

Johnston Community College
Emergency Response Plan

Approved By: _____

This Emergency Response Plan was approved by the Colleges Administrative Council on January 27, 2009. Written copies will be distributed to the Colleges Emergency Response Team members. The plan will be placed on the college's web site under Information for "Faculty & Staff," then "Manuals/Handbooks/Plans.

Emergency Response Plan Johnston Community College

Scope

This plan applies to all members of the College. It is intended to cover, but is not limited to, the following emergency situations:

1. Medical Emergencies – i.e. serious injury or fatality, epidemic, or poisoning;
2. Environmental/Natural Disasters – i.e. fires, floods, storms, chemical spills or leaks, power outages and explosions;
3. Major violence – i.e., death on campus, armed intruder, violent behavior, hostage taking and terrorist threat;
4. Bomb threats;
5. Civil Disorders – i.e. riots and demonstrations;
6. Other crises occurring on property controlled by the college.

Purpose

The purpose of this policy is to ensure that the College:

1. Provides for the protection of life and the safety of individuals;
2. Prepares for and responds effectively to an emergency situation through the appropriate use of College and community resources;
3. Provides a framework for enhancing the safety and security of college operations;
4. Provides for the protection of the educational and other activities of the college;
5. Mitigates the long-term effects of an emergency on college operations and mission.

Preamble

An emergency is an unplanned event or incident, which can cause death or significant injury to employees, students, visitors, or the public or that, can shut down operations and/or cause physical or environmental damage.

Level of emergency will determine activation process of the JCC Emergency Response Plan, JANS System (Jaguar Alert Notification System) and if needed the Crisis Communication Plan .

Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The Emergency Response Plan is the foundation of this process and provides for a coordinated response and a clear line of command.

Policy

Structure and General Responsibilities

The Emergency Response Team

1. The Emergency Response Team (ERT) is created under the authority of the President and is responsible for overseeing the development, implementation, and maintenance of the Emergency Response Plan and for the effective overall management of an emergency.
2. Members of the Emergency Response Team are:
 - a. Vice President of Information Technology
 - b. Vice President of Administrative Services
 - c. Vice President of Curriculum Programs
 - d. Vice President of Continuing Education
 - e. Vice President of Institutional Advancement and Effectiveness
 - f. Vice President of Student Services
 - g. Maintenance Director
 - h. Safety Officer
 - i. Director of Grounds and Housekeeping
 - j. Others as appointed by the President

3. The ERT shall:

All Vice Presidents shall be responsible for the implementation and supervision of their Division's response plan. Collectively the ERT will be responsible for directing all college resources as an effective and efficient response to the emergency.

Emergency Response Team Contact Information

Name	Title	Work Number
Dr. David Johnson	President	209-2050
Hal Mury	Vice President of Information Technology	209-2050
Michael Cross	Vice President of Administrative Services	209-2051
DeeDee Daughtry	Vice President of Curriculum Instruction	209-2066
Pam Earp	Vice President of Continuing Education	209-2071
Dale O'Neill	Vice President of Institutional Advancement and Effectiveness	209-2106
Pam Harrell	Vice President of Student Services	209-2048
Michael Massey	Maintenance Director	209-2087
Sherrill Dale	Safety Officer	209-2560
Chris Woodard	Supervisor of Grounds and Housekeeping	209-2053

Emergency Situations

General

In the event of an emergency, the College President or his designee will initiate the Emergency Response Plan and if needed the Crisis Communication Plan.

The Emergency Response Team shall convene as requested by the College President or his designee and initiate the college response.

1. Where police or fire officials are involved, they have the responsibility to take jurisdiction over all activities. The Emergency Response Team shall coordinate the deployment of College resources.
2. The Vice President of Institutional Advancement and Effectiveness shall coordinate the College Crisis (or Emergency) Communications Plan including relations with the media. Any required College notifications or cancellations shall be reviewed with the Emergency Response Team and must be approved by the College President or his designee.
3. Each Emergency Team Member will maintain an Emergency Notification Manual. The manual will contain, a college telephone directory, a campus map, and a directory of Emergency Management and utility telephone numbers. The Emergency Response Team member will maintain manual at their personal residence, and a separate manual in their work area. When the Emergency Response Team member is away from their work area the manual will be available to their designee. Every six months, the college Safety Officer will verify that the information in the manuals is current.

Advance Warning

In the event that there is advance warning of an emergency:

1. A member of the Emergency Response Team shall be contacted and shall initiate the Emergency Response Plan, including the convening of the Emergency Response Team (when appropriate).
2. Appropriate college personnel will be informed as determined by the ERT utilizing emergency notification protocols (appendix A).
3. The ERT will contact emergency response services if necessary;
4. The Crisis (or Emergency) Communications Plan will be activated if necessary.

