Emergency Management and Safety Plan
2013-2014

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Emergency Management and Safety Planning Committee

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Section I - Executive Summary

PURPOSE
The Emergency Management and Safety Plan (EMSP) has been developed to provide an organized manner to respond to various emergencies affecting the normal functioning level of the college, which could range from minor incident to disaster. This plan describes the roles and responsibilities of personnel employed with Bishop State Community College during emergencies. The procedures focus on initial preservation of human life and secondly on the safety and security of college property. The identified procedures are meant to serve strictly as guidelines and should be modified based on the scope of each situation.

SCOPE
This plan is a community college-level plan that addresses the emergency response of BSCC personnel and resources during an emergency. It is the official emergency response plan of the college and overrides any functions not in accordance with the goals of this plan or the organization established by it. Additionally, this plan must be implemented with the use of good judgment and common sense in cases of unforeseen situations.

Federal, state, or local plans during a disaster declaration by those authorities shall take precedence over BSCC EMSP. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. This plan will facilitate interagency coordination; promote the use of common emergency response jargon and chain of command. It will facilitate the flow of information between responding agencies more effectively.
The College will cooperate with the Mobile County Emergency Management Agency, State, County and City Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises as instructed.

MISSION
The college will respond to identified emergencies in a safe, effective, and timely manner. BSCC personnel and equipment will be utilized to accomplish the following priorities:

PRIORITIES

1. Protection of Human Life
2. Support of Health & Safety Services
3. Protection of College Assets
4. Maintenance of College Services
5. Assessment of Damages
6. Restoration of General Campus Operations

ASSUMPTIONS

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during emergencies or disasters. The following assumptions are used as general guidelines in such events:

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4. In case of community-wide disasters, the college will carry out disaster response and short-term recovery operations in conjunction with local resources.
Section II – Organization

EMERGENCY OPERATIONS CENTER (EOC)

An Emergency Operations Center (EOC) is established as a centralized location where disaster strategies, tactics and plans are discussed and implemented by the Emergency Response Team (ERT) during an actual emergency. The ERT consists of a group of identified persons tasked to assess the level and potential of the emergency incident. The Chief of Police acts as the director of the EOC. Additionally, the Chief ensures that an active log is maintained on each campus before, during, and after the disaster. Campus police on the Southwest, Carver and Central Campuses will submit information from their logs to the Master Log maintained in the EOC on the Main Campus. At any given time, a status report can be provided for all campus Locations.

FOR EMERGENCY UPDATES  432-7812
EMERGENCY OPERATIONS CENTER (EOC)

ERT

- Public Relations Director
- Grounds and Facilities Manager
- Safety and Security
- Academic Dean
- Carver Campus Director and Police
- Central Campus Director and Police
- SW Campus Director and Police
- Academic Dean
- Human Resources Personnel
- Risk Manager
- IT Personnel

Emergency Response Team
- President
- Chief of Police
- Emergency Management Services Coordinator
- Academic Dean
- Dean of Business and Finance
- Human Resources Director
- Technical/Computer Services Representative
- Dean of Students
- Public Relations Director
- Carver Campus Director
- Baker-Gaines Central Campus Director
- Southwest Campus Coordinator/Technical Faculty Director
- Grounds and Facilities Director
Emergency Response Team Functions

A. PUBLIC RELATIONS  (Information Line 432-7812 or hjordan@bishop.edu)

- Coordinate all information disseminated to the press and public;
- Provide for rumor control and emergency communications;
- Assign specific individuals (primary & alternate) to disseminate information, specify emergency response steps and maintain contact with the following:
  - News media (TV, Newspapers, etc.);
  - Government agencies and civil authorities;
  - Faculty and staff;
  - Students and/or relatives;
  - Chief of Police, and
  - President.

B. CAMPUS POLICE /SECURITY  (Main 405-7060 or lwashington@bishop.edu)

- Preserve law and order and campus security;
- Monitor and disseminate warnings and threats;
- Provide traffic and crowd control;
- Direct evacuation efforts;
- Control access to all campuses, buildings and any known threat areas;
- Local and State Police entities to implement mutual assistance agreements;
- Maintain EOC operations continuously until instructed to do otherwise by College President;
- Assist in damage assessment and building condition reports;
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards, and
- Provide for emergency response to HAZMAT release.
C. GROUNDS AND FACILITIES (Main 405-7170 or lgrayson@bishop.edu)
- Develop and maintain building evacuation plans;
- Provide for the structural security of buildings;
- Provide utility services and, as necessary, shut down utility services;
- Provide for emergency water and sanitation;
- In the event of a pending emergency, secure the campus grounds and buildings;
- Distribute supplies to Faculty and Staff to secure building contents;
- Clearance of debris removal of debris;
- Conduct building damage assessments / determine if buildings are safe;
- Repair buildings, and
- Assist Campus Police with maintaining the Emergency Operations Center.

D. ADMINISTRATION (President’s Office 405-7130 or mwallace@bishop.edu)
- Together with Human Resources, maintain the continuity of Payroll Processing Services;
- Ensure that emergency funds are available for expenditure;
- Provide ongoing legal advice;
- Develop plans to reschedule classes;
- Maintain accurate financial and administrative records;
- Implement a comprehensive program for emergency rally point for personnel accountability;
- Provide student crisis counseling services, as needed, and
- Communicate with and account for students in emergencies by requesting an actual personnel count from all four campuses.

E. INFORMATION TECHNOLOGY (IT) (Main 405-7071 or mforsyth@bishop.edu)
- Maintain the operation of voice, intranet, data, video and wireless communications services;
• Coordinate radio (Southern Link) and telephone systems;

• Implement proper backup controls and redundancies to maintain critical services;

• Properly document all hardware and its configuration; perform hardware replacement and setup;

• Provide adequate information security controls;

• Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location, and

• As necessary, maintain a plan to perform critical applications at a remote site.

F. ACADEMIC AFFAIRS (405-7012 or lmccane@bishop.edu)

• Communicate with and account for teaching faculty in emergency situations;

• Identify alternate facilities where college activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities;

• Prioritize critical support services and systems, and

• Identify and ensure recovery of critical assets.

G. STUDENT AFFAIRS (Dean of Students 405-7089 or thazzard@bishop.edu)

• Provide student crisis counseling services, as needed;

• Communicate with and account for students in emergency situations by requesting an actual personnel count from all four campuses, and

• Prepare student center to be used as an alternate shelter during and after an emergency.

H. HUMAN RESOURCES (HR) (405-7052 or msims@bishop.edu)

• Assist the Business Office to maintain the continuity of Payroll Processing Services;

• Maintain the continuity of critical Employee Benefit Services;

• Provide employee time off to take care of personal needs, and

• In a post disaster community-wide disaster:

• Assess Faculty and Staff availability and
• Assist with the appropriation of personnel.

I. BUSINESS OFFICE  (Main 405-7004 or ballen@bishop.edu)
  • Facilitate emergency procurement of goods and services;
  • Maintain Mail Service operations;
  • Assess the value of college property – buildings, building contents and other college assets;
  • Documentation and submission of claims;
  • Collect & analyze damage assessment reports, and
  • Evaluation of damaged assets.

J. LIBRARY/RESOURCE CENTERS  (Main 405-7112 or mmickles@bishop.edu)
  • Identify and assist with the evaluation of library assets – books, collections, etc. and
  • Protect critical library assets.

K. MUSEUM  (Central 405-4408 or mstokes@bishop.edu)
  • Identify and assist with the evaluation of museum assets – art works, collections, etc. and
  • Protect critical museum assets.

L. RESEARCH AND DEVELOPMENT  (405-7165 or awheeler@bishop.edu)
  • Protect critical research assets.
Section III – Plan Activation & Operation

LEVELS OF RESPONSE

There are three levels or types of emergencies/levels of response:

LEVEL 1 – MINOR INCIDENT. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the College. The Emergency Management Plan will not be activated.

