

NEOSHO COUNTY COMMUNITY COLLEGE

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES

DATE: September 13, 2007
TIME: 5:30 p.m.
PLACE: Student Union, Room 209

MEMBERS PRESENT: Kevin Berthot
Charles Boaz
Clint Isaac
Mariam Mih
David Peter
Basil Swalley

PRESENT: Dr. Vicky Smith, President
Dr. Brian Inbody, Vice President for Student Learning
Ben Smith, Dean of Planning and Operations
Sandi Solander, Dean of Finance
Brenda Krumm, Dean of Outreach & Workforce Development
Kerry Ranabargar, Technology Services Director
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Adam Vogler, Chanute Tribune

Mr. Peter called the meeting to order at 5:30 p.m. in room 209 in the Student Union.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

The agenda was amended to add under new business:

F-ABE Instructor
G-Assistant Track/Cross Country Coach
H-Assistant Women's Soccer Coach
I- Lease Agreement

Upon a motion and a second, the agenda was approved as amended. Motion passed.

V. Consent Agenda

The following items were approved by consent.

Minutes from August 9, 2007
Claims for disbursement for August 2007
Personnel

Consent Agenda Item V-C: Personnel

NEOSHO COUNTY COMMUNITY COLLEGE

1. Resignation of ABE Instructor-Fort Scott Site

It was the President's recommendation that the Board accept the resignation of Colette LeFebvre-Davis as the Adult Basic Education instructor at Fort Scott. Ms. Lefebvre-Davis resignation is effective September 7, 2007.

2. Assistant Softball Coach

It was the President's recommendation that the Board employ Malinda Berglund as the assistant softball coach.

Ms. Berglund is a graduate of the University of Minnesota-Morris, with a Bachelor of Arts Degree in Sports Management.

Ms. Berglund will be paid \$650 per month starting September 14, 2007.

3. Assistant Cheer Coach

It was the President's recommendation that the Board reemploy Suzette Kramer as the assistant coach for

cheer and dance. Ms. Kramer attended Sinclair Community College in Dayton, Ohio and Virginia Intermont College in Bristol, Virginia.

As a returning assistant coach Ms. Kramer will be paid \$750 per month starting September 14, 2007.

4. Assistant Soccer Coach

It was the President's recommendation that the Board employ Greg Cryns as the assistant soccer coach. Mr.

Cryns is a graduate of Northern Illinois University, receiving a Bachelor's degree in General Studies. He has

experience playing and coaching soccer, serving as soccer coach and assistant coach for summer program for

the past six years and was assistant coach at NCCC for two months in the spring semester. Mr.

Cryns was

inadvertently left off the August agenda.

Mr. Cryns will be paid \$650 per month.

5. Assistant Men's Basketball Coach

It was the President's recommendation that the Board employ Bobby Taylor as the assistant coach for men's

basketball. Mr. Taylor is a graduate of the University of Toledo with a Bachelor of Science degree. He has

worked as an assistant basketball coach at Cowley County Community College, Paris Junior College, Grand Valley

State University, Texas A & M-Corpus Christi, and Centenary College of Louisiana.

Mr. Taylor will be paid \$650 per month plus room and board starting September 14, 2007.

6. Upward Bound Administrative Assistant

It was the President's recommendation that the Board employ Gayla Berger as the Administrative Assistant for

the Upward Bound grant. Ms. Berger earned a Bachelor of Science in Elementary Education degree from Emporia

State University. She has over 15 years experience as an administrative assistant.

NEOSHO COUNTY COMMUNITY COLLEGE

Ms. Berger will be paid \$10 per hour (level III) starting September 14, 2007.

Upon a motion and a second, the consent agenda was approved. Motion passed.

Faculty Senate Report: Chad DeVoe, Faculty Senate President, reported that the faculty were glad to be back and that the semester was underway. He reported that the Omega Iota chapter of Phi Theta Kappa hosted a Chapter Officer Training Workshop on September 8 on campus. Chapters from Allen, Coffeyville, Cowley, Butler, NCCC-Ottawa, NCCC-Chanute, and Fort Scott had officers in attendance. Sessions included conducting a meeting using Parliamentary procedure, the history of Phi Theta Kappa, the role of the chapter officer, and developing leadership skills.

Mr. DeVoe reported that several new clubs had been started including Literature and the Movies, Mary Weilert sponsor; Art, Brad Wilkinson sponsor; Music, David Smith sponsor, and History, Mindy Ayers sponsor. The clubs were started to help improve student retention.

Nursing faculty members Debra Brown and Teresa Faust submitted a Simulation Scenario to the Kansas Board of Nursing and it was approved and put in the Scenario Library for KSBN. Their scenario was the first to be approved.

Dean of Ottawa Report: Dr. Smith reported that Dale Ernst, Dean of the Ottawa campus, could not be at the meeting and summarized his written report. Presently 706 students are enrolled at the Ottawa campus, in 4,605 credit hours. Concurrent enrollment is up about 10% with 356 students enrolled in 1,969 credit hours.

Treasurer's Report: Sandi Solander, Dean of Finance, reported that she had received the state aid payment and that the cash balance was up by one million two hundred thousand dollars as a result of that payment. Revenues and expenditures are in line with last year with the only exception being the dorm/student union fund. Last year the new roof was paid for making expenditures for the same period 41%.

Dean Solander reported that the field work for the audit was complete and she expects to have the report for the Board to approve at the October Board meeting.

KACCT Report: Charles Boaz, representative to the Kansas Association of Community College Trustees organization, attended the fall meeting in Wichita. He presented a written report and reviewed items of interest including:

Reviewed audit report and management letter

Established a new award for Trustee of the Year and named Sandi Kinser of Cloud County as the recipient for the current year.

Approved a position for a tech person to assist with presentations, set-up, etc.

Adjusted the budget for travel to be used for mileage.

Reviewed the Executive Director's job description.

Reviewed the current investment policy for KACCT.

Heard a recommendation to increase dues for the following year.

NEOSHO COUNTY COMMUNITY COLLEGE

Adopted a succession plan for emergency situations and for retirement.

Mr. Boaz reported that John Masterson, President of Allen County Community College, asked if our Trustees would be interested in meeting with Allen County Trustees in the future.

President's Report: Dr. Smith reported that summer enrollment was up 8.1%. Enrollments for fall are up slightly and there are still classes that have not started this fall.

Dr. Smith showed the Board a preliminary floor plan (first floor only) for the Ottawa Community Center. The total square footage is slightly over 120,000 square feet with about 31,000 of that total square footage for the NCCC campus. Estimates to complete the building as designed were higher than anticipated. The next phase is to see if money can be raised for the project.

Dr. Smith reported she would be in Topeka on Monday along with the president from Allen County and the Vice President for Administration from Johnson County to provide testimony to the Kansas Legislature's Special Committee on Energy, Natural Resources, and Environment. Dr. Smith will be sharing information about the College's 2005 energy performance contract and use of the Kansas Facilities Conservation Improvement Program.

Dr. Smith shared with the Board that the six community colleges that are part of the SEK SYSTEM of Higher Education have been working with Wally Kerns, the state director of the KSBDC. The talks have led to a collaborative effort among the six community colleges and the PSU-SBDC to provide small business development services to the business in our service area through the sharing of two new outreach counselors. Mr. Kerns is excited about the approach southeast Kansas is taking to bring services to our communities. He wants to use what the SYSTEM had developed as a model for other parts of the state.

The president stated that there had been some vandalism to the outside lighting that highlights the "Neosho County Community College" sign on 14th street. Repairs are in progress.

Dr. Smith recognized Ben Smith, Dean of Planning and Operations, for completing his master's degree from Fort Hays State University and read comments regarding Mr. Smith's thesis. She also congratulated Dr. Brian Inbody who was one of 32 individuals selected to attend the Executive Leadership Institute in December.

Dr. Smith asked the board to pick a date and topics for the Fall Retreat. The retreat was scheduled for November 2 and 3. Possible topics for discussion included the name of the College, a succession plan for college personnel and/or board members, objectives for the future, and on-line class transferability.

Agenda Item VII-A: Finalize Travel Plans for ACCT Conference

The Board finalized travel plans for the ACCT Conference in San Diego, CA.

Agenda Item VIII-A: Bid for AP Biology, AP Chemistry, and Virtual Dissection CD-ROM Series Sets

The College sought bids for the complete set of Titles in the AP Biology CD-ROM Series, AP Chemistry CD-ROM Series, and Virtual Dissections CD-ROM Series. The minimum specifications required:

Network or LAN based licenses only

Multiple users are required

No single user licenses

The bid must show the price of each CD-ROM Series and include all shipping charges

NEOSHO COUNTY COMMUNITY COLLEGE

Warranty information must be clearly specified

Bids were solicited from WARD'S Natural Science, Rochester, NY, Carolina Biological Supply Company, Burlington, NC, Frey Scientific, Mansfield, OH.

There is money currently available in the chemistry and biology budgets to cover the cost. The strategic planning committee recommended the cost of this software be included in the FY 2007-08 budget.

The following bids were received:

WARD'S Natural Science \$ 4,274.10 (no bid on virtual dissections CD-ROM series)
Frey Scientific \$ 9,277.60 (virtual dissections on frogs only)
Carolina Biological Supply \$12,600.00 (meets all specifications)

Carolina BioLab Virtual Lab series allows learners the ability to dissect 10 different organisms without the fear of damaging or messing up an actual dissection. The virtual dissections allow learners the ability to re-peat the process multiple times without using multiple preserved organisms, thus increasing the costs of organisms. The virtual dissections also allow learners the ability to complete the dissections if they miss class due to an athletic event.

Other features of the software are its flexibility, where learners can work at their own pace prior to, during, and after a 'wet' lab to increase their knowledge. The software is also motivating, because learners respond to questions, which measure their understanding of the course materials. These features plus more make the purchase of this software a necessity for our technology advanced learners.

On the same note, the A&P Biology and Chemistry Series will offer the same features, flexibility and motivation, while allowing learners the ability to repeat activities at their own pace multiple times.

All of these software series will increase the access to scientific information that all of our learners will cover in our biology and chemistry lectures and labs. Ideally the software will be available to learners in the Cave, Library, and at the Ottawa campus.

