

JEFFERSON COLLEGE
Emergency Management Plan
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I. INTRODUCTION

A. Statement of Purpose

Jefferson College is committed to protecting the welfare of its students and community members as well as its property and facilities. For this reason, an Emergency Management Plan has been developed. With this plan, the college strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their inevitable occurrence.

We can best prepare to meet the enormous challenges emergencies present by working together. The Emergency Management Plan includes a chain of command that establishes the authority and responsibilities of campus officials and staff members.

The Emergency Management Plan is designed to help college employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by college employees, thereby minimizing danger to our campus.

Every member of the Jefferson College community should understand his or her role in emergency situations. Please review this manual so you can support your colleagues and protect our students, faculty, staff, and visitors should an emergency arise.

B. AUTHORITY

1. Federal

- Homeland Security Presidential Directive/HSPD-5, Management of Domestic Incidents
- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 Code of Federal Regulations (CFR)
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Federal Response Plan
- Federal Radiological Emergency Response Plan
- National Oil and Hazardous Substances Pollution Contingency Plan

2. Local

- Inter-local Agreements & Contracts
- Inter-agency participation and training

B. PLAN REVIEW

The Emergency Management Plan will be reviewed annually and will be updated and revised as

appropriate.

Interim revisions will be made when one of the following occurs:

- A change in College site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan
- A material change in response resources
- An incident occurs that requires a review
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes deemed significant

D. CONCEPT OF OPERATIONS

The Jefferson College Emergency Management Plan is designed to provide framework and guidance for coordinated response to minor emergencies, major emergencies and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery operations.

The Emergency Management Plan is an “all-hazards” document. In other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant department and agency personnel work together to develop and maintain hazard-specific annexes.

Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst-case scenario and provides for the critical functions and roles of the college during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

The planning in this manual is based on the Incident Command System (ICS), a management structure adopted throughout the U. S. and international communities. It also stems the National Incident Management System (NIMS), and various U.S. Department of Homeland Security Presidential Directives. Accordingly, this manual’s approach to emergency management is rooted in a four-phase structure where the phases of mitigation, preparedness, response, and recovery each contain a critical college procedure for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs.

While the Emergency Management Plan can be used as a reference for integrating internal plans

into the college's strategic operational plans, it does not replace departments' responsibilities to develop and test their own emergency plans. With this in mind, departments can use this manual as a model to help determine the relationships, responsibilities, and general guidelines to establish in their detailed "quick action" emergency guides. Likewise, departments can use this guide as a reference in creating emergency-related checklists, departmental plans and standard operating procedures.

II. EMERGENCY MANAGEMENT TEAM OVERVIEW

A. Summary

The Emergency Management Team concept is designed to manage all sizes and types of emergency situations. The system can start with a single Operations Chief and expand as needed to support the largest event involving multiple government organizations and/or levels. The College President does not have a specified role because it is intended to leave the President available for other emergencies or needs in which his/her attention is needed. Another consideration is that while a crisis situation commands our attention, the normal routine of the College must be maintained.

The emergency management team structure presented here is an adaptation of the National Incident Management System (NIMS). This system provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity, including acts of catastrophic terrorism. It is recommended that the simplest structure include the Emergency Management Director/Incident Commander (Business Manager), Operations Chief (Director of Buildings & Grounds), Public Safety Supervisor and Public Information Officer (Director of Public Relations). Other positions in the organizational structure may be utilized any time desired.

One of the key components of NIMS is the Incident Command System (ICS). This is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. It is widely applicable and is used by public safety agencies throughout the country to organize both short-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and man-made. The system is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration.

Jefferson County has an Emergency Management person and function. This person's role is to provide communication and support from state government (federal if beyond state capability) when the local government cannot provide the resources needed to respond to a crisis. The College Emergency Management Team concept presented here is designed to work within this structure.

B. Initial Knowledge of Event

Chaos is often present in the first few moments of a crisis. In these first moments, identifying the nature of the problem is crucial. Often, the full nature of the event may not be known for some time. Organized response to a crisis is critical, which is why it is important to deploy the emergency management team early rather than wait to see if the team is needed.

Critical incident management requires two phases: crisis management and consequence management. Crisis management is the initial management of the event in which lives and property are at risk. This is usually managed by public safety agencies, but in the case of a smaller event, the College emergency management team is well equipped to manage a crisis. Consequence management is the follow up after a crisis has concluded.

C. Emergency Management Team Organization

The Emergency Management Team should have three people to function in each position of the team (one principal and two alternates). The reason for this is that at any time one or more of the team members may not be present when a crisis occurs. Three members also provide relief in case the crisis requires more than 10-12 hours of operation. The three-team members in each function must also be ranked. In a crisis, the Emergency Management Director/Incident Commander and the Operations Chief must clearly understand their positions.

The Emergency Management Team and the Deans are present in a crisis to support each other, only one person can be in charge and provide direction to the rest of the team. The same principle applies when more than one person for each position is present. Assume that not all members of the Emergency Management Team will be able to respond as quickly as desired or needed. Because of this, the Emergency Management Director/Incident Commander has responsibility for all roles in the Emergency Management Team until the roles are delegated.

D. College Emergency Team Management's Location

The primary location of the Emergency Command Post will be the in the Buildings & Grounds Office on the Hillsboro campus. Unless told otherwise, if an emergency is declared, members of the Emergency Management Team will report to the Buildings & Grounds Office. In the event the Buildings and Grounds Office cannot be used, members of the Emergency Management Team will be directed to report to an alternate site, such as the Board Room in the Administration Building.

It is recommended that each team member have a prepared response kit, which should include a notebook with blank Emergency Management Team organizational charts, critical telephone numbers internally and externally of the College, EMT checklist, large flip charts, pens and writing tablets. It should also include a county map where College campuses are located, names and emergency phone numbers of key public safety officials in the community, after-hour phone numbers for key College personnel and ideally a list of all College staff. Maps showing each

building should also be provided to local public safety agencies. Typically, these maps should be provided before a crisis and updated regularly. Another function of the external police liaison is to have general campus maps available to take to the external public safety command post, if needed.

E. Internal Communications Ability

Experience indicates that during a crisis the local telephone and cellular lines of communication are overloaded and not accessible. Consider alternatives such as a cellular phone with pre-programmed numbers and two way radios.

The telephone is the primary means of emergency notification. The following designated phone number; ext. 500 from on-campus phones is designated for the immediate transmission of specific information regarding an on-campus emergency to all affected areas of the campus.

The officer on-duty will notify the Public Safety Supervisor and the Director of Buildings & Grounds. The Director of Buildings & Grounds will then initiate the notification system as appropriate to the situation by calling the Business Manager. The Business Manager (Emergency Management Director) will then notify the following administrators as appropriate:

1. President
2. President, Board of Trustees
2. Dean of Student Services
3. Dean of Arts and Sciences
4. Dean of Learning Resources
5. Dean of Career and Technical Education

IMPORTANT: During an emergency, campus phones must be restricted for use by College officials for emergency notifications only. In the absence of phone services, Public Safety will provide runners for emergency notification (contingent on available personnel).