LEVEL 2 – EMERGENCY. An Emergency is defined as a serious event that completely disrupts one or more operations of the College. Multiple College resources are involved; the Emergency Management Plan is activated based on each case scenario.

LEVEL 3 – DISASTER. A Disaster is defined as a very serious event that seriously impairs or halts the operations of the College. The Emergency Management Plan is fully activated.
*Level 1 – Minor Incident

Alcohol/Controlled Substance

Building Access/After Hours

Civil Disturbance

Theft

* May include but not limited to indicated incidents
ALCOHOL/CONTROLLED SUBSTANCES

Alcohol and Controlled substance are prohibited on property owned and operated by Bishop State Community College. Violators will be arrested by Campus Police and prosecuted according to the laws set forth by the State of Alabama. Students are viewed as mature adults based on their enrollment status with the college. They are believed to possess positive attitudes and unquestionable conduct. BSCC reserves the right to discontinue services to students based on their undesirable or unsafe actions for the college. This applies to all college-sponsored activities, on and off campus.

The Drug Free Schools and Communities Act Amendment, passed by the U.S. Congress in 1989, dictates that BSCC and other state colleges implement a program, which prohibits the use of illicit drugs and the abuse of alcohol by students and employees. If the preventive measures are violated, BSCC will, within compliance with Federal and State due process requirements, execute appropriate administrative or disciplinary actions. Violations by a student may include, but not limited to, suspension or expulsion. In contract, violations by employees may include but not limited to, reprimand, suspension, and termination of employment or successful completion of a rehabilitation program.

AFTER HOURS ACCESS TO BSCC BUILDINGS AND OFFICES

For personnel safety, campus police/security must be aware of individuals on campus and in each building at any time after normal work hours or on holidays. Accountability will be maintained with a logbook located at each guard post for after hour’s access/entry to buildings. If individuals desiring access/entry do not possess a valid identification, entry will be denied.
A log entry stating the individual’s reason for wanting entry will be made. Every request for access/entry shall be dealt with individually.

CIVIL DISTURBANCE

(Can elevate to Level 2 or Level 3 Emergency Based on threat level)

Civil disturbance is defined as any assemblage, including terrorists on the school premises by unauthorized or authorized person(s) whose purpose and conduct is antagonistic with the orderly conduct of the school and the laws relating to the conduct of school and the welfare of students.

Call Campus Police or 911 on a cell phone or landline. Be prepared to give as much information as possible, description of person(s) involved, where they are, what is going on, what you think the extent of the threat is. Assure the safety of other students/staff/visitors. Assess your role – is it safe to get involved or not? Involvement is ONLY advised when continued safety is dependent on immediate action and inability to wait for police or other outside assistance.

If deem necessary or safe to get involved:

- Remove all bystanders;
- Try to remain calm, speak in a slow, calm voice;
- Do not threaten or try to physically restrain the threatening person;
- Do not threaten legal action;
- Do not laugh or joke with the threatening person;
- Keep track of the threatening person's location until Emergency Personnel arrive, and
- Take steps necessary to bring the situation under control.

If deem unnecessary or unsafe to get involved:

- Call Campus Police at 405-7911 or 911 on a cell phone or landline and
- Stay on the line with Campus Police or Mobile Police Department dispatcher until Emergency Personnel arrive.
The BSCC campus police/security will deal quickly and decisively with any civil disturbance. The police/security officers in sufficient numbers shall be summoned to eliminate any questions as to the capacity of the department to cope with a given disruptive situation. The ranking police/security officer on the scene shall act as spokesperson, to attend to the disturbance in an orderly manner. If unable to do so, they will contact Mobile Police Department for assistance.

**THEFT**

Theft must be reported immediately to Campus Police to preserve any evidence left behind by perpetrators. Individuals must attain any information on stolen property, to assist Campus Police in identifying the stolen merchandise.
Level 2 – Emergency

Behavioral

Blood Born Pathogens

Bomb Threat

Chemical or Radiation Spills

Evacuation Routes

Fire

Fire Arms

Medical

Flooding
BEHAVIORAL

Workplace Violence

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

Examples Of Workplace Violence

- Threats, direct or implied;
- Physical conduct that results in harm to people or property;
- Conduct which harasses, disrupts, or interferes with another individual's performance, and
- Conduct that creates an intimidating, offensive, or hostile environment.

BLOOD BORNE PATHOGENS
(primarily Science and Nursing Departments)

Universal precaution is an approach to infection control that assumes that all human blood and other bodily fluids and tissues are potentially infectious materials. According to the concept of universal precautions, all human blood and other bodily fluids and tissues are treated as if known to be infectious including, but not limited to, HIV (Human Immunodeficiency Virus), HBV (Hepatitis B Virus), HCV (Hepatitis C Virus), and other blood born pathogens.

Engineering and Work Practice Controls

The following engineering and work practice controls are in place at this facility in order to minimize employee exposure:

1. Hand washing is required at this facility. Faculty and students have been instructed to wash their hands immediately or soon as feasible after removal of gloves or other personal protective equipment. Faculty and students have also been instructed to wash their hands or any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of these areas with blood or other
potentially infectious materials and to report such exposures immediately to the Campus Police. File a report with Divisional Chair and Campus Police.

2. Whenever hand-washing facilities are not feasible, faculty and students have been instructed on the use of antiseptic hand cleaners or towelettes. Whenever antiseptic cleaners or towelettes are used, the area should be washed with soap and water as soon as possible.

3. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is risk of an occupational exposure.

4. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or bench tops where blood or other potentially infectious materials are present.

5. The work site must be maintained in a clean and sanitary condition. The actual decontamination procedure to be used is based upon location within the facility type or surface to be cleaned, type of soil present and tasks or procedures being performed in the area.

6. Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It must be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.

7. Reusable receptacles, which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials, shall be inspected and decontaminated immediately or as soon as feasible upon visible contamination.

**BOMB THREAT PROCEDURES**

If you receive a bomb threat, listen carefully.

- Be polite and show interest;
- Do not interrupt the caller;
- Keep the caller talking as long as possible to gather more information. Ask the caller to repeat the message;
- Advise the caller that the building is occupied and innocent people may be injured or worse;
- If you can, give a note to a coworker asking them to notify College Police Department (CPD). Alternatively, notify CPD and your supervisor immediately after hanging up;
- Do not discuss the threat with other employees. (You may compromise an investigation by inadvertently revealing critical information.), and
- Use this guide to document the details of the incident.
Remain calm. Listen carefully. Try to obtain the following information:

- When is the bomb going to explode?
- Where was the bomb placed?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

Note the following:

- Date and time of call;
- Apparent age and sex of caller;
- Accent, speech pattern;
- Emotional state , and
- Background noise or sounds that may reveal caller’s location.

If You Receive a Suspicious Letter or Package:

- No return address;
- Possibly mailed from a foreign country;
- Excessive postage;
- Misspelled words;
- Addressed to title only or incorrect title with name;
- Badly typed or written;
- Protruding wires ;
- Lopsided or uneven distribution of contents ;
- Rigid or bulky;
- Strange odor ;
- Excessive tape or string, and
- Oily stains.

What Should You Do?

- Handle with care -- don’t shake or bump;
- Isolate and look for indicators;
• Don’t open, smell or taste, and
• Treat it as suspicious! Call 911 - If parcel is open and/or a threat is identified: – Evacuate immediately. Call 911

CHEMICAL OR RADIATION SPILLS

1. Any spillage of a hazardous chemical or radioactive material is reported immediately to the Campus Police on your campus. If the Campus Police/Security cannot be reached then please dial 911 for the Mobile Police/Fire-Rescue Department. Do not hang up until told to do so.

