Neosho County Community College
Emergency Action Plan 2017-2018

Reviewed and approved by the NCCC Safety and Security Committee February 6, 2017
Reviewed and approved by the NCCC Executive Committee March 1, 2017
Reviewed and approved by the NCCC Board of Trustees March 14, 2017
Preface

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

College policies and procedures herein are expected to be followed by all employees 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 or designee 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.
- Maintain current contact information for crisis management public relations firm.

1.2 The Vice President for Operations (VPO) or designee 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) is 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 appropriate training such as CPR, AED, triage, and ALICE training are offered to College personnel and encourage employees from every physical building to participate.
- Coordinate emergency drills for the Chanute campus as necessary and required.
- Maintain and distribute emergency contact information for the Chanute campus.
1.3 The Vice President for Student Learning (VPSL) or designee will:

- Assist the College’s chief safety and security officer.
- Coordinate with the chief safety and security officer on the selection and training of building/area coordinators related to EAP compliance.
- Ensure that personnel within the Student Learning Division are made aware of the EAP on a minimum of an annual basis, as well as of substantial changes made to the EAP as needed.
- Ensure that relevant portions of the EAP will be identified and provided to students through first year seminar and related orientation activities.
- Provide support to SLD personnel and their tasks within the EAP (Dean for the Ottawa and Online Campuses, Dean of Student Services, Registrar, and the Director of Residence & Student Life).
- Ensure collaboration of the College’s nursing and allied health personnel, as appropriate, with the EAP and college policies and procedures.
- Ensure instructors are aware of the EAP and their responsibilities within that policy related to emergency situations affecting their instructional area.
- Coordinate with SLD personnel for safekeeping of student records, and the appropriate dissemination of student information.
- Coordinate with Emergency Operations Center (EOC) staff regarding the recommendation of resumption of classes and activities after a crisis situation.

1.4 The Dean for the Ottawa and Online Campuses or designee 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 the building has 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) is 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 emergency drills for the Ottawa campus as necessary and required.
- Maintain and distribute emergency contact information for the Ottawa campus.
1.5 The Director of Human Resources or designee will:

- Assist the Vice President for Operations 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.

1.6 The Registrar or designee will:

- In the event the computer network is unavailable, the Registrar will be responsible to contact Technology Services who will provide student data and information to the Crisis Management Team.

1.7 The Dean of Student Services or designee 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.
- Share emergency preparedness information 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.
- Work with the Food Service Director to ensure appropriate emergency plans are in place.
- Coordinate the development of information for students and parents regarding crisis-related stress. Topics may include: “Talking with Students Following a Crisis” and “Signs of Depression.”
- Share emergency preparedness information with the parents of students as necessary.

1.9 The Director of Residence and Student Life or designee will:

- Provide leadership in emergency and problem situations and communicate all concerns to the Dean of Student Services and/or the VP for Operations as appropriate through written incident reports, weekly meetings, and immediate oral communication or text when situation necessitates.
- Provide direct supervision for student housing security including door locks, mail delivery, emergency exits, and screening housing guests; implement safety processes including fire drills and health and safety inspections each semester.
- Monitor and report need of any building maintenance within the residence halls in order to maintain a housing facility that is attractive, clean, and safe.
1.10 The CIO/Dean for Operations and Director of Technology Services or designees 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 data files with student and human resource data.
- Ensure all systems data are backed up and stored off-site on a regular basis. Off-site storage will be maintained at two locations depending on the type of data. Student biographical and schedule data will be sent to the Ottawa Campus nightly via electronic procedure and stored locally at that location. Server backups will be stored at the Bank of Commerce in their vault.

1.11 The Public Relations department or designee 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.

1.12 The Athletic Director or designee will:

- Ensure faculty and staff are familiar with emergency and evacuation procedures, be knowledgeable of evacuation procedures, and be aware of occupants who may need assistance.
- Share emergency preparedness information with the parents of student-athletes.
- Assist with emergency drills each semester.
- Coordinate communication between campus officials and traveling teams.

1.13 The Food Service Director or designee 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 Services on Emergency Action Plan coordination.

1.14 Athletic Trainers will:

• Record occurrences of food borne illnesses in student-athletes and report to Food Service Director and Dean of Student Services.

• Assist the Vice President for Operations in his requirement to ensure appropriate training such as CPR, AED, etc. training is offered to College personnel and encourage employees from every physical building to participate.

1.15 Facility Coordinators or designees 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 all facility occupants, particularly those who may need special help.

• Assist with emergency drills each semester.

• Ensure emergency radio is charged and tested regularly.

• Ensure weather radio is functioning and operational.

1.16 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 designed 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 disruption of normal college operations; (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, students, buildings, and grounds owned and/or operated by Neosho County Community College. Off-campus sites where NCCC offers instruction or activities, NCCC employees and students should follow the local emergency guidelines for that site.

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/technology failure
- Violent or criminal behavior
- Suicide/Psychological crises
- Bomb threat/Terrorism
- Biohazard/Chemical spill
- Explosion on campus
- Civil disturbances or demonstrations
- Earthquake
- Homeland Security Alert
- Pandemic outbreaks
- Active Killer Events
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 Vice President for Operations (VPO) at 620-432-0301 for the Chanute campus or to the Dean for the Ottawa and Online Campuses at 785-248-2797 as appropriate. In either case, a Serious Incident Report form should be filled out and routed to the VPO.

**Major Emergency:** Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt normal 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 VPO at 620-432-0301 or 620-433-0789 (cell) and to the Dean for the Ottawa and Online Campuses at 785-248-2797 or 816-810-9889 (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 VPO 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 office of the President at 620-432-0346 or one of the VP’s offices as appropriate. During non-business hours, contact either the VPO at 620-433-0789 (cell) or the VPSL at 620-230-8062 (cell) for the Chanute campus or the Dean for the Ottawa and Online Campuses at 816-810-9889 (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 VPO or the Dean for the Ottawa and Online Campuses 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 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 VPO or Dean for the Ottawa and Online Campuses or designee will be allowed to enter the immediate disaster site.

In the event of tornado, earthquake, aftershocks, fire, severe weather event or other major disaster occurring on or about the campus, or which involve College property, the VPO or Dean and/or Director of Facilities and personnel will be dispatched to determine the extent of any damage to College property.
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: Ms. Sarah Robb
- Vice President for Operations: Mr. Ben Smith
- Chief Financial Officer: Ms. Sandi Solander
- Dean of Student Services: Ms. Kerrie Coomes
- Dean of Outreach and Workforce Development: Ms. Brenda Krumm

**Ottawa campus**
- Dean for the Ottawa and Online Campuses: Ms. Marie Gardner
- TLC Coordinator: Mr. Kyle Bures
- Liberal Arts Division Chair: Mr. Kevin Blackwell

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 Operations (VPO) or the Dean for the Ottawa and Online Campuses, who will coordinate all immediate on-campus emergency functions as directed.
Section 4: Emergency Operations Center (EOC)

When a major emergency occurs or is imminent, it shall be the responsibility of the VPO or the Dean for the Ottawa and Online Campuses 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 Operations office.
- The secondary EOC for the Chanute campus is the VP for Student Learning conference room in Sanders Hall.
- 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 407.
- The off-campus EOC for the Ottawa campus is located at Ottawa City Hall.

4.1 Emergency Operations Center Staffing

EOC Leadership: The College President, Vice Presidents, 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 Operations (VPO): The Vice President for Operations or the Dean for the Ottawa and Online Campuses or designees 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 VPO or Dean with city or county emergency personnel per existing memos of understanding between NCCC and the cities of Chanute and Ottawa. The VPO 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 VPO or Dean will direct search and rescue operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control.

Director of Facilities or designee: The Director of Facilities 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 Director of Facilities 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. Depending upon the severity of the crisis, the President may employ a public relations firm to handle external media relations and to provide advice and consultation.
**Vice President for Student Learning** or designee: 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 Services** or designee: The Dean of Student Services, or designee, will be responsible for serving as the liaison with student officers; 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.

**Chief Financial Officer** or designee: The Chief Financial Officer 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** or designee: 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** or designee: 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 CIO, VPO and President various sites involved in the communication system if there are problems in that system, and provide technical support for all communications hardware.

