



Seward County Community College

Emergency Operations Plan (EOP)

GUIDELINES AND REFERENCE INFORMATION

Updated June 2023

NOTE: This plan goes through continuous ongoing changes based on the results of actual events, post-exercise drills and activities, and input from department tasked in this plan. The College will review this plan on an annual basis, but will also make incremental adjustment as conditions change. By posing these changes on the College website, the most up-to-date version of this plan is immediately available to all SCCC employees and partners.

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INTRODUCTION

This document is intended to address the Emergency Operations Plan (EOP) and associated Emergency Response Team (ERT) procedures at Seward County Community College (SCCC). The document is intended to be utilized as is appropriate by SCCC employees with the intent of the preservation of life, property, function of the organization, and the maintenance of a measure of observance to select aspects of federal, state, and local regulations to include the National Incident Management System (NIMS) and the Incident Command System (ICS) to allow for optimal function with external entities, should the need arise, while also integrating local building/department plans and the preservation of a level or autonomy thereof.

PURPOSE

The Emergency Operations Plan is designed to provide flexible guidelines for responding to crises and natural disasters that may occur at the Seward County Community College campus. An emergency is a sudden unforeseen crisis that poses an immediate threat to human life or serious damage to property, it requires immediate action. These can be man-made or natural disasters. Man-made disasters include bomb threats, crimes, fire, chemical spills, medical emergencies, suicide attempts, or water breaks/loss. Natural disasters can consist of flooding, lightning, thunderstorms, earthquakes, tornados, and winter storms. The EOP is not a standard operating procedure and should not be viewed as such. The EOP allows for general methodology that may be adapted to respond to a myriad of scenarios.

The ERT is a selection of SCCC personnel that is meant to assist in appropriate execution of the EOP but also represent the organization as inclusively as possible. The ERT should be able to modify and update the EOP as necessary to accommodate changes within SCCC's organization and environment. The EOP is reviewed annually for changes to names and phone numbers as well as revisions or enhancements to policies and procedures.

EMERGENCY RESPONSE TEAM

President
Vice President of Business Affairs
Vice President of Student Affairs
Vice President of Academic Affairs
Director of Facilities
Director of Residence Life & Safety
Director of Athletics
Dean of Industrial Technology
Executive Director Marketing/Public Relations
Director Information Officer
Director of Human Resources

ASSUMPTIONS

While SCCC has routine maintenance and safety precautions in place, a significant incident would likely result in the need for external resources. During normal operations and minimally invasive incidents, the ERT would likely be self-sufficient. If external organizations are required for a considerable incident, the

ERT would serve to alleviate on-campus disruptions of the incident as well as partner with the external organizations that may be addressing the incident itself. External organizations may include all manner or first response by city, county, and/or state agencies.

FACULTY AND STAFF PROTOCOL

In the event of an emergency on campus, call 911 . Then notify Campus Safety & Security at 620-417-1180.

Upon notification of an incident an employee is empowered to immediately respond. The first employee responding to an event is the first responder and should do everything within their capability or qualification to react reasonably. The goal is to minimize as much risk and danger as reasonably possible. Students will look to you for directions and guidance. Direct others, telling them what to do. *You* will be in charge until relieved by a safety officer, administrator, law enforcement, or other official emergency response personnel.

All Seward County Community College (SCCC) employees are mandated to report all incidents of damage to college property, threats to their safety or the safety of others to their immediate supervisor and/or Campus Safety as soon as is reasonably possible.

Employees should:

1. Review and familiarize themselves with the EOP.
2. Have building/classroom key(s) in your possession or within reach.
3. Display your name tag and be in possession of their college Identification.
4. Memorize phone numbers, 911 and 620-417-1180 (Campus Safety), as well as your supervisor and other important key phone numbers.
5. Memorize your room number and be able to explain where you are specifically to a 911 dispatcher.
6. Familiarize yourself with the layout of your immediate work area. Note advantages, disadvantages, and hazards of your location. Pay attention to locations of inclement weather shelters, first aid kits, fire extinguishers and other emergency equipment.
7. Familiarize yourself with your door's locking mechanism and practice locking the door(s). Many classroom doors on campus are fire doors meaning they are designed to handle stress, allow persons to exit, and can only be locked from the outside. These doors only open towards the outside. Instructors are encouraged to lock the door(s) at the beginning of class.
8. Know where your designated shelters are located and what route(s) you would use to get there.
9. Explain to students the basic actions plan for response to fire, tornado, chemical spill, lockdown, shelter in place, run-hide-and fight are.

Building Coordinator

A Building Coordinator is the person or persons chosen who will most likely be present should an emergency happen. Because this person spends a majority of their time in this building or area, they would most likely be most familiar with day-to-day operations. The coordinators will perform the following duties:

- Main point of contact to receive emergency messages and be alerted to possible actions.
- Assist with the evacuation of the building and movement to designated areas;
- Report the location and assign person(s) to remain with disabled individuals until evacuated;
- Coordinate final floor search before leaving the building.
- Prevent entry or re-entry of evacuated building.
- Assist in disseminating information to individuals.
- Participate in debriefings with Emergency Response Team.
- Assist as needed.

A Building Coordinator may also be the contact person to notify after normal business hours when information is needed from security or law enforcement regarding a current situation needing to be immediately addressed regarding specifics about the building. After normal business hours, these Building Coordinators should only be called if the matter is urgent and needs immediate attention.

