch for brick and other exterior building materials that may have been knocked loose by the earthquake.
4. Lab experiments or procedures that may be hazardous if left unattended should be shut down, if it is safe to do so.
5. Go to the Emergency Assembly Area.

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EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides general evacuation procedures for persons with disabilities during fire and other building emergencies. Individuals with disabilities must identify their primary and secondary evaluation routes, and seek out colleagues who are willing to serve as evacuation assistants. Other instructors and staff members can help by becoming aware of others who may need assistance in an evaluation.

A. Mobility Impaired Wheelchair
1. In most buildings, people will need to use stairways to reach building exits. Elevators should not be used.
   a. For persons in wheelchairs located on the first floor, they may use building exits to the outside ground level.
      i. NOTE: Prior to any emergency incidents occurring on campus, if no secondary method of evacuation is available, the
class must be relocated (to a suitable location with flexible exits) at the beginning of the term.

1. For disabled individuals up may be on upper floors, it is not safe to attempt to move a wheelchair down a stairwell.
   a. One effective approach to this situation is to stay in place.
   b. Working with an evacuation assistant, select a room with an exterior window, a telephone, and a solid or fire-resistant door.
   c. Remain with the disabled person in this room, and send someone to the evacuation assembly area to notify emergency personnel of the location of the person in need of assistance.
   d. It is also possible to place the disabled person near a stairway landing to await assistance, although this area may not be protected from smoke and other hazards.
   e. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
   f. While staying in place, the wheelchair user should keep in contact with emergency services by dialing 911 and report his or her status and location.

2. Only trained professionals from the fire department should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this must be attempted, one possibility is the following:

3. Two(2) Person Cradle Carry
   a. Wait until other evacuees have been moved down the stairwell.
   b. The two (2) helpers stand on either side of the individual.
   c. They reach under the individual and lift them out in a cradle.
   d. Helpers control the descent by walking slowly and cautiously.
   e. Never leave a wheelchair in a stairwell.

4. Office Chair Evacuation
   a. Transfer the physically challenged individual to a sturdy office chair.
   b. One (1) helper gently leans the chair backwards.
   c. The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.
   d. The helpers control the descent by bending their legs slowly and keeping their back straight.

B. Mobility Impaired Non-Wheelchair
Persons with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit.
C. Hearing Impaired
All buildings on campus are equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations by other building occupants.

D. Visually Impaired
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.

The assistant should offer his/her elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to ensure safe evacuation.

Building Emergency Response Staff (Coordinator) should assess the needs of any building occupants with special needs within their zone prior to an emergency. Ask if there are staff or faculty members who will need assistance in the event of an evacuation, and arrange for nearby individuals to serve as evacuation assistants.
“Universal Precautions” as defined by the Center for Disease Control (CDC) are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens when providing first aide or health care. Under universal precautions, blood and certain body fluids of all persons are considered potentially infectious for HIV, HBV and other blood borne pathogens. Universal precautions apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. Universal precautions also apply to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomit unless they contain visible blood. Universal precautions do not apply to saliva except when visible contaminated with blood or in the dental setting where blood contamination of saliva is predictable.

A. Needle and sharps disposal
   All workers should take precautions to prevent injuries caused by needles, scalpel blades, and other sharp instruments or devices.

B. Hand washing
   Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood, other body fluids to which universal precautions apply, or potentially contaminated articles.

C. Cleaning, disinfecting, and sterilizing
   Environmental surfaces which have become soiled be cleaned and disinfected using any cleaner or disinfectant agent which is intended for environmental use. Such surfaces include floors, woodwork, seats, countertops, etc. These methods also apply to housekeeping and other cleaning tasks.

D. Cleaning and decontaminating spills of blood
   All spills of blood and blood-contaminated fluids should be promptly cleaned using an EPA-approved germicide or a 1:100 solution of household bleach. If splashing is anticipated, protective eye wear should be worn along with an impervious gown or apron which provides an effective barrier to splashes.

E. Laundry
   Although soiled linen may be contaminated with pathogenic microorganisms, the risk of actual disease transmission is negligible. Rather than rigid procedures and specifications, hygienic storage and processing of clean and soiled linen are recommended.
F. Decontamination and laundering of protective clothing
   Protective work clothing contaminated with blood or other body fluids to which
   universal precautions apply should be placed and transported in bags or containers
   that prevent leakage.

G. Infective waste
   The selection of procedures for disposal of infective waste is determined by the
   relative risk of disease transmission and application of local regulations, which
   vary widely. In all cases, local regulations should be consulted prior to disposal
   procedures and followed. Infective waste, in general, should either be incinerated
   or should be decontaminated before disposal in a sanitary landfill.
MEDICAL AND PSYCHOLOGICAL

MEDICAL EMERGENCY

A. In case of a medical emergency, call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. NOTE: If you call 911 first, please contact the Campus Police as well.

B. Provide the following information:
   a. Building Name on which campus
   b. Floor and room number
   c. Nature of the injury
   d. Location of injured person
   e. Age and sex of injured person(s)
   f. Condition of injured person
   g. Any known medical history
   h. Your name and telephone number

C. Remain with the person with the medical emergency. Do not move them unless they are in immediate danger or further injury.

