

CALHOUN COMMUNITY COLLEGE EMERGENCY OPERATIONS PLAN (EOP)



“THE PLAN”

**Calhoun Community College
Emergency Operations Plan (EOP)
Abridged Version.**

Table of Contents

Table of Contents----- 2-3

Introduction, Purpose and Emergency Phone Numbers ----- 4

Lines of Communications/External Media and Warning/Notification, Periodic Inspection Programs and Incident Reports----- 5-6

Severe Weather Hazards

Tornado----- 6-9

Winter Ice----- 9

Fire ----- 9-11

Technological Hazards

Plane/Aircraft Crash and Dam/Levee Failure----- 11 12

Traffic Accident-----12-13

Structural Failure-----13

Gas Leaks & Chemical Spills ----- 13-14

Evacuations----- 14-16

Power Failure ----- 16-18

Radiological Release----- 18-19

Train Derailment----- 19-21

Human Caused Hazards

Civil Disturbance/Demonstrations----- 21

Cyber Event ----- 22-25

Terrorist Acts----- 25-27

Situation of Concern/Threat Report----- 27

Active Shooter----- 27-29

Bomb Threat ----- 29-30

Food Contamination ----- 30

School Violence ----- 30-32

| | |
|---|-------|
| Psychological and Suicide Prevention----- | 32-33 |
| Alcohol/Controlled Substance ----- | 33-34 |
| Soft Lock Down----- | 34 |
| Campus Maps----- | 36-38 |

Introduction and Purpose

Calhoun Community College could be vulnerable to a variety of hazards (natural, technological, or human-caused) and emergencies that cause property damage, injury, disruption of services, and/or loss of life. Effective planning and implementation of an Emergency Operations Plan (EOP) could mitigate the effects of such events. To provide an effective response, it is important that College officials, departments, and units understand their roles and responsibilities during such events. These non-routine responsibilities begin when the incident is forecast or occurs, and a response ensues. A prepared and coordinated response by the College and local officials can save lives, protect property, and efficiently restore essential services. Calhoun Community College, under the guidance of Alabama Community College System (ACCS) Chancellor Jimmy Baker, developed the EOP in an effort to better prepare the College and enhance public safety operations. The effectiveness of the EOP depends on the support and cooperation of all College community members.

The purpose of our EOP is to establish procedures, guidelines, responsibilities and organizational structure for the College. The EOP was prepared under the direction of Chancellor Baker utilizing Version 2.0 of *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans and Action Guide for Emergency Management at Institutions of Higher Education: US Dept. Education* for the framework of the EOP.

It is the responsibility of students and employees to read and understand the emergency procedures contained in the Emergency Operations Plan. This EOP Abridged Version is provided as a resource for quick reference to the emergency contact numbers and various hazard response protocols for each campus. The entire Calhoun Community College EOP is available for review at:

<http://webnt.calhoun.edu/personnel/CALHOUN%20COMMUNITY%20COLLEGE%20EMERGENCY%20OPERATIONS%20PLAN%2012-06-17.pdf>

Emergency Phone Numbers:

For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone.

For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.

For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line.

For Alabama Ctr. For the Arts: dial (256)-476-0884.

For the Emergency Manager (the Director of Facilities, Maintenance and Safety): dial 2569 from a campus phone or 256-306-2569 from an outside line.

Lines of Communication

It is the intention of Calhoun Community College to notify local community emergency response authorities (911) immediately when the School becomes aware of an emergency on campus. **In addition to these notifications, the Emergency Manager will notify the Special Assistant to the Chancellor and the Chief Safety & Security Officer for the Alabama Community College System when circumstances dictate.**

In the event of a general disaster, one of the primary lines of internal communication with faculty, staff, and students is CCC ALERT, which allows for both text and voice messages on cell and/or landlines, as well as email messages. Another primary emergency notification tool used by the College is a public announcement intercom system. CCC also may utilize the electronic message board on the main campus and flat screen televisions mounted around campus for emergency notification. These systems will comprise CCC's Emergency Notification System.

The Emergency Message Notification System has the following default announcements:

- 1. THERE IS AN ACTIVE SHOOTER ON CAMPUS! PLEASE IMPLEMENT LOCKDOWN PROCEDURES IMMEDIATELY!**
- 2. THERE IS A TORNADO THREAT FOR THE AREA, PLEASE SHELTER IN PLACE.**
- 3. THERE IS A FIRE, PLEASE EVACUATE IMMEDIATELY!**
- 4. THERE HAS BEEN A BOMB THREAT TO THIS BUILDING. TAKE ALL OF YOUR POSSESSIONS AND LEAVE IMMEDIATELY.**
- 5. THERE HAS BEEN AN INCIDENT NEAR CAMPUS, PLEASE HOLD AND SECURE IN PLACE UNTIL CLEARED.**

Communications/External Media and Warning/Notification

Communication, Alert and Warning will be provided to the public via the Emergency Notification System (ENS).

Examples of systems that are available to CCC for alerting students, faculty and staff include:

- CCC ALERT,
- Emergency Message Notification System,
- Main Entrance Electronic Sign,
- Flat screen message boards in various buildings,
- Mass Emails,
- Social media apps and
- Supplemental alerts through local media including radio, television such as:
 - **Radio Stations**
 - **WTAK**
 - **WAHR**

- WZYP
- WDRM
- WEUP
- WRSA
- WVNN
- WDJL
- TELEVISION STATIONS
 - WAFF CHANNEL 48
 - WAAY CHANNEL 31
 - WHNT CHANNEL 19
 - WZDX CHANNEL 54

Periodic Inspection Programs

The Maintenance Department performs monthly inspections of fire protection equipment and other building features that may affect fire safety.

Incident Report

In the event of an actual fire, the Emergency Director (the Director of Facilities, Maintenance & Safety) shall submit to the President and Emergency Operations & Safety Committee a report of the occurrence as soon as practicable after the occurrence. Additional information may be obtained in the CCC Safety Manual. Copies are located in the offices of the Emergency Director (the Director of Facilities, Maintenance & Safety) and the Director of the Police Department.

In case of fire, smoke in building, or threat of fire contact Emergency Services by calling **911**. Follow evacuation routes and assist all disabled individuals.

SEVERE WEATHER HAZARDS

TORNADO

Decatur Main Campus

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 Police Office continuously monitors the weather during times of inclement weather for tornado watches/warnings from the National Weather Service. In the event of a tornado, campus occupants will be notified by the Emergency Notification System Public Address system and by CCC Alert notification.

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

Periodic Tornado Drills

Tornado drills for building occupants, including handicapped and non-ambulatory persons are required once every twenty-four months as stated in **Alabama Community College System, Policy 510.01 - Safety and Security**. Instructors should review the Emergency Plan information each semester with each class and document the review. Tornado drills may be held periodically at the discretion of the **Emergency Director** and the **Emergency Operations & Safety Committee**.

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.

