LAWSON STATE COMMUNITY COLLEGE EMERGENCY OPERATION PLAN

Cynthia T. Anthony, Ed.D., President
Last Review: May 31, 2023

Lawson State Community College	
Emergency Operation Plan	
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Effective: July 01, 2017	Revised: December, 2020

LETTER OF PROMULGATION

In the event of a natural or technological disaster, or intentional criminal/terrorist act affecting Lawson State Community College, we must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to Lawson State Community college and supporting agencies. It constitutes a directive for this organization to prepare for and execute assigned emergency tasks to ensure maximum survival of the population and property in the event of a disaster or other overwhelming event.

Cynthia T. Anthony, Ed.D

President, Lawson State Community College

March 9, 2023

Title

President

Vice President for Instructional Services

Vice President for Administrative & Fiscal Services

Assistant to the President/Title III Director

Dean of Students

Chief of Police

Director of Facilities

Director of Public Relations and Community Affairs

Director of Information Management Systems

Academic Dean

Dean of Career & Technical Education

Associate Dean of Business & Information Technologies

Associate Dean of Liberal Arts and Transfer Programs

Associate Dean of Health Professions

Assistant Dean for Workforce Development

Assistant Dean of Career & Technical Education

Human Resources Director

Director of Financial Services

Registrar

Coordinator of Data Management

Facilities Supervisor

Director of Distance Education

Evening Personnel (Bessemer)

Evening Personnel (Birmingham)

Lawson State Community College Emergency Operation Plan	
Structure in Place	
Effective: July 01, 2017	Revised: December, 2020

I. **Structure in Place**

The following departments will be responsible for responding to incidents on campus.

II. **Campus Police**
   A. Campus Police will respond to all calls for services.
   B. Campus Police will be responsible for coordinating all evacuations.
   C. Campus Police will investigate and document all criminal offenses and significant incidents on campus.
   D. The following actions will be taken by Campus Police to investigate criminal offenses and significant incidents on campus:
      a. Secure Crime Scenes
      b. Interview Victims
      c. Interview Witnesses
      d. Secure / Collect Evidence
      e. Process and or Develop Evidence
      f. Photograph Crime Scenes
      g. Diagram Crime Scenes
      h. Make Arrest
      i. Take individuals into protective custody

III. **Campus Security**
   A. Will be responsible for patrolling and securing campus property.
   B. Responsible for locking and unlocking areas as needed
   C. Will report criminal activity to on duty officers, officers on call or agencies that respond as a result of mutual aid agreements.

IV. **Maintenance**
   A. The Maintenance Division will respond to any call for service to address issues with the physical plant.

   B. Coordinate relocation of services in the event of building damage or other events requiring displacement of operations.
   C. Mitigate facility and grounds damage and restore to functional level.
   D. Assist Campus Police / Campus Security with creating a safety perimeter at the site of an emergency.
   E. Assist Campus Police by providing liaison services to agencies arriving as a result of mutual aid.

V. **Crisis Team**

A. Will respond to the EOC or other designated areas of operation as assigned.
B. Will operate all functions of the incident command system to effectively respond to a wide spectrum of potential college emergencies.
C. Respond effectively to the needs of the students, faculty, staff, and families and community.
D. Monitor the weather for potential crisis situations.
E. Monitor National Threat Advisories for potential terrorist threats.
F. Disseminate emergency information to the campus community in the event of an emergency.
G. Dissemination of information to media to inform the community of ongoing events.
H. Coordinate activities of each department to mitigate damages and return continuity of services to the student and faculty population.
I. Assist with and coordinate post crisis support.
J. Members of the Crisis Team will be assigned as needed by the President or the Incident Commander.

I. **Mission**

To provide direction, control and coordination of college forces to include liaison to all outside agencies/entities as is appropriate as well as provide emergency information and direction to the occupants of the campus during an emergency.

II. **Execution**

The Incident Command System will be utilized to manage all emergencies occurring on campus.

III. **Incident Command**

a. Concept of Operation
1. The Incident Command System will be used as an effective method to manage any emergency that might significantly impact the campus community.
2. Only elements of the command system that are essential to the effective and efficient management of the incident will be used.

b. Policy Group
1. The Policy Group has the responsibility for all policy matters including policy decisions regarding the emergency.
2. Members of the Policy Group may include:
a. President
b. Vice President
c. Deans

c. Incident Command
1. The incident commander will ensure the Operations, Planning, Logistics, and Finance Sections will deploy the required personnel and equipment to carry out the plan.
2. The duties of the Incident Command Group are:
a. Coordinate the response and early recovery activities.
b. Supervise the activities of the various sections in the EOC.
c. Interpret Operational Policy.
d. Ensure all activities are coordinated with Policy Group direction.
e. Keep the Policy Group informed about the emergency situation.

d. Command Staff

Command Staff positions report directly to the Incident Commander/Group

    1. Public Information Officer.
        a.   All media releases will be made by the public relations officer.
        b.   All media releases will be approved by the incident commander/group.
        c.   In large scale events, media releases will be coordinated with the Joint Information Group.

    2. Safety Officer
        a.   The Safety Officer will provide a safety plan for the incident.

    3. Liaison Officer
        a.   The Liaison Officer will coordinate activities with assisting agencies.

e. General Staff

    1. Operations
        a.   The Operations Section is responsible for the management of operations of the incident.
        b.   The Operation Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident.
        c.   Additional responsibilities include:
            I.   Obtaining briefings from the incident commander.
            II.   Manage and carry out the Operation portion of the Incident Action Plan as directed by the Incident Commander.
            III.   Briefing and assigning personnel.
            IV.   Supervising operations in conjunction with the Incident Command Post.
            V.   Determining needs and requests for additional resources.
            VI.   Reporting information about specific activities, events and occurrences to the Incident Commander.
            VII.   Reviewing suggested list of resources to be released and initiating release of resources.
            VIII.   Ensuring general welfare and safety Operations Section personnel.
            IX.   Providing any additional services, as indicated in respective departmental SOP.
            X.   Identifying needs for use of specialized resources.
            XI.   Providing operational planning for the planning section.
            XII.   Providing periodic predictions on the incident.

        XIII.   Compelling and displaying incident status summary information.

    d.   Coordinates and prepares plans as needed for incident response:
        I.   Communication plan
        II.   Traffic Plan
        III.   Medical Plan

2. Planning
    a.   The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident.
    b.   The information is needed to:
        I.   Understand the current situation
        II.   Predict the probable course of incident events.
        III.   Prepare alternate strategies.
    c.   Preparation of the Incident Action Plan and related incident documentation .

        I.   Establish information requirements and reporting schedules for each incident.
        II.   Assembling information on alternate strategies.
        III.   Identifying needs for use of specialized resources.
        IV.   Compiling and displaying incident status summary information.
        V.   Maintaining resource status information.
    d.   Collects and compiles information for after action report.

3. Logistics
    a.   The Logistics Section is staffed by Senior Procurement Officials.

    b.   The Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident.

    c.   Participates in the preparation of the incident action plan

    d.   Coordinating and processing requests for additional resources.

    e.   Providing technical infrastructure to include hardware, software and technical support for EOC use.

    f.   Advising on current services and support requirements.

    g.   Providing input to and review medical plan, communication plan, and traffic plan.

    h.   Collects and compiles data for after action report.

4. Finance
   a. The Financial Section is responsible for all documentation of the incident financial and cost analysis aspects of the incident and for coordination legal information and recommendations.
   b. Obtaining briefings from Incident Commander
   c. Attending briefings with responsible agencies to gather information.
   d. Develop an operating plan for financial functions of the incident.
   e. Determine needs for commissary operations.
   f. Provide input on financial and cost analysis matters.
   g. Documentation of all financial costs of the incident including documentation for possible cost recovery for service and supplies.
   h. Advising on possible liabilities arising from disaster operations.
   i. Collecting and compiling input data and after action reports.
   j. Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning

	Definition		
1	An incident that can be met with the resources of a single department.	Weather Infrastructure failure Minor injuries that don't require medical attention Non-violent criminal acts Developing controversy or potentially disruptive issues.	No college wide action is required. Contact departments and individuals as needed. Communication through standardized reports.
2	Any Unexpected Occurrence that requires response by two or more college departments above a routine capacity, or mutual aid assistance beyond normal operation.	Severe Weather Watch Non-criminal injury resulting in ambulance call or hospitalization. Disruptive issues: controversial events, vandalism, violent behavior not capable of producing serious physical injury Individual mental emotional crisis that dictates intervention by Campus Police	No college wide action is required. Contact departments and individuals as needed.