**Director of Residence and Student Life/Coordinator of Residence and Student Life** or designees: The Director and Coordinator of Residence and Student Life, or designees, will be responsible for evacuating and relocating students; accounting for whereabouts of missing resident students; and assisting the Dean of Student Services as necessary.

**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:
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Copies of Emergency Action Plan</td>
</tr>
<tr>
<td>2</td>
<td>Copies of contact list of Emergency Management Team members, Department Heads, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Data file students, faculty and staff phone numbers and residential addresses</td>
</tr>
<tr>
<td></td>
<td>Tables, chairs, office supplies (pens, pencils, scratch paper, staplers, paper clips, etc)</td>
</tr>
<tr>
<td>6</td>
<td>Walkie-Talkies (hand held) Motorola or other quality type radios.</td>
</tr>
<tr>
<td>1</td>
<td>Bull horn</td>
</tr>
<tr>
<td>1</td>
<td>AM/FM battery-operated portable radio,</td>
</tr>
<tr>
<td>2</td>
<td>Complete maps of campus</td>
</tr>
<tr>
<td>6</td>
<td>Blankets, pillows</td>
</tr>
<tr>
<td>6</td>
<td>Rolls of toilet paper</td>
</tr>
<tr>
<td>4</td>
<td>Bars of soap</td>
</tr>
<tr>
<td>2</td>
<td>3 foot pry bars</td>
</tr>
<tr>
<td>2</td>
<td>Large sledge hammers</td>
</tr>
<tr>
<td>6</td>
<td>Cots (inexpensive folding camping type)</td>
</tr>
<tr>
<td>6</td>
<td>Flashlights (no battery type)</td>
</tr>
<tr>
<td>1</td>
<td>Cheap coffee machines w/coffee, sugar, artificial sweetener, powdered cream, Disposable cups, coffee filters.</td>
</tr>
<tr>
<td>6 bags</td>
<td>Plastic knives, forks and spoons.</td>
</tr>
<tr>
<td>1</td>
<td>Sign making material (white cardboard, several colored markers).</td>
</tr>
<tr>
<td>1</td>
<td>Flip charts with paper, easel.</td>
</tr>
<tr>
<td>1</td>
<td>Up-to-date blueprints of all major buildings on campus (basement, crawl spaces, etc)</td>
</tr>
<tr>
<td>20</td>
<td>AA size batteries</td>
</tr>
<tr>
<td>20</td>
<td>D size batteries</td>
</tr>
<tr>
<td>2</td>
<td>Rolls of duct tape</td>
</tr>
<tr>
<td>2</td>
<td>Rolls of barricade “Police” or “Caution” tape.</td>
</tr>
<tr>
<td>1</td>
<td>Small generator w/5 gal. of gasoline</td>
</tr>
<tr>
<td>2</td>
<td>25 foot or longer commercial heavy-duty extension cords</td>
</tr>
<tr>
<td>1</td>
<td>Photo copier</td>
</tr>
<tr>
<td>1</td>
<td>Computer</td>
</tr>
<tr>
<td>1</td>
<td>Satellite Cell Phone (#8816-3141-0542) *see note below</td>
</tr>
<tr>
<td>3 days</td>
<td>Bottles of water, canned fruit and other non-perishable sealed foods for three days.</td>
</tr>
</tbody>
</table>

**First Aid Kit**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 box</td>
<td>Self-sealing plastic bags</td>
</tr>
<tr>
<td>4</td>
<td>Packs of hard candies</td>
</tr>
<tr>
<td>10</td>
<td>Infectious waste bags</td>
</tr>
<tr>
<td>5</td>
<td>Wet tissue packs</td>
</tr>
<tr>
<td>6</td>
<td>Whistles</td>
</tr>
<tr>
<td>4</td>
<td>Sets of leather work gloves</td>
</tr>
<tr>
<td>4</td>
<td>Emergency blankets</td>
</tr>
<tr>
<td>4</td>
<td>each Isopropyl alcohol, disinfectants (aerosol)</td>
</tr>
<tr>
<td>Various</td>
<td>Miscellaneous band aids, gauze, N95 masks, aspirin, scissors, splints, tongue depressors, towelettes, tweezers, sanitary napkins, tampons, rope, emergency First Aid manual, disposable sanitary gloves, safety pins, water purification tablets</td>
</tr>
</tbody>
</table>

*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: Director of Facilities or designee**

The Director of Facilities has the following responsibilities:

- Provides personnel and equipment to perform shutdown procedures, hazardous area control, 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 or designee**

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: 620-432-0346  
Assistant to the President: 620-432-0346  
Director of Public Relations: 620-432-0356

**Chanute Contact Information: After Hours**
President’s home: 620-431-0606  
President’s cell: 620-433-0706  
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: 785-248-2798

**Ottawa Contact Information: After Hours**
Dean’s cell: 816-810-9889
Other Guidelines

- All faculty and staff are advised to report crisis situations to their immediate supervisor or the Dean for the Ottawa and Online Campuses. Any situation involving a student should also be reported to the Dean of Student Services. 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 620-432-0346.

- The College Emergency Response Team (see below) 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 VPO 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 and Vice President for Operations will appoint a specific person as Facility/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, First Aid/CPR, building evacuation procedures and fire extinguisher usage when requested.

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, residents or guests 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 Director of Facilities. (Work orders to reduce hazards and to minimize accidents should be promptly monitored for completion.)

• IMPORTANT: Remind all students, residents, guests and staff to conform to building evacuation guidelines during any emergency.

• Perform evacuation drills a minimum of once per semester or per regulations.
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. IP-based telephones have been installed in all classrooms and conference/meeting rooms. All classroom telephones have 9-1-1 direct and All-Call paging buttons for immediate use should any individual deem their use necessary.

In addition, the College’s text message system will be used to distribute and send emergency messages to all subscribers by location. Critical messages will be disseminated via the Alert-Us networked-based messaging system. Alert-Us beacons have been installed in/at every facility on the Chanute campus, including the baseball and softball fields. “One-button” notification systems have been installed strategically in several locations throughout the Chanute campus and on the Ottawa campus. The VPO (or Dean for the Ottawa and Online Campuses) or designee is responsible for activation of the “one-button” notification system in the event of an emergency.

The VPO (or Dean for the Ottawa and Online Campuses) is the focal point for official emergency 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 VPO or Dean will notify the following College Emergency Response Team members as appropriate:

- President
- Vice President for Student Learning
- Vice President for Operations
- Chief Financial Officer/CFO
- Dean of Student Services
- Dean for Operations/CIO
- Director of Technology Services
- Director of Facilities
- Director of Public Relations
- Athletic Director
- Dean for the Ottawa and Online Campuses (Ottawa emergency only)
- Coordinator of the Teaching and Learning Center (Ottawa emergency only)

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

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

Kyle Seufert  
Office: 620-432-0402  
Cell: 316-377-8911  
Home: 620-473-3655

**After Hours**

Maintenance cell: 913-396-9506  
Custodial services cell: 913-396-9504

7.2 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.*

7.3 Off-Campus Resources

**NON-Emergency Telephone Numbers:**

<table>
<thead>
<tr>
<th></th>
<th>Chanute</th>
<th>Ottawa</th>
<th>Garnett</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire</strong></td>
<td>620-431-5236</td>
<td>785-229-3700</td>
<td>785-448-5428</td>
</tr>
<tr>
<td><strong>Ambulance</strong></td>
<td>911</td>
<td>911</td>
<td>911</td>
</tr>
<tr>
<td><strong>Police</strong></td>
<td>620-431-5768</td>
<td>785-242-2561</td>
<td>785-448-6823</td>
</tr>
<tr>
<td><strong>County Sheriff</strong></td>
<td>620-431-5759</td>
<td>785-242-3800</td>
<td>785-448-5428</td>
</tr>
<tr>
<td><strong>KS Highway Patrol</strong></td>
<td>620-431-2100 (Troop H)</td>
<td>785-296-3102 (Troop B)</td>
<td></td>
</tr>
</tbody>
</table>
Safety & Security Emergency Contacts:
Security Services (Chanute) .................................................. 620-212-2854
Security Services (Ottawa) .................................................. 785-893-4969
Praetorian Protective Services ........................................... 800-283-6202
If no answer, call ............................................................ 918-961-2480