Center for Applied Technology Building and Career Services

Use Center Hall.

Brewer Library

Use the reference librarian's office and the lounge.

Health Sciences Building

Use first floor hallways and restrooms.

Information Technologies

Use restrooms.

Machine Tool Technology

Use faculty offices.

Police Department

Use conference room.

Technologies

Use inner rooms only.

Harris Hall

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

Industrial Technologies

Use faculty office and hallways.

Kelley Gymnasium

Use restroom areas or the east hallway.

Noble Russell

Use interior hallways.

Math/Science/Administration Building

Use first floor hallways and restrooms.

Testing Center and Adult Education

Use the interior hallways and restrooms.

Chasteen Student Center

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

All buildings should be evacuated after a tornado. 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 Police will proceed to the Kelley Gymnasium 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 Campus

Building 1: Utilizing stairwell, proceed to interior hallway on the ground floor level.

Building 2: Use the basement storm shelter.

Alabama Center For The Arts Campus

Phase I: Proceed to the bottom floor, and take shelter in the West end of the building in or near the interior or use the Rehearsal Room/Storm Shelter in Phase II if time permits.

Phase II: Use the Rehearsal Room/Storm Shelter.

Winter Storm/Ice

In the event of inclement weather (snow, ice, flood), the President of the College or his 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 Stations**
 - WTAK
 - WAHR
 - WZYP
 - WDRM
 - WEUP
 - WRSA
 - WVNN
 - WDJL
- **TELEVISION STATIONS**
 - WAFF CHANNEL 48
 - WAAY CHANNEL 31
 - WHNT CHANNEL 19
 - WZDX CHANNEL 54

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.

Fire – Structural

Responsibility

The President of Calhoun Community College has final authority and responsibility in the event of a fire. In the event of the absence of the **President, the Emergency Director (the Director of**

Facilities, Maintenance & Safety) shall assume the responsibility. The person who discovers the fire will first call 911 giving the location of the fire, the situation, extent of the fire, and their name. The person discovering and/or reporting the fire will next report the fire to Campus Police at 2575 on a campus line or 256-306-2575 on an outside line. For Huntsville Campus, report to 256-890-4711 and for Alabama Center for the Arts, report to 256-476-0884. Once becoming aware of the fire, Campus Police will report the fire to the **Emergency Manager** who will notify the **President**. The **Director of Facilities, Maintenance & Safety** will serve as the **Fire Safety Director of the College** and has the responsibility for assuring that all firefighting equipment and fire alarm systems are in working order, that regulations are clearly published and posted, and that his personnel are fully briefed to cope with the disaster. In addition, he will insure instructions are written and published to all personnel under his supervision so they will be knowledgeable of the proper action for them to take. Personnel reporting to the Emergency Director will assist in coordinating all firefighting efforts in accordance with instructions received. In the event that faculty, students or staff have sustained injuries, the Emergency Director or his designee will coordinate means to transport them to an adequate shelter or safe haven to await medical attention.

Periodic Fire Drills

Fire exit drills for building occupants, including handicapped and non-ambulatory persons, are not required, since the college utilizes a State Fire Safety Plan under supervision of the Emergency Director. Instructors review Fire Safety and Emergency Plan information each semester with each class and document the review. Evacuation drills may be held periodically at the discretion of the **Emergency Director** and the **Emergency Operations & Safety Committee**.

Emergency Action

In case of a fire, the alarm will be sounded by a continuous blast of the bell system in each building. Personnel will evacuate the classrooms and office areas. An evacuation plan will be posted in each classroom. In such an event, the faculty and administration are expected to provide calm leadership in evacuating each building in an orderly manner. All available local firefighting resources, wall fire extinguishers, etc., will be utilized to contain the spread of a fire until the arrival of professional fire fighters. Police and/or Maintenance personnel will ensure that personnel that are not actively engaged in the firefighting effort are kept away from the scene. The Rescue Squad will arrange for adequate shelter areas to place injured personnel, for observation and to await medical attention.

Emergency Phone Numbers:

For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone.

For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.

For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line.

For Alabama Ctr. For the Arts: dial (256)-476-0884.

For the Emergency Manager (the Director of Facilities, Maintenance and Safety): dial 2569 from a campus phone or 256-306-2569 from an outside line.

Periodic Inspection Programs

The Maintenance Department performs monthly inspections of fire protection equipment and other building features that may affect fire safety.

Incident Report

In the event of an actual fire, the Emergency Director (the Director of Facilities, Maintenance & Safety) shall submit to the President and Emergency Operations & Safety Committee a report of the occurrence as soon as practicable after the occurrence. Additional information may be obtained in the CCC Safety Manual. Copies are located in the offices of the Emergency Director (the Director of Facilities, Maintenance & Safety) and the Director of the Police Department.

In case of fire, smoke in building, or threat of fire contact Emergency Services by calling **911**. Follow evacuation routes and assist all disabled individuals.

TECHNOLOGICAL HAZARDS

Plane/Aircraft Crash

In the event of an aircraft emergency, evacuate the affected area at a minimum distance of 500 feet and notify Emergency Services by calling 911. Contact Decatur Campus Police by dialing 256-306-2575, Huntsville Campus Police by dialing 256-890-4711, or ACA Campus Police by dialing 256-476-0884. Campus Police will upon completion of first responder and life- saving activities:

1. Secure the scene and preserve evidence.
2. Contact the NTSB at 844-373-9922.

Dam/Levee Failure

Basic Safety Tips:

- Turn Around, Don't Drown! ®
- Avoid walking or driving through flood waters.
- Just 6 inches of moving water can knock you down, and 1 foot of water can sweep your vehicle away.
- If there is a chance of flash flooding, move immediately to higher ground. Flash floods are the #1 cause of weather-related deaths in the US.
- If floodwaters rise around your car but the water is not moving, abandon the car and move to higher ground. Do not leave the car and enter moving water.
- Avoid camping or parking along streams, rivers, and creeks during heavy rainfall. These areas can flood quickly and with little warning.
- After Flooding:
 - Return home only when authorities say it is safe.
 - Be aware of areas where floodwaters have receded and watch out for debris. Floodwaters often erode roads and walkways.
 - Do not attempt to drive through areas that are still flooded.
 - Avoid standing water as it may be electrically charged from underground or downed power lines.
 - Photograph damage to your property for insurance purposes.

