

CALHOUN  
COMMUNITY COLLEGE

# Emergency Procedures Manual

*August 2014*



# **IF THERE IS AN ACTIVE SHOOTER ON CAMPUS:**

**RUN:** If you can, simply run away from the threat. Try to do this **WITHOUT** putting yourself in harm's way.

**HIDE:** If you cannot run away from the threat, find a suitable location to hide from the threat. The location selected should provide concealment as well as a suitable barrier against whatever weaponry the active shooter has.

**FIGHT:** This is the last resort. If you cannot run or hide, then adopt an "I WILL SURVIVE" strategy and do whatever is necessary to ensure that you survive. Use whatever is at hand to effectively fight the attacker in order to neutralize the threat. Books, backpacks, chairs, fire extinguishers are all examples of items that can be used.

Viewing the Run, Hide, Fight video promulgated by the DHS is highly recommended. Here is the link:

<http://www.youtube.com/watch?v=1ESNae7OoyM>

# EMERGENCY PROCEDURES COMMITTEE

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The Emergency Procedures Committee meets as needed but at a minimum, bi-annually. Any comments or suggestions should be submitted in writing to any one of the aforementioned individuals.

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# PURPOSE

It is the intent of Calhoun Community College to provide a safe and secure environment for all faculty, staff, students and visitors on each college campus.

Pursuant to Alabama State Board Policy 510.01, Calhoun Community College adheres to the following:

**Each institution shall provide a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer, or employee of the institution, who is not authorized by employment or by status as a student of the institution to be on campus or at any other facility owned, operated, or controlled by the governing board of the institution, or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the institution to leave the campus or facility. If the person fails to do so, trespass charges may be made by the institution through the appropriate local law enforcement agency or court.**

This manual addresses various emergency situations which may be encountered at the Decatur and/or Huntsville/Research Park and Alabama Center for the Arts campuses. The Limestone Correctional Facility site must adhere to the State Department of Corrections Guidelines.

Please become familiar with and reference this manual as needed.

# CAMPUS POLICE

We take your safety seriously! To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on any campus, Calhoun strongly encourages you to report this crime immediately to the College's Campus Police Department by calling ext. **2575 or 2911** at the Decatur Campus. The Decatur Campus Police office is located in building 22 behind the Noble Russell Building. Huntsville Campus Police Department officers are located in the Administrative Office at the Huntsville/Research Park Campus along with a full-time Calhoun Police Officer. The Huntsville officers may be reached at ext. **4711**. Alabama Center for the Arts Police staff may be reached at **256-260-4305**.

Calhoun Community College is proud of its historically safe campuses. Should you have any questions regarding campus safety, please contact the Vice President of Finance at ext. **2545**.

**In an emergency, dial 911, as campus police is dispatched through local emergency networks.**

**NOTE:** If calls are not placed on a Calhoun phone, the prefix of 256-306-xxxx must be used for Decatur campus numbers and 256-890-xxxx for the Huntsville/Research Park campus numbers.

# DECATUR CAMPUS

## AIRCRAFT

In the event of an aircraft emergency, evacuate the affected area at a minimum distance of 500 feet and notify Campus Police by calling **911**.

# DECATUR CAMPUS, HUNTSVILLE/RESEARCH PARK, and ALABAMA CENTER FOR THE ARTS

## CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Campus Police.
2. When reporting, be specific about the nature of the involved material and exact location. The Police Supervisor or his/her designee will contact the necessary authorities and medical personnel.
3. Campus Police should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of appropriate emergency response personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, and remain in the vicinity. Required first aid cleanup by specialized authorities should begin at once.
5. If an emergency exists, report the emergency by phone to the Campus Police at **911**.
6. Walk quickly to the nearest marked exit and alert others to do the same.
7. Assist the disabled in exiting the building.
8. 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.
9. **Do not return** to an evacuated building unless told to do so by Campus Police or appropriate emergency personnel.

## **FIRE**

In case of fire, smoke in building, or threat of fire contact Campus Police by calling **911**.

Follow evacuation routes and assist all disabled individuals.

# **DECATUR CAMPUS**

## **UTILITY FAILURE**

1. In the event of a major utility failure, please notify Campus Police. This may have to be done in person since the power failure may terminate phone availability.
2. If there is a potential danger to building occupants or if the utility failure occurs on weekends or holidays, notify Campus Police at **911**.
3. **Do not return** to an evacuated building unless told to do so by Campus Security/Police or appropriate emergency personnel.

## **ADDITIONAL INFORMATION AND PROCEDURES**

Always observe steps "1 and 2 and 3" above whenever the following emergencies arise.

### **Electrical/Light Failure:**

It is advisable to have a flashlight and a portable radio available for emergencies.

### **Plumbing Failure/Flooding:**

Cease using all electrical equipment. Notify the Campus Police. If necessary, vacate the area.

### **Gas Leak:**

**DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT!!!!**  
**REMEMBER...**electrical arcing can trigger an explosion!

### **Ventilation Problem:**

If smoke odors come from the ventilation system, immediately notify the Campus Police by **911** and, if necessary, cease all operations and vacate the area.

# HUNTSVILLE/RESEARCH PARK

## UTILITY FAILURE

1. In the event of a major utility failure, please notify Campus Police. This may have to be done in person since the power failure may terminate phone availability.
2. If there is a potential danger to building occupants or if the utility failure occurs on weekends or holidays, notify Campus Police.
3. **Do not return** to an evacuated building unless told to do so by Campus Security/Police or appropriate emergency personnel.

## ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps “1 and 2 and 3” above whenever the following emergencies arise.

**Electrical/Light Failure:** It is advisable to have a flashlight and a portable radio available for emergencies.

**Plumbing Failure/Flooding:** Cease using all electrical equipment. Notify the Campus Police at ext. **4711**. If necessary, vacate the area.

**Gas Leak:** **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT!!!!**  
**REMEMBER...**electrical arcing can trigger an explosion!

**Ventilation Problem:** If smoke odors come from the ventilation system, immediately notify the Campus Police by **911** and, if necessary, cease all operations and vacate the area.

# DECATUR CAMPUS, HUNTSVILLE/RESEARCH PARK, and ALABAMA CENTER FOR THE ARTS

## **BEHAVIORAL EMERGENCIES**

A behavioral emergency exists when an individual is threatening or causing harm to himself/herself or to others, or is demonstrating behavior which indicates the person may be out of touch with reality due to severe drug reactions, other psychological, or physical reasons. For example, hallucinations and/or uncontrollable behavior may manifest a psychotic break.

