

MOUNT EAGLE COLLEGE

EMERGENCY PREPAREDNESS PLAN

GUIDELINES

AND POLICIES

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INTRODUCTION

Disaster Preparedness Begins with You

This publication is designed to provide basic guidelines to aid Mount Eagle College community in the event of a campus emergency. In the event of a major emergency, the MEC officials will activate and will implement our Emergency Plan.

The College suggests that every member of the campus community prepare themselves for emergencies in the workplace, at home and in their vehicles. Each person should have available to them (in their vehicles) blankets, water and flashlights. You will also have an opportunity annually to participate in an Emergency Evacuation drill. Your patience, cooperation, and participation in the emergency drills are appreciated as disaster preparedness and proper planning are essential.

The College gives its utmost support to this plan and urges College personnel, individually and collectively to do their share in the total emergency efforts of Mount Eagle College.

PURPOSE

The purpose of this manual is to serve as a guide for the Mount Eagle College community in the event of a campus emergency. The Emergency Preparedness Plan was designed to ensure a set response and action will take place by the Emergency Management Team (College Director, Deputy and Head of Allied Health) prior to or directly following an emergency situation. Since an emergency may arise suddenly and without warning, these procedures have been designed to ensure the protection of students, employees, and visitors, along with the College's properties from a possible crisis or disaster. The College suggests that every member of the campus community prepare themselves for emergencies in the workplace, at home and in their vehicles. Each person should have available to them (in their vehicles and home) blankets, water and flashlights. You will also have an opportunity annually to participate in an Emergency Evacuation drill. Your patience, cooperation, and participation in the emergency drills are appreciated as disaster preparedness and proper planning are essential.

The objectives of this plan are

- (1) to incorporate and coordinate all the facilities and personnel of the College to form an efficient organization capable of reacting adequately and appropriately in the face of any disaster, and
- (2) to conduct such operations as the nature of the disaster requires whether it be to combat a local emergency or to assist other jurisdictions should they suffer an emergency.

The College gives its utmost support to this plan and urges College personnel, individually and collectively to do their share in the total emergency efforts of Mount Eagle College.

For the purpose of this manual, “disaster” shall be defined as any conditions (natural and man-made hazards) or other emergencies that result in a significant disruption to the academic mission of the College. The magnitude of a “disaster” is determined by the level of personal injury, potential loss of life, damage to College properties, and the amount of external resources necessary to return to its regular operations.

SCOPE

This manual establishes policies, procedures, and organizational structures for response to a disaster or major emergency on or surrounding the MEC campus. Nothing in this plan should be interpreted in a manner that limits the use of good judgment and common sense in matters unforeseen or addressed in the contents of this manual. A hard copy of this manual shall be provided to all departments of the College and remain accessible to all faculty and staff. To complement this manual an Emergency Guide booklet was created for dispersion to College employees and the student body.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College Director or his/her designee as follows:

During the period of any campus incident, the EPP shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure educational facilities. The College Director and the available Administrative officials evaluate the situation regarding the emergency and the possible need for a declaration of a campus state of emergency. When this declaration is made, only approved students, faculty and emergency response staff are authorized to be on campus. Those who cannot present proper identification (students or employee identification card, or other picture I.D.) showing their legitimate business on campus legitimacy for students and faculty to access the campus. Unauthorized persons remaining on campus may be subject to arrest.

In the event of fires, storms or major disaster occurring in or about the College campuses, or which involves College property, the Office of the Director or his/her designee will dispatch College officials to determine the extent of any damage to College property. In the event of fires, storms or major disaster occurring in or about the College campuses, or which involves College property, they will dispatch officials to determine the extent of damage to the property.

Policy Statement:

It is the policy of Mount Eagle College that each facility has a set of written policies and procedures related to a number of potential threats to campus operations. These policies and procedures are available to all staff, students, and visitors.

It is also the policy of Mount Eagle College that a thorough review of the Emergency Policies and Procedures are completed at least annually by College Administration.

Procedures:

Mount Eagle College maintains policies and procedures for the following emergency situations:

- Complete Campus Evacuation
- Explosive Device Threat
- Fire/Wild Fire
- Lockdown/ Active Shooter
- Medical Emergency
- Severe Winter Weather
- Tornado/Hurricane/Severe Weather

On an annual basis Mount Eagle College reviews the Emergency Preparedness Policies and provides an in-service to all staff. Students are made available the policies and procedures via populi and they are also reviewed during orientation.