Traffic Accident

Any vehicle accident that occurs on campus, including in parking lots, must be reported to Decatur Campus Police at 2575 if calling on a CCC phone line and 256-306-2575 if calling from an outside line. For Huntsville Campus call 4711 if calling on a CCC phone line and 256-890-4711 if calling from an outside line. For Alabama Center for the Arts, call 256-476-0884. If required, Campus Police will make a report of the accident. The report will include the following information:

1. Location of accident;
2. The possibility of injury;
3. Number of vehicles involved and vehicle descriptions;

Those involved in an accident and/or are witnesses:

1. Report the accident immediately to campus police at 2575 or 256-306-2575; 4711 or 256-890-4711 or 256-476-0884.

2. Check the scene to make sure it is safe to respond;
3. While waiting for campus police, render immediate first aid, if qualified, and/or determine the status of those involved in the accident. Do not attempt to move injured persons unless a life-threatening condition exists;
4. Remain at the scene until Campus Police arrives and advise involved parties to also remain. If someone insists on leaving before Campus Police arrives, do not attempt to stop them. However, take note of the appearance of the vehicle and person and record the license number;
5. Defer to Campus Police and/or local authorities upon their arrival. Turn over any names of witnesses and/or other information to them as requested.

Structural Failure

In the event of structural damage to a College-owned building, the entrances to the floor/area containing the damage are to be blocked off to prevent any pedestrian traffic, and the area should be secured to prevent theft of College or personal property.

Facility, Maintenance & Safety Operations will coordinate a structural inspection of the damaged building. Because of the unknown condition of many structural elements, no one shall be allowed in the damaged area for any reason until the facility is deemed safe by all appropriate authorities.

In the event of injury or entrapment, Campus Police will contact local authorities and call them to the scene, as appropriate.

Facility, Maintenance & Safety Operations will coordinate the assessment of how to proceed with the reconstruction process as soon as possible.

Gas Leaks and Chemical Spills

In case general evacuation becomes necessary because of gas or chemical spills from incidents such as industrial or transportation accidents, or other unforeseeable sources, the following plan will be observed:

Gas Leaks

1. Notify Decatur Campus Police immediately at 2575 if using a CCC phone line or 256-306-2575 if using an outside line, Huntsville Campus at 4711 if using a CCC phone line or 256-890-4711 if using an outside line and Alabama Center for the Arts at 256-476-0884 if a gas leak and/or a chemical spill is observed, detected or suspected. Campus Police will determine if it is necessary to call local emergency services at 911. Complete details about the location and circumstances of the incident will be provided.

2. If the odor of gas is detected, notify Campus Police as described above and inform everyone in the area/building by shouting "Gas Leak". Immediately leave the area and advise everyone contacted to do the same.
3. Campus Police will notify the Director of Facilities, Maintenance & Safety who will sound the evacuation alarm if it is deemed necessary and appropriate. The Director of Facilities, Maintenance & Safety will also instruct Maintenance personnel to turn off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.
4. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.
5. Campus Police on the scene will be responsible for making sure that no one enters the building(s) or room(s) until authorized to do so.
6. Staff from the Maintenance Department will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.
7. In the event that local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency coordinator. Once approved to do so, campus personnel from the Maintenance Department will perform repairs or place the calls in accordance with the guidelines of this plan.
8. Satellite facilities will be notified by the Emergency Director or his designee.
9. The Director of Public Relations will be responsible for any communications with the media.

Chemical Spills

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 Emergency Services 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.

Evacuations

The Director of Public Safety owns the evacuation maps for each building. Evac-Chairs are located on the North end of buildings that run North and South and on the West end of buildings that run East and West. The chairs will be mounted on the wall of the uppermost floors near the stairwell.

Pedestrian Evacuation Routes:

Decatur Main Campus

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.

Aerospace Training Center: Front door to the West parking lot. Stairwells exit to South parking lot. High Bay Area exit to North parking lot.

Automotive Technology Building: Exit West through main entrance door to parking lot.

Brewer Library: Exit North to area between Library and Wallace or South to parking lot.

Chasteen Student Center: Exit south or West from the building.

Harris Hall: Exit south or North to open area.

Health Sciences Building: Exit West to grassy area in front of building or parking lot behind ATC.

Industrial Technologies: Exit West to street or North to parking lot.

Information Technologies/CAT Building/Career Services: Exit to middle of street.

Kelley Gymnasium: Exit East toward field or North toward parking lot.

Machine Tool Technology: Exit West to street or North to parking lot.

Math/Science Administration Building: Exit West to open area.

Noble Russell: Exit East to parking lot.

Police: Exit East to street.

Testing Center and Adult Education Building: Exit through the nearest exterior door.

Huntsville/Research Park:

Sparkman Building: Top Floor exit east to parking lot or west to parking lot. Bottom Floor exit through the nearest exterior door to the parking area.

Math/Science/Computer Building: Basement area will exit to the South. First floor has four exits located (one on the North and one on the South center of the building, one on the East end and one on the West end of the building). Exit through the nearest exterior door. Second floor has three exits; one located in the center of the building which will lead to the South exit, one on the East end and one on the West end. Exit through the nearest exterior door. Third floor has two exits; one on the East end and one on the West end. Take stairs to the first floor and exit through the nearest exterior door. All floors exit building to the parking area or grassy area.

Alabama Center For The Arts:

Phase I: 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 through the nearest door and out to the parking areas.

Phase II: Upper floor exit down the stairwells in Southeast and Northwest corners of the building to the bottom floor and out to the parking areas. Bottom floor exit through the nearest door and out to the parking lot.

POWER FAILURE

A power outage can occur for a variety of reasons. When a power outage occurs, it is important that the response to the emergency maximize protection of employees and students while protecting property. Power outage response is in two distinctly different sections. Section 1 is our Personal Response and Section 2 is the Institutional Response.

Personal Response

1. Immediately contact Decatur Campus Police at 2575 if calling from an inside line, 256-306-2575 from an outside line, for Huntsville Campus Police, call 4711 from an inside line and 256-890-4711 from outside line and for Alabama Center for the Arts, call 256-476-0884 and the Director of Facilities, Maintenance & Safety at 2569 if calling from a CCC telephone line or 256-306-2569 if calling from an outside line to report a power outage in any room, building, or area on campus.
2. While it is important to report the outage, do not call Campus Police or the Emergency Director to ask how the power outage occurred or when power will be restored. For extended outages, information regarding alternate plans for classes or other contingency plans will be announced on the CCC web site, local radio and television stations.

3. For those on the ground floor of a building and have sufficient light to continue working safely, you may do so. If you don't have sufficient light to continue working safely or if you are instructed by Campus Police, move to an exit with natural light or to an outside location, weather permitting.
4. For those in a shop or a lab, turn off gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.
5. When leaving a work area or site, take essential personal possessions and lock offices and or class rooms.
6. Assist those requiring help. Elevators should not be used during a power emergency. If someone is in an elevator during a power outage, follow instructions posted in the cabin of the elevator. It is important to remain calm until someone can respond to provide assistance.
7. Emergency lighting should provide minimal lighting to enable people to move to another location. Emergency lighting has battery backup and will generally provide only enough illumination to exit the immediate area. If the lighting is not sufficient, everyone should wait for an escort.
8. Assemble at the designated place for a head count. Instructors should have students assemble at a designation location with their classes in order to account for everyone. Faculty should notify the Emergency Director if everyone is not accounted for.
9. Remain in the evacuation area until the Emergency Director, Campus Police, or a student's instructor indicate that it is permissible to return to the classroom/worksite or that the class is dismissed.

