

# **Neosho County Community College Emergency Action Plan 2009-2010**

***As Updated By:  
NCCC Safety and Security Committee***

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## **Preface**

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This emergency response manual has been designed to provide contingency procedures for Neosho County Community College administrators to follow in the event of campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by the appropriate administrators directing and/or coordinating the emergency operations.

All proposals for changes to the procedures described must be submitted in writing to the Safety and Security Committee for review. All changes recommended by the committee will be submitted in writing to the President and Executive Committee for evaluation and adoption.

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## Section 1: Preparation for Emergencies

To ensure the campus is prepared, the following activities will be essential to maintain a state of readiness.

### 1.1 The President will:

- Provide overall leadership, support and direction for emergency preparedness.
- Serve as the major proponent for College emergency preparedness.
- Ensure appropriate funding and resources are available to successfully implement the Emergency Action Plan.

### 1.2 The Vice President for Administration will:

- Serve as the College's chief safety and security officer.
- Ensure the Emergency Action Plan is fully developed, operational, and institutionalized.
- Ensure compliance with state and federal requirements.
- Serve as the single point of contact for all external emergency response agencies during a disaster at the Chanute campus.
- Maintain emergency and evacuation procedures for Chanute campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for the Chanute campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) are available for the Chanute campus.
- Ensure adequate supplies of water and food are available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Ensure CPR training is offered to College personnel and encourage employees from every physical building to participate.
- Coordinate annual emergency drills for the Chanute campus.
- Maintain and distribute emergency contact information for the Chanute campus.

### **1.3 The Dean of the Ottawa campus will:**

- Serve as the single point of contact for all external emergency response agencies during a disaster at the Ottawa campus.
- Maintain emergency and evacuation procedures for Ottawa campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for the Ottawa campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) are available for the Ottawa campus.
- Ensure adequate supplies of water and food are available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Coordinate annual emergency drills for the Ottawa campus.
- Maintain and distribute emergency contact information for the Ottawa campus.

### **1.4 The Director of Human Resources will:**

- Assist the Vice President for Administration and the Deans with crisis management training for employees as necessary.
- Maintain and initiate contact for employee in-service, workers compensation, and other staff services.
- Produce a data file containing employee data and emergency response information six weeks into each semester and in the first week of June. These notebooks will be retained at one site on campus and one site off campus (ICANOC).

### **1.5 The Registrar will:**

- The Registrar will produce a data file containing student contact information, class rosters and student schedules six weeks into each semester and in the first week of June. The data files will be retained at one site on-campus and one site off-campus (ICANOC). In the event the computer network is unavailable, the Registrar will be responsible to provide student data and information to the Crisis Management Team.

### **1.6 The Dean of Student Development will:**

- Assist with planning and conducting NCCC town meetings for information dissemination and post-intervention activities.

- Maintain an active file of helping agencies within the community and names of contact persons.
- Meet, talk and correspond with the parents of students.
- Work with the Director of Counseling to establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.
- Produce a data file that includes emergency contact locations of each student residing in the residence halls six weeks into each semester and in the first week of June. The data files will be retained at one site on-campus and one site off-campus (ICANOC).
- Work with the Food Service Director to ensure appropriate emergency plans are in place.

#### **1.7 The Director of Counseling will:**

- Coordinate the development of information sheets for students and parents regarding crisis-related stress. Topics may include: “Talking with Students Following a Crisis” and “Signs of Depression.”
- Meet, talk and correspond with the parents of students.
- Establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.

#### **1.8 The Director of Technology Services will:**

- Develop a plan and scenarios in which technological resources can be dispersed effectively to emergency sites.
- Prepare and update an emergency notification web page to relay emergency notifications and updates to constituencies.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain a stand-alone computer with a student and staff database for use at the emergency site.
- Assist in obtaining needed student and staff information from the computer files.
- Provide the latest back-up disc with student and human resource data.
- Ensure all systems data are backed up and stored off-site on a regular basis. This off-site storage will be maintained at:

**1.9 The Public Relations department will:**

- Maintain written emergency contact list for press and public entities.
- Work with the President's office on notification plan.
- Assist the President with dissemination of information as necessary and appropriate.
- Develop sample press releases for various disaster/emergency scenarios.

**1.10 The Food Service Director will:**

- Maintain written procedures for food borne illness emergencies.
- Maintain written procedures regarding housing emergencies involving loss of kitchen/food stores/processing.
- Maintain written emergency operations manual for food service and train staff appropriately.
- Maintain emergency phone call list for staff and assist the Dean of Student Development on Emergency Action Plan coordination.

**1.11 Building Coordinators will:**

- Will ensure building faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Assist with emergency drills each semester.

**1.12 All Faculty, Staff and Students will:**

- Become familiar with the Emergency Action Plan and be prepared to act responsibly during an emergency.
- Be diligent in preventing and detecting un-safe hazards.

## Section 2: Major Emergency Guidelines

### 2.1 Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of the College and campus community resources. Whenever an emergency affecting the campus reaches proportions *THAT CANNOT BE HANDLED BY ROUTINE MEASURES*, the President or his/her designee may declare a state of emergency (refer to definitions in Section 2.4) and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disorder; (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

### 2.2 Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Neosho County Community College.

### 2.3 Types of Emergencies

Types of emergencies covered by this manual are as follows:

- Tornado
- Severe weather closing/early dismissal
- Medical emergency
- Fire
- Utility failure
- Violent or criminal behavior
- Suicide / Psychological crises
- Bomb threat / Terrorism
- Chemical spill
- Explosion on campus
- Civil disturbances or demonstrations
- Earthquake
- Homeland Security Alert
- Pandemic flu outbreaks

## 2.4 Definitions of an Emergency

The college President or his/her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report such emergencies immediately to the Vice President for Administration at ext. 221 for the Chanute campus or to the Dean of the Ottawa campus at ext. 312 as appropriate.

**Major Emergency:** Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crises. Report a major emergency immediately to the Vice President for Administration at ext. 221 or 620-433-0789 (cell) and to the Dean of the Ottawa campus at ext. 312 or 913-940-0708 (cell) if appropriate.

**Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass student/personnel injuries and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed. If available, the Vice President's office will be used on the Chanute campus and the Dean's office will be used on the Ottawa campus to coordinate disaster response. If not, a suitable site off-campus will be chosen from a list developed in conjunction with the local police departments.

In addition, any incident that has the potential for adverse publicity concerning campus resources should be promptly reported to the Public Relations office at ext. 532 or the President's office at ext. 211. During non-business hours, contact either the Vice President for Administration at 620-431-1179 (home) or 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 913-492-7213 (home) or 913-940-0708 (cell). Only the College President or his /her designee is authorized to speak directly with the media about such incidents without the prior clearance by the President.

## 2.5 Assumptions

The College Emergency Action Plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The series of events in an emergency are not predictable; published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.

- Disasters may affect residents in the geographical location of the College. Therefore City, County, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **2.6 Declaration of a Campus State of Emergency**

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

During the period of any campus major emergency, the Vice President for Administration or the Dean of the Ottawa campus shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Vice President or Dean shall immediately consult with the President or designee regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff, and affiliates (e.g., contract service employees) are authorized to be present on campus. Those who cannot present proper identification (student registration, employee ID or other ID) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Kansas statutes.

In addition, only those faculty, staff members, and contractors who have been assigned emergency resource team duties or issued an emergency pass by the Vice President or Dean or designee will be allowed to enter the immediate disaster site.

In the event of tornado, earthquake, aftershocks, fire, severe weather event or major disaster occurring on or about the campus, or which involve College property, the Vice President or Dean and/or Maintenance Supervisor and personnel will be dispatched to determine the extent of any damage to College property.

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## Section 3: Direction and Coordination

### 3.1 Emergency Director

The President shall direct all emergency operations. In the absence of the College President, responsibility of the EOC operations will be assumed in the following order:

#### **Chanute campus**

Vice President for Student Learning:	Dr. Brian Inbody
Vice President for Administration:	Mr. Ben Smith
Dean of Student Development:	Mr. Eric Tincher
Dean of Outreach and Workforce Development:	Ms. Brenda Krumm
Business Manager:	Ms. Sandi Solander

#### **Ottawa campus**

Dean of the Ottawa campus:	Mr. Dale Ernst
Assistant Dean of the Ottawa campus:	Mr. Brian Patrick

The first College employee on site shall assume operational control of the emergency until relieved by a designee.

### 3.2 Emergency Coordinator

All emergency operations shall be coordinated by the Emergency Operations Center. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College President or his/her designee. The coordination of campus emergency resources is the responsibility of the Vice President for Administration or the Dean of the Ottawa campus, who will coordinate all immediate on-campus emergency functions as directed.