Every five years, Mount Eagle College will review the Emergency Policies and Procedures with the local Emergency Preparedness Departments.

Approval:

All Emergency policies and procedures are approved by the Director, Deputy Director and Head of Department for Allied Health Programs.

CAMPUS EVACUATION PLAN

Policy Statement:

It is the policy of Mount Eagle College that each facility has a written Complete Campus Evacuation plan. The Complete Campus Evacuation plan will be made available to all staff.

It is also the policy of Mount Eagle College that a thorough review of Complete Campus Evacuation procedures be held at least annually.

Procedures:

A Complete Campus Evacuation is a full-scale evacuation of all persons. In the event of a Complete Campus Evacuation, the highest-ranking administrator and/or the Incident Commander will initiate contact with EMS, Emergency Management of Forsyth County and the Triad Health Care Coalition.

Communicable Disease- Emergent Disease Procedure-

1. Departmental Chain of Command
 - a. Upon activation of the Complete Campus Evacuation, immediate oversight will be assumed by the highest-ranking administrator/Incident Commander.
 - b. The Incident Commander will do the following:
 - a. Form a task force of staff to determine a course of action, individualized to the presenting situation.
 - b. Contact EMS/911 to inform them of the Emergent Situation
 - i. EMS 336-703-2750
 - c. Contact the Triad Health Care Coalition Emergency line, 336-701-6080.
 - d. Contact Emergency Management of Forsyth County
 - i. Robert Reece- 336-917-7075
 - ii. Michelle Brock- 336-917-7070
2. **Evacuation:** If an evacuation becomes necessary, all persons will be directed by First Responders or /Incident Commander to a **Safe Area (i.e., neighboring business, police station, or other identified safe area)**.
 - a. Roles and Responsibilities:
 - i. **Incident Commander:** In the event of an evacuation, the incident commander, will complete the student and staff rosters once everyone is evacuated.
 - ii. **Administrative, office, faculty** will assist with the evacuation of the students and visitors.

4. If the Complete Campus Evacuation emergency has been lifted, the Incident Commander will signal an all clear and begin coordinating the return of all person who evacuated.

- a.** Once Complete Campus Evacuation emergency has been lifted, details of events are recorded by an Administrator or designee and reviewed with appropriate service agencies.
- b.** Post critical analysis of the Complete Campus Evacuation Emergency event will be conducted by the Leadership Team.

EXPLOSIVE DEVICE THREAT

Policy Statement:

It is the policy of Mount Eagle College that each facility has a written explosive device threat plan. The explosive device threat plan will be made available to all staff.

It is also the policy of Mount Eagle College that a thorough review of explosive device threat procedures be held at least annually. Drills may be conducted under conditions that simulate bomb threat emergencies.

Code Black will be used to communicate an explosive device threat on campus.

Procedures:

Explosive device threat is an imminent threat to the campus that will require one or more of the following: contact with an outside emergency service support, announcement of Code Black, delegation of Incident Commander, or evacuation.

If location is unknown, all facilities follow evacuation emergency procedures using the location destination referenced in this document. Each facility evacuates to a specific “Safe Area” (i.e., a neighboring business, the police department, or other identified safe area).

Explosive Device Threat Procedure:

In the event of an explosive device threat, the following procedures apply.

1. Identify Threat: A bomb threat may come to in various forms.
 - **Telephone Threat**
 - Remain Calm, do not hang up
 - Note time of call
 - Listen Carefully and take note of the following (see Recording Tool Checklist):
 - Caller’s voice characteristics
 - Background noise
 - Emotional State of caller
 - Speech pattern, accent
 - Identify the type of threat and note any details offered:
 - When is bomb going to explode?
 - What does it look like?
 - Where is it located?
 - What kind of device is it?