PSYCHOLOGICAL CRISIS

A. In the event of a psychological crisis (e.g., someone is considering suicide or delusional) the following steps will be taken:

1. The person who becomes aware of a psychological crisis is to immediately call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. NOTE: If you call 911, please contact the Campus Police as well.

2. The LSCC Campus Police will dispatch patrol to the incident to provide initial care and contact:
   a. Chief of Campus Police
   b. Dean of Students
   c. Counseling support group (do we need one)

3. If the a person from the counseling support group cannot be reached, contact one of the below listed agencies
   a. Crisis Center – 205-323-7777
   b. Family Violence Shelter – 205-322-4878

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c. Rape Response – 205-323-7273

d. Alcohol & Substance Abuse Helpline – 1-800-762-3790

e. Poison Control Center – 1-800-222-1222

4. Contact the appropriate personnel as needed from the following list:
   a. Director/Dean/Department Head and Human Resources (if staff/faculty involved)
   b. Director, Residential Life, if incident involves a student living on campus
   c. Counseling support group

5. Competent medical or professional authorities will be contacted.

6. Until the arrival or professional assistance, the notifying party will take measures to ensure the safety and security of the distressed party and the campus community.

B. The Chief of Campus Police will brief the Director of Public Relations and Dean of Students regarding the incident.
CHEMICAL, FIRE & ELECTRICAL INCIDENTS

POWER OUTAGE

Response to a power outage will depend on the circumstances. If possible, information should be obtained from Facilities on the extent and likely duration of the outage.

Emergency power is provided only for emergency systems, and does not provide power for equipment or normal electrical outlets, unless special arrangements have been made in advance.

A. Assess the extent of the outage in your area.

B. Report status to Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone).

C. Help persons in darkened work areas move to safety.

D. Check elevators to determine if anyone is trapped inside. If so, immediately call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) for help; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic or emergency personnel.

E. Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.

F. Shut down any equipment or process that could be hazardous if the power suddenly returns.

G. If practical, secure current experimental work, and then move it to a safe location. Get assistance – hazardous spills are a significant risk to others safety.

H. Keep lab refrigerators and ultra-low freezers closed during the outage. Take any steps possible to protect materials dependent on power.

I. Check to ensure appropriate personnel have been notified if there are critical areas that need power.
J. Instructions regarding evacuation or shelter in place will be issued by emergency personnel.

**FIRE EMERGENCY**

If you discover a fire or smoke:
A. If safe to do so, attempt to put the fire out with a portable fire extinguisher ONLY when you have been properly training and when:
   1. The fire is small (wastebasket size)
   2. You are not alone
   3. A safe escape route is present

B. If this is not the case, simply close the door and:
   1. Remove anyone from immediate danger.
   2. Confine the fire by closing doors as you leave the area.
   3. Activate the closest fire alarm and shout “fire” to alert building occupants.
   4. Call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. If you contact 911 first, contact campus police as well.
   5. Give the following information:
      a. Building Name on Respective Campus
      b. Floor or Room Number
      c. Size or type of fire
      d. Your name and location

C. Evacuate by the nearest exit or exit stairwell. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep stairwells safe for evacuation and the fire personnel.

D. Go to your pre-determined Evaluation Assembly Area at least 500 feet from the building.

E. Once assembled, help to account for personnel and report to the emergency response staff if any occupants are unaccounted for and may be still in the building.
IF YOU HEAR THE ALARM SIREN OR SEE A FIRE ALARM SIGNAL

1. Never assume the fire alarm is false.
2. Close doors as you leave the area.
3. Move to the nearest, safest exit or stairwell.
4. Exit the building.
5. Proceed to the designated emergency assembly area at least 500 feet from the building.
6. Wait for further instructions from Emergency Personnel, Campus Police or the Fire Department.
7. If you are in a laboratory and hear the fire alarm, shut down any hazardous equipment, burners, or processes as you exit, unless doing so presents a greater hazard.

IF TRAPPED INSIDE YOUR OFFICE AREA

Wedge cloth materials along the bottom of a door to keep out smoke.

Close as many doors as possible between you and the fire.

Call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911 and notify them of your situation.

If windows are operable, you must have air due to large volumes of smoke; open the window.

Break windows as a last resort as they cannot be closed if necessary.

If necessary, signal through the window to let emergency personnel know your location.
CHEMICAL SPILL OR RELEASE

A. Small/non-hazardous spill

Spills that do not endanger workers in the immediate area may be cleaned up by trained laboratory personnel who have been trained by their lab supervisor and who are properly equipped to handle the situation. Any spill shall be documented and reported to the Chief of Campus Police as soon as reasonably possible. Chemical spill guidelines should be established by the lab supervisor and should take into consideration the following:

1. The hazards of the chemical(s) involved.
2. The amount of the chemical(s) spilled.
3. The possible spill locations.
4. Availability of spill cleans up materials or kits

B. Large/Hazardous Spill

If the spill is large and the chemical is not easily identifiable, or if the chemical is extremely hazardous, then:

1. Alert/notify personnel within the affected and adjacent areas.
2. If safe and possible, use signs and/or barricades to isolate the areas.
3. Evacuate the area and close the door.
4. If the release cannot be contained in the area, activate the nearest fire alarm pull station.
5. Call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. Campus Police will dispatch officers to assess the situation. Campus Police will also call for a hazardous materials response team.
6. Stay up-wind of the building. NOTE: Use your Department Emergency Assembly Area only if it is in an upwind location. The Emergency Assembly Area should be 500 feet from the building.