2. When reporting please be as specific as possible regarding the nature of the involved material and its exact location, along with your location. The Campus Police/Security will then notify the appropriate college official with this information. Specialized response agencies and medical personnel may also be called.

3. The senior person on site should evacuate the affected area at once and seal it off to prevent further contamination.

4. Anyone contaminated by the spill should avoid contact with others and remain in the general vicinity of the accident but in a location deemed safe by the Campus Police/Security or designee.

5. Decontamination will start as soon as possible by specialized authorities.

6. If an emergency exists, activate the building alarm system.

7. When told to evacuate the building by a College official, or you hear the evacuation alarm sound, walk quickly to the nearest emergency exit and ask others to do the same.

8. Assist the disabled and injured in exiting the building. Remember that elevators are reserved for the handicapped and the injured. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

9. If there are injured individuals who cannot be moved, remain with them if possible and direct those exiting the building to notify emergency personnel of your location, the extent of the injuries (if known) and the number of persons involved.

10. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
11. Do not return to an evacuated building until the affected area has been cleared by the Campus Police.

12. If requested assist Emergency crews as necessary.

13. A Campus Emergency Command post may be set up near the emergency site. Keep clear of the Command post unless you have official business.

**Important:** After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The appropriate college official (or designee) will take attendance and assist in the accounting for all building occupants.

### EVACUATION ROUTES

#### Building Evacuations

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Police.

2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

3. Assist disabled individuals with exiting the building. Remember that elevators are reserved for disabled persons. **DO NOT USE ELEVATORS IN CASES OF FIRE.**

4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.

5. Do not return to an evacuated building until the affected area has been cleared by campus police.

#### Campus Evacuations

1. Evacuation of all or part of the campus grounds will be announced by the Campus Police/Security.

2. All persons (student, faculty, staff and guests) are to immediately vacate the area of campus in question and relocate to another part of campus as directed by the Campus Police/Security.

3. In the event of an evacuation with an undetermined length, faculty and staff may retrieve essential items as time or the nature of the emergency permits. If the seriousness of the emergency dictates such activities are not possible then no individuals will be permitted back into the affected area until directed by the Campus Police/Security or appropriate college official.
FIRE

Before a fire occurs, make yourself familiar with all fire extinguisher locations in or near your normal workplace. Fire extinguishers are located in hallways and/or in classrooms.

In the event of fire:

- Pull the nearest Fire alarm to evacuate the building. This will also simultaneously contact the Fire Department.

- Call the Campus Police on your campus. Give the following information
  - The building name or number
  - Classroom number
  - Location of the fire
  - Extent of the fire: e.g., waste basket, storeroom
  - Your telephone number

- If possible, attempt to extinguish the fire, avoiding possible injury to you or others.

- If the building is involved in a fire and there is possible danger to you and others, DO NOT ATTEMPT TO FIGHT THE FIRE.

- If, for any reason, you are unable to evacuate a handicapped person, Campus Police/Security and the Fire Department personnel must be notified immediately.

If you observe a FIRE on campus, clear the area and immediately call the Campus Police/Security. If the Campus Police/Security cannot be reached, then please dial 911 for emergency services from any campus extension. Do not hang up until told to do so.

1. If a MINOR fire appears controllable, immediately clear the area and call the Campus Police/Security. If the Campus Police cannot be reached, then please dial 911 for emergency services. Do not hang up until told to do so.

2. If a MINOR fire appears controllable, read the directions on the extinguisher to determine method of use and if it is a proper extinguisher device for the type of fire, you are trying to extinguish. Direct the discharge of the fire extinguisher towards the base of the flame. Discharge the fire extinguisher completely and exit the area. Do not wait for the fog to clear to determine if the fire is out. Fire fighting personnel will arrive shortly.
3. On large fires that do not appear controllable, immediately clear the area and call the Campus Police/Security on your campus. If the Campus Police/Security cannot be reached, then please dial 911 for Mobile Fire and Rescue. Do not lock doors while exiting or attempt to retrieve personal items - GET OUT!

4. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue personnel. If there is no window, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency of your location. DO NOT PANIC!

5. If a fire exists, activate the building alarm system.

6. When told to evacuate the building by a College official, or you hear the evacuation alarm sound, walk quickly to the nearest emergency exit and ask others to do the same.

7. Assist the handicapped and injured in exiting the building. Remember that elevators are reserved for the handicapped and the injured. Do not use elevators in case of fire.

8. If there are injured individuals who can not be moved, remain with them if possible and direct those exiting the building to notify emergency personnel of your location, the extent of the injuries (if known) and the number of persons involved.

9. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

10. Do not return to an evacuated building until the affected area has been cleared by the safety and security department.

11. If requested, assist Emergency crews as necessary.

12. A Campus Emergency Command post may be set up near the emergency site. Keep clear of the Command post unless you have official business.

**Important:** After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The emergency Coordinator (or designee) will take attendance and assist in the accounting for all building occupant.

**FIRE ARMS**

**Reporting Armed Person (possible shooter)**

1. Anyone having knowledge that an armed person is present on campus should immediately alert the Campus Police of the situation.

2. Be prepared to provide the following information to the police:
   - Location of the armed person
• How is the person armed, i.e. rifle, pistol, knife
• Actions (and if known purpose) of armed individual
• A complete description of the individual
• Whether or not any shots have been fired
• Your name and where you can be located if needed

3. After notifying the police, notify the president's and/or dean's office of the situation:
   • Unless otherwise directed, persons on campus should remain in their office or classroom with doors closed and locked, if possible.
   • If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor and remain as calm as possible.
   • Individuals should remain in a place of safety until assured that any danger has been resolved.

4. College police should be called by any student, faculty or staff member immediately when conduct may endanger personal safety or property.

Active Shooter
• If you hear gunfire or see a person with a gun, take immediate steps to protect yourself

• If possible, call 911 and provide as much information as possible about the shooter, to include sex, race, clothing, type of weapon used, accomplices, direction of travel and if there are any wounded students or staff nearby

• If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter of your location

• DO NOT disconnect from 911 call taker

• If you encounter the shooter, do not attempt to block his/her access to an exit

• Try to escape the area if at all possible. If unable to escape, immediately close and lock or barricade the door with furniture, chairs, and desks

• Turn off all lights, hide behind heavy furnishing, and stay away from windows and out of view

• If you are in an open area and cannot escape, find the best protected location to hide safety

• If the shooter approaches you, your actions will depend solely on your judgment, and capabilities and there may be no “best strategy” for confronting the shooter
• Any offensive measures taken against the shooter should be taken in unison with others in the area

• If the shooter is attacked, use any available items to overtake him/her, such as books, backpacks, or chairs

• If the shooter is overtaken and subdued, leave the area immediately with your hands where oncoming law enforcement officers and other first responders can determine who you are

• Follow ALL directives given by law enforcement officers, first responders

**MEDICAL**

Please call the Campus Police on your campus for all requests for assistance. If the Campus Police cannot be reached, please call 911.

1. If serious injury or illness occurs on campus, please call the Campus Police. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.

2. In case of minor injury or illness provide first aid care.*

3. It is recommended that:
   
   • the victim be kept still and comfortable, do not move the victim
   • ask the victim where they are injured and how do they feel
   • check breathing and perform CPR as trained
   • control serious bleeding by direct pressure on the wound
   • continue to assist and comfort the victim until help arrives
   • look for emergency medical identification tags (bracelets, necklace, anklets)
   • give all information to responding paramedics

CPR and basic first aid courses are available through the American Red Cross. Contact your supervisor for more information.

*Only trained personnel should administer first aid.

**Evacuation Assembly Areas**

If evacuation of a building is necessary, walk quickly to the nearest available exit that can be reached safely; alert others to do the same. Help persons requiring assistance out of the building
or to the nearest stair landing; notify emergency personnel of any persons remaining on the landing. *(NOTE: elevators are not to be used during any evacuation.)* Go to the nearest evacuation assembly area; remain in the evacuation assembly area until it is safe to return to classes or work.