Organizational Response:

1. Once Campus Police is notified of a power outage, the Director of Facilities, Maintenance & Safety (the Emergency Director) and the President will be notified as required, in this order.
2. If the source of the outage cannot be identified or if repairing the outage is beyond the scope and authority of the School's Maintenance Department to repair it in a timely manner, the Director of Facilities, Maintenance & Safety shall notify the utility company or the appropriate contractor.
3. Campus Police and/or the Maintenance Department will survey the facility to determine the extent of the outage and if possible to identify the source of the failure. Power outages can encompass the entire campus, a single building or an area within a building.
4. As required, the Director of Facilities, Maintenance & Safety will notify the President of the survey results and where possible, estimate the time necessary to restore electricity.
5. Repairs will be made by the Maintenance Department if it has the equipment and expertise to make the repair in a timely manner.

6. Under the direction of the Director of Facilities, Maintenance & Safety, the Maintenance Department shall serve as the School's liaison to the utility company or the appropriate contractor. It is their responsibility to keep the President and the Emergency Director apprised of repairs as they progress, including revised estimates of the costs, the duration of the outage and the possible completion date.
7. Except in emergencies or situations requiring evacuation, only the President and/or the Emergency Director shall have the authority to cancel classes or adjust the times at which they end or resume. The Director of Public Relations will communicate these decisions to the faculty and employees, the media and the community at large.

RADIOLOGICAL RELEASE - GAS LEAKS AND CHEMICAL SPILLS:

In case general evacuation becomes necessary because of gas or chemical spills from incidents such as industrial or transportation accidents, or other unforeseeable sources, the following plan will be observed:

Gas Leaks/Radiological Release

1. Notify Decatur Campus Police immediately at 2575 if using a CCC phone line or 256-306-2575 if using an outside line, Huntsville Campus at 4711 if using a CCC phone line or 256-890-4711 if using an outside line and Alabama Center for the Arts at 256-476-0884 if a gas leak and/or a chemical spill is observed, detected or suspected. Campus Police will determine if it is necessary to call local emergency services at 911. Complete details about the location and circumstances of the incident will be provided.
2. If the odor of gas is detected, notify Campus Police as described above and inform everyone in the area/building by shouting "Gas Leak". Immediately leave the area and advise everyone contacted to do the same.
3. Campus Police will notify the Director of Facilities, Maintenance & Safety who will sound the evacuation alarm if it is deemed necessary and appropriate. The Director of Facilities, Maintenance & Safety will also instruct Maintenance personnel to turn off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.
4. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.
5. Campus Police on the scene will be responsible for making sure that no one enters the building(s) or room(s) until authorized to do so.

6. Staff from the Maintenance Department will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.
7. In the event that local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency coordinator. Once approved to do so, campus personnel from the Maintenance Department will perform repairs or place the calls in accordance with the guidelines of this plan.
8. Satellite facilities will be notified by the Emergency Director or his designee.
9. The Director of Public Relations will be responsible for any communications with the media.

Chemical Spills/Radiological Release

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 Emergency Services 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.

TRAIN DERAILMENT

A significant number of trains run near all of the campuses on a daily basis. Many of these trains contain large containers of extremely hazardous chemicals. The safety record for these trains has been very good. The tracks and the railcars are all kept in good repair. The chance for an accident with a hazardous materials release is small. However, if such a release does occur, it could present a very serious risk to occupants of the campuses.

Which option you choose will depend on a number of factors and recommendations by emergency response personnel. Knowing and preparing for these options will very likely protect you and your co-workers, students, faculty, staff, and visitors.

To report a train derailment: call **911**;

- Do you see a train off the tracks?
- Do you see a plume or cloud coming from a train?
- Do you smell fumes coming from a train?

EVACUATION- “If determined necessary by Emergency Personnel”

- 1) Quickly evacuate the area using the emergency protocols in this plan. Special transportation may be provided if time allows, however be prepared to move quickly using any transportation available.
- 2) Report to your designated rally site.
- 3) Conduct a roll call or check of the all persons in your care.
- 4) Advise your Emergency Team Leader of your status.
- 5) Wait until advised of further action by the Emergency Team Leader, Police or Fire personnel.
- 6) DO NOT release unattended children to anyone without proper authorization.

Sheltering in Place

A railroad accident could result in an immediate release of hazardous materials. Wind direction and wind speed could potentially aggravate the hazardous conditions and prevent you from safely evacuating the area. Your only choice in these conditions is to seek shelter in your designated shelter area. Seek this information from your evacuation map located throughout your building.

This can be a very effective protective measure; however, it does require some preparation. Your main goal in sheltering in place is to make your shelter area air tight to prevent outside air from entering. Sheltering in place is recommended only if evacuation is too dangerous due to the spread of the hazardous substance.

Prepare a shelter in place kit and instruct all staff members on how to use it. The kit should consist of at least the following items:

1. Plastic sheeting, large enough to cover all windows (if applicable), doors, and vents. The sheeting should be precut to cover all possible sources of air influx. Each piece of the precut sheeting should be labeled and stored in each area where it is needed.
2. Duct type tape to secure the plastic to the windows and to tape the doors.
3. Towels or rags to place along the lower edges of exterior doors.

4. Flashlight in the event that power has been disrupted.
5. A portable radio to monitor local news for instructions and situation updates.
6. Your shelter in place location should also have access to a telephone, food and bottled water supplies.
7. If you are advised to remain inside your building immediately after a train derailment, you should follow specific instructions from the emergency response personnel.
8. Be prepared to evacuate the building or the area after the initial emergency has passed.

HUMAN CAUSED HAZARDS

Civil Disturbances or Demonstrations:

Most campus demonstrations, whether marches, meetings, picketing or rallies, are peaceful and non-obtrusive. However, in the event that they are not or in the event that disruptive demonstrations in the community involve the campus, the below procedures shall be followed.

- A. Any college official or personnel who learn of a planned demonstration or one being conducted must immediately report it to the office of the President or a Vice President.
- B. The Director of Facilities, Maintenance & Safety or her designee will contact the City of Decatur and/or Huntsville to determine if the appropriate applications for permits to hold a demonstration on public property adjacent to the campus have been filed. If the permits have not been filed, the organizers of the demonstration (if known) will be advised to discuss the matter with the appropriate authorities.
- C. Demonstrators who disrupt or disturb CCC activities will be given official trespass notices by Campus Police and advised to disperse by a specified time.
- D. If the demonstrators do not disperse by the specified time, Campus Police will consult with the President and/or the Emergency Director as well as local authorities to determine if intervention is necessary. Safety of all of the stakeholders at the College is paramount in this decision.
- E. The College may request assistance from state or local authorities to maintain peace or for crowd control.
- F. The Director of Facilities, Maintenance & Safety will coordinate with campus police in the event that an off-campus disturbance interferes with the safety of College personnel and/or students en route to and from College campus.
- G. The Director of Public Relations will be responsible for communicating relevant information about any demonstration to the media and the College community.