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## Section 4: Emergency Operations Center (EOC)

When a major emergency occurs or is imminent, it shall be the responsibility of the Vice President for Administration or the Dean of the Ottawa campus to initiate the Emergency recall roster and set up the Emergency Operations Center (EOC) as directed.

- The primary EOC for the Chanute campus is VP for Student Learning conference room in Sanders Hall.
- The secondary EOC for the Chanute campus is the VP for Administration Office.
- The third EOC for the Chanute campus is the CAVE.
- The off-campus EOC for the Chanute campus is the Integrated Community Access Network Operations Center (ICANOC).
- The primary EOC for the Ottawa campus is the Dean's office.
- The secondary EOC for the Ottawa campus is Technology Services Office, Room 101.
- The off-campus EOC for the Ottawa campus is yet to be named.

### 4.1 Emergency Operations Center Staffing

**EOC Leadership:** The College President, Vice President for Student Learning, Vice President for Administration, or Deans or their designees will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required.

**Vice President for Administration:** *The Vice President for Administration or the Dean of Ottawa will act as the single point of contact for all external emergency response agencies including, but not limited to, local police and fire emergency response teams, county emergency management, and any state or federal emergency response activities. During an actual emergency (or disaster simulation), direct emergency radio communications may be made by the Vice President or Dean with city or county emergency personnel per existing memos of understanding between NCCC and the cities of Chanute and Ottawa. The Vice President or Dean is also responsible for appropriating and directing manpower and equipment to cordon and maintain security in the affected area, and for furnishing equipment and directing manpower to set up barricades and to support evacuation efforts. Working with local and state emergency agencies, the Vice President or Dean will direct search and rescue operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control.*

**Maintenance Supervisor:** The Maintenance Supervisor will be responsible for furnishing and directing manpower and equipment for restoring buildings to functional use, performing damage assessment, and determining if buildings are structurally sound before being occupied. The Maintenance Supervisor will also have the responsibility of furnishing and directing manpower and equipment to initiate cleanup operations.

**The President's office and/or designee:** The President's office will serve as official spokesperson for the College, and will be responsible for responding to requests from the outside media and for providing news releases to the public.

**Vice President for Student Learning:** The Vice President for Student Learning, or designee, will be responsible for informing faculty and delegating their responsibilities. During an emergency, the Vice President for Student Learning or designee will direct the staff to remain in the department location, if safe, to secure student files and provide student-related information. The Vice President for Student Learning will recommend the restarting of classes and activities after a crisis.

**Dean of Student Development:** The Dean of Student Development, or designee, will be responsible for serving as the liaison with student officers; evacuating and relocating students; establishing an emergency telephone information center to handle calls from parents, will be responsible for communicating with injured students and families; assigning division staff to assist injured or hospitalized students and their families; writing letters to notify parents of the continuing care that is available to students (which will include local and state agencies, as well as any College-based care); and maintaining follow-up activities such as referrals for help outside the College setting.

**Business Manager:** The Business Manager will be responsible for notifying risk management and insurance companies about the emergency, and for authorizing purchases of outside services and materials needed for the management of emergency situations.

**Director of Human Resources:** In the event the computer network is unavailable, the Director of Human Resources will be responsible for providing employee data and information to the Crisis Management Team; to secure personnel files and provide employee-related information; helping to identify injured and missing employees involved in the emergency; checking staff records for all injured to determine special medical needs that may be on file; supervising the collection of information about those involved in the emergency; communicating with injured employees and families; arranging support services, as needed; facilitating Worker's Compensation Reports; assisting with medical claims, insurance, etc.; assigning staff to assist injured or hospitalized employees; coordinating internal and external communications with the College spokesperson regarding employee status following crisis situation. The Director of Human Resources will also be aware of the requirements of the Freedom of Information Act and consult the EOC team when information is being released outside the Center.

**Director of Technology Services:** The Director of Technology Services will be responsible for coordinating the use of technology, assisting in establishment/maintenance of an emergency communications network; supervising the use of the College computer system for communication with the President's office, and the EOC. As needed, the Director of Technology Services will report to the Vice President for Administration and President various sites involved in the communication system if there are problems in that system, and provide technical support for all communications hardware.

**College Attorney:** The college attorney will be responsible for providing advice and legal counsel regarding various response scenarios and their impact on college operations.

#### **4.2 Field Emergency Command Post**

If the emergency involves only one building or a small part of the campus, a police or fire vehicle should be placed as close to the emergency scene as is reasonably possible. One local

police and/or fire department officer is requested to remain at the emergency command post at all times or until the emergency ends. Field Emergency Command Post Equipment may include the following:

Quantity	Item
6	Copies of Emergency Action Plan
2	Copies of contact list of Emergency Management Team members, Department Heads, etc.
2	Data file students, faculty and staff phone numbers and residential addresses
	Tables, chairs, office supplies (pens, pencils, scratch paper, staplers, paper clips, etc)
6	Walkie Talkies (hand held) Motorola or other quality type radios.
1	Bull horn
1	AM/FM battery-operated portable radio,
2	Complete maps of campus
6	Blankets, pillows
6	Rolls of toilet paper
4	Bars of soap
2	3 foot pry bars
2	Large sledge hammers
6	Cots (inexpensive folding camping type)
6	Flashlights (no battery type)
1	Cheap coffee machines w/coffee, sugar, artificial sweetener, powdered cream, disposable cups, coffee filters.
6 bags	Plastic knives, forks and spoons.
	Sign making material (white cardboard, several colored markers).
1	Flip charts with paper, easel.
1	Up-to-date blueprints of all major buildings on campus (basement, crawl spaces, etc)
20	AA size batteries
20	D size batteries
2	Rolls of duct tape
2	Rolls of barricade "Police" or "Caution" tape.
1	Small generator w/5 gal. of gasoline
2	25 foot or longer commercial heavy-duty extension cords
1	Photo copier
1	Computer
1	Satellite Cell Phone (#8816-3141-0542) *see note below
3 days	Bottles of water, canned fruit and other non-perishable sealed foods for three days.
<b>First Aid Kit</b>	
1 box	Self sealing plastic bags
4	Packs of hard candies
10	Infectious waste bags
5	Wet tissue packs
6	Whistles
4	Sets of leather work gloves
4	Emergency blankets
4	each Isopropyl alcohol, disinfectants (aerosol)
Various	Miscellaneous band aids, gauze, N95 masks, aspirin, scissors, splints, tongue depressors, towelettes, tweezers, sanitary napkins, tampons, rope, emergency First Aid manual)
Various	Disposable sanitary gloves, safety pins, water purification tablets

\*Satellite phone can be dialed directly from a land line or cell phone either by calling:

a) 011-8816-3141-0542 (originator pays charges up to \$7 per minute-this is an INTERNATIONAL CALL), or by calling;

b) 1-480-768-2500 and then 8816-3141-0542 when prompted (originator pays long distance and NCCC pays \$2.49 per minute).

### **4.3 Damage Control: Maintenance Supervisor**

The Maintenance Supervisor has the following responsibilities:

- Provides equipment and personnel to perform shutdown procedures, hazardous area control barricades, damage assessment, debris clearance, emergency repairs and equipment protection
- Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to the Emergency Resource Team for emergency use
- Obtains the assistance of utility companies as required for emergency operations
- Furnishes emergency power and lighting systems as required
- Surveys habitable space and relocates essential services and functions
- Provides facilities for emergency fuel during actual emergency or disaster periods
- Provides for storage of vital records at an alternate site; coordinates with department heads for liaison and support

### **4.4 Public Information: Director of Public Relations**

The College has two basic guidelines to observe in media relations during emergency situations:

- Only an authorized spokesperson (the College President or designee or the Director of Public Relations) will meet or talk with the media.
- Only factual information may be released; no speculation is to be offered.

#### **Chanute Contact Information: During Regular Hours**

President's office: 620-431-2820 ext. 299

Assistant to the President: 620-433-2820 ext. 211

Director of Public Relations: 620-431-2820 ext. 532

#### **Chanute Contact Information: After Hours**

President's home: 620-432-9970

President's cell: 620-433-7910

Director of Public Relations home: 620-431-6688

Director of Public Relations cell: 620-432-1088

#### **Ottawa Contact Information: During Regular Hours**

Dean's office: 785-242-2067 ext. 312

Assistant Dean: 785-242-2067 ext. 305

#### **Ottawa Contact Information: After Hours**

Dean's home: 913-492-7213

Dean's cell: 913-940-0708  
Assistant Dean's home: 913-829-2682  
Assistant Dean's cell: 913-645-8676

### **Other Guidelines**

- All faculty and staff are advised to report crisis situations to their immediate supervisor or the Dean of Ottawa. They are also reminded not to speak to the media on behalf of the College.
- The President's Office must be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been requested.
- The President and the Public Relations department shall confer and decide on the appropriate responses to the media.
- All calls from the media are referred directly to the President's office at 620-431-2820, ext. 211.
- The College Emergency Resource Team will designate a room on campus for press/media representatives, if necessary.