Post Emergency

During the post-emergency phase, the ERT shall:

1. Debrief and continue communications, as required, to the College community, emergency services, and the general public;
2. Coordinate on-going support activities as required;
3. Consider the need for post-emergency commemorative events and implement them as required
4. Record events and prepare permanent records;

5. Assess any required changes to the Emergency Response Plan.

Functional Responsibilities of the College Departments

All functions of the college will be directed by the ERT until such time as normal operational procedures can be assumed and implemented by the ERT.

Campus State of Emergency

Once a campus state of emergency is declared, the following procedures will be in effect until and/or unless Johnston Community College supersedes them.

1. Access to the college campus will be restricted to only those parties authorized by the ERT.
2. One designated Emergency Response Center (ERC) will be established determined by the location and the nature of the emergency. The primary ERC center will be the President's office and Boardroom unless the Wilson Building is the site of the emergency. The secondary ERC will be the arboretum in the event the Wilson Building cannot be used.
3. The ERT will be in charge of coordinating and directing all emergency responses.
4. **The President, or his designee and if needed members of the ERT may utilize the JCC Regroup/ JANS system(Jaguar Alert Notification System) with live/updated info or a prerecorded message with directions to be taken.**
5. All telephone calls on JCC phones will be limited to emergency calls.
6. Qualified individuals should provide basic first aid and life support to any injured individuals until emergency services personnel arrive. After their arrival, follow the directions of emergency services personnel in dealing with injured individuals.
7. All news media contacts are to be made through the ERT.
8. Directions given by emergency services personnel will be followed.

Reporting Emergencies

General Procedures

1. In a fire or rescue emergency on the Johnston Community College campus, dial 9-911 from a JCC office phone or 911 from a pay phone or cell phone. Report all police emergencies to the college switchboard at 934-3051 or 0 internally and Campus Security at 631-2433 (primary), 634-0167 (secondary).
2. When reporting an emergency, stay calm. You will need to give the individual answering your call the following information.
 - a. Your location, location of the emergency, and your name and phone number.
 - b. The specific nature of the emergency in as much detail as you can provide.
 - c. What help you need.
3. Stay on the phone until the dispatcher tells you to hang up.
4. After you have reported the emergency situation to 911, and college switchboard, notify a member of the ERT.
5. Do not discuss the emergency with anyone other than Johnston Community College personnel or emergency services personnel. Refer all other inquiries to the Vice President of Institutional Advancement and Effectiveness or the most senior administrator on campus.

Evacuation Procedures

Building Evacuation

1. A building should be evacuated anytime the building alarm sounds or upon notification that the building should be evacuated.
2. When notified to evacuate the building all occupants should immediately exit using the nearest point of safe exit in an orderly manner. Faculty should ensure all students have evacuated the building unless directed otherwise by Emergency Personnel.
3. Assist the disabled in exiting the building.
4. Do not attempt to reenter the building for any reason, until the “All Clear” is sounded by Emergency Personnel or Building Coordinator.

Responsibilities of Building Coordinators

Buildings**Coordinator**

Cleveland Center	Cleveland Center Coordinator
Workforce Development Center	Dept. Chair Business & Industry
Howell Woods	Director of Howell Woods
Elsee	Dept. Chair Basic Skills
Arts Building	Fine Arts Program Head
Wilson Building	Director Facilities & Maintenance
Tart Building	Director Performing Arts
Health Sciences Building	Dept. Chair of Health Sciences
Smith Building	Dept. Chair of Arts & Science
Britt Building	Dept. Chair of Applied Technology
Transport Technology Building	Program Head TDT
Public Safety Services Building	Director Fire Rescue Services
Arboretum	LSG Program Head
Kenly	Director, Computer Applications & Distance Learning
LRC Building	Director, Educational Technology & Learning Resources
Sanders	Director of Grounds & Housekeeping

Responsibilities:

The responsibilities would include:

1. Maintain schedules for all classrooms and instructors who have offices in their assigned building.
2. Know the location of all individuals who would need special assistance during emergency evacuation conditions (i.e. those in wheelchairs, etc.)
3. Identifying safety/security issues pertinent to the site – e.g. campus lighting, unanticipated hazards – in cooperation with the Campus Safety Officer;
4. Submitting maintenance/janitorial work requests when applicable for the general building, especially public access, entrances and multi-use spaces;
5. Identify additional/replacement signage needs external and internal to the building;
6. Identifying and removing posted materials on walls and doors in violation of College Policy;
7. Ability to direct the execution of the College's Emergency Response Plan for the building.
8. Knowledge of, access to, and ability to suspend utilities.
9. Inform employees of first aid kit locations.