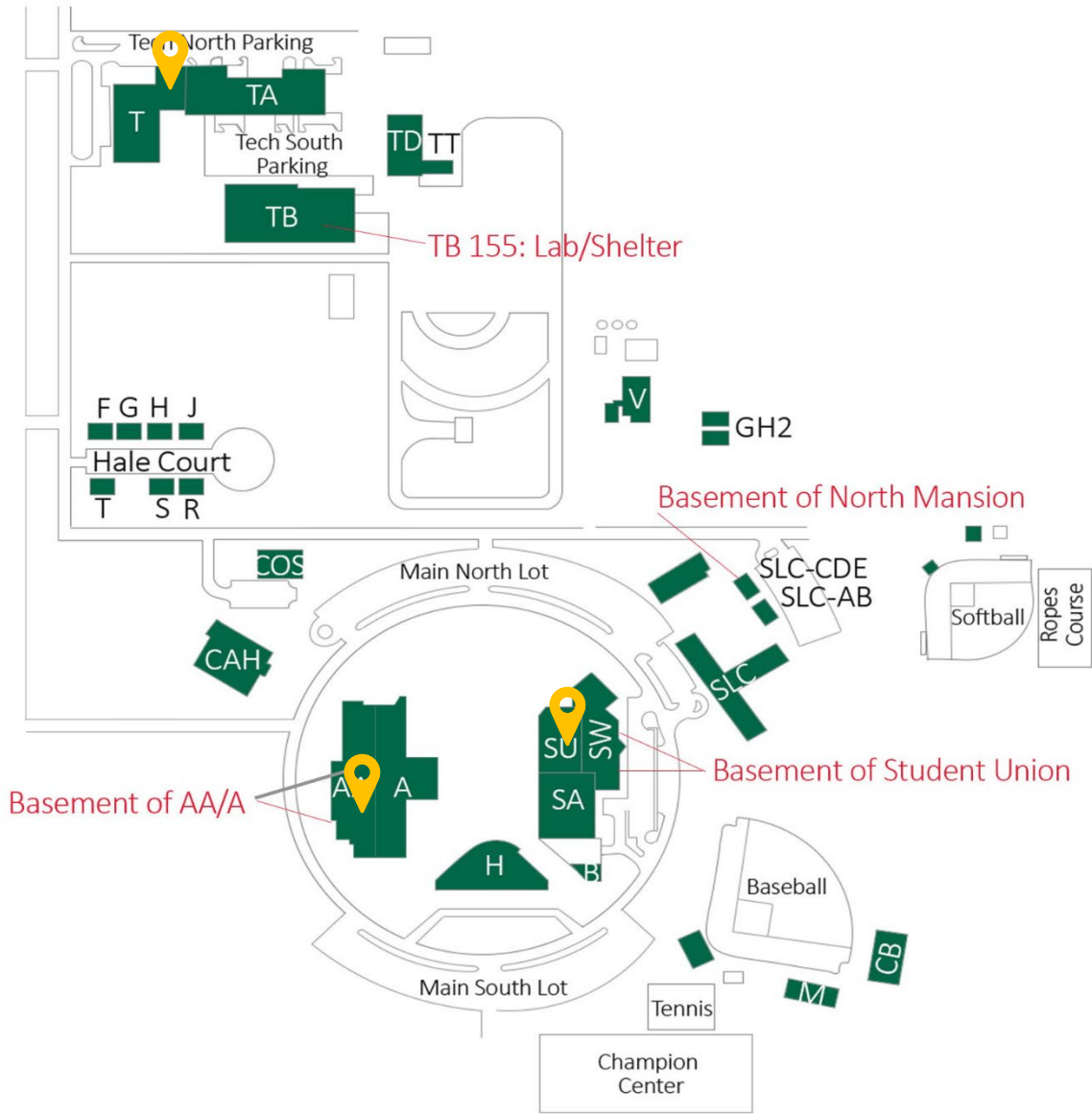
Building/Department/Area	Title	Office Number
Facilities, Grounds	Director of Facilities	(620) 417-1240
Humanities	Division Chair	(620) 417-1458
Agriculture		
Cosmetology	Cosmetology Coordinator	(620) 417-1359 (620) 417-1360
Colvin Allied Health	Dean of Allied Health	(620) 417-1403
Surgical Technology	Director of Surgical Tech	(620) 417-1411
Hobble Academic	Vice President of Business & Industry	(620) 417-1017
Residence Life	Director of Residence Life & Safety	(620) 417-2102
Athletics/Gym	Director of Athletics	(620) 417-1550
Wellness Center/Pool	Director of Athletic Training, Fitness & Wellness	(620) 417-1141
Industrial Tech	Dean of Industrial Tech	(620) 417-1651
Auto Body-Collision	Auto Body-Collision Instructor	(620) 417-1661
Auto Mechanics TA Building		
Auto Technology TB Building		
Corrosion	Corrosion Technology Instructor	(620) 417-1645
Diesel Technology	Diesel Technology Instructor	(620) 417-1686
HVAC	HVAC Instructor	(620) 417-1677
Machine Tools	Machine Tools Instructor	(620) 417-1681
Truck Driving	Lead Truck Driving Instructor	(620) 417-1696
Welding	Welding Technology Instructor	(620) 417-1683