**If a behavioral emergency occurs with a student or employee:**

1. Never try to handle a dangerous situation on your own.
2. Contact Campus Police by **911**

## **SUICIDE PREVENTION PROTOCOL**

In the event that a Calhoun employee becomes aware of a situation that involves, or appears to involve, a suicide threat or attempt by a student or employee, the employee should take the following steps:

1. Never try to handle the situation alone.
2. Contact Campus Police by **911**
3. Do not leave the person alone – seek assistance or move where assistance is available.
4. Campus Police will inform the Dean of Student Affairs Office at ext. **2613** (Decatur) or ext. **4703** (Huntsville).
5. Campus Police will get the name(s) and phone number(s) of any witness(es).
6. The Dean of Student Affairs Office will contact the parent, guardian, or next of kin, as well as the Public Relations Office.
7. Refer any media inquiries to the Calhoun Public Relations Office (**306-2561**).
8. Confidentiality must be maintained in all such matters. Only designated school officials are to be notified (i.e., Police, Dean of Student Affairs, Public Relations Director and the President, when necessary)

After the potential suicide situation has been resolved, the Dean of Student Affairs (or a designated representative from Student Affairs, or HR if an employee) will be available to meet at an appropriate time with the person and the person's parent(s) or guardian(s) or other appropriate family member to discuss the situation. At that time, it will be determined if there is any assistance that the College can provide to the student. The Dean of Student Affairs will ensure that any applicable provision of the Americans with Disabilities Act is followed. Calhoun does not provide any personal counseling or other

mental health services to any student, but will procure a list of qualified mental health professionals from the local Department of Mental Health or other reliable source, for the student. Calhoun has a Threat Assessment Team that may also be utilized to ascertain the potential threat to the campus.

A suicide threat or attempt shall not, in and of itself, be grounds for administrative or disciplinary action against a student. However, if the Dean of Student Affairs has reasonable cause to believe that the student poses a threat to other persons at Calhoun, the Dean of Student Affairs shall recommend to the President that appropriate action be taken. At that time, the President shall review the situation and make a determination as to what action should be taken.

## **DOMESTIC**

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting such.
2. If you are a victim, witness, or are aware of any on-campus domestic disturbance, **AVOID RISKS!!!**
3. Promptly notify the Campus Police by **911** as soon as possible and report the incident.
4. If you observe a criminal act, or a suspicious person on campus, immediately notify the Campus Police to report the incident.
5. College employees should never release student information to any person (mother, father, husband, boyfriend, wife, etc.). Inquiries should be directed to the Campus Security/Police. Never disclose a student's location for any reason.

### **What to do if taken hostage:**

1. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
2. Be patient. Time is on your side. Avoid drastic action.
3. Follow instructions, be alert, and stay alive. The captor may be emotionally imbalanced. Don't make mistakes that could hazard your well-being.
4. Don't speak unless spoken to and then only if 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.
5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient. Wait. Attempt to establish rapport with the captor. If medications, emergency care, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## **ALCOHOL/CONTROLLED SUBSTANCE**

Consumption or possession of alcoholic beverages or illegal drugs is forbidden on campus or at any college sponsored function.

Pursuant to Alabama State Board Policy 613.01, Calhoun Community College adheres to the following:

**In compliance with the provisions of the federal *Drug-Free Workplace Act of 1988*, and the *Drug Free Scholar and Communities Act of 1989*, institutions under the direction and control of the State Board of Education will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts.**

The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. However, the College reserves the right to dismiss any student whose on- or off-campus behavior is considered undesirable or harmful to the College.

## **DRUG POLICY**

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This publication contains information concerning standards of conduct, legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

## **DEMONSTRATIONS**

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disturbed unless one or more of the following conditions exist as a result of the demonstration:

1. **Interference** with the normal operations of the College
2. **Prevention** of access to office, buildings or other college facilities
3. **Threat** of physical harm to persons or damage to college facilities

If any of these conditions exists, notify the Campus Police by **911**. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. **PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

- a. Generally, demonstrations of this kind should not be interrupted. Efforts should be made to conduct college business as normally as possible.
- b. If demonstrators refuse to leave by regular facility closing time:
  - (1) Campus Police will monitor the situation during non-business hours.
  - (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration or as trespassing.
  - (3) The situation should be recorded by video tape or photographic means.

## **2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

- a. In the event that a demonstration blocks access to college facilities or interferes with the operation of the College:
  - (1) Demonstrators will be asked to terminate the disruptive activity by Campus Security/Police.
  - (2) If the demonstrators persist, they will be apprised that failure to discontinue the specified action within a determined length of time may result in a disciplinary action including suspension, expulsion, or possible intervention by civil authorities.
  - (3) Efforts should be made to secure positive identification of demonstrators to facilitate later testimony if deemed advisable.
  - (4) The need for an injunction and intervention of civil authorities will be determined by the Campus Security/Police.
  - (5) The situation should be recorded by video tape or photographic means.

## **3. VIOLENT, DISRUPTIVE DEMONSTRATIONS**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the campus security/policy will be notified.

**NOTE:** Campus Police reserve the right to call additional law enforcement for assistance, without counsel from others, if it is deemed to be necessary to protect persons or property involved.

# DECATUR CAMPUS, HUNTSVILLE CAMPUS, and ALABAMA CENTER FOR THE ARTS

## **Bloodborne Pathogens & Infectious Materials:**

Bloodborne pathogens are germs with the potential of infection to rescuers or those coming in contact with the individual without the proper protection (i.e. gloves). Examples of bloodborne pathogens include:

- Human Immunodeficiency virus (HIV), the virus that causes AIDS
- Hepatitis B & Hepatitis C
- Methicillin Resistant Streptococcus Aureus (MSRA)

These pathogens are only visible under a microscope and cannot be seen by the naked eye.

**Therefore, all tissues or bodily fluids from any individual should be considered as potentially infectious in nature.**

In the event of a situation involving suspected bloodborne pathogens, an individual should never attempt to handle the suspected substance. Immediately call campus police at ext. 2911-Decatur or 4711-Huntsville or 911. The emergency response team will assess the situation, provide assistance and follow appropriate procedures for clean-up.

## **Medical Emergencies:**

A medical emergency is an emergency arising from an underlying medical problem. Examples of potential medical emergencies include but are not limited to:

- Bizarre behavior outside the normal (i.e. a person having a conversation with the fire extinguisher or arguing with someone who is not present or real)
- Altered level of consciousness or difficulty staying awake
- Slurred speech
- Facial drooping
- A seizure or convulsions
- Swelling of the face, hands, and throat
- Difficulty breathing or does not appear to be breathing
- Chest pain/tightness
- Change in skin color (pale, clammy, red, or bluish in appearance)
- Unresponsive
- Bleeding from an open wound or nose/ear
- Sudden onset of confusion

\*It is highly recommended that unless a bystander is properly trained in first aid they follow the basic concepts of First Aid listed below in addition to calling **campus police (ext. 2911-Decatur or 4711-Huntsville) or 911** before making contact with the individual who is ill or injured.