10. Coordinate with the Campus Safety Officer to conduct fire drills.
11. Maintain a list of emergency contacts and telephone numbers.
12. Provide visitors with any required information.
13. Obtain to the degree possible, any needed medical services for persons in the building.
14. Building Coordinators are to identify a waiting area and be in charge until transportation comes for students that are waiting for transportation. Building Coordinators stay until the building is vacated.
15. Building Coordinators, maintenance and security stay on campus until it is o.k. to leave.

Responsibilities of Instructors

All instructors including evening and weekend instructors are responsible for the welfare of students in their classes. They are responsible for seeing that students are properly evacuated during an emergency and for following all emergency directives.

Campus Evacuation

When a campus state of emergency is declared, all non-essential personnel and students should begin an orderly evacuation of campus. Campus Security and facilities management staff will direct traffic to ensure the safest and quickest evacuation of campus.

Before evacuating any person with special need in a campus evacuation, be sure you know how that individual will be exiting campus. Attempt to provide assistance if the individual needs to call someone to come and get them. If he/she rides with someone else on campus, an attempt should be made to contact that individual. If not, a staff or faculty member should stay with the individual until the individual makes contact with their source of transportation.

If the individual utilizes public transportation, notify Campus Security or the college switchboard that there is an individual waiting in the building for public transportation. A staff or faculty member should always remain with the individuals until they are evacuated from campus.

In no case should any individual be left alone in a building to await evacuation. Building coordinators should make sure that everyone has evacuated the building and notify a member of the ERT.

The following guidelines are provided to assist in the evacuation of people with disabilities:

1. Evacuating a disabled or injured person alone should be a last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.
2. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. If people with mobility impairments cannot exit, they should be moved to a safer area, i.e. most enclosed stairwells.
3. Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
4. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
5. In some multistory buildings the disabled person may be moved to the "Area of Rescue" located in the stairwells to await rescue by emergency personnel. The area of rescue has an intercom system for communication with emergency personnel. For buildings that do not have an "Area of Rescue" the disabled must be moved to the nearest stairwell to await rescue.
6. Notify Campus Security or fire personnel immediately about any people waiting to be rescued.
7. Two physically capable occupants should be invited to volunteer to assist the disabled to evacuate. If a volunteer is not available, designate two people to assist who are willing to accept the responsibility. Ask the disabled person how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
8. DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or other disaster.
9. If disabled people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the rescuers. Certain lifts may need to be modified depending on the person's disability. Remember that two-person rescues are preferable.

Evacuating Persons with Blindness or Visual Impairment:

1. Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
2. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
3. Give other verbal instructions or information (i.e. elevators cannot be used).

Evacuating Persons with Deafness or Hearing Loss:

1. Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
2. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

Behavior of Unusual Nature/Crises

Crisis on campus can be the result of violent, disruptive or criminal behavior. Everyone is asked to assist in making our college a safe place by being alert to suspicious situations or persons and promptly reporting them by calling the college switchboard at 934-3051 or internally by dialing 0 or Campus Security at 631-2433 or 634-0167. If the occurrence appears to have potential imminent danger to persons or property 911 should be called immediately. Keep in mind that individuals taking prescription medications and those needing insulin as well as individuals using illegal drugs may appear disoriented or irrational. Also report individuals who appear to have no legitimate reason to be on campus. Approach all such individuals with caution.

If you are a victim or a witness to any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc. seek safety and call 911 and then the college switchboard at 934-3051 or internally by dialing 0 or Campus Security at 631-2433 or 634-0167. Be prepared to provide the following information when reporting:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) and property involved.

Armed Intruder/Persons Actively Causing, or Threatening Deadly Harm (within a building)

If an armed intruder is observed on campus, call 911 first and then college switchboard or Campus Security. Provide the following information and do not hang up until told to do

so:

1. Description of the intruder
2. Exact location
3. Type of weapon, i.e. handgun, shotgun, rifle, etc.
4. Actions of the intruder

Steps to take:

1. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building thus place them in potential harm as they attempt to exit.
2. If possible, lock the door(s), and cover any windows.
3. If possible, block the door with heavy furniture, such as a desk.
4. Turn off lights and all audio equipment.
5. Set any cell phones to vibrate.
6. Try to remain as calm as possible.
7. Stay out of open areas and be as quiet as possible.

Do not approach the person. Allow local law enforcement to handle the situation. Should gunfire or discharge of an explosive occur, seek cover immediately using all available concealment.

Call 911 and request Emergency Medical Services should an injury occur.

Carefully follow directions of Local Law Enforcement and Emergency Services Personnel until you have been told that the crisis has been resolved.

Law Enforcement Response

Law Enforcement personnel will automatically assume control of the scene upon their arrival. In these situations, time may be of the essence, and it is very important that faculty, staff, and students obey all orders and instructions immediately. The police response may include handcuffing or otherwise securing everyone until the situation is clarified and the perpetrator is identified. This is standard procedure and is done for safety reasons. Do not resist or argue.