DIRECTORY

NON-EMERGENCY		
Campus Safety & Security		620-417-1180
Non-Emergency LPD Dispatch Services		620-626-0151
EMERGENCY PHONE NUMBERS		
Emergency Services (Ambulance, Fire, Police, Sheriff)		911
American Red Cross		620-624-8411
Seward County Health Department		620-626-3369
Seward County Sheriff		620-309-2000
Bomb Squad		620-624-1651
Southwest Medical Center		620-624-1651
Liberal – Seward County Emergency Communications		620-626-0198
Seward County Emergency Preparedness-Response		620-626-3270
Kansas Highway Patrol (Garden City Dispatch)		1-620 -276-3201
FBI Garden City, KS		1-620 - 276-8181
National Response Center Toxic Chemical Spills	<i>To report an oil, chemical, or hazardous material release.</i>	1-800-424-8802
Poison Center	<i>Get help for a possible poisoning.</i>	800-222-1222
City of Liberal – Water	<i>To report an problem.</i>	620-626-0138
Black Hills Energy	<i>To report an outage.</i>	888-890-5554
Southern Pioneer	<i>To report an outage.</i>	620-624-7433 620-624-7309
Southwest Guidance Center	<i>Mental Health Support</i>	620-624-8171
Liberal Area Rape Crisis & Domestic Violence Center	<i>For those who know someone or is experiencing domestic violence.</i>	620-624-8818
HOTLINES		
Liberal Police Department Crime Hotline		620-624-4000
Kansas Protection Report Center	<i>Report suspected abuse, neglect, or exploitation of an adult.</i>	1-800-922-5330

National Hotline for Missing Children	<i>Report information about a missing or exploited child.</i>	1-800-843-5678
National Runaway Safeline	<i>For those who know someone who's run away, thinking of running away, or ready to return home.</i>	1-800-786-2929
Substance Abuse and Mental Health Services Administration	<i>For individuals and families facing mental and/or substance use disorders.</i>	1-800-662-4357
Suicide and Crisis Lifeline	<i>For individuals in distress, prevention & crisis resources.</i>	988
<i>WEATHER & ROAD CONDITIONS</i>		
Time and Temperature	<i>To get the current time and forecast.</i>	620-624-1711
National Traveler Information	<i>Up-to-date travel information in Kansas.</i>	511
Kansas Department of Transportation	<i>Traveler information.</i>	866-511-5368
Oklahoma	<i>Traveler information.</i>	405-425-2385
Texas Department of Transportation	<i>Traveler information.</i>	800-452-9292
Colorado Department of Transportation	<i>Traveler information.</i>	303-639-1111

SCCC CAMPUS MAP



Building Indicator	Building Name	📍 Rally Point	Tornado Shelter
A/AA	Hobble Academic Building	One Stop Shop	Basement.
CAH	Colvin Allied Health		CAH127
COS	Cosmetology Building		*
E	Epworth Adult Learning Building		*
H	Humanities Building		*
M	Maintenance Barn		*
	Sharp Champion Center		

SA	Student Athletics Area		Basement.
SU	Student Union	Student Union	
SW	Student Wellness		
SLC	Student Living Center		North Mansion Basement OR Student Building Basement OR *
Mansions	Mansions		
Hale Court	Hale Court		
Skills	Skills Building		*
T	North Industrial Tech Building		*
TA	North Industrial Tech Building	Louie's Place	*
TB			TB155
TD	Diesel Technology Building		*
V	Agriculture		*

*If your building does not have a designated shelter or if you are unable to make it to nearest shelter, go to an area that provides the most structural support and cover yourself as best you can.

Other Possible Evacuation or Shelter Locations

Seward County Activity Center	620-624-3743
Liberal High School	620-604-1200
USD 480 Superintendent	620-604-1012
USD 480 Director of Services	620-604-1010
South Gate-Mitchell Theatres	620-624-5573

EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan (EOP) is designed to provide guidelines for responding to crises and natural disasters that may occur at the Seward County Community College campus. The EOP is reviewed annually for changes to names and phone numbers as well as revisions or enhancements to policies and procedures.

An emergency is a sudden unforeseen crisis that poses an immediate threat to human life or serious damage to property, it requires immediate action. These can be man-made or natural disasters. Man-made disasters include bomb threats, crimes, fire, chemical spills, medical emergencies, suicide attempts, or water breaks/loss. Natural disasters can consist of flooding, lightning, thunderstorms, earthquakes, tornados, and winter storms.

Emergencies can happen at any time. The college has developed the EOP to enhance preparedness and assist in protecting the college community.

VIOLENT INTRUDER

While there is no fail-safe approach to violent intruder response there are models that present options and different approaches. Seward County Community College (SCCC) adheres to a defense strategy most referred to as Run-Hide-Fight (any sequential order). This defense strategy is similar to another nationally recognized defense called A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate).

Although SCCC hopes our community will never be exposed to a violent intruder event, proactive awareness and training serve as our best method of preparation. This information is designed to educate and provide knowledge for responding to a violent intruder event.

Upon first noticing an active threat, alert as many people in as many ways possible as to what is happening and where it is happening. Be specific. Attempt to alert as many people as is possible.

Call 911 with all relevant information in regard to intruder and location.

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of employees during an active intruder situation.

RUN-HIDE-AND FIGHT

RUN: Getting away from the intruder(s) is the top priority. Leave your things and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each intruder, their locations, and weapons.

HIDE: If you cannot get away safely, find a place to hide. Get out of the intruder(s) view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups – spread out along walls or hide separately to make it more difficult for the intruder. Try to communicate with police silently – such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

FIGHT: Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the intruder. Ambushing the intruder together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm, disrupt and/or incapacitate the intruder.

If you've been able to incapacitate the intruder; separate the weapon(s) from the intruder and place it into a cabinet or trash can. Keep your hands visible and do exactly what any law enforcement officer tells you to do upon their arrival.