Cyber Event

Often times, we may not realize that our actions online might put us, our families, and even our country at risk. Learning about the dangers online and taking action to protect ourselves is the first step in making the Internet a safer place for everyone. Cybersecurity is a shared responsibility and we each have a role to play.

Cybersecurity involves preventing, detecting, and responding to cyber incidents. Unlike physical threats that prompt immediate action—like stop, drop, and roll in the event of a fire—cyber threats are often difficult to identify and comprehend. Among these dangers are viruses erasing entire computer systems, intruders breaking into computer systems and altering files, intruders using your computer or device to harm others, or intruders stealing confidential information. The spectrum of cyber risks is limitless. Threats, some more serious and sophisticated than others, can have wide-ranging effects on the individual, community, organizational, and national level. These risks include:

- Organized cybercrime, state-sponsored hackers, and cyber espionage can pose national security risks to our country.
- Transportation, power, and other services may be disrupted by large-scale cyber incidents. The extent of the disruption is highly uncertain, as it will be determined by many unknown factors such as the target and size of the incident.
- Organized cybercrime, state-sponsored hackers, and cyber espionage can pose national security risks to our country.
- Transportation, power, and other services may be disrupted by large scale cyber incidents. The extent of the disruption is highly uncertain as it will be determined by many unknown factors such as the target and size of the incident.

Before a Cyber Event

You can increase your chances of avoiding cyber risks by setting up the proper controls. The following are things you can do to protect yourself, your family, and your property before a cyber-incident occurs.

- Only connect to the Internet over secure, password-protected networks.
- Do not click on links or pop-ups, open attachments, or respond to emails from strangers.
- Always enter a URL by hand instead of following links if you are unsure of the sender.
- Do not respond to online requests for Personally Identifiable Information (PII); most organizations – banks, universities, companies, etc. – do not ask for your personal information over the Internet.
- Limit who you are sharing information with by reviewing the privacy settings on your social media accounts.
- Trust your gut; if you think an offer is too good to be true then it probably is.

- Password protect all devices that connect to the Internet and user accounts.
- Do not use the same password twice; choose a password that means something to you and you only; change your passwords on a regular basis.
- If you see something suspicious, report it to the proper authorities.
- The extent, nature, and timing of cyber incidents are impossible to predict. There may or may not be any warning. Some cyber incidents take a long time (weeks, months or years) to be discovered and identified. Familiarize yourself with the types of threats and protective measures you can take by:
- Signing up for the United States Computer Emergency Readiness Team (US-CERT) mailing list to receive the latest cybersecurity information directly to your inbox. Written for home and business users, alerts provide timely information about current security issues and vulnerabilities.
- Becoming a Friend of the Department of Homeland Security's Stop. Think. Connect. Campaign and receive a monthly newsletter with cybersecurity current events and tips.

During a Cyber Event

Immediate Actions:

- Check to make sure the software on all of your systems is up-to-date.
- Run a scan to make sure your system is not infected or acting suspiciously.
- If you find a problem, disconnect your device from the Internet and perform a full system restore.
- Report the incident. Your local police, or federal agencies, may be able to provide assistance and investigate the incident. A cyber incident may be reported at various stages even when complete information may not be available.

The list of key federal points of contact:

- FBI at <https://www.fbi.gov/contact-us/field-offices> or <https://www.ic3.gov/default.aspx>
- National Cyber Investigative Joint Task Force at cywatch@ic.fbi.gov or 855-292-3937
- United States Secret Service at <https://www.secretservice.gov/contact/field-offices/>
- U.S. Immigration and Customs at <https://www.ice.gov/contact/hsi> or <https://www.ice.gov/cyber-crimes/> or 866-347-2423
- National Cybersecurity and Communications Integration Center at 888-282-0870 or NCCIC@hq.dhs.gov or U.S. Computer Readiness Team at <https://www.us-cert.gov/>

At home

- Disconnect your device (computer, gaming system, tablet, etc.) from the Internet. By removing the Internet connection, you prevent malicious actors from being able to

access your computer and perform tasks such as locating personal data, manipulating or deleting files, or using your device to harm others.

- If you have anti-virus software installed on your computer, update the virus definitions (if possible), and perform a manual scan of your entire system. Install all of the appropriate patches to fix known vulnerabilities.

At work

- If you have access to an IT department, contact them immediately. The sooner they can investigate and clean your computer, the less damage to your computer and other computers on the network.
- If you believe you might have revealed sensitive information about your organization, report it to the appropriate people within the organization, including network administrators. They can be alert for any suspicious or unusual activity.

At a public place (library, school, etc.)

- Immediately inform a librarian, teacher, or manager in charge. If they have access to an IT department, contact them immediately.

Immediate Actions if your **Personally Identifiable Information (PII)** is compromised:

PII is information that can be used to uniquely identify, contact, or locate a single person. PII includes but is not limited to:

- Full Name
- Social security number
- Address
- Date of birth
- Place of birth
- Driver's License Number
- Vehicle registration plate number
- Credit card numbers
- Physical appearance
- Gender or race

If you believe your PII is compromised:

- Immediately change all passwords, financial passwords first. If you used the same password for multiple resources, make sure to change it for each account, and do not use that password in the future.
- If you believe the compromise was caused by malicious code, disconnect your computer from the Internet.
- Restart your computer in safe mode and perform a full system restore.

- Contact companies, including banks, where you have accounts as well as credit reporting companies.
- Close any accounts that may have been compromised. Watch for any unexplainable or unauthorized charges to your accounts.
- File a report with the local police so there is an official record of the incident.
- Report online crime or fraud to your local United States Secret Service (USSS) Electronic Crimes Task Force or the Internet Crime Complaint Center.
- Report identity theft to the Federal Trade Commission.
- If your PII was compromised, consider other information that may be at risk. Depending what information was stolen, you may need to contact other agencies; for example, if someone has gained access to your Social Security number, contact the Social Security Administration. You should also contact the Department of Motor Vehicles if your driver's license or car registration has been stolen.
- For further information on preventing and identifying threats, visit US-CERT's Alerts and Tips page.

After a cyber-event

- File a report with the local police so there is an official record of the incident.
- Report online crime or fraud to your local United States Secret Service (USSS) Electronic Crimes Task Force or the Internet Crime Complaint Center.
- Report identity theft to the Federal Trade Commission.
- If your PII was compromised, consider other information that may be at risk. Depending what information was stolen, you may need to contact other agencies; for example, if someone has gained access to your Social Security number, contact the Social Security Administration. You should also contact the Department of Motor Vehicles if your driver's license or car registration has been stolen.
- For further information on preventing and identifying threats, visit US-CERT's Alerts and Tips page.