**Important:** *After any building evacuation, stay in the designated assembly area until an accurate head count is taken. The appropriate College official (or designee) will take attendance and assist in the accounting for all building occupants.*

### FLOODING

Serious water damage can occur from a number of sources: broken pipes, clogged drains, damaged windows, construction errors or wind driven rain. Cease using all electrical equipment. If necessary, vacate the area. Call the Campus Police on your campus.

1. Do not try to cross a flowing stream where water is above your knees. Do not try to drive over a flooded road.

2. If your car stalls in rapidly rising waters, abandon it IMMEDIATELY and seek higher ground. Many deaths have resulted from attempts to move stalled vehicles.

3. Do not sightsee in flooded areas. Do not try to enter areas blocked off by the Campus Police or local authorities.

4. Avoid unnecessary trips. If you must travel during the storm, dress in warm, loose layers of clothing. Advise others of your destination.

5. Use the telephone ONLY for emergency needs or to report dangerous conditions.

6. Tune to local radio or television stations for emergency information and instructions from local authorities and watch for a *Wildcat Alert.*

7. If advised by local authorities to leave, move to a safe area before access is cut off by floodwater.

8. Move to higher ground and away from rivers, streams, creeks, and storm drains. Do not drive around barricades. These are placed to keep you out of harms way.

# CAMPUS EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>PRIMARY</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN CAMPUS</td>
<td>405-7911</td>
<td>405-7060</td>
</tr>
<tr>
<td>CENTRAL CAMPUS</td>
<td>405-4478</td>
<td>405-4457</td>
</tr>
<tr>
<td>CARVER CAMPUS</td>
<td>662-5399</td>
<td>662-5374</td>
</tr>
<tr>
<td>SOUTHWEST CAMPUS</td>
<td>6654080</td>
<td>665-4139</td>
</tr>
<tr>
<td>EMERGENCY UPDATES</td>
<td>432-7812</td>
<td></td>
</tr>
</tbody>
</table>

# OTHER EMERGENCY PHONE NUMBERS

- **ALABAMA BUREAU OF INVESTIGATION**: 660-2350
- **CRIME, TRAUMA, DEATH SCENE & BIO TERRORISM CLEAN UP**: 1-800-759-6960
- **DRUG ENFORCEMENT ADMINISTRATION (DEA)**: 441-5831
- **FEDERAL BUREAU OF INVESTIGATION**: 438-3674
- **MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY (HOMELAND SECURITY)**: 460-8000
- **MOBILE FIRE**: 208-7351
- **MOBILE POLICE**: 208-7211
- **NATIONAL RESPONSE CENTER TOXIC CHEMICAL AND OIL SPILLS**: 800-424-8802
Level 3 – Disaster

Tornados

Hurricane

Plan Notification and Activation
When the National Weather Service issues a tornado watch, it means that tornadoes and severe thunderstorms are possible. When a warning is issued, it means that a tornado has been detected. In the event that a tornado watch or warning has been issued during the regular workday, the campus police will notify the office of the President and each administrative team member. Each administrative officer shall notify each divisional chair under his or her supervision and all employees and students will subsequently be notified.

1. When a tornado is spotted in the Mobile area, a warning message will be issued by the city through the Mobile County Emergency Management Office. If this happens, move to the lowest level of the building you are in and as far away as possible from windows and glass. If a basement area is not available, interior hallways or restrooms without windows on the ground floor are generally the safest places to be.

2. If caught outdoors, lie flat on the ground and protect your head. Do not rely on the warning system alone in order to seek shelter. If severe weather conditions exist, the safest policy is to follow the instructions above. Seek shelter in a designated area and monitor the weather by radio and/or television.

3. In case of severe thunderstorms, do not carry or go near anything made of metal because lightning is attracted to metal. Also, do not use the telephone or computers unless it is an emergency. If you are in a vehicle, remain there.

The following specific safety precautions should be followed:

1. Take shelter immediately and do not go outdoors.
2. Close all windows and doors.
3. If possible, seek refuge in a basement; this is the safest places to be during a tornado.
4. If a basement is not available, seek refuge in a small room with no windows such as a closet or bathroom.
5. If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and with your knees drawn into your chest.

Important: All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the college indicates that the immediate threat of a tornado has passed.
HURRICANE

EVACUATION PLAN

PURPOSE

To establish safety procedures that will ensure in protecting personnel, property and equipment of Bishop State Community College against possible injury or damage due to hurricane conditions.

SCOPE

This Evacuation Plan is applicable to Bishop State Community College operating on the Main, Carver, Central and Southwest campuses.

GENERAL

Destructive weather occurs throughout the year in the local area. The most serious threat is from tropical hurricanes during the months June through November - - with greatest frequency during August, September, and October.

EXECUTION

Concept of Operations

Campus Directors will:

1. Once a hurricane watch has been issued by the National Weather Service, ensure that the following actions are taken for their perspective campus:
   - Prepare to take action in case of an actual hurricane.
   - Continually monitor the storm’s progress.
   - Protect the doors and windows with boards or tape for each campus (Main, Carver, Central and Southwest).
   - Secure outside objects or bring them indoors (.i.e. dumpsters, lawn equipment, etc.).
   - Ensure that all college vehicles are properly fueled and safe guarded against weather conditions.
- Ensure **Campus Police** has a destructive weather kit and know its location.

2. When a hurricane warning is received, ensure the following actions are taken:

- Turn off commercial power and gas (if directed).
- Evacuate all four BSCC campuses.
- Provide guidance relative to work, excusal, leave and pay of
  - employees under conditions requiring implementation of the
  - Hurricane Evacuation Plan.
- Advise BSCC President of any assistance required to implement
  - pre-cautionary measures or evacuation of the campus.
- Keep BSCC President and Public Relations Representative
  - informed of the situation at all times.

8. When a hurricane actually strikes, personnel will be required to perform the following steps:

- Perform steps indicated during a hurricane warning.

9. After the hurricane, ensure the following issues are addressed:

- Provisions for emergency power to those facilities deemed essential to emergency and recovery operations.
- Assessment of damage to perspective campus.
- Direction of recovery actions.
- If required, request additional assistance through the BSCC President’s Office.
- Direct all essential employees physically able to do so and able to secure a safe route to work to return to duty, after the hurricane winds subside, at the beginning of their next regularly work shift, unless otherwise instructed.
- Provision of available assistance as required, to civil authorities, upon approval from the BSCC President.
- Preparation of an After Action Report or Lessons Learned Summary.

**Campus Police** will ensure that the following actions are taken:

(1) Ensure that the current plan is maintained and updated as changes occur.
(2) Provide the President of Bishop State Community College an updated copy or changes prior to May 1 of each year and prior to publishing plans for additions, suggestions and review.

(3) Coordinate the disaster preparedness efforts of the activity (hurricane).

(4) Always keep the President informed on the status of disaster preparedness matters.

(5) Brief all personnel on the applicable provisions of this plan.

(6) Develop and maintain a destructive weather kit per campus. The kit should include the following items:

- Flashlights (5),
- Batteries (14),
- Tape (6 rolls),
- Portable Radio,
- Matches/Lighter,
- Candles/“Tap Lights”,
- Drinking Water (5 gallons),
- Blankets (4),
- Food (7 days),
- Cots (2);
- Personal Hygiene items,
- Wet Wipes (4 boxes);
- First Aid Kit (2);
- Portable Fan (2), and
- Portable Heater (2).

(7) Establish liaison with Mobile County Emergency Management Agency at (251) 460-8000.

The President of Bishop State Community College will:

(1) Designate college personnel whose presence on duty is required to complete pre-hurricane tasks during the hurricane, and be immediately available after the hurricane.