3	Emergencies or Crisis that are primary people, rather than infrastructure focus.	Severe Weather Warning Violent criminal act that is confined to a specific area.	Requires immediate response and follow up. Criminal investigations conducted by Campus Police Notification of Dean of Legal Affairs, Vice President, President E-2 Campus Notification to campus community Activation of phone tree
4	Emergencies or crisis that impacts a sizeable portion of the campus or outside community.	Extended Power Outage Severe storms-Warnings Major fire Contagious disease outbreak Domestic water contamination Bomb Threat Serious damage to college property Imminent events on campus that may develop into a major college crisis or full disaster.	E-2 Campus Notification of Campus Community Activation of EOC with appropriate staff PIO prepares media release if necessary
5	A catastrophic emergency event involving the entire campus and surrounding community	National Threat Level Raised to Red Significant Damage to Campus Terrorism Event Serious Community Health Emergency	E-2 Campus Notification of Campus Community Activation of EOC PIO prepares media release if necessary

I.   Homeland Security Advisory System

A.   The Nation requires a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each Threat Condition, the Department of Safety and Security will implement a set of "Protective Measures" to further reduce vulnerability or increase response capabilities during a period of heightened alert.

B.   There are five "Threat Conditions," each identified by a description and corresponding color. From the lowest to the highest, the levels and colors are:
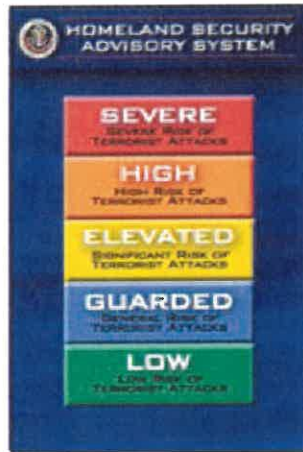
C.   The higher the Threat Condition, the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Director of Homeland Security. Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned. Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted.

D.   The assignment of a Threat Condition shall prompt the implementation of an appropriate set of Protective Measures. Protective Measures are the specific steps an organization shall take to reduce its vulnerability or increase its ability to respond during a period of heightened alert. A decision on which Threat Condition to assign shall integrate a variety of considerations. This integration will rely on qualitative assessment, not quantitative calculation. Higher Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and gravity. Despite best efforts, there can be no guarantee that, at any given Threat Condition, a terrorist attack will not occur. An initial and important factor is the quality of the threat information itself. The evaluation of this threat information shall include, but not be limited to, the following factors:

1.   To what degree is the threat information credible?

2.   To what degree is the threat information corroborated?

3.   To what degree is the threat specific and/or imminent?

4.   How grave are the potential consequences of the threat?

E.   Threat Conditions and Associated Protective Measures

1.   The world has changed since September 11, 2001. We remain a Nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks.

2.   **Low Condition (Green)**. This condition is declared when there is a low risk of terrorist attacks. The Chief of Police should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

a.   Refining and exercising as appropriate preplanned Protective Measures and Responses;

b.   Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and

c.   Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

3.   **Guarded Condition (Blue)**. This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, The Director of Safety and Security will consider the following general measures:

       a.   Checking communications with designated emergency response or command locations;

       b.   Reviewing and updating emergency response procedures; and

       c.   Providing the public with any information that would strengthen its ability to act appropriately.

4. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the Chief of Police will consider the following general measures:

    a.   Increasing surveillance of critical locations;

    b.   Coordinating emergency plans as appropriate with nearby jurisdictions;

    c.   Conducting Threat Assessments of facility buildings utilizing information provided by the Federal Bureau of Investigation Terrorism Taskforce.

    d.   Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures;

    e.   Implementing of specific response plans to address threat issues as provided by the Federal Bureau of Investigation Terrorism Taskforce.

5. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the Director of Safety and Security will consider the following general measures:

    a.   Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;

    b.   Taking additional precautions at public events to address issues in threat assessment provided by the Federal Bureau of Investigation Terrorism Task Force.

    c.   Increasing law enforcement patrols during operational hours.

6. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, the Director of Safety and Security will consider the following general measures:

    a.   Increasing or redirecting personnel to address critical emergency needs.

b. Restricting vehicle access to campus buildings. (This will not prevent faculty, staff and students from access to buildings; however, parking areas may be restricted.)

c. Increasing Law Enforcement and Security patrols during non-operational hours to prevent after hour access to facilities.

Lawson State Community College Emergency Operation Plan	
Emergency Operation Center	
Effective: July 01, 2017	Revised: December, 2020

I.   DESCRIPTION

A.   DEFINITION OF EMERGENCY OPERATIONS CENTER.

An emergency operations center is the protected site center where coordination and management decisions are facilitated in the event of an emergency incident. It is designed and equipped to provide staff support to Incident Commanders in coordinating and guiding response to emergency incidents. EOCs may be established at regional and local levels. EOCs may range in size from dual use conference rooms to complete stand alone facilities.

B.   Mission:

The purpose of an EOC is to provide an Incident Commander and his immediate staff a secure centralized location, with adequate communications for command and control during a disaster or emergency. The EOC normally includes the space, facilities and protection necessary for the following broad C4I functions:

1.   Command:

The exercise of authority and direction by a properly designated incident commander over assigned resources in the accomplishment of the mission.

2.   Control:

Coordination and control of operations including emergency planning and operations, and controlling the use of resources.

3.   Communications:

Communications between the EOC and response personnel as well as the issuance of emergency information, warnings and instructions to Jurisdiction's personnel and to the general public.

4.   Computers:

Computers help support the collection, analysis, display, dissemination and record keeping of information.

5. **Intelligence:**
Intelligence is collected to help the incident manager and emergency planners determine what next step to take in mitigating the emergency.

C. **EMERGENCY INCIDENTS.**

The design of the EOC depends to a great extent on the types of emergency incidents that could impact the jurisdiction. In broad terms, possible incidents are described as follows.

1. **Natural disasters** such as floods and tidal surges, earthquakes and seismic risks, landslides, mudflows, tsunami, hurricanes, tornadoes, severe thunderstorms, blizzards and winter storms, droughts, heat waves, wild fires, epidemics and volcanoes.

2. **Accidents** such as chemical spills, industrial accidents, radiological or nuclear incidents and fallout, fires, explosions and utility outages.

3. **Civil or political incidents** such as mass migrations, the domestic effects of war, nation-state attacks, and unrest or disorder resulting from riots, public demonstrations and strikes.

4. **Terrorist or criminal incidents** such as attacks: firearms, bombs, WMD, physical assaults, thefts, sabotage, barricaded, hostages, vehicle crimes, and cyber attack

5. **Significant events** and designated special events such as ceremonies, public speeches by significant individuals, large sporting events, or summit conferences.

D. **Basic Functions.**

Basic Functions of the EOC may include the following.

1. Receive, monitor and assess disaster information.

2. Receive, assess and track available resources.

3. Operate a message center to log and post all key disaster information.

4. Conduct preliminary damage assessment and maintain documentation on extent of damage.

5. Make policy decisions and proclaim local emergencies as needed.

6. Provide direction and control for EOC operations, set priorities and establish strategies.

7. Provide direction for recovery assistance missions in response to the situations and available resources.

8. Keep local jurisdictions (City, County and State) informed.

9. Develop and disseminate public information warnings and instructions.

10. Provide information to the news media.

11. Execute tactical operations to implement policy, strategies and missions, and monitor and adjust tactical operations as necessary.