NOTE: Campus Police should be notified of all spills or releases regardless of magnitude.

7. When responders arrive, be prepared to provide detailed information on the spill or release.
8. Do not re-enter the building until authorized to do so by emergency response personnel.
VIOLENT CRIMES

A. A person witnessing, hearing or having knowledge of a violent crime should immediately report the incident to Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911.

B. Upon notification the Campus Police will:
   1. Obtain the caller location, time and nature of the incident.
   2. Dispatch a patrol officer to investigate the reported incident and secure the crime scene. Paramedics or other necessary emergency personnel will be contacted if needed.
   3. Dispatch a patrol officer to interview the caller.
   4. Notify the following:
      a. Chief, Campus Police
      b. Dean of Students
      c. Director of Residential Life if the incident involves a student living on campus or occurs in Housing.
      d. Human Resources, if the incident involves staff or faculty.
      e. Director of Public Relations
      f. Either Birmingham or Bessemer Fire Department.
   6. The responding patrols will:
      a. Identify all victims and witnesses and secure the crime scene.
      b. Obtain statements from complainants and witnesses.
      c. Identify, secure and separate witnesses.
      d. Search for and apprehend any known suspects.
      e. Maintain the crime scene until released or advised to do so by the appropriate jurisdiction.
      f. Maintain a written log of all individuals who enter the secure crime area. ONLY AUTHORIZED PERSONNEL SHOULD BE ALLOWED INTO A CRIME SCENE.

C. In cases involving students, the Dean of Students should be provided information pertaining to the incident and brief the President.

D. Public Relations may be responsible for media relations and releases.
SEXUAL ASSAULT

In the event of a sexual assault on Campus, the following steps will be taken:

A. Once a sexual assault has been reported Campus Police will
   1. Dispatch a patrol officer to secure the crime scene and care for the Victim.
   2. Contact paramedics.
   3. Contact either the Birmingham or Bessemer Police Department for assistance.
   4. Dispatch an LSCC officer to remain with the victim until the arrival of the
      Rape Investigator. NOTE: In cases in which the victim is female, only a
      female officer will remain with the victim.
   5. Advise the victim not to shower or clean up.
   6. Assign a Campus Police Officer to accompany the victim to the hospital for a
      physical examination.
   7. Notify the following persons or departments:
      a. Chief, Campus Police
      b. Dean of Students
      c. Director of Public Relations
      d. Director, Residential Life (if a resident is the victim)
   8. The responding patrol will obtain as much details as possible from the
      responding investigation officer(s) to write an incident report.

B. The Director of Public Relations will consult with the Chief of Campus Police to
   prepare a written notice to be released to staff, all students and faculty and will respond to
   media inquiries.

C. The Director of Residential Life will ensure that the written notice is distributed to
   housing residents.

D. Family members will be notified by the Dean of Students.

BARRICADED SUSPECT/HOSTAGE

A. The person having knowledge of a barricaded subject/hostage situation should
   immediately report the incident, location and persons involved to Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone
OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911.

B. The Campus Police will:
   1. Immediately dispatch an officer(s) to investigate the incident and to secure the scene.

   2. Contact the Chief of Campus Police who may activate the Emergency Operations Group.

   3. The responding patrols will:
      a. Determine whether to evacuate the scene or shelter in place in order to isolate the area, if possible, and reduce the risk of injury or loss of life.

      b. Obtain as much information as possible about the barricaded suspect and any persons being held.

      c. As quickly as possible, identify, interview and obtain statements from as many witnesses as possible. Detain all witnesses until investigators are satisfied that they have been properly debriefed.

      d. Establish a perimeter around the immediate vicinity of the incident and restrict access to the campus as deemed necessary.

      e. Notify either the Birmingham or Bessemer Police Department for assistance.

      f. Determine whether or not it is safe and reasonable to establish primary contact with the suspect(s) to begin negotiations.

      g. If and when directed by the Chief of Campus Police, release the scene and information to the responding negotiator or other law enforcement personnel.

      h. Maintain the perimeter/scene until released by the Chief of Campus Police.

      i. Update the Director of Public Relations if necessary.

4. The negotiator will gather information about the subject and negotiate for the safe release of any hostages.

5. Public Relations may coordinate all media inquiries and activities through the EOG who will be in consultation with on-scene law enforcement personnel.
BOMB THREAT

College personnel or individuals receiving telephoned threats should gather as much information as possible from the caller realizing that you may be required to obtain information in a very brief period of time, using the statements below, and immediately calling Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. Bomb threats received through the mail or by other means are also to be reported immediately. No threats, whether direct or indirect, should be taken lightly or dismissed as a joke.