It was the President's recommendation that the Board approve the bid of \$ 12,600.00 from Carolina Biological Supply to purchase the AP Biology, AP Chemistry, and Virtual Dissection CD-ROM Series Sets. The cost will be split equally between the chemistry and biology software budgets.

Resolution 2007-57

RESOLVED, That the Board of Trustees of Neosho County Community College approves the bid of \$12,600 from Carolina Biological Supply to purchase AS Biology, AP Chemistry, and Virtual Dissection CD-ROM Series.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-B: Concrete Bids

As a part of the NCCC Capital Improvement Plan and 2007 Strategic Planning Committee initiatives, certain sections of concrete on the Chanute campus are scheduled to be replaced. One additional section of sidewalk was added between the two residence halls. The sidewalk projects were all listed by the ISES FCA engineers as projects as a part of the FCA report completed last year. Project locations are noted in attached drawing.

NEOSHO COUNTY COMMUNITY COLLEGE

Notices were placed in local papers to solicit quotations for the various projects, with the anticipated total cost of the projects to be less than \$10,000. The college received three quotes from the companies listed below:

Brown Construction Chanute, KS
Hofer and Hofer Humboldt, KS
Hal Jones Construction Chanute, KS

All quotations were in excess of \$10,000. Therefore, formal bid specifications were developed for the projects (see attached). Notices were placed in local papers and bids were solicited for the project from the companies above who had previously submitted quotations. The following sealed bid was received:

	Base bid	Alternate #1	Total
Brown Construction	\$11,984.00	\$900.00	\$12,884.00

The Brown Construction bid was the only bid received for the concrete projects. Alternate #1 is to add an ADA approved ramp by the Student Union Code Blue pole, which was also recommend by the ISES FCA engineers, but was not included as a part of the Capital Improvement Plan, as its cost was estimated to be less than \$3000.

It was the President's recommendation that the Board accept the bid for concrete projects as specified including alternate #1 for \$12,884.00 from Brown Construction of Chanute, Kansas.

Resolution 2007-58

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$12,884.00 (includes alternate #1) for concrete projects as specified from Brown Construction.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Invitation to Bid

The Board of Trustees of Neosho County Community College (NCCC) is seeking bids for concrete work to be completed on the Chanute campus. Several sections of concrete must be removed and new concrete installed per NCCC specs. The following specifications must be met:

BARRICADES: Sidewalks replaced shall be barricaded at each end and sides and shall remain barricaded throughout the entire phase of the replacement up to and including three (3) days after placing the concrete. The methods of protection and control shall be followed according to the NCCC maintenance supervisor.

CONSTRUCTION MATERIALS: All sidewalks shall be constructed with a minimum of 4000 pound Class A Concrete, unless other materials are approved by NCCC.

WIDTH: All sidewalks shall match the width of adjacent sidewalks, but in no case shall be less than four (4) feet in width.

MEASUREMENTS: The attached drawing/map is for reference purposes only. All measurements must be field measured and verified.

THICKNESS: All sidewalks shall be a minimum of four (4) inches in thickness except where

NEOSHO COUNTY COMMUNITY COLLEGE

commercial traffic uses the sidewalk as a driveway, then the thickness shall be increased to six (6) inches. Standard 6" x 6" steel mesh should be used throughout the sidewalk, except where commercial traffic uses the sidewalk as a driveway, then 12" X 6" steel mesh shall be used.

CONTRACTION JOINTS: Four-foot wide sidewalks shall have contraction joints on 4'-0" centers, formed or cut at least one (1") deep. Five-foot wide sidewalk shall have a contracting joint every five (5) feet.

SLOPE: All sidewalks shall have a slope to match existing grade except where specified by NCCC.

FINISH: All edges rounded with a 1/4 inch radius edge. A broom finish is preferred; however, the finish should match that of existing adjoining sidewalk.

GRADE: All sidewalks shall be installed parallel to the grade of the street. On corner lots, sidewalks shall be installed at a level so that handicapped ramps can be installed at a 12 - 1 slope with the newly constructed sidewalk.

MATCH EXISTING SIDEWALKS: All sidewalks shall abut adjoining sidewalks in a flush manner at the same level. Where the grade of the two (2) sidewalks is different, they shall be matched with a slope no greater than three (3) inches per five (5) lineal feet, unless specified by NCCC. All concrete shall be pinned with 8 inch long Number 3 rebar or cold rolled pins where it meets existing concrete-minimum spacing between pins every 2 feet.

EXPANSION JOINTS: Expansion joints shall be constructed every fifty (50) feet and at the end points of new sidewalks and at connections to existing sidewalks. Where curb is replaced, an expansion joint shall be placed at the radius point.

STEPS: No steps shall be allowed in any public sidewalk.

PLACING CONCRETE: The subgrade shall be moist but not muddy at the time of placing concrete. If necessary, to obtain the desired moisture content in the subgrade, the soil shall be wetted to a depth of three (3) inches the day before placing concrete. The subgrade shall be sufficiently moist that it will not absorb moisture from the concrete. Concrete slump shall not exceed four (4) inches. While being placed, the concrete shall be tamped, spaded, or screened. At the proper time, the surface of the concrete shall be finished with a proper float to a workmanlike finish, smooth and even, but with a slightly rough texture. Special care shall be exercised in finishing on each side of the divider plates so as to avoid difference in elevation between adjacent blocks, and top edges for all blocks shall be rounded with suitable edging tools. The contractor shall protect the walk against damage of all kinds until the work has been accepted. Waste concrete must be dumped off-site. Concrete trucks may not be cleaned on NCCC property.

CURING WITH COMPOUND: Immediately after the concrete has received its final finish, curing compound shall be sprayed uniformly over the entire surface area of the concrete in sufficient quantity to provide a waterproof coating, unless specified otherwise by NCCC.

BACKFILL: All materials to be used as backfill abutting the sidewalk shall be replaced to the same condition as good or better than before. Such backfill shall be free of stones, twigs or other debris greater than one-half (1/2) inch in diameter. Backfill must be level with finished concrete and shall be graded to a maximum of 6 - 1 grade and to provide proper drainage. Surplus concrete shall be removed from the site and shall not be used as backfill material.

NEOSHO COUNTY COMMUNITY COLLEGE

DOWELS: Sidewalk next to curb shall be doweled every two (2) feet with eight (8) inch long Number 3 rebar. Smooth Number 5 capped dowels shall be placed at the end of curb radius points when curb and gutter replacement traverses the ECR.

COLD WEATHER CONCRETING - Except by specific written authorization, concreting shall cease when the descending air temperature in the shade and away from artificial heat falls below 40 degrees Fahrenheit. It shall not be resumed until the ascending air temperature in the shade and away from artificial heat rises to 35 degrees Fahrenheit. When concreting is permitted during cold weather, the temperature of the mixed concrete shall not be less than 50 degrees nor more than 70 degrees Fahrenheit at the time of placing in the forms. The aggregates or water or both may be heated. The aggregates may be heated by steam or dry heat prior to being placed in the mixer. The water shall not be hotter than 175 degrees Fahrenheit. When both aggregates are heated, it is rarely necessary to heat them above 50 degrees Fahrenheit. If the sand only is heated, it may be necessary to heat it to as much as 150 degrees Fahrenheit. In no case shall concrete be deposited on a frozen subgrade nor shall frozen materials be used in concrete.

PROTECTION AGAINST WEATHER - When concrete is being placed in cold weather and temperature may be expected to drop below 35 degrees Fahrenheit, a supply of straw, hay, insulated curing blankets, or other suitable material shall be provided along the line of work. At any time when the air temperature may be expected to reach freezing point during the day or night, the material so provided shall be spread over the concrete to a sufficient depth to prevent freezing of the concrete. Concrete shall be protected from freezing temperatures until it is at least five days old. Concrete injured by frost action shall be removed and replaced at the contractor's expense.

FINAL CLEAN UP: Immediately after completion of the replacement work, all form material, concrete debris, all unused material, refuse, fill, or dirt placed on the site or near the work shall be removed from the public and private properties including the street and shall conform to a neat and clean condition as directed and approved by the NCCC maintenance supervisor. The contractor shall be responsible for cleanup and repair of all damage to lawns and existing sidewalks. All necessary measures to protect existing grounds shall be the responsibility of the contractor.

PERMITS: All required permits, fees and deposits are the responsibility of the contractor.
PAYMENT: Payment will be made the month following construction completion.

Questions concerning any of the specifications should be directed to:

Paul Smith, Maintenance Supervisor
620-431-2820 ext. 250
620-433-0781 cell
psmith@neosho.edu

All sealed bids must be submitted to:

Neosho County Community College
Attn: Sandi Solander
Dean of Finance
800 West 14th Street
Chanute, KS 66720

Before 5:00 p.m. Wednesday, September 5th, 2007. Bids shall be publicly opened on Wednesday, September 5th at 5:00 p.m. in the Student Services office in Sanders Hall on the Chanute campus. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board

NEOSHO COUNTY COMMUNITY COLLEGE

meeting at 5:30 p.m. on September 13th, 2007 in Room 209 of the Student Union on the Chanute campus. The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met. Bids are expected to be firm quotations and should not be presented as estimates.

Agenda Item VIII-C: Nursing Instructor/Lab Coordinator-Ottawa

Finding instructors and medical facilities for clinical instruction has been a great challenge with the increased number of students in the nursing program. This situation has made use of the Simulation Labs critical. The Nursing program has had a great deal of success in creating and implementing simulation scenarios, but more instructor time for scenario creation and for lab operation is needed.

The Nursing Faculty and Supplies proposal funded through KBOR will allow expansion of the Simulation Lab and fund a full-time Simulation Lab faculty position. Expansion of the Simulation Lab with scenarios for each course will facilitate clinical instruction not available in local facilities. KBOR has designated in the grant proposal that any person hired with KBOR funding must be an instructor at the faculty level.

It was the President's recommendation that the Board approve the nursing instructor/lab coordinator for the Ottawa campus. A job description is on the following page.

Resolution 2007-59

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding a full-time nursing instructor/lab coordinator at Ottawa.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

NURSING INSTRUCTOR/ LAB COORDINATOR

Reports to: Director of Nursing
Classification: Full-time Faculty
Pay Status: Faculty Salary Schedule
Full fringe benefit per Negotiated Agreement
Category of classification: HBV-HIV Risk I

Purpose of the Position: This grant funded position is as an instructor in the bi-level nursing program. The instructor will participate in the development, organization, implementation, and evaluation of the nursing program. The instructor will coordinate the clinical laboratory experiences with the cooperation of other faculty and assist in implementing the course of study teaching clinical skills. The instructor will assist in implementing the course of study teaching clinical skills, act as a role model and in an advisory capacity to the students.