(2) Encourage personnel to evacuate the designated campuses (Main, Central, Carver and Southwest) when endangered by hurricane winds and tides.

(3) Review the Hurricane Evacuation Plan annually.

(4) Inform all personnel of Mobile County Hurricane Shelter and
Evacuation Map. Especially those living in Mobile Homes near low-lying areas.

PLAN NOTIFICATION AND ACTIVATION

1. Monitoring Responsibilities
The primary responsibility for monitoring emergency threats and events resides with Campus Police. Campus Police serves on a continuous 24/7/365 basis and is always available to receive emergency communications from variety of official and public sources, including:

- National Warning System;
- National Weather Service (NWS);
- Emergency Broadcast System (EBS);
- State Police;
- Local Police, Fire and Emergency Medical Services;
- Campus communication systems, and
- Emergency telephone calls.

Other entities, notably Grounds and Facilities (during weather warning and watch), will monitor developing weather systems. Such activity however, does not mitigate the responsibility of Campus Security to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe storms, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).

2. Notification
Campus Police has overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact Campus Police immediately. Initial responders may also contact other appropriate entities – such as the Fire Department if a fire breaks out. In case of any type of emergency, the Campus Police Shift Supervisor (supervisor in charge) should follow Security standard operating procedures. If the emergency warrants, he/she should communicate immediately with BSCC Chief of Police, who should communicate with the College President,
as needed. If there is doubt that the Campus President has been contacted, then Campus Police should be contacted for clarification.

Campus Police will have a list of the Emergency Response Team members and telephone contact information. If the Campus President is not available, Campus Police will have the priority list of Campus President and continue to make telephone calls until contact is made.

3. Plan Activation

Plan activation begins at the discretion of the College President/Emergency Management Services Coordinator/Chief of Police upon the receipt of information of an emergency event or threat of an emergency. Based on the Security report, and information obtained from other appropriate entities, the College President/Emergency Management Services Coordinator/Chief of Police will declare the level of the emergency and activate the Emergency Management Plan to the extent necessary to control the situation.

Upon activation, the Incident Response Team members will be notified and should report to the designated command center as directed. The College President/Chief of Police shall review the circumstances of the emergency with the Emergency Management Team and determine the appropriate response. Attachment B provides general guidelines for responding to specific disasters.

4. Warning

Should it be deemed necessary to warn the college community of an impending threat or emergency, the Chief of Campus Police is designated to maintain the College Emergency Operations Center (EOC) with the authority to alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the College President will declare the level of the emergency.
If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Management Plan will be activated. Upon declaration of an Emergency or Disaster, the Emergency Response Team Members need to report immediately to the EOC location, which is located on the Main Campus in the President’s Conference Room. Emergency Management Team Members will also be notified, they should report as needed and as available.
EMERGENCY ALERT SYSTEMS

1. **WILDCAT ALERT** – A NOTIFICATION SYSTEM THAT DELIVERS RAPID, MULTI-PLATFORM MESSAGES TO CELL PHONES, TELEPHONES AND E-MAIL ADDRESSES OF STUDENTS, FACULTY MEMBERS AND STAFF IN THE EVENT OF AN EMERGENCY.

2. **SIREN** SECURED TO THE SECURITY BUILDING ON EACH CAMPUS.

3. **VEHICLE MOUNTED** PUBLIC ADDRESS SYSTEM INSTALLED IN EACH CAMPUS POLICE VEHICLE.

4. **MEGAPHONE** LOCATED IN THE SECURITY BUILDING ON EACH CAMPUS.

EMERGENCY LOCKDOWN PROCEDURES

1. **CAMPUS POLICE** WILL ISSUE A CONTINUOUS WHALING SIREN FOR 1 MINUTE.

2. **BSCC FACULTY AND STAFF** WILL DO THE FOLLOWING:
   - LOCK ALL DOORS
   - MOVE ALL PERSONNEL/STUDENT AWAY FROM DOORS AND WINDOWS
   - TURN OFF ALL LIGHTS
   - WAIT FOR AN “ALL CLEAR” FROM CAMPUS POLICE

3. **CAMPUS POLICE** WILL:
   - IDENTIFY HIMSELF/HERSELF
   - ISSUE AN “ALL CLEAR”
   - PROVIDE INSTRUCTIONAL INFORMATION USING MEGAPHONE OR MOUNTED PUBLIC ADDRESS SYSTEM (I.E. WHAT HAS OCCURRED AND ACTIONS TO BE TAKEN)
Emergency Event or Threat

- Event Documented (LEVEL #1)
- Responders & Campus Police
- Local Police/Fire/Emergency: Notified as Necessary

- NO
- Campus Police Notify PR/College President

- NO
- Event Documented (LEVEL #1)
- Handled By Campus Police
- Contact/Consultation Emergency Management and Safety Team (EMT)

- NO
- Emergency Management and Safety Plan Activated as Necessary
- Emergency Management and Safety Plan Fully Activated (LEVEL #3)

Revised May 2013
Training, Drills and Exercises

Training

Campus Police will ensure all BSCC staff and faculty members are familiar with EMSP and Emergency Lockdown Procedures each semester. Each employee will be required to sign an attendance roster as evidence of training. Additionally, all instructors are required to brief each student on the Emergency Lockdown Procedures to include the alert codes during orientation each semester. Instructors should submit a signed student roster of training to Campus Police.

All Bishop State Community College students, faculty, and staff who have a valid ID are able to sign up to receive text and voice message alerts. They must log onto the BSCC website and click Wildcat Alert to enter user id and password.

Drills

Campus Police will conduct a minimum of three emergency drills during each academic school year. Staff and faculty members will be given advanced notice with written directions 2-3 days prior to the actual drill. Drills include Fire, Inclement Weather, and Campus Disturbances.

The Wildcat Alert system tests will be conducted each semester.
Bishop State Community College

Campus Fire Exit Drill Report

Campus: ________________________________________________________________

Address: __________________________________________________________________

City: __________________________________ State: Alabama Zip Code: __________

Phone Number: __________________________ FAX Number: __________________________

Date of Drill: _____ / _____ / _______ Time Drill Initiated: __________________________

Total Number of Participants: ______ Students: ___________ Staff: ___________

Evacuation Time (including establishing accountability once outside the building): _______ minutes _____ seconds

Campus Director’s Name: _______________________ Signature: _______________________

Weather conditions when occupants were evacuated:
_________________________________________________________________________
_________________________________________________________________________

Other information relevant to the drill:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

PLEASE FAX A COPY OF THIS REPORT TO:

Campus Police Office - Main
ATTN: Police Chief
Phone: (251) 405-7060/405-7063
FAX (251) 438-3249
### Fire Drill Checklist and Summary Recommendations

This form is to be completed by the individual responsible for conducting and coordinating the building fire safety program, which includes monitoring **FIRE DRILLS** and **MONTHLY FIRE ALARM SYSTEM TEST(S)**

<table>
<thead>
<tr>
<th>Fire department notified before fire alarm or fire drill?</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department phone #: _______________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Person Contacted: _______________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Fire alarm system tested on secondary source of power (Battery or Generate as applicable) |  |  |
| Fire alarm system activated correctly? | Yes | No |
| Second stage alarm signal activated correctly (where applicable)? | Yes | No |
| Annunciator(s) indicated the correct fire alarm zone of alarm origin? | Yes | No |
| “All Clear” announced and staff instructed to sign fire drill attendance roster? | Yes | No |
| Fire alarm system reset and returned to primary power source? |  |  |

| Fire alarm ancillary devices reset and checked: Electro-magnetic locking devices Elevators HVAC Hold-open features on fire doors |  |  |  |
| Fire alarm system clear of any “trouble”? | Yes | No |
| Fire Department notified after drill? | Yes | No |