The Campus Police will assess each individual threat and advise building occupants if it is necessary to evacuate the building. NOTE: Not every threat requires the evacuation of a building. If the facts that exist do require an evacuation, assemble in the emergency assembly area but remain at a safe distance from the building until advised to return by either a member of the EOG or Cougar Alert message.

Obtain and record as much information as possible. The following information is critical:

- Exact time of call: __________________
- Exact words of the caller: ________________

Questions to ask:
1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?
CALLER’s VOICE

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calm</td>
<td>Disguised</td>
</tr>
<tr>
<td>Stutter</td>
<td>Slow</td>
</tr>
<tr>
<td>Giggling</td>
<td>Deep</td>
</tr>
<tr>
<td>Stressed</td>
<td>Accent</td>
</tr>
</tbody>
</table>

If voice is familiar, whom did it sound like?

Were there any background noises?

Person receiving call: _________________________

Date: _________________________

Telephone number call received at: _________________________

SUSPICIOUS MAIL

A. What should make me suspect a piece of mail?
   1. It is unexpected or from someone you do not know.
   2. It is addressed to someone no longer at your address.
   3. It is handwritten and has no return address or bears one that you cannot confirm is legitimate.
   4. It is lopsided or lumpy in appearance.
   5. It is sealed with excessive amounts of tape.
   6. It is marked with restrictive endorsements such as “Personal” or “Confidential.”
   7. It has excessive postage.
   8. If you suspect that for any other reason the package is suspicious, TRUST YOUR INSTINCTS.
B. What should I do with a suspicious piece of mail?
   1. Do not handle a letter or package that you suspect is contaminated.
   2. Do not shake it, bump it or sniff it.
   3. Leave the letter/package alone; leave the area and seal off access.
   4. Wash your hands thoroughly with soap and water.
   5. Call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911.

C. What should people do who get a letter or package with powder?
   1. Do not shake or empty the contents of any suspicious package or envelope.
   2. Do not carry the package or envelope, show it to others or allow others to examine it.
   3. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
   4. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
   5. Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
   6. If at work, call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. If at home, contact your nearest law enforcement agency.
   7. If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and Campus Police.
WORKPLACE VIOLENCE

The purpose of this section is to establish standard procedures for responding to an incident involving workplace violence within the campus community. All employees and students are expected to behave in a professional, business-like manner at all times. Horseplay is not permitted on Lawson State premises. Tools or equipment should never be used except for the specific purposes for which they were designed. Horseplay is a serious matter that may result in injury to employee and students.

A. In the event of such an incident, the following procedures will be followed:

1. The person having knowledge of a workplace violent crime or horseplay will immediately report the event to Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911.

2. The Campus Police will
   a. Dispatch a patrol officer to the scene to isolate the area.
   b. Contact the following as appropriate
      1. Paramedics
      2. Chief of Campus Police
      3. Dean of Students, if the incident involves a student.
      4. Director of Human Resources, if the incident involves an employee
      5. Director of Housing, if the incident involves a student
   c. The responding patrol will
      1. Secure and isolate the crime scene
      2. Detain any suspects, if they have remained on or near the scene.
      3. Secure, identify and interview all witnesses.
      4. Prepare and submit appropriate incident reports.

3. If necessary, the Chief of Campus Police will notify the Emergency Operations Group including
   1. Director of Human Resources
   2. Counselors
   3. Appropriate Administrators
B. Active Shooter on Campus
In an active shooter situation, follow these steps in the order below.

1. GET OUT
   a. If you decide to flee, make sure you can do it safely and have an escape route and plan in mind.
   b. Get out fast.
   c. Leave your belongings behind.
   d. The best way to survive an active shooter situation is to not be where the shooter is and not go where he can see you.

2. CALL OUT
   a. Call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911. Do not assume someone else has called the police. You may be the first to report.
   b. Be persistent in calling because the phone lines may be jammed.

3. HIDE OUT
   a. If you cannot “get out”, you should “hide out”.
   b. Lie down away from windows or “fields of fire”.
   c. Silence cell phones, close blinds, turn off lights, stay on floor, and do not peek out doors or windows.
   d. Spread out; huddling together makes a better target.
   e. If in a hallway, look for an unlocked room or closet to hide in.

4. KEEP OUT
   a. Lock classroom doors if possible. If doors cannot be locked, barricade with desks or tables.
   b. Turn out lights.
   c. Do not pull fire alarms or evacuate rooms or buildings, unless directed by emergency responders.
   d. Follow COUGAR ALERT directions.

5. SPREAD OUT
   a. Avoid huddling together.
   b. Spread out to make for a harder target for the shooter.
   c. If safe to do so, talk about what to do if the shooter enters the room.
   d. Whatever the decision, always “help out” where you can.