Domestic Issues/Restraining Orders

Any employee or student of the college who has a restraining/protective order should provide a copy to the Campus Security Office and the Vice President of Student Services. Should the order be violated, the employee or student should notify local law enforcement immediately.

All staff and faculty members should be observant of actions and situations in the workplace which indicate a domestic issue. Domestic issues must be reported to Campus Security at 631-2433 and the Vice President of Administrative Services at 209-2051 so that the situation may be handled. Domestic Violence issues with potential imminent physical harm should be reported to 911 immediately.

Hostage Situations

Anyone observing a situation where a person is being held against their will should call 911 and then the college switch board at 934-3051 or dial 0 internally or Campus Security at 631-2433 or 634-0167. Do not hang up until told to do so. Provide detailed information as follows:

1. Location of the incident.
2. Identification of person(s) involved.
3. Description of events.

Do not attempt to intercede in a hostage situation. It is extremely important not to jeopardize your safety or that of the hostage.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others. If a psychological crisis occurs:

1. Never try to handle a situation yourself.
2. Call 911 and advise that you need immediate assistance, give your location and the nature of the situation. Then contact the college switchboard at 934-3051 or dial 0 internally or Campus Security, if possible, at 631-2433 or 634-0167.

Terrorist Threat

Any information concerning a terrorist threat should be referred to Local Law Enforcement and then Campus Security at 631-2433 or 634-0167 or college switch board at 934-3051 or dial 0 internally.

Be prepared to provide detailed information such as:

1. How the threat was received, i.e. verbally, email, telephone, etc?
2. What were the details of the threat conveyed?
3. Who made the threat, if known?
4. When the threat was made?
5. Where the threat is be carried out?

6. Why the threat was made?

Unauthorized Protests, Marches, Assemblies

The College supports the free speech rights of anyone on our campuses.

All demonstrations on campus such as marches, assemblies, picketing and rallies will have been approved in advance by the college. Most will be peaceful, unobtrusive and not obstructive.

A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. Violations of law are occurring.
2. There is a clear violation of college policies.
3. There is interference with the normal operations of the college.
4. Access is obstructed to offices, buildings or other facilities of the college.

If any of the above conditions exist call Campus Security at 631-2433 or 634-0167 or college switch board at 934-3051 or dial 0 internally . Any spontaneous demonstrations should also be reported to Campus Security in order that they may be monitored. Campus Security will notify the ranking college official on campus and take action as directed.

Bomb Threat

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. However, that being said, do not ignore the threat; report it immediately to the college switchboard and Campus Security. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to Law Enforcement Officials. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

1. If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT. DO NOT USE A CELL PHONE OR ANY OTHER MOBILE COMMUNICATION DEVICE AS THESE COULD TRIGGER THE BOMB.** Clear the area and immediately call the college switch board at 934-3051 or dial 0 internally or Campus Security at 631-2433 or 634-0167. Internally dial 9-911 from a JCC office phone or 911 from a pay phone if you cannot reach Campus Security. Also notify a member of the ERT.
2. Any individual receiving a telephone bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?

- c. What kind of a bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following information. (Do not hang up the phone when the caller finishes)
 - a. Time of the call
 - b. Age and sex of the caller.
 - c. Any noticeable speech patterns, accents, possible nationality, etc.
 - d. Emotional state of the caller.
 - e. Background noises.
 4. Johnston Community College Campus Security, plant operations and local police will conduct a detailed bomb search. Employees are requested to make a quick inspection of their area for suspicious objects and to report the location to the Campus Security office. Do not move anything to search for the bomb, don't open drawers, doors or windows, do not turn any electrical equipment off or on, and do not touch the light switches. If you locate any suspicious items, do not touch them.

Call the switchboard at 934-3051 or Campus Security immediately at 631-2433 or 634-0167.

5. If you feel an emergency exists, DO NOT activate the fire alarm in the building. Evacuate the building by going room-to-room and asking the occupants to evacuate the building according to the evacuation plan. Using the fire alarm could trigger the bomb.
6. Follow the Emergency Evacuation plan for the building and report to your designated area. When evacuating a building for a bomb threat, do not close doors to common areas until after they have been searched and secured by Emergency Personnel.
7. Do not return to the building until directed by the ERT.

Suspicious Packages or Devices

Suspicious Devices / Packages may have the following characteristics:

1. Foreign mail, air mail, and/or special delivery
2. Excessive postage (probably in stamps rather than a postal strip)
3. An unofficial return address or no return address at all
4. Hand written or poorly typed addresses
5. Addressed to incorrect titles or title, but no name
6. Restrictive markings such as "Confidential" or "Personal"
7. Misspellings of common words
8. Oily stains, discoloration, or a strange odor
9. Excessive weight
10. Rigid envelope
11. Envelope with more than ordinary thickness (1/8" or more)

12. Lopsided or uneven envelope
13. Protruding wires or tinfoil
14. Excessive securing material
15. Visual distractions

If you see someone leaving a package fitting the above descriptions, call Campus Security immediately at 631-2433 or 634-0167 or the college switchboard at 934-3051 or internally dial 0 with a description of the individual and, if known, their direction of travel.