Emergency Management Team

Emergency Management Team: Building and Campus Response Team

III. KEY MANAGEMENT POSITIONS

While all Emergency Management Team members have important roles, only the most severe or complex crisis situation will require the activation of the entire Emergency Management Team. For example, unless there is a need to track expenses or purchase items, certain team members, such as the public relations officer, will not be used. However, in a declared state of emergency the entire team will be required.

If the Emergency Management Team is deployed, the Emergency Management Director/Incident Commander should utilize the Operations Chief, who should help manage the team. The Operation Chief will keep the situation status report, resource report and assist in planning for the response phase. Because almost every critical incident will have media issues, the Public Information Officer must play the key role in anticipating the media's question, preparing responses and focusing attention away from the Emergency Management Director/Incident Commander.

A. Emergency Management Director/Incident Commander, (EMD/IC), Hillsboro Campus

This position coordinates and provides oversight of emergency situations that may arise on the campuses of Jefferson College. Three people will be identified to serve in this capacity in case of absence of the primary person.

The Emergency Management Director/Incident Commander shall have the authority to act/respond without delay to the changing condition of an emergency situation. Additionally, this position should have training and knowledge in critical incident management and the incident management system.

The Emergency Management Director/Incident Commander may appoint a recorder to keep records of the situation and ongoing changes in the situation for information dissemination.

1. Immediate Considerations :

- Communicate with the Operations Chief as to known information relative to the emergency situation. Based upon what is known, develop and implement an initial response to the emergency.
- Assess the threat to the College; short term and long term. Plan for consequence management.
- Based upon reports back from the initial responders, determine if off-campus Emergency Services are needed. If so, contact or cause 9-1-1 to be contacted.

- Notify or cause the notification of the applicable campus resources and apprise them of the situation and implement standby status, as deemed necessary.
- Designate a College Coordinator to represent the College with off-campus Emergency Services.
- Document and/or cause documentation to be developed as the emergency situation continues for a final record of the emergency situation.

B. Operations Chief (OC), Hillsboro Campus:

This position coordinates the initial emergency response to a situation on the Hillsboro Campus. Four people will be identified to serve in this capacity, depending upon the time of day or night and the day of the week.

Utilizing Buildings & Grounds Department staff as the first responders, the Operations Chief shall ascertain the nature of situation, notify and/or cause the Emergency Management Director/Incident Commander to be notified and briefed on the situation, and determine how the initial response will be implemented. Emergencies on campus, will be categorized in two categories; Natural Emergencies (weather related, fire, earthquake, utility outages, etc) and Man-made Emergencies (bomb threat, violent human behavior, threat of violent human behavior, active shooter, etc).

1. Immediate Considerations:

- Gather as much information as possible regarding the nature and extent of the emergency.
- Notify the initial response team of the emergency and method/extent of initial response.
- Notify Emergency Management Director/Incident Commander of the situation and the planned method/extent of response.
- Activate the initial responders.
- Initiate Internal Emergency Communications as dictated by the emergency situation.
- Collect information from the initial responders and disseminate information to the EMD/IC. Coordinate initial responder's actions as they report from the various locations of existing conditions.
- If the emergency situation dictates; call or cause 9-1-1 to be called and arrange for off-campus resources to be met and lead to the site of the emergency.

C. Public Safety, Hillsboro Campus:

The Public Safety Supervisor or Security Officer on duty shall lead the initial response team in the appropriate response for each specific emergency:

1. Personal Injury and/or Medical Emergency :

- Respond directly to the scene of the emergency.
- Evaluate the situation and call for appropriate assistance; 9-1-1 and/or Buildings & Grounds at extension 500. Report to the Internal Emergency Communications team as soon as the assessment of the situation is made.
- Administer emergency assistance to the individual(s) as trained.
- Assist Off-Campus Emergency Services as needed.
- File a written report after the incident.

2. Natural Emergency: (Tornado, Earthquake, Flood)

- Monitor the various media for the threat of a natural disaster.
- Advise the initial response team and building contacts of any updates on changing weather conditions.
- Report by radio or phone to the Internal Emergency Communications Team and advise of your assessment of the situation.
- Activate or cause the College Emergency Warning System to be activated.
- Respond to the appointed location as soon as the need for an emergency response has been determined and perform duties appropriate to the emergency situation.
- File a written report after the incident.

3. Man-made Emergency :

- Gather as much information as readily available regarding the emergency.
- Communicate this information to the Emergency Management Director/Incident Commander and Operations Chief as quickly as possible, with best assessment of the information gathered.
- The Operations Chief, after consultation with Emergency Management Director/Incident Commander, will advise as to the method of response. Inform Initial Response Team of method and timing of response.

- Implement Initial Emergency Response. Report to the Operations Chief as the Response Team assesses their individual surroundings in the field.
- Advise Internal Emergency Communications Team if Off-Campus Emergency Resources are needed.
- The Public Safety Supervisor shall take charge of the Initial Response Team as needed to secure the perimeter of the incident location, meet and direct Off-Campus Emergency Responders to the incident location.
- Provide assistance to the Off-Campus Emergency Responders as needed and appoint a Campus Coordinator for Off-Campus Emergency Responders.
- File a written report upon conclusion of the emergency. Obtain copies of reports generated by Off-Campus Emergency Responders.

The Public Safety Division Personnel shall be trained and proficient in First Aid, CPR and AED techniques. The staff shall be familiar and trained in Initial Emergency Response, familiar with the campus buildings, designated assembly areas for tornados. Additionally the Public Safety Division personnel shall be familiar with the Emergency Response Plan for natural and man-made Emergencies.

Additionally, the Public Safety Supervisor shall schedule and coordinate emergency response training and drills on a semi-annual basis. **Ideally, this position will become qualified/certified to serve as the in-house trainer for First Aid, CPR, AED and areas of emergency response.**

D. Public Information Officer (PIO)

The Public Information Officer establishes a Communications Command Center some distance away from the emergency and emergency command post and provides either direct communication with the media as authorized by the Emergency Management Director/Incident Commander or coordination through an external public safety Incident Command System. An important function of the Public Information Officer is to provide the Emergency Management Director/Incident Commander with anticipated requests from the media. The Public Information Officer staff should have knowledge of local media and how they operate, laws governing the release of student information, Freedom of Information Act, and Missouri Public Records.

E. Internal Emergency Communications Team, (IECT), Hillsboro Campus: " \1 2

The Buildings and Grounds Department Secretary, Evening Secretary and Evening Phone Operator, and Arts and Sciences I staff shall be the Internal Emergency Communications Team.

Emergency calls on campus are always directed to extension 500 which is monitored by one of the above, Monday through Friday, 8:00 a.m. - 10:00 p.m., 8:00 a.m. - 3:30 p.m. Saturday.

F. Duties of the Internal Emergency Communications Team :

1. Natural Emergency:

Monitor weather conditions via the National Weather Service, the NOAA Weather Alert System and local weather satellite on the internet. Communicate any threats of severe weather to the Operations Chief, Security Officer on-duty, the Initial Emergency Response Team, College Administrators and Building Contacts. Depending upon the level of threat; communications to the above may be via computer, phone and/or two-way radio.