6. FIGURE OUT
   a. Keep in mind that as events unfold, you must continue to “figure out” what is happening so you can adjust your actions accordingly.
7. **TAKE OUT**

   a. If there is absolutely no other opportunity for escape or survival, you may try to take out the shooter yourself.
   b. You must be committed to this action.
   c. The shooter’s very presence is a threat to your life.
   d. Be prepared to do whatever it takes to neutralize the threat.
   e. To do so, you will have to become more aggressive than ever before.
   f. This is not a time to throw up your hands and resist passively. See your decision through.
   g. To do so, you will have to become more aggressive than you ever thought possible.
      1. Throw things
      2. Used improvised weapons
      3. Fight to live
NATURAL DISASTERS

TORNOADO AND STORM WARNING

A. The procedures listed below will be followed in the event the college receives a weather warning:
   1. When the National Weather Service issues a tornado warning for Jefferson County, the Jefferson County Emergency Management Agency will activate the warning sirens. This indicates that a tornado has been observed by radar and threatens the area.
   
   2. Upon hearing the sirens, everyone on campus should go to the lowest floor (designated shelters) in the building and stay away from windows. Do not leave the campus buildings. Areas have been pre-designated using “Tornado Shelter” signs and placards indicating where to shelter. The “Tornado Shelter” locations are Addendum of this manual.
      a. NOTE: There may be areas of the campus where the sirens cannot be heard. A campus-wide alert will be sent to every faculty, staff and student via Cougar Alert, who is signed up to receive alerts.

B. A test of the warning sirens is conducted at 10:00 a.m. on the first Wednesday of each month, unless there is inclement weather.

C. Tornado warnings are issued for periods of one (1) hour. After one hour from the time the sirens sound, people may return to the upper floors of the buildings. If other tornados are indicated, the sirens will sound again, signaling another warning which will last one hour.

D. The Campus Police and the Emergency Operations Group (EOG) will maintain contact with the Weather Service and with State and County Emergency Management Agencies, and monitor conditions that threaten either campus.

E. In the event the college suffers a direct hit and extensive damage, the Emergency Operations Group (EOG) will be responsible for
   1. Assess the situation and impact on “normal” operations.
   2. Make a recommendation to the President whether the college can continue normal operations, or if a part or all of the college should be closed.
   3. Work with internal and external agencies to coordinate emergency operations.
   4. Work with internal and external agencies to restore services and/or repair damages.
   5. Provide information for an official statement to the media through Public Relations.

F. In the event of a threatening storm, the procedures below will be followed:
1. The Chief of Campus Police will
   a. Maintain contact with the National Weather Service, Jefferson County
      Emergency Management Agency, and the State Emergency
      Management Agency to determine the impact that a severe threatening
      storm will have on college operations.
2. Work with Public Relations to disseminate information to the community.
3. Notify the President, if necessary. The primary consideration will be the
   safety of the students, staff and faculty while on the campus and traveling to
   and from the campus. When it becomes apparent that a threatening storm may
   impact college operations or create hazardous travel conditions, at the
   directions of the President, the Director of Public Relations will contact the
   members of the Emergency Operations Group (EOG) to advise them of the
   situation. This group may recommend to the President what action needs to
   be taken, if any.

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**EARTHQUAKE**

The following procedures apply to major earthquakes that cause strong shaking.

A. If indoor:
   Drop, cover and hold.
   Protect yourself from falling objects such as light fixtures, bookcases, cabinets,
   shelves, and other furniture that might slide or topple.
   Stay away from windows.
   If possible, get under a table or desk.
   Hold on and be prepared to move with it.
   If no shelter is available, seek cover against an interior wall and protect your head
   and neck with your arms.
   Do not stand in a doorway. The earthquake safety procedure of moving to a
   doorway is obsolete and doorways offer no greater protection than any other area.
   During the shaking, do not run for exits or attempt to leave the building, since
   heavy objects or debris may be falling in your path.

**DO NOT USE THE ELEVATORS.**

B. When the shaking stops,
   1. Check for injuries to personnel in your area.
   2. Do not attempt to move seriously injured persons unless they are in immediate
      danger.
   3. Render first aid assistance, if required and safe to do so.
   4. Check the area for safety hazards such as building damage, fires, spill of
      flammable or combustible liquids or leads of flammable gases. If the area or
      building appears to be unsafe, begin evacuation procedures.
5. Turn off ignition, heat, and gas sources before evacuating if it is safe to do so. This may include laboratory equipment, workshop equipment, or electrical equipment in offices.

6. Exit the building and go to the assembly point to check in and to report on injuries, damage, and potentially hazardous conditions. The emergency assembly area should be 500 feet from the building.

C. Call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911 to report any serious injuries or other immediate emergencies. If the phone line is busy, send a runner to the Campus Police Department to notify them of any needed assistance and emergencies that may exist.

D. Once you have exited the building do not reenter until emergency personnel have inspected the building and render it safe. Use the telephone system only for urgent matters. Listen to battery operated radio for emergency information.

E. If outside
   1. Move away from structures, power poles, or other possible hazards.
   2. Stay in an open emergency assembly area.
OTHER POTENTIAL EMERGENCIES

DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the designated “Free Speech” areas on the campus. Demonstrations should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

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

If any of these conditions exist, call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone). Campus Police will notify the Emergency Operations Group. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

A. Peaceful, Non-Obstructive Demonstration
   1. Generally, demonstrations of this kind should not be interrupted.
   2. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct college business as normally as possible.