## **Basic Concepts of First Aid:**

Consider the following steps if choosing to give immediate first aid to ill or injured individuals:

- **Danger:** Look out for dangers to you and the injured person. Move the injured individual only if he or she is in immediate danger and only if you can do so safely! *Your safety comes first!*
- **Help:** Look for people who can help you and look for a telephone. Have someone phone your emergency response (*ext. 2911 –Decatur Campus or 4711-Huntsville Campus*) or **911**. Phone for help yourself if no one else is around.
- **Who:** Who’s injured? Figure out how many people are hurt and see if you can tell what happened.
- **Where:** Where are you? Be specific. The emergency response team (or 911) dispatcher will want to know your floor, location in the building, or on the campus. **\*\*Answering the dispatcher’s questions will not delay the arrival of help!**

## **Prevention of Cardiac Arrest**

Cardiac arrest is a medical emergency involving the heart. Various reasons can be the underlying cause of such events. The most common is an electrical disturbance with the heart’s nerve pathways. *Such events can be fatal and bystanders are the most important link to the individual’s survival!*

The most common presentation of cardiac arrest is an individual who does not “respond” when you tap him/her or ask if they are OK and does not appear to be breathing or only gasps occasionally.

The steps to *Hands Only CPR* are listed below:



## **Automatic External Defibrillator Locations:**

Any automated external defibrillator is a device used in cardiac arrest to “restart” the heart to a more stable rhythm.

- *Only those individuals who have been appropriately trained should use the automatic external defibrillators (AED's) strategically located across the Decatur, Huntsville, and Alabama Center for the Arts campuses.*

To make locating these devices easier, they can be found in white boxes with the words AED listed on them. These white boxes will make an audible alarm when opened. ***Remember: the audible alarm only lets others know the AED has been removed; it does not notify emergency services!*** Information on the location of AED's can be found below:

### **Decatur Campus:**

Aerospace Training Center:	First floor, next to the elevator
Brewer Library:	Main entrance, across from library help desk
Business Center:	*Under Construction*
Center for Applied Technology:	Main Lobby
Center for Business/Industry:	Hallway next to main office
Chasteen Student Center:	First floor, next to the elevator
Renewable Energy Tech. Building:	Front entrance, main lobby
Fine Arts Building:	Hallway next to <i>Black Box Theatre</i>
Harris Hall:	First floor, next to elevator
Health Sciences Building:	First floor, next to elevator
AL Center for the Arts:	Back hallway, adjacent to elevator
Kelley Gymnasium:	Front entrance, beside concession stand
Math/Science Administration:	First floor, next to elevator
Noble Russell:	First floor, next to administrative office
Wallace Building:	First floor, next to elevator

### **Huntsville Campus:**

Adult Education:	Main lobby
First Floor (2 AED's):	1. Next to police area/administration office 2. Next to elevator
Second Floor:	Next to elevator

## **Robotics Technology Park:**

Phase I: First floor, next to elevator

Phase II: First floor, next to elevator

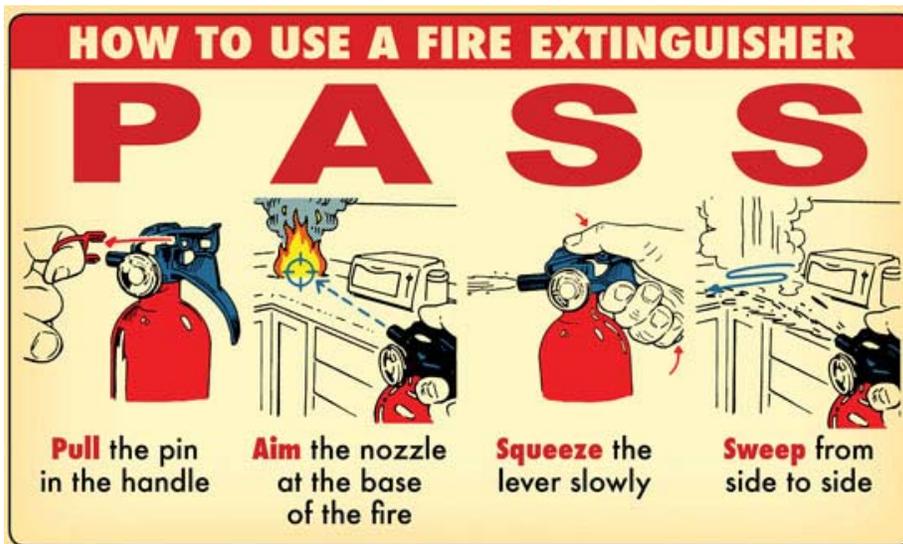
### **Steps to Operating an AED:**

\*Ideally only those who are trained in their use should operate the automated external defibrillators. Those who are not trained are encouraged to start hands-only CPR.

**Step 1:** Push the “on” button (this is most commonly a green button) or lift the lid of the AED

**Step 2:** The AED will tell you everything you need to do

***\*\*Remember if utilizing this device, notify emergency services/campus police (ext. 2911-Decatur or 4711-Huntsville) or 911.***



# DECATUR & HUNTSVILLE CAMPUSES, and ALABAMA CENTER FOR THE ARTS

## **BOMB THREAT**

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE OR DISTURB THE OBJECT!!!**  
Clear the area and immediately call the Campus Police by **911**.  
Do not open drawers, cabinets, or turn lights or any electrical item on or off.
2. Any person receiving a bomb threat by phone should attempt to obtain as much information as possible from the caller.

## **DO NOT HANG UP THE PHONE BECAUSE THE CALL MAY BE TRACED!**

3. If an emergency exists, you must report the incident by phone to Campus Police by **911**.
4.
  - a. Faculty and Staff will be responsible for making an inspection of their office and work area for any suspicious packages. Only the faculty/staff will know what is possibly out of place or does not belong. (A police officer would not easily identify anything out of place.)
  - b. If an evacuation is ordered for your work area, all employees will remove all items initially brought to work. (This is to eliminate items to be searched.)
  - c. If an evacuation is ordered for a particular classroom, the instructor will remove their belongings as well as instruct students to remove all their items initially brought into the class.
  - d. Do not turn any electrical items, including lights, on or off.
5. When an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
6. Assist disabled individuals in exiting the building.
7. 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.
8. **Do not return** to an evacuated building unless told to do so by Campus Security/Police or appropriate emergency personnel.