### **Duties of Public Relations following an Emergency**

- As soon as is practical, Public Relations will provide a news release for the media.
- Public Relations will assist the Vice President for Administration with Chanute Police Department to define media restrictions, parking zones, and areas available for news vans and satellite units.
- Public Relations, where practical, will hold a news briefing that includes information on restricted areas, as well as where, when, and how future briefings will be held.
- Public Relations will provide members of the media with packets of general institutional information (number of employees, students, campus map, etc.).

## **Section 5: Responsibilities**

### **5.1 College President**

The President is responsible for the overall direction of campus emergency operations as outlined in this plan.

### **5.2 Administrators and Deans**

The Vice President for Student Learning, Vice President for Administration and Deans may appoint a specific person as Building/Area Coordinator for every activity under their control, and have the following general responsibilities prior to and during any emergency.

#### **5.2.1 Emergency Preparedness**

- Ensure that information about potential hazards in each building (e.g., chemical storage) is distributed to all employees.
- Ensure that proper signage, evacuation procedures, and emergency equipment are in the buildings.
- Ensure that employees receive training in emergency techniques such as fire extinguisher usage, First Aid/CPR, and building evacuation procedures.

#### **5.2.2 Emergency Situations**

- Inform employees under their direction about the emergency condition.
- Evaluate the impact the emergency has on their activity and take appropriate action. (This may include ceasing operations and initiating building evacuation.)
- Maintain emergency telephone communications with members of their own department.

### **5.3 Residence Life Staff**

Residence life staff members have the following responsibilities:

- Inform their students or residents of College emergency procedures as well as evacuation procedures for their building and/or activity
- Inform their students or residents of an emergency and initiate emergency procedures as outlined in this Plan

- Evaluate their assigned area or activity to determine the potential impact of a fire or other disaster.
- Report all safety hazards to the Maintenance Supervisor. (Work orders to reduce hazards and to minimize accidents should be promptly monitored for completion.)
- **IMPORTANT:** Remind all students, residents, and staff to conform to building evacuation guidelines during any emergency.
- Perform evacuation drills a minimum of once per semester.

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## Section 6: College Notification System

The telephone is the primary means of emergency notification at Neosho County Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

In addition, the College's text message system will be used to distribute and send emergency messages to all subscribers by location.

The Vice President for Administration (or Dean of Ottawa) is the focal point for official emergency telephone communications to the College Emergency Response Team. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The Vice President for Administration or Dean will notify the following College Emergency Response Team members as appropriate:

- President
- Vice President for Student Learning
- Vice President for Administration
- Dean of Student Development
- Business Manager
- Director of Technology Services
- Maintenance Supervisor

Other individuals may also be contacted when necessary.

**IMPORTANT:** During an emergency, campus phones must be restricted to College official notification. In the absence of phone services, the College's maintenance department will provide wireless communications (walkie-talkies) to the emergency response team for local communication. Emergency response team members will be expected to communicate via cell phones as necessary. In the event cellular coverage is also not available, a single satellite phone will be available for use by the emergency response team.

### **Satellite Cell Phone (#8816-3141-0542) \*see note below**

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\*Satellite phone can be dialed directly from a land line or cell phone either by calling:

- a) 011-8816-3141-0542 (originator pays charges up to \$7 per minute-this is an INTERNATIONAL CALL), or by calling;
  - b) 1-480-768-2500 and then 8816-3141-0542 when prompted (originator pays long distance and NCCC pays \$2.49 per minute).
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## Section 7: On/Off Campus Sources of Assistance

### 7.1 On-Campus Resources

Skilled workers are available from the maintenance department at all times during normal working hours and via pager number after normal hours. They are capable of providing the following emergency services:

- **Utilities:** Repairs and/or shutdown of water, gas, electric and sewage systems.
- **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc.
- **Transportation:** Sedans, vans, trucks and tractors.
- **Emergency Procurement:** Procurement of materials and services can be arranged in direct support of any contingency.

Phone numbers:

#### Normal Business Hours

Paul Smith

Office: 620-431-2820 ext. 250

Cell: 620-433-0781

Home: 620-473-2873

#### After Hours

Maintenance cell phone: 620-212-9996

Housekeeping cell phone: 620-212-9694

#### 7.1.1 Emergency Shutdown Procedures

In the event of a natural disaster in which major structural damage is sustained, turn off hazardous utilities (electricity and natural gas) in affected areas.

### 7.2 Off-Campus Resources

#### Local Emergency Telephone Numbers:

	<b>Chanute</b>	<b>Ottawa</b>
Fire	620-431-5236	785-242-2561
Ambulance	911	911
Police	620-431-5768	785-242-2561
County Sheriff	620-431-5759	785-242-3802
KS Highway Patrol	620-431-2100	785-296-3102
	(Troop H) .....	(Troop B)

#### Hospital Emergency Department Telephone Numbers:

Neosho Memorial Regional Medical Center .....	620-431-4000
Labette County Medical Center .....	620-421-4881
Allen County Hospital .....	620-365-1000

Mt. Carmel Regional Medical Center.....	620-231-6100
Wilson County Hospital.....	620-325-2611
Mercy Health Center-Fort Scott.....	620-223-2200
Mercy Health Center-Independence .....	620-331-2200
Ransom Memorial Hospital-Ottawa .....	785-229-8200
Family Medicine-Baldwin City .....	785-594-2512
Osawatomie State Hospital-Osawatomie.....	913-755-7000
Miami County Medical Center-Paola .....	913-294-2327
Anderson County Hospital-Garnett .....	785-448-3131
Lawrence Surgery Center-Lawrence .....	785-832-0588

**Road Condition Information Telephone Number:**

Kansas State Department of Transportation.....511 or 866-511-5368

**Utilities-Gas, Water and Electric Telephone Number:**

Chanute .....	620-431-5282
Ottawa (water and electric only).....	785-229-3710
(weekends and holidays).....	785-229-3750
Kansas Gas Service Emergencies and Repairs.....	1-888-482-4950

**Telephone Outage Telephone Numbers:**

**Chanute**

KS Communications (premises) .....	620-431-1202
AT&T (local carrier).....	800-286-8313
AT&T (long distance).....	800-559-7928

**Ottawa**

Repairs .....	800-222-3000
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**Additional Health and Community Help Telephone Numbers:**

AIDS Awareness.....	800-342-AIDS
AIDS Resource Network .....	800-738-AIDS
Alcoholic Anonymous .....	620-431-1064
Child Abuse & Neglect Hotline.....	800-922-5330
DECCA (Ottawa).....	785-242-7100
Federal Bureau of Investigation (FBI).....	866-327-8200
Kansas Alcohol and Drug Abuse Services .....	620-473-2242
Kansas Alcohol and Drug Abuse Section (SRS) .....	785-296-3925
Kansas Arson/Crime Hotline .....	800-KS-CRIME
Kansas Crisis Hotline (Domestic Violence/Sexual Assault) .....	888-363-2287
Kansas Division of Environment (Emergency Spill Response) .....	785-296-1679
Kansas Division of Health (Bioterrorism Incident).....	877-427-7317
Kansas Epidemiologic Services (Reportable Diseases).....	877-427-7317
Kansas State Fire Marshall .....	866-542-9628
National Institute on Drug Abuse .....	800-662-4357
National Cocaine Hotline.....	800-Cocaine
National Clearing House.....	800 SayNoTo

Mid-America Poison Control Center .....	800-222-1222
National Response Center.....	800-424-8802
(Toxic Chemicals Spills, Oil Spills, Terrorist Threats)	
National Runaway Switchboard .....	800-RUNAWAY
National Suicide Prevention Lifeline.....	800-273-8255
Southeast Kansas Mental Health Center.....	620-431-7890

**Emergency Contacts of Helping Agencies in the community**

**American Red Cross-** ..... 888-460-1050  
..... 620-431-9670

**Contact People:**

Aaron Phillips – Exec. Director..... 620-515-5335  
Leah O’Donnell – Disaster Co-ordinator..... 620-515-6555  
Rex Holeman – Volunteer..... 620-251-9522