12. Assess needs and coordinate evacuation and shelter operations.

13. Monitor, assess and track response units and resource requests.

14. Coordinate operations of all responding units, including law enforcement, fire, medical, logistics and coroner.

15. Organize staging area and assignments for volunteer personnel.

16. Augment radio communication from EOC to any field operation when appropriate.

17. Maintain EOC security and access control.

18. Provide for relief and necessities of response for EOC personnel.

E.   **ORGANIZING THE EOC**

    1.   **Methods of Organizing the EOC.**

The National Incident Management System (NIMS) provides an incident command structure which is a method for organizing an EOC. Within the incident command structure, emergency support functions are established which focus on specific areas of responsibility. Each jurisdiction has policies that define the organization and staffing of the EOC. These policies define the title of the EOC, the responsibilities and functions of the EOC, organization of the EOC and staff positions assigned to the EOC are present when the EOC is fully operational. All activity within the EOC should be coordinated by an executive, usually the EOC Director or Emergency Management Director.

    2.   **Concept of Operations.**

The EOC will operate under three primary conditions: *normalcy*, when no emergency incident exists sufficient to warrant full activation of the EOC; *emergency without warning*, when an incident occurs requiring full activation of the EOC in response to the incident; and *emergency with warning*, when the EOC is brought into full or partial activation to preemptively reduce the impact of impending incidents, and respond to the impact of the incident when it transpires.

        a.   **Normalcy.**

The EOC may have support staff on continuous duty to assure responsiveness of the EOC in the event of an emergency incident. The primary direction and control functions in periods of normalcy include a warning point that is active 24 hours per day seven days per week, establishment of a process for notification so that activation decisions can be made by the appropriate person, and development of readiness and capability of the emergency organization. Readiness is the ability of the emergency staff to execute plans it has designed. To develop readiness and capability, functions of the command and control staff during periods of normalcy will include planning, training, exercising and identification of the jurisdiction resources, as well as other community and private resources, both human and material. These functions are:

        1)   During normalcy periods, plans should be written, reviewed and approved, distributed and tested. The plans should cover the full range of emergencies that could reasonably be expected to occur in the local jurisdiction.

        2)   The EOC should accommodate training to allow emergency service personnel to become familiar with plans through training sessions and simulation exercises. Some plans may be tested with field exercises, where emergency equipment and personnel are actually moved and volunteers used to simulate casualties. For

example, the field exercise is appropriate for testing a multiple casualty incident plan or plane crash. Other plans, designed for response to major widespread emergencies, will lend themselves more to testing by means of theoretical or operational exercise. An attack by weapons of mass destruction will fall into this latter category.

3) A final and related function of the command and control element during periods of normalcy is accumulating data on human resources, equipment sources, services (water, power, engineering materials) and supplies (food, bedding, medical and sanitation).

A reliable system for collection and reporting of this information should be in place so that the information is readily available and usable during emergency situations and can be updated with the latest intelligence during emergencies.

4) During periods of normalcy, the EOC should have provisions for the staff who routinely occupy the EOC on a daily basis.

b. **Emergencies without Warning.**

The first and most critical role of the command and control element in responding to an emergency without warning is to determine the nature and extent of the incident. Initially, reports will be fragmentary – it is common for communications to fail or degrade under the pressure of a major incident such as earthquakes, hurricanes or tornados. Commercial communication and broadcast systems may become interrupted because of system overload as well. Transmission capability may be lost due to damaged transmitters or towers.

Beyond destruction or overload of communications systems, information itself is frequently difficult to gather. Fire, law enforcement and medical vehicles may find it difficult to reach the scenes of major problems because of emergency-caused damage, fires or contamination. Additionally, emergency response personnel may be overwhelmed with lifesaving duties and fail to provide adequate reporting back to the EOC.

The information gathering function is a main justification for a centralized command and control unit – the emergency operations center. If each emergency force has only a partial picture of the overall situation, their response may be inappropriate for the situation. It is critical to pool the information to a central point so that problems can be evaluated and ranked, response can be planned and coordinated, and areas where insufficient information exists can be investigated. Information can be gathered from emergency medical teams, direct input by the jurisdiction personnel or the public, commercial news broadcasts, local law enforcement and transportation departments and any other number of sources. Procedures developed to collect and coordinate the information will provide reliable understanding of the nature and extent of emergency situations.

A third major function of command and control in an emergency without warning is the early determination of what outside help may be needed. Steps can be taken to alert and request mutual aid from adjacent or higher jurisdictions, or private resources in the community. To properly evaluate the need for outside assistance and the type and size of assistance required, the command and control function should know what resources it already has deployed, what resources it has in reserve and what special equipment and personnel the incident may require. Again, a centralized location, at which information on the incident is gathered and analyzed, emergency response is dispatched and coordinated and resource information on nearby or higher jurisdictions is stored, is essential to assure timely response to the request for outside assistance.

Depending on the jurisdictional span of the EOC, the EOC's function may be limited. For EOCs with regional or greater jurisdiction, it will gather and evaluate information from multiple jurisdictional areas, and pass the compiled results to state EOC. A major responsibility for higher jurisdictional EOCs will be brokering mutual assistance between areas, as well as coordination of the regional response. Finally, the regional EOC will be where scarce or specialized resource requests will be funneled and efforts made to satisfy those needs.

Roles and responsibilities for regional EOC center staff can be handled out of centers with basic communications linked to the EOC at the local level.

c.   **Emergencies with Warning.**

All the procedures identified in the sections on *Normalcy* and *Emergencies without Warning* apply to emergency command and control functions for emergencies with warnings. There are four additional functions when advanced warning is provided. They include the following:

An important function of the EOC is to warn the jurisdiction personnel and the public. To do this, the command and control staff should gather information about the impending situation from higher level direction and control centers and agencies with responsibility for monitoring the environment, such as the National Weather Service, the Geological Survey or the Department of Homeland Security, as well as state level and private organizations that monitor rivers and meteorological phenomena.

A second important function is deciding if and when evacuation is required. If the determination that evacuation of all or part of the jurisdiction is necessary, the command and control function should manage dissemination of the evacuation order, oversee moving the population and manage mass care facilities to which evacuees are directed.

Advanced notice of an emergency will allow the command and control function and its emergency forces to reduce impacts through short-term

mitigation measures. A critical function of command and control staff will be organizing and removing equipment, sealing buildings, clearing storm drains and channels, shutting down hazardous activities, and lowering reservoir levels. In large measure, the success of such mitigation efforts will depend on preplanning during the *Normalcy* period.

A final command and control function made possible by the warning period is alerting and readying emergency service units. Equipment can be checked, procured or borrowed; personnel can be put on extended duty; and reserve and auxiliary personnel can be assembled. Mass care centers can be staffed and opened, and the public informed of their location and services. Stocks of food, water, medical supplies and sanitation equipment can be obtained and positioned where they are needed. Other agencies and jurisdictions can be mobilized and assigned tasks.

Roles of regional level command and control elements parallel those of the local EOC, with a proportionately larger responsibility for public information activities in places where the media are based. The regional level EOC should also play an important role in coordinating mitigation efforts among the localities it directs

Mitigation activities will depend largely on effective mutual aid systems between localities, regions and national EOC units.

3.   **Limitations as Emergency Shelter.**
During an emergency, the staff may be required to be on duty for extended stays. The EOC is, in itself, not intended to be an emergency shelter and may not provide protection against extreme event hazards (i.e. extreme weather events). While it should be designed to provide habitable space while subject to emergency situations, full shelter protection and long-term survival provisions should be provided from a designated shelter location for the general public.

4.   **EOC and Incident Command System Interface.**
a.   **Command.** The command function within the EOC sets objectives and priorities and has overall responsibility at the incident or event and should oversee operations of the incident response team.

b.   **Operations.** The Operations function develops the tactical objectives and conducts tactical operations to carry out the plan. Operations should organize personnel and direct resources in response to the incident.

c.   **Planning.** The planning function develops the action plan to accomplish the objectives; collects and evaluates relevant information; and maintains the status of resources available to the emergency response team.

d.   **Logistics.** The logistics function provides support to meet incident needs, including resources and other services needed to support the response plan to the incident.

e.   **Finance/Administration.** The finance and administration function monitors costs related to the incident, provides accounting, tracks procurement time, and performs cost analyses.

G.   **EOC STAFFING CONSIDERATIONS AND POSITION DESCRIPTIONS.**

1. **Staffing.**

   The size and structure of the EOC will be primarily driven by the number of people required to carry out the EOC functions during an emergency.