ALICE

The A.L.I.C.E. actions do not have to be done in sequential order. These defensive actions are intended to empower persons with the authority to:

ALERT others of the immediate or impending danger, to

LOCK the threat out or away, to

INFORM persons and/or responders with updated or real-time information so they can choose to react as they desire, to

COUNTER when confronted by the killer in order to distract, overcome, and stop the violence, or EVACUATE in order to gain as much distance between you and the killer as possible.

The following videos will provide you a basic understanding of the strategy.

- <https://www.youtube.com/watch?v=5VcSwejU2D0>
- <https://www.youtube.com/watch?v=-OHMPNDsFss>
- <https://www.youtube.com/watch?v=TXjSk3hY5tQ>
- <https://www.youtube.com/watch?v=kMcT4-nWSq0>

EVACUATION

The option to evacuate is considered when the current environment cannot provide adequate protection and it is therefore safer to leave and gain as much distance as is possible.

Basic evacuation actions:

1. Leave the buildings through the nearest exit. Bring your personal belongings, do not use elevators and close doors behind you.
2. Help those along the way, assisting those who need special assistance. If the person(s) ignores you and refuses to follow your directives, then leave them and continue to evacuate.
3. Report to the designated area. Stay in area for a head count. Report any missing individuals and last known locations.
4. Provide immediate first aid if necessary and try to calm yourself and others as best you can.
5. Wait for instructions from emergency responders. Do not reenter until authorized to do so by appropriate authority.

LOCKDOWN

A lockdown is to be done when a potential or actual threat has been identified outside the room or building. The objective therefore is to lock and/or prevent the outside threat from entering the inside environment.

Basic lockdown actions:

1. Lock doors and turn off lights. It is highly recommended that you know *how* to lock doors to your area of the building, office, or classroom. Some doors do not have interior locks, be prepared to lock from outside. If feasible, lock doors upon opening door at beginning of workday/class.
2. Move away, close blinds, cover or barricade windows using whatever resources you have.
3. Position yourself behind solid objects and away from doors/windows. Silence cell phones and try your best to remain calm.
4. Wait to be directed by emergency personnel. This may be a considerable amount of time while emergency responders secure the area.

BOMB/BOMB THREAT

All threats to the campus community are to be taken seriously. If you are notified of a suspected bomb, do not use your cell phone or radio devices. Emergency authorities will be called and determine whether to evacuate or shelter in place. This event will most likely take an extended amount of time to deal with for the police and fire departments to evaluate the device and if necessary, call out the bomb squad from Wichita Kansas. (The Fire Department will arrange matters with the FBI out of Wichita for the dispatching of the bomb squad.)

If receiving the threat:

Upon receiving a threat of a bomb either by phone, text, in person, or other means, remain calm and gain as much information as possible.

Most important is the location and time such threat will be carried out.

- Stay levelheaded/poised as best you can.
- Listen to the caller - let them talk - take notes. Keep the caller on the phone as long as possible, encourage them to keep talking by asking them to repeat or clarify. Use the Bomb Threat Checklist.
- **DO NOT:**
 - Hang up the phone - use another phone or have someone else call the authorities from a landline.
 - Use two-way radios - it could trigger the device.
 - Use cell phones - it could trigger the device.
 - Agitate, offend, or provoke caller.
- If a suspected device is found - **DO NOT TOUCH**. Evacuate, isolate, and contain the area.

After the threat has been received:

- 1) If the threat is immediate, initiate actions for the evacuation of the building(s) to be done.
- 2) If not immediate call SCCC Safety & Security, who immediately alerts the Building Coordinator(s) and SCCC Emergency Response Team.
- 3) Safety & Security coordinates with the Building Coordinator, SCCC Crisis Management Team and emergency responders. Law enforcement will assess the situation and provide guidance regarding shelter in place or evacuation.
- 4) If called to evacuate, go at least 300 feet from the building. Advise students where to go and ask them to stay there until contacted again.
- 5) Check absentee list of students, teachers, and other employees for clues to an insider who might have called in the threat.
- 6) Relocate to another building in case of inclement weather.

Building Coordinators/Employees:

- 1) Assist with evacuation, prevent entry/reentry.
- 2) Report location and severity of injured or disabled.
- 3) Direct others on where they need to go to have a safe distance away from the threat area.
- 4) Managing and controlling information is vital in helping prevent false information from getting out as many people may be prone to spreading speculations, assumptions and exaggerations. Be aware of how social media is being used and if you choose to respond to such media, be sure that you protect confidential information and use or refer to the relevant facts.