- **Suspicious Package, Mail, Etc.**
 - Characteristics of suspicious mail:
 - No return addresses
 - Excessive postage or markings
 - Handwritten or poorly typed address
 - Mysterious delivery
 - Protruding wires or foil
 - Incorrect titles with no name
 - Misspelled words
 - Dirty appearance
 - Do Not Handle the Package
- 2. **Call 911** immediately when the call ends or when package is discovered and report threat and any details noted. Follow directions of 911 operator.
- 3. **If operator recommends an evacuation, alert staff and students via in-person announcements and via mass notification in Populi.**
- 4. Evacuation: An evacuation may become necessary
 - If an evacuation become necessary, all persons will be directed by the Incident Commander or an Administrator to a **Safe Area**.
 - See complete Campus Evacuation Procedures/ Evacuate to **Safe Area**
 - Roles and Responsibilities:
 - **Incident Commander:** In the event of an evacuation, the incident commander, will complete the student and staff rosters once everyone is evacuated.
 - **Administrative, office, faculty** will assist with the evacuation of the students and visitors.
 - Using a cell phone, the Incident Commander, notifies the Director, Deputy Director, and Head of Department of Allied Health Programs of the explosive device threat.
- 5. Administration or Incident Commander will signal an “all clear” after directive from appropriate authority of designee is received.
 - Administration ensures the completion of the Bomb Threat Report form.
 - Once the explosive device threat has been lifted, details of events are recorded by Director or designee and reviewed with appropriate service agencies.
 - Post critical analysis of the explosive device threat procedures is conducted by the Leadership Team.

FIRE/WILD FIRE

Policy Statement:

It is the policy of Mount Eagle College that each facility has a written Fire- Wildfire- Disaster emergency plan. The Fire- Wild Fire- Disaster emergency plan will be made available to all staff. Evacuation procedures and routes are posted in each facility. Mount Eagle College policy requires a fire/disaster drill to be held at least quarterly for each shift. Drills are conducted under conditions that simulate fire emergencies and possible disasters (i.e., explosion).

It is also the policy of Mount Eagle College that a thorough review of Fire- Wildfire- Disaster emergency procedures be held at least annually.

Code Red will be used to communicate a fire - wildfire - disaster emergency condition on campus.

Procedures:

Fire/Wildfire- Disaster is an imminent threat to the campus caused by an ignition of flammable materials or explosion of flammable materials, that will require one or more of the following: pulling of the fire stations, utilization of fire extinguisher, delegation of Incident Commander, delegation of all personnel to immediate service needs, outside emergency service support, or evacuation.

Fire- Wildfire- Disaster Emergency Procedure-

1. Departmental Chain of Command
 - c. **Upon indication of a fire emergency event**, immediate oversight will be assumed by the Incident Commander. The Incident Commander will delegate all departmental response actions to the staff on duty.
 - d. **Designated person(s)** will notify all applicable agencies in which support services are being requested and will wait for emergency service personnel to arrive, so that they may be directed to immediate areas of need.
 - e. **Designated personnel** will communicate facility needs to the Incident Commander, Director of the College, Deputy Director, and Head of Department- Allied Health Programs. This will help to manage and oversee the functioning of the campus, the medical treatment, and general well-being of the students/staff.
 - f. **An Incident Commander** should ensure that all students, staff, and visitors are accounted for.
2. **Upon identification of warning signs** (open fire, smoke, smell of smoke, activation of smoke/fire alarms, activation of sprinkler system, etc.), “**Code Red and Location**” (e.g., Code Red, Kitchen) is announced in-person and via Populi-notification by the emergency responder or Incident Commander.

- a. If **Code Red** has NOT been announced, but warning signs are present, **Activate Fire Alarm** by pulling **Fire Pull Station**.
 - b. **Designate someone to call 911.**
 - c. **Response options (Wildfire vs. Indoor Fire)**
 - i. **Wildfire- Obtain orders from First Responders;** arrange for Emergency transportation of all Students, Staff, Visitors and Equipment/Supplies.
 - ii. **Indoor Fire-**
 1. **Evacuate Students and Staff to Safe Area (i.e., neighboring business, police station, or other available area).** Immediately remove students from immediate danger.
 2. Once everyone has been evacuated from a room, **Close the door and Leave the Lights On.**
 3. If possible, locate the nearest **fire extinguisher** and attempt to extinguish the fire. **Always fight a fire with your back toward an escape route.**
 4. **Designated staff** are to wait for and direct the First Responders.
 5. **Do NOT** re-enter the building until the First Responders give the All-Clear. This applies to all personnel.
 6. The First Responders silence the alarms after the building has been fully evacuated.
 7. **Incident Commander** should determine the source of the fire/ false alarm with assistance from the First Responders.
3. If the Fire – Wildfire – Disaster emergency has been lifted, an Incident Commander will signal an all clear.
- a. Once Fire – Wildfire – Disaster emergency has been lifted, details of events are recorded by an Administrator or Incident Commander and reviewed with appropriate service agencies.
 - b. Post critical analysis of the Fire – Wildfire – Disaster Emergency event will be conducted by the Leadership Team.