Hospital Emergency Department Telephone Numbers:
Neosho Memorial Regional Medical Center .......................... 620-431-4000
Labette County Medical Center .......................................... 620-421-4881
Allen County Regional 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
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
Lawrence Memorial Hospital ............................................. 785-505-5000
Olathe Medical Center ...................................................... 913-791-4200
University of Kansas Hospital (KU Med) ............................ 913-588-5000

Road Condition Information Telephone Number:
Kansas State Department of Transportation .......................... 511 or 866-511-5368

Utilities-Gas, Water and Electric Telephone Numbers:
Chanute ................................................................. 620-431-5200
Ottawa (water and electric only) ........................................ 785-229-3710
(weekends and holidays) .................................................. 785-229-3750
Kansas Gas Service Emergencies and Repairs ...................... 888-482-4950

Telephone Outage Telephone Numbers:
Chanute
KS Communications (premises) ........................................... 620-431-1202
AT&T (local carrier) ......................................................... 800-288-2020
AT&T (long distance) ....................................................... 800-585-7928

Ottawa
Repairs ............................................................................. 800-222-3000

Additional Health and Community Help Telephone Numbers:
AIDS Awareness ............................................................ 800-448-0440
AIDS Resource Network .................................................. 800-361-2895
Alcoholic Anonymous ...................................................... 800-299-6310
American Pregnancy Helpline ................................ .......... 800-672-2296
Child Abuse & Neglect Hotline ........................................ 800-922-5330
Crisis Call Center .......................................................... 800-273-8255 or text ANSWER to 839863
CyberTipline .................................................................. 800-843-5678
DECCA (Ottawa) ............................................................. 785-242-7100
Federal Bureau of Investigation (FBI: KC, MO) ................... 816-512-8200
.......................................................... 855-835-5324

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GLBT ................................................................. 800-246-7743
Kansas Alcohol and Drug Abuse Services ............................................. 866-645-8216
Kansas Alcohol and Drug Abuse Section (SRS) ........................................ 785-296-0141
Kansas Arson/Crime Hotline ................................................................. 800-KS-CRIME
Kansas Crisis Hotline (Domestic Violence/Sexual Assault) ......................... 866-331-9474
Kansas Division of Environment (Emergency Spill Response) ................... 785-291-3333
Kansas Division of Health (Bioterrorism Incident) .................................... 877-427-7317
Kansas Epidemiologic Services (Reportable Diseases) ............................. 877-427-7317
Kansas State Fire Marshall ........................................................................ 785-296-3401
National Institute on Drug Abuse ............................................................ 800-662-4357
National Cocaine Hotline ........................................................................ 877-878-4243
National Clearing House .......................................................................... 800-SayNoTo
Mid-America Poison Control Center ......................................................... 800-222-1222
National Response Center ....................................................................... 800-985-5990
(Toxic Chemicals Spills, Oil Spills, Terrorist Threats)
National Runaway Switchboard ............................................................... 800-786-2929
National Suicide Prevention Lifeline ......................................................... 800-273-8255
National Domestic Violence Hotline ....................................................... 800-799-7233
Rape, Abuse, and Incest National Network ............................................... 800-656-4673
Southeast Kansas Mental Health Center .................................................. 620-431-7890
........................................................................................................ 785-823-6322 Ottawa
SPEAK UP .................................................................................. 866-SPEAK-UP (773-2587)
The Trevor Lifeline .................................................................................. 866-488-7386
Veterans Crisis Line ................................................................................ 800-273-8255

Emergency Contacts of Helping Agencies in the Community

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

Red Cross: Midway-Kansas Chapter
Aaron Phillips – Exec. Director ................................................................. 620-515-5335
Leah O’Donnell – Disaster Coordinator ................................................ 620-515-6555
Rex Holeman – Volunteer ................................................................. 620-251-9522

Red Cross: Douglas County Chapter ..................................................... 785-843-3550

Local Community Churches

Ambassador Christian Church ............................................................... 620-431-7751
  Pastor David McCoy
Bethel Baptist Church ............................................................................ 620-431-0592
  Pastor Jason Jackson
Blessed Hope Bible Baptist Church ......................................................... 620-212-4762
  Pastor Tim McCoy
Buffalo United Methodist Church .......................................................... 620-537-2012
  105 S Main St., Buffalo, KS
Calvary Baptist Church ............................................................................ 620-431-9777
  222 W. Main Street, Chanute, KS
Chanute Seventh Day Adventist ............................................................ 620-431-7848
  900 W. 14th, Chanute, KS
Church of Christ .................................................................................... 620-431-2741
  Minister Larry Dye
Church of God in Christ
Bishop L.F. Thuston
1212 N. Washington, Chanute, KS 620-431-6150

Church of the Nazarene
Pastor Kevin McDonald
1313 W. 14th, Chanute, KS 620-431-2040

Community of Christ Church
Pastor Bob Hamm
602 N. Wilson, Chanute, KS 620-431-6894

Faith Baptist Church
Rev. Tom Eastman*
102 S. Lafayette, Chanute, KS 620-431-1529

First Baptist Church
Pastor Michael Longfellow
118 N. Forrest, Chanute, KS 620-431-2910

First Christian Church
Rev. April Wegehaupt
102 N. Grant, Chanute, KS 620-431-3758

Grace Episcopal Church
Mother Joyce Holmes*
209 S. Lincoln, Chanute, KS 620-431-1210

Grant Avenue Baptist
Pastor Charles E. Crissey
519 N. Grant, Chanute, KS 620-431-7200

Healing Center Church of God
Rev. Sang Hak Lee*
35th & Plummer, Chanute, KS 620-431-1113

Kingdom Hall of Jehovah’s Witnesses
Pastor Alan Scott
4040 Johnson Road, Chanute, KS 620-431-6568

New Home Missionary Baptist
Rev. Otis Crawford
320 N. Central, Chanute, KS 620-431-1503

New Life United Brethren in Christ Church
Pastor Andrew Stahl
500 N. Forest, Chanute, KS 620-431-1847

Otterbein United Methodist
Rev. Tom Davolt*
631 W. 7th, Chanute, KS 620-431-0610

Parkview Holiness Church
1023 S. Steuben, Chanute, KS 620-431-6802

Reachout Christian Center
Pastor Rusty Newman
201 S Malcom, Chanute, KS

St. Patrick’s Catholic Church
Pastor Fr. Michael Linnebur
424 S. Central, Chanute, KS 620-431-3165

United Brethren in Christ
Pastor Michael Longfellow
1502 S. Highland, Chanute, KS 620-431-1847

Westview Southern Baptist Church
Pastor Randy Dirrim
1415 S. Plummer, Chanute, KS 620-431-4854

Zion Lutheran Church
Pastor Daniel Ramsey
1202 W. Main, Chanute, KS 620-431-1341

*Designates Members of the Ministerial Alliance

**Neosho County Local Emergency Planning Committee**

Byron Schultz (Chair) NC Emergency Manager 620-244-3888
Sheriff Jim Keath Neosho County 620-244-3888
Lori Nally Neosho County Sheriff’s office – 911 620-244-3888
Chief Raymond Hale Chanute Police Department 620-431-5244
620-432-6560 (c)
Battalion Fire Chief Kevin Jones Chanute Fire Department 620-431-5236
620-432-1693 (c)
Ben Smith NCCC 620-432-0301
620-433-0789 (c)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Lucke</td>
<td>ED/ICU Director NMRMC</td>
<td>620-432-5392</td>
</tr>
<tr>
<td></td>
<td></td>
<td>620-496-9670 (c)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>620-432-3250 (c)</td>
</tr>
<tr>
<td>Teresa Starr</td>
<td>Neosho County Health Dept.</td>
<td>620-431-5770</td>
</tr>
<tr>
<td></td>
<td></td>
<td>620-432-4311 (c)</td>
</tr>
<tr>
<td>Tom Rutledge</td>
<td>Ash Grove</td>
<td>620-433-3542</td>
</tr>
<tr>
<td>Paul Norris</td>
<td>Heartland Rural Elec. Coop.</td>
<td>800-835-9586</td>
</tr>
<tr>
<td>Currently vacant</td>
<td>Regional Mgr. Hazardous Materials</td>
<td>620-431-2390</td>
</tr>
<tr>
<td>Lieutenant Mark Drennan</td>
<td>Kansas Highway Patrol</td>
<td>620-431-2100</td>
</tr>
<tr>
<td>Richard Proffitt</td>
<td>USD 413 Superintendent</td>
<td>620-433-1901 (c)</td>
</tr>
</tbody>
</table>

