

Emergency Operations Plan/ Emergency Response Team Manual

December 1, 2023



COLBY
COMMUNITY COLLEGE

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4th Edition

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ERT Register

<u>Name</u>	<u>Title</u>
Dr. Seth Carter	President/ ERT Director
Dr. Tiffany Evans	Vice President of Academic Affairs
Dr. Jeffrey Sekavec	ERT Coordinator
Ms. Sheri Knight	Vice President of Business Affairs
Ms. Nikol Nolan	Vice President of Student Affairs
Ms. Chrissy Summers	Student Health
Mr. Todd Ohlrogge	IT Director
Ms. Patty Mead	Accounting Administrative Assistant
Ms. Kayla Williams	Director of Human Resources
Mr. Scott Williams	Maintenance and Custodial Facilities Supervisor
Dr. Tiffany Okolo	Director of Residence Life
Mr. AJ Cornett	Campus Security
Ms. Brooke Jones	Behavioral Science Psychology Instructor/ Counselor

Notice of Approval and Promulgation

Colby Community College

Situations of emergent nature may arise without notice and be of multiple compounding deleterious characteristics involving all manners of response ranging from individual to multiple organization assets for appropriate response. As such, as is accorded within Federal, State, and Local statutes as well as the authority that resides with the President of Colby Community College, this document, the emergency operations plan, has been created and will be employed as is appropriate to any number of situations that may reside within the purview of the instrument. In addition to authorization of the creation of this document, the Emergency Response Team discussed on the following pages is authorized to take necessary actions for the good of Colby Community College to include ongoing briefings to appropriate personnel in regard to salient information within the document as well as recurring update and modification of said instrument.

Dr. Seth Macon Carter, President of CCC

Introduction

Emergency Operations Plan

This document is intended to address the Emergency Operations Plan (EOP) and associated Emergency Response Team (ERT) procedures at Colby Community College (CCC). Said document is intended to be utilized as is appropriate by CCC personnel with the intent of the preservation of life, property, function of the organization, and the maintenance of a measure of observance to select aspects of federal, state, and local regulations to include the National Incident Management System (NIMS) and the Incident Command System (ICS) to allow for optimal function with external entities, should the need arise, while also integrating local building/ department plans and the preservation of a level of autonomy thereof.

Purpose

The EOP is meant to be of a flexible nature with the ability to scale to varying disaster classifications and address multiple typologies such as NIMS/ ICS recommends. The EOP should provide a platform for diverse personnel with the CCC organization to be amalgamated into an effective instrument during times of strife as well as allowing for enhanced administrative and logistical support to members of the operational side of emergent or urgent response while holding the facilitation of communications and information release at the utmost level of import to allow for the efficacious response and safety of the campus.

The EOP is not a standard operating procedure (SOP) and should not be viewed as such. SOPs are rote courses of action to be followed within an organization. The EOP allows for a generalized methodology that may be adapted to respond to a myriad of scenarios with exception as may be noted within the specific responses in the functional annex.

The ERT is a selection of CCC personnel that is meant to not only possess appropriate armamentaria for execution of the EOP during times of strife but also represent the organization in as an inclusive means as possible. Furthermore, the ERT should be able to modify and update the EOP as is necessary to accommodate changes within the CCC organization as well as incorporate appropriate countermeasures/ courses of action and preparation to suit the ever evolving modern day dynamic threat environ. As such, the EOP is a living document that must advance to meet novel requirements. Not only is the ERT expected to facilitate emergency procedures and yield appropriate guidance on matters of emergency policy, the ERT is also integral to the authorization of the execution of evacuation as well as facilities directives while also coordinating the release of public information and instructions as is necessary.

For information and online training in regard to NIMS/ ICS, it is highly recommended that personnel examine the NIMS/ ICS training available through the Federal Emergency Management Agency at <http://training.fema.gov/> as well as take part in CCC organization trainings regarding the EOP and ERT.

Further discussion of specific procedures, organization and logistics, event impact classification, EOP/ Emergency Operations Center (EOC) activation as well as a functional annex and appendices are present involving topics ranging from the layout of the CCC campus to select plans for building evacuations.