   The number of staff will be driven by the functions that the EOC is responsible for and the size of the jurisdiction that the EOC serves. The size of EOC's may vary from dual-use conference rooms to full independent facilities. The functional roles defined in this discussion may be individual staff positions or duties assigned to other positions.

   a. The specific staffing requirements will be determined by the Commander.

   b. The EOC should provide a 24-hour designated contact or warning point. This may either be a skeletal crew that maintains readiness, capability, record keeping and communications or, if 24 hour staff is not available, communications forwarded to a designated point of contact. When an incident arises, the facility should be designed to allow staff levels to be expanded rapidly in appropriate response to the incident.

   c. The facility should be designed to accommodate Commander and immediate support staff that may comprise a policy group that is concerned with the basic plan of action and the deployment of staff, equipment and other resources.

   d. The facility should be designed to accommodate a disaster analysis and coordination function that performs collection and analysis data, interpreting the actual or potential impacts of incidents and response actions.

   e. The facility should be designed to accommodate an operations function that is responsible for conducting the emergency response. These personnel may work with the personnel and equipment of the various departments and groups involved in the incident. The operations group may be divided into sections, including those directly related to the mission of the jurisdiction, as well as the following functions:

- Law enforcement
- Fire response
- Housing and Shelter
- Engineering/Public Works
- Medical Services and Health
- Explosive ordinance disposal
- Intelligence
- Investigations

f. Other services that should be addressed include the following, either through separate sections or as a collateral duty of another section:
- Transportation
- Communications
- Electrical power
- Gas
- Water and Waste Water
- Petroleum
- Food
- Sanitation
- Coroner

g. During emergencies, forces tend to congregate around the EOC, though if their presence is not essential, they should be excluded to avoid overcrowding, confusion and disruption.

h. Supplemental team members should be identified so the capability of the EOC can be expanded rapidly when incidents warrant additional resources.

2. Operations Staff.
The EOC may have the functional equivalent of the following positions. Note that in smaller operations, multiple roles may be performed by individual positions.

a. EOC Commander or Director (Emergency Management Director). This position should coordinate all activity within the EOC. The EOC Director should report directly to the Chief Elected Official of the jurisdiction and act as the chief of staff for the EOC. This individual should thoroughly understand emergency management operating procedures and have the authority to carry out the position's responsibilities. The position should work closely with various liaison officers and administrative personnel.

b. EOC Deputy Director. The Deputy Director supports the Director position and serves as the officer in charge when the director is not on duty.

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c. Public Information Officer. Information disseminated to public news media is managed by the Public Information Officer.

d. Administrative Assistant. Steno-clerical support should be made available to the EOC management team by an Administrative Assistant who can answer normal business telephones; provide filing, typing and copying; operate standard office software; coordinate schedules and provide similar support services to directors. This position can also provide reception duties.

e. Legal Counsel. The EOC director staff should include Legal Counsel to guide the actions of the staff concerning legal issues in preparation and response to emergency incidents.

3. **General Staff.**

The following are staff positions or capabilities and authorities identified by the Incident Command System for EOC operations.

a. **Operations**
   - Operations Section Chief
   - Fire/Rescue Branch Coordinator
   - Fire Operations Unit Leader
   - Disaster Medical Unit Leader
   - Search & Rescue Unit Leader
   - Hazmat Unit Leader
   - Law Enforcement. Branch Coordinator
   - Law Enforcement. Operations Unit Leader
   - Coroner Unit Leader
   - Construction/Engineering Branch Coordinator
   - Utilities Unit Leader
   - Damage/Safety Assessment Unit Leader
   - Public Works Unit Leader
   - Health/Welfare Branch Coordinator.
   - Care & Shelter Unit Leader
   - Public Health Unit Leader

b. **Planning and Intelligence**
   - Planning/Intelligence Section Chief
   - Situation Analysis Unit Leader
   - Documentation Unit Leader
   - Advance Planning Unit Leader
   - Technical Services Unit Leader
   - Demobilization Unit Leader

c. **Logistics**
   - Logistics Section Chief

- Communications Branch Coordinator
- Communication Unit Leader
- Info Systems Unit Leader
- Transportation Unit Leader
- Personnel Unit Leader
- Supply/Procurement Unit Leader
- Facilities Unit Leader
- Resource Status Unit Leader

d.   Finance and Administration
- Finance/Administration Section Chief
- Time Keeping Unit Leader
- Compensation and Claims Unit Leader
- Purchasing Unit Leader
- Recovery Unit Leader

III.   GENERAL PLANNING REQUIREMENTS

A.   GENERAL REQUIREMENTS

1.   General Requirements for an EOC include the following:

- Constructed and located to provide balanced protection of assets against emergency incidents that can impact the facility.
- Sufficient in size to accommodate the required staff members that may be present for a given situation as determined by the commander.

- Centrally located and away from the activity perimeter so that movement to and from the center is screened from public view.
- Constructed so that assigned personnel can operate without being observed.

- Protection or self-containment of power supply, water supply, sanitary facilities, heating, ventilation, air-conditioning, food service and rations, and billeting for a sustained period. The period that each entity must have reserve or backup capacity is determined by the concept of operations of the EOC.
- Capable of immediate activation with all equipment, furnishings and supplies immediately at hand.
- Complete capability on all communications mediums including telephone, radio and data communications.
- Secure with controlled access.

B.   DUAL USE OF EOC SPACE WITH OTHER FUNCTIONS.

The EOC may have dual uses during non-emergency conditions, provided that the EOC can be rapidly converted to accommodate the EOC functions necessary to respond to the emergency incident. The dual uses should be related to emergency management and communications. Consideration should be given to accommodating the dual functions during extended emergency conditions. When shared, the EOC spaces should be

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designated and marked as belonging to the EOC and be available for immediate use by the EOC, with procedures established for priority use during emergency incidents.

C.   **FACILITY LOCATION (PRIMARY AND ALTERNATE).**

1.   The Primary Emergency Operation Center for Lawson State Community College will be located in the Campus Police Department at the Birmingham Campus.

2.   An alternate Emergency Operation Center may be located at other sites or campuses as needed.

D.   **ELECTRICAL SYSTEMS**

1.   **Standards.**

Interior electrical systems will be designed in accordance with DOCUMENT 3-520-01 Design: Interior Electrical Systems and Federal Information Processing Standards Publication 94 Guidelines of Electrical Power for ADP Jurisdictions. The need for special features should be determined by the Risk Analysis.

2.   **Emergency Power.**

Emergency power is required to maintain operations of the EOC when normal power is interrupted. Only essential systems should be placed on the emergency system with a generator being the primary emergency power source. Essential systems, which may include HVAC and lighting for the EOC, should be automatically restored to operation within 10 seconds after interruption of the normal source. In addition, voice, data and communications systems should be placed on uninterruptible power supplies (UPS) typically provided with equipment. The type, size and number of generators should be based on the operational requirements of the EOC and the ability of EOC support technicians to service the generator during full EOC operations.

Diesel emergency generators.

a.   Fuel Storage System for Emergency Generators. NFPA 30, Flammable and Combustible Code and NFPA 37 Stationary Combustion Engines and Gas Turbines.

b.   Emergency generators and fuel supplies should be placed within the same protective and secure enclosure as the EOC. Provide acoustical treatment to isolate generator noise from the EOC operations. Provide physical separation between emergency generator room and EOC to prevent generator exhaust fumes, fuel odor, and noise from impacting the operation of the EOC.

c.   Storage requirements will be based on the jurisdiction's operational procedures and fuel distribution system.

d. If the EOC shares a building with non-EOC-related functions, the EOC's emergency power source should be independent from the building's backup generators serving the non-EOC-related systems. Do not combine EOC electrical loads and non-EOC electrical loads on the same generators.

3. Uninterruptible Power Supply

Critical equipment and systems that cannot risk loss of data or performance should be placed on uninterruptible power supply to assure continued performance during a power outage. Typically the UPS is provided with the equipment.

4. Power Distribution.

a. The EOC power system shall be evaluated for total harmonic distortion.

b. The relay and control scheme shall make possible the clearing and isolation of faults and the separation of EOC facilities technical loads from the commercial power sources during faults or abnormal operating conditions on the commercial power line.

I.   General

Communication is one of the most important issues that affect response and mediation of any critical incident. With this in mind, the following communication methods will be available to members working in the EOC.