B. If demonstrators are asked to leave but refuse to leave by regular facility closing time
   1. Arrangements will be made by the Chief of Campus Police to monitor the situation.
   2. Determination will be made to treat the violation of regular business hours as a disruptive demonstration.

C. Non-Violent, Disruptive Demonstration
In the event that a demonstration blocks access to campus facilities or interferes with the operation of the college
   1. Demonstrators will be asked to terminate the disruptive activity by the Chief of Campus Police or other designee.
   2. The Chief of Campus Police or other designee will, if deemed appropriate, have a photographer on hand to document the proceedings.
   3. If the demonstrators persist in the disruptive activity, they will be advised by the Campus Police that failure to discontinue the specified action may result in disciplinary action, including suspension or expulsion or possible police intervention up to and including arrest.

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a. Efforts should be made to secure positive identification (including photographs if deemed advisable) or demonstrators in violation in order to facilitate later testimony.

b. If the situation allows, the Chief of Campus Police should consult with the Emergency Operations Group and recommend whether or not to remove the demonstrators.

c. If a decision is made to discontinue the protest, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned or the intention to arrest. If the protestors refuse to comply, arrest may occur.

D. Violent Demonstration
In the event that a violent demonstration occurs or appears eminent, the President should be notified immediately.

A. During office hours
   1. The President or designee and Chief of Campus Police will be summoned to the scene. If necessary, either the Birmingham or Bessemer Police may be asked for assistance.
   2. The Director of Public Relations will be notified and will arrange for a photographer to document the disruptive behavior, if safe to do so.
   3. The President or designee will notify the appropriate college personnel.
   4. The Campus Police will provide sufficient personnel to contain the demonstrators. Should an insufficient number of personnel be available, back up will come from either the Birmingham or Bessemer Police Departments.

B. After regular office hours
   1. The Campus Police should be notified immediately of the disturbance.
   2. The Campus Police will investigate the disruption and report findings to the Chief of Campus Police.
   3. The Chief of Campus Police and/or Dean of Students will notify appropriate college administrators.

EXPLOSION

The following procedures will be implemented in the event of an explosion:

A. Person(s) witnessing or hearing the explosion should call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911, relaying the location and time of the explosion or suspicious noise.
B. The Campus Police will
   1. Dispatch a unit to the scene to evaluate the situation and contact either the Birmingham or Bessemer Fire and Police Departments and request support, as necessary.
   2. If a building is involved, notify the Chief of Campus Police to check the Material Safety Data Sheets (MSDS) to determine what possible chemicals may be involved.
   3. The Chief of Campus Police may activate the Emergency Operations Group (EOG) and have them assembly at the designated Emergency Operations Center.
   4. Establish a safe perimeter from the explosion site and evacuate all nonessential personnel. Establish necessary roadblocks to restrict the flow onto campus and to expedite the arrival of emergency personnel.
   5. Dispatch additional patrol officers to assist in evacuation and possible assistance for injured persons.
   6. If a bomb is suspected, contact either the Birmingham or Bessemer Police Departments.

C. The EOG will coordinate emergency response and college business.

D. Public Relations will handle all media inquiries and activities through the EOG.

AIRCRAFT INCIDENT

In the event of an aircraft incident follow these procedures:

1. Call Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911.

2. The Campus Police will
   a. Dispatch emergency personnel to assess the situation, establish a safety corridor from the center of the crash site, and establish an entry control point upwind of the point of impact. Block off all road access to the crash site except entry control point that will be used by emergency responders.

   b. A secondary exit route will be determined and communicated to the community that will not interfere with emergency responders.

   c. Contact either the Birmingham or Bessemer Fire Departments and request response and paramedic support.
d. Contact either the Birmingham or Bessemer Police Department and request support, if necessary.

e. Notify Chief of Campus Police and assemble the Emergency Operations Group (EOG).

f. Contact the Birmingham International Airport to report the crash.

g. Evacuate all personnel who are located within the defined corridor.

h. Contact the National Weather Service or Internet weather data and obtain the wind speed and direction. This data should be monitored until the crisis is over.

The Emergency Operations Group (EOG) and Chief of Campus Police will coordinate response efforts. Public Relations will coordinate all media inquiries and activities through the EOG.

The Responding Patrols will

a. Keep all nonessential personnel away from the crash site.

b. Direct all on scene media to the designate media gathering point where they can speak with a member of Public Relations or the designated spokesperson.

c. Obtain all data information needed to document the incident. Allow only emergency response personnel into the crash site and maintain a log as to who enters the site. Release the crash site to the primary investigative agency as directed by the Chief of Campus Police.
THREAT ASSESSMENT TEAM

Lawson State Community College has established a Threat Assessment Team to assist in addressing situations where students, faculty, staff or others are displaying disruptive or threatening behaviors that potentially impede their own or others ability to function successfully or safely. The process is designated to help identify persons whose behaviors potentially endanger their own or others health and safety.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the college. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear and, if so, this information should be forwarded to the Chief of Campus Police. In cases where a person may pose an immediate risk of violence to self or others, the Campus Police (205-925-3587 – Birmingham Campus or 205-426-3654 Bessemer Campus) or 911 should be contacted.