Essential Functions:

Participate in the development of courses in the nursing program to include philosophy, objectives, content, and laboratory experiences.

Participate in developing standards for the admission, progression, and graduation of

NEOSHO COUNTY COMMUNITY COLLEGE

students.

May teach both theoretical and clinical learning experiences in nursing courses.

Direct, guide, and evaluate student's performance in the laboratory setting and in the classroom, and clinical settings if assigned.

Maintain student records pertaining to the laboratory experience in the nursing program.

Evaluate each student and faculty performance and experience in the laboratory setting.

Assist in selecting, evaluating, and counseling of nursing students.

Participate in evaluating the total nursing program.

Contribute to research and studies appropriate to the bi-level nursing program.

Submit recommendations related to budget and purchases for the nursing laboratory.

Participate in the Student Nurse Organization as advisors.

Perform all other functions necessary for the proper operation of the nursing lab and assigned courses.

Assist with recruitment and retention.

Education and Experience:

The Instructor/Lab Coordinator shall hold at least a baccalaureate degree in nursing and shall participate in continuing education to further the development of clinical lab teaching/scenarios.

Two years of recent nursing experience in a hospital or similar health care facility and/or recent nursing education experience required.

Computer literate and organization and communication skills.

Shall be licensed to practice professional nursing (RN) in Kansas.

Shall meet the minimum requirements for continuing education as required by the Kansas State Board of Nursing for renewing a license.

Working Conditions

Work is typically performed in classroom, laboratory or clinical environment.

Occasional evening hours.

Occasional lifting of up to 50 pounds from the floor to waist height is required.

Agenda Item VIII-D: Nursing Instructor/Lab Coordinator-Ottawa

NEOSHO COUNTY COMMUNITY COLLEGE

It was the President's recommendation that the Board employ Debra Brown for the nursing instructor/lab coordinator position in Ottawa. Ms. Brown has a Bachelor of Science Degree in Nursing from the University of Kansas School of Nursing and is a registered nurse in Missouri and Kansas.

Ms. Brown worked at Johnson County Community College as a Practical Nursing Instructor since January 2005. She has also been employed as an Oncology Nurse Clinician, Oncology Nurse, HIV Nurse Coordinator, Clinical Cancer Center Staff Nurse, Weekend Charge Nurse, and PRN Staff Nurse. She is currently the part-time Simulation Lab coordinator at the Ottawa campus.

Ms. Brown will be placed at the MS level, step 8 on the faculty salary schedule (\$34,874); her start date will be September 14, 2007.

Resolution 2007-60

RESVOLED, That the Board of Trustees of Neosho County Community College approves the employment of Debra Brown as the nursing instructor/lab coordinator at the Ottawa campus. She will be placed on the faculty salary schedule at MS, step 8 (\$34,874) starting September 14, 2007.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-E: Emergency Action Plan

Under the auspices of the Homeland Security Department, a National Incident Management System (NIMS) was developed to unify Federal, state and local lines of government for incident response. NIMS guidelines establish standardized incident management processes, protocols and procedures that all responders should use to coordinate and conduct emergency response actions. These emergency guidelines must be flexible enough to handle all types of emergency response scenarios including tornados, chemical spills, murder/suicide, active shooter, and anthrax exposure, among others, but also be detailed enough to ensure proper response by all participants.

For over seven months, the Safety and Security Committee has been working to revise our emergency procedures to bring them in compliance with the NIMS guidelines. These new recommended guidelines form the basis of the NCCC Emergency Action Plan. Major emphasis of the plan focuses on planning and preparation for major disaster response. Further emphasis focuses on what to do in the event of an emergency and who is in charge, who talks to the press, who coordinates with police and fire departments and so on. Training of all participants also forms a major component of the plan.

Detailed procedures for every department are not included in the EAP. Each individual department is responsible for developing and including their own individual response scenarios. As an example, the Public Relations and President's office must develop response scenarios to deal with press release and coordinate information release to the public. Each department's plan will be included with the NCCC EAP. Training for faculty, staff and students will include table top exercises as well as actual on-site emergency training sessions conducted in conjunction with the Chanute and Ottawa police and fire departments.

The EAP will need to be continually updated and modified as the college's needs change. Some funding has been included in the 2007-2008 budget to allow for phased implementation of the EAP, if and when approved.

It is my recommendation that the Board approve the NCCC Emergency Action Plan (EAP) with the understanding the procedures will be modified as necessary and appropriate.

Resolution 2007-61

NEOSHO COUNTY COMMUNITY COLLEGE

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Emergency Action Plan with the understanding the procedures will be modified as necessary and appropriate.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Neosho County Community College
Emergency Action Plan

Last Updated:
 *August 2007*

Updated By:
NCCC Safety and Security Committee
Ben Smith, Chair
Dr. Brian Inbody
Sandi Solander
Dale Ernst
Mark Nesmith
Mary Barr

Preface

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

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

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

Table of Contents

- Section 1: Preparation for Emergencies [*](#)**
- Section 2: Major Emergency Guidelines [*](#)**
- Section 3: Direction and Coordination [*](#)**
- Section 4: Emergency Operations Center (EOC) [*](#)**
- Section 5: Responsibilities [*](#)**
- Section 6: College Notification System [*](#)**
- Section 7: On/Off Campus Sources of Assistance [*](#)**
- Section 8: Specific Emergency Procedures [*](#)**
- Section 9: Homeland Security Alert [*](#)**
- Section 10: Emergency Preparedness Training [*](#)**
- Section 11: Emergency Drills, Shelter and Evacuation [*](#)**

Section 1: Preparation for Emergencies

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

NEOSHO COUNTY COMMUNITY COLLEGE

readiness.

1.1 The President will:

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

1.2 The Dean of Planning and Operations will:

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

1.3 The Dean of the Ottawa campus will:

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

1.4 The Director of Human Resources will:

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

1.5 The Registrar will:

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

1.6 The Dean of Student Development will:

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

1.7 The Director of Counseling will:

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

1.8 The Director of Technology Services will:

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

1.9 The Public Relations department will:

Maintain written emergency contact list for press and public entities.
Work with the President's office on notification plan.
Assist the President with dissemination of information as necessary and appropriate.

NEOSHO COUNTY COMMUNITY COLLEGE

1.10 The Food Service Director will:

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

1.11 Building Coordinators will:

Maintain written emergency and evacuation procedures for their building.
Assist the Deans to 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.
Assist with emergency drills each semester.

1.12 All Faculty, Staff and Students will:

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

1.13 All Faculty and Staff will:

Contact Human Resources prior to College-related international travel, and provide the location, date of departure and return, and a telephone number at the location.

Section 2: Major Emergency Guidelines

2.1 Purpose

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

2.2 Scope

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

2.3 Types of Emergencies

Types of emergencies covered by this manual are as follows:

Tornado

NEOSHO COUNTY COMMUNITY COLLEGE

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

2.4 Definitions of an Emergency

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

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

Major Emergency: Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crises. Report a major emergency immediately to the Dean of Planning and Operations at ext. 221 or 620-433-0789 (cell) and to the Dean of the Ottawa campus at ext. 312 or 785-893-1020 (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 appropriate Dean's office will be used on each campus to coordinate disaster response. If not, a suitable site off-campus will be chosen from a list developed in conjunction with the local police departments.

In addition, any incident that has the potential for adverse publicity concerning campus resources should be promptly reported to the Public Relations office at ext. 532 or the President's office at ext. 211. During non-business hours, contact either the Dean of Planning and Operations at 620-431-1179 (home) or 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 913-492-7213 (home) or 785-893-1020 (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:

NEOSHO COUNTY COMMUNITY COLLEGE

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

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

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

In the event of tornado, earthquake, aftershocks, fire, severe weather event or major disaster occurring on or about the campus, or which involve College property, the appropriate Dean and/or Maintenance Supervisor 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 Affairs: Dr. Brian Inbody

Dean of Planning and Operations: Mr. Ben Smith

Dean of Finance: Ms. Sandi Solander

Dean of Student Development: Vacant

Dean of Outreach and Workforce Development: Ms. Brenda Krumm

Ottawa campus

Dean of the Ottawa campus: Mr. Dale Ernst

NEOSHO COUNTY COMMUNITY COLLEGE

Assistant Dean of the Ottawa campus: Ms. Sara Harris

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 Dean of Planning and Operations or the Dean of the Ottawa campus, 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 Dean of Planning and Operations or the Dean of the Ottawa campus to initiate the Emergency Recall Roster and set up the Emergency Operations Center (EOC) as directed.

??? think these through for each major disaster scenario! Keep in mind electrical , telecom, emergency food and water supply storage, proximity, etc.

The primary EOC for the Chanute campus is Dean's office in Sanders Hall.

The secondary EOC for the Chanute campus is the boiler room.

The off-campus EOC for the Chanute campus is the Integrated Community Access Network Operations Center (ICANOC).

The primary EOC for the Ottawa campus is the Dean's office.

The secondary EOC for the Ottawa campus is Technology Services Office, Room 101

The off-campus EOC for the Ottawa campus is the ???.

4.1 Emergency Operations Center Staffing

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

Dean of Planning and Operations: *The Dean of Planning and Operations or the Dean of Ottawa will act as the single point of contact for all external emergency response agencies including, but not limited to, local police and fire emergency response teams, county emergency management, and any state or federal emergency response activities.* The Deans are 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 Deans will direct search and rescue operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control.

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

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

NEOSHO COUNTY COMMUNITY COLLEGE

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

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

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

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

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

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

4.2 Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a police or fire vehicle should be placed as close to the emergency scene as is reasonably possible. One local police and/or fire department officer is requested to remain at the emergency command post at all times or until the emergency ends. Field Emergency Command Post Equipment may include the following:

Quantity	Item
6	Copies of Emergency Action Plan
2	Copies of contact list of Emergency Management Team members, Department Heads, etc.