The prevention plan is designed to keep the campus ready to respond to a Code Red.

Mount Eagle College Prevention Plan

The prevention plan is designed to keep the campus ready to respond to a Code White.

- **Detailed site map:** A diagram of the facility includes all rooms, exits, closets, bathrooms, doors, and windows. Copy is provided to local law enforcement and the fire department.
- **Walk-through:** All doors and windows are evaluated regularly to make sure they function properly. Interior doors are assessed annually.
- **Communication system:** An internal check of the Populi notification system is completed annually (minimum).

- **Enlisting professional help.** Local law enforcement and fire department personnel are invited to visit periodically to evaluate the facilities.
- **Emergency supplies:** Emergency supplies including, first aid kits, are stored on the facilities.
- **Periodic drills and simulation:** Mount Eagle College will exercise an administrative review and training of procedures on an annual basis (minimum).

LOCKDOWN-DISORDERLY CONDUCT

Policy Statement:

It is the policy of Mount Eagle College that each facility has a written lockdown-disorderly conduct plan. The lockdown-disorderly conduct plan will be made available to all staff.

It is also the policy of Mount Eagle College that a thorough review of lockdown-disorderly conduct procedures be held at least annually.

Two Code Yellow procedures have been created to address those emergency threats, as well as, preventative threats.

- 1. Code Yellow Emergency**
- 2. Code Yellow Preventative**

Procedures:

Lockdown-disorderly conduct is an imminent threat to the campus/facilities that will include one or more of the following:

- (1) violent intruder on campus,
- (2) hazardous waste exposure (1 and 2: Emergency),
- (3) unknown intruder on campus,
- (4) communication of threatening language or gestures, or (
- 5) threat of wildlife (3, 4, and 5: Preventative); And require one or more of the following: contact with an outside emergency service support, announcement of Code Yellow (Emergency or Preventative), delegation of Incident Commander, or evacuation.

Lockdown Procedure-

1. Departmental Chain of Command
 - a. Upon activation of the Lockdown, immediate oversight will be assumed by the **highest officer on Campus**. The highest officer will be known as the Incident Commander and they will delegate all departmental response actions to the staff on site.
 - b. The Incident Commander will dial 911 or designate another staff to call 911 to remain in contact with first responders at all times.
 - c. All staff will follow the directions of the Incident Commander and/or First Responders.
2. When a violent intruder or hazardous waste exposure emergency is identified:
 - a. Remain calm and Call 911
 - b. Alert other staff by, **announcing** “Code Yellow Emergency” **Three (3)** by announcing to each room or calling.
 - c. Secure everyone within a lockable room.
 - d. **Lock** ALL doors.
 - e. **Lower** and **close** any blinds
 - f. Assist students and visitors against the walls

- g. Turn out the lights and computer monitors
 - h. Attempt to keep everyone as quiet as possible
 - i. Utilize materials within your area to counter attack intruder
 - j. Provide **First Aid**, as needed.
 - k. Remain in the safe area. **Do Not** open doors unless First Responders instruct you to or the Code has been cleared.
3. **Evacuation:** If an evacuation becomes necessary, all persons will be directed by First Responders or AOC/Incident Commander to a **Safe Area (i.e., the parking lot or adjacent company)**.
- b. Roles and Responsibilities:
 - i. **Administrative, office, faculty and instructors** will assist with the evacuation of the students/visitors.
 - ii. **Incident Commander** will ensure the visitor sign-in sheet is checked against evacuated persons. This provides roster of visitors and vendors on campus. All visitors should evacuate to the “safe area.”
 - iii. **Environmental service staff** are responsible for ensuring that vehicles are ready to transport staff and students as needed.
4. If the Lockdown emergency has been lifted, the Incident Commander will signal an all clear.
- c. Once Lockdown emergency has been lifted, details of events are recorded by Director or designee and reviewed with appropriate service agencies.
 - d. Post critical analysis of the Lockdown Emergency event will be conducted by Executive Leadership Team.