Once an advisory of severe weather has been received or observed, the Internal Emergency Communications Team will send an e-mail to College Administrators at the Hillsboro and satellite campuses and individual building contacts advising them to monitor local weather on their computers.

Once directed by the Emergency Management Director/Incident Commander, Operations Chief or the Public Safety Officer on-duty, the Internal Emergency Communications Team shall broadcast by base radio for the Initial Response Team to report to their respective building, shall send a group e-mail to College Administrators and Building Contacts, stating the specific threat to the campus and that the Initial Response Team is on their way to the buildings. In the event of a tornado, the Internal Emergency Communications Team shall move their operation to the basement of the Buildings & Grounds Building and continue their duties from that location.

2. Man-made Emergency:

Monitor the campus emergency phone, extension 500. Phone calls of an emergency nature are to be recorded in writing as the caller is on the phone. As dictated by the nature of the emergency, the Internal Emergency Communications Team will ask specific questions to ascertain the extent of the emergency. The Internal Emergency Communications Team will contact the Operations Chief and/or the Public Safety Supervisor or on-duty officer and inform them of the nature and location of the emergency.

Depending upon the first assessment of the emergency, the Internal Emergency Communications Team will first call 9-1-1 and/or dispatch the Security Officer on-duty to the emergency location. Once an emergency has been communicated, the Internal Emergency Communications Team will cease all other routine duties and concentrate strictly on the emergency as it develops and assist in any way possible throughout the emergency.

The Internal Emergency Communications Team will keep a log of their involvement noting specific times and to whom contacts were made, including purpose of communication.

G. Coordinator Off-Campus Resources, Hillsboro Campus :

This position will be appointed at the time of an emergency, depending upon the extent of the emergency and who would best serve the needs of the responding agencies. This position shall represent the College to the responding agencies and have the direct contact with the Emergency Management Director/Incident Commander. The position shall have the authority to make decisions on behalf of the College and have a thorough knowledge of the College buildings and infrastructure.

The Coordinator of Off-campus Resources should communicate frequently with the Emergency Management Director/Incident Commander and Operations Chief concerning the status and actions of the Off-Campus Responders and advise of any assistance and/or resources the College may provide, as needed.

H. Initial Emergency Response Team (IERT), Hillsboro Campus:

The Buildings & Grounds Department, made up of the Maintenance Services, Building Services and Public Safety Staff comprises the Initial Emergency Response Team, providing service from 7:00 a.m. - 11:30 p.m. Monday thru Friday.

For responding to a campus emergency by shift, the Initial Emergency Response Team, has a specific building assigned to each staff person. Maintenance Services and Public Safety Officer on-duty respond to an emergency during the hours of 8:00 a.m. - 4:30 p.m., Building Services and Public Safety Officer on-duty respond to an emergency during the hours of 4:30 p.m. - 1:00 a.m. After 1:00 a.m. any incident should be reported by calling 9-1-1.

Each staff person has been assigned a specific building to which they report in the event of a campus-wide emergency. Additionally, each staff person has a list of faculty and staff within each building that will be contacted by the Internal Emergency Communications Team prior to their arrival. Depending upon the nature of the emergency, the method of response by the Initial Emergency Response Team will address the specific emergency.

Communications will be coordinated by the Internal Emergency Communications Team as the emergency develops. Each member of the Initial Response Team shall communicate to the Internal Emergency Communications Team as soon as they reach their assigned building, their first assessment of the situation within their building and when they have the occupants of the building in the designated locations.

The Internal Emergency Communications Team shall relay the status of the situation to the Operations Officer, the Emergency Management Director/Incident Commander, who will relay the information on to the College President and Administrators as designated.

Training for Initial Emergency Responders should be identified and implemented. Drills should be conducted semi-annually for all In-House Emergency Personnel, and faculty/staff.

I. Hillsboro Campus, Building Contacts, Individual Buildings

Specific Staff and Faculty shall be appointed in each campus building to assist the Initial Emergency Response Team when responding to an emergency. The Building Contact list shall be reviewed frequently and contacts replaced with other staff as vacancies occur.

The Building Contacts will receive the initial communication via e-mail in the event of a weather emergency. The College Administrators will receive the same communication.

Once the information regarding a possible emergency is received, the Building Contacts shall commence monitoring the weather via computer and/or television and inform fellow faculty and staff of the possible emergency.

If the weather situation elevates from a Watch to a Warning, the Internal Emergency Communications Team will inform the Initial Response Team and the Building Contacts of the change. At this point the Building Contacts must be poised to implement the relocation of building occupants to a refuge area and start recruiting assistance from every available source within the building.

If the decision is made to relocate building occupants to a refuge area, the Initial Emergency Response Team will be dispatched to their respective building. The Building Contacts will also be contacted at this time and shall commence the relocation process, even if the Initial Emergency Response Team has not yet arrived.

Training and drills shall be available annually and available as a new person is appointed the responsibility.

All faculty and staff should be prepared to assume a leadership role in the event of an emergency; natural emergency and/or man-made emergency.

Handicapped persons needing special assistance during an emergency shall be given that assistance by whomever is there at the time of the need; Staff, Faculty or fellow Students shall respond as needed to make sure everyone is safe.

Emergency Preparedness, Viking Woods Student Housing, Jefferson College NorthWest and Jefferson College Arnold Education Center:

J. Viking Woods, Student Housing:

The Director of Housing or designee will be contacted by the Internal Emergency Communications Team in the same manner as the Hillsboro Campus. **Unless the emergency is specific to Viking Woods Student Housing, there will not be Initial Responders reporting to the housing complex.** The Director will develop a response plan for occupants of the housing complex in case of a natural emergency and how best to communicate the threat of an emergency to the residents of the housing complex.

In the event of a man-made emergency, 9-1-1 shall be called immediately.

As soon as practical, the emergency shall be reported to the Public Safety Supervisor and College Administrators.

A written report shall be submitted upon the conclusion of the emergency.

K. Jefferson College Northwest, and Jefferson College Arnold Education Center:

The Director or designee of the campus will be contacted by the Internal Emergency Communications Team, same as the Hillsboro Campus. However, it is imperative that the staff of the Arnold Education Center be aware of local weather conditions and not rely upon communications from the Hillsboro Campus to take the appropriate actions.

A NOAA Weather Alert Radio has been installed at the Hillsboro campus. The radio shall be monitored during the possibility of a weather emergency. Additionally, weather shall be monitored via the internet, (hit the REFRESH button periodically to get updated coverage).

Refuge areas have been identified and are so noted on the building evacuation plan. The Staff and Faculty shall relocate the building occupants to the refuge areas and provide assistance for Handicapped persons are needed.

In the event of a man-made emergency, 9-1-1 shall be called immediately.

As soon as practical the emergency shall be reported to the Public Safety Supervisor and College administrators.

A written report shall be submitted at the conclusion of the emergency.

L. SPECIFIC EMERGENCY PROCEDURES

A Quick Response Guide has been developed to address emergency response for the faculty, staff and students. It is contained in Appendix B.