NEOSHO COUNTY COMMUNITY COLLEGE

2	Data file students, faculty and staff phone numbers and residential addresses
	Tables, chairs, office supplies (pens, pencils, scratch paper, staplers, paper clips, etc)
6	Walkie Talkies (hand held) Motorola or other quality type radios.
1	Bull horns
1	AM/FM battery-operated portable radio, small battery-operated TV
2	Complete maps of campus
6	Blankets, pillows
6	Rolls of toilet paper
4	Bars of soap
2	3 foot pry bars
2	Large sledge hammers
6	Cots (inexpensive folding camping type)
6	Flashlights (no battery type)
1	Cheap coffee machines w/coffee, sugar, artificial sweetener, powdered cream, disposable cups, coffee filters.
6 bags	Plastic knives, forks and spoons.
	Sign making material (white cardboard, several colored markers).
1	Flip charts with paper, easel.
1	Up-to-date blueprints of all major buildings on campus (basement, crawl spaces, etc)
20	AA size batteries
20	D size batteries
2	Rolls of duct tape
2	Rolls of barricade "Police" or "Caution" tape.
1	Small generator w/5 gal. of gasoline

NEOSHO COUNTY COMMUNITY COLLEGE

2	25 foot or longer commercial heavy-duty extension cords
1	Photo copier
1	Computer
1	Satellite Cell Phone
3 days	Bottles of water, canned fruit and other non-perishable sealed foods for three days.
First Aid Kit	
1 box	Self sealing plastic bags
4	Packs of hard candies
10	Infectious waste bags
5	Wet tissue packs
6	Whistles
4	Sets of leather work gloves
4	Emergency blankets
4	each Isopropyl alcohol, disinfectants (aerosol)
Various	Miscellaneous band aids, gauze, dust masks, aspirin, scissors, splints, tongue depressors, towelettes, tweezers, sanitary napkins, tampons, rope, emergency First Aid manual)
Various	Disposable sanitary gloves, safety pins, water purification tablets

4.3 Damage Control: Maintenance Supervisor

The Maintenance Supervisor has the following responsibilities:

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

4.4 Public Information: Director of Public Relations

NEOSHO COUNTY COMMUNITY COLLEGE

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

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

Chanute Contact Information: During Regular Hours

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

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

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

Chanute Contact Information: After Hours

President's home: 620-432-9970

President's cell: 620-433-7910

Director of Public Relations home: 620-431-6688

Director of Public Relations cell: 620-432-1088

Ottawa Contact Information: During Regular Hours

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

Assistant Dean: 785-242-2067 ext. 305

Ottawa Contact Information: After Hours

Dean's home: 913-492-7213

Dean's cell: 785-893-1020

Assistant Dean's home: 620-431-2597

Assistant Dean's cell: 620-433-2517

Other Guidelines

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

Duties of Public Relations following an Emergency

As soon as is practical, Public Relations will provide a news release for the media.

Public Relations will assist the Dean of Planning and Operations 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

NEOSHO COUNTY COMMUNITY COLLEGE

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

5.2.1 Emergency Preparedness

Ensure that information about potential hazards in each building (e.g., chemical storage) is distributed to all employees.

Ensure that proper signage, evacuation procedures, and emergency equipment are in the buildings.

Ensure that employees receive training in emergency techniques such as fire extinguisher usage, First Aid/CPR, and building evacuation procedures.

5.2.2 Emergency Situations

Inform employees under their direction about the emergency condition.

Evaluate the impact the emergency has on their activity and take appropriate action. (This may include ceasing operations and initiating building evacuation.)

Maintain emergency telephone communications with members of their own department.

5.3 Residence Life Staff

Residence life staff members have the following responsibilities:

Inform their students or residents of College emergency procedures as well as evacuation procedures for their building and/or activity

Inform their students or residents of an emergency and initiate emergency procedures as outlined in this Plan

Evaluate their assigned area or activity to determine the potential impact of a fire or other disaster.

Report all safety hazards to the Maintenance Supervisor. (Work orders to reduce hazards and to minimize accidents should be promptly monitored for completion.)

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

Perform evacuation drills a minimum of once per semester

Section 6: College Notification System

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

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

The Dean of Planning and Operations (or Dean of Ottawa) is the focal point for official emergency

NEOSHO COUNTY COMMUNITY COLLEGE

telephone communications to the College Emergency Response Team. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The Dean will notify the following College Emergency Response Team members as appropriate:

President
Vice President for Student Learning
Dean of Finance
Dean of Student Development
Director of Technology Services
Maintenance Supervisor

Other individuals may also be contacted when necessary.

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

Section 7: On/Off Campus Sources of Assistance

7.1 On-Campus Resources

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

Utilities: Repairs and/or shutdown of water, gas, electric and sewage systems.

Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

Equipment: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc.

Transportation: Sedans, vans, trucks and tractors.

Emergency Procurement: Procurement of materials and services can be arranged in direct support of any contingency.

Phone numbers: Normal Business Hours

Paul Smith

Office: 620-431-2820 ext. 250

Cell: 620-433-0781

Home: 620-473-2873

After Hours Maintenance pager: 620-432-4600

Custodial pager: 620-432-4607

7.1.1 Emergency Shutdown Procedures

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

7.2 Off-Campus Resources

NEOSHO COUNTY COMMUNITY COLLEGE

Local Emergency Telephone Numbers:

	Chanute	Ottawa
Fire	620-431-5236	785-242-2561
Ambulance	620-431-6020	785-229-7300
Police	620-431-5768	785-242-2561
County Sheriff	620-431-5759	785-242-3802
KS Highway Patrol	620-431-2100	785-296-3102

(Troop H) (Troop B)

Hospital Emergency Department Telephone Numbers:

Neosho Memorial Regional Medical Center 620-431-4000
 Labette County Medical Center 620-421-4881
 Allen County Hospital 620-365-1000
 Mt. Carmel Regional Medical Center 620-231-6100
 Wilson County Hospital 620-325-2611
 Mercy Health Center-Fort Scott 620-223-2200
 Mercy Health Center-Independence 620-331-2200
 Ransom Memorial Hospital-Ottawa 785-229-8200
 Family Medicine-Baldwin City 785-594-2512
 Osawatomie State Hospital-Osawatomie 913-755-7000
 Miami County Medical Center-Paola 913-294-2327
 Anderson County Hospital-Garnett 785-448-3131
 Lawrence Surgery Center-Lawrence 785-832-0588
 Road Condition Information Telephone Number:
 Kansas State Department of Transportation 511 or 866-511-5368
 Utilities-Gas, Water and Electric Telephone Number:
 Chanute 620-431-5282
 Ottawa (water and electric only) 785-229-3710
 (weekends and holidays) 785-229-3750
 Kansas Gas Service Emergencies and Repairs 1-888-482-4950

Telephone Outage Telephone Numbers:

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

Ottawa
 repairs 800-222-3000

Additional Health and Community Help Telephone Numbers:

AIDS Awareness 800-342-AIDS
 AIDS Resource Network 800-738-AIDS
 Alcoholic Anonymous 620-431-1064
 Child Abuse & Neglect Hotline 800-922-5330
 DECCA (Ottawa) 785-242-7100
 Federal Bureau of Investigation (FBI) 866-327-8200
 Kansas Alcohol and Drug Abuse Services 620-473-2242
 Kansas Alcohol and Drug Abuse Section (SRS) 785-296-3925
 Kansas Arson/Crime Hotline 800-KS-CRIME

NEOSHO COUNTY COMMUNITY COLLEGE

Kansas Crisis Hotline (Domestic Violence/Sexual Assault) 888-363-2287
Kansas Division of Environment (Emergency Spill Response) 785-296-1679
Kansas Division of Health (Bioterrorism Incident) 877-427-7317
Kansas Epidemiologic Services (Reportable Diseases) 877-427-7317
Kansas State Fire Marshall 866-542-9628
National Institute on Drug Abuse 800-662-4357
National Cocaine Hotline 800-Cocaine
National Clearing House 800 SayNoTo
Mid-America Poison Control Center 800-222-1222
National Response Center 800-424-8802
(Toxic Chemicals Spills, Oil Spills, Terrorist Threats)
National Runaway Switchboard 800-RUNAWAY
National Suicide Prevention Lifeline 800-273-8255
Southeast Kansas Mental Health Center 620-431-7890

Section 8: Specific Emergency Procedures

The following specific emergencies are addressed in this section:

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

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

8.1 Reporting Emergencies

To report an emergency, contact the Dean of Planning and Operations at 620-433-0789 or the Dean of the Ottawa campus at 785-893-1020 or their designee. If the situation warrants immediate emergency response, please dial 911.

The Dean will be prepared to dispatch appropriate emergency response units (Fire/Rescue or Ambulance) to any location on campus, or dispatch appropriate college personnel to provide immediate assistance for hazardous spills, search-and-rescue, and other similar emergencies.

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

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

NEOSHO COUNTY COMMUNITY COLLEGE

Your name and address

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

KEEP CALM . . . KEEP OTHERS CALM!

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

8.2 Evacuation Procedures

Contact the Dean of Planning and Operations at 620-433-0789 or the Dean of the Ottawa campus at 785-893-1020 or their designee.

8.2.1 Building Evacuation

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

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

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

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

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

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

8.2.2 Campus Evacuation

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

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

8.2.3 Procedure for Emergency Evacuation of Individuals with Disabilities

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

NEOSHO COUNTY COMMUNITY COLLEGE

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

General Guidelines

Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.

Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.

There are "hidden" disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.

Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.

"Buddy System" Option

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

During the first week of class, persons with limited mobility are encouraged to make acquaintances with fellow students, residents, class members, faculty or staff. Inform them of any special assistance that may be required in the event of a fire alarm.

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 Department, etc.) 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.

NEOSHO COUNTY COMMUNITY COLLEGE

Vertical (Stairway) Evacuation: Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.

Stay in Place: Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Dial 620-433-0789 to contact the Dean of Planning and Operations or the Dean of Ottawa Campus at 785-893-1020. 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 with their "Buddy" when the alarm sounds. The evacuation "Buddy" should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. If the person with disability is alone, he/she should dial 620-433-0789 to contact the Dean of Planning and Operations or the Dean of Ottawa Campus at 785-893-1020 and give his/her location.

Mobility Impaired (Non-Wheelchair): Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.