    A. Telephone – traditional line service

    B. Cellular

    C. Internet

    D. Fax

    E. Southern Link

    F. Radio Communication (VHF)

    G. Short Wave / HAM Radio Operations

    H. Campus Community Notifications

        A. Emergency notifications will be made via the e2-campus and Alertus notification system. This system will use the following resources to provide information to the campus community:
            1. Text messages
            2. Facebook
            3. Twitter
            4. Computer override
            5. Alertus beacon activation in hallways

BCP   Business Continuity Plan

BPCP   Business Process Contingency Plan

CONOPS   Concept of Operations

COOP   Continuity of Operations

CPG   Comprehensive Preparedness Guide

DAT   Damage Assessment Team

DEOC   Department Emergency Operations Center

DRP   Disaster Recovery Plan

EM   Emergency Management

EMHE   Education Emergency Management for Higher Education

EOC   Emergency Operation Center

EOP   Emergency Operations Plan

ESF   Emergency Support Function

FBI   Federal Bureau of Investigation

FEMA   Federal Emergency Management Agency

FERPA   Family Educational Rights and Privacy Act

FSE   Full-scale Exercises

HAZMAT   Hazardous Materials

HAZMUS-MH   Hazards U.S. Multi-Hazard

HIPAA   Health Insurance Portability and Accountability Act

HSEEP   Homeland Security Exercise and Evaluation Program

HSPD   Homeland Security Presidential Directive

HSPD-5   Management of Domestic Incidents

HSPD-8	National Preparedness
IACLEA	International Association of Campus Law Enforcement Administrators
IAP	Incident Action Plan
IC	Incident Command/Commander
ICS	Incident Command System
IHE	Institution of Higher Education
MACC	Multi-agency Coordination Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRSA	Methicillin-resistant *Staphylococcus Aureus*
NIC	National Integration Center
NIMS	National Incident Management System
NRP	National Response Plan
PIO	Public Information Officer
RDD	Radiological Dispersion Device
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SWAT	Special Weapons and Tactics
UC	Unified Command
XDR-TB	Extensively Drug-Resistant Tuberculosis

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See **Group.**

Emergency Operations Center (EOC):	The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, Tribal, city, county), or by some combination thereof.
Emergency Operations Plan (EOP):	An ongoing plan for responding to a wide variety of potential hazards.
Finance/ Administration Section:	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
Function:	The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/ Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).
General Staff:	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
Group:	An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See **Division.**
Hazard:	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Incident:	An occurrence or event, natural or man made, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section:	The Incident Command System Section responsible for providing facilities, services, and material support for the incident.
Management by Objectives:	A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
Mitigation:	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
Multijurisdictional Incident:	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.
Mutual Aid Agreement or Assistance Agreement:	Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.
National Incident Management System (NIMS):	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.
National Response Framework:	A guide to how the Nation conducts all-hazards response.
Nongovernmental Organization (NGO):	An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the

recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Response: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Risk: The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard.

Risk Assessment: The process of measuring potential loss of life, personal injury, economic injury, and property damage resulting from hazards by assessing the vulnerability of people, buildings, and infrastructure to hazards. It is a process that answers the fundamental question: "What would happen if a hazard event occurred on your campus?"

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population:	A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.
Standard Operating Guidelines:	A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.
Standard Operating Procedure:	A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.
Strike Team:	A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
Task Force:	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
Unified Approach:	The integration of resource management, communications and information management, and command and management in order to form an effective system.
Unified Command (UC):	An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
Unit:	The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unit Leader:	The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.
Unity of Command:	An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.
Vulnerability:	Describes how exposed or susceptible an asset is. Vulnerability depends on an asset's construction, contents, and the economic value of its functions. Like

indirect damages, the vulnerability of one element of the community is often related to the vulnerability of another. For example, many businesses depend on uninterrupted electrical power—if an electrical substation is flooded, it will affect not only the substation itself, but a number of businesses as well. Often, indirect effects can be much more widespread and damaging than direct ones.

Vulnerability Assessment: The extent of injury and damage that may result from a hazard event of a given intensity in a given area. The vulnerability assessment should address impacts of hazard events on the existing and future built environment.

Lawson State Community College Emergency Operation Plan	
Resources	
Effective: July 01, 2017	Revised: January, 2023

Incident Command (IS-300 – IS-400)	
James Blanton	
Ray Hubbart	
Kenneth Hooten	
Larry Watson	

Logistics	
Gourmet Services Manager	Geri Albright
On-Duty Police Officer	Mark Fuller

Hazardous Material Technician	
James Blanton	Dr. Karl Pruitt

Hostage / Crisis Negotiators	
James Blanton	

SWAT	
James Blanton	

Evidence Technicians	
Birmingham Police Department	Bessemer Police Department

Tactical Medics	

Confined Space Rescue	
James Blanton	

Electricians	

Plumbers	

Heavy Equipment Operators	

Lawson State Community College		
Emergency Operation Plan		
Contact Numbers		
Effective: July 01, 2017		Revised: January, 2023

Name	LSCC#	Title
Dr. Cynthia T. Anthony	(205) 929-6301	President
Dr. Bruce Crawford	(205) 929-6312	Vice President for Instructional Services
Sharon Crews	(205) 929-6307	Vice President for Administrative & Fiscal Services
Dr. Myrtes Green	(205) 929-6305	Assistant to the President/Title III Director
Cyrus Vance	(205) 929-6361	Dean of Students (Acting)
Chief James Blanton	(205) 929-6317	Chief of Police
Mark Fuller	(205) 929-3497	Director of Facilities
Geri Albright	(205) 929-6315	Director of Public Relations and Community Affairs
Jim Mankowich	(205) 929-3498	Director of Information Management Systems
Dr. Sherri Davis	(205) 929-6357	Academic Dean
Dr. Robert Gunter	(205) 929-6442	Dean of Career & Technical Education
Dr. Alice Milton	(205) 929-6306	Associate Dean of Business & Information Technologies
Dr. Karl Pruitt	(205) 929-6348	Associate Dean of Liberal Arts and Transfer Programs
Dr. Sherika Derico	(205) 929-6437	Associate Dean of Health Professions
Tommy Hobbs	(205) 929-3521	Assistant Dean for Workforce Development
Nancy Wilson	(205) 929-3451	Assistant Dean of Career & Technical Education
Elma Bell	(205) 929-6313	Human Resources Director
Dorian Waluyn	(205) 929-3416	Director of Admissions & Enrollment Mgmt
Lori Chisem	(205) 929-3409	Registrar
Jamie Glass	(205) 929-3407	Coordinator of Data Management
Jarvis Blue	(205) 929-6454	Facilities Supervisor
Dr. Kesha James	(205) 929-6450	Director of Distance Education
Ashley Wiley	(205) 929-3417	Evening Personnel (Bessemer)
Ricky Lee	(205) 929-6376	Evening Personnel (Birmingham)

Lawson State Community College	
Emergency Operation Plan	
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Effective: July 01, 2017	Revised: December, 2020

Emergency Management Agency	
Jefferson County	205-254-2043
State Command Center	205-280-2200

Law Enforcement Agencies	
Jefferson County Sheriff's Office	204-325-1450
Alabama Department of Public Safety	205-322-4691
Birmingham Police Department	205-254-2000
Alabama State Troopers	256-353-0631
Alabama Bureau of Investigation	334-242-1142
Bessemer Police Department	205-426-3654
Federal Bureau of Investigation	205-326-6166
Alcohol Tobacco and Firearms	205-583-5920
Drug Enforcement Administration	205-321-1300
U S Marshalls	205-307-7300
U S Attorney's Office – Northern District of Alabama	205-244-2092

Fire and Rescue	
Birmingham	205-254-2995
Bessemer	205-428-5151

Coroner's Office	
Jefferson	205-930-3603

Alabama Department of Transportation	
Jefferson	205-328-5820

County Public Works	
Jefferson	205-325-5157

Health Department	
Jefferson	205-933-9110

Department of Human Resources	
Jefferson	205-423-4900

NGO Assistance	
Salvation Army	1-800-725-2769
Red Cross	205-987-2795
Southern Baptist Association Disaster Relief	770-410-6000

Utilities	
Alabama Power	1-800-245-2244
Alagasco	1-800-292-4008
Birmingham Water Works	1-205-244-4000

Lawson State Community College
Emergency Operation Plan

Contact Numbers	
Effective: July 01, 2017	Revised: January, 2023

CAMPUS POLICE		
Name	Home	Cell
James Blanton	(205) 477-3504	
Michelle Hudson	(205) 420-8533	
Larry Watson	(205) 369-0568	
Ray Hubbart	(205) 368-0727	
Paul Coulon	(205) 538-9605	
Kenneth Hooten	(205) 757-1103	

I.   **Response To An Active Shooter Situation**

   A.   **Definitions**

   1.   **Active Shooter:** one or more suspects who participate in a random or systematic shooting spree, demonstrating the intent to continuously harm others.