M. Pandemic Influenza

In the event of pandemic influenza, all businesses will play a key role in protecting employees' health and safety as well as limiting the negative impact to the economy and society. Planning for pandemic influenza is critical. As with any catastrophe, having a contingency plan is essential. The College will provide guidance on instruction and business continuity in the event of a pandemic. A separate detailed plan for a pandemic will be completed and incorporated as a part of this planning document.

The best way to stop the spread of any pandemic is prevention. Following are procedures to use to help break the infection cycle.

1. Cover your mouth and nose when you cough or sneeze. Cough or sneeze into a tissue and then throw it away, if you do not have a tissue cough or sneeze into your upper arm. Then, clean your hands, and do so every time you cough or sneeze.
2. Clean your hands often.
 - a. Wash your hands - with soap and warm water - then rub your hands vigorously together for 20 seconds scrubbing all surfaces. The soap, water and friction combination helps dislodge and remove germs.
 - b. Alternately, you may rub your hands vigorously with an alcohol based hand sanitizers for 20-seconds.
3. Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.
4. Stay home when you are sick and check with a health care provider when needed. When you are sick or have flu symptoms, stay home, get plenty of rest, and check with a health care provider as needed. Your employer may need a doctor's note for an excused absence. Remember: Keeping your distance from others may protect them from getting sick.
5. Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food. Practicing healthy habits will help you stay healthy during flu season and all year long.

M. Pandemic Response Plan

A detailed Pandemic Response Plan and Protocol has been developed and is contained in Appendix C.

X. TRAINING, DRILLS AND EXERCISES

A. Policy

The requirements of this plan necessitate that the College maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with crisis/emergency situations. This can be accomplished only through a carefully planned and a continuous program of training, drills and exercises.

B. Purpose

Training Objectives are as follows:

1. Establish the capabilities for protecting students, faculty, staff and visitors from the effects of a crisis/disaster.
2. Respond effectively to the actual occurrence of a crisis/disaster.
3. Provide for recovery in the aftermath of any crisis/disaster involving extensive damage or other debilitating influence on the normal pattern of life within the College community.
4. Validate plans and assure preparedness.

C. Scope

The Public Safety Supervisor will serve as the Training Director for crisis management and emergency operations. The Public Safety Supervisor, with collaboration of the Director of Buildings & Grounds (Operation Chief), and the Business Manager (Emergency Management Director/Incident Commander) will execute training and drills.

1. Director of Public Safety Supervisor
 - a. Develop training policy.
 - b. Determine the content of annual training exercise.
 - c. Assess the status and effectiveness of the training program.
 - d. Determine drill schedule.
 - e. Participate in all training exercises.
 - f. Maintain training and drilling exercise documentation.
2. Training Director.
 - a. Supervise all training, drills and exercises, assuring stated objectives are met.
 - b. Circulate emergency training information within the College community.
 - c. Report results of exercises to the Business Manager and College President.
3. Designated Employees (Building Coordinators and Floor Monitors).
 - a. Know assigned duties and responsibilities and attend required training.
 - b. Know where to report and to whom you report.

- c. Know fire, evacuation and shelter in place procedures.
 - d. Know how to operate fire and emergency equipment.
4. Exercise Procedures.
- a. Exercises should be conducted annually.
 - b. Exercises should be as realistic as possible, and with as little warning as practical.
 - c. Invite Police, Fire and Emergency Services to assist and participate in the exercises.
 - d. Evaluate each drill and correct deficiencies.

XI. BUSINESS CONTINUITY PROCEDURES

A. Policy

A solid business continuity plan is required to limit the impact of a disruption to college business to an acceptable level. Under the National Incident Management System, the College is required to provide for the following:

- Command and Management of an emergency event within the framework of preparing for, preventing, responding to, and recovering from incidents regardless of cause, size or complexity.
- Preparedness and Commitment of Resources, which involves an integrated combination of planning, training, and exercises.
- Communications and Information Management including: collection, analysis, and dissemination, and information sharing at all levels of incident management.

B. Purpose

To create a compact, orderly and action-oriented recovery plan to minimize the impact of a potentially catastrophic event and support the recovery stage. As part of business continuity, the following items shall be addressed within each area specific plan:

1. Incident Reporting
2. Risk Assessment
3. Repair or replace damaged resources
4. Restock emergency supplies

5. Insurance Claim follow-up
6. Reevaluation of this plan

C. Scope

As continuation of business is the number one priority following an interruption of service due to an emergency, included in this plan are area specific business continuity plans.

1. Computer Operations
2. Student Services
3. Instruction
4. Continuing Education, Workforce Development and Business Services
5. Finance, Planning and Human Resources
6. Physical Plant

XII. CAMPUS RESOURCES

On-Site Emergency Services	Police Academy	Diana Scanga, Director	525
	Health Technology	Michele Soest, Director	409
	EMT & Fire Science	Dr. John Keck, Dean	400
Student Records	Student Services	Dr. Julia Hampton	300
Phone & Data Resources	Telecommunications/ Network	Tracy James	187
Administrative Computing	Computer Services	Brian Bolle	189
Academic Computing	Instructional Support	Allen Wamsley	342
Media Resources	JC-TV	Tom Struckhoff	340
Office Supplies	Central Office Services	Mary Caine	138
Purchasing Supplies	Purchasing	Gary Alexander	119

Meals, Beverages	Food Service	Barb Boyer	255
Kitchen Facilities	ATS Culinary Arts	B.J. Stockton	423
Building Supplies	ATS Building Trades	B.J. Stockton	423

A. Organizational Sub-Committee Recommendations :

1. Upgrade of building alarm systems campus-wide (Hillsboro Campus) to include fire alarm technology and off-site 24/7 monitoring, integrated voice, data and visual alarms within each occupied space within each building that can be used to communicate the presence or threat of a natural and/or man-made emergency.
2. Exterior Building Identification Signage (made of highly reflective material and lighted). Sign shall include building name and number. The sign should also include bullet descriptions of functions within the building. This recommendation comes from the Response Sub-Committee; however, the Organizational Sub-Committee supports this recommendation. Exterior building signage/identification should be clearly visible from Viking Drive, with the building name, building number and a list of functions that are located within the building, i.e. Nursing Department, Law Enforcement Academy, Welding Shops, etc.
3. **Installation of Video surveillance, interior and exterior, Campus-wide on the Hillsboro Campus.** (No video surveillance of individual classrooms)
4. Develop a gated emergency exit that could be used during emergencies. The gates would normally be locked for daily operation.
5. Obtain and install a means to record emergency phone calls and two-way radio communications, Buildings & Grounds Department and Arts & Sciences I.
6. Individuals with disability related issues and/or mobility problems should be given consideration in the Emergency Preparedness Plan. If evacuation of any campus area becomes necessary, employees of Jefferson College are advised to be mindful of the needs of individuals in their area who may have mobility problems and/or disability-related issues. Employees are encouraged to review their own immediate work area as well as nearby common areas to assist individuals who cannot readily evacuate the area without help.
7. Install two-way voice communications to each building; hardwired or wireless, for emergency campuswide communications. Several factors should be considered; full-time monitoring station on campus, location of monitoring station, distribution of speaker devices within each building, to include individual classrooms, isolation of each building in the event of a man-made emergency in a specific building, etc.