HOSTAGE SITUATION

WHAT TO DO IF TAKEN HOSTAGE

- Be patient: time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. If the captor is emotionally unbalanced, don't make mistakes which could further endanger your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile, maintain eye contact with the captor, if possible, but do not stare. Treat the captor with respect.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments, expect the unexpected.
- Be observant, you may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

- Be aware of what's referred to as the *Stockholm syndrome*, i.e., becoming sympathetic with captors.
- You should, under all circumstances, attempt to stay calm and be alert to situations that you can exploit to your advantage. Remember that the primary objective of Police officials will be to secure your safe return as quickly as possible.
- Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc. Whenever possible take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms and any contacts they may make. Such information can be of great value in their ultimate apprehension.
- Generally, do not expect a good opportunity of escape. Attempts to escape should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
- Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who are volatile and are likely to become violent and abusive. Try to establish some kind of rapport with your captors.

MEDICAL EMERGENCIES

Policy Statement:

It is the policy of Mount Eagle College that each facility has a written medical emergencies plan. The medical emergencies plan will be made available to all staff.

It is also the policy of Mount Eagle College that a thorough review of the medical emergency procedures be held at least annually.

Code Blue will be used to communicate a medical emergency condition on campus.

Procedures:

A medical emergency is an imminent medical threat to any person(s) at Mount Eagle College.

Medical Emergency Procedure-

In the event of a medical emergency the following procedures apply

1. Staff call 911 immediately, upon identification of a medical emergency.
2. Alert any medical personnel on-site to respond to the emergency.
3. Nurse, if on campus, and/or first response trained staff respond to **ALL** Code Blue announcements.
4. Crash Carts are in all facilities and will be transported to medical emergency site.
5. First person on scene trained in First Aid/CPR initiates care until nurse or first responders take over (if appropriate)
6. Nurse or trained staff designates person to watch for EMS
7. Nurse or trained staff notifies Administrator on Call (INCIDENT COMMANDER) and Director/Deputy Director, if not present.
8. INCIDENT COMMANDER or administrator notifies next of kin, if transport to hospital is required
(Hospital admission procedures are then followed).
9. **“Code Blue is Cancelled”**, will be announced by INCIDENT COMMANDER if/when the medical emergency has ended. All pertinent persons will be notified.
 - a. Once medical emergency has been lifted, details of events are recorded by Director or designee and reviewed with appropriate service agencies.
 - b. Post critical analysis of medical emergency event will be conducted by the Leadership Team.

DEATH OF STUDENT/FACULTY/STAFF (ON CAMPUS)

The College's Administration should be convened within one hour after the notice of death is reported (when feasible) to collect accurate and detailed information about the death(s). Note: Depending on the situation, several meetings with College Officials and department representatives may be scheduled. It may also be necessary to include student representatives in some of the meetings and planning sessions.

Issues necessary to cover:

- A. Determine if the counseling staff can handle the situation or if an outside agency is needed. Also determine if a room(s) in one of the College's buildings will be needed for grieving and counseling.
- B. The Director or designee will develop the following statements (as needed):
 - a. **Media announcements**-to be delivered by the Director or designee. Procedures as to how the media will be informed will be determined at this time.
 - b. **Instructors** – information to be provided to the students (classes).
- C. Determine if a memorial or memorial service is appropriate.
- D. Set meetings and develop memos to inform the students, faculty and staff as to the above issues and procedures.
- E. Follow-up in 30 days with all the students, faculty, staff and families associated with the victim(s) that have been identified as needing assistance during the grieving process.
- F. Keep accurate records of all proceedings, statements, counseling and any other transactions. Provide the file to the Attorney's office for future reference.
- G. Follow-up review meeting to be held by College officials and responding department representatives to put closure to the incident and to critique the response process.