Hearing Impaired: Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

Visually Impaired: Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for the sight impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A "Buddy" should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

8.2.4 Residence Halls

Of the two resident halls, only Bideau Hall has rooms designated for persons with disabilities. They are as follows: rooms 104, 129, 204, and 229. At the beginning of each semester, the Coordinator of Residence and Student Life, along with the Assistant Coordinator of Residence and Student Life, will conduct meetings with their floors to discuss the "Buddy System" as well as other emergency

NEOSHO COUNTY COMMUNITY COLLEGE

procedures including location of nearest stairwells for exit, nearest fire extinguishers and how to use them, etc.

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

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

8.2.5 Following Evacuation

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

Chanute Safety Zones:

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

8.3 Medical Emergency

If a medical emergency occurs off campus, call 911.

If serious injury or illness occurs on campus, immediately call 911. As time permits, please call the Dean of Planning and Operations at or 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 785-893-1020 (cell). Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care.* Use only sterile first aid materials.

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

Remain calm and quickly assess the situation.

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
- is complaining of or appears to be in severe pain
- is unconscious or has altered consciousness
- is having a seizure
- is complaining of neck pain
- is unable to stand
- if you need additional assistance and no one else is available to help

Call the Dean of Planning and Operations at or 620-433-0789 (cell) for the Chanute campus

NEOSHO COUNTY COMMUNITY COLLEGE

or the Dean of the Ottawa campus at 785-893-1020 (cell). Notify the Dean that you have called 911 or ask them to do it.

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.

If the victim becomes unconscious, is not breathing or has no pulse, begin CPR*.

Contact others for additional help.

Remain calm and help the victim relax; try to keep them warm and comfortable until experienced medical help arrives.

Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.

Employees injured on the job are required to notify Human Resources and will be directed to seek treatment immediately at physician's office or emergency room for work-related injury care (Worker's Compensation claims).

** Only qualified trained personnel should provide first aid treatment (i.e.: first aid, CPR).*

8.3.1 Food Borne Illness Emergency Response Plan

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

The food suspected of causing illness will be packaged, labeled, refrigerated and retained for sampling.

Notification of the illness will be given to the Manager of Great Western Dining, Dean of Student Development, and the Coordinator of Residence and Student Life.

Students who become ill will be treated at the NCCC Student Health clinic if possible. If the clinic is not open, or it is determined that a higher level of care is needed, the students will be referred to medical clinics or the hospital.

The Food Service Manager on campus will begin a food-related incident report. This procedure will be followed including sampling and notification of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection at 785-296-5600.

Resumption of food service will be at the direction of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection working in conjunction with Great Western Dining food services.

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

8.3.2 Airborne Illness Emergency Response Plan

NEOSHO COUNTY COMMUNITY COLLEGE

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

Contact Paul Smith to shut down the air handlers: 620-433-0781.

The Maintenance Supervisor will notify the Dean of Planning and Operations and then continue to assist with evacuation and sealing and/or quarantine of the building.

At Ottawa, notify the Dean of Ottawa Campus at 785-893-1020.

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

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

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

8.4 Fire

In all cases of fire, call 911 immediately.

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

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

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

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

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

DO NOT USE THE ELEVATORS DURING A FIRE.

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

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

If requested, assist emergency crews as necessary.

NEOSHO COUNTY COMMUNITY COLLEGE

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

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

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Use your personal cell phone if available to call 911.

KEEP CALM, AND HELP OTHERS REMAIN CALM.

8.5 Severe Weather Closing/Early Dismissal

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

Chanute Campus		Ottawa Campus	
KINZ - 95.3 FM	Chanute	KOFO - 1220 AM	Ottawa
KKOY - 105.5 FM	Chanute	LAZER - 105.9 FM	Lawrence
Cablevision of Chanute	Chanute	KLWN - 1320 AM	Lawrence
KKOW - 96.9 FM	Pittsburg	WIBW - 580 AM	Topeka
KOAM TV CH 7	Pittsburg	WIBW - CH 13	Topeka
KIKS - 99.3 FM	Iola	97Country - 97.3 FM	Topeka
KLKC - 93.5 FM	Parsons	CH 4, CH 5, CH 9	Kansas City
		KJHK - 90.7 FM	Lawrence

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

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

8.6 Tornadoes

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

8.6.1 Definitions

Tornado Watch: Indicates that conditions exist for a tornado to develop.

Tornado Warning: Indicates that a tornado has actually been sighted or indicated on radar.

NEOSHO COUNTY COMMUNITY COLLEGE

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

When a tornado warning is announced:

Remain calm. Turn on all available televisions and radios to local weather stations. The Dean or Maintenance Department will contact all Building Coordinators or their designee.

Notify all occupants that the National Weather Service has issued a tornado warning. The Building Coordinator should go to each room and instruct occupants to evacuate to their designated location until clearance.

Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.

If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.

Stay away from windows to avoid flying debris.

If you are outside and there isn't time to get into a building take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.

All occupants should remain in their designated evacuation shelter until clearance is given by the Building Coordinator or emergency personnel.

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

8.7 Utility Failure

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

If there is potential danger to building occupants, or if the utility failure occurs after hours, on weekends or during a holiday, notify the Neosho County Community College Maintenance pager at 620-432-4600.

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

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that the elevators are reserved for handicapped persons.

DO NOT USE ELEVATORS IN CASE OF FIRE.

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

If requested, assist the emergency crews as necessary.

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

8.7.1 Electrical/Light Failure

NEOSHO COUNTY COMMUNITY COLLEGE

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 Pager at 620-432-4600.

Ottawa-Contact Ottawa Public Utilities at 785-229-3710.

If failure occurs during the weekend or a holiday period call 1-888-482-4950.

8.7.2 Elevator Failure

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

8.7.3 Plumbing Failure/Flooding

Cease using all electrical equipment. Chanute - Contact physical plant at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance Pager at 620-432-4600. If necessary, vacate the area. Ottawa -

8.7.4 Gas Leak

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Chanute - Contact Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance Pager at 620-432-4600. Immediately vacate the area. Ottawa -

8.7.5 Ventilation Problem

If smoke odors come from the ventilation system, immediately notify the NCCC Maintenance Department at extension 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance Pager at 620-432-4600. If necessary, cease all operations and vacate the area. Ottawa -

8.8 Suicide/Psychological Crisis

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

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

If you believe a psychological crisis exists:

Call the Counseling Department at ext. 280. After hours, call the Dean of Student Development at 620-433-0789. 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.

NEOSHO COUNTY COMMUNITY COLLEGE

NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.

If a suicide attempt is verbalized:

Try to assess the individual's potential for committing suicide: Does he/she have a specific plan and the tools mentioned (gun, pills etc.) to follow through with it?

Enlist the assistance of others in the immediate area, if available.

Call the Neosho County Community College Counseling Department (ext. 280). At Ottawa call the Dean of Ottawa Campus at 785-893-1020

Ask the individual very open-ended questions, encouraging them to tell you more about their problem. Keep in mind:

Get the individual to agree not to harm him/herself. If the individual refuses, professional medical assistance is needed; contact 911.

Help individual to come up with a plan for the next 24-48 hours.

Never be judgmental. Look for anything good in what the individual has to say and repeat it in the form of a question or kind statement.

Never offer advice to the individual unless you have been specifically trained to do so.

If a suicide attempt is made:

Call 911.

Call the Dean of Student Development at 620-433-0789. Ottawa contact Campus Dean at 785-242-2067 or 785-893-1020 (cell phone)

Remain calm and try to get the victim to relax.

Get as much information as possible so you can share it with emergency care providers when they arrive.

If a drug overdose is involved:

Try to find out what was taken and how much.

Do not induce vomiting unless advised by medical personnel.

Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.

Stay with the victim until the ambulance arrives.

8.9 Violent or Criminal Behavior

Call 911.

Call Chanute campus: Dean of Planning and Operations at 620-433-0789

Ottawa campus: Dean of Ottawa Campus at 785-893-1020.

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

NEOSHO COUNTY COMMUNITY COLLEGE

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 Dean.

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

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

8.9.1 What To Do If Taken Hostage

Be patient. Time is on your side. Avoid drastic action.
The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
Be observant. You may be released or escape. The personal safety of others may depend on your memory.
Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself attempt to establish rapport with the captor.
If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

8.10 Bomb Threat

If you become aware of a bomb threat.

Chanute campus: contact the Dean of Planning and Operations at ext. 221

or 620-433-0789 (cell)

Ottawa campus: contact the Dean of the Ottawa campus at 785-242-2067 ext. 312

or 785-893-1020 (cell) at the Ottawa campus.

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

NEOSHO COUNTY COMMUNITY COLLEGE

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

Remain calm, courteous, and professional. Do not place caller on hold or attempt to transfer the call.

Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.

Where possible, have someone responsible quietly listen into the conversation.

Attempt to ask the caller the following questions and write down the answers as possible:

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

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

The time of the call

The age and gender of the caller

The caller's speech pattern, accent, etc.

The emotional state of the caller

Any background noise you are able to hear

Any other characteristics of the caller that you noted

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

The Chanute Police Department with assistance from NCCC personnel will conduct a detailed bomb search. College staff members are requested to make a cursory VISUAL inspection of their area for suspicious objects and to report the location to the NCCC emergency response team.

DO NOT TOUCH THE OBJECT!

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

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

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

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

Do not use elevators in case of fire.

REMAIN CALM, AND HELP OTHERS TO REMAIN CALM.

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

If requested, assist emergency crews as necessary.

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

8.11 Chemical Spill

NEOSHO COUNTY COMMUNITY COLLEGE

If you observe or suspect that a chemical spill has occurred, contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781 or the Dean of Ottawa Campus at 785-893-1020. After hours, contact the NCCC Maintenance Pager at 620-432-4600. Ottawa –

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

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

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

Small Releases of Relatively Nontoxic Materials

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

If the person(s) working with the material believe that they are unable to remediate the spill, they should immediately contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance Pager at 620-432-4600. The Maintenance Department will be responsible for contacting state and federal response teams if necessary.

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

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

The material is considered to be caustic (acidic or basic)

The material is flammable

The material has a significant vapor pressure (a noticeable odor)

Whenever any of these materials is spilled, the area must immediately be cleared of all students and all nonessential employees. If the person(s) working with the material can *safely* remediate the spill, they should do so as soon as the area is cleared of all nonessential persons. If the spill cannot safely be remediated by the person(s) working with the material, contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance Pager at 620-432-4600.