## **FIREARMS**

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on Campus will be subject to disciplinary and criminal charges.

Pursuant to Alabama State Board Policy 511.01, Calhoun Community College adheres to the following:

**Firearms are prohibited on campus or any other facility operated by the institution. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.**

If the off-duty officer is a student, he/she must notify Campus Police once a semester. A weapon is prohibited from any type of hearing for personal business.

In the event of observed or suspected possession of firearms on campus, individuals should contact Campus Police by 911.

# DECATUR CAMPUS

## Severe Weather

The purpose of this information is to provide guidance for Calhoun Community College personnel and students in the event of any emergency which requires sheltering. Locations of shelters, emergency signals, sheltering procedures and responsibility assignments are provided.

The Emergency Management sirens will be the primary signal for any severe weather warning or other emergencies which require shelter on the Decatur, Huntsville, Alabama Center for the Arts, and Limestone campuses. In addition to siren alerts, the Campus Security/Police, with the assistance of campus-wide voice mail, will alert faculty, staff, and campus recreation, in the event of severe weather, such as a tornado warning or tornado. The Campus Security/Police will inform each shelter location when it is safe to return to normal activities.

The Campus Security/Police office continuously monitors a weather alert radio for tornado watches/warnings from the National Weather Service. In the event of a tornado, the security/police officers will notify the building emergency coordinators in each building.

These **Building Emergency Coordinators** will do the following:

1. Notify faculty/administrators.
2. Survey shelter areas as being clear and available for use.
3. Shut all corridor doors.
4. Assemble flashlights and fire extinguishers for potential use.

**Faculty/Administrators** will notify students of weather conditions and possible response.

## **Severe Weather Shelter Areas**

These areas are not to be considered tornado resistant but are the safest available for sheltering students/employees on this campus during a tornado. Place as many walls between you and the outside as possible and stay away from windows and glass doors.

### **Aerospace Training Center**

Use restrooms on first floor.

### **Business Center**

Use the interior hallways and restrooms.

### **Barbering/Cosmetology**

Use center hall area between Cosmetology and Barbering.

### **Chasteen Student Center**

Use restrooms on first floor and the stairwell across from restrooms.

**Brewer Library** Use the reference librarian's office and the lounge

### **CAT (Center for Applied Technology)**

Use restrooms.

**Fine Arts Building**

Use center hallway and all rest rooms on first floor.

**Harris Hall**

Use the English department lounge and back hallway in office suite, room 163, hallway, all restrooms on first floor and room 147.

**Health Sciences Building**

Use first floor hallways and restrooms.

**Industrial Technologies**

Use faculty office and hallways.

**Information Technologies**

Use restrooms.

**Kelley Gymnasium**

Use restroom areas or the east hallway.

**Machine Tool Technology**

Use faculty offices.

**Math/Science/Administration Building**

Use first floor hallways and restrooms.

**Noble Russell**

Use interior hallways.

**Security**

Use conference room.

**Technologies**

Use inner rooms only.

**Wallace Building**

Use center hallways and all restrooms on first floor.

After a tornado, all buildings should be evacuated. All faculty should be aware of any students/employees who are disabled in their classrooms or offices. Assistance to disabled individuals must be provided.

If severe weather is imminent or a tornado warning is issued when the College is closed or any time that the shelter buildings are not open, Campus Security will proceed to the **Wallace Building** or **Noble Russell** to open the entrance doors. Remain on the first floor. When these facilities are open and lighted, they will be available for any persons seeking shelter. Departure is discretionary.

## HUNTSVILLE/RESEARCH PARK

Utilizing stairwell, proceed to interior hallway on the ground floor level.

## ALABAMA CENTER FOR THE ARTS

Proceed to the bottom floor, and take shelter in the West end of the building in or near the interior bathrooms.

# ALL CAMPUS LOCATIONS

## **SNOW/ICE**

In the event of inclement weather (snow, ice, flood), the President of the College or her designee will make the determination regarding cancellation of classes and/or college closing.

The College will then issue a CCC ALERT message to all students, staff, and faculty signed up for the free service and will contact the following radio/television stations with informational updates:

### **RADIO**

WTAK  
WAHR  
WZYP  
WDRM  
WEUP  
WRSA  
WVNN  
WDJL

### **TELEVISION**

WAFF, Channel 48  
WAAY, Channel 31  
WHNT, Channel 19

Announcements for closings will be made as soon as possible to ensure the safety of students and staff.

College employees may access the voice mail system for confirmation of college closing.

Information regarding closings will also appear on the Calhoun website and Facebook page.

# DECATUR & HUNTSVILLE CAMPUSES, ALABAMA CENTER FOR THE ARTS

## OTHER

### Standards of Conduct and Enforcement Thereof

Calhoun Community College is a public educational institution of the State of Alabama and as such, shall not permit on its premises, or at any activity which it conducts or sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension, or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

### Legal Sanctions

There are legal sanctions on the local, State, and Federal levels regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs. An outline of these sanctions is currently published in a document titled "Legal Actions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs." Copies of this document can be found in the Albert P. Brewer Library, the Office of the Dean of Student Affairs, and in all counselors' offices at both campuses and at the extension sites.

### Animals/Pets

Pursuant to Alabama State Board Policy 517.01, Calhoun Community College adheres to the following:

**No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional or special programs.**

## **Children**

**Children are not allowed to attend classes with students. No minors should be left unattended in any building of Calhoun Community College.**

## **Theft**

All employees/students are advised to secure all personal belongings. In the event of a theft, please report the theft to the Campus Police at **2911 (Decatur) or 4711 (Huntsville), or 256-260-4305 (Alabama Ctr for the Arts).**

## **Building Access-After Hours**

For your own safety, Campus Security/Police must be aware of who is on campus and in each building at any time after normal work hours/holidays. Any college employee who must be on campus after hours/holidays must notify Campus Security/Police.

## **Employee Accidents on Campus**

Any College employee who suffers an injury during work hours shall immediately report the injury to his or her supervisor and Campus Security/Police. Every accident shall be investigated by Campus Security/Police to determine the cause and the steps needed to prevent a recurrence.

## **Non-Employee Accidents on Campus**

Any non-employee of the College who suffers an injury on campus shall immediately report the injury to Campus Security/Police. Every accident shall be investigated by Campus Security/Police to determine the cause and the steps needed to prevent a recurrence.