Bomb Threat Checklist

REMAIN CALM – KEEP THEM TALKING – NOTE THE CONVERSATION

Date and Time Received			
Exact words used by caller:			
Question to ask:			
Where is the bomb?			
When is this bomb going to explode?			
What does it look like?			
What will cause it to explode?			
Did you place the bomb? Why?			
What is your name?			
What can we do so that this does not have to happen?			
Tell me again what you want me to do?			
Type of Person			
MALE	<input type="checkbox"/>	SOBER	<input type="checkbox"/>
FEMALE	<input type="checkbox"/>	ACCENT	<input type="checkbox"/>
AGE	<input type="checkbox"/>	SOUNDS LIKE	<input type="checkbox"/>
		SPEECH IMPAIRMENT	<input type="checkbox"/>
		TONE OF VOICE	<input type="checkbox"/>
		IS VOICE FAMILIAR	<input type="checkbox"/>
Caller's Voice			
CALM	<input type="checkbox"/>	SOFT	<input type="checkbox"/>
NASAL	<input type="checkbox"/>	ANGRY	<input type="checkbox"/>
RASPY	<input type="checkbox"/>	LOUD	<input type="checkbox"/>
RAPID	<input type="checkbox"/>	SLOW	<input type="checkbox"/>
DEEP	<input type="checkbox"/>	LISP	<input type="checkbox"/>
		EXCITED	<input type="checkbox"/>
		RAGGED	<input type="checkbox"/>
		DISTINCT	<input type="checkbox"/>
		LAUGHTER	<input type="checkbox"/>
		DISGUISED	<input type="checkbox"/>
		CLEARING THROAT	<input type="checkbox"/>
		DEEP BREATHING	<input type="checkbox"/>
		CRYING	<input type="checkbox"/>
		STUTTER	<input type="checkbox"/>
Background Noise			
STREET NOISE	<input type="checkbox"/>	CLEAR	<input type="checkbox"/>
PA SYSTEM	<input type="checkbox"/>	STATIC	<input type="checkbox"/>
MACHINERY	<input type="checkbox"/>	MUSIC	<input type="checkbox"/>
FACTORY NOISE	<input type="checkbox"/>	VOICES	<input type="checkbox"/>
		ANIMAL NOISES	<input type="checkbox"/>
		HOUSE NOISES	<input type="checkbox"/>
		OFFICE NOISES	<input type="checkbox"/>
		OTHER	<input type="checkbox"/>
Threat Language			
WELL SPOKEN	<input type="checkbox"/>	IRRATIONAL	<input type="checkbox"/>
TAPED	<input type="checkbox"/>	INCOHERENT	<input type="checkbox"/>
		FOUL	<input type="checkbox"/>
Message read by threat maker	<input type="checkbox"/>	THREAT AGAINST WHO/WHAT:	

EXPLOSION

Explosion Response Guidelines

1. Call Campus Safety & Security at 620-417-1180. If there is injury or loss of life, immediately call 911, from any cell or office phone.
2. If an explosion is inside a building, pull fire alarms, Campus Safety will call 911 and activate the emergency paging system.
3. If an explosion is outside a building, skip to #10.
4. Campus Safety contacts Emergency Response Team.
5. Facilities will coordinate with utility and/or fire department to turn off gas and electric.
6. Campus Safety will communicate with emergency services.
7. All buildings affected are to be evacuated.
8. Building Monitors will assist with evacuation and prevent entry/re-entry they will also report the location of disabled individuals to Campus Safety and emergency personnel as necessary.
9. Building Monitors and ERT will attempt to determine locations of unaccounted for individuals.
10. Emergency personnel will determine if buildings are safe for re-entry.
11. If an explosion is outside the buildings, Campus Safety calls 911 and secures the area.
12. Emergency personnel determine if buildings or the campus should be evacuated.
13. If evacuation, if necessary, follow evacuation procedure.

FIRE OR SMOKE

Fire or Smoke Response Guide

When aware of smoke or fire, evacuate as soon as possible. Leave your belongings and exit the building via the closest/safest route, away from the fire or smoke. All fires and smoke are to be reported to SCCC Safety & Security.

1. Call Security (620-417-1180) and provide location and severity. Security will alert ERT.
2. Pull the nearest fire alarm and direct people to evacuate, providing assistance as needed. If the fire is contained attempt to put it out with a fire extinguisher.
3. Call 911 with the location of the fire.
4. If the situation is contained, the fire department may still need to confirm the fire is completely out. All fires, no matter how small, must be reported.
5. If the fire/smoke is not contained, continue evacuation of the building(s).
6. Facilities shuts off gas, if safe to do so. Facilities may advise Fire Department of any known hazards (chemical storage etc).
7. Building Monitors assist with evacuation, prevent entry/reentry, report the location of disabled individuals, or anyone else that is thought to still be inside to Emergency Responders.
8. Safety & Security communicates with Emergency Personnel, the ERT and others on what is needed, where to go and provides assistance.
9. Emergency personnel determine if the building is safe for re-entry. ERT will monitor and analyze the situation and make decisions on campus closure.
13. ERT debriefs incident and follows standard procedures.

GAS LEAK

1. Evacuate building immediately - burning or not. Tell students to go to an upwind location and stay there until advised otherwise.
2. Call Security (620-417-1180) with location.
3. Security will call the Facilities. The situation will be assessed, and appropriate action determined.
4. Facilities will shut off gas if safe to do so prior to gas company responding.
5. If the situation is contained, end and incident report filed.

6. If needed, Campus Safety & Security calls 911, and begins building evacuation.
7. If gas has ignited a flame, do not try to extinguish the flame until the gas is shut off. Protect nearby combustibles.
8. Facilities will contact gas company.
9. Campus Safety will contact ERT and communicate with emergency personnel.
10. Building Monitors will assist with evacuation, prevent entry/reentry, and report on the location of disabled individuals to emergency personnel.
11. Emergency personnel will determine when building is safe for re-entry.
12. ERT will monitor and analyze the situation and make decisions on campus closure.
13. ERA debriefs incident and follows standard procedures.

HAZARDOUS MATERIALS

If you notice an unknown spill or odor maintain your distance. Avoid any toxic fumes by using clothing to mask your breathing. Do not attempt to clean up the spill yourself. Most chemical agents do not produce a visible cloud.

In some mass hazardous material events, it may be recommended that you stay inside whatever available shelter there is. If sheltering in place, seal the building, close all doors and windows using clothing or other material to help block vents or space beneath doors.

If the hazardous materials originate from the building, you are now in, vacate by choosing a route that avoids the materials. Stay up wind from affected area and get as far away as possible.

1. Assess the spill, its hazards, and the danger to yourself and others.
2. Call Campus Safety with location and severity.
3. Campus Safety will contact Facilities and cordon off the area.
4. Facilities will assess the spill and clean up the material if possible.
5. Material is to be saved and disposed of according to approved hazardous material disposal methods.
6. If the situation is contained, end and Campus Safety will file incident report.