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

8.11.2 Any Release of Any Highly Hazardous Material

Highly Hazardous Materials are those that have the following characteristics:

NEOSHO COUNTY COMMUNITY COLLEGE

Are toxic gases

Are liquids with high vapor pressures and toxic vapors

Can be reasonably expected to be an imminent fire hazard

If a highly hazardous material is spilled or released, the building must immediately be cleared, contact the Maintenance Department at ext. 250 or 251, or call 620-433-0781. After hours, contact the NCCC Maintenance Pager at 620-432-4600. The NCCC Maintenance Department will be responsible for contacting state and federal emergency response teams if necessary.

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

NOTE:

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

8.12 Explosion On Campus

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

Immediately take cover under tables, desks, and other objects that will protect you from falling glass or debris.

After the immediate effects of the explosion and or fire have subsided, call 911 either using the College phone system or your personal cell phone. Give your name and describe the location and nature of the emergency.

If necessary, or when directed to do so, activate the building alarm (fire alarm).

When the building evacuation alarm is sounded or when you are told by College officials to leave or emergency response personnel, walk quickly to the nearest marked exit and advise others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

DO NOT USE ELEVATORS IN CASE OF FIRE.

REMAIN CALM.

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

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

If requested, assist emergency crews as necessary.

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

NEOSHO COUNTY COMMUNITY COLLEGE

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

8.13 Civil Disturbance or Demonstrations

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

Intentional or reckless interference with normal College activities and functions. (Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency, fire, or police operations)

Intentional interference with the freedom of expression of others

Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm

Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others

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

8.13.1 Peaceful, Non-Obstructive Demonstrations

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

Location for peaceful demonstrations:

Chanute campus:

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

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

Arrangements will be made by the Dean of Planning and Operations to monitor the situation during non-business hours, or the Dean of Ottawa Campus.

Determination will be made by the Dean of Student Development or his/her designee to treat the violation of regular closing hours as a disruptive demonstration (see below).

8.13.2 Non-Violent, Disruptive Demonstrations

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

The Dean of Student Development will immediately contact the Dean of Planning and

NEOSHO COUNTY COMMUNITY COLLEGE

Operations.

Demonstrators will be asked to terminate their violations by the Dean of Student Development or his/her designee.

The Dean of Planning or Operations 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 Deans will determine the need for police intervention.

If determination is made to seek police intervention, the demonstrators will be so informed.

Upon arrival of the Chanute Police Department, the remaining demonstrators will be warned of the Police Department's intention to arrest.

8.13.3 Violent, Disruptive Demonstrations

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

Campus security, if on duty, should be notified immediately.

In coordination with the Dean of Student Development, the Dean of Planning and Operations will contact the building or department involved.

The Dean of Planning and Operations will alert the President.

The Dean of Student Development will alert the Vice President.

The President 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 Dean of Planning and Operations (or Dean of Ottawa) is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons involved.

8.14 Earthquake

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

If Indoors: Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

If Outdoors: Move quickly away from buildings, utility poles, and other structures.

NEOSHO COUNTY COMMUNITY COLLEGE

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 Dean of Planning and Operations (or Dean of Ottawa) and the Maintenance Supervisor.

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

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

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for the handicapped persons use.

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

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

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

Section 9: Homeland Security Alert

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

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

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

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

A: The College is prepared for various emergencies that include medical emergencies, security

NEOSHO COUNTY COMMUNITY COLLEGE

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 Dean of Planning and Operations and general manager of Great Western Dining food services. In the event of catastrophic event and food services are unavailable, a limited amount of water and food rations are maintained for such emergencies.

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

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

Q: How can students and parents obtain information?

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

Q: What can you do to help right now?

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

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

You can also help by following these normal security procedures:

- Do not prop open or compromise building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Secure all your areas when you are not present.
- Protect access codes.

NEOSHO COUNTY COMMUNITY COLLEGE

- Familiarize yourself with evacuation plans and routes.

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

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

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

A. Call either the Dean of Planning and Operations at 620-431-2820 ext. 221 (office) or 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 785-242-2067 ext. 312 (office) or 785-893-1020 (cell).

A Special Message to International Students and Families

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

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

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

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

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

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

NEOSHO COUNTY COMMUNITY COLLEGE

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

Measure B.1

- o Check communications with designated emergency response or command locations on a regular basis.

Measure B.2

- o Review and update emergency response procedures.

Measure B.3

- o Provide all constituencies with any information that would strengthen its ability to act appropriately.

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

Measure Y.1

- o Increase the frequency of warnings and inform the NCCC Community of the general situation to stop rumors and prevent unnecessary alarm. Periodically update all members of the NCCC Community as the situation changes.

Measure Y.2

- o At the beginning and end of each workday and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity, packages, or for signs of tampering or indications of unauthorized entry.

Measure Y.3

- o Implement reasonable screening procedures for incoming deliveries, packages, and mail to identify possible dangerous devices or materials. If appropriate, implement reasonable screening procedures and other actions for computing and networking.

Measure Y.4

- o Verify the identity of all personnel entering sensitive state facilities (inspect identification cards or grant access based on visual recognition).

Measure Y.5

- o Increase liaison with local public safety agencies and request assistance with monitoring the threat to state personnel and facilities.

NEOSHO COUNTY COMMUNITY COLLEGE

Measure Y.6

- o Test each facility warning system. Insure that all elements of each facility evacuation plan are in place and remind the NCCC Community of actions to be taken if an order to evacuate is issued.

Measure Y.7

- o Implement measures to ensure the safety and containment of selected agents as defined by appropriate federal agencies. "Containment" refers to safe procedures for handling bio-hazardous material so that such materials do not pose a hazard to people and/or the environment. Primary containment focuses on protecting workers in the immediate area; whereas, secondary containment deals with protection of the environment and the people outside the immediate area. Containment is accomplished through: (1) the use of appropriate procedures, (2) the use of safety equipment, and (3) conducting work in an appropriately designed facility.

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

Measure O.1

- o Call in or retain all personnel responsible for implementing facility specific emergency action or evacuation plans. If appropriate, dismiss and evacuate non-essential personnel. If appropriate, initiate emergency action or evacuation plans for facilities specifically targeted in order to protect personnel and members of the NCCC Community.

Measure O.2

- o If appropriate, reduce facility access points to the absolute minimum necessary for continued operation. If appropriate, erect barriers required to control direction of traffic flow and to protect facilities vulnerable to bomb attack by parked or moving vehicles. If appropriate, eliminate parking and traffic on facility grounds near sensitive areas. If appropriate, position barricades or vehicles, as a second layer of protection, to prevent entry into these areas. Eliminate non-essential public access to grounds and buildings. If appropriate, cancel or reschedule events, meetings, or classes pursuant to Board policy.

Measure O.3

- o Increase security activity to the maximum level sustainable. If appropriate, consult local authorities about closing public roads and local facilities that might make state facilities more vulnerable to terrorist attacks.

Measure O.4

- o If appropriate, parking may be restricted.

NEOSHO COUNTY COMMUNITY COLLEGE

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

Measure R.1

- o Sheltering Personnel could mean housing and/or protection of personnel in a secured environment.

Measure R.2

- o Evacuation: The order to leave campus because of imminent danger. In such cases, only essential personnel needed for protection and preservation of essential services would remain.

Measure R.3

- o Partial Operation: It may be determined as a result of a threat that only certain functions will take place on campus.

Measure R.4

- o Continued Operation could result when there are actions or activities in other parts of the country that pose a threat to similar operations. In addition to the protective measures taken in the previous threat conditions, NCCC shall consider the following general measures in addition to the department-specific protective measures that they will develop and implement:

Measure R.5

- o Establish absolute control over access to key state facilities. Limit facility access to those persons with a legitimate and verifiable need to enter. Close and evacuate non-essential state facilities. For essential facilities that will remain open, evacuate non-essential personnel. If not already instituted under Threat Level Orange, consult local authorities about closing public roads and local facilities that might make sensitive state facilities more vulnerable to terrorist attacks.

Measure R.6

- o Identify the owners of all vehicles already parked at College facilities. In those cases where the owner or presence of a vehicle cannot be explained (owner is not present and has no obvious agency affiliation), inspect the vehicle for dangerous items and take steps to remove the vehicle from the vicinity. Screen all vehicles entering sensitive facilities. Inspections should include cargo storage areas, undercarriage, glove boxes and other areas where explosive or incendiary devices or other dangerous items could be concealed. Briefcases, suitcases, boxes and other containers in vehicles should also be inspected. Inspect all packages, mail, and other containers such as suitcases, packages, and briefcases brought to the facility for the presence of explosive or

NEOSHO COUNTY COMMUNITY COLLEGE

incendiary devices, or other dangerous items. If reasonable, suspend all deliveries and prohibit packages, bags, and other containers from being brought into state facilities.

Measure R.7

o Establish a mechanism to periodically re-check all Threat Level provisions (Threat Level Green through Red) to insure that specified measures have been implemented and that they are sustainable.

Measure R.8

o CAMPUS CLOSED STATUS IF THERE IS A DIRECT THREAT TO ANY NCCC BUILDING OR THE CAMPUS IS DECLARED "CLOSED", A SIGN OR SIGNS WILL BE PLACED IN APPROPRIATE LOCATIONS SO INDICATING.

Section 10: Emergency Preparedness Training

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

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

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

Section 11: Emergency Drills, Shelter and Evacuation

Periodically, emergency drills will be performed in each building. The Dean of Planning and 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 this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Building	Building Coordinator	Tornado/Severe Weather Shelter
Sanders Hall	Dean of Finance	Restrooms/Interior Hallways
Stoltz Hall	Dean of Students	Restrooms/Interior Hallways
Chapman Library	Director of Library Services	Restrooms/CAVE if time permits
CAVE	Director of the CAVE	CAVE
Rowland Hall	Director of Nursing	Restrooms/Interior Hallways
Snyder Chapel	Registrar	Restrooms/CAVE if time permits
Gym	Staff on duty	Hallways under bleachers and mezzanine

NEOSHO COUNTY COMMUNITY COLLEGE

Student Union	Bookstore Manager	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine
Cafeteria/food service	Food Service Manager	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine
Workforce Development	Adm. Asst. to the Dean	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine
Maintenance	Maintenance Supervisor	In gym in hallways under bleachers and mezzanine
Boiler Room	Maintenance Supervisor	In gym in hallways under bleachers and mezzanine
Machine Shed	Maintenance Supervisor	In gym in hallways under bleachers and mezzanine
Wellness Center	Staff on duty	In gym in hallways under bleachers and mezzanine
Multipurpose Building	Staff on duty	Restrooms/Interior Hallways. If time permits, in interior first floor hallways in NeoKan Hall
Bideau Hall	Coordinator/Asst. Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways
NeoKan Hall	Asst. Coordinator/Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways

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

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

Amended Agenda Item VIII-F: Adult Education Instructor-Fort Scott

It was the President’s recommendation that the Board employ Ella Jones as the Adult Education Instructor at Fort Scott. Ms. Jones earned a MSW Degree from Kansas University. She assisted her husband in private practice for the last six years. She also worked for Mother to Mother of Douglas County as the Program, Director, Beverly Health Services in Lawrence as Director of Social Services, and Operations Manager at Lifeskills Management Center in Olathe. Ms. Jones is a licensed Master Social Worker in Kansas and the United Kingdom and a Certified Home Health Care Provider.