   2.   **Contact Team:** first group of two or more officers that arrive on the scene.

   3.   **Rescue Team:** second group of three or more officers that arrive on scene and are tasked with rescuing victims or fellow officers.

   4.   **L. E. Staging Area:**   location designated for assisting or cooperating with law enforcement officers to report to and be assigned emergency task.

   5.   **EMS Staging Area:**   designated location that is out of harm's way for the purpose of staging Emergency Medical Services and performing triage until the threat area has been secured and cleared.

   B.   **Purpose:**

   The philosophy of this policy recognizes that an active shooter must be stopped before they can inflict injury upon innocent lives. The primary responsibility of the first officers on scene is to accomplish this objective as quickly and as effectively as possible. The prioritization of activities in their order of importance is to capture or neutralize the active shooter, rescue the victims, provide medical assistance, and preserve the crime scene. All sworn officers are required to participate to their fullest capabilities in this endeavor.

C. **Communication:**

1. All non-emergency communication will be stopped as soon as possible.

2. An emergency message with instructions concerning the event will be sent as soon as possible on E-2 campus.

3. The Police Department Dispatcher will make the appropriate mutual aid notifications to summon assistance as needed.

4. Campus personnel with two-way communications abilities will assist by moving to staging areas designated by the police dispatcher and providing liaison assistance to the responding agencies.

D. Campus Community Response

1. Run

   If an escape route is available, leave the area.

2. Hide

   If you cannot leave the area, hide and shelter in place.

3. Fight

   This is the last resort in an active shooter situation. Take any action possible to stop the aggression of the offender.

E. Law Enforcement Response

1. The first group of two or more officers that arrive on scene will form a contact team and enter the premise in pursuit of the active shooter.

2. The Contact Team will end the ongoing violence by arrest, containment or the use of deadly force.

3. To prevent more victims from being harmed, the Contact Team will move past victims and harmless distractions to pursue the offenders(s).

4. Officers should consider using less-used entrance locations to prevent from being ambushed upon entry.

5. If the active shooter has stopped his or her immediate violence and has assumed a barricade or hostage role, the officers are to follow the prospective policy concerning these issues.

6. The Rescue Teams will locate and remove injured victims and evacuate unharmed victims of the incident.

7. The Rescue Team will coordinate their actions with the perimeter team to move injured victims to an EMS triage area.

8. The Rescue Team should coordinate their entry with the Contact Team.

9. If the Rescue Team comes in contact with the offender, the mission of the team will immediately change to stopping the actions of the active shooter.

10. When available, tactical medics will be inserted with the contact teams to provide advanced medical treatment and coordinate evacuation of casualties.

11. Additional law enforcement personnel arriving on scene should begin assisting with establishing a perimeter around the threat area.

12. Only sworn law enforcement officers will be allowed to enter the danger area.

13. It is possible that an active shooter may utilize some type of explosive device.

14. The team will follow the policy established for a suspected explosive device.

H. **Evacuation Procedures:**

1. In the event that an active shooter incident occurs, the students, faculty and staff should immediately locate a classroom or office (safe area) to take cover.

2. The safe area should be locked or barricaded to prevent outside entry by the shooter.

3. Occupants of the room are to stay away from the door. Occupants should remain inside of the safe area until law enforcement advises that it is safe to exit the area.

4. Occupants of safe areas are asked to open or remove blinds that inhibit visibility from the outside of the building.

5.   If an occupant of the room is injured, a sign stating "INJURY" should be placed in the window.

5.   No attempt should be made to evacuate individuals from the safe areas until the threat has been resolved or the evacuation is necessary for the safety of the occupants.

6.   Injured victims will be evacuated first. Beginning with the most severely injured will be evacuated first.

7.   Officers will provide medical attention in life threatening situations while expeditiously moving the patient to the triage area to receive medical attention.

I.   **Public Relations Officer(s)**

1.   The Dispatcher will notify the Lawson State Director of Public Relations (or designated public relations officer) of the incident as soon as possible.

2.   The Public Relations Officer will contact local media and provide them the location for the media staging area.

3.   The Public Relations Officer will coordinate all media releases with the administration of the college and the on scene Incident Commanders to provide accurate information while simultaneously protecting the integrity of the investigation.

J.   **Crime Scene Investigation**

1.   As soon as the violence has ended and all of the victims have been evacuated from the scene, the scene will then be treated as a crime scene.

2.   An officer will be designated to document the time and date of everyone that enters and exits the scene.

3.   Only officers involved in the crime scene investigation will be allowed to enter the scene until the investigation is completed.

3.   The crime scene will be processed by a joint investigation of responding agencies.

4.   Lawson State Police Department Officers involved in a shooting incident will comply with the Lawson State Police Department Policy Manual concerning deadly force incidents.

K. **Critical Stress Debriefing**

    1.   All responders involved in the response to an active shooter incident will be provided an opportunity to participate in an individual and group critical stress debriefing.

L. **Psychological Counseling**

    1.   Psychological / Grief counseling will be provided as needed to the campus community as needed.

Lawson State Community College Emergency Operation Plan	
Barricade Situation	
Effective: July 01, 2017	Revised: December, 2020

I. Barricade Situations

A. Defined – a situation in which a person uses force and or the threat of force combined with an obstruction to hinder law enforcement access to that person.

B. Response to Situations Where Mutual Aid Is Available

    1. Containment

        a. Officers will establish a perimeter around the subject to prevent anyone from entering the scene or allowing the offender to escape.

        b. Offices will utilize cover and concealment to maximum degree allowable.

    2. Crisis Intervention

        a. One officer will engage the individual in conversation to allow the offender the opportunity to vent emotional frustration.

        b. The officer will utilize open ended questions to maximize the offender's ability to vent emotional frustration.

        c. The officer will utilize reflective pauses to allow the offender to think about what he or she has said.

        d. The officer will periodically paraphrase the content of what was said while simultaneously utilizing emotional labeling techniques.

        e. The officer will avoid the term "no" and explore other available options.

        f. The officer will never allow members of the clergy to speak with a barricaded subject.

        g. The officer will not allow anyone to conduct face to face negotiations with an offender.

        h. When a fully trained negotiator arrives on scene, the officer will either relinquish the role of primary negotiator or continue under the direction of the negotiator.

        I. Officers will never allow a third party intermediary to enter the scene for the purpose of negotiating.

    3. Evacuation

        a.   Assisting officers will coordinate an evacuation of any area that could be impacted by the event.

        b.   Officers will develop an evacuation route and fully explain and implement the evacuation with the assistance of faculty and staff.

4.   Mutual Aid

        a.   Dispatch will call the appropriate agency to request mutual aid in the form of a Special Weapons and Tactics Team.

        b.   Once the supporting agency arrives on scene, they will assume tactical control. All officers will coordinate their activities with the Tactical Unit Commander.

5.   Crisis Management Team

        a.   The Crisis Management Team will activate to support the operations of the Incident Commander.

        b.   The Public Relations Officer will immediately take control of all media releases. All media releases will be coordinated with the Incident Commander.

C.   Response in Situations Where Mutual Aid Is Not Available.

1. Initial Response

 A. The initial response will remain the same as in an incident in which mutual aid is available.

2. Tactical Concept

A. Since mutual aid is not available, the department will maintain control of the operation.

        B.   Additional staff will be summoned to support on duty officers.

        C.   Concept of Time, Talk, and Tear Gas

1.Time- There will not be a limit on the amount of time devoted to the successful outcome of the operation.

2. Talk – Use of Negotiations for successful outcome of incidents will be implemented. The department will utilize on staff, fully trained crisis negotiators for the response.