# DECATUR CAMPUS

## PEDESTRIAN EVACUATION ROUTES

Electrical wires are the most significant consideration when leaving a building after an earthquake or tornado. Natural gas leaks are also dangerous situations of which to be aware. Therefore, when evacuating, use the following routes. Assistance to disabled persons must be provided.

<b>Aerospace Training Center:</b>	Front door to west parking lot. Stairwells exit to south parking lot. High Bay Area exit to north parking lot.	<b>Industrial Technologies:</b>	Exit west to street or north to parking lot.
<b>Brewer Library:</b>	Exit north to area between Library & Wallace or south to parking lot.	<b>Information Technologies; CAT; Cosmetology; Barbering:</b>	Exit to middle of street.
<b>Business Center:</b>	Exit east.	<b>Kelley Gymnasium:</b>	Exit east toward field or north toward parking lot.
<b>Chasteen Student Center:</b>	Exit south or west from the building.	<b>Machine Tool Technology:</b>	Exit west to street or north to parking lot.
<b>Fine Arts Building:</b>	Exit east or west to parking lots or south to grassy area.	<b>Math/Science/ Administration Building:</b>	Exit west to open area.
<b>Harris Hall:</b>	Exit south or north to open area.	<b>Noble Russell:</b>	Exit east to parking lot.
<b>Health Sciences Building:</b>	Exit west to grassy area in front of building or parking lot behind ATC.	<b>Police:</b>	Exit east to street.
		<b>Wallace Building:</b>	Exit west to street or south between Wallace Building and Brewer Library.

# HUNTSVILLE/RESEARCH PARK

**Top Floor** exit east to parking lot or west to parking lot.

**Bottom Floor** exit south to grassy area.

# ALABAMA CENTER FOR THE ARTS

**Upper floors** exit down the stairwells in the southeast and southwest corners of the building to the bottom floor, and out to the parking areas..

**Bottom Floor** exit out through the nearest door and out to the parking areas.

## BUILDING COORDINATORS

Building coordinator duties will be assigned automatically to any employee or supervisor who is in the affected building at the time of a declared or designated emergency. Safety is everyone's responsibility, and employees who are in the building at the time must accept the responsibility to:

- 1) Make sure all students and employees are evacuated from every room of the affected building in the event of an evacuation.
- 2) Make every effort to secure the building in the event of a lockdown.
- 3) To notify occupants of severe weather issues if the need arises
- 4) To assist in traffic control, if necessary, in the event of a campus-wide evacuation.

**In an emergency, always call 911 first!**

**It is not the intention to put any employee in harm's way, so please use your best judgment when performing building coordinator duties.**

## **EMERGENCY PREPAREDNESS PLAN**

Each institution in the Alabama Community College System will outline the steps that will be followed and the staff responsible for initiating and completing the steps in the event of terrorist threats, disaster resulting from the acts of persons, and natural disasters.

The College will provide appropriate information to faculty, staff, and students, which will assist them in their ability to be prepared for any emergency response whether it is a natural disaster, terrorist attack, fire, or other emergency. Information shall be disseminated on an annual basis. The College will have in place an Emergency Procedures Manual, and post evacuation maps in strategic locations. When feasible, the College may conduct mock drills, which can simulate disasters that may occur including: domestic violence, terrorist attack, natural disaster, or other emergencies. In conducting such drills, the College Administration will work with appropriate emergency response agencies in the community to evaluate and upgrade our Emergency Preparedness Plan.

### **Purpose Statement**

The primary purpose of the Emergency Preparedness Plan at Calhoun Community College is to ensure the continued health and safety of Calhoun students and employees and other college visitors should a catastrophic event occur. Emergency Preparedness is the process by which we prepare for, and respond to, mitigating circumstances leading to recovery from an emergency or disaster.

### **Emergency Preparedness Plan**

Calhoun Community College has a **Crisis Management Team** to effectively facilitate the Emergency Preparedness Plan of the College should a catastrophic event occur. The Crisis Management Team is the direct line authority for making decisions, implementing policies, and disbursing information to the campus and the general public. Members of the Crisis Management Team include:

- President
- Vice President for Instruction & Student Success
- Vice President of Finance
- Dean for Huntsville/Research Park (only if disaster is at Huntsville Campus)
- Dean for Student Affairs
- Assistant to the President for Public Affairs, Community Relations and Special Events
- Maintenance Supervisor
- Emergency Procedures Committee Chair
- Local EMA Director
- Director of Campus Police
- Director of Admissions/Registrar
- Director of Information Technologies

## **Crisis Management Procedures**

In the event of a natural disaster or obvious catastrophic event, the Crisis Management Team shall automatically be activated. Under all other circumstances only the President or his/her designee shall have the authority to activate the Crisis Management Team. In the absence of the President, the line of authority to activate the Crisis Management Team shall be in descending order as follows:

- Vice President for Instruction & Student Success
- Dean for Business and Finance
- Dean of Student Affairs
- Director of Recruitment, Retention, and Student Services

## **Crisis Management Team Activation:**

### **Campus Alert**

The **Director of Campus Police** shall be responsible for alerting the campus community via the CCC Alert System in the event of a catastrophic event or should public notice be given that such an event is eminent, threatening the health and safety of students, faculty, staff, and administrators. Appropriate measures should be taken to ensure that all students and personnel are safely and effectively evacuated from all affected areas. The present warning system consists of building coordinators who will alert individuals in their designated areas upon notification from the campus police. Designated building coordinators or site supervisors are responsible for checking (to the extent safety permits) their assigned buildings with the goal of ensuring that all individuals have been safely evacuated and assembled in a designated meeting area to await the all clear signal.

### **Crisis Management Team Duties**

Upon notification of an emergency, the Crisis Management Team shall immediately convene in a designated area, which will serve as the **Emergency Operations Center (EOC)**. The EOC should be located in an area or facility not likely to be involved in an incident. The following facilities have been designated as EOC locations:

- **Decatur Campus Site 1:** Math/Science/Administration Building-President's Conference Room
- **Decatur Campus Site 2:** Information Technologies Conference Room
- **Huntsville/Research Park Site:** Dean's Conference Room

The EOC should be maintained throughout the duration of the crisis or until such time that the campus environment is safe and reasonable operations can be resumed. The EOC must be centrally located and easily accessible to members of the Crisis Management Team. This location should have all the appropriate amenities to assist in the flow of emergency information in and out of the institution. Such amenities shall include but not be limited to: external telephone lines, data based computer access, EMA radio access, public information radio and television stations, two-way radios, flashlights, first aid kits, and a water supply. The President or his/her designee shall

serve as the Emergency Operations Center Commander. The President shall appoint an **Incident Commander (IC)** charged with the responsibility for front-line management of the incident, for tactical planning and execution, for determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the EOC. The IC can be any employee, but they must be a member of management with the authority to make decisions. They must have the capability and authority to: 1) assume command, 2) assess the situation, 3) implement the emergency management plan, 4) determine response strategies, 5) activate resources, 6) order an evacuation, 7) oversee all incident response activities, 8) establish two-way radio communication among building coordinators, and 9) declare that the incident is “over.” The following individuals are designated **Incident Commander (IC)** appointees in descending order:

- Vice President for Instruction and Student Success
- Vice President of Finance
- Maintenance Supervisor

### **Notification of Emergency Agencies**

In the event of activation of the Crisis Management Team, the President or designated Incident Commander (IC) shall be responsible for ensuring that appropriate Emergency Response Agencies (i.e. fire, police, EMS, etc.) have been notified.