Ms. Jones will be paid \$12 per hour for 30 hours per week with no benefits starting September 14, 2007.

Resolution 2007-62

NEOSHO COUNTY COMMUNITY COLLEGE

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Ella Jones as the Adult Education Instructor at Fort Scott at an hourly rate of \$12 per hour for 30 hours per week with no benefits.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Amended Agenda Item VIII-G: Assistant Track/Cross Country Coach

It was the President's recommendation that the Board employ Aaron Thompson as the assistant coach for men's and women's track/cross country. Mr. Thompson is currently enrolled at the University of North Carolina-Pembroke and anticipates graduating in December with a MA degree in Physical Education. He holds a BS in Recreation Management/Administration and BS in Exercise and Sports Science from UNC.

Mr. Thompson competed four years on a collegiate athletic track and field scholarship and has served as assistant coach for three years for summer youth track teams. Mr. Thompson will be paid \$650 per month plus room and board starting September 14, 2007.

Resolution 2007-63

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Aaron Thompson as the assistant coach for men's and women's track/cross country. He will be paid \$650 per month plus room and board starting September 14, 2007.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Amended Agenda Item VIII-H: Assistant Women's Soccer Coach

It was the President's recommendation that the Board employ Emanuel Stephens as the women's soccer assistant coach. Mr. Stephens will complete a Bachelor of Arts degree from Georgia Southwestern University in December of this year. Mr. Stephens has experience as a soccer player and as interim head coach and assistant coach.

Mr. Stephens will be paid \$650 per month plus room and board starting September 19, 2007.

Resolution 2007-64

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Emanuel Stephens as the women's soccer assistant coach starting September 19, 2007 at a salary of \$650 per month plus room and board.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Amended Agenda Item VIII-I: Lease Agreement Local Workforce Investment Board Area V

KansasWorks, which is under the supervision of the Local Area V Workforce Investment Board, wishes to lease one (1) office in the NeoKan dorm to house two (2) regular employees and up to two (2) temporary employees in the space. The office measures 13 ½' x 17' and was previously used as a conference room for the TRIO and GEAR UP grants and occasionally used by the athletic department. These functions have been moved to a more central location further down the hallway.

NEOSHO COUNTY COMMUNITY COLLEGE

KansasWorks provides Workforce Investment Act (WIA) training funds to qualified individuals (older youth and adult). The services are open to all individuals in the area who may benefit from the services offered by the LWIB Area V Board. In addition, the location of the leased office would provide easy access to NCCC students involved in the TRIO/GEAR UP grants and their parents. Lastly, having the office on campus would benefit our students (particularly nursing) who regularly utilize WIA funding to attend NCCC.

The charge to the LIWB for renting the space will be \$200/month and includes janitorial service, heat/air, restroom access, internet, access to telephone, fax, and copy machine. KansasWorks will be responsible for long-distance telephone calls and costs associated with copying and fax services.

A copy of the lease is attached. Mr. Pringle, the College attorney has reviewed the lease and raised no objections or concerns.

The President recommended that the College enter into a lease with the Local Workforce Investment Board Area V for one office in the NeoKan building.

Resolution 2007-65

RESOLVED, That the Board of Trustees of Neosho County Community College approves leasing an office in NeoKan Dormitory to Local Workforce Investment Board Area V as specified in the lease document.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

REAL ESTATE LEASE AGREEMENT

KansasWorks
Local Area V Workforce Investment Board
LAVWIB-RELA Contract No. PY 07-Chanute

FILL IN ALL BLANKS ACCORDINGLY
CONTRACT PARTIES
LESSOR (First Party or 1st Party)

Contact Person Brenda Krumm
LESSOR NAME: Neosho County Community College
Address: 800 W. 14th
City: Chanute Zip Code: 66720
State: KS FAX: (620) 431-0082
Telephone: (620) 431-2820 ext. 234
Type of Firm: () Individual; () Partnership; (X) Corporation; () Government

Firm's Taxpayer Identification No. 48-0698341

LESSEE (Second Party or 2nd Party)

Contact Person: Renea Cavaness
LESSEE NAME: Local Area V Workforce Investment Board (LA V WIB)
Address: 200 ARCO Place, Box 120
City: Independence
State: KS Zip Code: 67301
Telephone: 620-870-9416 FAX:

NEOSHO COUNTY COMMUNITY COLLEGE

Property Description: 230 square feet of office space
Street Address: 800 W. 14th
City: Chanute
County: Neosho State: KS Zip Code: 66720

WITNESSETH, that First Party, in consideration of the rents, covenants and agreements of Second Party, hereinafter set forth, does let, lease and rent to Second Party the above described property.

KansasWorks
Local Area V Workforce Investment Board
LAVWIB-RELA Contract No. PY 07-Chanute

REAL ESTATE LEASE AGREEMENT

TERM

To have and hold the same for the term of:

Lease term begin date: September 15, 2007
Lease term end date: June 30, 2008
Length: 0 year, 9 1/2 months

RENTAL PAYMENTS

Second Party agrees to pay equal (check one) () monthly, () quarterly, (X) semi-annual, or () annual installments of \$ 700, commencing on the 15th day of September, 2007, and \$1,200, on the 1st day of January 2008.

Rental payment for the 3 ½ months shall be prorated if the above described property is not available for occupancy by the beginning date of the lease. The final rental payment shall be prorated for any partial month's payment that may be due.

The space herein above described contains 230 square feet of space for office use at the rate of \$10.43 per square foot per annum; N/A square feet of floor space for records and property storage use at the rate of \$ N/A per square foot per annum; and N/A square feet of floor space; for other use (specify):

USE OF PREMISES

Second Party shall have the full and unrestricted use of the premises for the term of this lease or any renewals thereof, for the following purposes: Any lawful purpose as determined by the KansasWorks Local Area V Workforce Investment Board.

The approximate Full-Time Equivalent (FTE) employees working on these premises is 3.

UTILITIES

Public utilities will be furnished and paid for by First (1st) Party, Second (2nd) Party, Third (3rd) Party, Occupant or Other as follows:

(a) water 1st (b) gas 1st (g) telephone 2nd (long distance)

NEOSHO COUNTY COMMUNITY COLLEGE

- (c) electricity 1st (d) heat 1st (h) internet 1st
- (e) A/C 1st (f) telephone 1st_(local)

5. ADDITIONAL SERVICES. Additional Services shall be furnished and paid for by First (1st) Party, Second (2nd) Party, Third (3rd) Party, Occupant or Other as follows:

- (a) Grounds maintenance & landscaping, lawn care including mowing, cleaning of parking areas, entrances & sidewalks 1st
- (b) Snow renewal 1st
- (c) Pest control 1st
- (d) Custodial service of leased area 1st
- (e) Custodial service of common area 1st
- (f) Other attach KansasWorks Center signage to building when provided 1st

Refer to Special Provision 2 for additional explanation (i.e. frequency or level of service), if needed.

6. SUBLETTING

Second Party shall have the right to sublet any or all of the space herein leased to any state agency and contractor for same or comparable use. Second Party may not assign or sublet said premises to any private person without the written consent of First Party. If Second Party sublets to another State agency, Second Party's obligation to pay the rental herein shall cease, provided, however, any such subtenant shall be bound by all conditions of this lease for the balance of the term.

7. REPAIR OF PREMISES

The First Party will pay the costs and will maintain in good repair the walls, windows, floor coverings, shell, structure, elevators, stairs, roof, grounds, sidewalks, and off-street parking areas of the leased facility. Such items shall be maintained at a condition not less than the condition of the said items at initial lease signing. First Party will be responsible for repairs and/or replacements to heating, ventilation and air conditioning (HVAC), plumbing, electrical, mechanical and related fixtures and appliances. The First Party is responsible for meeting all applicable local and State building codes, ordinances, standards and regulations. The First Party will provide Second Party with a list of persons or firms to contact in case of an emergency due to failure of the above facility components.

In order to assure prompt response to maintenance notifications, First Party agrees to authorize the Second Party to personally contract with a Third Party for maintenance repairs that are not corrected within three days of notification. The First Party further agrees to authorize the Second Party to pay invoices for the maintenance repairs that remain unpaid 30 days after their submittal to the First Party. First Party authorizes the Second Party to deduct the amount of said paid invoices from rental payments due and owing.

HVAC specifications: General office and common areas shall be heated in the winter to maintain the space environment at 68-74 degrees Fahrenheit (F) with a relative

humidity of 20-30% and cooled in the summer at 68-78 degrees F with a relative

humidity of 40-60%. The HVAC system must be capable of maintaining +/- 2 degrees

NEOSHO COUNTY COMMUNITY COLLEGE

F of the thermostat setting. As a guide, an adequately sized air distribution system

shall provide 4-10 air changes per hour. HVAC equipment shall be properly sized and balanced to meet design conditions. Each zone provided shall be equipped with programmable thermostatic controls, capable of a 55 degree F night/weekend setback in the heating mode and an 85 degree F night/weekend set-up in the cooling mode. Controls shall prevent reheating, re-cooling, and simultaneous heating and cooling in the same zone (where multiple system controls exist).