3. Tear Gas

A. In the event that negotiations fail and there are no indications that the offender will surrender, the use of chemical munitions will be used to enhance the officers' ability to subdue the offender.

B. Only officers trained in the use of defensive chemicals will deploy said agents.

4. Surrender Plan

A. The incident commander will establish a surrender plan and communicate it to all officers.

5. Entry

A. Entry will be the last tactic used to gain control of the offender.

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 person 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.

Lawson State Community College
Emergency Operation Plan

Biological Threat	
Effective: July 01, 2017	Revised: December, 2020

I.   Biological Threats

A.   In most cases, biological threats will not be found at the time of dispersal; rather, they will be identified after the biological agent has time in incubate.

B.   Response to these threats will be subject to the specifics of the agents. All actions will conform to standards established by the Center for Disease Control.

C.   Suspicious package with a discovery/leakage of chemical or biological agent.

   1.   Victim calls the Campus Police

   2.   Campus Police arrive on scene and evaluate situation.

   3.   If the threat is viable, the Crisis Management Team will be activated.

   4.   A written Emergency Action Plan will be completed as required by OSHA.

   5.   Anyone potentially contaminated will be directed to an area for decontamination and for segregation from the general public until they have been contaminated.

   6.   The building will be secured to prevent unauthorized entry into the area.

   7.   Isolate spill/leak by closing doors and vents to the affected room/area

   8.   Maintenance will assist with turning off HVAC.

   9.   Campus Police Dispatch will request the following mutual aid:

      a.   Emergency Management Agency

      b.   Local Hazardous Material Unit

      c.   F.B.I. Joint Terrorism Task Force

   10.   Anyone contaminated must complete decon before being allowed to leave the scene. This includes injured subjects requiring transportation to the hospital.

II.   Collection of Non-exposed Suspicious Substance

A.   When possible, photograph/document the package and suspicious substance before sampling or collection.

B. Double bag the item in a self-sealing bag or container.

C. Perform personal decontamination.

D. Complete an Alabama Department of Public Health Chain of Custody Form.

E. Turn evidence over to FBI Joint Terrorism Task Force.

III. Collection of Exposed Suspicious Substance

A. Only officers trained as a hazardous material technician and in the proper collection and sampling of suspicious substances will perform this function.

B. Officers will utilize a minimum level C personal protection equipment, which includes a full face APR and gloves.

C. When possible, photograph/document the package and suspicious substance before sampling or collection.

D. Screen for Radiological Hazards.

E. Screen for volatile organic compounds, flammable material, and oxidizing agents.

F. If the package is opened, screen for presence of an explosive device.

G. If there is any possibility of an explosive device, leave the area and notify a Bomb Disposal Team (Birmingham Police Department, Jefferson County Sheriffs Department or FBI)

H. If no hazards are detected, double bag the sample in clear sealed bags.

I. Decontaminate the outside of the bag.

J. Perform personal decontamination.

K. Complete an Alabama Department of Public Health Chain of Custody Form.

L. If collection equipment was used such as pipettes, submit a clean unused sample for comparison purposes.

M. Turn evidence over to FBI Joint Terrorism Task Force.

I.   Response to Hazardous Material Incidents Involving Chemicals

    A.   Hazardous Chemicals Defined- any substance which might negatively affect the human body upon contact.

    B.   Hazardous chemical events can arise from a variety of accidental or intentional circumstances. The purpose of this policy is to establish a plan to reduce the potential hazards of incidents, regardless of circumstances.

    C.   Response

        1.   The response to this type of circumstance will depend on the following factors:

            a.   the material released

            b.   the amount of material released

            c.   the physical properties of the chemical

            d.   the temperature

            e.   humidity

            f.   wind direction and speed

        2.   Because of the variation of the issue, the type of response will depend on the situation. The response may include:

            a.   In most circumstances, the establishment of a protective perimeter to reduce exposure to the campus community will be sufficient.

            b.   Evacuation

                1.   The campus community must be informed which way to evacuate to prevent them from entering into the contaminated area.

            c.   Shelter in Place

                1.   Close exterior doors and windows.

                2.   Attempt to seal all windows and doors with materials at hand.

3.　　　Turn off heating and air conditioning.

3.　　Response to such issues will require mutual aid from the following agencies.

　　　a.　　Local EMA

　　　b.　　Local Hazardous Material Teams

　　　c.　　Local Law Enforcement

4.　　Activation of Crisis Team

　　　a.　　The Crisis Team should be activated to address the potential impact to the campus and the campus community.

　　　b.　　The Public Information Officer will be instrumental in notification of the campus community by the following means:

　　　　　1.　　E-2 Campus

　　　　　2.　　Media Releases

Lawson State Community College	
Emergency Operation Plan	
Civil Disturbance	
Effective: July 01, 2017	Revised: January, 2021

I.   **Civil Disorder or Demonstration Safety Plan**

    A.   Defined

        1.   Peaceful, non-obstructive demonstration march where there is no interference with the normal operation of the college and no threat of physical harm to persons or damage to college facilities.

        2.   The second is the disruptive or violent demonstration.

II.   Response

    A.   Peaceful, non-obstructive demonstration

Generally, the peaceful non-obstructive demonstration is authorized ACCS and LSCC Expressive Activities policies and regulated through the Offices of the Dean of Students and Public Relations & Community Affairs. The demonstration should not be interrupted, obstructed or provoked, and college business should be conducted in the normal manner. However, each situation is different and the circumstances surrounding the demonstration will determine whether it needs to be monitored by the Campus Police.

    B.   Violent or Disruptive Demonstrations

Civil disturbances may either be planned or spontaneous and may occur in several forms and for a variety of reasons. The civil disturbances may include raids, unauthorized demonstrations, sit-ins, riots, unlawful assembly, etc. Generally, an unauthorized group of people gathers to create a disruptive activity in the educational process, which may threaten life or college property.

        1.   As a rule, little or no warning is received before this type of disturbance; further, where it might form or the shape it will take cannot be anticipated. It is imperative that all responsible persons including administrators and police officers know exactly what is expected of them in a given situation.

        2.   Though student conduct may not normally be one of their assigned responsibilities, staff members will be expected to assist on the campus in preventing or suppressing any unauthorized group disturbance. The degree of seriousness of a disturbance is directly proportionate to the assistance on the scene. There is strength in numbers -- the more help available, the less serious the problem, particularly from a psychological standpoint.

3.   In the event of a Violent or Disruptive Civil Disturbance, the Police Department will utilize mutual aid and request Mobile Field Force Units from the following agencies:

        a.   Birmingham Police Department

        b.   Jefferson County Sheriff's Office

        c.   Alabama State Troopers

4.   After sufficient officers are on scene, the order to disperse will be given. Offenders refusing to comply will be arrested.

Lawson State Community College Emergency Operation Plan	
Community Health Crisis	
Effective: July 01, 2017	Revised: January, 2021

I. Community Health Crisis Defined

A. A health crisis is defined as any health conditions affecting the community at large, or where the cause of an individual illness puts the community's health at risk. Illnesses that are considered Community Health Emergencies generally are of an infectious nature. Every attempt will be made to identify the origin and to diagnose the condition early, localize the source, stop the spread, and in a controlled way, warn the at-risk population about illness prevention.

B. In the event of a Community Health / Medical Emergency, close coordination needs to take place between the College with local emergency government and public health authorities. The scope of the crisis will determine if the Crisis and Intervention Plan needs to be activated.

C. Three events must be met for a pandemic to occur:

1. A new influenza virus subtype emerges

2. The virus infects humans

3. The virus gains efficient transmission from human to human

D. If a virus gains sustainable, efficient transmissibility, the public health strategy would focus on slowing the spread because it would be virtually impossible to stop it.

*Due to the current Coronavirus Pandemic, the College developed Fall 2020 and Spring 2021 semester operational plans that are adapted based on the latest guidance from the Centers for Disease Control and Prevention (CDC), the State of Alabama, and the Alabama Community College System. Refer to latest guidance issued by the College.

II. Prevention and Preparation Strategies

A. Academic Affairs
a. Develop strategy to address academic concerns of students unable to attend classes due to illness.
b. Implement procedures for sending students class material.
c. Disseminate alternative procedures for completing course work, web based instruction and use of blackboard.