**Franklin County Emergency Management**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Radcliffe</td>
<td>Emergency Management Director</td>
<td>785-229-3505</td>
</tr>
<tr>
<td>Vacant</td>
<td>Emergency Management Coordinator</td>
<td>785-229-3505</td>
</tr>
</tbody>
</table>

Currently vacant Regional Mgr. Hazardous Materials
Section 8: Specific Emergency Procedures

The following specific emergencies are addressed in this section:

- Active Killer Event
- Biohazard/Chemical Spill
- Bomb Threat
- Building/Campus Evacuation
- Civil Disturbance
- Death or Serious Injury
- Earthquakes
- Explosion on Campus
- Fires
- Lightning
- Medical Emergencies
- Pandemic Flu Outbreak
- Reporting Emergencies
- Severe Weather - Closing/Early Dismissal
- Technology/Utility Failure
- Tornado
- Violent or Criminal Behavior

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 VPO at 620-433-0789 or designee or the Dean for the Ottawa and Online Campuses at 816-810-9889 or their designee. If the situation warrants immediate emergency response, please dial 911. To contact security services Safety Officers, call 620-212-2854 on the Chanute campus or 785-893-4969 on the Ottawa campus during their normal hours of operation by campus, typically evenings on both campuses and overnight in the residence halls.

(Note: Emergency service may also be accessed quickly by utilizing the LiveSafe app on your smartphone. To download the app Visit the App Store or Google Play and search for LiveSafe Download (install the app with a blue shield logo with a person on it). Register – Open the app and be sure to keep Location Services and Push Notifications enabled and to allow access to your contacts. Choose Neosho Chanute or Neosho Ottawa as your organization depending on your location)

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 911 operator 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\Forms) with pertinent information and forward to your supervisor.

8.2 Evacuation Procedures

The Vice President for Operations or the Dean for the Ottawa and Online Campuses or their designee will give the order for evacuation.

8.2.1 Building Evacuation

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

When the building evacuation alarm is activated, 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.

• Chanutte Safety Zones: North - field north of Bideau Hall; West -Parking Lot #P1; South – Hudson Baseball field.
• Ottawa Safety Zone: On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

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.

- **Chanute Safety Zones**: North - field north of Bideau Hall; West -Parking Lot #P1; South – Hudson Baseball field.
- **Ottawa Safety Zone**: On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

### 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 during any 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 Dean of Student Services in Sanders Hall on the Chanute Campus or designee, or the 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 Dean at Ottawa 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, Chanute 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 911 for emergency assistance. 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. Dial 911 for emergency assistance.
- **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 residence 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 Director of Residence and Student Life, along with the 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 Director of Residence and Student Life is responsible 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 Director of Residence and Student Life so that they can be included in this procedure. The Athletic Training department will assist with identification of such student-athletes and notification of the Coordinator of Residence and Student Life.

### 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. The preferred method to do this is via text messaging as often times during emergency situations cellular communication can become unusable due to increased traffic.

- **Chanute Safety Zones:** North - field north of Bideau Hall; West -Parking Lot #P1; South – Hudson Baseball field.
- **Ottawa Safety Zone:** On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

### 8.3 Medical Emergency

If a medical emergency occurs off campus, call 911. Give your name; describe the nature and severity of the medical problem and the campus location of the victim. If serious injury or illness occurs on campus, immediately call 911 during normal business hours. As time permits, please call the VPO at 620-433-0789 (cell) or designee for the Chanute campus or the Dean for the Ottawa and Online Campuses at 816-810-9889 (cell) or designee. To contact security services Safety Officers, call 620-212-2854 on the Chanute campus or 785-893-4969 on the Ottawa campus during normal hours of operation, typically evenings on both campuses and overnight in residence halls.
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. For more information, refer to the NCCC AED Policies and Procedures located at http://www.neosho.edu/Portals/0/Departments/safety_security/AED_Policy-Procedures_Addendum%202012.pdf.

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 immediately if the victim is:
   - having trouble breathing
   - has uncontrolled bleeding
   - has injured an extremity (arm or leg) so that it looks obviously deformed
   - complaining of or appears to be in severe pain
   - unconscious or has altered consciousness
   - having a seizure
   - complaining of neck pain
   - unable to stand, or
   - if you need additional assistance and no one else is available to help.
4. Call the Vice President for Operations at 620-433-0789 (cell) or designee for the Chanute campus or the Dean for the Ottawa and Online Campuses at 816-810-9889 (cell) or designee. To contact security services Safety Officers, call 620-212-2854 on the Chanute campus or 785-893-4969 on the Ottawa campus during their normal hours of operation by campus, typically evenions on both campuses and overnight in the residence halls. 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 a physician’s office or emergency room for work-related injury care (Worker’s Compensation claims).

8.4 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 Students, and the Director of Residence and Student Life.
• Students who become ill may be treated at the local health clinic if possible. If the clinic is not open, or it is determined that a higher level of care is needed, the students may be referred to 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 Agriculture, Department of Food Safety and Lodging at 785-564-6767.

• Resumption of food service will be at the direction of the Kansas Department of Agriculture, Department of Food Safety and Lodging working in conjunction with Great Western Dining food services.

• The Dean of Students working in conjunction with the Director of Residence and Student Life will coordinate and take necessary steps to ensure college housing residents are provided necessary food supplies.

8.5 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. For more information, refer to the NCCC Bloodborne Pathogens Exposure Control Plan at http://www.neosho.edu/Portals/0/Departments/safety_security/Bloodborne%20Pathogens%20Exposure%20Control%20Plan%202015-2016.pdf.

• Contact Maintenance to shut down the air handlers if possible: 913-396-9506.
• The Director of Facilities will notify the VPO and then continue to assist with evacuation and sealing and/or quarantine of the building.
• At Ottawa, notify the Dean for the Ottawa and Online Campuses at 816-810-9889.

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

The Kansas State Infectious Disease Epidemiology and Response Department will be contacted at 877-427-7317 to begin an epidemiology investigation.

The building will remain sealed until released by the Kansas State Infectious Disease Epidemiology and Response 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.
8.6 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.**

8.7 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:

<table>
<thead>
<tr>
<th>Chanute Campus</th>
<th>Ottawa Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINZ – 95.3 FM</td>
<td>KOFO – 1220 AM</td>
</tr>
<tr>
<td>KKOY – 105.5 FM</td>
<td>LAZER – 105.9 FM</td>
</tr>
<tr>
<td>Cablevision of Chanute</td>
<td>KLWN – 1320 AM</td>
</tr>
<tr>
<td>KHOW - 96.9 FM</td>
<td>KJHK – 90.7 FM</td>
</tr>
<tr>
<td>KOAM TV CH 7</td>
<td>NPR – 91.5 FM</td>
</tr>
<tr>
<td>KIKS – 101.5 FM</td>
<td>KCUR – 89.3 FM</td>
</tr>
<tr>
<td>KLKC - 93.5 FM</td>
<td>KC-TV5, KMBC-TV</td>
</tr>
<tr>
<td></td>
<td>WIBW-TV</td>
</tr>
<tr>
<td></td>
<td>WIBW – 580 AM</td>
</tr>
</tbody>
</table>
If the closing is made due to inclement weather such as snow or ice, college authorities will make the decision to close the campus, usually prior to 6:00 a.m. the day of classes. The decision to close evening classes will be made prior to 5:00 p.m. 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. In addition, text message alerts will be sent to all subscribers via Panther TextNet and the college web site will be updated. Social media such as the college Facebook and Twitter feeds will also be updated.

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.

8.8 Tornadoes/Severe Thunderstorms

Tornadoes are one of NCCC’s highest risks for a disaster. They are most likely to occur between 3:00 and 9:00 pm but have occurred during all hours of the day and night. The “average” tornado moves from southwest to northeast, but can move in any direction. The average forward speed for a tornado is 30 mph, but can vary from nearly stationary to 70 mph.