Heating system efficiency will not be less than 80% steady at full load for natural gas boilers or furnaces. Air conditioning equipment will meet or exceed the performance ratings required under Federal and State guidelines. A seven-day programmable time device will control all air handling systems, where applicable control exists. Minimum ventilation rates will be capable of 15 cubic feet per minute per person during occupied hours and automatically reduced during off-work hours. Buildings are to be in full compliance with the ANSI-ASHRAE/ESNA Standard 90.1, latest edition, Energy Design of New/Existing Commercial Buildings.

Telecommunication, Computer, UPS and server room(s) require air conditioning systems designed to ensure proper environmental requirements are met. These rooms shall be maintained between 65 F degrees and 72 degrees F. The HVAC system must be capable of maintaining +/- degrees F of the thermostat setting. This condition must be maintained 24 hours a day, seven (7) days a week. HVAC shall be thermostatically controlled within the room and be independent of the house system.

Interior repairs of damage caused by Second Party shall be paid for by Second Party. Second Party will submit written requests for decoration and other remodeling items to First Party for approval. Approved decoration or remodeling will be provided by First Party and upon receipt of invoice, Second Party will reimburse First Party for said decoration or remodeling costs.

If the facility, fixtures, or Second Party contents are damaged as a result of failure of the items listed in Section 7, paragraph 1, First Party agrees to pay the costs to repair or replace the contents and fixtures and to restore the facility to a condition not less than the condition at the time of initial lease signing.

8. UNTENANTABLE PREMISES (If building space, otherwise not applicable)

If these premises shall be damaged by fire, casualty, natural disaster or other cause so as to be untenable, the rental payments shall abate from the date of such damage and shall not resume until premises are restored to tenantable condition, provided, however, if the damage so caused shall render restoration by First Party impossible within sixty (60) days of the time of such damage, Second Party may elect to void this lease and the obligation to occupy and to pay any unpaid balance of rental payments shall cease from the date of said damage. Any prepaid rent shall be returned to Second Party for the period the premises are untenable.

Should, at any time, during the term of this lease, hazardous substances, chemicals or odors be discovered in the lease building in amounts determined by the appropriate State agency to be unacceptable, the Lessor will have sixty (60) days from date of written notice by the Lessee to satisfactorily dispose of the hazardous substances, chemicals or odors by a State pre-approved vendor or the Lessee may terminate the lease after sixty (60) days with no penalty to the Lessee.

In the alternative, if the Lessor fails to comply with the terms of this provision, the Lessee may contract for the abatement the disposal of the above hazardous substances, chemicals or odors and the Lessor consents to the reduction of lease payments for the costs of abatement and disposal. If conditions require the evacuation of the premises and relocation, Second Party may

NEOSHO COUNTY COMMUNITY COLLEGE

elect to void this lease and the obligation to occupy and pay any unpaid balance of rental payments shall cease from the date of discovery of the hazardous substances. The Lessor shall be responsible for relocation costs. Any prepaid rent shall be returned to Second Party for the period the premises are untenable.

9. TERMINATION FOR FISCAL NECESSITY

Notwithstanding any other provision of this lease, if funds anticipated for the continued fulfillment of this lease agreement are at any time not forthcoming, either through failure of the Legislature to appropriate funds specifically budgeted for this lease or the discontinuance or material alteration of the program under which funds were provided, then Second Party shall have the right to terminate this lease by giving First Party a reasonable notice specifying the reasons for such necessary termination. The termination of the lease pursuant to this paragraph shall not cause any penalty to be charged to the State agency. Any prepaid rent shall be returned to Second Party for the period following the termination date.

AUTOMATIC HOLD OVER

This lease agreement, if not previously terminated, shall automatically expire at the end of the term specified unless Second Party shall have renewed the lease pursuant to lease Special Provision 2. However, Second Party shall be allowed to hold over after the end of the term and Second Party shall be a tenant from month to month at the same terms and conditions as contained herein. This hold over tenancy shall expire after a minimum of six (6) months.

REMOVAL OF PERSONAL PROPERTY

All personal property placed, installed or constructed upon the premises by Second Party during occupancy, which may be removed at any time by Second Party at the end of the term without substantial damage to the real estate, shall be and remains the sole property of the Second Party and may be removed. If substantial damage would occur, Second Party may elect to remove the property and restore the premises.

AGREEMENT WITH KANSAS LAW

This Lease Agreement shall be subject to, governed by, and construed according to the laws of the State of Kansas.

ANTI-DISCRIMINATION CLAUSE

First Party agrees:

(a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. § 12101 *et seq.*) ("ADA") and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in its programs or activities;

(b) to include in all solicitations or advertisements for employees, the phrase "equal Opportunity employer";

(c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A.

NEOSHO COUNTY COMMUNITY COLLEGE

44-116:

(d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor;

(e) that a failure to comply with the reporting requirements (c) above or if First Party is found guilty of any violation of such acts by the Kansas Human Rights Commission such violation shall constitute a breach of the contract;

(f) if Second Party determines that First Party has violated applicable provisions of the ADA, that violation shall constitute a breach of contract;

(g) if (e) or (f) occurs, the contract may be canceled, terminated or suspended in whole or in part by the KansasWorks Local Area V Workforce Investment Board. The obligation to occupy and to pay any unpaid balance of rental payments shall cease from the date of cancellation, termination or suspension. Any prepaid rent shall be returned to Second Party from that date.

Parties to this contract understand that subsections (b) through (e) of this paragraph number 13 are not applicable to the First Party who employ fewer than four (4) employees or whose contract with KansasWorks Local Area V Workforce Investment Board total \$5,000 or less during this fiscal year.

BINDING EFFECT

The terms and conditions of this Lease shall be binding upon the parties, their heirs, agents, administrators, executors or legal successors.

RESPONSIBILITY FOR TAXES

The KansasWorks Local Area V Workforce Investment Board shall not be responsible for, nor indemnify, First Party for any federal, state or local taxes, fees or assessments

which may be imposed or levied upon the subject matter of the lease.

LIABILITY FOR DAMAGES

Notwithstanding any language to the contrary, the KansasWorks Local Area V Workforce Investment Board shall not be responsible for any damages caused by the public or its employees except as provided in the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*, as amended.

ACCESSIBILITY

If KansasWorks determines that improvements or changes are required for Second Party to comply with the minimum standards for accessible design, First Party agrees to make all improvements or changes within a reasonable period of time as determined by the Department of Administration. (Refer to the Americans with Disability Act Accessibility Guidelines ADAAG; also reference K.S.A. 58-1301 *et seq.*) If the improvements or changes have not or cannot be completed, Commerce may require Second Party to terminate this lease upon the giving of 120 days notice in writing to First Party. The obligation to occupy and to pay any unpaid balance of rental payments shall cease from the date of termination. Any prepaid rent shall be returned to Second Party from that date.

NEOSHO COUNTY COMMUNITY COLLEGE

The following minimum standards for accessible space shall be required (ADA Checklist, Checklist for Existing Facilities): 1. Accessible parking, if parking is included in this contract. 2. An accessible route from an accessible entrance to primary function areas (includes elevator if required to access other levels). 3. Accessible toilets.

SPECIAL PROVISIONS

The following Special Provisions indicated by an X and number as listed hereafter or those additional numbered Special Provisions contained on an attachment are made a part hereof and incorporated into this contract. (These numbers of the Special Provisions and any Additional Special Provisions applicable must be listed on the following line.)

The following Special Provisions apply: 2, 3, 7, 8, 9, & 10

If applicable mark an X in the parentheses/box below.

Spec. Prov. 1. () Termination Prior to Expiration of Term: Notwithstanding

- o the length of the term, Second Party may terminate this lease at any time prior to the expiration of the term upon the giving of ____ days notice in writing to First Party.
- o Spec. Prov. 2. (X) Renewal: By giving of notice in writing to First Party at least 60 days prior to the end of the term specified, Second Party may renew this lease for an additional term of one-year under negotiated terms and conditions set out herein.
- o Spec. Prov. 3. (X) Parking: First Party shall furnish to Second Party off-street parking for 22 motor vehicles upon land adjacent to the leased facility.
- o Spec. Prov. 4. () Storage: Second Party shall have the unrestricted right to store non-hazardous materials or equipment upon the premises and the right to remove said material at any time during the term of this lease or any renewal thereof.
- o Spec. Prov. 5. () Improvements: Second Party may install or construct upon the land, buildings and improvements of a temporary or permanent nature, and such buildings and improvements shall remain the sole property of Second Party and may be removed at any time.
- o Spec. Prov. 6. () A waiver to the Accessibility Standards as specified in paragraph 17 above is attached, incorporated in this contract and made a part hereof.
- o Spec. Prov. 7. (X) Checklist: To verify this contract provides the minimum standards for accessible space, applicable sections of the Division of Facilities Management ADAAG Checklist for Compliance for Buildings and Facilities are attached (reference: paragraph 17)
- o Spec. Prov. 8. (X) Floor Plans: Floor plans of the space occupied by the Lessee of this contract are attached.
- o Spec. Prov. 9. (X) Lessee will operate a One-Stop at the leased facility in accordance with the Workforce Investment Act of 1998. Consistent with that Act, Lessee will be permitted to make space available and Sub-Let portions of the leased premises to entities that provide Workforce Investment Act programs and services. If space is Sub-Let, Lessee's obligation to pay the rent continues and Sub-Lessee will be bound to all conditions of the lease.
- o Spec. Prov. 10 (X) Lessee will be provided a code to use the color copy machine located in the Student Union at a rate of .03 per black and white copy and .15 per color copy.

ADDITIONAL SPECIAL PROVISIONS

Additional Special Provisions, if any, should be set out on a separate sheet to begin with number 11. Special Provisions all must be listed in numerical order to be considered effective to bind the parties; the First Party and Second Party to this agreement must sign their names immediately following the last listed Additional Special Provision.

NEOSHO COUNTY COMMUNITY COLLEGE

APPROVALS OF LESSOR & LESSEE

Lessor Date

CERTIFICATION STATEMENT:

I certify that the lease agreement is entered into within the authority of law, is with my approval, and that the person signing the same for the KansasWorks Local Area V Workforce Investment Board immediately below is authorized to do so.

Lessee: KansasWorks LA V WIB, Executive Director Date

APPROVALS OF LA V WIB & CEO Chair

KansasWorks LA V WIB, Chair Date

KansasWorks LA V CEOB, Chair Date

Agenda Item IX: Adjournment

The meeting adjourned at 7:25 p.m.