SEVERE WINTER WEATHER

Policy Statement:

It is the policy of Mount Eagle College that each facility has a written severe winter weather plan. The severe winter weather plan will be made available to all staff and students.

It is also the policy of Mount Eagle College that a thorough review of severe winter weather procedures be held at least annually.

Code White will be used to communicate a winter weather emergency condition on campus.

Procedures:

Severe winter weather is an imminent threat to the campus/facilities that will require one or more of the following: restrictions on vehicle use, restrictions on campus/facility operations, delegation of Incident Commander, generator power, evacuation, delegation of all personnel to immediate service needs, and/or contact with an outside emergency service support.

Severe Winter Weather Procedure-

2. Departmental Chain of Command
 - g. The College Director, Deputy Director, and Head of Department for Allied Health programs actively monitor weather alerts and assesses at the beginning of each day the threat posed by severe winter weather to student, staff, and others in the building. If Winter weather is imminent, then a CODE WHITE will be announced.
 - h. Upon activation of Code White, immediate oversight will be assumed by the **Incident Commander**. The incident commander will delegate all departmental response actions to the staff on duty. The incident commander is the most senior staff on-site.
 - i. The Incident Commander will notify all applicable agencies in which support services are being requested.
 - j. The Incident Commander should establish on-going contact with the Director, Deputy Director and Head of Department for Allied Health programs.
3. When “**Code White**” is announced **via Populi alert, by email, or in-person** by the Incident Commander.
 - a. Remain Calm- This is essential for keeping everyone safe.
 - b. Staff should:
 - i. Remain indoors.
 - ii. Secure all doors and windows.
 - iii. Ensure students are calm and following the directions of the incident commander.

4. Each Severe Winter Weather event will require an individualized response, so it is vitally important that all staff continue to follow the directions of the Incident Commander.
 - a. **Snow, Black Ice, Freezing Rain:**
 - i. Do Not walk on snow covered walkways.
 - ii. Wear additional layers of clothing.
 - iii. Try and remain dry at all time. Dry wet clothing or replace it.
 - iv. Use phone system to page Incident Commander and/or administrative staff with individual area needs.
 - b. **Staffing and Maintenance:**
 - i. Remember Safety First, use critical thinking to evaluate the safest option.
 - ii. Administration to plan with staff prior to inclement weather to reschedule classes or postpone class start times.
 - iii. Call the Incident Commander to describe your areas weather to assess opportunity to come to work. ALL staff to call.
 - iv. Salt will be utilized in front of homes, walkways, and roadways.
 - v. Contracted plow company will provide ploughing services.
 - c. **Driving**
 - i. **Be Prepared.** Proper clothing, flashlight, blanket, food, water, bag of sand or salt, windshield scraper, jumper cables, tire chains/traction mats, and minimum of half a tank of gas.
 - ii. **Reduce speed** and be sure to leave at least 4-5 car lengths per 10 mph between you and the person ahead of you.
 - iii. **Hold steering wheel firmly.**
 - iv. Approach bridges with caution; drive slowly but maintain momentum.
 - v. Accelerate lightly. Know your brakes: normal brakes should be tapped; anti-lock brakes should be pressed down hard.
 - vi. Watch for signs of Black Ice: Ice buildup on mirror arms, antenna, or top corners of windshield. Also watch to see if spray from vehicles ahead stops.
 - vii. Cell phone use is prohibited during vehicle operation.
 - viii. Avoid transporting residents at all costs.

5. Evacuation: An evacuation may become necessary, if power failures occur during a Severe Winter Weather event and back-up generators fail and/or sufficient heating cannot be provided. If an evacuation become necessary, all persons/residents will be directed by the Incident Commander to a **Safe Area (i.e., a neighboring business, police station, or another available location)**.
 - a. See complete Campus Evacuation Procedures/ Evacuate to **Safe Area**
 - b. Roles and Responsibilities:
 - i. **Incident Commander:** In the event of an evacuation, the incident commander, will complete the student and staff rosters once everyone is evacuated.

TORNADO-SEVERE WEATHER- HURRICANE

Policy Statement:

It is the policy of Mount Eagle College that each facility has a written Tornado- Severe Weather- Hurricane plan. The Tornado- Severe Weather- Hurricane plan will be made available to all staff, students, and visitors.