Situation and Abbreviated Discussion of Hazards

Colby Community College (CCC) resides in a rural locale within an agricultural based regional town, the town of Colby within the State of Kansas, County of Thomas, with an approximate population of 5,300 people. A transnational highway, Interstate-70, transects the town in an east to west fashion with two interstate access points along with a state highway, Kansas-25, transiting the town on a north to south axis. Highway-24 also crosses the north end of Colby in an east and west manner. In addition to CCC, the town is incorporated and possesses a police department, fire department, and emergency medical assets along with a hospital and long term medical facilities. Furthermore, a Sheriff's Office also is within the town of mention. Primary and secondary schools are present within the locale. Aircraft operations are also present ranging from fixed wing agriculture applications to rotary wing aeromedical services to private function. An airfield is located on the north side of Colby with a 5,110 foot length hard surface runway and two turf runways of 2,600 feet in length. Multiple types of instrument approaches are available. Furthermore, a rotary wing aeromedical transport base is present in proximity to the local hospital. As for commercial facilities, businesses typical of such an area to include organizations ranging from grocery stores to gas stations to restaurants are extant.

The area is subject to seasonal temperatures ranging from subfreezing to exceeding 100 degrees Fahrenheit. As such, all manners of precipitation may be observed in the locale. Thus, associated severe weather impacts may be experienced to include all modes of severe weather ranging from flooding to tornados. Moreover, wildfires may also be of concern. While dealing with such situations is a relatively normal occurrence, caution should be practiced as such concerns may compound anthropogenic, also known as man-made, events when concomitant situations arise.

Anthropogenic and technological disasters may also be experienced. Technological incidents may involve occurrences ranging from grain elevator explosions to release of agricultural chemicals. Furthermore, anthropogenic concerns may encompass incidents ranging from typical criminal activity of a small community to external felonious happenings entering the locale from the interstate to an active shooter situation.

Assumptions

Colby Community College has a substantial apparatus for routine maintenance of the student population and campus. When it comes to extreme events, a significant incident would likely result in the need for external resources. During normal operations and minimally invasive incidents, the ERT, composed of college employees, would, likely, be self-sufficient. If external organizations are required for a considerable incident, the ERT would serve as both an entity functioning for the amelioration of the incident as well as a partnering entity with the external organizations that may be addressing said happening. External organizations may include all manner of first response entities of city, county and/ or state character.

Concept of Operations

Colby Community College holds primary jurisdiction should an incident occur on the college grounds. Should the event require additional resources or the tendering of primary incident control to first responder agencies, the ERT, which also comprises the Emergency Operations Group (EOG), will function as a scalable Incident Response Team within the Emergency Operations Center. Such a function will allow for integration into a unified command structure with external resources which would be expected when operating with external first responder organizations within a NIMS/ ICS construct. While preparedness is fundamental to Colby Community College, response and mitigation with subsequent recovery from an incident is also central to the function of the ERT and the college. Appropriate actions would be taken to fulfill said purpose as is indicated to include temporary reassignment of all necessary resources to include, if warranted, personnel. The determination for additional resources or reassignment of resources rests with the College President or designee.

Put succinctly, depending on the level of event severity, the Emergency Operations Center will be manned by the Emergency Operations Group who will fulfill Incident Command Team roles in a manner dictated by the incident at hand.

Levels of Response

The severity of an incident may be categorized as routine (1), urgent (2), or emergent (3). The severity categorization may be reassessed as necessary and may be determined by the College President or designee. The categorization of incidents within the functional annex is not fixed as it is suggested and may be modified beyond the recommendation as is necessary.