### Unscheduled Fire Alarm Signal Activation

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Applicable</th>
</tr>
</thead>
</table>

| Cause of alarm determined to be: |  |  |
| Fire Department Arrival Time (If Known): | YES | NO |
| Fire alarm control panel reset after emergency was over? | Yes | No |
| Fire alarm “Trouble Signal” clear? | Yes | No |
| “All Clear” announced and staff instructed to sign fire drill attendance roster? | Yes | No |

| Fire alarm ancillary devices reset and checked: Electro-magnetic locking devices Elevators HVAC Hold-open features on fire doors |  |  |  |
| Fire alarm system repair company notified of repairs repaired? Time: _______ |  |  |  |
| Name of persons contacted: |  |  |
| Fire alarm system repaired – Date: _______ Time: _______ |  |  |

Conclusions, recommendations for changes to fire safety plan or procedures:

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
BISHOP STATE COMMUNITY COLLEGE
FIRE DRILL ATTENDANCE ROSTER

CAMPUS: ____________________  DATE: ____________________

<table>
<thead>
<tr>
<th>PRINT NAME (Last, First)</th>
<th>SIGNATURE</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Exercises

EMSP Exercise Scenario # 1

Activity/Incident: Gun on Campus

Two male students in the CITY Program on the Carver Campus began to fight. One of the students pulls a gun and starts shooting aimlessly in all directions. At the same time, an employee with the Educational Talent Search Program is just exiting the restroom when she is shot in the left knee. She falls to the floor and is unable to move without assistance. Meanwhile, the male with the gun refuses to allow anyone into the hallway to help the employee.

Purpose/Function: Communicate with armed individuals on campus and provide timely medical assistance. What steps should all participants take?

Participants: Campus Police, City of Mobile Police Department, ETS Personnel, CITY Personnel, Campus Director, Public Relations Director, Dean of Students, College President and Local Police.

Note: Participants might not have a role directly on the Carver Campus. However, they must do damage control in case the situation continues for hours.

Schedule/When: Tuesday morning around 9:10 a.m. on January 8, 2008

Discussion/Lessons Learned:
CAMPUS COORDINATORS

CAMPUS POLICE on each campus (Main, Carver, Central and Southwest) will function as coordinators in case of emergencies. They will respond to all incidents in accordance with established procedures based on the level (i.e. Level 1, Level 2 and Level 3) of the incident. All incidents should be reported to coordinators at the following telephone numbers:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>PRIMARY</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN CAMPUS</td>
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<td>405-7060</td>
</tr>
<tr>
<td>CENTRAL CAMPUS</td>
<td>405-4478</td>
<td>405-4457</td>
</tr>
<tr>
<td>CARVER CAMPUS</td>
<td>662-5399</td>
<td>662-5374</td>
</tr>
<tr>
<td>SOUTHWEST CAMPUS</td>
<td>665-4080</td>
<td>665-4139</td>
</tr>
</tbody>
</table>
RECOVERY PROCESS

Ensuring critical systems and services are in place in order to restore operations is the focus of the recovery plan. Pre-structured procedures and arrangements enable a continuity of activities during the period consequences are in effect. Recovery plans are intended to mitigate the impact, consequences and affects of the event, and restore as intended function to the institution.

Recovery will focus, as applicable, on:

1. Immediate personal needs of employees and students; ____
2. Power, water and telephone services; ____
3. Providing access and clearing debris to college roads and buildings; ___
4. Damage assessment, structural evaluation, and remediation; _____
5. Evaluation and safe removal of released hazardous chemicals/products; ___
6. Reinstating classes and other college functions; ___
7. General cleanup; ___
8. Cost and insurance determinations and application for state and federal aid, where available; ____
9. Continuous communication of status of recovery efforts; and final incident response assessment; ___

Grounds and Facilities personnel will provide damage assessment in liaison with the Dean or other BSCC authority associated with each damaged building or area. The structural integrity of a damaged building shall be determined by a qualified engineer prior to allowing any general entry. Outside professionals such as structural engineers may be contracted as needed. Grounds and Facilities personnel will maintain emergency generators, access to emergency water supplies, and portable toilet facilities as necessary and where possible.
A primary consideration in recovery will be to restore any damaged utility services as soon as possible. Grounds and Facilities personnel will provide or have persons available for contracting to clear obstacles from BSCC streets and access to buildings. They will determine if buildings are structurally sound and determine that no hazards exist before allowing reentry into any damaged building. Repairs, overhaul of equipment, and returning all building functions to normal working operation will be under the direction of the Grounds and Facilities Director. In situations where emergency supplies are donated by the public or emergency agencies, following an incident, the Director of the Grounds and Facilities will designate persons responsible to inventory and distribute the supplies. Continuation or restoration of telephone and computer services will be under the direction of the Chief of Police and Information Technology Director. It may be necessary for some or all BSCC employees and students to help in general cleanup of their work or activity areas.
APPENDIX A
MAPS
Southwest Campus

A1  Administration
A2  Cosmetology / Watch Repair
B   Workforce Development
C   Cafeteria
D1  Masonry
D2  Carpentry and Cabinet Making
D3  Automotive Mechanics
E   Air Conditioning / Refrigeration
E1  Class Rooms
F   Electrical Technology/ Graphic Communications Technology
G   Civil Engineering Technology/ Drafting & Design Technology
H   Electronics Technology
H1  Process & Instrumentation Technology
I   Diesel Mechanics
J   Maintenance
Carver Campus

Legend

A Administration
B Commercial Food Service
C Business Office, Education
D Plumbing
E Education Talent Search
F Barbering
G Learning Resource Center
H Auto Body Repair
I Maintenance
J Welding
APPENDIX B

Bishop State Community College

Monthly Facility Safety Checklist
Bishop State Community College

Monthly Facility Safety Checklist

Campus: _____________________

Inspector: _____________________ Date: _____________________

EXITS
1. Are exit paths clear of storage, debris? _____________________
2. Are Exit doors unlocked, not blocked and in good working order? _____________________
3. Are Exit signs illuminated and in good working order? _____________________
4. Are Emergency lights in good working order? _____________________

FIRE PROTECTION
1. Is there a minimum of 18” clearance between any stored materials and a sprinkler head? _____________________
2. Have fire extinguishers been serviced and tagged by a certified company within 12 months? _____________________
3. Are fire extinguishers mounted with the top no more than 4 ft. off the floor? _____________________
4. Have the sprinkler/alarm systems been inspected within 12 months? _____________________
5. Have the hood extinguishment systems been inspected and tagged within the last 6 months? _____________________

HAZARDOUS OPERATIONS
1. Are flammable liquids stored in an area without any ignition sources? _____________________
2. Are flammable liquids stored in approved containers? _____________________
3. Is there a 3’ clearance between heat producing equipment and combustibles? _____________________
4. Are hazardous chemicals stored or used? _____________________
5. Is compressed gas being stored or used? If so, is it secured properly? _____________________

OPERATIONAL COMPONENTS
1. Are electrical services and other utilities accessible? _____________________
2. Are emergency phone numbers posted by the phones? _____________________
3. Is the building address posted and visible from the roadway? _____________________
4. Are the various work areas free of clutter and debris, which could cause accidents? ________

Revised May 2013
Appendix C

Hurricane Definitions
Hurricane Definitions

To help personnel prepare for a possible hurricane, terminology must be established and understood.

a. **Hurricane** – A violent cyclone with winds of greater than 74 MPH or 64 knots. A hurricane will cause a storm surge that may exceed 20 feet above mean sea level.

b. **Hurricane Warning** – Hurricane expected to strike within 24 hours.

c. **Hurricane Watch** – Hurricane may threaten within 24 hours.

d. **Tropical Depression** – A cyclone with winds of less than 39 MPH or 34 knots.