It is also the policy of Mount Eagle College that a thorough review of Tornado- Severe Weather- Hurricane procedures be held at least annually.

Code Gray will be used to communicate a Tornado- Severe Weather- Hurricane emergency condition on campus.

Procedures:

Tornado- Severe Weather- Hurricane is an imminent threat to the campus/facilities that will require one or more of the following: restrictions on campus/facility operations, delegation of Incident Commander, generator power, evacuation, delegation of all personnel to immediate service needs, and/or contact with an outside emergency service support.

Tornado- Severe Weather- Hurricane Procedure-

2. Departmental Chain of Command
 - k. **Upon experience of the Tornado-Severe Weather-Hurricane event**, immediate oversight will be assumed by the Incident Commander. The Incident Commander will delegate all departmental response actions to the staff on duty.
 - l. The Incident Commander will **monitor** updates from the **National Weather Service** for **Tornado Watch** (programming activities may continue) and **Tornado Warnings** (programming activities are halted).
 - m. **Designated person(s)** will notify all applicable agencies in which support services are being requested.
 - n. **Designated personnel** will communicate facility needs to the Director of College, Deputy Director, Head of Department for Allied Health Programs, and other pertinent individuals to oversee the functioning of the campus, the medical treatment, and general well-being of the staff, students, and visitors.
 - o. **The Incident Commander** should ensure that all students, staff, and visitors are accounted for.
3. As **warning signs** for a Tornado - Severe Weather - Hurricane are identified, **“Code Gray”** is announced **three (3)** times in-person by the Incident Commander and/or via Populi notification.
 - a. Remain calm- This is essential for keeping students, visitors, and employees safe.
 - b. Staff should:
 - i. Remain indoors. Ensure all residents remain indoors.

- ii. Secure all doors and windows.
 - iii. Provide all essential services for students.
 - iv. Prepare for extended hours and overnight stays, if unable to travel.
 - v. Locate and check emergency supplies.
 - vi. Sandbags may be used to repel water from buildings.
- 4. Each Tornado- Severe Weather- Hurricane event will require an individualized response, so it is vitally important that all staff continue to follow the directions of the Incident Commander.
 - a. **Tornado**
 - i. Assist all students, staff, and visitors into **Safe Areas, (see facility map below)**. If not enough time, make your way to an (1) inner hallway, (2) smaller inner room without windows, (3) or the center of the lowest room.
 - ii. Locate a sturdy object to cover head and neck areas.
 - iii. Use additional objects to help students, staff and visitors, to cover their head and neck areas.
 - iv. Call 911 if someone is hurt or trapped.
 - v. Help hurt or trapped persons.
 - vi. Provide First aid, as needed.
 - vii. Do not move injured persons, unless they are in danger of being reinjured.
 - viii. Locate and put out any small fires, if applicable.
 - ix. Attempt to reestablish contact with Incident Commander or First Responders.
 - x. Do Not leave secure areas until instructed by Incident Commander.
 - b. **Severe Weather-** Staff should immediately:
 - i. Observe the hallway near your area and direct everyone into an internal hallway or room away from windows (**see facility map below**).
 - ii. Secure all doors and windows
 - iii. Use telephone and cell phone for emergency purposes only
 - iv. Be prepared for a loss of water, gas, and power.
 - v. Do Not touch electrical appliances that are wet or in standing water.
 - vi. Do Not leave secure areas until instructed by Incident Commander.
 - c. **Hurricane**
 - i. Observe the hallway near your area and direct everyone into an internal hallway or room away from windows (**see facility map below**), as needed.
 - ii. If applicable:
 - 1. Cover head and neck areas to protect from falling materials.
 - 2. Help staff, students, and visitors to cover their head and neck areas.
 - 3. Call 911 if someone is hurt or trapped.
 - 4. Help hurt or trapped persons.