PURPOSE

For the safety of the campus community, any threat, explicit or implied, will be considered a statement of intent. The Threat Assessment Team will recommend actions to the President and/or Vice Presidents in order to protect the student, employee, and college community.

This team has been established to

1. Respond to circumstances of violence, threatening behavior, unwanted pursuit, or harassment.

2. Investigate the situation and recommend appropriate actions including suspension, expulsion, termination of employment, filing of criminal charges, or ongoing monitoring for follow-up and observation of behavior patterns.

3. Respond quickly to behavior indicating a student faculty or staff member poses a risk to self or others.

4. Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus agencies.

5. Help secure therapeutic actions that are appropriate, such as treatment or counseling.

6. Notify, within FERPA guidelines, parents, guardians and/or next-of-kin.
7. Initiate action to place a student/employee in the custody of a mental health facility capable of supporting specific behaviors.

8. Require psychological evaluations.

9. Coordinate and assess information from faculty, administrators, students, and local authorities.

10. Make recommendations to the President who may sign-off on action to be taken.

11. Periodically assess the outcomes of actions taken.

**PROCEDURES**

Threat-related information must be forwarded to the Chief of Campus Police, Director of Human Resources if an employee is involved, the Dean of Students if a student is involved, and the Academic Dean if faculty is involved. The initial report will be evaluated and, if appropriate, the Threat Assessment Team will be convened. Individual members of the Team are also available for advice and consultation.

Once a report is received, the following preliminary investigative information will be collected:

1. Interviews to determine the existence of corroborating evidence.

2. Initiation of threat assessment review.

3. Student disciplinary or employee history.

4. Relevant employment records under the custody of the Director of Human Resources.

5. Relevant student records under the custody of the College Registrar, Disciplinary Records and/or Dean of Students.

6. Other relevant information as deemed appropriate to assure the safety of the college community.

When information is received about a possible threat, it will be investigated and a probability will be identified. It should be noted that assessing a possible threat cannot be 100% accurate. Information on “red flags, warning signs, and indicators” will be used to help guide decision-making.
THREAT ASSESSMENT TEAM

The Threat Assessment Team consists of college personnel with expertise in human resources/employee assistance, law enforcement/threat assessment/tactical applications, college operations, medical knowledge, and student affairs. A collaborative process to assess threats will be used and depending on the situation, personnel with areas of specialization/responsibility may be called upon to assist the Team. The Chief of Campus Police will keep senior officials advised of situations and specifically will communicate with the Director of Public Relations on PR matters. Other individuals may also be consulted as needed such as a faculty member who has a concern about a student, a counseling psychologist to share expertise, and/or a manager who has information concerning an employee.

The Team may meet on an emergency basis as well as regularly to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate and/or threatening behavior.
ADDENDUM

SEVERE WEATHER SAFE AREAS (Lower level/Windowless Safe Areas)

**Bessemer Campus**
Basement of Ethel Hall Building – All faculty, staff and student in the Jess Lanier building and buildings D and C, if possible

Basement of “B” Building – All Faculty, staff and students in “B” Building

Basement of “A” Building – All faculty, staff and students in “A” Building

Hallway Area Millsap Building – All Faculty, staff and students in the Millsap Building move to the center hallway.
Persons in the North Campus move to the Millsap Building if possible.

**Birmingham Campus**
Buildings A, B, C, D – Move to the bottom floor of “B” Building. Employees and students in Building A should move to the interior hallways if not able to move to the Bottom of “B” Building

Gym/Fine Arts Center – Move to the Center Court of the Gym

Kennedy Center – Move to the first floor hallway away from windows or doors. If on the second floor and cannot get to the first floor, move to the interior hallway.

ACATT Building – Move to first floor interior hallway

Horn Building – Move to the interior hallway

Facilities Building and Shop Building – Move to interior hallway

A G Gaston – move the first floor interior hallway

Howard Building – move to interior hallway

Ethel Hall Health Professions – Move the first floor interior hallway

Public Relations – first floor interior hallway

One Stop – Move to first floor interior hallway

Residential Living – move to first floor interior hallway
## BUILDING EMERGENCY EVACUATION ROUTES AND EMERGENCY ASSEMBLY AREAS