8. Emergency Phones, in buildings, parking and sidewalks. Install emergency phones on the grounds of the Hillsboro Campus. Explore the possibility of utilizing the old pay phone locations for emergency phones that will dial 9-1-1.
9. Involve Faculty and Staff of Missouri Baptist and UMSL in both the training and drills.

B. Recommended Training:

Emergency Management Director/Incident Commander:

National Incident Management System Training

Operations Chief:

National Incident Management System Training

Public Safety Supervisor:

National Incident Management System Training

First Aid

CPR

AED

First Responders Training

Qualified and/or certified as an instructor in any of the above areas.

Training drills, semi-annually

C. Internal Emergency Communications Team:

Training specific to emergency phone calls; gleaning information from the caller, documentation of emergency communications. Techniques of communicating emergencies via phone and two-way radio.

Training drills, semi-annually

D. Emergency Response Team, Security, Maintenance and Building Services Staff:

Initial Emergency Responders training.

Training drills, semi-annually.

E. Individual Building Contacts/Aids :

Emergency Incident Training.

Training drills, semi-annually.

F. Faculty (Full-time and Adjunct), Staff, Temporary Part-time Employees and Contracted Services Personnel (Bookstore, Cafeteria):

Training drills, semi-annually

APPENDIX A

BUILDING CONTACT FOR A CAMPUS EMERGENCY

(Several numbers are listed. If you reach one, ask them to spread the word.)

		Extension
Administration Building	Ray Cummiskey.....	100
	Terry Ponzar	101
	Rick Turley	120
	Lynn McLafferty	121
	Bryan Herrick	168
	Amy McKenna-Jones	141
Area Technical School	B.J. Stockton.....	423
	Sarah Beck	450
	Area Technical School Day Care.....	443
Arts & Sciences I	Sally Borgerson	327
	Lynn Hoff	302
Arts & Sciences II	Allan Wamsley	342
	Karen Hester	361
Career Education Building	John Keck	400
	Cynthia Pirkle	401
	Brenda Russell	467
	Anita Nobles	425
	Lore Robart.....	445
Child Development Center	Sandy Basler	298
	Jenny Marshak	299
Field House	Jo Ellen Stringer	386
	Marie Self	391
	Debbie Maples	394
	PK Fowler.....	382
Fine Arts Building	Blake Carroll.....	364
	Rebecca Ellison	367
Jefferson College-Arnold	Dena McCaffery	552
Lois Underwood		597
Jefferson College-Northwest	Tommie Collins	532
	Martha Hayes.....	531
Library Loretta Ponzar		163
	Sue Morgan	160
Student Center	Julia Hampton.....	200
	Shannon Schoenky	201
	Julie Pierce	218
	Barb (Cricket) Olson.....	209
CafetriaBarb Boyer		255
Bookstore	Christy Stanley	250
Central Office Supply	Mary Caine	138
Technology Center	Mindy Selsor.....	329
	Lisa Vinyard	301
	Chris DeGeare	478
Viking Woods	Anna Emerick	636-797-4960 (cell: 314-954-8514)

Appendix B

This section contains recommended procedures to be followed during specific types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise.

[College Map Here](#)

JEFFERSON COLLEGE

EMERGENCY PREPAREDNESS: QUICK RESPONSE GUIDE

STICKER FOR EACH BUILDING CONTACT PERSON WILL GO HERE

**FOR ALL EMERGENCIES REQUIRING POLICE, FIRE OR MEDICAL 911
(Dial 9 to get an outside line for non-campus numbers)
FOR CAMPUS EMERGENCIES DIAL EXTENSION 500**

Jefferson College Public Safety Supervisor.....	636-797-3000 ext. 500
Jefferson College Building & Grounds	636-797-3000 ext. 500
Jefferson County Sheriffs Department Non-Emergency	636-797-5000
Hillsboro Police Department Non-Emergency	636-797-5229
Arnold Police Department Non-Emergency.....	636-296-3204
Hillsboro Fire Non-Emergency	636-797-3619
Rock Community Fire Non-Emergency.....	636-296-2211
Missouri Highway Patrol.....	800-525-5555
Missouri Road Conditions.....	800-222-6400
Poison Control.....	800-366-8888
Jefferson Memorial ER	636-933-1111 Information..... 636-933-1000

INTRODUCTION DO NOT FILE THIS DOCUMENT

Emergencies, disasters, accidents, injuries and crimes can occur without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Procedure Flipchart has been developed to assist in minimizing the negative effects from such events.

Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this flipchart available for immediate reference.

Once you are familiar with the information enclosed, you will be better prepared to protect yourself and other members of the Jefferson College community.

If you have any questions concerning a unique situation not covered in this chart or need additional emergency information, please contact the Public Safety Supervisor at 636.797.3000 ext. 500.

MEDICAL EMERGENCY

1. Call 9-1-1 and then call extension 500.
2. Stay calm and carefully explain the problem and location.
3. Do not hang up until told to do so.
4. Provide first aid care only to the extent of your training.
7. Stay with the victim until help arrives.
8. A written report will be filed by the Public Safety Supervisor.

PERSONAL THREAT OR ASSAULT:

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

STALKING:

1. Call 9-1-1 and extension 500 and seek the safety of others.
2. Do not confront alleged stalker.
3. Take note of physical characteristics and other identifiers that you can report to Public Safety.

ASSAULT:

Call 9-1-1 and Extension 500

CIVIL DISTURBANCE

1. Call Extension 500 to Notify the Public Safety Supervisor
2. Avoid provoking or obstructing demonstrators.
3. Secure your area.
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible.
6. If the disturbance is outside, stay away from doors and windows. **STAY INSIDE.**
7. Prepare for evacuation or relocation

MAJOR ACCIDENTS

AIRCRAFT

IF YOU WITNESS AN AIRCRAFT ACCIDENT:

1. Call 9-1-1 and extension 500.
2. Notify the operator of the accident location and if any campus structures are affected.
3. Evacuate the building if smoke from the crash scene moves in your direction.
4. **DO NOT** approach a downed aircraft.

MOTOR VEHICLE

IF YOU WITNESS A MOTOR VEHICLE ACCIDENT INVOLVING INJURIES:

1. Call 9-1-1 and extension 500.
2. Advise the operator of the number of injured and their injuries.
3. Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 9-1-1 operator.
4. Do not attempt to move the injured unless it is more dangerous to leave the injured where they are, i.e., car fire.
5. Attempt to keep the victims calm and reassure them that assistance is on the way.
6. Remain on the scene until released by paramedics and police.

CRIMINAL ACTIVITY

If you observe a crime in progress:

1. Call 9-1-1 and extension 500 and report the following:
 - DO NOT approach or attempt to apprehend the person(s) involved.
 - What is the person doing?
 - How many people are involved?
 - Where is it happening?
 - Physical and clothing description of those involved.
 - Are weapons involved?
 - Vehicle description and license plate number, if a vehicle is involved.
 - Direction of travel if known.
 - Has anyone been injured?
- Remain on the phone with Public Safety until you are advised to hang up.