### **Preliminary Assessment**

Once the Crisis Management Team has assembled in the designated EOC, the President, through the designated IC, shall initiate an immediate on-site assessment of the affected areas. It is during this phase of the Emergency Preparedness Plan that the Incident Commander (IC) will:

- determine the number and extent of personal injuries
- determine which facilities warrant evacuation due to fire, physical damage, threat to public safety (i.e., gas leaks, chemical leaks, electrical shock, downed tree limbs, etc.)
- determine whether outside assistance is needed
- implement head count procedures accounting for students, employees, and visitors
- establish internal and external communication with EOC
- determine need for designated triage areas
- determine the need for internal administrative resources, i.e., building engineering plans and drawings, employee database, student class rosters, insurance information, etc.

The assessment should be conducted by visual verification with the assistance of campus safety personnel, designated building coordinators, and/or appropriate faculty/staff in the affected areas. It is important that members of the Crisis Management Team remain in the EOC at all times unless otherwise directed by the President, his/her designated IC or Public Safety Official.

## **Triage**

In the event of serious medical injury or death resulting from a natural disaster or terrorist attack, the IC shall, in consultation and cooperation with law enforcement and/or external emergency medical agencies, establish and designate the location(s) for emergency triage areas. Such triage locations should be situated in close proximity to incident scenes and provide immediate accessibility for emergency response agencies, i.e., fire, EMS, police, etc. While not required by the College to do so, members of the College's nursing and EMS faculty may, at their own individual discretion and capacity, volunteer to assist in triage procedures while awaiting the availability of sufficient external emergency medical personnel.

## **Public Information & Media Relations**

When such emergencies occur, the community will want to know the nature and extent of the incident. The Assistant to the President for Public Affairs, Community Relations and Special Events shall provide information to the public. All individuals that may be affected by such an emergency (parents, employee families, the media, regulatory agencies, customers, appointed and elected officials, special interest groups, emergency response organizations, and the general public) should be identified by the Assistant to the President for Public Affairs, Community Relations and Special Events and assistance provided. A media briefing area should be established to conduct briefing sessions with a listed schedule of briefing times. Informational updates regarding incidents may be provided through the CCCALERT Emergency Notification System and the College's website as time and circumstances permit.

## **Campus Evaluation**

During this phase of the Emergency Preparedness Plan, the President or designated IC, along with the members of the Crisis Management Team, will re-assess the status of the existing incident to determine whether the situation has been contained. Based upon this re-assessment, the President or designated IC may make the decision to issue the all-clear notice. During this time, it is important that all activities and administrative decisions made during the incident be reviewed and documented. Some components of the review may include:

- assessing current campus safety conditions
- assessing property damage
- assessing triage area
- accounting for personnel and students
- maintaining telephone logs
- maintaining record of events
- maintaining all written communications and press releases

### **All Clear Notice/Resumption of Operations**

Only the President or designated IC shall have the authority to give the all clear notice. After the all-clear notice has been given via the CCC Alert System, students and personnel may return only to those areas that have been approved for reentry. Once the all-clear notification has been given, the following procedures should commence:

- establish a recovery team for retrieving and safeguarding important records and documents.
- continue to ensure safety of personnel and property.
- assess remaining hazards.
- maintain security at any and all incident sites.
- assemble and maintain detailed records of all activities that occurred during incident.
- notify employees' and/or students' families about the status of personnel and property.
- notify off-duty personnel about work status.
- protect undamaged property.
- physically secure facilities and the campus.
- coordinate actions with appropriate state, local, and federal agencies.
- take inventory of damaged equipment.

Procedures thereafter shall include, but are not limited to:

- conduct an employee/student briefing in a general assembly.
- account for all damage-related costs.
- notify insurance carriers and appropriate governing agencies.
- conduct salvage operations.

**Post Incident Follow-up:** The College Administration shall establish a team of professionally licensed counselors to provide counseling services to any student or faculty/staff person who may need assistance in coping with an incident because of post-traumatic stress.

**After Action Review:** An after action review will be conducted after each disaster and adjustments to the emergency preparedness plan made accordingly.

# ALL CAMPUS LOCATIONS

## COLLEGE LOCKDOWN PROCEDURE

- Identify situation/crisis
- Faculty/staff/students seek sanctuary in a room that can be closed and locked. Lock all windows and doors and turn off lights. Get away from windows/glass out of line-of-sight.
- Dial 911 to report emergency. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- The 911 center will notify the Calhoun Security/Police office
- Calhoun Police will notify IT.
- IT will send an "urgent bulletin" as well as send emergency notification to all individuals registered on the emergency notification system (CCCALERT).
- All faculty/students/staff should remain in lockdown until notified of "all clear" by law enforcement.

## EMERGENCY GUIDELINES FOR ACTIVE SHOOTER RESPONSE

Colleges are no longer immune to serious or violent crime. Calhoun Community College provides students, staff and faculty with the protocol and procedures to respond during potentially violent criminal attacks on Campus. These recommended procedures cannot cover every possible situation that may occur.

- 1. Response to Potentially Violent Criminal Behavior.** If you see or know that a person has a firearm on Campus, or if you hear shots fired on Campus, or if you witness an armed person shooting people, protect yourself first - move to a safe location.
  - a. As soon as possible, call 911.
  - b. Tell the dispatcher your name, location, phone number and describe the situation you are reporting: who, what, when, where, and how. Is anyone hurt?
- 2. Active Shooter Incident.** An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.

a. **ACTIVE SHOOTER RESPONSE.** Officers from Calhoun Campus Police (Decatur Campus), Decatur Police Department (Alabama Ctr for the Arts) will be the first responders to the scene. Outside agencies including Limestone County Sheriff's Office, Athens Police, Decatur Police, Alabama State Troopers and other agencies will be secondary responders. For the Huntsville Campus, first responders will be Calhoun Campus Police, along with Huntsville Police Department.