8.8.1 Definitions

- **A SEVERE THUNDERSTORM WATCH:** Severe thunderstorms are possible in your area. Thunderstorms are defined as severe if they produce winds in excess of 58 mph and/or produce hail of 1” in diameter or larger. Tornadoes can occur during severe thunderstorm warnings. **Generally, no EAP message will be issued. However, an EAP message may be issued at the discretion of the VPO or designee depending upon the forecast after consultation with county emergency management personnel.**

- **A SEVERE THUNDERSTORM WARNING:** Severe thunderstorms are occurring, or imminent. Keep in mind that tornadoes occasionally develop in areas where severe thunderstorm watches or warnings are in effect. Remain alert to signs of approaching tornadoes and seek shelter if threatening conditions exist. **An EAP message may be issued, depending upon the severity of the storm system.**

- **A TORNADO WATCH:** Indicates that conditions exist for a tornado to develop. Be prepared to move to a safe area. **An EAP message will be issued.**

- **A TORNADO WARNING:** Indicates that a tornado has actually been sighted or indicated on radar. If a tornado warning has been issued for your area, move to your **pre-designated** place of safety (found on the last page of this document). **An EAP message will be issued.**

**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.*

8.8.2 Procedures

If you are on campus when a tornado warning has been issued, you should move to the lower level of whatever building you are in. **DO NOT** go outside to check the weather. If an underground area
is not available, move to an interior room or hallway on the lowest floor. Crouch down against a wall or get under a sturdy piece of furniture. Auditoriums, gymnasiums and other structures with high, wide-span roofs do not offer good protection. **Stay away from windows and exterior doors.**

If you are outdoors, **DO NOT** attempt to outrun a tornado in a truck or car; instead abandon it for a strong building. If you are on the road, remember that overpasses offer NO protection from tornadoes and should not be used as shelters. If caught in the open, take cover in a ditch or low spot. Remember, this will not provide the same protection as a sturdy building. Occasionally tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado.

**FLYING DEBRIS CAUSES MOST DEATHS AND INJURIES DURING A TORNADO**  
(Source: National Weather Service)

**PLEASE REVIEW THE LIST OF SEVERE WEATHER SHELTER AREAS ON CAMPUS LISTED BELOW. THESE CAN ALSO BE FOUND ON THE LAST PAGE OF THE EMERGENCY ACTION PLAN.**

Watches and warnings are received through information from the National Weather Service, cell phones text messaging services, NOAA radios, directly from local county emergency operations, the Internet, and local TV and radio.

**When a tornado watch is announced:**

- Remain calm. Turn on all available televisions and weather radios to local weather stations.
- Staff are authorized to activate the Neosho County Community College Emergency Warning System.
- The Vice President or Dean will contact all Facility Coordinators or their designee as well as Tech Services.
- All safety/security personnel escalate to a “heightened sense of awareness.” Facility Coordinators should check all buildings and rooms, notify occupants, and note occupancy.
- Students, faculty and staff are notified via PC’s in the classroom, text messaging, email system, switchboard operator and our emergency crew that a Tornado Watch is in effect.
- Please do not use the college phone system if possible!

**When a tornado warning is announced:**

- Remain calm.
- The VPO or Dean or designees are authorized to activate the Neosho County Community College Emergency Warning System.
- The VPO or Dean or designees will contact all Facility Coordinators or their designee as well as Tech Services.
- Students, faculty and staff are notified via the Alertus emergency beacons, PC’s in the classroom, Panther TextNet, email system, switchboard operator, Facility Coordinators, and our emergency crew.
- Facility Coordinators should go immediately to storm shelter areas and perform attendance checks and keep people calm.
- Please do not use the college phone system if possible!
- The Facility Coordinator will be notified of the “all clear” by the VPO or Dean or designee.
- **All occupants should remain in their designated evacuation shelter until clearance (All Clear) is given** by the Facility Coordinator or emergency personnel.
All students, faculty and staff are automatically subscribed to a free service that will send a text message to their cell phone advising them of any severe weather watches/warnings in their area, called Panther Text Messaging. NCCC Chanute campus has been designated as the first community college in Kansas as Storm Ready by NOAA. For more information, go to http://www.stormready.noaa.gov/.

This information can also be found on the NCCC webpage www.neosho.edu under Safety & Security.
### Chanute Campus Employee/Student Storm Shelters During Normal Business Hours*

<table>
<thead>
<tr>
<th>Building/Facility</th>
<th>Facility Coordinator</th>
<th>Tornado/Severe Weather Shelter/NOAA Radio Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler Room</td>
<td>Maintenance A, B, or C/Director of Facilities</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Use door by men’s basketball entrance. Weather radio located in Director’s office.</td>
</tr>
<tr>
<td>Cafeteria/food service</td>
<td>Food Service Manager/Dean of Outreach and Workforce Development</td>
<td>Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in Bookstore, Dean’s office, and Food Service Manager’s office.</td>
</tr>
<tr>
<td>CLC/CAVE</td>
<td>STARS Director/Developmental Lab Coordinator</td>
<td>CAVE. Shelter in place. Weather Radio located in STARS Director’s office.</td>
</tr>
<tr>
<td>CLC/Library</td>
<td>Director of Academic Advising and Testing/Coordinator of Library Services</td>
<td>Restrooms/CAVE if time permits. Weather Radio located in Coordinator of Library Services office and at the Switchboard.</td>
</tr>
<tr>
<td>Hudson Field (baseball field)</td>
<td>Head Baseball Coach/Asst. Baseball Coach</td>
<td>In gym hallway tunnels under the bleachers and mezzanine. Weather radio in press box.</td>
</tr>
<tr>
<td>Machine Shed</td>
<td>Maintenance A, B, or C/Director of Facilities</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Weather radio located in Maintenance office.</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Maintenance A, B, or C/Director of Facilities</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Use entrance to Athletic Training room. Weather radio located in Maintenance office.</td>
</tr>
<tr>
<td>Multipurpose Building</td>
<td>Coach on duty/AD</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio located in office.</td>
</tr>
<tr>
<td>NeoKan Hall</td>
<td>Coordinator/Director</td>
<td>Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Res Life Coordinator apartment.</td>
</tr>
<tr>
<td>New Softball Field</td>
<td>Head Softball Coach/Asst. Softball Coach</td>
<td>If time permits, CAVE; otherwise use locker room. Weather radio located in press box.</td>
</tr>
<tr>
<td>Rowland Hall</td>
<td>Dean-CIO/Director of Technology Services</td>
<td>Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the Dean’s office.</td>
</tr>
<tr>
<td>Sanders Hall</td>
<td>CFO/Dean of Student Services</td>
<td>Art room/Music Room/Restrooms/Interior Hallways. Weather radio located in President and VP’s offices and at Registration desk.</td>
</tr>
<tr>
<td>Snyder Chapel</td>
<td>Dean of Student Services /CFO</td>
<td>Restrooms/CAVE if time permits. Weather radio located in Reading Room.</td>
</tr>
<tr>
<td>Stoltz Hall</td>
<td>Coordinator of Assessment/AA for Div. Chairs/Faculty/Assessment</td>
<td>Faculty Offices/Lecture Hall/Restrooms/Interior Hallways. Weather radio located in AA to faculty office.</td>
</tr>
<tr>
<td>Student Union</td>
<td>Director of Outreach/Dean of Outreach Workforce Development</td>
<td>Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in the Director’s office and Bookstore.</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>Coach on duty/AD</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio near TVs.</td>
</tr>
</tbody>
</table>

*Outside of normal business hours of operation, the college DOES provide emergency storm shelter for employees, students and the public in the NCCC gym hallway tunnels under the bleachers and mezzanine. College employees and students already here outside of normal business hours should use shelters per the above chart during storm emergencies. Outside of normal business hours, however, employees, students and the public coming to campus during a tornado watch or warning should go immediately to the NCCC gym shelters. In that event, only the NCCC gym is a designated storm shelter for public use. NCCC employees should not use other college shelters for themselves or others on their own accord when coming to campus during a tornado watch or warning outside of normal business hours.