HAZARDOUS MATERIALS INCIDENT

**ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED
TO RESPOND TO HAZARDOUS MATERIALS INCIDENTS**

IN CASE OF A MAJOR HAZARDOUS SPILL CALL 9-1-1 AND EXTENSION 500 IMMEDIATELY.

FOR A MAJOR-HAZARDOUS SPILL OR LEAK:

1. Activate the nearest fire alarm.
2. Immediately evacuate the area, closing doors behind you.
3. Do not attempt to clean up the spill yourself.
4. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.
5. Follow the directions on the MSDS.

FOR A MINOR-HAZARDOUS SPILL OR LEAK:

1. Attempt to contain the spill - **DO NOT ALLOW ANYTHING TO LEAK INTO DRAINS**
2. Wear proper personal protective equipment while cleaning up.
3. Notify Public Safety at extension 500.

SUSPICIOUS PACKAGE/OBJECT

If you receive or discover a suspicious package or object, **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT**

IMMEDIATELY DIAL 9-1-1 AND EXTENSION 500 TO REPORT IT TO THE POLICE

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as "confidential" or "personal"
- Excessive postage
- Handwritten or poorly typed address

- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

EARTHQUAKE

IF INSIDE:

1. **STAY THERE** Do not run outside.
2. **DO NOT USE ELEVATORS**
3. Take cover underneath a desk or table, protecting your head and neck.
4. Stay away from windows and objects that could fall on you.
5. Help direct persons with special needs, if required.
6. Persons with wheelchairs should lock brakes.

IF OUTSIDE:

1. Run to an area away from trees, buildings, walls, and power lines.
2. Drop to your knees and get into a fetal position
3. Close your eyes and cross your arms over the back of your neck for protection.
4. Stay in a fetal position until the shaking stops.

AFTER SHAKING STOPS:

1. Do not use regular or cellular telephones **EXCEPT** to report serious injuries.
2. Assist in the building evacuation of persons with special needs, if safe to do so.
3. Be prepared to evacuate if instructed to do so.
4. Building Contacts and Public Safety will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, fire alarms, or bull-horns.
5. Do not enter any building that is deemed or looks unsafe.

BOMB THREAT

BY TELEPHONE:

1. **DO NOT HANG UP.**
2. Remain calm.
3. Take the caller seriously.
4. Ask a lot of questions, using the checklist below as a guide.
5. Have a co-worker call extension 500.

BOMB THREAT CHECKLIST

Ask :

- When is the bomb going to explode?

- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address?
- What is your name?
- Exact wording of threats:

Caller's Voice :

Calm	Nasal	Slow	Raspy	Loud	Angry
Stutter	Excited	Rapid	Deep	Soft	Clearing Throat Laughter
Normal	Disguised	Distinct	Deep Breathing	Crying	
Accent	Slurred	Lisp	Ragged	Cracked	Familiar

If Known:

Name of caller
 Number from which call originated.
 Male/Female.
 Race.
 Approx.Age.
 Number at which call was received.
 Time.
 Date.

Background Sounds:

Street Noises	Factory Machinery	Animal Noises	Other Voices
PA system	Static	Music	Long Distance
House	Motor	Office Machinery	

EVACUATION

In advance of an emergency, determine the nearest exit to your location and the best route to follow. In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, flood, or other MAJOR incident, it may be necessary to relocate all College personnel to a safer location.

If time permits during evacuation:

1. Secure your workplace and take personal items.

EVACUATION FROM A BUILDING:

1. **Walk, do not run.**
2. Do not use elevators.
3. If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact Public Safety for assistance with location.
4. Gather outside at a designated staging area. There your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from Public Safety or other organization in charge.

“INPLACE” EVACUATIONS:

In some instances, it is safer to evacuate “in place” than it is to leave a building, for example:

- Smoke or fire is immediately outside your room
 - Live electrical wires bar access to the exit
 - Individuals with mobility disabilities are on upper or below ground floors.
1. If the hazard is fire or smoke, see “Fire” section of this guide.
 2. If the hazard causes elevators to become inoperative (fire alarm sounds),
 - If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building, and/or
 - Call 9-1-1 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the 9-1-1 operator.

FIRE

IF YOU DISCOVER FIRE ON YOUR FLOOR:

1. Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building, closing doors behind you (**DO NOT USE ELEVATORS**).
3. Call 9-1-1 and extension 500.

ONCE FIRE ALARM IS ACTIVATED:

1. Walk to the nearest exit. (**DO NOT USE ELEVATORS**)
2. Assist persons with special needs.
3. Notify Public Safety or fire personnel if you know or suspect someone is trapped inside the building.
4. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by Public Safety or firefighters.

IF TRAPPED IN A ROOM:

1. Wet and place a cloth material around or under the door to prevent smoke from entering the room.

2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into room).

IF CAUGHT IN SMOKE:

1. Drop to hands and knees and crawl toward exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose and use a filter such as a shirt or towel.

FIRE EXTINGUISHER INSTRUCTIONS:

1. Pull safety pin from handle.
2. Aim at base of fire.
3. Squeeze the trigger handle.
5. Sweep from side to side at base of fire.

UTILITY FAILURES

Report any Utility Failure to Building and Grounds by dialing 797.3000 ext. 500.

Be prepared to provide the following information:

- Your name
- Phone number where you can be reached
- Building name
- Nature of the incident
- Floor(s) or area affected
- Room number

POWER OUTAGE

IN CASE OF A MAJOR, CAMPUS WIDE POWER OUTAGE:

1. Remain calm.
2. If evacuation of a building is required, see “Evacuation” section of this guide.
3. Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and/or doors if outside temperatures are above 45 degrees. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until power is returned.
4. Do not light candles or other type of flame for lighting.
5. Unplug all electrical equipment (including computers) and turn off light switches.

IF PEOPLE ARE TRAPPED IN AN ELEVATOR:

1. Tell passengers to stay calm and that you are getting help. Instruct passengers to pick up emergency phone in elevator so they can provide information to the emergency responders.
2. Call extension. 500 and provide information.
3. Stay near passengers until Public Safety or other assistance arrives, provided it is safe to stay in the building.

ELECTRICAL FAILURE

- Building and Grounds will assess the situation and determine the appropriate course of action.
- Turn off ALL electrical equipment, including computers. Do not turn any electrical equipment back on until given the approval of Buildings & Grounds.
- The building’s emergency lighting power source is provided by battery, therefore the emergency lighting remains on for a limited amount of time. In this instance, you should evacuate the building when the

emergency lighting comes on; this is especially important if there is limited or no natural lighting available along your exit path. **DO NOT** re-enter the building until all power has been restored.

- Be mindful that elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If you are trapped in an elevator, use the elevator's emergency phone to notify Public Safety. If there is no emergency phone in the elevator, trigger the elevator's emergency alarm button.

STEAM LEAKS

- If the steam leak is inside a building, evacuate the area and close the door behind you.
- A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

WATER LEAKS/FLOODING

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.

TORNADO/SEVERE THUNDERSTORM

Know the location of the nearest safe area in your location!