Routine	–	Level 1
Urgent	–	Level 2
Emergent	–	Level 3

- 1 – Normal Operations – Emergency Operations Center activation not necessary
 - Some damage and/ or interruption to operations possible
- 2 —Partial or full activation of the EOC likely
 - Severe damage or significant interruption of CCC operations likely
 - College is likely the only affected entity in the area
- 3 – Full EOC activation – with exception as dictated by the incident at hand
 - Severe damage/ severe interruption of operations
 - Damage will likely range beyond the school
 - External assistance from all possible assets in county and state likely required

Please note: These are recommendations. Emergency operations center activation is dictated by the characteristics of the situation at hand

Authorization to Activate the EOC, Incident Command Team and the Incident Command System

The EOC activation will tend to occur with incidents categorized at levels 2 and 3. The EOC may be activated as is indicated by other unique circumstances that may arise during level 1 incidents. As such, the EOP may be utilized as is required to protect life, coordinate activities, prevent/ mitigate damage, provide critical services, acquire resources of an emergent nature, and to activate the EOC.

Should an incident occur that resides under the jurisdiction of another agency, the EOP/ EOC may be utilized as necessary for function within a NIMS/ ICS unified command structure that would likely be present when functioning with first responder organizations.

Additional NIMS/ ICS information may be obtained at <https://training.fema.gov/nims/>

Emergency Operations Group

The EOG is a set of personnel that may be utilized as necessary to fulfill required roles within the Incident Command Team for successful resolution of an incident. The EOG should not be confused with the ERT. The EOG is a subset of personnel from the ERT that fulfill the scalable Incident Command Team roles as are required. The ERT includes all possible personnel that may be part of implementing aspects of the EOP. Such a means of organization is critical for interoperability with other organizations should multiple entities be needed for the successful resolution of an incident.

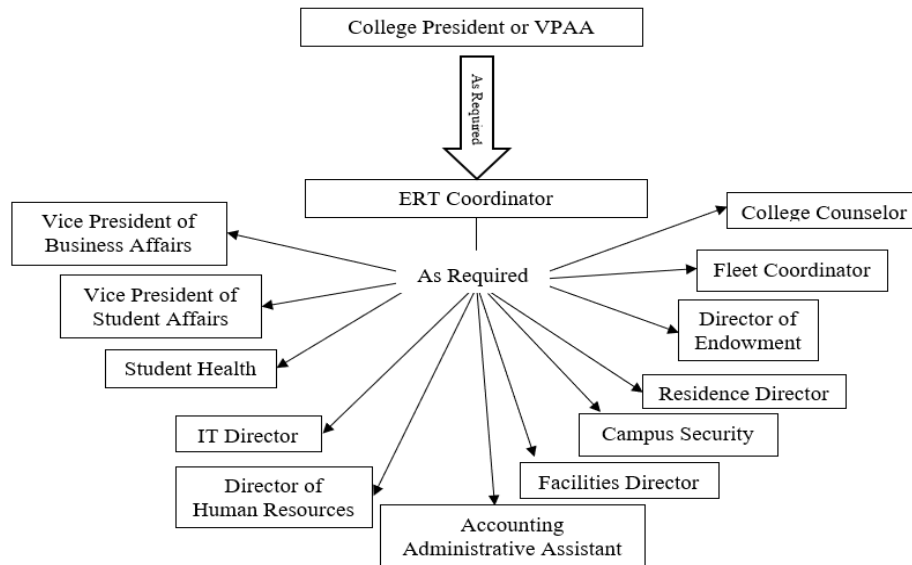
Emergency Operations Group

Additional as Needed

ERT Director/ Incident Commander – College President
 Vice President of Academic Affairs
 ERT Coordinator
 Vice President of Business Affairs
 Vice President of Student Affairs
 Campus Security
 Student Health
 IT Director
 Director of Human Resources
 Accounting Administrative Assistant
 Facilities Director
 Residence Director
 College Counselor

Fleet Coordinator
 Director of Endowment

Example Contact Flow for EOG Activation



EOG Personnel Are Utilized to Fulfill Needed Incident Command Team Roles within the EOC

Staff Responsibilities of the Incident Command Team within a NIMS/ ICS Structure

Incident Commander

- Sets incident objectives, strategies, priorities – responsible for the overall incident
- Senior administration official of responsibility
E.g. College President or Vice President of Academic Affairs

In keeping with the scalability of NIMS/ ICS, the following positions may be added as necessary to address the incident at hand. Select examples of possible personnel assignment are included. Such determinations are made by the incident command in keeping with the needs of the incident at hand. Example personnel are suggestions and, as such, may be other individuals as is appropriate based upon availability of personnel and incident characteristics.