TERRORIST ACTS:

Terrorism is the unlawful use of force or violence by a person or group. The goal is to intimidate or coerce societies or governments in an effort to promote political or ideological beliefs. These attacks can take many forms, and could happen at any time in any place. Terrorists typically exploit vulnerabilities, and may use technology, hazardous materials, biological agents or other methods to create devastating disruptions to the community. Terrorism thrives on fear. By planning how to respond to a terrorist attack, you can greatly improve your chances of survival. You can also lessen the impact of the attack by reducing the fear in the aftermath.

In case of a terrorist attack, you can find detailed information from local public safety agencies, and your local TV and Radio stations. Also, contact your local police department or local emergency management agency for preparedness information or visit the Department of Homeland Security by visiting: www.dhs.gov

What You Need to Know

The United States Department of Homeland Security recommends that individuals be aware of their surroundings and report suspicious activities by calling 911 if a situation seems uncomfortable or does not seem right, move or leave the location. Take precautions when traveling. Do not accept packages from strangers and do not leave luggage unattended. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel. Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency. Also, be prepared to do without services you normally depend on— electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and Internet transactions.

For more information visit: **If You See Something, Say Something.**

Before

Some actions can be taken prior to a terrorist incident to prepare you and your family. This may include informing yourself about the risks that might impact your community and planning for how you may respond.

Three Steps to Be Ready

- 1) Complete the Family Emergency Plan and discuss it as a family. This is a simple way of keeping each member of the family informed on critical information: where to reconnect should you become separated, who to call, and what you will do should a terrorist attack occur.
- 2) Complete the Emergency Contacts Card and place one in your Emergency Kit.
- 3) Prepare an Emergency Kit. The Emergency Kit should be easily accessible should you and your family be forced to shelter in place (stay at home) for a period of time.

During

If a terrorist attack occurs, it is important that you remain calm and follow instructions from local officials and emergency service personnel. You should be aware of your surroundings and watch for additional attacks. Listen to local TV and radio for directions and travel information and instructions from local officials. If you are in a position where the attack occurs near you, check for injuries and provide first-aid.

After

Expect heavy law enforcement involvement at the local, state and federal levels after a terrorist attack. These agencies will investigate the incident and the location will be treated as a crime scene. Your workplace or school may be closed, and there may be restrictions on domestic and international travel. You and your family may have to evacuate the area, as instructed by local law enforcement officials. Further, expect extensive media coverage and increased law enforcement presence, even if the attack did not occur in your community.

SITUATION OF CONCERN/THREAT REPORT

CCC has an online report for the reporting of suspicious persons and situations. Any situations of concern or threat reports can be made by contacting campus police directly at 256-890-4711 or 4711 from any extension on the Huntsville campus, and 256-306-2575 or 2575 from any extension on the Decatur campus and 256-476-0884 for the Alabama Ctr. for the Arts Campus Police. In the event that there is an immediate emergency, call 911.

ACTIVE SHOOTER:

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.
 - i. 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.
 - ii. 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.
 - iii. 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:

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:

<https://www.youtube.com/watch?v=1ESNae7OoyM&feature=youtu.be>

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 2911. 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 2911.
4. 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.)

- a. 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).
 - b. 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.
 - c. 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.

FOOD CONTAMINATIONS

Contact the Alabama Department of Public Health (ADPH) and/or the Center for Disease Control and Prevention (CDC) in the event of a food contamination outbreak. Assist any responding agencies with resources to investigate and document the current incident as well as to mitigate future events.

SCHOOL VIOLENCE

BEST PRACTICES FOR SCHOOL SECURITY AND EMERGENCY PREPAREDNESS PLANNING

1. Training school administrators, teachers, and support staff (school resource officers and security officers, secretaries, custodians, bus drivers, cafeteria workers, etc.) on school threat assessment, school violence prevention, school crime prevention practices, school security procedures and awareness, and school emergency planning is the best practice. The first and best line of defense is a well-trained, highly alert school staff and student body.
2. Evaluating and refining school security measures are important. Security is often equipped with gear such as metal detectors, surveillance cameras, police and security officers, and other physical, tangible measures. While these measures are necessary and play an important role in many school systems, particularly large urban districts with a history of weapons-related incidents and concerns, equipment is only as good as the human element behind it. Parents, the media, and others often call for metal detectors after a high-profile violence incident in schools. We have to remember that prisons have metal detectors, prisoner and visitor searches, and the most restrictive, punitive environments. Prisons still experience incidents of drugs, sexual assaults, weapons, gangs, and even murders. When security equipment is used in schools, it must be viewed as a supplement to, but not a substitute for, a more comprehensive school safety program. A brief sample of basic school security measures include cost-free and

lower cost measures such as, but not limited to, reducing the number of open doors, having functional communications systems, keeping trees and shrubs trimmed to promote natural visibility, and establishing procedures for accurately and timely reporting of school crimes. Security measures can be built into the design of new and remodeled schools.

3. Updating and exercising school emergency preparedness plans:
 - a. Most schools created emergency/crisis plans after the Columbine attack in April of 1999. Evaluations of school emergency plans nationwide consistently show that while schools have emergency plans and crisis teams named on paper, many plans are sitting on shelves collecting dust. Gaps in emergency plans include questionable content in the plans, a lack of training of school staff on emergency plans, and a lack of exercising plans in cooperation with public safety partners. A written plan sitting on a shelf is only as good as the paper it is written upon.
 - b. School emergency plans should address preparedness procedures such as lockdowns, evacuations, parent-student reunification procedures, mobilizing school transportation during the school day, emergency communications protocols with parents and the media, and mobilizing mental health services.
 - c. School officials should meet regularly with their public safety partners: Police, fire, emergency medical services, and emergency management agencies to discuss safety, security, and emergency planning strategies.
 - d. School crisis teams must be trained.
 - e. Schools should have district-level and building level plans.
 - f. School emergency plans should be reviewed (in cooperation with public safety partners) and updated at least annually.
 - g. Schools must work with public safety officials to identify potential staging areas for media, parents, medical personnel, and others who will respond in an emergency.
 - h. School emergency plans must be exercised in order to reach their maximum potential usefulness. While full-scale simulation drills are valuable in teaching important lessons, they are very time and labor intensive in their planning. Schools are strongly encouraged, however, to hold tabletop exercises with their district and building crisis teams, public safety and community agency partners, and other key
 - i. Stakeholders. Tabletops, which can be done in a half-day or day of professional development training time, allow schools to work through hypothetical scenarios to see if the plans they have on paper would work in a real emergency.
 - j. Schools should practice lockdown drills over the course of a school year as they do fire drills, tornado drills, and other drills. Any drills should be practiced in a realistic manner, such as during lunch hours, not simply when it is convenient

and least disruptive to the school day. Schools must practice in the times and manner they would experience in a real emergency.