e. **Tropical Storm** – A cyclone with winds from 30 to 73 MPH or 34 to 63 knots.
APPENDIX D

Hurricane Preparation/Recovery Checklist
Hurricane Preparation/Recovery Checklist

Hurricane: ____________________________  Date: ______________________________

1. Is there a reliable means to monitor the status of the storm? __________

2. Are you able to locate the campus destructive weather kit? ___________

3. Are outside items thoroughly secured? _________________

4. Have large glass covered areas been taped or boarded? _________________

5. Have all buildings been evacuated and properly secured from possible damages? ______

6. Has all electronic equipment been covered and moved away from windows to prevent water damage? ____________

7. Has a building coordinator been established for all buildings? ____________

8. Is emergency lighting operable in all buildings? _________  If not, identify the buildings in which emergency lighting is not operable.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

9. Check electrical, water and gas lines pre- and post-hurricane. _______

10. Report evacuation and property security status to EOC (Pre-hurricane). _________________

11. Report injuries and damages to EOC (Post-hurricane). __________
Appendix E

Emergency Response Team Contact Numbers
### Emergency Response Team Contact Numbers

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>WORK</th>
<th>*HOME</th>
<th>*CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td>Lowe, James</td>
<td>405-7130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADEMIC DEAN</td>
<td>McCane, Latitia</td>
<td>405-7013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEAN OF WORKFORCE DEVELOPMENT AND TECHNICAL EDUCATION</td>
<td>Thompson, Kathy</td>
<td>665-4099</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEAN OF FINANCE</td>
<td>Allen, Bonita</td>
<td>405-7295</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMAN RESOURCES DIRECTOR</td>
<td>Sims, Marcella</td>
<td>405-7052</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNICAL/COMPUTER SERVICES REPRESENTATIVE</td>
<td>Forsyth, C. Marty</td>
<td>405-7071</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEAN OF STUDENTS</td>
<td>Hazzard, Terry</td>
<td>405-7089</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC RELATIONS DIRECTOR</td>
<td>Jordan, Herb</td>
<td>405-7135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARVER CAMPUS DIRECTOR</td>
<td>Leslie, Betty</td>
<td>662-5401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CENTRAL CAMPUS DIRECTOR</td>
<td>Stokes, Madeline</td>
<td>405-4457</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOUTHWEST CAMPUS COORDINATOR/TECHNICAL FACULTY DIRECTOR</td>
<td>Roderick McSwain</td>
<td>665-4139</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUNDS AND FACILITIES DIRECTOR</td>
<td>Grayson, Lorenzo</td>
<td>405-7170</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSCC CHIEF OF POLICE</td>
<td>Washington, Lloyd</td>
<td>405-7062</td>
<td></td>
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*Available to Campus Police and Team Members only*
Public Safety Planning Committee

Lloyd Washington, Committee Chair (BSCC Chief of Police)

Alvin Dumas, Co-Committee Chair (Main Campus Police)

Prendis Sullivan (Carver Campus Police)

Ethel Pope (Central Campus Police)

Prinic Lewis (Southwest Campus Police)
BSCC SAFETY PLAN

Section I – Executive Summary

Purpose
The purpose of the BSCC Safety Plan is to provide an organized manner in preventing and responding to potential or identified safety issues. Additionally, this plan suggests various methods to reduce the risk of accidents, and delayed response. Safety related information is communicated to all associated personnel by means of:

- Wildcat Alert
- BSCC website
- Regularly scheduled informational briefings
- Campus Learning Resource Centers
- Campus Directors
- Campus Police

Scope
The BSCC Safety Plan is required by the Southern Association of Colleges and Schools’ (SACS) Standard 3.11 under Institutional Environment (3.11.2). The Safety Plan will assist BSCC with taking the reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Mission Statement
The mission of the Campus Police is to provide a safe and supportive environment for the college community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation.

Section II - Organization

Enforcement Authority
The Police Department at Bishop State is a fully commissioned police department. The Department has all the following powers to:

- Arrest
- Act on probable cause
- Conduct searches and seizures
- Investigate criminal activity

The commissioned police officers are vested with full police authority. Additionally, as members of a law enforcement agency, BSCC police officers have authorized access to local, state and federal criminal history records, and criminal intelligence. Bishop State Police Department also has a cooperative and professional working relationship with surrounding law enforcement agencies;
therefore, a written memorandum of understanding is not required. The Bishop State Community College Police Department is comprised of the following:

- Office of Chief of Police
- Certified/Commissioned Police Officers
- Non-Certified Officers

NONDISCRIMINATORY DISCLAIMER: The Alabama State Board of Education through the Alabama Department of Postsecondary Education proclaims nondiscriminatory practices in Alabama two-year institutions under the jurisdiction of the Alabama State Board of Education. It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College, that no persons shall, on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity or employment.

Section III - Policies for Responding to and Reporting Crimes, Emergencies, and Non-Emergencies

In keeping with federal guidelines, (it is the policy of Bishop State Community College that) all crimes reported to any campus official must be relayed to the college police.

All incident/police reports involving students are forwarded the Dean of Students for review and potential action. Additional information obtained by the investigation will also be forwarded to the Office of the Dean of Students.

All crimes should be reported to the Campus Police to ensure inclusion in the annual crime statistics data and to aid in providing timely notices to the campus community, when appropriate.

Reporting Emergencies
(All Campuses) Police, fire and medical emergencies should be reported by calling Campus Police at (251) 405-7060 or 911, if appropriate. The 911 operator may redirect your call information to Campus Police as first responders. Campus Police will dispatch and deploy all needed personnel to the scene as quickly and safely as possible.

How to report an emergency…

- **Remain** calm, do not panic
- **Contact** Campus Police or 911
- **Give** your name, telephone number and location
- **Give** clear and accurate information
- **Don’t Hang Up! Wait** and follow the instruction of the dispatcher
The Campus Police Department is on duty (at all campuses) and is available to assist you 24 hours a day, each day of the year. We also encourage you to put the number to the campus police department in your cellular phone. You are encouraged to report any suspicious activity as well as if you witnessed or have pertinent knowledge of a crime.

**Threatening Person**
- **DO NOT** confront the person
- **DO NOT** block the person’s access to an exit
- When calling 911, provide as much information as possible about the person and their direction travel, vehicle description, etc.

**Active Shooter**
- If you hear gunfire or see a person with a gun, take immediate steps to protect yourself
- If possible, call 911 and provide as much information as possible about the shooter, to include sex, race, clothing, type of weapon used, accomplices, direction of travel and if there are any wounded students or staff nearby
- If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter of your location
- **DO NOT** disconnect from 911 call
- If you encounter the shooter, do not attempt to block his/her access to an exit
- Try to escape the area if possible. If unable to escape, immediately close and lock or barricade the door with furniture, chairs, and desks
- Turn off all lights, hide behind heavy furnishing, and stay away from windows and out of view
- If you are in an open area and cannot escape, find the best protected location to hide safety
- If the shooter approaches you, your actions will depend solely on your judgment, and capabilities and there may be no “best strategy” for confronting the shooter
- Any offensive measures taken against the shooter should be taken in unison with others in the area
- If the shooter is attacked, use any available items to overtake him/her, such as books, backpacks, or chairs
- If shooter is overtaken and subdued, **leave the area immediately with your hands where oncoming law enforcement officers and other first responders can determine who you are**

- Follow ALL directives given by law enforcement officers, first responders

**Reporting Non-Emergencies**

Any member of the college community who is the victim of a crime on campus or who witnesses a crime on campus should call immediately the College Police Department at 251-405-7060.

**Confidential Reporting**

The Bishop State Police Department recognizes that there may be students and staff that may be hesitant about reporting crimes to the police; therefore, we have provided a confidential e-mail address that is available at **officers@bishop.edu**.

You do not have to provide your name when providing information about criminal activity. Your information may lead to the arrest of a violator, which will also be used in our annual crime report statistics.