7. If the area is a danger to occupants, Campus Safety will begin evacuation of building(s).
8. Campus Safety will call 911. Then contact the ERT.
9. Building Monitors will assist with evacuation, prevent building entry/re-entry, and report the location of disabled individuals to emergency personnel.

10. ERT and Building Monitors should report all injuries and symptoms to medical personnel and follow all directions as given.
11. ERT will monitor and assess the situation and decide on campus closure.
12. Emergency personnel will determine if the building is safe for re-entry.
13. Campus Safety will submit an incident report.
14. ERT will debrief the incident and follow standard procedures.

LARGE EVENT-DISTURBANCE-LOSS OF CONTROL

Prevention is best. Pre-planning for an event should always be done to better control and manage the situation. It is recommended that a meeting is held to create an action plan for all the people involved in making the event happen. The event host or department responsible for the event should ensure information is available to people involved, including those attending the event.

At the first sign of there being a disturbance, event hosts should direct those involved to immediately stop what they are doing. After the event, a post-briefing should be done, and a record should be kept logging any items that can be improved upon when such an event is held again.

1. Call Security (620-417-1180) with location and status of disturbance.
2. If the situation warrants, call 911.
3. Make sure exits and entrances remain clear.
4. Event hosts may stop the event, if necessary, to redirect the persons involved in the disturbance and/or direct others as to what they need to do. Attempt to maintain order, provide clear instructions.
5. If you are a spectator, family or friend of a person involved in the disturbance, do not contribute to the wrongful actions taking place or you may also be charged. Instead, you are advised to remain quiet and keep your distance, follow all instructions, and leave, if necessary, for the situation to be better dealt with. SCCC will not tolerate violence or intentional destruction of property.
6. Campus Safety & Security will submit an incident report.

MEDICAL EMERGENCY

Response Guide for Medical Emergency

1. Assess the situation.
2. Call Security with location and severity. If situation warrants, call 911.
3. For minor injury:
 - a. Move individual to a more discreet place.
 - b. If need, administer first aid.
4. If major or serious condition:
 - a. Administer First Aid.
 - b. Do not move individual unless need to avoid more serious risk.
 - c. Direct others for assistance.
 - i. Request someone go outside and flag EMS upon their arrival to expedite their response time to the proper location.
 - d. Stabilize and stay with individual until EMS arrive.

- e. Campus Safety & Security calls ERT and immediate supervisor and provide a briefing of the incident.
- f. ERT will coordinate notification of emergency contacts.
5. Campus Safety will submit an incident report. It will also be submitted to HR.
6. ERT debriefs the incident.

Universal Precautions in Medical Emergency

Universal precautions are intended to prevent exposure to human blood or other body fluids. The routes of transmission for occupational exposure are:

1. Puncture of the skin with a contaminated sharp object;
2. Contact with broken skin; and
3. Splash to mucous membranes of the eye, nose, or mouth.

Universal precautions may include the following practices:

1. Prevent exposure to blood and other bodily fluids.
2. Wear gloves, masks and protective eyewear.
3. Wash hands and exposed skin surfaces. Report the exposure.
4. Use protective resuscitation masks for CPR.
5. Use care with sharp objects.
6. Disinfect all contaminated surfaces.
7. Do not eat, drink, apply cosmetics, lip balm, smoke, or handle contact lenses where exposure may occur.
8. Dispose of waste in proper disposal containers.

Medical Emergency on Bus

1. Driver stops and evaluates the severity and symptoms of medical emergency.
2. Call 911. Provide or describe the location and explain what is happening.
3. Driver will perform first aid and direct others to the best of their ability.
4. Driver will maintain contact with dispatch.
5. Driver can designate a passenger to relay messages.
6. Driver will release patient to authorized medical personnel, school official, or parent/guardian.
7. Driver will call Campus Safety so that ERT notification can be made. Driver is to also call immediate supervisor as soon as possible in case further instruction is to be given.
8. Driver will fill out Incident Report for Campus Safety.

NOTE: If driver is close enough to a medical facility/hospital, they may, if safe to do so, drive to such location.

MISSING PERSON PROCEDURE

[Board Policy 427](#) establishes administrative protocol to assist in locating SCCC student(s) who reside in on-campus housing who, based on the facts and circumstances known to the College, are determined to be missing.

When a student becomes a resident in on-campus housing, they identify an individual to be contacted if they are determined to be missing. If the student is determined to be missing, SCCC will contact the individual named and appropriate law enforcement. If the student is less than 18 years of age, and not

emancipated the student's custodial parent or guardian will be notified.

Investigation Guide for Missing Person

1. Call Campus Safety at 620-417-1180.
2. Campus Safety will notify Vice President of Student Affairs.
3. Campus Safety will gather as much information as possible.
4. VPSA will be responsible for all necessary notifications.
 - a. Local law enforcement
 - b. Parents/Guardians
 - c. Counselor/Champlain
 - d. Family Members
5. Campus Safety will submit an incident report.
6. ERT will debrief on the incident.

SUSPICIOUS MAIL OR PACKAGE

It is always best to err on the side of caution. If you think a piece of mail or package is suspicious, treat it as a hazard until proven otherwise. Make a habit of always looking before touching, and if there is any suspicion, do not handle or handle with extreme care. The fire department, using a hazardous material program, is set up and/or able to coordinate efforts with other agencies to ultimately deal with packages that are considered or suspected as being unsafe and potentially deadly.