**Local Community Churches-**

Ambassador Christian Church David McCoy	4001 Johnson Rd, Chanute, Ks.	620-431-7751
Buffalo United Methodist Church	408 N. Water, Buffalo, Ks.	620-537-7485
Westview Southern Baptist Church	1415 S. Plummer, Chanute, Ks.	620-431-4854
Community of Christ Church Pastor Larry Mallett	602 N. Wilson, Chanute, KS.	620-431-6894
First Baptist Church Rev. Rick Qualls*	118 N. Forrest, Chanute, Ks. after hours	620-431-2910 620-431-4977
First Baptist Church Rev. Kathy Carlson*	118 N. Forest, Chanute, Ks.	620-431-4977
Grant Avenue Baptist Pastor Jerry Neeley*	519 N. Grant, Chanute, Ks.	620-431-7200
Faith Bible Church	102 S. Lafayette, Chanute, KS.	620-431-1529
Otterbein United Methodist Rev. Harry Disbrow*	631 W. 7 <sup>th</sup> , Chanute, Ks.	620-431-0610
Zion Lutheran Church	1202 W. Main, Chanute, Ks.	620-431-1341
Bethel Baptist Church	120 S. Denman, Chanute, Ks.	620-431-0592
Calvary Baptist Church	1207 W. 4 <sup>th</sup> , Chanute, Ks.	620-431-9777
Church of God in Christ	1212 N. Washington, Chanute, Ks.	620-431-1113
Cornerstone Family Life Center	109 E. Main, Chanute, Ks.	620-431-6577
First Christian Church Rev. Tom Eastman*	102 N. Grant, Chanute, Ks.	620-431-3758
First United Methodist Church Rev. Gerry Sharp	202 S. Lincoln, Chanute, Ks.	620-431-4240
Parkview Holiness Church Rev. Tom Devolt*	1013 S. Steuben, Chanute, Ks.	620-431-6802
Church of Christ Pastor Larry Dye	111 N. Rutter, Chanute, Ks.	620-431-2741
Church of the Nazarene	1313 W. 14 <sup>th</sup> , Chanute, Ks.	620-431-2040

United Brethern in Christ Pastor Michael Longfellow	1502 S. Highland, Chanute, Ks.	620-431-1591
First Presbyterian Church Rev. Shelle Holle	15 N. Steuben, Chanute, Ks.	620-431-2257
Grace Episcopal Church Mother Nancy Shank*	209 S. Lincoln, Chanute, Ks.	620-431-1210
Living Word Assembly	1000 W. 14 <sup>th</sup> , Chanute, Ks.	620-431-7777
St. Patrick's Catholic Church	424 S. Central, Chanute, Ks.	620-431-3165
	Parish Center	620-431-2007

\*Designates Members of the Ministerial Alliance

**Neosho County Hazard Mitigation Planning Committee-**

Steve Samuelson	Kansas Dept. of Ag./DWR	785-296-4622
Lori Nally	Neosho County Sheriff – 911	620-244-3895
Byron Schultz	NC Emergency Manager	620-244-3874
Randy Wagoner	USD 447	620-336-8130
Donna Culver	American Red Cross	620-365-8106
	Cell	620-228-2416
Mike Carson	USD 101	800-498-1013
Charles Baker	KDOT	620-244-5411
Jim Heath	Sheriff	620-244-3888
Holly Powers	City of Thayer	620-839-5961
Paul Norris	Heartland Rural Elec. Coop.	620-724-8251
Melissa Smith	Chanute Tribune	620-431-4100
Ron Holsteen	Twin Valley Elec. Coop.	620-784-5500
Cindi Cornett	NC Appraiser	620-244-3821
Ryan Follmer	City of Chanute	620-431-5200
Cindy Lero	City of Erie	620-244-3461
Larry Whalen	City of Stark	620-754-3888
Cindy Cornet	County Appraiser's Office	620-244-3821
James Keath	County-Sheriff/EM	620-244-3888
Steve Parsons	USD 413	620-432-2500
Ben Smith	NCCC	620-433-0789
Kim Juenemann	USD 505	620-236-7959
Jeri Giefer	City of St.Paul	620-449-2266
Ryan Follmer	City of Chanute	620-431-5231
Laura Whittley	City of Thayer	620-839-5353
Jason Hartman	Kansas Forest Service	785-532-3316
Ginny Oliver	USD 101	620-244-3264

**MENTAL HEALTH RESPONSE TEAM MEMBERS:**

Chair Director of Counseling	620-431-2820 ext 280 620-431-4331 home
Dean of Student Development	620-431-2820 ext 213 620-794-7337

Vice President for Administration	620-431-2820 ext221 620-433-0789 cell 620-431-1179 home
Dean of Ottawa campus	785-242-2067 913-940-0708 cell
Residence Coordinator	620-431-2820 ext 565 620-212-8038 cell
Athletic Director	620-431-2820 ext 249 620-212-2434 cell
Vice President for Student Learning	620-431-2820 ext 212 620-433-0706 cell 620-431-0606 home
President – informed of all events	620-431-2820 ext 299 620-433-7910 cell 620-432-9970 home

## Section 8: Specific Emergency Procedures

The following specific emergencies are addressed in this section:

- Reporting Emergencies
- Building/Campus Evacuation
- Medical Emergencies
- Pandemic Flu Outbreak
- Fires
- Severe Weather - Closing/Early Dismissal
- Tornado
- Utility Failure
- Suicide/Psychological Crisis
- Violent or Criminal Behavior
- Bomb Threat
- Chemical Spill
- Explosion on Campus
- Civil Disturbance
- Earthquakes

The procedures covered in this section should always be followed in sequence, unless conditions dictate otherwise.

### 8.1 Reporting Emergencies

**To report an emergency**, contact the Vice President for Administration at 620-433-0789 or the Dean of the Ottawa campus at 913-940-0708 or their designee. If the situation warrants immediate emergency response, please dial 911.

The Vice President or Dean will be prepared to dispatch appropriate emergency response units

(Fire/Rescue or Ambulance) to any location on campus, or dispatch appropriate college personnel to provide immediate assistance for hazardous spills, search-and-rescue, and other similar emergencies.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you saw, heard , or found
- The exact location of the incident
- The phone number of the phone you are using
- Details of the situation
- Your name and address

Then **stay on the line** until you are told to hang up.

***KEEP CALM . . . KEEP OTHERS CALM!***

As soon as time permits, fill out the appropriate serious incident form (available on t:common) with pertinent information and forward to your supervisor.

## **8.2 Evacuation Procedures**

Contact the Vice President for Administration at 620-433-0789 or the Dean of the Ottawa campus at 913-940-0708 or their designee.

### **8.2.1 Building Evacuation**

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by a member of the NCCC emergency response team or building coordinator or designee.

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. **EVERYONE MUST EXIT THE BUILDING. ONLY ESSENTIAL EMERGENCY RESPONSE TEAM PERSONNEL ARE PERMITTED IN THE BUILDING UNTIL THE ALL-CLEAR IS GIVEN.**

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons.

***DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.***

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

DO NOT return to an evacuated building unless told to do so by a member of the emergency response team.

## **8.2.2 Campus Evacuation**

Evacuation of all or part of the campus grounds will be announced by the Neosho County Community College emergency response team as described.

All persons (students and staff) are to evacuate immediately the area of campus in question and relocate to another part of the campus grounds as directed.

## **8.2.3 Procedure for Emergency Evacuation of Individuals with Disabilities**

The following procedures are intended to assist disabled persons with an emergency evacuation from any buildings on the campus of Neosho County Community College. The guidelines set forth in this section are in compliance with NFPA 101 Life Safety Code and the Americans with Disabilities Act as amended.

Neosho County Community College policies and procedures require all persons in a facility to evacuate that facility any time the fire alarm system is activated or other emergency that requires building evacuation. Persons with disabilities may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during an evacuation.

### **General Guidelines**

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.
- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.

### **“Buddy System” Option**

Persons with disabilities that limit mobility are encouraged to utilize the “Buddy System.” Persons with disabilities that limit mobility may be defined as anyone who uses assistive devices such as canes, crutches, or wheelchairs or who has slower mobility due to illness or injury. Also, persons with limited vision and hearing may need assistance to evacuate.

During the first week of class, students on the Chanute campus with disabilities that limit mobility are encouraged to disclose their disability to the Director of Advising and Counseling in the Student Services Center in Sanders Hall on the Chanute Campus or the Coordinator of Residence and Student Life in the Security Office in Bideau Hall, or the Assistant Dean on the Ottawa campus. Students should disclose any special assistance that may be required in the event of a fire alarm or other emergency evacuation. The Director or

Assistant Dean will work with appropriate staff to then make it part of the emergency action plan to locate and identify the student to the appropriate emergency authorities.

Persons with limited mobility are also encouraged to make acquaintances with fellow students, residents, or class members. When the fire alarm sounds, the “Buddy” will make sure of the location of the person with the disability, and then go outside and inform emergency personnel (Campus security, Chanutte or Ottawa Fire or Police Departments) that a person in a specific location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

If conditions allow, the “Buddy” may choose to assist the person with disability during the evacuation of the building.

**ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION.**  
Elevators will stop in the event of a power outage and persons will become trapped inside.