### Ottawa Campus Employee/Student Storm Shelters During Normal Business Hours*

<table>
<thead>
<tr>
<th>Building/Facility</th>
<th>Facility Coordinator</th>
<th>Tornado/Severe Weather Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ottawa Campus</td>
<td>Dean for the Ottawa and Online Campuses/TLC Coordinator</td>
<td>Restrooms or West interior hallway. Weather radio located at receptionist desk.</td>
</tr>
</tbody>
</table>

*Outside of normal business hours of operation, the Ottawa campus does NOT provide emergency storm shelter.
8.9 Lightning

The VPO or designee is responsible for monitoring lightning strikes in the vicinity of the Chanute campus. The Dean for the Ottawa and Online Campuses or designee is responsible for monitoring of lightning strikes at the Ottawa campus. The athletic training department is responsible for monitoring lightning strikes at athletic events. A lightning detection service is currently being utilized for the Chanute campus. Lightning detection monitoring equipment will be used at the Ottawa campus and maintained in proper order by Dean for the Ottawa and Online Campuses or designee.

In the event of predicted lightning in the area, an EAP warning message may be issued depending upon the direction of the storm with impending lightning. When lightning is detected within 20 miles of NCCC or event venue, the VPO or designee will notify the college community or event participants.
officials of possible impending lightning.

In the event lightning is detected 8 miles or less from one of the campuses, a WARNING will be issued all outside activities will be ceased immediately for a period of 30 minutes after the last detected lightning strike. An EAP message will be issued. Once lightning has ceased in the area for a period of 30 minutes, normal activities may be resumed. An EAP All-Clear message will be issued.

8.10 Technology/Utility Failure

In the event of a major utility failure, immediately notify the Maintenance Department at 913-396-9506.

In the event of a major technology failure, immediately notify the Technology Services Department at 913-396-9505.

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.

8.11 Death or Serious Injury

In the event of a staff and/or a student(s) death or serious injury, the suggested steps are:

- Verify the information concerning the death or serious injury of a student or staff member. [NOTE: NO unofficial messages or postings on social media outlets or the dissemination of information by any means will be made until an official statement is issued by the President or his/her designee.]
- Contact the Ministerial Alliance team. The Ministerial Alliance’s primary point of contact is Tom Eastman at 620-431-3758 or Rick Qualls at 620-431-2910.
- Contact the SE Kansas Mental Health Center. Primary point of contact is 620-431-7890, ask for Crisis Services.
- Prepare formal statements or announcements. [NOTE: important to provide facts so as to reduce rumors.]
- Designate rooms to be used for counseling.
- Identify other/additional students, staff, and parents likely to be affected by news.
- Make official announcement.
- Provide grief support for students and staff.
- Provide substitute faculty as needed.
• In case of death, provide funeral/visitation information if affected family has given permission.
• Send college official for representation if feasible.
• Make arrangements for counselors or administrators to visit selected classes as needed and to speak personally to staff members.
• Notify faculty, athletics and residence life staff for students who exhibit evidence of emotional distress.

8.11.1 Memorials

The Crisis Management Team will recommend whether to hold a memorial, vigil or other service for the deceased and/or injured. Appropriate on and/or off campus facilities will be utilized. Memorial/grieving services should be held within 48 hours of the deceased’s departure if at all possible.

8.11.2 Dismissal of Classes

Depending on the level of the emergency, the President or his/her designee may recommend the dismissal of classes.

8.11.1 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 913-396-9506.
• Ottawa-Contact Ottawa Public Utilities at 785-229-3710 before 4 pm or 785-229-3750 after 4pm.
  If failure occurs during the weekend or a holiday period, call 1-888-482-4950.

8.12 Elevator Failure

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

8.13 Plumbing Failure/Flooding

Cease using all electrical equipment. For both the Chanute and Ottawa campuses, contact the NCCC Maintenance cell phone at 913-396-9506. If necessary, vacate the area.

8.14 Gas Leak

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Chanute and Ottawa - Contact Maintenance Department at ext. 250 or 251, or call the NCCC Maintenance cell phone at 913-396-9506. Immediately vacate the area.

8.15 Ventilation Problem
If smoke odors come from the ventilation system, immediately notify the NCCC Maintenance Department at extension 250 or 251, or call the NCCC Maintenance cell phone at 913-396-9506.

If necessary, cease all operations and vacate the area.

8.16 Serious Violent or Criminal Behavior

- Call 911.

To contact security services Safety Officers, call 620-212-2854 on the Chanute campus or 785-893-4969 on the Ottawa campus during their normal hours of operation by campus, typically evenings on both campuses and overnight in the residence halls. Alternately, you may also call:

- **Chanute campus**: Vice President for Operations at 620-433-0789 or designee.
- **Ottawa campus**: Dean for the Ottawa and Online Campuses at 816-810-9889 or designee.
- **Residence Hall** incidents follow the Student Handbook guidelines.

(Note: Emergency service may also be accessed quickly by utilizing the LiveSafe app on your smartphone. To download the app Visit the App Store or Google Play and search for LiveSafe Download (install the app with a blue shield logo with a person on it). Register – Open the app and be sure to keep Location Services and Push Notifications enabled and to allow access to your contacts. Choose Neosho Chanute or Neosho Ottawa as your organization depending on your location)

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.**

8.17 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.

8.18 Active Killer Scenario

Profile of an Active Killer

An Active Killer is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active killers use firearms(s) and there is no pattern or method to their selection of victims.

Active killer situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active killer situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active killer situation.

How to Respond if an Active Killer is in your vicinity

Quickly determine the most reasonable way to protect your own life. Utilize ALICE protocols to ensure that you have the greatest chance for survival.

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Killer. It is important to remember the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an active killer. Your survival is paramount in this situation. Deal with known information and don’t worry about the unknowns. You may use only 1 or 2 parts of the responses plan or you may have to utilize all 5. In this type of incident, your perception is the reality. You will be deciding the appropriate action to take and you are empowered to take all reasonable steps to protect your safety as well as that of others around you.
Definition: Active Killer - one or more subjects who participate in a random or systematic killing spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims

What should I do if I see someone with a gun or hear gunfire?

Quickly determine the most reasonable way to protect your own life.

**ALERT – Can be anything**
- Gunfire
- Witness
- Phone Alert
- Alert Beacon

**LOCKDOWN** – This is a semi-secure starting point from which you will make survival decisions. If you decide not to evacuate, secure the room.
- Lock and barricade doors with anything and/or tie down the door using any type of strap.
- Turn off lights, close blinds, silence cell phones, computers, etc.
- Look for alternate escape routes (windows, other doors).
- Move out of the doorway in case gunfire comes through.
- Keep yourself out of sight and take adequate cover, spread out don’t huddle in groups.
- Try not to trap or restrict your option for movement.
- Once secured do not open the door for anyone. Police will enter the room when the situation is over.
- **Call 911 when safe to do so.**

**INFORM** – Using any means necessary to pass on real information.
- Given in plain language
- Who, what, where, when and how information.
- Location of killer, number of killers if more than one.
- Physical description of killer/s.
- Number and type of weapons held by the killer/s.
- Number of victims.
- Can be used by people in the area or who may come into it to make common sense decisions.
- Can be given in “Text Alerts”

**COUNTER** – This is the use of simple, proactive techniques should you be confronted by the Active Killer. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active killer by:
- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Anything can be a weapon.
- Create as much noise as possible.
- Attack as a group (swarm).
- Grab the killer’s limbs and head and take them to the ground and hold them there.
- Fight dirty-bite, kick, scratch, gouge eyes, etc.
- Run around the room and create chaos.
- Commit to your actions.
- If you have control of the killer call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

**EVACUATE** – Remove yourself from the danger zone as quickly as possible.
- Decide if you can safely evacuate.
- Run in a zigzag pattern as fast as you can.
- Do not stop running until you are far away from the area.
- Bring something to throw with you in case you would encounter the Active Killer.
- Consider if the fall from a window will kill you.
- Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
- Hang by your hands from the window ledge to shorten your drop.
- Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.

**Secondary Issues:**

- Be prepared to provide first aid. Although trauma kits are available in all classrooms, be prepared to also think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used as tourniquets. Weighted shoes can be tied around a person’s head to immobilize it. Remember it may be several hours until an injured person can be safely moved. The immediate actions you take could save someone’s life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your students and co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an Active Killer to enter and acquire targets.

Remember that customers and clients are likely to follow the lead of employees and managers during an active killer situation.