The purpose of this confidential reporting tool is to comply with your wish to keep your involvement in the matter confidential. With such information, the college can keep an accurate record of the number of incidents or crimes on campus, determine if there is a pattern of crime, and also alert the campus community to any potential danger.

**Limited Voluntary/Confidential Reporting**

Police reports are public records under state law; however, the police department can hold certain aspects of the reports of a crime in confidence until the investigation of such report is concluded. Reports of crimes under investigation cannot be included in the annual disclosure of crime statistics.

Professional and pastoral counselors are exempt from reporting requirements. However, Bishop State Community College encourages pastoral and professional counselors and clergy to inform those they counsel of the procedures for reporting crimes on a voluntary basis for inclusion in the crime statistics and due process. The Bishop State Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the police.

**Campus Security Authorities**

Since Bishop State Community College has a fully staffed commissioned police force, criminal incident reports go directly to the police department and stored in a data bank controlled by the State of Alabama. We have not designated any college staff or personnel to be named campus security authorities. All Bishop State personnel, if confronted with any criminal matter, will help the student contact the appropriate parties including: relatives, law enforcement, counseling, mental health assistance, and legal assistance. Any victim or witness of the crime on campus is encouraged to report directly to the Bishop State Police Department.

**Staff and Faculty Disciplinary Referrals**

When there is evidence that a student or staff member has committed a crime on campus, disciplinary action at the college level may proceed whether or not criminal charges involving the same incident have been adjudicated.
Timely Warning
In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus, a campus wide “timely warning” will be issued. The warning will be issued through the college school cast system to students, faculty, staff, and the community adjacent to the campus.

In accordance with the published guidelines used to interpret 34CFR668(e), the decision to issue a timely warning is made on a case-by-case basis in light of all facts surrounding the crime, including factors such as the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts. Neither the Clery Act nor the Department of Education defines (timely). The Department of Education has stated that the warning should be issued as soon as the pertinent information is available.

Bishop State Community College will issue timely warnings without delay once reported information has been verified and the determination is made that an immediate threat to the community is evident.

Timely warnings for situations that are not criminal in nature such as natural disasters, are disseminated from the college’s emergency management team.

Anyone with information warranting a timely warning should report the circumstances to the campus police department by phone or in person at the campus police office.

Crime Prevention
The College Police Department has developed a very active program with the objective of preventing crime. While Bishop State Police Department may offer advice and assistance regarding campus security and safety, each individual has the primary responsibility for his/her own safety.

Police Patrol
A patrol officer’s duties included protecting life and property, prevention of crime and keeping the peace. Patrol Officers may also be called upon for traffic duties, and investigation, and/or apprehending a suspect. Please bear in mind that the police officer, by asking detailed questions, is attempting to solve a crime, apprehend a suspect, or make an accurate report.

Each member of the college community is asked to be observant and to pay close attention to descriptions of persons, including clothing worn, vehicles, and license plates numbers. Any suspicious person observed in and around your classroom, office, or work area should be reported to campus police immediately at 405-7060.

Sexual Assault And Harassment Prevention
(Campus Sexual Assault Policy)
Bishop State Community College is committed to creating a safe and secure campus environment that is free from acts of intimidation, sexual assault or hate violence. All reports of sexual assault will be thoroughly investigated by campus police, and arrest will be made when appropriate. All information and results of the investigation will be forwarded to the Mobile County District Attorney’s Office for prosecution. If reasonable available, assistance will be provided in changing academic situations of victims of sexual assaults.
The State of Alabama criminal code 13A-6-61 thru 13A-6-69 Sexual Offenses

1. 13A-6-61 Rape. A person commits the crime of Rape if he or she engages in sexual intercourse without a person’s consent.
2. 13A-6-63 Sodomy. A person commits the crime of Sodomy if he or she engages in deviate sexual intercourse with a person by force.
3. 13A-6-65 Sexual misconduct. A person commits the crime of sexual misconduct if being a male, he engages in sexual intercourse with a female without her consent, under circumstance other than those covered by previous listed offenses.
4. 13A-6-67 Sexual abuse. A person commits the crime of sexual abuse if he or she subjects another person to sexual contact by force.

**Sexual Assault Case procedures (What to do…)**

Persons who have been sexually assaulted or who have been the victim of any type of sex offense should immediately report the incident to the Bishop State Campus Police Department or by dialing 405-7060 or 911.

All Bishop State personnel, if confronted with such incidents, will help the students if contacted. They will assist in notifying the appropriate parties including: law enforcement, counseling, mental health personnel, legal counseling, and relatives. If transportation is needed, it will be provided by campus police.

**If you are a victim of a sexual assault, the following is strongly suggested:**

1. Get to a safe place.
2. Call police immediately.
3. Seek medical attention immediately: You may not be sure if you want to prosecute, but you may want to later. You are encouraged to obtain a medical evidentiary examination and file a police report. You always have the right to change your mind at a later date.
4. Do not bathe, shower, douche, change your clothes or change anything at the scene.
5. If you do not make a report to police, you are encouraged to seek professional help and medical attention with the possibility of exposure to sexually transmitted diseases or pregnancy.

**After a Sexual Assault-Preservation of Physical Evidence**

The timely preservation of physical evidence is essential to the successful prosecution of most sex offenses. Considering the time-sensitive nature regarding the presentation and collection of such evidence. It is essential that the police department be contacted as soon as possible.

Due to the sophisticated investigative resources required to investigate certain sex crimes, the Bishop State Police Department has entered into an agreement with the Mobile Police Department to assist with the investigation, if necessary.

The Bishop State Police Department will assign investigator to facilitate internal college incident management protocols.

In the event of a sexual assault, the victim will receive immediate medical attention and the collection of physical evidence will be a major concern along with the well-being of the victim.

If a sexual assault occurs on campus, the victim will be taken to the nearest hospital of choice, where they will be examined. A BSCC police officer will collect the physical evidence and take it to the
Alabama Department of Forensic Science. The crime lab will send a copy of the results to Campus Police and the Mobile County District Attorney’s Office.

**Administrative/Judicial Consideration & Disciplinary Action**
During any campus disciplinary proceeding in a case of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding brought alleging a sexual assault. This does not constitute a violation of the Family Rights and Privacy Act (20U.S.C.1231g).

Assistance will be made available in changing the academic situation of the victim after an alleged sexual assault if requested by the victim. By being aware that crime does occur on campus, members of the college community can take measures to prevent crime. Such measures include locking doors, avoiding walking in areas that look unsafe or not well lit, being alert to surroundings, avoid intoxication, and keeping known and pleasant acquaintances.

For more information about campus safety, contact Campus Police at 405-7062.

**Campus Sexual Assault Victims’ Bill of Rights**
1. The accuser and accused must have the same opportunity to have others present.
2. Both parties shall be informed of the outcome of and hearing.
3. Survivors shall be informed of their options to notify law enforcement.
4. Survivors shall be notified of counseling services.
5. Survivors shall be notified of options for changing academic situations.

**Sexual Assault Education/Prevention**
Bishop State Community College is committed to creating a safe and secure environment that is free from acts of intimidation, sexual assault or hate violence. All forms of sexual assault are regarded as serious college offenses, which are likely to result in suspension or expulsion. Prosecution of students by the State of Alabama for crimes they commit is independent of and in addition to the charges and actions taken under college regulations.

Bishop State does not have an independent rape crisis center. We have spoken to established sexual assault prevention agencies in our area; and it was a consensus that our campus would be better served by collaborating with a professional agency.

**Rape on College Campuses**
If you have never been personally involved in a sexually violent situation, chances are someone you know has been. The following material will address the subject of types of rape, date drugs, dater rights, and myths about rape. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence. The more knowledge you have, the better equipped you are to respond correctly.