## Evacuation Options

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Dial 620-433-0789 to contact the Vice President for Administration or the Dean of Ottawa Campus at 913-940-0708. Give your name, location, and the reason you are calling. Phone lines normally remain in service during most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

## Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal Evacuation (such as the Evac+Chair in the CAVE, Bideau Hall and NeoKan Hall) with their “Buddy” when the alarm sounds. The evacuation “Buddy” should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person

with disability. If the person with disability is alone, he/she should dial 620-433-0789 to contact the Vice President for Administration or the Dean of Ottawa Campus at 913-940-0708 and give his/her location.

- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.
- **Hearing Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visually Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for the sight impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A “Buddy” should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

#### **8.2.4 Residence Halls**

Of the two resident halls, only Bideau Hall has rooms designated for persons with disabilities. They are as follows: rooms 104, 129, 204, and 229. At the beginning of each semester, the Coordinator of Residence and Student Life, along with the Assistant Coordinator of Residence and Student Life, will conduct meetings with their floors to discuss the “Buddy System” as well as other emergency procedures including location of nearest stairwells for exit, nearest fire extinguishers and how to use them, etc.

The Coordinator of Residence and Student Life for tracking of any disabled persons residing in the halls and provides this list to the NCCC emergency response team. In the event of a fire alarm, the emergency response team members respond to the disabled person(s) room to verify whether they were able to evacuate appropriately.

Students who may experience temporary disability, such as those who may be temporarily on crutches, or recovering from a surgical procedure, should identify themselves to the Coordinator of Residence and Student Life so that they can be included in this procedure.

#### **8.2.5 Following Evacuation**

Students and personnel are to evacuate the building and congregate in one area. Students *are not* to leave campus without first providing their name and location to College personnel on-site. This is to facilitate communication between parents or others who may call the College to locate the student and to assist College and/or local police in any investigation. Students should make every attempt to contact their parents or other family members to report their condition.

Chanute Safety Zones: Primary zone-field north of Bideau Hall; secondary zone-Parking Lot #P1.

Ottawa Safety Zones: On the Ottawa campus students and staff should evacuate the building by the nearest exit, and proceed to the city maintenance parking lot south of the building.

### **8.3 Medical Emergency**

If a medical emergency occurs off campus, call 911.

If serious injury or illness occurs on campus, immediately call 911, or the Switchboard during normal business hours. The Switchboard will notify 911 as necessary. As time permits, please call the Vice President for Administration at or 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 913-940-0708 (cell). Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care. Note: *Only qualified trained personnel should provide first aid treatment (i.e.CPR, AED use, etc).* Use only sterile first aid materials.

#### **In case of serious injury or illness quickly perform the following steps:**

1. If available, an automated external defibrillator (AED) should be taken to all medical emergencies.
2. Remain calm and quickly assess the situation.
3. CALL 911 (or the Switchboard) *immediately* if the victim is:
  - having trouble breathing
  - has uncontrolled bleeding
  - has injured an extremity (arm or leg) so that it looks obviously deformed
  - is complaining of or appears to be in severe pain
  - is unconscious or has altered consciousness
  - is having a seizure
  - is complaining of neck pain
  - is unable to stand
  - if you need additional assistance and no one else is available to help
4. Call the Vice President for Administration at or 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 913-940-0708 (cell). Notify the VP or Dean that you have called 911 or ask them to do it.
5. Do not administer any type of medical treatment if you have not been specifically trained to do so. Do not move the victim unless their current location is causing them harm or is a possible endangerment to their life.
6. If the victim becomes unconscious, is not breathing or has no pulse, follow the guidelines established in the Automated External Defibrillator (AED) Policy and Procedures Addendum to the EAP.
7. Contact others for additional help.
8. Remain calm and help the victim relax; try to keep them warm and comfortable until experienced medical help arrives.

9. Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.
10. Employees injured on the job are required to notify Human Resources and will be directed to seek treatment immediately at physician's office or emergency room for work-related injury care (Worker's Compensation claims).

### **8.3.1 Food Borne Illness Emergency Response Plan**

In the event of an illness caused by food consumed on campus, the NCCC/Great Western Dining food service and production of that food item will be suspended.

- The food suspected of causing illness will be packaged, labeled, refrigerated and retained for sampling.
- Notification of the illness will be given to the Manager of Great Western Dining, Dean of Student Development, and the Coordinator of Residence and Student Life.
- Students who become ill will be treated at the NCCC Student Health clinic if possible. If the clinic is not open, or it is determined that a higher level of care is needed, the students will be referred to medical clinics or the hospital.
- The Food Service Manager on campus will begin a food-related incident report. This procedure will be followed including sampling and notification of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection at 785-296-5600.
- Resumption of food service will be at the direction of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection working in conjunction with Great Western Dining food services.
- The Dean of Student Development working in conjunction with the Coordinator of Residence and Student Life will coordinate and take necessary steps to ensure college housing residents are provided necessary food supplies.

### **8.3.2 Airborne Illness Emergency Response Plan**

In the event of an illness at NCCC caused by an airborne virus or bacteria, or other airborne contaminant, the air handlers to the building should be shut down immediately and staff evacuated from the building.

- Contact Paul Smith to shut down the air handlers if possible: 620-433-0781.
- The Maintenance Supervisor will notify the Vice President for Administration and then continue to assist with evacuation and sealing and/or quarantine of the building.
- At Ottawa, notify the Dean of Ottawa Campus at 913-940-0708.

Persons suffering with respiratory difficulty should be transported to the nearest hospital for evaluation. Any person in respiratory distress (i.e., short of breath, choking, having difficulty breathing) will need emergency medical assistance. Contact 911.

The Vice President for Administration should be contacted immediately at 620-433-0789, who will contact other Administrative staff as indicated and the College legal counsel.

The Kansas State Epidemiologic Services Department will be contacted at 877-427-7317 to begin an epidemiology investigation.

The building will remain sealed until released by the Kansas State Epidemiologic Services Department.

In the event of a possible pandemic flu outbreak, the administrator in charge, in conjunction with other emergency operations personnel, will determine the threat level of the current outbreak and take appropriate actions. These actions may include, but not be limited to, the following:

- cancellation of classes, sporting events and/or other public events;
- closure of campus, student housing, and/or public transportation;
- quarantine of affected students and staff.

## **8.4 Fire**

In all cases of fire, call 911 immediately.

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

If a minor fire appears controllable, promptly direct the charge of the nearest fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm (fire alarm).

In the case of large fires that do not appear controllable, IMMEDIATELY call 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS. Take all personal belongings (cell phones, keys, purses, wallets, etc.).

When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

***DO NOT USE THE ELEVATORS DURING A FIRE.***

Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Remain in your designated evacuation location until cleared by emergency personnel. If requested, assist emergency crews as necessary.

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

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Neosho County Community College emergency response team member.

***NOTE:** 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 crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Use your personal cell phone if available to call 911.*

***KEEP CALM, AND HELP OTHERS REMAIN CALM.***

## **8.5 Severe Weather Closing/Early Dismissal**

If, due to an emergency (e.g., inclement weather, power failure, etc.), it becomes necessary to close the College or to delay the normal work schedule, the College will notify the local TV and radio stations as noted below:

### **Chanute Campus**

KINZ – 95.3 FM	Chanute
KKOY – 105.5 FM	Chanute
Cablevision of Chanute	Chanute
KKOW - 96.9 FM	Pittsburg
KOAM TV CH 7	Pittsburg
KIKS – 101.5 FM	Iola
KLKC - 93.5 FM	Parsons

### **Ottawa Campus**

KOFO – 1220 AM	Ottawa
LAZER – 105.9 FM	Lawrence
KLWN – 1320 AM	Lawrence
WIBW – 580 AM	Topeka
WIBW – CH 13	Topeka
97Country - 97.3 FM	Topeka
CH 4, CH 5, CH 9	Kansas City
KJHK – 90.7 FM	Lawrence

The Vice President or Dean (or their designee) will update the College’s text-messaging system to immediately notify all subscribers of the closing. The Vice President or Dean (or their designee) will update the main campus phone number recording, as well as leave an urgent on all employee phone extensions. Doing so will cause the College phone system to immediately call all employees if they have designated an emergency call number on the phone system.

In the event the media are not notified due to time constraints, the NCCC calling tree system will be activated. The President, Vice Presidents, Deans, Directors, and Division Chairs will be notified. It is the responsibility of the department heads to notify all of their departmental personnel.

## **8.6 Tornadoes**

Tornadoes are one of NCCC’s highest risks for a disaster. Tornado’s typically travel on a North East path. April through August are the highest risk for months for a tornado, however; there is potential for a tornado in any month. It is essential for all NCCC constituents to be weather aware as severe weather is just as dangerous as a tornado.

### **8.6.1 Definitions**

- **Tornado Watch:** Indicates that conditions exist for a tornado to develop.
- **Tornado Warning:** Indicates that a tornado has actually been sighted or indicated on radar.