Secondary responders will be other local agencies.

b. As the officers move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat.

c. If you are wounded or with someone who is wounded, these officers will bypass you to search for and apprehend/stop the shooter.

d. To assist the police, please stay calm; do not interfere with police operations. If you know where the shooter is, or have a description, tell the officer.

e. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

f. Rescue teams will follow shortly after the first responding officers enter the building. They will attend the injured and remove everyone safely from the area.

### **3. If the shooter is outside your building:**

a. Turn off all lights, close and lock all doors and windows. If you cannot lock the door, try to block the door with desks and chairs.

b. If you can do so safely, get all occupants on the floor and out of the line of fire.

c. If you can do so safely, move to the safe area of the building and remain there until a uniformed police officer tells you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

### **4. If the shooter is inside your building:**

a. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave behind books and backpacks.

b. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer should point a firearm at you, make no movements that may cause the officer to mistake your actions for a threat.

c. If you are unable to escape the building, move into an office or classroom. Try to lock or barricade the door with a desk or chair. Lie on the floor, out of sight if possible, and remain silent. Remain there until a uniformed police officer comes to your aid.

### **5. If the shooter enters your office or classroom:**

a. There is no one set procedure in this situation. Options may vary.

b. If possible, call 911.

- c. If the shooter opens fire, move as quickly as possible and exit the room. It is more difficult to hit a moving target as opposed to a stationary target.
- d. At last resort, (only you can decide if this is something you should do) attempt to overcome the shooter by physical force.
- e. If the shooter exits your area, lock your door.

**Remember: When a police officer arrives on the scene, remain calm and follow directions.**

The Department of Homeland Security recommends the RUN, HIDE, FIGHT strategy as presented in previous in-service training for the employees regarding an active shooter incident. These steps are detailed above, but for quick future reference, see the below simplified steps:

**RUN:** If you can, simply run away from the threat. Try to do this WITHOUT putting yourself in harm's way.

**HIDE:** if you cannot run away from the threat, find a suitable location to hide from the threat. The location selected should provide concealment as well as a suitable barrier against whatever weaponry the active shooter has.

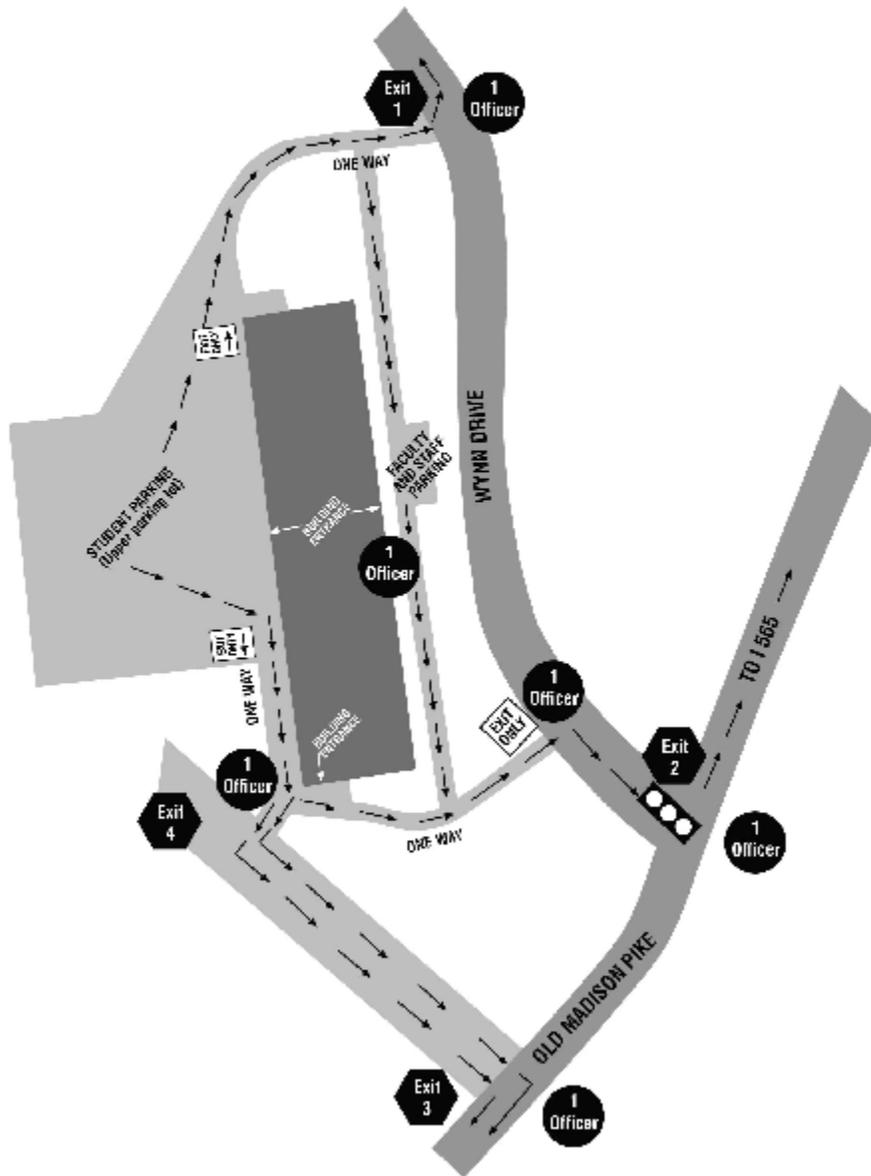
**FIGHT:** This is the last resort. If you cannot run or hide, then adopt an "I WILL SURVIVE" strategy and do whatever is necessary to ensure that you survive. Use whatever is at hand to effectively fight the attacker in order to neutralize the threat. Books, backpacks, chairs, fire extinguishers are all examples of items that can be used.