If a suspicious device / package is found, treat it as suspect

1. DO NOT use cell phones or mobile communications devices as these may detonate the device. All communications must be done over land lines or in person.
2. Call Campus Security at 631-2433 or 634-0167.
3. Do not handle it unnecessarily. Do not shake, sniff, or empty the contents. Set it down where you are. Do not move the contaminated material.
4. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
5. If the material is corrosive or presents an immediate danger, wash or rinse your hands.
6. Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
7. Secure the location.
8. Stay at the scene to answer questions from local law enforcement and Emergency Services personnel. If anyone else has entered the area in which the suspicious letter or package was found, that person should also stay at the scene until released by law Enforcement or Emergency Services personnel.

Gunfire on Campus

If you witness or hear gunfire on campus, seek concealment immediately. Report the gunfire to 911 immediately. Remain in your concealed location until the situation is declared safe by local law enforcement.

Be prepared to tell Law Enforcement the following:

1. Exact location of the incident and if the suspect is still shooting
2. Condition of the victim(s) and the number of victim(s)
3. Brief description of the clothing worn by the suspected shooter(s), vehicle description, and direction of shots fired.
4. Type of weapon used (handgun, rifle, etc.).
5. Direction of travel or location of the suspect.
6. Anything you may have heard the shooter say.

Classrooms and Laboratories

If you are in a classroom when you hear gunfire, it is recommended to do the following:

1. Attempt to isolate yourself from the threat by any means available (i.e. doors, furniture, etc.).

2. Turn off the lights and close the blinds. Cover the window in the door to prevent someone from seeing into the room. Try to make the room look unoccupied.
3. Move the students away from the door and out of the line of sight of the door.
4. Make a barricade of desks in front of the students.
5. Keep them as low to the floor as possible. Have the students be very quiet.
6. Turn off all cell phones or set them on silent mode except one so that the suspected

shooter cannot hear them. Use that one phone to notify 911 that you have heard gunfire and give them your location and the number of the cell phone that you are calling from.

7. Remain in your concealed area until the local law enforcement or their designee tells you it is safe to leave.
8. Do not speak with the media following the incident until cleared to do so by the ERT.

Offices and Work Areas

If you are in your office or work area when you hear gunfire, it is recommended to do the following:

1. Secure the door by locking it.
2. Turn off the lights and close the blinds. Cover the window in the door to prevent someone from seeing into the room.
3. Move away from the door and out of the line of sight of the door.
4. Seek concealment underneath a desk or behind another piece of furniture. Stay as low to the floor as possible.
5. Turn off all cell phones or set them on silent mode except one so that the suspected shooter cannot hear them. Use that one phone to notify 911 that you have heard gunfire and give them your location and the number of the cell phone that you are calling from.
6. Remain in your concealed area until the local law enforcement or their designee tells you it is safe to leave.
7. Do not speak with the media following the incident until cleared to do so by ...

Hallways and Other Open Areas Indoors or Outdoors

If you are in a hallway or other open area when you hear gunfire, it is recommended to do the following:

1. If you are indoors, seek concealment in an open room or behind a substantial object.
2. Do not expect those in barricaded room to open the room to admit you because they have no way of knowing that you are not the suspected shooter.
3. If you are out-of-doors seek concealment behind cars, dumpsters, or other large objects.
4. Use extreme caution when moving across campus because this makes you a visible target.
5. If you spot the suspected shooter, call 911 and notify them:

- a. Exact location of the incident and if the suspect is still shooting
 - b. Condition of the victim(s) and the number of victim(s)
 - c. Brief description of the clothing worn by the suspected shooter(s), vehicle description, direction of shots fired.

 - d. Type of weapon used (handgun, rifle, etc.).
 - e. Direction of travel or location of the suspect.
 - f. Anything you may have heard the shooter say.
6. Remain in your concealed location until the Law Enforcement or their designee tells you it is safe to leave.
 7. Do not speak with the media following the incident until cleared to do so....

Chemical, Biological, and Radioactive Accidents

All chemical spills must be reported immediately to a member of the ERT, who will summon the appropriate individuals to deal with the spill. Do not attempt to deal with the spill unless you have received special HazMat training in dealing with chemical spills. If there is immediate danger to persons, the nearest building alarm should be activated and evacuation of the area initiated. Campus Security should also be contacted to assist with the evacuation.