*NOTE: One clue that a tornado could develop is when a thunder storm produces hail. The larger the hail stone, the more likely that a tornado will occur.*

**When a tornado warning is announced:**

- Remain calm. Turn on all available televisions and radios to local weather stations.
- The Vice President or Dean or Maintenance Department will contact all Building Coordinators or their designee.
- The Switchboard Operator will notify all occupants that the National Weather Service has issued a tornado warning.
- The Building Coordinator should go to each room and instruct occupants to evacuate to their designated location until clearance.
- Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
- If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
- Stay away from windows to avoid flying debris.
- If you are outside and there isn't time to get into a building take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
- ***All occupants should remain in their designated evacuation shelter until clearance is given*** by the Building Coordinator or emergency personnel.

Proceed immediately to the designated storm shelter area for your building and stay there! Stay away from windows. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

**8.7 Utility Failure**

In the event of a **major utility failure** occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday; 7:00 a.m. through 6:00 p.m. Monday through Thursday-June & July only), immediately notify the Maintenance Department at 620-433-0781.

If there is potential danger to building occupants, or if the utility failure occurs after hours, on weekends or during a holiday, notify the Neosho County Community College Maintenance cell phone at 620-212-9996.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that the elevators are reserved for handicapped persons.

***DO NOT USE ELEVATORS IN CASE OF FIRE.***

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

If requested, assist the emergency crews as necessary.

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

### **8.7.1 Electrical/Light Failure**

Campus building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is, however, advisable to have a flashlight available for emergencies. Emergency flashlights should be kept in all departments.

- Chanute-Contact physical plant at ext. 250 or 251. After hours contact the NCCC Maintenance cell phone at 620-212-9996.
- Ottawa-Contact Ottawa Public Utilities at 785-229-3710.  
If failure occurs during the weekend or a holiday period call 1-888-482-4950.

### **8.7.2 Elevator Failure**

If you are trapped in an elevator, use the emergency alarm (located on the front panel), which will signal for help.

### **8.7.3 Plumbing Failure/Flooding**

Cease using all electrical equipment. Chanute - Contact physical plant at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance cell phone at 620-212-9996. If necessary, vacate the area. Ottawa -

### **8.7.4 Gas Leak**

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Chanute - Contact Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance cell phone at 620-212-9996. Immediately vacate the area. Ottawa -

### **8.7.5 Ventilation Problem**

If smoke odors come from the ventilation system, immediately notify the NCCC Maintenance Department at extension 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance cell phone at 620-212-9996. If necessary, cease all operations and vacate the area. Ottawa -

## **8.8 Suicide/Psychological Crisis**

A psychological crisis exists when an individual is threatening to harm himself/herself or others, or is out of touch with reality due to severe drug reactions or psychological problems.

Psychological problems may be manifested by hallucinations or uncontrollable behavior. Also, the person could have become lost from his/her nursing home or hospital.

If you believe a psychological crisis exists:

- Call the Counseling Department at ext. 280. After hours, call the Dean of Student Development at 620-794-7337. If cannot reach a College employee immediately, call 911.
- Clearly state that you need immediate assistance, give your name, your location, and the area of campus involved.

***NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.***

**If a suicide attempt is verbalized:**

1. Try to assess the individual's potential for committing suicide: Does he/she have a specific plan and the tools mentioned (gun, pills etc.) to follow through with it?
2. Enlist the assistance of others in the immediate area, if available.
3. Call the Neosho County Community College Counseling Department (ext. 280). At Ottawa call the Dean of Ottawa Campus at 913-940-0708
4. Ask the individual very open-ended questions, encouraging them to tell you more about their problem. Keep in mind:
  - **Get the individual to agree not to harm him/herself. If the individual refuses, professional medical assistance is needed; contact 911.**
  - Help individual to come up with a plan for the next 24-48 hours.
  - Never be judgmental. Look for anything good in what the individual has to say and repeat it in the form of a question or kind statement.
  - Never offer advice to the individual unless you have been specifically trained to do so.

**If a suicide attempt is made:**

1. Call 911.
2. Call the Dean of Student Development at 620-794-7337. Ottawa contact Campus Dean at 785-242-2067 or 913-940-0708 (cell phone)
3. Remain calm and try to get the victim to relax.
4. Get as much information as possible so you can share it with emergency care providers when they arrive.

If a drug overdose is involved:

- Try to find out what was taken and how much.
  - Do not induce vomiting unless advised by medical personnel.
5. Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.
  6. Stay with the victim until the ambulance arrives.

## 8.9 Violent or Criminal Behavior

- Call 911.
- Call **Chanute campus**: Vice President for Administration at 620-433-0789  
**Ottawa campus**: Dean of Ottawa Campus at 913-940-0708.

Promptly notify the Vice President or Dean as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by promptly reporting them.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Vice President or Dean.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

**If there is gunfire or an explosion, you should take cover immediately using all available concealment. Call 911 from your personal cell phone if available. After the disturbance, seek emergency First Aid if necessary.**

### 8.9.1 What To Do If Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
- The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.

- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself attempt to establish rapport with the captor.
- If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## **8.10 Bomb Threat**

If you become aware of a bomb threat.

Chanute campus: contact the Vice President for Administration at ext. 221  
or 620-433-0789 (cell)

Ottawa campus: contact the Dean of the Ottawa campus at 785-242-2067 ext. 312  
or 913-940-0708 (cell) at the Ottawa campus.

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call the 911. Then report the incident immediately to the appropriate Dean as noted above.

**If you receive a bomb threat over the telephone, ask the caller:**

- Remain calm, courteous, and professional. Do not place caller on hold or attempt to transfer the call.
- Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen into the conversation.
- Attempt to ask the caller the following questions and write down the answers as possible:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

**Keep talking to the caller as long as possible and record the following:**

- The time of the call
- The age and gender of the caller
- The caller's speech pattern, accent, etc.
- The emotional state of the caller
- Any background noise you are able to hear
- Any other characteristics of the caller that you noted

**Call the 911 as soon as possible. If possible, have someone else call 911 while you have the caller on the phone.**

The Chanute Police Department with assistance from NCCC personnel will conduct a detailed bomb search. College staff members are requested to make a cursory **VISUAL** inspection of

their area for suspicious objects and to report the location to the NCCC emergency response team.

***DO NOT TOUCH THE OBJECT!***

Do not open drawers, cabinets, or turn lights on or off.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons.

Do not use elevators in case of fire.

***REMAIN CALM, AND HELP OTHERS TO REMAIN CALM.***

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by the Neosho County Community College Police Department.

## **8.11 Chemical Spill**

If you observe or suspect that a chemical spill has occurred, contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781 or the Dean of Ottawa Campus at 913-940-0708. After hours, contact the NCCC Maintenance cell phone at 620-212-9996. Ottawa –

Whenever hazardous substances (solids, liquids, or gases) are unintentionally released on NCCC property, every effort shall be made to protect students, employees, visitors, responders, the general public, and the environment from exposure to the substance.

Each employee who handles potentially hazardous substances must be aware of the identity and nature of the substances with which they work, and will be trained in the handling and disposal of these substances per state and federal guidelines. Students must not be allowed to handle potentially hazardous substances except when under the direct supervision of a faculty or staff member.

### **8.11.1 Procedures for Unintentional Releases (Spills) of Potentially Hazardous Substances**

#### **Small Releases of Relatively Nontoxic Materials**

When a small amount of a relatively nontoxic material (such as paint, adhesives, or oil) is unintentionally released, if the person(s) working with the material can remediate the spill safely, they should do so. It is highly recommended that each work area that uses these types of materials have supplies on hand for use in the cleanup. For example, in the event of a paint spill, there should be some absorbent such as an “oil dry” product, vermiculite, or cat litter for use on the spilled material. The used absorbent must be disposed of properly. The affected area must immediately be cleared of all persons who are not involved in the spill remediation.

If the person(s) working with the material believe that they are unable to remediate the spill, they should immediately contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance cell phone at 620-212-9996. The Maintenance Department will be responsible for contacting state and federal response teams if necessary.

### **Larger Releases of Relatively Nontoxic Materials or Releases of Moderately Hazardous Materials**

A moderately hazardous material is one with any of the following characteristics:

- The material is considered to be caustic (acidic or basic)
- The material is flammable
- The material has a significant vapor pressure (a noticeable odor)

Whenever any of these materials is spilled, the area must immediately be cleared of all students and all nonessential employees. If the person(s) working with the material can *safely* remediate the spill, they should do so as soon as the area is cleared of all nonessential persons. If the spill cannot safely be remediated by the person(s) working with the material, contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance cell phone at 620-212-9996.

The NCCC Maintenance Department will be responsible for contacting state and federal spill emergency response teams if necessary.

### **8.11.2 Any Release of Any Highly Hazardous Material**

Highly Hazardous Materials are those that have the following characteristics:

- Are toxic gases
- Are liquids with high vapor pressures and toxic vapors
- Can be reasonably expected to be an imminent fire hazard

If a highly hazardous material is spilled or released, the building must immediately be cleared, contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance cell phone at 620-212-9996. The NCCC Maintenance Department will be responsible for contacting state and federal emergency response teams if necessary.