- k. Form school threat assessment teams. Create a threat assessment protocol. Train staff on threat assessment.
4. Strengthening partnerships with public safety officials:
 - a. School administrators and crisis team members should meet regularly, at least twice a year, with public safety partners (police, fire, emergency medical services, emergency management agencies, Red Cross, etc.)
 - b. Public safety partners should be involved in the development and updating of school emergency plans and tabletop exercises.
 - c. Schools should number each entrance/exit door so first responders can easily identify specific entrances/exits when called to respond to an incident and/or to manage a tactical response.
 - d. Schools should provide police and fire departments with updated floor plans and blueprints for their reference for tactical responses.
 - e. Police are strongly encouraged to train and practice the rapid response to active shooter techniques. Schools should make their schools and school buses available after-hours and/or on weekends so SWAT teams can practice responding to scenarios in these settings.
 - f. Work with first responders to create, implement and train on school threat assessment protocols.
 5. Creating enhanced crisis communications plans and social media strategies:
 - a. Conduct an assessment of existing crisis communications plans. If you have no formal crisis communications plan, create one.
 - b. Evaluate social media strategy. Many students can show you the mechanics of how to post on Twitter or Facebook

PSYCHOLOGICAL 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 2911 (Decatur Campus) or 4711 (Huntsville) or (256)-476-0884 (ACA Campus).

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 2911.
3. Do not leave the person alone – seek assistance or move where assistance is available.
4. Campus Police will inform the Vice President of Student Affairs Office at ext. 2613 (Decatur) or ext. 4872 (Huntsville).
5. Campus Police will get the name(s) and phone number(s) of any witness(es).
6. The Vice President 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 (256-306-2560).
8. Confidentiality must be maintained in all such matters. Only designated school officials are to be notified (i.e., Police, Vice President of Student Affairs, Public Relations Director and the President, when necessary).

After the potential suicide situation has been resolved, the Vice President 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 Vice President 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 Vice President of Student Affairs has reasonable cause to believe that the student poses a threat to other persons at Calhoun, the Vice President 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.

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 Community College System 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 Alabama Community College System 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 FREE WORKPLACE

Calhoun Community College maintains a drug-free workplace. According to Calhoun Community College policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Calhoun Community College. Employees found in violation of this act may be subject to disciplinary action.

In compliance with the drug-free workplace requirements of Public Law 100-690, as amended, for recipients of Federal contracts and grants, the following policy is in effect for Calhoun Community College:

- A. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance is prohibited on any property owned, leased, or authorized by or on behalf of Calhoun Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code Section 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama (1975), Section 20-2-1, et seq.).
- B. Calhoun has and shall maintain a drug-free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. Calhoun's policy of maintaining a drug-free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug abuse violations.
- C. All employees of Calhoun Community College shall comply with paragraph A above.
- D. Any Calhoun employee who is convicted by any Federal or State court of an offense which constitutes a violation of Paragraph A above shall notify the President of Calhoun Community College in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both." Failure to notify the

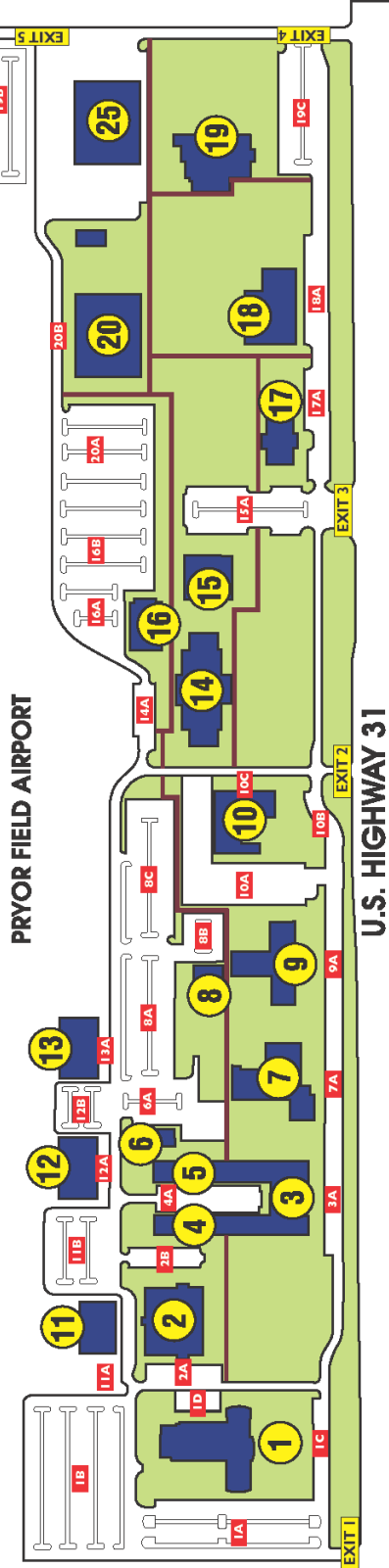
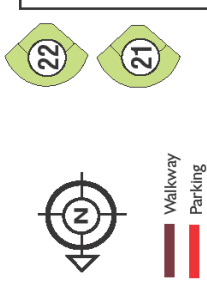
President of Calhoun Community College of such a conviction shall be considered insubordination as well as a violation of this policy.

- E. In the event of a report of a conviction pursuant to paragraph D above where the employee is working in a project or a program funded through a Federal contract or grant, the College shall notify in writing within ten (10) days any Federal agency to whom such notification by the College is required under P.L. 100-690.
- F. In the event that an employee violates paragraph A above or receives a conviction as described in paragraph D above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. The College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
- G. Calhoun Community College shall make a good faith effort to ensure that paragraphs A-F above are followed.
- H. Each employee of Calhoun Community College shall receive a copy of the Calhoun Community College Drug-Free Workplace Policy.

SOFT LOCK DOWNS

The Director of the Police Department or his designee has the authority to implement soft lock down measures as needed based on the circumstances of a given situation. Some of the circumstances to be considered in determining when to use a soft lock down include the nature of the threat, the proximity of the threat to the college, whether a lock down will be effective in protecting the college and its occupants, etc.. Lock downs may be utilized on any campus or for any specific areas or buildings on campus depending on the instructions from the Police Department Director or his designee.