Operations Chief

- Develops and executes tactical objectives and organization along with resource allocation
- E.g. ERT Coordinator

Planning Chief

- Documents the Incident Action Plan
- Collects and evaluates information, resources status, and incident records
- E.g. Human Resources

Logistics Chief

- Provides support, resources, and other services necessary for the completion of operational objectives
- E.g. Facilities Director

Finance/ Administration Chief

- Responsible for incident accounting, procurement, time recording, cost analyses, etc.
- E.g. Vice President of Business Affairs

Public Information Officer

- Conduit for information distribution to both internal and external stakeholders
- E.g. Director Public Information

Safety Officer

- Monitors and implements measures for establishing safety of all personnel
- E.g. Student Health

Liaison Officer

- Primary contact for supporting agencies
- E.g. Accounting Administrative Assistant

Functional Annex

Abduction

Level 3 – Emergent

-Immediately contact 911

-Identify to 911:

-Reporting party

-Location

-Nature of emergency

-Any additional pertinent information to include:

-Abductor description

-Abductee

-Involved vehicles

-Etc.

-Contact administration officials as appropriate with event information

Active Shooter

Level 3 – Emergent

- Immediately contact 911 with all relevant information to in regard to the shooter and location
- Follow the current Department of Homeland Security (DHS) recommendations
 - DHS recommends following a run/ hide/ fight method
 - If possible, run away. If safe, utilize appropriate evacuation areas
 - If unable to run, find a good place to hide
 - If unable to hide, fight
- DHS document is present within the appendices
- If able, contact administration official as appropriate with event information

Biological/ Chemical Incident/ Release

Level 2/3 – Urgent/ Emergent

- Do not handle unknown substance
 - If already in contact – place on the ground and cover with clothing, trash can, etc.
 - If it is a suspicious envelope or package – place in a plastic bag or container
 - Do not shake, smell, or otherwise handle
- Vacate the area immediately and, if possible, secure the area to include doors and windows
- Contact the appropriate personnel to include a college representative and/ or 911
- Contact maintenance – execute shutdown of the ventilation system of the respective building
- Do not allow personnel into the area or exposed personnel to leave the scene prior to approval from first responders
- If possible – compose list of all personnel that were in the area prior to the incident
- Commence decontamination procedures as appropriate to include washing with soap and water and removal of clothes into a sealed container with appropriate disposal with first responders

Bloodborne Pathogens

Level 1/2 – Routine/ Urgent

- If bodily fluids are present, to especially include blood; saliva; or feces, protective gloves should be donned prior to administration of first aid, should appropriate training be existent
- Be certain to consider if the subject has a latex allergy prior to selection of the gloves being used
 - Contact Student Health for the cleaning of spills
 - Office areas should be supplied with blood clean-up safety kits to include protective gloves
- Contact administration officials as appropriate with event information

Bomb Threat

Level 2/3 – Urgent/ Emergent

-If receiving the call:

-Attempt to prolong the conversation

-Make note of background noises and distinguishing voice characteristics

-Attempt to get a description of the bomb

-Time of detonation, what kind, what does it look like, where is the placement, etc.

-Attempt to gain an idea of the knowledge of the caller of the facility

-Do not hang up the phone

-Contact the authorities on another phone

-Via 911 on a landline

-DO NOT use cellular phones as their emissions may cause a premature detonation of improvised devices

-Evacuate all building personnel

-Only specifically authorized personnel should check the building during a visual search

-Do not handle any discovered suspicious items

-Building is under the jurisdiction of the College President or designee

-If a device is discovered, the first responders will assume authority

-Building reentry will only occur following authorization by the College President or designee upon determination that said premises is safe

Civil Disturbance/ Terrorist Threat/ Riot

Level 2/3 – Urgent/ Emergent

- Contact 911 with appropriate information
 - Include specific building and address
 - Ensure 911 operator understands there is a civil disturbance/ terrorist threat/ etc.
 - Contact administration official as appropriate with event information

Communications

-Public Communications during crisis events will originate from the Public Information Director with College President or designee approval.