Chemical, biological, and/or radioactive accidents can result from a variety of causes. These include accidents in the laboratories and shops; hazardous materials brought on campus either legally or illegally; fires and/or explosions in campus buildings; vehicular accidents on campus or on the adjacent surface roads; natural disasters including hurricanes, tornadoes, and other severe weather; vandalism; or aircraft either crashing or dumping chemicals on the campus. Materials may be in the solid, liquid, or gaseous form and may be released into the air, soil or water or may be found in campus buildings. The nature of the spill will determine the procedure to be used in dealing with the particular spill.

The goal in dealing with any spill of chemical, biological, or radioactive material is to minimize the damage to people, property, and the local environment. Anyone using any hazardous materials on campus must be familiar with their properties before using the materials. Hazardous materials, as defined by the North Carolina Occupational Safety and Health Hazard Communication Standard Administrative Code 7C.0101 (a)(99) include all materials that are physical or health hazards. All such hazardous materials must have an **SDS [Safety Data Sheet]** supplied by the manufacturer on file in the work area and in the Facilities Management Department. Before attempting to clean up any chemical, biological, or radioactive spill, locate and carefully read the SDS for the spilled material.

Do not enter an area of contamination if you see individuals unconscious in the area.

Potentially deadly fumes may be present. Immediately leave the area and summon qualified help. Dial 9-911 from a JCC office phone or 911 from a pay or cell phone to summon Johnston County Emergency Services personnel.

Major / Catastrophic Spills

Major spills are those that are likely to cause personal injuries or result in damage to property. No one individual should attempt to deal with a major spill alone.

1. Summon help immediately (911) when it is believed that the spill is classified as a major or catastrophic spill. Once emergency services have been activated the incident should be reported immediately to a member of the ERT.
2. Individuals involved in this type of emergency should take all responsible precautions to ensure preservation of life and property to include evacuation of surrounding areas, etc.

Minor Spills

Minor spills are those that are not anticipated to cause injury to individuals or property and that can be dealt with by a knowledgeable individual without causing further damage. If there is any doubt as to the hazardous nature of the spilled materials, before beginning cleanup contact a member of the ERT. It is recommended that all contact with hazardous materials be done in accordance with the manufactures recommendations.

Resource People for Chemical Spills

For emergency situations 911 should be called immediately. For detailed information about a specific substance all inquiries should be made with CHEMTREC at 1-800-424-9300.

Symptoms of Chemical Poisoning:

- Difficulty breathing
- Changes in skin color
- Headache or blurred vision
- Dizziness
- Irritated eyes, skin, throat
- Unusual behavior
- Clumsiness or lack of coordination
- Stomach cramps or diarrhea

Remember that you may be exposed to chemicals even though you may not be able to see

or smell anything unusual.

Fire and Explosion

1. All personnel should know the location of fire extinguishers, fire exits, and fire alarms in their work area and how to use them. Training and information are available through the Johnston Community College Safety Officer.
2. If a small fire appears controllable, immediately direct the charge of the fire extinguisher toward the base of the fire. Also direct someone to call college switchboard at 934-3051 or dial 0 internally or 911/9-911 to report the fire.
3. The Wilson, Elsee, Tart/Auditorium, Health Occupations, Smith, Britt, Public Safety, Workforce Development Center, Howell Woods, Cleveland Center, Art and LCR Bldg. are equipped with automatic fire alarm systems, which are inspected annually by a qualified contractor. No person, other than those directed by the the Safety Officer, is authorized to adjust, reset or otherwise manipulate the the automatic alarm systems. These systems, when activated, enable a loud buzzer noise audible throughout and individual buildings.

In the event of a fire, personnel should immediately evacuate the building, call 911 and then notify the Business Office; Switchboard, or the Evening Director of the emergency. The school personnel should then send someone to show the fire department where the fire/emergency is located. Utilizing diagrams posted in offices and classrooms; faculty should direct students to the appropriate exit route and remain at least 50 yards away from the building until notified by a college official that the building may be reentered and normal activities resumed.

If circumstances permit, remove all personal belongs, books, and other materials when you evacuate the building since you may not be able to return for some time. Close all doors and windows and turn off all electrical appliances and gas burning equipment. **TURN OFF THE LIGHT SWITCHES AND CLOSE BUT DO NOT LOCK THE DOORS.** If you smell gas, do not turn off the electricity.

4. Staff and faculty have a duty and responsibility for directing students and visitors to the proper safe area. Follow the Emergency Evacuation Plan for your building. Do not use elevators when evacuating.
5. Report to your Evacuation Area and remain there until released by Emergency Personnel. It is important that all individuals from the building be accounted for so that Emergency Personnel do not re-enter the building to search for you.
6. 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 will be less toxic. Shout at regular intervals to alert emergency personnel of your location. Stay low to avoid smoke and toxic fumes. Always check doors to determine if they are hot before you open them. Do not open a door that feels hot to your hand.