Guide for Response to a Suspicious Package/Hazardous waste

1. Call Campus Safety with location.
2. Do not open, smell, taste, touch, shake or examine the item.
3. Leave the item, and evacuate the room, closing the door behind you.
4. Alert others of the suspicious item and advise them to stay away.
5. Wash hands and face with antibacterial soap. Seek medical attention immediately if there is any sign of reaction.
6. Call Campus Safety at 620-417-1180 and provide the location and item of interest.
7. Campus Safety will contact 911 and the ERT.
8. Campus Safety will communicate with emergency personnel.
9. Building monitors and ERT will assist with evacuation, prevent entry/re-entry, and report the location of disabled individuals to emergency personnel.
10. Emergency personnel will determine if the building is safe for re-entry.
11. ERT will monitor and analyze the situation before deciding on campus closure.
12. Campus Safety will submit incident report.
13. ERT will debrief the incident.

How to recognize suspicious packages and mail:

1. Excessive postage, no postage.
2. Misspelled common words.
3. Handwritten or poorly typed addresses.
4. Unusual addressing. For example, not being addressed to specific person, using incorrect titles, or titles without names. Strange or no return address.
5. Restrictive markings. For example: "personal", "confidential", or "do not x-ray".
6. Powdery substances felt through or appearing on item.
7. Strange odors, discolorations, oily stains.

8. Excessive weight or packaging materials, like tape or string.
9. Lopsided or bulky shape of envelopes or boxes.
10. Ticking sounds, protruding wires, or exposed aluminum foil.
11. Any item is a chemical appearance within.
12. Sharp objects, blades, needles.

TORNADO

It is recommended that employees have multiple methods of receiving notice of severe weather. City sirens will signal a tornado, while local and national emergency management agencies will alert via radio, tv, cell phone services and social media.

Leaving during severe weather is not recommended. If you leave, you leave at your own risk.

Tornado or Severe Storm On Campus

If a tornado or severe storm watch has been issued, an assessment is to be made as to what action is to be taken. An evacuation to the nearest shelter is recommended. If a tornado warning or an actual site or hit is impending, the following is to be taken:

1. If a tornado is sited, call Campus Safety.
2. Campus Safety and members of the ERT receive communications from local emergency management agencies.
 - a. Tornado watch – conditions are favorable for a tornado to occur.
 - b. Campus Safety and ERT will monitor weather.
3. If weather escalates and a tornado is sited, or Seward County Emergency Management initiates a tornado warning, Campus Safety, or member of ERT will initiate a RAVE Alert.
4. Go to the nearest emergency shelter. If you are unable to make it to nearest shelter, go to an area that provides the most structural support and cover yourself as best you can.
5. Building Monitors assist with notification and moving everyone to emergency shelters.
6. If the warning expires without damage to campus, Campus Safety, or members of ERT will issue an “all clear” RAVE Alert.
7. Situation is contained, Campus Safety will file a report.
8. ERT will debrief.

9. If building(s) sustains damage, stay in place as best you can and wait for further instruction. If you have not received further instruction after a fair amount of time, phone for help if possible. 911 emergency operators and responders will most likely already be overwhelmed. Be patient. If you believe you can safely evacuate after it is known the event is over, proceed at your own caution and travel to the nearest 911 responder.
10. If an evacuation is called for, evacuation procedures will begin.
11. Building Monitors, employees, ERT are to provide first aid if possible, and help evacuate and tend to the injured.
12. Emergency personnel will determine if the building is safe for re-entry.
13. ERT will monitor and analyze the situation before making a campus closure decision.
14. ERT will debrief the incident.

Tornado While on Bus

The driver should always review the route prior to travel and have a plan for alternate routes, safe locations for temporary breaks, meals, fuel, shelters, etc. This plan should be coordinated with at least one other designated person not on the bus, who can relay such information if needed. The driver should have a working cell phone with emergency numbers written down or saved on the phone and a phone charger prior to travel. The driver should also know who and/or how many passengers there are on the bus. Drivers should safely travel to the nearest safe location upon a tornado watch or warning being given to avoid any unnecessary risk. If during travel a tornado is seen, the following action is to be taken:

1. The driver will immediately stop the bus and vacate it. Do NOT try to outrun a tornado. The bus or any vehicle is more likely to be lifted and severely wrecked. You are safer outside of the vehicle.
2. Passengers are to seek a low-lying area, on the side of the road where there are no power lines.
3. Lay down, flat on your stomach. You will experience high wind with dirt, gravel, or other debris. Do not get up and run during this event. Stay on the ground until the event is over.
4. After the event, call 911 and give your location. Conduct a roll call, search immediate area for others, if necessary, give first aid if needed and wait for emergency responders.
5. Call Campus Safety & Security (620-417-1180) as soon as possible and provide the officer with location, injuries and general status and to confirm a call back number(s).
6. Safety and Security Officer is to notify supervisor.
7. Campus Safety will notify the ERT.

VEHICLE ACCIDENT

1. Assess the situation.
2. If there are any injuries call 911 if necessary. If there are any injuries to the other driver or occupants, you must call 911 and request medical attention and a traffic investigation be done.
3. Provide first aid if needed while waiting for emergency personnel.
 - a. If anyone complains of a head, neck or back injury, be very cautious in not moving or allowing the person or persons to move and call for emergency personnel to assist.
4. If the accident is an injury accident and keeping the vehicle where it has come to rest will most likely not create or cause another accident, do not move the vehicle.
5. Fully cooperate with law enforcement. Provide the officer with your driver's license and the vehicle's insurance, which is kept in the glove box of each vehicle.
6. Call your immediate supervisor before law enforcement leaves.
7. The supervisor will call Campus Safety. Campus Safety will notify ERT who will coordinate communication with family members and other logistical operations.
8. Obtain from the investigating officer a case #, the officer's name, agency name and phone number for SCCC to later coordinate and obtain reports, etc.
9. Obtain address and phone numbers of where victim(s) are being treated and where any towed vehicles are being taken. (Law Enforcement can provide this.)
10. Provide your supervisor and/or ERT with updated information as it is made available.