-External Emergent Communications

-911 should be utilized with an appropriate description of the event along with the name and location of the facility from which report is being made

-The College President or designee and the ERT Coordinator should be contacted following 911 report

-Internal Emergent Communications

-Use all available means of communications for employee information dissemination ranging from voice to internet

-**DO NOT** use radio based devices (hand-held radios, cell phones, etc) during a bomb threat incident

Earthquake

Level 1/2/3 – Routine/ Urgent/ Emergent

- If in a building, take cover under a desk, table, bench, or in a doorway, hallway, or inside wall
 - Stay away from windows and shelves containing heavy or breakable objects
- If outside, move and remain away from buildings and utility wires
- If in an automobile, stop and remain in the vehicle
- Personnel should not be dismissed from buildings/ evacuation sites until emergency dismissal procedures have been implemented
- Do not reenter vacated buildings if doubt exists regarding structure safety.
 - If necessary
 - Contact 911 with location information
 - Notify the College President or designee
 - Render first aid
 - Standby for instructions from administration officials
- Contact administration officials as appropriate with event information

Evacuation

Evacuation Exit Plans

-If evacuation is warranted, such an order may be relayed via the College President or designee or first responders

-Maintenance will be responsible for the shut-off valves for gas, water, and electricity as well as ensuring additional hazards are not present from damaged/ downed powerlines

-Upon reception of the evacuation command:

- Relay instructions to all classrooms as expeditiously as possible

- Remind all personnel of designated evacuation areas

- Request assistance as necessary from first responders for aiding in student dispersal from the buildings to avoid hazards and congestion as well as to assist with evacuation of disabled personnel

- Compose a list of all personnel assigned to each building and confirm all are at the evacuation areas

- All personnel are to remain in evacuation areas until determination for a safe return has taken place

- All formal communication with the media is to come from the College President or designee or the Public Information Director

Evacuation Areas per Building

Please Note: Should a threat present making the listed evacuation procedure unsound, alternate evacuation arrangements should be made as is appropriate to the situation at hand.

-Bedker Memorial Complex - All personnel should walk quickly and calmly out the nearest exit and gather in the parking lot to the north of the building

-College Farm – Evacuation route to be determined by senior personnel on site and associated event – When in doubt, evacuate the area to the nearest point of safety and account for all personnel

-Common area/ Common areas of dorms – Proceed quickly and calmly to the nearest evacuation point as determined by the nearest building and associated evacuation procedure

-Embree Hall (Living Center Northeast) - All personnel should walk quickly and calmly out the nearest exit and gather in the parking lot southeast of the building

-Ferguson Hall - All personnel should walk quickly and calmly out the nearest exit and gather in the grassy area south of the building

-Gymnasium – All personnel should walk quickly and calmly out the nearest exit and gather in the grassy area south of the building

-H.F. Davis Library & Garvey Academic Center (Basement of Library) – All personnel should walk quickly and calmly out the nearest exit and gather in the parking lot west of the building

-Living Center East and North/ Hines and Strutt Halls - All personnel should walk quickly and calmly out the nearest exit and gather in the parking lot to the north of the building

-Northwest Kansas Cultural Arts Center/ Frahm Theater – All personnel should walk quickly and calmly out the nearest exit and gather in the parking lot to the west of the building.

-Norton Facility – Evacuate to a point near the hospital to the north

-Pierre C. Henry Allied Health Building – All personnel should walk quickly and calmly out the nearest exit and gather in the parking lot immediately to the north of the building

-Robert Burnett Memorial Student Union – All personnel should walk quickly out the nearest exit and gather in the grassy area near the gymnasium

-Stanley Carr Agriculture/ Animal Health Building – All personnel should walk quickly and calmly out the nearest exit and gather in the parking lot immediately to the south of the building

-Steve Lampe Athletic Center – All personnel should walk quickly and calmly to the nearest exit and gather in the parking lot to the north of the building

-Thomas Hall – All personnel should walk quickly and calmly out the nearest exit and gather in the parking lots on the north and west sides of the building

Ensure personnel proceed expeditiously from the building and remain clear of said buildings while attempting to ensure accountability of all personnel within the designated area until the “all clear” signal is given by the designated college representative.