**Information to provide to law enforcement or 911 operators:**

- Location of the active killer
- Number of killers, if more than one
- Physical description of killer/s
- Number and type of weapons held by the killer/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
How to react when law enforcement arrives:
- Remain calm, and follow officers’ instructions
- Put down any items in your hands (i.e., purses, bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to officers for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Reactions of Managers During an Active Killer Situation
Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to follow ALICE protocols and:
- Try to remain calm
- Take immediate action

Assisting Individuals with Special Needs and/or Disabilities
- Ensure that EAPs, evacuation instructions and any other relevant information cover individuals with special needs and/or disabilities.
- Your building should be handicap-accessible, in compliance with ADA requirements.

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE
An active killer in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert the VPO or Dean if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee
Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

MANAGING THE CONSEQUENCES OF AN ACTIVE KILLER SITUATION

After the active killer has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured;
- Determining a method for notifying families of individuals affected by the active killer, including notification of any casualties;
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly;
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active killer.

8.19 Bomb Threat

If you become aware of a bomb threat:

- Chanute campus: contact the Vice President for Operations at 620-432-0301 or 620-433-0789 (cell)
- Ottawa campus: contact the Dean for the Ottawa and Online Campuses at 785-248-2797 or 816-810-9889 (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 911. Then report the incident immediately to the VPO or Dean as appropriate and noted above. If you see something, SAY SOMETHING!

If you receive a bomb threat over the telephone:

- 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 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 Chanute Police or Fire Department.

**8.20 Biohazard/Chemical Spill**

If you observe or suspect that a biohazard or chemical spill has occurred, contact the Maintenance Department at ext. 250 or 251, or call 913-396-9506 or the Dean for the Ottawa Campus at 816-810-9889. After hours, contact the NCCC Maintenance cell phone at 913-396-9506. Ottawa – **911** followed by the Dean for the Ottawa and Online Campuses and VPO.

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.

8.20.1 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 the NCCC Maintenance cell phone at 913-396-9506. 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 the NCCC Maintenance cell phone at 913-396-9506.

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

8.20.2 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 cell phone at 913-396-9506. 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.

**8.21 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.**

**8.22 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 Services and the Vice President for Operations should be notified. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

8.22.1 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 southwest corner of the parking lot.

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 Operations to monitor the situation during non-business hours, or the Dean for the Ottawa and Online Campuses.
- Determination will be made by the VPO or Dean or his/her designee to treat the violation of regular closing hours as a disruptive demonstration (see below).

8.22.2 Non-Violent, Disruptive Demonstrations

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

- The Dean of Student Services will immediately contact the VPO.
- Demonstrators will be asked to terminate their violations by the VPO/Dean of Student Services or his/her designee.
- The VPO 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 VPO 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 or Ottawa Police Departments, the remaining demonstrators will be warned of the Police Department's intention to arrest.

8.22.3 Violent, Disruptive Demonstrations

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

- Campus security, if on duty, should be notified immediately.
- In coordination with the Dean of Student Services, the VPO will contact the building or department involved.
- The VPO will alert the President.
- The Dean of Student Services 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 VPO (or Dean for the Ottawa and Online Campuses) 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.

8.23 Earthquake

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

- **If Indoors:** Seek refuge adjacent to 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 VPO (or Dean for the Ottawa and Online Campuses) and the Maintenance Supervisor.

**NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures (Section 8.1).

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: Mental Health Response Plan

9.1 Introduction:

Student Services has among its responsibilities the role of coordinating the response to significant crisis situation involving Neosho County Community College students, whether on campus or in the community. This response procedure is being developed for implementation in the event of a death, severe injury, or other type of disaster involving our students. Whether “minor,” “major” or a “disaster” once the emergency event has passed, communication is key to maintaining control and order. Refer to page 15 of the Duties of Public Relations following an emergency to determine what information will be released.

9.2 The Mental Health Response Team:

Dean of Student Services (Chair) 620-432-0304
620-212-1153 cell
Director of Academic Advising and Testing 620-432-0311
620-431-4331 home
Vice President for Operations 620-432-0301
620-433-0789 cell
Dean for the Ottawa and Online Campuses 785-248-2797
816-810-9889 cell
Dean for Operations/CIO 620-432-0385
620-212-3750 cell
Coordinator of the Teaching and Learning Center 785-xxx-xxxx
xxx-xxx-xxxx cell
Director of Residence and Student Life 620-432-0381
620-212-8038 cell
Coordinator of Residence and Student Life 620-432-0389
620-212-4368 cell
Athletic Director 620-432-0321
785-766-0512 cell
Public Relations 620-432-0356
620-432-1088 cell
Vice-President for Student Learning 620-432-0302
620-230-8062 cell
Counseling Services
to be determined by DOSS

President (informed of all events) 620-433-0706 cell

9.3 Suicide/Psychological Crisis

Southeast Kansas Mental Health Center (Ask for Crisis Services): 620-431-7890
National Suicide Prevention Lifeline 800-273-8255

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.
If you believe a psychological crisis exists:

Call the Dean of Student Services at 620-432-0304. After hours, call the Dean of Student Services at 620-212-1153 or designee. At Ottawa, call the Dean for the Ottawa and Online Campuses at 816-810-9889 or designee. 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. Remain with the person and assess the environment for immediate risk. If you believe there is immediate risk, call 911.
2. Enlist the help of others in the immediate area if possible.
3. Contact the Dean of Student Services at 620-212-1153 or designee. At Ottawa, call the Dean for the Ottawa and Online Campuses at 816-810-9889 or designee.
4. In Chanute contact the Mental Health Center at 620-431-7890 and ask for crisis services. In Ottawa contact the Mental Health Center at 785-242-3780 for emergencies or 800-241-1266 after hours.

Crisis staff at the Mental Health Center will ask questions to initially assess risk. They may direct you to take the person to the Mental Health Center or local hospital for further evaluation. If you are unable to safely transport the person, contact local law enforcement for assistance.

**If a suicide attempt is made:**

1. Call 911.
2. Call the Dean of Student Services at 620-212-1153 or designee. If Ottawa, contact Campus Dean at 785-242-2067 or 816-810-9889 (cell phone) or designee.
3. Remain calm and try to stabilize the victim.
4. Get as much information as possible so you can share it with emergency care providers when they arrive.
5. Stay with the victim until the ambulance arrives. If possible, ask someone else to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.
Section 10: FAQ’s and Homeland Security

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 Operations at the Chanute campus and the Dean for the Ottawa and Online Campuses in conjunction with Safety and Security Committee input and guidance, 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 VPO and general manager of Great Western Dining food services. In the event of a 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?

- **Baseball field/Softball field/Soccer field** - 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.
- **CLC** – Individuals located in the CLC will receive instructions where they are located.
- **Ottawa** – Individuals located at Ottawa should proceed to the student services office.
- **Residence Halls** - If you are located in a residence hall, the Coordinator of Residence and Student Life, Assistant Coordinator of Residence and Student Life, or other staff member will come to the building to advise students.
- **Rowland Hall** - If you are located in Rowland Hall, please proceed to the nursing office for instructions.
- **Sander’s Hall** - If you are located in Sanders Hall, proceed to the student services office to receive instructions.
- **Snyder Chapel** - If you are located in Snyder Chapel, please proceed to Chapman Library for instructions.
- **Stoltz Hall** - If you are located in Stoltz Hall, proceed to the lecture hall for instruction.
• **Training room/gym/multipurpose building/Wellness Center/Workforce Development** -
  If you are in the training room, gym, multipurpose building, wellness center, or workforce development office, please proceed to the Workforce Development for instructions.

We will use all means available to communicate with students, faculty, and staff, including Alertus beacons, the campus phone system, electronic mail, text-messaging, electronic messaging screens, campus PC’s, 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 under the Panther TextNet Alert Section on the Safety and Security page. There will also be updated information on the College main switchboard number 620-431-2820. Critical messages will be disseminated via the Panther TextNet text messaging and email system, the phone system and via the Alertus networked-based messaging system on campus. All students, faculty and staff are automatically subscribed to a free service that will send a text message to your cell phone advising you of any severe weather watches/warnings in your area, called Panther Text Messaging.

**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. NCCC does follow the Department of Homeland Security “If You See Something, Say Something™” guidelines at [http://www.dhs.gov/if-you-see-something-say-something%E2%84%A2](http://www.dhs.gov/if-you-see-something-say-something%E2%84%A2). 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:

- Use updated info…Sign up for Panther Text Net at [www.neosho.edu](http://www.neosho.edu) under the Panther Text Net (RAVE) tab under the Quick Resources section at the bottom of the home page.
- 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 extension 0.
Q: Whom should you call if you notice suspicious behavior?