ERT is to arrange the following if needed:

1. Meeting to organize an operation plan regarding specific events related to the accident.
2. Media release if decided upon.
3. Inform faculty and staff of status, and immediate plan of action.
4. Recommend how faculty and staff deal and respond to questions and stress of event.

5. Inform faculty and staff of support options.
6. Contact with SCCC Insurance and legal representation.
7. Contact with any other person or agency that can be of assistance to the event.
8. Remove victim's name from mailing lists, billing lists, memos, rosters, etc.
9. Arrange for the family to gather victim's personal belongings.
10. Arrange for the SCCC vehicle(s) to be repaired, towed, returned, or salvaged.

VEHICLE-BUS ACCIDENT

1. Assess the situation.
2. If there are injuries call 911 if necessary. If there are any injuries other than the driver or occupants, you must call 911 and request medical attention and a traffic investigation be done.
Provide to dispatch:
 - a. Location of accident.
 - b. Bus number or route number.
 - c. Injury update.
 - d. Vehicles involved.
3. Try to maintain order and keep the victim's calm.
4. Do not move the vehicle unless other danger is present.
5. Display appropriate warning devices.
6. Keep students on the bus unless safety warrants removal.
7. If fire threat, move victims to safe location approximately no less than 100 feet away.
8. Administer first aid to the best of your ability.
9. Make a list of students with name, address, phone number, seat placement and type of injury.
10. Fully cooperate with law enforcement. Provide license, vehicle and insurance and witness information to investigating officers, school officials and emergency personnel.
11. Obtain the investigating agency's case number, and department information so that a copy of the accident report can be obtained later.
12. Obtain address and telephone numbers of where victim(s) are being treated and where any towed vehicles are being taken. (Law enforcement can provide this.)
13. After all emergency or critical steps have been taken care of and as soon as possible, call your immediate supervisor. They must contact Campus Safety & Security.
14. Campus Safety is to contact ERT who will coordinate communication and other logistics.
15. Passengers are released and cleared by law enforcement to authorized medical personnel, school officials, parents/guardians or another bus to complete route.
16. Provide your supervisor with updated information as soon as possible.

VEHICLE-BUS- INTRUDER

A person forcing themselves into a vehicle is thought of as a hostile event. Without bringing or adding unnecessary harm or danger to yourself, your passengers, and others on the roadway, try to do whatever it takes to reasonably protect yourself and all others involved from this intruder.

Before leaving, a third person should have been advised of your travel plans, including time, route and destination. You should periodically check in and update your status. Make a habit to travel with the doors locked and do not go to unsafe or unauthorized areas as this will be at your own risk and liability.

If you think your vehicle is being followed or road rage is being presented toward you, call or direct a passenger to call 911 as soon as possible and drive to well-lit and populated area and use the horn to gain as much attention as possible. Try to give as good as description as possible of the vehicle, tag number and location to the 911 Dispatcher.

Response Guide for Unapproved Intruder Attempting To Board Vehicle or Bus:

1. If vehicle or bus is stopped by another vehicle pulling in front to block route:
 - a. Do not open vehicle or bus door. Use the horn and attempt to back away or drive around.
 - b. Call 911 or Kansas Highway Patrol @ 1-276-3201 and give the location and description of the intruder. If you are in another state, the Kansas Patrol will radio and/or teletype your current location.
 - c. If a weapon is present, direct the passengers to slide down in the seat below the window line. If necessary, use the vehicle as a weapon.
 - d. Try to keep passengers calm and go around the vehicle or back up away from it in order to gain distance and/or maneuver out of the immediate area. Drive to a law enforcement agency or well-populated area and draw attention to the vehicle or bus so that any witnesses can see what is happening and access additional help. Honk horn, flashlights etc.
2. If intruder manages to get into the vehicle or onto the bus:
 - a. The driver tells the intruder to stop and asks them to leave.
 - b. If the intruder refuses, the driver is to call 911 and give location and description of intruder, (name if known).
3. If intruder gets into the vehicle or boards bus with weapon and is an immediate threat:
 - a. Evaluate severity.
 - b. If necessary, act with aggression and use all necessary force to defend yourself and stop the threat. This may involve using an object to throw at the person or tackling them to gain control of the person/weapon.
 - c. Remove the weapon and put it in a bag or container. Notify law enforcement and as soon as law enforcement arrives, advise the officer(s) of the weapon and its location, asking them what is to be done with it. Follow the instructions as given.

WATER BREAK OR LOSS

1. Call Campus Safety, give location and severity. Call 911 if the situation warrants.
2. Campus Safety calls Facilities.
3. If the emergency fire sprinklers have been activated, exit the building immediately.
4. Facilities will discern the scope of the problem.
5. If water break/loss causes a localized outage, Facility and Campus Safety will inform localized area.
6. Campus Safety will alert ERT.
7. Facilities will make repairs.
8. Situation contained. Campus Safety will submit an incident report.
9. If the outage is widespread, building damage has occurred, or will last for an extended period, ERT will coordinate the closure of campus or a portion of it.
10. If needed, ERT decides on a temporary shelter (local hotels, employee homes etc.).
11. ERT debriefs the incident.