Disabled/ Injured Evacuation

Evacuation of Disabled or Injured Personnel

-It is considered that professional emergency personnel are most appropriate for evacuation of personnel with disabilities.

-Such a procedure is suitable if there is NOT an immediate danger present

-As a general matter, such personnel should shelter in place or be moved to a fire-rated stairwell until emergency personnel may address the situation

-Such actions must be carried out appropriately due to possible injury that may occur with inappropriate movement

-The Building Designated Person is responsible for notification of appropriate emergency personnel/ emergency response team address of individuals with disabilities.

-Note – Disabled personnel should be evacuated to Ferguson Hall instead of the library basement

-During inclement weather – plans should be made for evacuation to adjacent/ alternate structures rather than the outdoor assembly areas

-Students should be briefed of appropriate evacuation plans for respective buildings at the initiation of each semester

Designated Building Evacuation Personnel

BUILDING	SCHOOL YEAR PRIMARY DESIGNEE	SCHOOL YEAR SECONDARY DESIGNEE	SUMMER DESIGNEE
BEDKER MEMORIAL COMPLEX	Mike Thompson	Ray Nolan	Staff
COLLEGE FARM	Shanda Mattix/ Marty Fear	Marty Fear/ Adalaide Klein	Staff
CARL ADAMS SOFTBALL FIELD/ SOFTBALL AREA	Coach Kinnett	Staff	Staff
EMBREE HALL (LIVING CENTER NORTHEAST)	Asst. Residence Life Director	Residence Life Director	Asst. Residence Life Director
FERGUSON HALL	Kenny Hernandez	Rebel Mahieu	CJ Shavers
GYMNASIUM	Staff	Staff	Staff
H.F. DAVIS LIBRARY/ GARVEY ACADEMIC CENTER	Tara Schroer	Staff	Staff
LIVING CENTER EAST AND NORTH/ HINES AND STRUTT HALLS	Residence Life Director	Asst. Athletic Coach	Residence Life Director
NORTHWEST KANSAS CULTURAL ARTS CENTER/ FRAHM THEATER	Michelle Meyer	Randy Berls	Michelle Meyer
NORTON FACILITY	Nursing Staff	Nursing Staff	Nursing Staff
PIERRE C. HENRY ALLIED HEALTH BUILDING	Michaelle Bliss	Health Sciences Staff Member	Health Sciences Staff Member
POOL	Staff	Staff	Staff
ROBERT BURNETT MEMORIAL STUDENT UNION	Nikol Nolan	Brette Hankin	Nikol Nolan
STANLEY CARR AGRICULTURAL CENTER AND FRAHM AGRICULTURAL CENTER	Dr. Martin/ Shanda Mattix	Dr. VanLoenen/ Amanda Hart	Amanda Hart
STEVE LAMPE ATHLETIC CENTER	Coach Carter	Staff	Staff
COLBY TENNIS CENTER	Staff	Staff	Staff
THOMAS HALL	Todd Voss	Patty Mead	Patty Mead

Note: Should multiple simultaneous building evacuations be required, designees should coordinate among each other or other personnel as necessary to ensure building evacuation effectiveness.

After Hours Emergency Function

-After hours:

-Contact the College President or Vice President of Academic Affairs

-Contact the ERT Coordinator

-Contact the Vice President of Student Affairs

-Provide information on injuries

-Information/ instructions will be issued to personnel as is appropriate from college designees concerning emergencies and evacuations

-All manner of communications channels may be utilized as necessary

-Fires should be reported by contacting 911 with location of the fire

-Alert other administration personnel as is appropriate

Explosion

Level 2/3 – Urgent/ Emergent

-Initiate evacuation plan

-Contact appropriate personnel to include 911, College President, ERT Coordinator, etc as is necessary

-Reentry to vacated buildings is not to occur until assessment of safety has taken place and authorization has been issued by the College President

Explosion

Fire/ Smoke

Level 2/3 – Urgent/ Emergent

-If fire or smoke is detected:

- Sound the alarm – activate wall mounted station

- Contact 911 with the location of the fire

- Evacuate the building to the appropriate evacuation area

- Notify the College President, ERT Coordinator, and other personnel as necessary

- All personnel should be made aware of the appropriate aspects of the emergency exit plan at the start of each semester

 - Said plan should be utilized in both actual incidents as well as exercises

 - Special note should be made to ensure students are familiar with appropriate procedures should emergencies arise

- Note – If designated exits are not available due to the situation at hand, use the most appropriate alternate exit as possible

- An elevator should **NEVER** be used as an emergency exit

Medical Emergency/ Assistance

Level 1/2/3/ - Routine/ Urgent/ Emergent

- Contact 911 with information regarding the emergency and address of the building or campus area. Be sure to indicate any known information about the health issues of the individual.
- Provide hands-only CPR/ First Aid as is appropriate until the arrival of first responders.
- Notify the Student Health Nurse
- Do not give any medications from a first aid kit to the individual in need of assistance
 - Should a mass casualty event take place – Student Health and the Multipurpose Room in the Student Union will serve as triage locations
- Victim Family Notification
 - For student victims – contact the Vice President of Student Affairs
 - For faculty/ staff victims – contact Human Resources

Natural Gas Emergency

Level 1/2/3 – Routine/ Urgent/ Emergent

-In the event of a suspected or detected natural gas leak:

- Initiate the evacuation plan

- Contact Midwest Energy, the College President, the ERT Coordinator, and other personnel as necessary

- Building reentry is prohibited until cleared by Midwest Energy or other appropriate official

Severe Weather Procedures

Level 1/2/3 – Routine/ Urgent/ Emergent

- The city siren will signal a tornado or other select severe weather occurrence.
 - Initiate emergency procedures
 - Alert all personnel in the building
 - If possible – evacuate to the designated tornado shelter building indicated on the CCC Tornado Watch/ Warning poster in your area.
 - All personnel with disabilities should evacuate to Ferguson Hall
 - Maintain sheltered positions until notified the danger is over
 - Maintenance will monitor the situation and notify personnel as is appropriate
 - Maintenance will check for damage
 - If injuries are present – contact 911 with location and concern
 - Contact administration official as necessary with event information
 - Render First Aid as is appropriate
 - Other assistance requests of external organizations will be dealt with by the College President or designee

Suicide

Level 1/2/3 – Routine/ Urgent/ Emergent

-If an individual admits to being suicidal, perform the following actions:

-If a student:

-Initial contact person will maintain the presence with the student and assess who needs to be contacted. E.g. Counselor, Student Health, Vice President of Student Affairs, or 911

-If the situation warrants, meaning the risk of death is high, a plan; access to means; or an ongoing attempt for suicide is existent, 911 should be contacted

-If the risk of death is not high, then the student should be immediately referred to counselor to complete a safety plan

-If the party is an employee:

-Maintain presence with the employee and assessment should be made regarding the appropriate contacts for the person

-If the situation warrants, meaning the risk of death is high as described in the previous section, 911 should be contacted

-If the employee grants permission, a family member or friend of the employee may be contacted and come to the college.

-Human resources may be of assistance in contacting the aforementioned family member or friend

Suicide

Appendices

Appendix A

Calendar of Annual Safety Events

- Fire extinguishers
 - Inspected on a monthly and annual basis
 - Inspections in March and August
 - Performed by contractor

- Campus crime statistics are distributed to campus annually
 - August
 - Memorandum sent to all employees and students regarding means to report crime and the special crime report procedures that the campus will follow should such reporting be deemed necessary

- Fire drill evacuations each semester
 - September and March

- Campus Security Act Statistics submitted to the Federal Department of Education
 - October

- Fire extinguisher and CPR training for employees performed annually
 - Fall in-service/ August

- Memorandum sent to all employees regarding safety precautions during the holiday season
 - December

- CCC Safety Policies and Crisis Manual ERT Review
 - Annual basis
 - Revised copies distributed electronically to all appropriate personnel
 - Distribution as appropriate