7. Hands-on fire extinguisher training is required annually for all employees who are expected to attempt initial control of small fires.

Explosion or Aircraft Crash on Campus

In the event an emergency occurs such as an explosion or crashed aircraft at Johnston Community College, take the following action:

1. Take appropriate actions to ensure your personal safety.
2. Report the incident to Emergency Services (911) immediately. As soon as possible report the incident to a member of the ERT.
3. If appropriate pull the fire alarm to initiate a building evacuation.
4. A Incident Command Center (ICC) may be set up near the disaster site. Keep clear of the ICC.
5. Do not return to an evacuated building unless told to do so by a member of the ERT.

Medical Emergency

Minor Injuries

Unless you are trained to deal with medical emergencies, call for help immediately. Under no circumstances should you give your opinion about what might be wrong with the individual or recommend a specific health care provider. If the patient is too sick or injured to leave on his or her own, help arrange transportation. If necessary call 9-911 from a JCC office phone or 911 from a pay or cell phone to summon the Emergency Medical Services.

Major Injuries

1. Do not move the victim unless leaving them where they are will result in more injuries. If you must move the victim, try to stabilize the head and neck. Avoid doing any further harm to the victim.
2. Activate the Emergency Medical Services System. If possible, one person should stay with the victim while someone else reports the emergency.
Dial 9-911 from a JCC office phone
Dial 911 from any pay phone or cell phone

3. Take measures to protect yourself against direct contact with the victim's body fluids including blood, urine, saliva, and other body secretions. Hepatitis, AIDS, meningitis, tuberculosis, colds, and flu can be spread by contact with body fluids.
4. Evaluate the victim's condition and level of consciousness. Look for medical identification bracelets, tags, or cards indicating that the victim may have a health problem. If the victim is conscious, ask the victim what is wrong.
5. Perform the ABC's of emergency care if you are trained to do this.
6. Reassure the victim that help is on the way. Keep the victim warm and dry until help arrives.
7. Ask the victim if there is anyone he or she wants notified about the emergency. Obtain the name and phone number of the individuals to be notified and ask someone to make the calls.
8. Unless you are specifically trained to do so, do not give medical advice or recommend treatment or specific physicians. You could be liable for any subsequent damages resulting from this information.

Death on Campus

In the event of a death on campus or if you discover a deceased individual, please do the following:

1. Immediately clear the area of all individuals.
2. Notify 911 immediately and then a member of the ERT.
3. Follow the directions of Emergency Personnel and the ERT until appropriately relieved.
4. At a later date/time if you feel it is appropriate, contact the Student Services Division regarding counseling for those involved in the incident.

Gas Leak

If a gas odor is detected, cease all operations immediately!

1. Do not switch lights on or off or use electrical equipment. Electrical arcing could cause an explosion.
2. Do not pull fire alarms.
3. Go to a safe area outside the building and call 911 and a member of the ERT. Do not use cell phones or radios until outside of the affected area. Arcing may cause an explosion!

Earth Quake

1. Evacuate building if time permits. Otherwise, drop under desk, table, or door frame or sit on the floor against an interior wall.
2. Cover your head and eyes with your arms.
3. If outside, move to an open space away from buildings and utility poles. Avoid downed power lines.
4. Be prepared for possible aftershocks.

Severe Weather

All calls concerning severe weather during day operations will be relayed to the President or the administrator in charge of the College in the President's absence. The acting administrator will notify the campus of the impending danger by utilization of the Emergency Notification Protocols (Appendix A)

Response to Severe Weather

Employees should be aware that the large walls of glass utilized in buildings throughout the campus make almost all peripheral locations around the buildings unsafe during periods of severe weather. The modular buildings and metal shop buildings should be vacated and shelter sought in substantial permanent structures.

In the event that movement to this type of structure is impossible, individuals should seek the safest areas possible away from exterior windows and doors and along the lowest interior portions of the building.

In instances of severe weather or tornado warnings, persons are to be instructed to seek shelter and positions that provide maximum protection from flying debris and other dangers associated with severe weather.

Hurricanes

Hurricane Center/Tropical Prediction Center. These forecasts give projected storm paths as well as strike probabilities for a wide region. A hurricane "watch" means that a hurricane force winds may threaten the watch area within 48-72 hours. A hurricane "warning" means hurricane conditions are likely within 24 hours.

1. Complete preparations in a timely fashion, to allow all non-essential personnel time to go home and prepare for the hurricane.
2. Departments with outdoor equipment shall secure all loose or fragile objects that may become hazard in high wind.
3. Secure valuable records, computers, and equipment.
4. All available precautions to preserve college resources shall be taken.