The weather is constantly monitored by the staff at the Buildings and Grounds Office. Any weather related concerns will be relayed to all Building Contacts as they become apparent. Severe weather procedures will be implemented through your Building Contact person.

SEVERE THUNDERSTORM WATCH:

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

SEVERE THUNDERSTORM WARNING:

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

1. Remain indoors and away from windows until the severe storm passes.
2. If large hail begins to fall, seek immediate shelter.
3. Report any injuries and damage by calling extension 500.
4. Be prepared to give the following information:
 - Your name
 - Building name
 - Type of injury or damage
 - The location of any injured person(s) or building damage
 - Room number you are calling from

TORNADO WATCH:

Conditions are right for a tornado. Continue with normal activities, but continue to monitor the situation.

TORNADO WARNING:

Radar or weather spotters have identified a tornado.

During a tornado warning take the following actions:

1. **SEEK IMMEDIATE SHELTER** (Individuals with disabilities: follow the same procedures), in the safe areas designed in your location.
2. Stay away from outside walls, exterior doors, and glass windows or partitions.
3. Do not open windows.
4. In a vehicle:

- Get out and seek shelter in a nearby well-built structure.
 - If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection.
 - Lay prone; face down, with your hands covering your head.
5. After the all clear, leave badly damaged buildings, if it is safe to do so.
 6. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
 7. If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse.
 8. If it is not safe or possible to leave the area, stay there until assisted out.
 9. Do not attempt to return to the building unless directed to do so by Public Safety. Do not attempt to turn on or off any utilities or other equipment.
 10. Report all injuries and damage to Public Safety at extension 500.

BE PREPARED TO GIVE THE FOLLOWING INFORMATION:

1. Your name
2. Building name
3. Type of injury or damage
4. The location of any injured person(s) or building damage
Room number you are calling from

HOSTAGE INCIDENT

In the event of a hostile action against anyone at Jefferson College:

1. Call 9-1-1 and extension 500
2. If possible, evacuate the area where the event is taking place.
3. Avoid panic in the area,
4. Advise as many people as possible of the situation so that they can avoid the area too.
5. Make careful mental notes of as much factual information as possible. This should include information like:
 - Location of incident.
 - Number and identity of hostages or perpetrators.
 - Type and number of weapons or communications devices that are apparent.
 - As much descriptive information as possible concerning the perpetrators.

When police arrives on scene, they will assume on-scene command of the situation and will direct all actions to counter the threat.

ACTIVE SHOOTER INCIDENT

EXIT THE BUILDING IMMEDIATELY

When you become aware of the incident, move away from the immediate path of danger and take the following steps:

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from danger and take protective cover.
3. Stay there until assistance arrives or the area is no longer safe.
4. Call 9-1-1 and provide the dispatcher with the following information:
 - Your name
 - Location of incident
 - Number of shooters (if known)
 - Identification or description of shooter(s)
 - Number of persons who may be involved
 - Your location
 - Injuries to anyone (if known)

Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

IF YOU CAN NOT EXIT THE BUILDING

If you are directly involved in an incident and **exiting the building is not possible**, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door, if possible
- Turn off the lights
- Seek protective cover
- Keep quiet and act as if no one is in the room
Do not answer the door.
- Call 9-1-1 if it is safe to do so

Appendix C

Jefferson College Pandemic Flu Protocols

Pre-Level I

President / Board of Trustees:

- A Board of Trustees emergency policy needs to be drafted with input from the constituent groups and the Cabinet. This policy should provide for decision-making concerning the following: faculty, staff, and student attendance; faculty and staff benefits; withdrawals; incompletes; refunds; and re-enrollment. This should be broad enough to apply to any catastrophic event.

Faculty/Course Offerings:

- Raise faculty's level of awareness concerning the need to use on-line resources. The deans, the Instructional Support and Academic Computing staff, the Director of the Center for Teaching and Learning, and program coordinators will assist with this effort.

**Jefferson College
Pandemic Flu Protocols**

Level I

**Confirmed case of human to human transmission of avian flu
any where in the United States.**

**College to remain open.
Initiate stocking of pandemic supplies.
Initiate plans to continue instruction.**

Buildings and Grounds

- Continue to gather information relative to a pandemic event.
- Continue to update our in-house procedures and products with those already proven/assumed effective against the spread of the avian flu.
- Purchase products and supplies needed to sustain essential staff for a number of months on campus.
- Purchase and distribute articles of personal protection identified as effective to all campus users. Supply should be distributed daily and use would be mandatory.
- Establish with essential vendors the methods of supplying the campus needs during a pandemic event.
- Develop/acquire equipment necessary to sanitize incoming packages of commodities, mail, supplies, etc, before they are handled by Essential Staff.

Computer Services

- Requisition N95 masks.
- Requisition surgical gloves.
- Requisition disinfectant.

Telecommunications

- Install alcohol based hand cleaning stations in Computer Center.
- Install mask and glove stations in Computer Center.
- Make sure maintenance vendors and public services have contingency plans in place to service equipment in case of a failure during a pandemic.
- Stock emergency supplies to keep on hand. (Battery operated radio, flashlights, batteries, first-aid supplies, candles, blankets, etc.)
- Prepare to operate as many functions remotely as possible. (Order Internet services for key Telecommunications staff)

Viking Woods

- Implement mandatory preventive staff training for Viking Woods Staff. (twice a year – August and January)
- Post “preventive” bulletin board outside clubhouse once a year.
- Provide residents with hand sanitizers at Move-in.
- Once a semester, provide residents with information on how to prevent flu.
- Post informational flyers throughout property regarding preventative measures.

Business Office

- Mandatory preventive staff training.
- Begin an intensive and redundant cross-training of Business Office staff.
- Make ready a plan to implement off-site processing of essential Business Office functions (i.e. accounts payable, accounts receivable, payroll, cash management, treasury management).
- Make ready a plan to acquire appropriate courier services to facilitate the delivery of source documents to the off-site locations for essential Business Office functions.
- Prepare for Level 2.

Payroll Services

- Determine proximity of confirmed case.
- Have emergency supplies on hand for office.
- Contact health insurance carrier and Eagle Bank for their emergency plan(s).
- Begin direct deposit procedures to include all employees who will be paid during Level 1.

Food Service

- Establish with Food Service Vendors the methods of supplying our food service needs.
- Increase staff awareness of sanitation, cross-contamination, personal hygiene and prevention measures.

Bookstore

- Requisition disinfectants, gloves and masks.
- Regularly disinfect phones and keyboards.
- Make alcohol based hand wash available to all employees.
- Follow emergency procedures set in place by College Administration and Pandemic Flu Committee.
- Set up direct deposit for all employees.
- Prepare for Level 2.

Academics: Arts and Sciences and Career Technical Education

Staff:

- Continue to educate staff about prevention and implement methods to encourage changes in behaviors.

Faculty/Course Offerings:

- Continue to hold classes as scheduled.
- Continue to educate faculty about prevention and implement methods to encourage changes in behaviors.
- Determine which courses or components of courses could be offered on-line.
- Instructional Support and Academic Computing staff will increase activity in transitioning core components of courses on-line.
- Faculty will be encouraged to put all syllabi on-line and record all grades on-line. Instructional Support and Academic Computing staff will assist with this effort.