5. Provide First aid, as needed.
 6. Do not move injured persons, unless they are in danger of being reinjured.
 7. Locate and put out any small fires.
 - iii. Secure all doors and windows.
 - iv. Use telephone and cell phone for emergency purposes only.
 - v. Be prepared for loss of water, gas, and power.
 - vi. Do not touch electrical appliances that are wet or in standing water.
 - vii. Do Not leave secure areas until instructed by Incident Commander.
5. **Evacuation:** If an evacuation becomes necessary, all persons will be directed by First Responders or /Incident Commander to a **Safe Area (i.e., neighboring business, police station, or other identified safe area)**.
- a. Roles and Responsibilities:
 - i. **Incident Commander:** In the event of an evacuation, the incident commander, will complete the student and staff rosters once everyone is evacuated.
 - ii. **Administrative, office, faculty** will assist with the evacuation of the students and visitors.
5. If the Complete Campus Evacuation emergency has been lifted, the Incident Commander will signal an all clear and begin coordinating the return of all person who evacuated.
- c. Once Complete Campus Evacuation emergency has been lifted, details of events are recorded by an Administrator or designee and reviewed with appropriate service agencies.
 - d. Post critical analysis of the Complete Campus Evacuation Emergency event will be conducted by the Leadership Team.

Mount Eagle College's Prevention Plan

The prevention plan is designed to keep the campus ready to respond to a Code Gray.

- **Detailed site map:** A diagram of the facility includes all rooms, exits, closets, bathrooms, doors, and windows. Copy is provided to local law enforcement and the fire department.
- **Walk-through:** All doors and windows are evaluated each night to make sure they function properly. Interior doors are assessed annually.
- **Communication system:** An internal check of the populi notification system is completed annually (minimum).
- **Enlisting professional help.** Local law enforcement and fire department personnel are invited to visit periodically to evaluate the facilities.
- **Emergency procedures and equipment:** Emergency equipment (i.e. flashlights and first aid kits/crash carts) are available on campus.
- **Attendance Rosters:** Incident Commander maintains attendance charts to ensure evacuation of students, visitors and staff.

- **Periodic drills and simulation:** Mount Eagle College will exercise an administrative review and training of Tornado- Severe Weather- Hurricane Emergency procedures on an annual basis (minimum).

CRIMINAL BEHAVIOR

QUICK RESPONSE

IN-PROGRESS INCIDENTS

Do not attempt to apprehend or interfere with the crime,
Except in the case of self-protection.

Give your name and location. Please make sure that the **Dispatcher understands that the incident IS IN PROGRESS**

REPORTING CRIMES IN PROGRESS...CALL 911,

Provide the following information:

- (1) Nature of the incident. Advise that the incident is in progress;
- (2) Location;
- (3) Description of the suspect(s);
- (4) Description of weapon(s);
- (5) Description of property;
- (6) License plate number of vehicle(s) involved;
- (7) Direction of travel upon escape; and,
- (8) Stay on the line with the Dispatcher;

REPORTING CRIMES WHICH HAVE ALREADY OCCURRED...CALL 911

ALL CRIMES SHOULD BE REPORTED. Do not touch anything that may relate to the crime and contaminate the crime scene.

When the Police officials respond, please provide the officers with a description of the property and the names and descriptions of any suspects or witnesses if possible.

CRIME PREVENTION

Always lock your office, car and room door(s) when you leave (even if it's just for a few minutes.) Avoid walking or jogging alone. Avoid poorly lit areas.

Have your driver's license number or another significant number engraved on all valuables. Keep records of all credit cards and property serial numbers.

When walking at night to a parking lot, have your keys ready so that you can get into your car quickly and without attracting someone's attention. Be alert to your surroundings.

Do not leave keys in your car or valuables in view. Lock all valuable, radios, cell phones, sporting equipment, camera, briefcase, luggage, etc. in the trunk of your vehicle.

Never leave laptop computers, wallets, purses, book bags, etc. unsecured or unattended.

REPORT ALL THREATS AND SUSPICIOUS ACTIVITIES OR PERSONS IMMEDIATELY!

PSYCHOLOGICAL CRISIS

A Psychological Crisis exists when an individual is threatening harm to himself/herself or to others, and/or is out of touch with reality due to a severe drug reaction or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior or complete withdrawal. Psychological crisis may occur in response to traumatic or tragic events affecting the campus community.

In addition, psychological crisis may involve individuals in severe distress who are unable to manage themselves and may create adverse responses in people around them.

QUICK RESPONSE...*Protect Yourself!*