Viewing the Run, Hide, Fight video promulgated by the DHS is highly recommended. Here is the link:

<http://www.youtube.com/watch?v=1ESNae7OoyM>

# Huntsville Campus Traffic Evacuation Plan

## Calhoun Community College Huntsville Campus Evacuation Route



## **Huntsville Campus Evacuation Routes**

**In the event there is an emergency where Calhoun should evacuate the campus, the evacuation will be executed as demonstrated on the map.**

**The focus point will be the larger parking lot north of the school, east of exit 4, where majority of the traffic will flow as it egress to the exit points. Officers will be placed in strategic locations to facilitate the traffic, and they are as follows:**

**Exit 1:** will have one officer positioned at that location to send traffic north bound on Wynn Dr.

**Exit 2:** will have two exits; officers will be positioned at both locations to send traffic to I565.

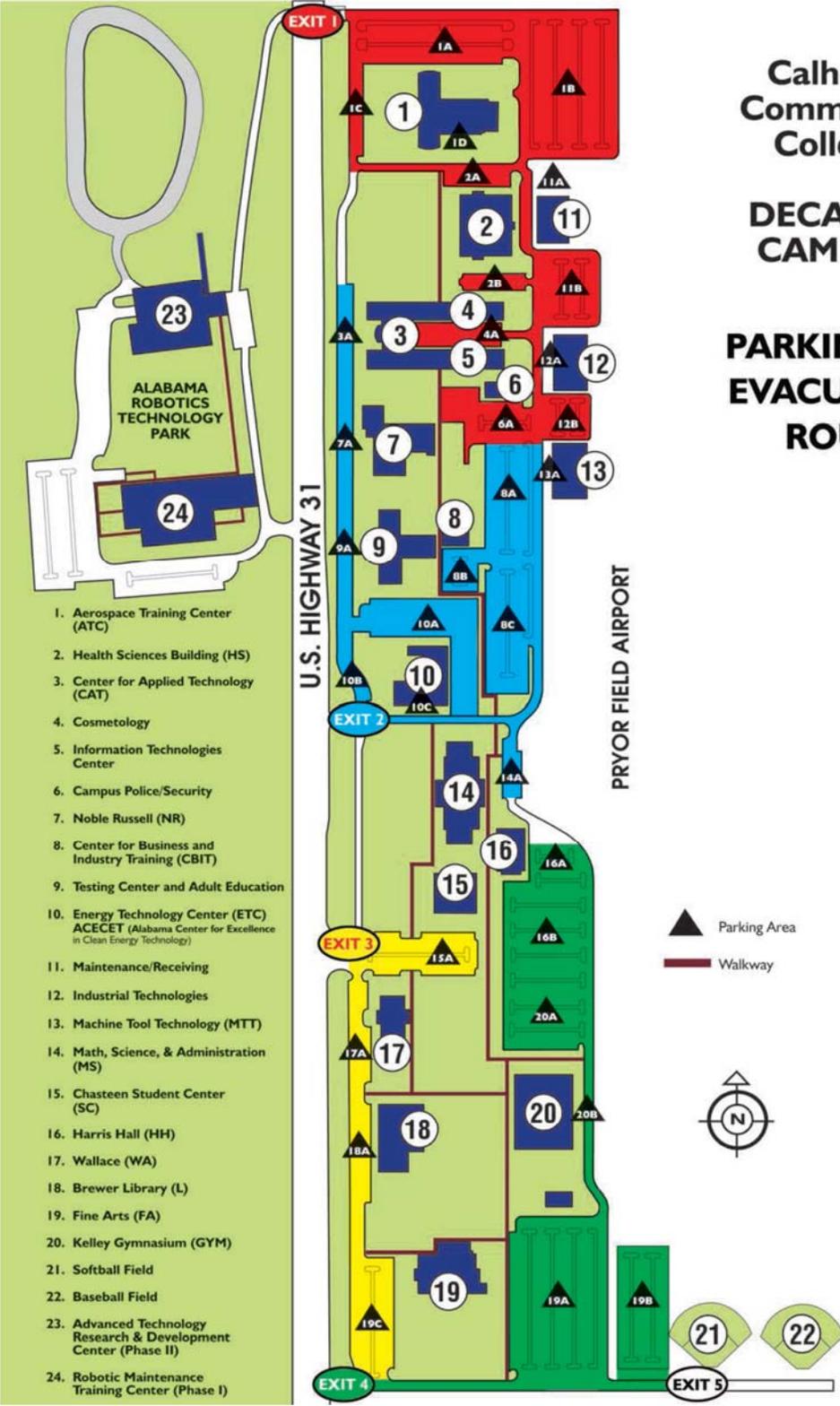
**Exit 3 & 4:** will have one officer at each location, and work in collaboration to direct traffic to Old Madison Pike and go west.

**The exit on the south end of the building will not be used, this is to maintain a constant flow of traffic. An officer will be positioned at that location to facilitate.**

# Calhoun Community College

## DECATUR CAMPUS

### PARKING LOT EVACUATION ROUTE



1. Aerospace Training Center (ATC)
2. Health Sciences Building (HS)
3. Center for Applied Technology (CAT)
4. Cosmetology
5. Information Technologies Center
6. Campus Police/Security
7. Noble Russell (NR)
8. Center for Business and Industry Training (CBIT)
9. Testing Center and Adult Education
10. Energy Technology Center (ETC)  
ACECET (Alabama Center for Excellence in Clean Energy Technology)
11. Maintenance/Receiving
12. Industrial Technologies
13. Machine Tool Technology (MTT)
14. Math, Science, & Administration (MS)
15. Chasteen Student Center (SC)
16. Harris Hall (HH)
17. Wallace (WA)
18. Brewer Library (L)
19. Fine Arts (FA)
20. Kelley Gymnasium (GYM)
21. Softball Field
22. Baseball Field
23. Advanced Technology Research & Development Center (Phase II)
24. Robotic Maintenance Training Center (Phase I)

## *Calhoun Community College Parking Lot Emergency Evacuation Plan*

**This plan will consist of a Plan A and Plan B. The four exits to US Hwy 31 will be utilized at this time. Exit 1 will be the Aerospace Technology Exit. Exit 2 will be between the Math/Science and Renewable Energy Technology Center Exit. Exit 3 will be the Main entrance into the campus. Exit 4 will be the far south entrance into the campus (between the gas station and the college).**

### **Plan A:**

This plan will consist of using the Calhoun Community College Police Department and assistance from the Maintenance Department.

Exit 1: Two officers will be stationed in the Aerospace Parking Lot Area

Exit 2: One officer will be stationed at the Math/Science Area. If the need arises another officer or someone from the volunteer maintenance staff will assist.

**Exit 3:** This exit will utilize the working traffic signals.

**Exit 4:** This exit will utilize the working traffic signals.

The volunteer maintenance staff will be working directing traffic on the back side of the campus getting everyone to the designated exits.

### **Plan B:**

This plan will consist of assistance from Decatur Police Department or any other agency that can assist. These agencies will work US Hwy 31 directing traffic while Calhoun Officers work directing traffic on campus. The same Exits will be used as in Plan A. The volunteer maintenance staff will be working directing traffic on the back side of the campus getting everyone to the designated exits. If time permits Calhoun Community College Police Department will call additional staff to assist.

This plan is subject to change given certain circumstances.