Students:

- Continue to educate students about prevention and implement methods to encourage changes in behaviors.

Community Events and Co-Curricular Events:

- Community events and co-curricular events will be held as scheduled.

President/Board of Trustees:

- Inform community of our status/plans.
- Implement major cost-cutting strategies to prepare for possible Level 2.
- Monitor progress.

**Jefferson College
Pandemic Flu Protocols**

Level 2

Suspected case in the St. Louis area and/or on one of the College campuses.

**Campus to remain open.
Initiate staff protection protocols.
Initiate transition to on-line instruction.**

Buildings and Grounds

- Take possession of the space identified on campus to house Essential staff, modify space as needed to accommodate the number of essential people required to keep the campus functional during a pandemic event.
- Stock the space with commodities, supplies and equipment needed to sustain those who were identified as Essential staff.
- Implement with essential vendors the methods of supplying the campus needs during a pandemic event.
- Implement the plan to limit the exposure of Essential Staff to outside exposure.

Computer Services

- Restrict access to Administrative Computing & Computer Room to staff.
- Restrict Administrative Building restrooms to staff only. (No trash or cleaning crew.)
- Restrict lunches to offices or off-campus.
- Conduct meetings via conference calls.
- Wear N95 masks when on campus but not in Administrative Computing area.
- Regularly disinfect keyboards, phones, doorknobs, desks etc.
- Place all trash outside of Administrative Computing office.
- Order fixed IP upgrades for appropriate staff.
- Order Hughes.net satellite access for appropriate staff.

Telecommunications

- Limit Computer Services access to Computer Services staff only.
- Encourage the use of alcohol-based hand cleaners and use disinfectants daily on keyboards, door knobs, phones, etc.

Viking Woods

- Purchase food/water/medicine to hold in storage for apartments.
- Cleaning supplies/masks/gowns held in storage for apartments.
- Residents given information regarding possibility of closing dorms/refund policy.
- Mandatory informational programs held for Viking Woods' residents, informing the residents of flu policy/possible closing of dorms.

Business Office

- Continue preventive staff training.
- Requisition disinfectants, gloves and masks.
- Regularly disinfect phones and keyboards.
- Restrict access to Business Office to Business Office Staff only.
- Business Office staff to be restricted to Business Office and the Administration Building restroom only.
- All lunches brought in and eaten in Business Office break room.
- Frequent disinfecting of Business Office break room.
- Implement use of a lock box system outside of the Business office to collect mail and student payments.
- Begin purchasing procedures to acquire all necessary equipment and services for off-site processing.
- Select appropriate courier services and have contracts in place to begin those services.
- Maintain one open window for students and staff who cannot be served through on-line services or the lock box. The Cashier at this window will be required to wear gloves and a mask.
- Closely monitor all the staff's health.
- Prepare for Level 3.

Payroll Services

- Begin use of hand sanitizers, masks and gloves in office and Administration building.
- Limit visitors/applicants to Human Resources and Public Relations Office.
- Coordinate with Accounts Payable on payment of bills required to be paid. (retirement, insurances, annuities)
- Coordinate with Controller on funds availability.
- Coordinate with Computer Services the installation of home based computer system for Payroll personnel for temporary remote work site in the event we go to Level 3.
- Put direct deposit procedures in place for all employees who will continue to be paid during pandemic. Eliminate check writing/ mailing if at all possible.
- Limit number of hourly staff to essential areas only.
- Send notice to all affected employees of their last pay date.

Food Service

- Work closely with sole food supplier, US Foods.
- Identify alternative products to be offered for consumption.
- Reduce number of deliveries to only essential items.
- Order only non-perishable pre-packaged items.
- Reduce work force to minimum.

Bookstore

- Begin use of masks and gloves.
- Frequent sanitation of phones, keyboards and counter tops.
- Set up counter across the doors and make the store clerk service only.
- Follow emergency procedures set in place by College Administration and Pandemic Flu Committee.

President/Board of Trustees:

- Designate certain staff as essential.
- Implement Crisis Command Center

Academics: Arts and Sciences and Career Technical Education

Staff:

- Eliminate non-essential events and meetings.

Faculty/Course Offerings:

- Eliminate non-essential events and meetings.
- All faculty syllabi are placed on-line, and all grades are recorded on-line (mandatory). ISAC will assist faculty with this effort.
- Emergency BOT-approved policy concerning attendance, withdrawal, incompletes, and refunds will be implemented as specifically directed by the College President.
- Faculty are strongly encouraged to move as much material as possible on-line. ISAC will assist with this.

Students:

- Eliminate non-essential events.

Community Events or Co-curricular events:

- Eliminate non-essential events.

**Jefferson College
Pandemic Flu Protocols**

Level 3

Confirmed case on one of the College campuses.

**Begin preparations to close the College campuses.
Minimize on-site staff.**

President/Board of Trustees

- **Meet to decide on payroll issues, refunds to students, payment of bills, and other issues for handling this elevated level of emergency.**

Buildings and Grounds

- Assuming the campus is to be closed without access, move Essential Staff on site and implement plan to maintain the infrastructure and essential services for the duration.

Computer Services

- Move Administrative Computing functionality off campus.
- All interaction with Administrative Computing staff will be via phone.
- The remaining on-campus activity will be rotating backup tapes.
- Wear appropriate protective equipment if on campus.

Telecommunications

- Wear appropriate protection when in public areas of the college.
- Operate as many functions as possible remotely.
- Limit Computer Services staff to only come on campus when necessary to maintain critical operations. Personnel should take necessary precautions when coming on-site.

Viking Woods

- Dorms closed to all students except for international students or students with no place to go.
- Refunds/dorm credits to those forced out of dorms.
- Consolidation of students in dorms.
- Cleaning/disinfecting supplies given to residents.
- Plan made for nurse/doctor visits for residents.

Business Office

- Implement off-site processing as practical.
- Any staff required to be on campus will be required to wear protective clothing at all times.
- Purchase emergency supplies (i.e. food, medicines, etc.) for any staff that would be required to stay on campus for extended periods of time (i.e. days or even a week).

Payroll Services

- Set up special phone line for supervisors and payroll office to access during the emergency to record/receive data on hourly employees (if campus is closed).
- Limit time spent in office; report only to prepare payroll, payment of taxes, retirement and insurances if remote computer system is not available.
- Take all necessary precautions to eliminate spreading of flu.
- Have list prepared of all departments and areas that will be available either on campus or at remote locations and how to reach these areas. This list should be made available to all who will require services of some or all departments.

Food Service

- Operation is closed.

Bookstore

- Close the store and go to online order service only to be processed off site. Orders will direct ship from Follett Wholesale, the publisher or another store.
- Forward the phone to the store manager.
- Follow emergency procedures set in place by College Administration and Pandemic Flu Committee.

Academics: Arts and Sciences and Career Technical Education

Staff:

Faculty/Course Offerings:

- On-line classes only or no classes, depending on academic discipline and severity of the situation.

Students:

Community Events or Co-Curricular Events:

- **Cancel all events.**