### WEST CAMPUS

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>EXIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVANCED TECHNOLOGY BUILDING</strong></td>
<td></td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>Exit Southeast end of building (Main Entrance) stairwell next to President’s Office and assembles on front lawn.</td>
</tr>
<tr>
<td>MAIN FLOOR</td>
<td>Exit Northeast end of building next to Academic Building and assemble in Student Center Parking Lot.</td>
</tr>
<tr>
<td><strong>ACADEMIC BUILDING</strong></td>
<td></td>
</tr>
<tr>
<td>MAIN FLOOR</td>
<td>Exit Southeast end of building and assemble in rear parking lot.</td>
</tr>
<tr>
<td>BASEMENT FLOOR</td>
<td>Exit Northwest end of building next to old TV station and assemble on the baseball field.</td>
</tr>
<tr>
<td><strong>SCIENCE BUILDING</strong></td>
<td></td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>Exit stairwell at northwest end of building next to Academic Building and assemble on baseball field.</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
<td>Exit door next to Library Building and assemble on football field.</td>
</tr>
<tr>
<td><strong>LIBRARY BUILDING</strong></td>
<td>Exit door on southeast end of building toward Administration Building and assemble on front lawn.</td>
</tr>
<tr>
<td>LOCATION</td>
<td>EXIT</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>LEON KENNEDY STUDENT CENTER</strong></td>
<td></td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>Exit southwest front center stairwell and go out main front entrance of building and assemble on front lawn.</td>
</tr>
<tr>
<td>MAIN FLOOR</td>
<td>Exit southwest side door next bookstore and on the backdoor through kitchen and assemble in Student Center parking lot.</td>
</tr>
<tr>
<td><strong>PERRY W. WARD ACATT BLDG.</strong></td>
<td></td>
</tr>
<tr>
<td>First floor exit front entrance building.</td>
<td></td>
</tr>
<tr>
<td>Second floor North wing exit stairwell on north end building and assemble in the parking lot in front of stairwell.</td>
<td></td>
</tr>
<tr>
<td>Second floor East wing exit stairwell on east end of building and assemble in parking lot in front of front entrance.</td>
<td></td>
</tr>
<tr>
<td>Third floor North wing exit stairwell on North end of building and assemble in parking lot in front of stairwell.</td>
<td></td>
</tr>
<tr>
<td>Third Floor east wing exit stairwell on east end of building and assemble in parking lot in front of entrance to building.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| EAST CAMPUS                                   |                                                                      |
| Location                                      | Exit                                                                   |
| SHOP BUILDING #1                              | Exit ramp doors and assemble in building parking lot.                 |
| SHOP BUILDING #2                              | Exit ramp doors and assemble in building parking lot.                 |</p>
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>EXIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOWARD BUILDING</td>
<td>Exit south main exit and assemble in Gaston Building back parking lot.</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td></td>
</tr>
<tr>
<td>MAIN FLOOR</td>
<td>Exit northeast on roll up doors and assemble in parking lot between Shop #1 and Shop #2.</td>
</tr>
<tr>
<td>A. G. GASTON BUILDING</td>
<td>Clerical program exit southeast exit and assemble in back parking lot.</td>
</tr>
<tr>
<td>SECOND FLOOR</td>
<td>Administration Office, exit front entrance and assemble on lawn on front of building.</td>
</tr>
<tr>
<td></td>
<td>Classroom on bottom west side of building exit northwest side entrance and assemble on lawn in back of building.</td>
</tr>
<tr>
<td>BASEMENT FLOOR</td>
<td>Cosmetology and Barbering program exit southeast doors toward Nursing building and assemble on lower part of cul-de-sac.</td>
</tr>
<tr>
<td>PUBLIC RELATIONS</td>
<td>Exit front entrance and assemble in parking lot.</td>
</tr>
<tr>
<td>ONE STOP CENTER</td>
<td>Exit front entrance and assemble in parking lot.</td>
</tr>
<tr>
<td>FRED HORN BUILDING</td>
<td>Exit front entrance and assemble in front parking lot.</td>
</tr>
<tr>
<td>LIVING LEARNING FACILITY</td>
<td>First floor exit front entrance assemble in parking lot in front of building.</td>
</tr>
<tr>
<td></td>
<td>Second floor north wing exit stairwell on north end of building and assemble in</td>
</tr>
<tr>
<td>LOCATION</td>
<td>EXIT</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td></td>
<td>parking lot in front of building.</td>
</tr>
<tr>
<td></td>
<td>Second floor south wing exit stairwell at south end of building and assemble in the parking lot in front of building.</td>
</tr>
<tr>
<td></td>
<td>Third floor north wing exit stairwell at the north end of building and assemble in parking lot in front of building.</td>
</tr>
<tr>
<td></td>
<td>Third floor south wing exit stairwell on south end of building and assemble in the parking lot in front of building.</td>
</tr>
<tr>
<td><strong>ETHEL K. HALL HEALTH PROFESSIONS BUILDING</strong></td>
<td>First floor exit front and assemble in parking lot in front of Fob James Bldg.</td>
</tr>
<tr>
<td></td>
<td>Second floor east wing exit stairwell on east end of building and assemble in rear parking lot of A. G. Gaston Building.</td>
</tr>
<tr>
<td></td>
<td>Second floor south wing exit southwest stairwell of building and assemble in parking lot in front of Fob James Bldg.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BESSEMER CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
</tr>
<tr>
<td>BUILDINGS “A” ALL FLOORS</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
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<tr>
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<tr>
<td></td>
</tr>
<tr>
<td>BUILDING “B”</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>BUILDING “C”</td>
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<tr>
<td></td>
</tr>
<tr>
<td>ETHEL HALL BUILDING</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>BUILDING “D”</td>
</tr>
<tr>
<td>MILLSAP BUILDING</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
LOCATION

BUILDING “G”

EXIT

Exit the nearest MARKED EXIT or any open rollup door and assemble in the parking lot at least 500 ft from the building.

If you use the rear exit assemble on the lawn at least 500 ft from the building.