A. Call either the Vice President for Operations at 620-432-0301 (office) or 620-433-0789 (cell) or designee for the Chanute campus or the Dean for the Ottawa and Online Campuses at 785-248-2797 (office) or 816-810-9889 (cell) or designee.

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 620-432-0324 or scadwallader@neosho.edu.

Key contacts are the Dean of Student Services at 620-432-0304 and the Director of Residence and Student Life at 620-432-0381, or the Coordinator of Residence and Student Life at 620-432-0389.

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 will be updated as needed.

National Terrorism Advisory System (NTAS). When the National Terrorism Advisory System announces a security alert the College will act promptly to notify all constituents.

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. (Source: NTAS website, www.dhs.gov/alerts)

Current NTAS Alerts can be found on the NCCC Safety and Security web page and at the following link:

http://www.dhs.gov/files/programs/ntas.shtm#current
Section 11: Emergency Preparedness Training

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

- Individuals’ roles and responsibilities;
- Threats, hazards, and protective/evasive actions;
- Notification, warning, and communication 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 should conduct an emergency drill in conjunction with the Chanute and/or Ottawa police and fire departments and other emergency personnel as necessary and appropriate. See the appendix A for a list of training exercises. Training shall include but is not limited to:

- issues or violations pertaining to concealed carry/weapons on campus;
- active shooter/violent intruder scenarios;
- blood-borne pathogens and other pathogenic exposure protocols.
Section 12: Emergency Drills, Shelter and Evacuation

Periodically, emergency drills will be performed in each building. The Vice President for Operations 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 the Operations office in Chanute. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Chanute Campus Employee/Student Storm Shelters During Normal Business Hours*

<table>
<thead>
<tr>
<th>Building/Facility</th>
<th>Facility Coordinator</th>
<th>Tornado/Severe Weather Shelter/NOAA Radio Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler Room</td>
<td>Maintenance A, B, or C/ Director of Facilities</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Use door by men’s basketball entrance. Weather radio located in Director’s office.</td>
</tr>
<tr>
<td>Cafeteria/food service</td>
<td>Food Service Manager/Dean of Outreach and Workforce Development</td>
<td>Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in Bookstore, Dean’s office, and Food Service Manager’s office.</td>
</tr>
<tr>
<td>CLC/CAVE</td>
<td>STARS Director/Developmental Lab Coordinator</td>
<td>CAVE. Shelter in place. Weather Radio located in STARS Director’s office.</td>
</tr>
<tr>
<td>CLC/Library</td>
<td>Director of Academic Advising and Testing/Coordinator of Library Services</td>
<td>Restrooms/CAVE if time permits. Weather Radio located in Coordinator of Library Services office and at the Switchboard.</td>
</tr>
<tr>
<td>Hudson Field (baseball field)</td>
<td>Head Baseball Coach/Asst. Baseball Coach</td>
<td>In gym hallway tunnels under the bleachers and mezzanine. Weather radio in press box.</td>
</tr>
<tr>
<td>Machine Shed</td>
<td>Maintenance A, B, or C/ Director of Facilities</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Weather radio located in Maintenance office.</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Maintenance A, B, or C/ Director of Facilities</td>
<td>In gym in hallway tunnels under bleachers and mezzanine Use entrance to Athletic Training room. Weather radio located in Maintenance office.</td>
</tr>
<tr>
<td>Multipurpose Building</td>
<td>Coach on duty/AD</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio located in office.</td>
</tr>
<tr>
<td>NeoKan Hall</td>
<td>Coordinator/Director</td>
<td>Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Res Life Coordinator apartment.</td>
</tr>
<tr>
<td>New Softball Field</td>
<td>Head Softball Coach/Asst. Softball Coach</td>
<td>If time permits, CAVE; otherwise use locker room. Weather radio located in press box.</td>
</tr>
<tr>
<td>Rowland Hall</td>
<td>Dean-CIO/Director of Technology Services</td>
<td>Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the Dean’s office.</td>
</tr>
<tr>
<td>Sanders Hall</td>
<td>CFO/Dean of Student Services</td>
<td>Art room/Music Room/Restrooms/Interior Hallways. Weather radio located in President and VP’s offices and at Registration desk.</td>
</tr>
<tr>
<td>Snyder Chapel</td>
<td>Dean of Student Services /CFO</td>
<td>Restrooms/CAVE if time permits. Weather radio located in Reading Room.</td>
</tr>
<tr>
<td>Stoltz Hall</td>
<td>Coordinator of Assessment/AA for Div. Chairs/Faculty/Assessment</td>
<td>Faculty Offices/Lecture Hall/Restrooms/Interior Hallways. Weather radio located in AA to faculty office.</td>
</tr>
<tr>
<td>Student Union</td>
<td>Director of Outreach/Dean of Outreach Workforce Development</td>
<td>Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in the Director’s office and Bookstore.</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>Coach on duty/AD</td>
<td>In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio near TVs.</td>
</tr>
</tbody>
</table>

*Outside of normal business hours of operation, the college DOES provide emergency storm shelter for employees, students and the public in the NCCC gym hallway tunnels under the bleachers and mezzanine. College employees and students already here outside of normal business hours should use shelters per the above chart during storm emergencies. Outside of normal business hours, however, employees, students and the public coming to campus during a tornado watch or warning should go immediately to the NCCC gym shelters. In that event, only the NCCC gym is a designated storm shelter for public use. NCCC employees should not use other college shelters for themselves or others on their own accord when coming to campus during a tornado watch or warning outside of normal business hours.
Periodically, emergency drills will be performed at the Ottawa campus. The Dean for the Ottawa and Online Campuses and the Ottawa Fire Department will plan building evacuation drills. A list of drills will be maintained each year in the Dean’s office. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

### Ottawa Campus Employee/Student Storm Shelters During Normal Business Hours*

<table>
<thead>
<tr>
<th>Building/Facility</th>
<th>Facility Coordinator</th>
<th>Tornado/Severe Weather Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ottawa Campus</td>
<td>Dean for the Ottawa and Online Campuses/TLC Coordinator</td>
<td>Restrooms or West interior hallway. Weather radio located at receptionist desk.</td>
</tr>
</tbody>
</table>

*Outside of normal business hours of operation, the Ottawa campus does NOT provide emergency storm shelter.*
## Appendix A: Table of Emergency Response Drills 14-15, 15-16, 16-17

<table>
<thead>
<tr>
<th>Date</th>
<th>Drill</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 5, 2014</td>
<td>Tornado Drill – Chanute campus</td>
<td>Tested communication systems and employee/student response</td>
</tr>
<tr>
<td>January 7, 2014</td>
<td>Active Killer Scenario – Chanute campus</td>
<td>Tested communication systems, interaction with local emergency response</td>
</tr>
<tr>
<td>May 7, 2014</td>
<td>Tornado Drill – Ottawa Campus</td>
<td>Tested communication systems and employee/student response</td>
</tr>
<tr>
<td>June 11, 2014</td>
<td>Tornado Drill – Chanute campus</td>
<td>Tested communication systems and employee/student response</td>
</tr>
<tr>
<td>March 4, 2015</td>
<td>Tornado Drill – Chanute campus</td>
<td>Tested communication systems and employee/student response</td>
</tr>
<tr>
<td>March 5, 2015</td>
<td>Tornado Drill – Ottawa Campus</td>
<td>Tested communication systems and employee/student response</td>
</tr>
<tr>
<td>November 10, 2015</td>
<td>Tornado Drill – Chanute campus</td>
<td>Tested new Alertus one-button emergency communication systems and employee/student response</td>
</tr>
<tr>
<td>November 20, 2015</td>
<td>Tornado Drill – Chanute campus</td>
<td>Re-tested new Alertus one-button emergency communication systems and employee/student response</td>
</tr>
<tr>
<td>March 30, 2016</td>
<td>Tornado Drill – Ottawa Campus</td>
<td>Tested communication systems and employee/student response</td>
</tr>
<tr>
<td>July 19, 2016</td>
<td>Tornado Drill – Chanute campus</td>
<td>Tested communication systems and employee/student response</td>
</tr>
</tbody>
</table>