Thunder/Lightning Storm

1. When thunderstorms threaten, seek shelter in a fully enclosed building or car. Avoid water, metal objects, contact with other people and open spaces.
2. If caught outdoors away from enclosed shelter, crouch down with feet together and hands on knees.
3. Avoid water, open windows and electrical appliances. This includes staying off the phone.

Tornadoes

If a tornado "watch" is issued for your area, it means that a tornado is "possible." If a tornado warning is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

Information pertaining to severe weather threats to the campus area will be disseminated utilizing the Emergency Notification Protocols (Appendix A).

FLYING DEBRIS is the biggest tornado hazard:

- A. If time permits, move to the interior area of the lowest floor possible. If there is not sufficient time to move to lower floors, seek hallways, rooms or corridors that are not exposed to the outside through windows, doors or walls of glass.
- B. Put as many walls as possible between oneself and the tornado.
- C. If feasible, evacuation to lower floors should begin before the storm threatens. The movement should begin when a tornado or severe thunderstorm watch is issued. Remember: Tornadoes can occur with little or no advance warning.
- D. Everyone should crouch as low as possible with head down, protecting the back of the head with the arms.
- E. Stay away from large open rooms such as auditoriums, cafeterias, and lounges. Lunches, meetings or assemblies in large rooms should be postponed if severe weather is approaching. Even severe thunderstorms can generate winds strong enough to cause major damage.
- F. If in a car, abandon it immediately! Most tornado deaths occur in cars and mobile homes.
- G. Leave the vehicle, go to a substantial structure or lie flat in the nearest ditch or depression and use your hands to cover your head.
- H. After a tornado passes the following steps should be followed:
- I. Keep students assembled in an orderly manner, in a safe area.
- J. Avoid broken glass and other sharp objects.
- K. Stay away from power lines, puddles containing power lines, and emergency vehicle access areas.
- L. Render aid if you have been trained to give to those who are injured.
- M. Keep everyone out of damaged parts of buildings; chunks of debris or even whole walls may fall down.

- N. Ensure nobody is using matches or lighters, in case of leaking gas lines or fuel tanks.
- O. Set a calm example for students at the disaster scene, and reassure those who are shaken. Campus Security will have contacted emergency services and will be directing them to your location.

Individual Initiative

This plan contains information and advice that are generally accepted by Law Enforcement and Emergency Management as being “best practice.” However, the particular circumstances of emergencies are impossible to predict. Individuals should acquaint themselves with their particular location and situation. In a life threatening situation, individuals should not hesitate to use their personal initiative and judgment to take actions necessary for their personal safety.

Appendix A

(Emergency Notification Protocols)

We have multiple ways in which to contact staff and faculty in case of emergency. During an emergency, notifications will be sent using these methods in the following priority:

1. Use GroupWise as the primary means of mass notification on campus using the “*” list.
2. Use IM as the secondary means of mass notification for emergencies on campus. (Only members of the ERT have the capability of sending a system broadcast.)
3. School Dispatch is Johnston Community College’s third means of mass notification. We are able to use this product to send text, voice or emails. It requires self-registration. Every employee and student should participate. Members of the Emergency Response Team and the Administrative Assistant, Student Services have the ability to send SD messages. The Administrative Assistant, Student Services will be the primary notifier.

Listed below is a choice of messages from which to select so that you may quickly get a message campus-wide from either list without having to compose it.

Weather:

“Due to inclement weather, JCC will open at ***** on (use the appropriate date and time). Please make any calls that are assigned to you.”

“Due to inclement weather, JCC will close at ***** on (use the appropriate date and time). Please make any calls that are assigned to you.”

“Due to inclement weather, JCC will be closed on ***** on (use the appropriate date and time). Please make any calls that are assigned to you.”

Campus emergency:

“JCC is under the following emergency situation” (Choose the appropriate item),

- Weather – ice/snow, hurricane, tornado, rain, etc.
- Fire
- High wind
- Flood
- Armed Individual
- Other

“and you are directed to notify all personnel in your area to take appropriate precautions”:

- Evacuate the campus immediately in an orderly manner
- Evacuate the building in an orderly manner and remain 100 feet from the building
- The college will close at (directed time)
- Remain in offices and/or classrooms with doors secured until further directions are given from emergency personnel or a member of the ERT.

“Further information will be provided as it is available. Please check the website and media outlets”.

4. Use Voicemail as the primary means of emergency contact after regular operating hours and on weekends. The President or his/her designee will call the Administrative Council using the “507” list. Emergency lists will be kept current by the Assistant System Administrator using the “507” list. Emergency lists will be kept Current by the Assistant System Administrator upon notification by the HR office, and tests of the lists will be run on a regular basis.
5. After receiving notification of a “watch” or “warning”, the Vice-President, Administrative Services will send the message via Group Wise.