Whenever there is a spill or release of toxic gases or volatile liquids, evacuated persons are to leave the affected building and go to a location *upwind* of the spill location.

**NOTE:**

*As per US Occupational Safety and Health Administration (OSHA) regulations, the members of any Spill Response Team must have successfully completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training course. ONLY HAZWOPER trained persons are legally qualified to be on the Spill Response Team. Therefore, College employees should not attempt to clean up highly hazardous materials.*

## **8.12 Explosion On Campus**

If an explosion occurs on campus, take the following action:

- Immediately take cover under tables, desks, and other objects that will protect you from falling glass or debris.
- After the immediate effects of the explosion and or fire have subsided, call 911 either using the College phone system or your personal cell phone. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded or when you are told by College officials to leave or emergency response personnel, walk quickly to the nearest marked exit and advise others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons.

***DO NOT USE ELEVATORS IN CASE OF FIRE.***

***REMAIN CALM.***

Once outside, move to the designated clear area that is at least 500 feet away from the affected building. See emergency route maps posted in buildings.

Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.

If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

## 8.13 Civil Disturbance or Demonstrations

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the Student Handbook). Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal College activities and functions. (Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency, fire, or police operations)
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others

If any of these conditions exist, the Dean of Student Development and the Vice President for Administration should be notified. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### 8.13.1 Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct College business as normally as possible.

Location for peaceful demonstrations:

**Chanute campus:** Located at the western edge of parking lot #P1. The appropriate entrance to Allen Street will be blocked off and all other traffic will be routed to the south.

**Ottawa campus:** Located at the north entrance of the campus, with barricades erected to block off use of the exit by automobiles. All traffic is to be directed to the south entrance on S. Beech Street.

If demonstrators are asked to leave but refuse to leave a facility by its closing time:

- Arrangements will be made by the Vice President for Administration to monitor the situation during non-business hours, or the Dean of Ottawa Campus.
- Determination will be made by the Dean of Student Development or his/her designee to treat the violation of regular closing hours as a disruptive demonstration (see below).

### 8.13.2 Non-Violent, Disruptive Demonstrations

In the event that a demonstration's participants are violating the Code of Conduct:

- The Dean of Student Development will immediately contact the Vice President for Administration.

- Demonstrators will be asked to terminate their violations by the Dean of Student Development or his/her designee.
- The Vice President for Administration or his/her designee will advise the President of the situation, and then proceed to the scene. If demonstrators have not discontinued their violations, the Dean will ask the demonstrators to leave or to discontinue their violations of the Code of Conduct.
- If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and/or possible intervention by police authorities.
- Efforts, including the taking of photographs if necessary, should be made to secure positive identification of demonstrators violating the Code of Conduct in order to facilitate later investigation.
- The Vice President and Dean will determine the need for police intervention.
- If determination is made to seek police intervention, the demonstrators will be so informed.
- Upon arrival of the Chanute Police Department, the remaining demonstrators will be warned of the Police Department's intention to arrest.

### 8.13.3 Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Dean of Students will immediately be notified:

- Campus security, if on duty, should be notified immediately.
- In coordination with the Dean of Student Development, the Vice President for Administration will contact the building or department involved.
- The Vice President for Administration will alert the President.
- The Dean of Student Development will alert the Vice President for Student Learning.
- The President or designee may declare a campus emergency and proceed accordingly to safeguard the campus, which may include closing the College.
- The NCCC emergency response team will provide an officer with a radio for direct communication between the administrators and the building or department involved as needed.

***NOTE:** The Vice President for Administration (or Dean of Ottawa) is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons involved.*

### 8.14 Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- **If Indoors:** Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- **If Outdoors:** Move quickly away from buildings, utility poles, and other structures.

***CAUTION:** Always avoid power or utility lines as they may be energized.*

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers. After the initial shock, evaluate the situation and if emergency help is necessary, call 911.

Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to the Vice President for Administration (or Dean of Ottawa) and the Maintenance Supervisor.

***NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures (Section 8.7).*

If an emergency exists, activate the building alarm (fire alarm). When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for the handicapped persons use.

***DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.***

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary. A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

## **Section 9: Homeland Security Alert**

Neosho County Community College is sensitive to the dangers of terrorism and the responsibility for providing safety to our students, faculty, and staff. Every member of our campus community has the responsibility to work toward creating a safe and secure campus. The heightened security in the United States asks people to be particularly attentive of their surroundings as they go about their normal business. Neosho County Community College's response to Homeland Security should be one of awareness, but not one of fear or panic. Below are responses to the most frequently asked questions.

**Q: How is Neosho County Community College preparing for homeland security?**

A: The College has an Emergency Response Plan, and an emergency response team who are prepared to give leadership, guidance, and support in the event of a Homeland Security Alert. The College President and his/her designee, along with the Vice President for Administration at the Chanute campus and the Dean of the Ottawa campus, are responsible for putting the plan into motion.

**Q: Is Neosho County Community College prepared for different kinds of emergencies?**

A: The College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the Neosho County Community College emergency response team, Chanute (and Ottawa) Police and Fire Departments, city, county and state agencies, the Red Cross and FEMA, the College has access to an abundance of resources.

**Q: What physical resources will be available for persons on campus?**

A: Food, water, and shelter will be provided for all persons restricted to the campus. Staff from the Office of Student Life will coordinate the access of these resources in cooperation with the Vice President for Administration and general manager of Great Western Dining food services. In the event of catastrophic event and food services are unavailable, a limited amount of water and food rations are maintained for such emergencies.

**Q: If an emergency occurs, how do I get information about what to do?**

A: If you are located in a residence hall, the Coordinator of Residence and Student Life, Assistant Coordinator of Residence and Student Life, or residence staff member will come to the building to advise students. If you are located in Sanders Hall, proceed to the administrative office to receive instructions. If you are located in Stoltz Hall, proceed to the lecture hall for instruction. Individuals located in the CAVE or Chapman Library will receive instructions where they are located. If you are located in Snyder Chapel, please proceed to Chapman Library for instructions. If you are in the training room, gym, multipurpose building, wellness center, or workforce development office, please proceed to the welcome center for instructions. If you are located in Rowland Hall, please proceed to the nursing office for instructions. If you are located on the baseball field, softball field or one of the soccer fields, please proceed to the nearest building noted above for instructions. We will use all means available to communicate with students, faculty, and staff, including voice mail, electronic mail, text-messaging, walkie-talkies, bull-horns, and person-to-person messengers assigned those responsibilities.

**Q: How can students and parents obtain information?**

A: The College will do its best in an emergency to maintain telephone communication. The NCCC Web site ([www.neosho.edu](http://www.neosho.edu)) will carry pertinent information. There will also be updated information on the College main switchboard number 620-431-2820.

**Q: What can you do to help right now?**

A: Campus safety is the responsibility of every community member. As you go about your daily routine, be observant and do your part to help maintain a safe campus. It is important for everyone to be especially observant and to report unusual or suspicious behavior to the Deans in a timely manner. Such behavior could include [but not limited to]:

- People in buildings or areas who do not appear to be conducting legitimate business
- Unauthorized personnel in restricted, sensitive, or private areas
- Persons abandoning parcels or other items in unusual locations
- Abandoned vehicles
- Unfamiliar vehicles with person/s sitting inside

You can also help by following these normal security procedures:

- Do not prop open or compromise building/residence hall entrance doors/windows. Rectify these situations when you observe them.

- Secure all your areas when you are not present.
- Protect access codes.
- Familiarize yourself with evacuation plans and routes.

You can also be more in touch through the following actions:

- **Sign up for Panther Text Net at [www.neosho.edu](http://www.neosho.edu) under the News & Events box.**
- If you are an employee of the College, change your voice mail box to forward urgent messages, either to your home or cell phone. For assistance, contact the switchboard at ext. 0.

**Q: Whom should you call if you notice suspicious behavior?**

A. Call either the Vice President for Administration at 620-431-2820 ext. 221 (office) or 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 785-242-2067 ext. 312 (office) or 913-940-0708 (cell).

**A Special Message to International Students and Families**

Please be assured that special concern and care will be given to you and your families during these times of uncertainty. The International Student Office provides support to all international students, and can be contacted at 620-431-2820 ext. 240 or [aneff@neosho.edu](mailto:aneff@neosho.edu).

Key contacts are the Dean of Student Development at 620-431-2820, ext. 213 and the Coordinator of Residence and Student Life at 620-431-2820, ext. 565, or the Assistant Coordinator of Residence and Student Life at 620-431-2820, ext. 265.