Campus Map



1. **Aerospace Training Center (ATC)**
 - CNC Lab
 - Design Drafting
2. **Health Sciences Building (HS)**
 - Nursing
 - Emergency Medical Services
 - Dental Assisting
 - Surgical Operating Room Tech.
 - Medical Lab Technician
 - Physical Therapist Assistant
3. **Center for Applied Technology (CAT)**
 - Process Technology
 - Automation/Robotics
 - Electricity
 - Industrial Maintenance
 - FAME
4. **Career Services**
5. **Information Technologies Center**
6. **Campus Police/Security**
7. **Noble Russell (NR)**
 - Accounting/Accounting Lab
 - Business
 - Computer Information Systems
 - Photography
 - Television Studio (CETV)
8. **Center for Business and Industry Training (CBIT)**
 - Commercial Driver's License (CDL) Training
 - Industrial Training (for Calhoun Workforce Solutions)
 - Healthcare Certifications
9. **Testing Center and Adult Education**
 - Adult Education
 - GED Testing
 - Testing Center
10. **ACECET (Alabama Center for Excellence in Clean Energy Technology)**
 - Air Conditioning and Refrigeration
 - Renewable Energy
11. **Facilities/Maintenance/Receiving**
12. **Industrial Technologies**
 - Welding
 - Aerospace Technology
13. **Machine Tool Technology (MTT)**
14. **Math, Science, & Administration (MS)**
 - First Floor - Science/Math Classrooms
 - Science/Math Learning Center
 - Decatur Evening Office
 - Second Floor - Science/Math Classrooms
 - Science Labs
 - Third Floor - Administrative Offices (President, Vice-President, Planning, Research, and Grants; Public Relations; Human Resources; Business Operations; Payroll; Dual Enrollment; and Math/Science Faculty)
15. **Chasteen Student Center (SC)**
 - Admissions/Registrar
 - Advising & Retention
 - Cashier/Information
 - Disability Services/ADA
 - Financial Aid
 - Student Advocate
 - Student Success Center
16. **Harris Hall (HH)**
 - English/Speech
 - Experimental Math Lab
 - English Studies
 - Social Sciences
17. **Wallace (WA)**
 - Mail Room
 - Hawks Nest/Student Activities
18. **Brewer Library (L)**
 - Fine Arts (FA) (Vacant) Moved to Alabama Center for the Arts www.calhoun.edu/aca
19. **Kelley Gymnasium (GYM)**
 - Physical Education/Athletics
 - Bookstore
 - Printing Services
 - Wellness Center
20. **Softball Field**
21. **Baseball Field**
22. **Pre-Apprentice Lineworker Program Pole Yard**
23. **CDL Truck Driver Training Lot**
24. **Automotive Technology (Under Construction)**
25. **Pre-Apprentice Lineworker Program Pole Yard**



CALHOUN
COMMUNITY COLLEGE

Huntsville Campus

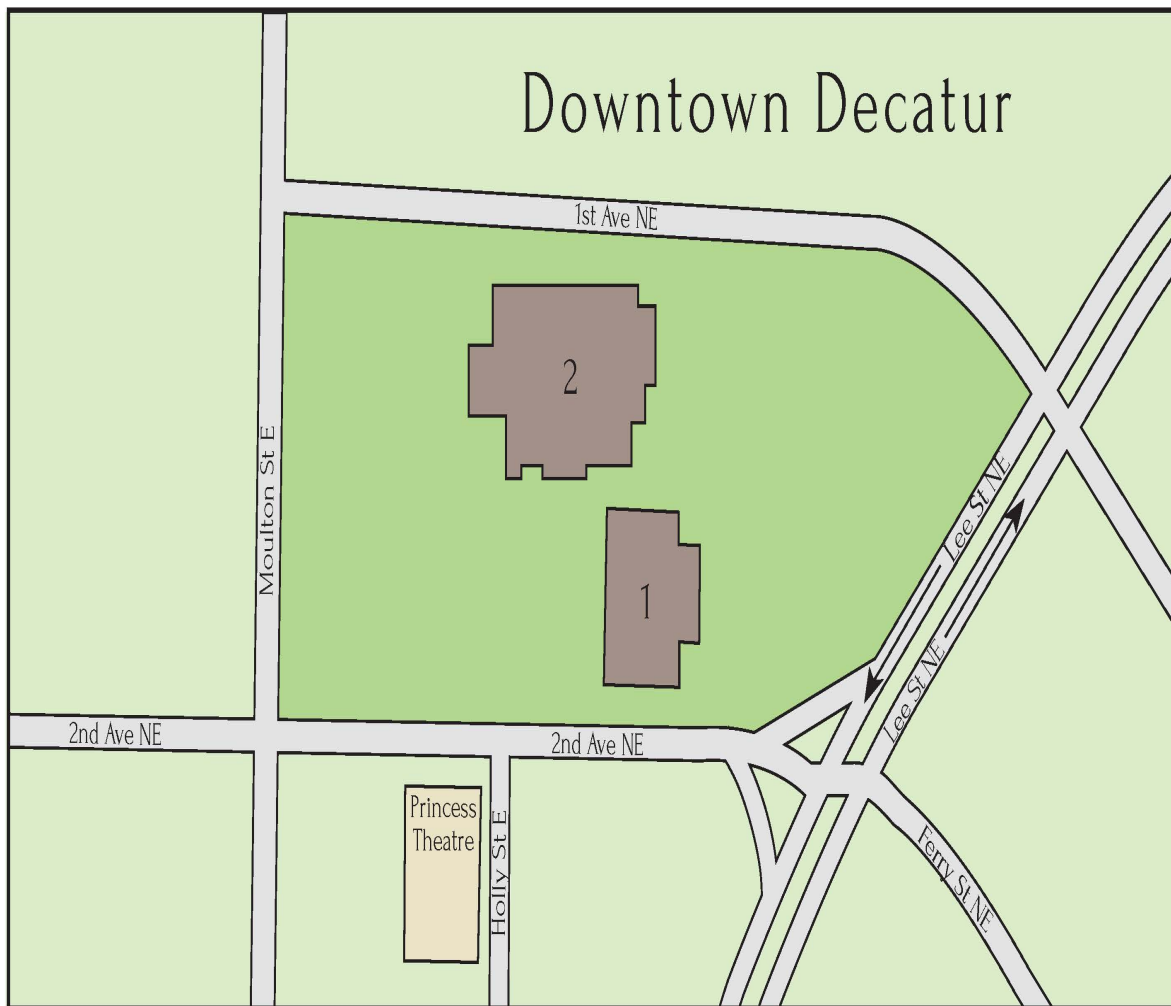
1. Sparkman Building

- Administrative Offices
- Adult Education
- Admissions
- Advising
- Bookstore
- Financial Aid
- Humanities and Social Sciences
- Library
- Student Center
- Student Learning Center
- Testing Center
- Workforce Solutions

2. Math, Science and CIS

- Biotechnologies
- Computer Information Systems
- Faculty Offices
- Mathematics Classes and Labs
- Science Classes and Labs





ALABAMA



CENTER FOR THE ARTS

1. Visual Arts Center

- Painting Classroom
- Drawing Classroom
- Computer Graphics Lab
- Art Appreciation
- Classrooms
- Faculty Offices
- Gallery
- Courtyard
- Ceramics Lab
- Studio Space

2. Performing Arts Center

- Recital Hall
- Black Box Theatre
- Recording Studio
- Jazz Rehearsal Hall
- Piano Lab
- Box Office
- Practice Rooms
- Music Computer Lab
- Private Piano Studios
- Scene Shop