B. Admission and Financial Aid
a. Implement plan for reviewing applications in the absence of face to face contact.

b. Implement contingency plans for issues dealing with financial aid; withdraw from school due to illness, and other factors related to tuition and registration.

C. Business and Finance
   a. Discuss potential financial ramifications of a community health crisis and implement plan to address impact to insure continuity of business.
   b. Discuss and implement plan to address emergency purchases of supplies.
   c. Implement plan to continue accounting operations in the face of high employee absenteeism.
   d. Develop a plan to ensure continuation of payroll.

D. Counseling Services
   a. Implement contact with counseling services via internet and telephone to reduce face to face exposure.
   b. Review and enhance online resources.

E. Housekeeping
   a. Stockpile cleaning and disinfecting supplies
   b. Ensure housekeepers receive training in personal protection and proper cleaning procedures.
   c. Provide disinfecting areas to community population

F. Human Resources
   a. Identify essential functions that are required to ensure continuity of services.
   b. Cross train staff in essential functions to ensure continuity of services.
   c. Encourage staff to update emergency contact information.
   d. Encourage staff to make personal emergency preparedness plans with their families.
   e. Establish return to work guidelines consistent with CDC guidelines.

G. Marketing and Communication
   a. Identify backups in calling trees.
   b. Provide information to campus community as needed.
   c. Coordinate activities with support personnel in case key personnel fall ill.

H. Campus Police
   a. Review training for personal protection.
   b. Implement plan for continuity of operations.
   c. Supervisors are to ensure that supplies of personal protective equipment are adequate.

Lawson State Community College Emergency Operation Plan	
Evacuation Plan	
Effective: July 01, 2017	Revised: December, 2020

I.   Evacuation Plan
   A. In the event that a building needs to be evacuated, the fire alarms will be pulled.
   B. A member of the Campus Police Department will be stationed outside the exits to identify a rally point for the persons being evacuated.
   C. Members of the campus community will not assemble in a parking area or unsecured area.

II. Headcount

   A. After any evacuation, report to your designated assembly area. Stay there until an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants. HEADCOUNT should be as accurate as possible.

   APPENDIX A
   The forms of Appendix A will be provided by Lawson State Police Department.

III. Procedures

   A. Faculty and staff are to remain calm and to provide instructions for students and visitors.
   B. An evacuation guide will be posted in every classroom and office.
   C. Do not use elevators.
   D. Remain calm, do not panic, and proceed to the exterior of the building, assisting others when possible.
   E. Do not reenter building until the all clear has been sounded.

IV. Evacuation of Person with Physical Disabilities

   A. Move to area adjacent to stairways.
   B. Accept assistance from others to facilitate evacuation.
   C. Do not use elevators.

V.   Hearing Impaired
   A. Faculty and staff are to assist with notification of students and guests that are hearing impaired.
   B. Buildings equipped with alarm strobe lights will be activated.
   C. Evacuation notifications will be coordinated with IT for dissemination via E-2Campus.

III. Visually Impaired

    A. Faculty and staff are to assist with notification of students and guests that are visually impaired.

    B. Faculty and staff will assist the visually impaired with evacuation.

Lawson State Community College Emergency Operation Plan	
Building Evacuation Emergency Assembly Area	
Effective: July 01, 2017	Revised: December 16, 2020

WEST CAMPUS LOCATION   **EXIT**

ACADEMIC SUCCESS CENTER

First Floor

Exit East end of building (Main Entrance) and assemble in the Leon Kennedy Center (LKC) Parking Lot. Exit South end of building and assemble a the LKC Parking Lot.

Second Floor

Ext stairwell at South and North end of building.

ADVANCED TECHNOLOGY BUILDING

Second Floor

Exit Southeast end of building (Main Entrance) stairwell Next to President's Office and assemble on front lawn.

Main Floor

Exit Northeast end of building next to Academic Building and assemble in Student Center Parking Lot.

ACADEMIC BUILDING

Main Floor

Exit Southeast end of building and assemble in rear parking lot.

Basement Floor

Exit Northwest end of building next to old TV station and assemble on baseball field.

SCIENCE BUILDING

Second Floor

Exit stairwell at northwest end of building next to Academic Building and assemble on baseball field.

First Floor

Exit door next to Library Building and assemble on Football field.

LIBRARY BUILDING

Exit door on southeast end of building toward Administration Building and assemble on front lawn.

LEON KENNEDY STUDENT CENTER (BUILDING OFFLINE FOR RENONATION)

Second Floor

Exit southwest front center stairwell and go out main Front entrance of building and assemble on front lawn.

Main Floor

Exit southwest side door next to bookstore and on the

	Backdoor through the kitchen and assemble in Student Center parking lot.
<u>PERRY W. WARD ACATT BUILDING</u>	First floor exit front entrance of building.
	Second floor North wing exit stairwell on north end of Building and assemble in the parking lot in front of stairwell.
	Second floor East wing exit stairwell on east end of building and assemble in parking lot in front of front entrance.
	Third floor north wing exit stairwell on North end of Building and assemble in parking lot in front of Stairwell.
	Third floor east wing exit stairwell on east end of Building and assemble in parking lot in front of Entrance to building.

EAST CAMPUS

<u>SHOP BUILDING #1</u>	Exit ramp doors and assemble in building parking lot.
<u>SHOP BUILDING #2</u>	Exit ramp doors and assemble in building parking lot.
<u>HOWARD BUILDING</u>	
Second Floor	Exit South main exit and assemble in Gaston Building back parking lot.
Main Floor	Exit northeast on roll up doors and assemble in parking Lot between Shop #1 and Shop #2.
<u>A.G. GASTON BUILDING</u>	
Second Floor	Clerical program exit southeast exit and assemble in Back parking lot.
	Administration Office, exit front entrance and assemble On lawn in front of building.
	Classroom on bottom west side of building exit northwest side entrance and assemble on lawn in back of building.
Basement Floor	Cosmetology and Barbering program exit southeast doors toward Nursing building and assemble on lower part of cul-de-sac.

<u>PUBLIC RELATIONS</u>	Exit front entrance and assemble in parking lot.
<u>RESIDENCE HALL II</u>	Exit front entrance and assemble in parking lot.
<u>FRED HORN BUILDING</u>	Exit front entrance and assemble in front parking lot.
<u>LIVING LEARNING FACILITY</u> (RESIDENCE HALL)	First floor exit front entrance assemble in parking lot in front of building.
	Second floor north wing exit stairwell on north end of building and assemble in parking lot in front of building.
	Third floor not wing exit stairwell at the north end of building and assemble in parking lot in front of building.
<u>ETHEL H. HALL HEALTH PROFESSIONS BUILDING</u>	First floor exit front and assemble in parking lot in front of Residence Hall II.
	Second floor east wing exit stairwell on east end of building and assemble in rear parking lot of A.G. Gaston Building.
	Second floor south wing exit southwest stairwell of building and assemble in parking lot in front of Residence Hall II.

BESSEMER CAMPUS

LOCATION	**EXIT**
<u>BUILDING "A" ALL FLOORS</u>	South end exit the nearest MARKED EXIT and assemble in the lower south parking lot at least 500 ft. from the building.
	North end exit the nearest MARKED EXIT and assemble in the north parking lot at least 500 ft. from the building.
	Hospital side exit the nearest MARKED EXIT and assemble on the lawn at least 500 ft. from the building.
	Nursing Wing/Student Service/Cafeteria exit the nearest MARKED EXIT and assemble in the rear parking lot next to the interstate fence.
<u>BUILDING "B"</u>	First Floor exit the nearest MARKED EXIT and assemble in the lower parking lot at least 500 ft. from the building.

	Second Floor exit the nearest MARKED EXIT and assemble in the rear parking lot next to the interstate fence.
BUILDING "C"	Exit any MARKED EXIT or open rolled up door.
	JESS LANIER exit the nearest MARKED EXIT and assemble at least 500 ft. on the lawn, on the Highway 11 side or the parking lot, on the "C" building side.
ETHEL HALL BUILDING	First Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.
	Second Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.
BUILDING "D"	Exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.
MILLSAP BUILDING	First Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.
	Second Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.
BUILDING "G"	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.