In the event that telephone communication is disrupted because of increased calling traffic, family and friends should know that the College e-mail system is usually operational and may be the most efficient way to maintain contact. The NCCC website [www.neosho.edu](http://www.neosho.edu) will be updated as needed.

When the *Homeland Security Advisory System* announces a security alert the College will act promptly to initiate the campus Security Alert Response Plan. The following statements serve only as a guide, and may change as necessary. There are five levels for alerts and protective measures:

**Low Condition (Green):** This condition is declared when there is a low risk of terrorist attacks. All schools, departments and offices should consider the following general measures in addition to the area-specific Protective Measures they develop and implement:

- Measure G.1
  - Refine and exercise appropriate preplanned protective measures.
- Measure G.2
  - Ensure students and College personnel receive proper training on the Security Alert Response Plan and specific preplanned department or agency protective measures.
- Measure G.3
  - Institutionalize a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**Guarded Condition (Blue):** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous threat condition, schools, departments and offices should consider the following general measures in addition to the area-specific protective measures that they will develop and implement:

- Measure B.1
  - Check communications with designated emergency response or command locations on a regular basis.
- Measure B.2
  - Review and update emergency response procedures.
- Measure B.3
  - Provide all constituencies with any information that would strengthen its ability to act appropriately.

**Elevated Condition (Yellow):** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, all schools, departments, and offices should consider the following general measures in addition to the protective measures that they will develop and implement:

- Measure Y.1
  - Increase the frequency of warnings and inform the NCCC Community of the general situation to stop rumors and prevent unnecessary alarm. Periodically update all members of the NCCC Community as the situation changes.
- Measure Y.2
  - At the beginning and end of each workday and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity, packages, or for signs of tampering or indications of unauthorized entry.
- Measure Y.3
  - Implement reasonable screening procedures for incoming deliveries, packages, and mail to identify possible dangerous devices or materials. If appropriate, implement reasonable screening procedures and other actions for computing and networking.
- Measure Y.4
  - Verify the identity of all personnel entering sensitive state facilities (inspect identification cards or grant access based on visual recognition).
- Measure Y.5
  - Increase liaison with local public safety agencies and request assistance with monitoring the threat to state personnel and facilities.
- Measure Y.6
  - Test each facility warning system. Insure that all elements of each facility evacuation plan are in place and remind the NCCC Community of actions to be taken if an order to evacuate is issued.
- Measure Y.7
  - Implement measures to ensure the safety and containment of selected agents as defined by appropriate federal agencies. “Containment” refers to safe procedures for handling bio-hazardous material so that such materials do not pose a hazard to people and/or the environment. Primary containment focuses on protecting workers in the immediate area; whereas, secondary containment deals with protection of the environment and the people outside the immediate area.

Containment is accomplished through: (1) the use of appropriate procedures, (2) the use of safety equipment, and (3) conducting work in an appropriately designed facility.

**High Condition (Orange):** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, all schools, departments and offices should consider the following general measures in addition to the area-specific protective measures that they will develop and implement:

- Measure O.1
  - Call in or retain all personnel responsible for implementing facility specific emergency action or evacuation plans. If appropriate, dismiss and evacuate non-essential personnel. If appropriate, initiate emergency action or evacuation plans for facilities specifically targeted in order to protect personnel and members of the NCCC Community.
- Measure O.2
  - If appropriate, reduce facility access points to the absolute minimum necessary for continued operation. If appropriate, erect barriers required to control direction of traffic flow and to protect facilities vulnerable to bomb attack by parked or moving vehicles. If appropriate, eliminate parking and traffic on facility grounds near sensitive areas. If appropriate, position barricades or vehicles, as a second layer of protection, to prevent entry into these areas. Eliminate non-essential public access to grounds and buildings. If appropriate, cancel or reschedule events, meetings, or classes pursuant to Board policy.
- Measure O.3
  - Increase security activity to the maximum level sustainable. If appropriate, consult local authorities about closing public roads and local facilities that might make state facilities more vulnerable to terrorist attacks.
- Measure O.4
  - If appropriate, parking may be restricted.

**Severe Condition (Red):** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures in the previous threat conditions, all schools, departments and offices also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Measure R.1
  - Sheltering Personnel could mean housing and/or protection of personnel in a secured environment.
- Measure R.2
  - Evacuation: The order to leave campus because of imminent danger. In such cases, only essential personnel needed for protection and preservation of essential services would remain.
- Measure R.3
  - Partial Operation: It may be determined as a result of a threat that only certain functions will take place on campus.
- Measure R.4

- Continued Operation could result when there are actions or activities in other parts of the country that pose a threat to similar operations. In addition to the protective measures taken in the previous threat conditions, NCCC shall consider the following general measures in addition to the department-specific protective measures that they will develop and implement:
- Measure R.5
  - Establish absolute control over access to key state facilities. Limit facility access to those persons with a legitimate and verifiable need to enter. Close and evacuate non-essential state facilities. For essential facilities that will remain open, evacuate non-essential personnel. If not already instituted under Threat Level Orange, consult local authorities about closing public roads and local facilities that might make sensitive state facilities more vulnerable to terrorist attacks.
- Measure R.6
  - Identify the owners of all vehicles already parked at College facilities. In those cases where the owner or presence of a vehicle cannot be explained (owner is not present and has no obvious agency affiliation), inspect the vehicle for dangerous items and take steps to remove the vehicle from the vicinity. Screen all vehicles entering sensitive facilities. Inspections should include cargo storage areas, undercarriage, glove boxes and other areas where explosive or incendiary devices or other dangerous items could be concealed. Briefcases, suitcases, boxes and other containers in vehicles should also be inspected. Inspect all packages, mail, and other containers such as suitcases, packages, and briefcases brought to the facility for the presence of explosive or incendiary devices, or other dangerous items. If reasonable, suspend all deliveries and prohibit packages, bags, and other containers from being brought into state facilities.
- Measure R.7
  - Establish a mechanism to periodically re-check all Threat Level provisions (Threat Level Green through Red) to insure that specified measures have been implemented and that they are sustainable.
- Measure R.8
  - **CAMPUS CLOSED STATUS IF THERE IS A DIRECT THREAT TO ANY NCCC BUILDING OR THE CAMPUS IS DECLARED "CLOSED", A SIGN OR SIGNS WILL BE PLACED IN APPROPRIATE LOCATIONS SO INDICATING.**

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## Section 10: Emergency Preparedness Training

The Vice President for Administration (and the Dean of Ottawa) will provide annual emergency preparedness training covering appropriate facets of the NCCC Emergency Action Plan. General training will include:

- Individual roles and responsibilities;
- Threats, hazards, and protective actions;
- Notification, warning, and communications procedures;
- Emergency response procedures;
- Evacuation, shelter, and accountability procedures;
- Location and use of common emergency equipment; and
- Emergency shutdown procedures.

Annually, the Emergency Operations center will have an emergency drill conducted with the Chanute and/or Ottawa police and fire departments and other emergency personnel as necessary and appropriate. See the appendix for table top training exercises.

## Section 11: Emergency Drills, Shelter and Evacuation

Periodically, emergency drills will be performed in each building. The Vice President for Administration and the Chanute Fire department, in conjunction with the Chanute Police department will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

<b>Building</b>	<b>Building Coordinator</b>	<b>Tornado/Severe Weather Shelter</b>
Sanders Hall	Business Manager	Restrooms/Interior Hallways
Stoltz Hall	Dean of Student Development	Restrooms/Interior Hallways
Chapman Library	Director of Library Services	Restrooms/CAVE if time permits
CAVE	Director of the CAVE	CAVE
Rowland Hall	Assistant Director of Nursing	Restrooms/Interior Hallways
Snyder Chapel	Dean of Student Development	Restrooms/CAVE if time permits
Gym	Athletic Director	Hallways under bleachers and mezzanine
Student Union	Bookstore Manager	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine
Cafeteria/food service	Food Service Manager	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine
Maintenance	Maintenance Supervisor	In gym in hallways under bleachers and mezzanine
Boiler Room	Maintenance Supervisor	In gym in hallways under bleachers and mezzanine
Machine Shed	Maintenance Supervisor	In gym in hallways under bleachers and mezzanine
Wellness Center	AD & Assistant AD	In gym in hallways under bleachers and mezzanine
Multipurpose Building	AD & Assistant AD	Restrooms/Interior Hallways. If time permits, in interior first floor hallways in NeoKan Hall
Bideau Hall	Coordinator/Asst. Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways
NeoKan Hall	Asst. Coordinator/Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways

Periodically, emergency drills will be performed at the Ottawa campus. The Dean of the Ottawa campus and the Ottawa Fire department, in conjunction with the Ottawa Police department will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

<b>Building</b>	<b>Building Coordinator</b>	<b>Tornado/Severe Weather Shelter</b>
Ottawa	Dean of Ottawa or designee	Restrooms or West interior hallway