- Fire alarm systems, sprinkler systems, boiler systems, elevators are inspected annually by contractors
 - Ongoing

- ERT team preferably meets once to twice a year for an activity evaluation and manual update
 - Nametags should be produced and distributed to ERT members for security purposes during a campus emergency
 - Obtained from Library with “ERT” in red lettering

Appendix B

Campus Security and Crime Awareness

- CCC encourages reporting of all on-campus criminal matters
 - Incidents should be reported to the Vice President of Student Affairs
 - Law enforcement will be contacted as is appropriate
 - Crime Awareness and Campus Security Act of 1990
 - On-campus crimes must be reported
 - Such statistics are available at www.colbycc.edu
 - Special crime report to the campus is made when an incident present a safety or security threat
 - Appropriate campus security authority presents the report within 24 hours of the incident notification
 - Education in the prevention of similar incidents will also be provided within 24 hours
 - Campus-wide email will be utilized in addition to the posting of flyers in buildings
 - Faculty will be asked to notify students
 - Description of the policy statements is available in the Office of the Vice President of Student Affairs
 - Student Code of Conduct
 - Drug and Alcohol Education and Training
 - Drug and Alcohol Policy
 - AIDS Awareness Information

Appendix C

Chemical Hygiene Plan

- A chemical hygiene plan is extant
 - Information regarding said plan may be acquired from the chemical safety officer
 - Said plan or parts thereof are on file in the Thomas Hall Chemistry Laboratory.
 - The Material Safety Data Sheet (MSDS) is located electronically at the following address: <https://www.colbycc.edu/about/msds.html>
 - All new employees are required to complete the Chemical Hygiene Right to Know training

Appendix D

CPR/ First Aid Certified Personnel

- A list of CPR/ First Aid Trained/ Certified Personnel is kept on file in the Student Health Office and updated periodically by Student Health

Appendix E

Outreach Locations

- Concurrent enrollment locations will follow Unified School District policies and procedures.
 - Other standalone outreach locations will create an emergency plan and emergency procedures flipchart

Appendix F

Pandemic Plan

In the event of a possible pandemic situation at Colby Community College (CCC), the administrator in charge (President), in conjunction with other emergency operations personnel, will determine the threat level of the current outbreak and take appropriate actions. These actions may include, but not be limited to, the following:

- Cancellation or suspension of classes, sporting events and/or other public events;
- Closure of campus, student housing, and/or public transportation;
- Suspend in-state, out-of-state, and international travel
- Adjust personnel schedules/work environment as deemed appropriate;
- Enact remote working protocols
- Quarantine of affected students and staff.

These decisions will be made based of guidance from the Center for Disease Control and Prevention, the Kansas Department of Health and Environment, and consultation with local health officials.

The decision to enact any of these protocols is done in the best interest of the students, faculty, staff, and the community we serve.

Notification: In the event that any of the aforementioned scenarios are utilized, communication will occur from the Director of Public Relations to all area news outlets, CCC related social media accounts, as well as the CCC email system.

Appendix G

Power Failure

- Ensure all personnel are safe
- Inform employees as new information is received
- Evacuate the area if it is so indicated
 - Utilize designated evacuation areas as per the evacuation plan
- Class cancellation, if necessary, will be determined by the College President
 - All channels of communication may be utilized
- An administration designee will contact Midwest Energy
 - Obtained outage information will be relayed to the College President

Appendix H

Safety Equipment Locations

Automated External Defibrillator

BUILDING	INTERNAL LOCATION
HEALTH SCIENCES	Hallway
STUDENT UNION	Hallway in front of Student Health Office
FERGUSON BUILDING	Storage Room
TRAINER	Mounted on the Gator

Fire Extinguishers

- Fire extinguishers are located throughout the campus buildings

Appendix I

Water Failure

- A college employee should forward all outage information to the College President
- Formal notification to all employees regarding related function outcomes will follow from the College President or designee

Appendix J

Colby Community College Weapons Policy

Applicability

This policy applies to all Colby Community College (CCC or “College”) students, employees and visitors: (1) on the CCC main campus, Norton campus, and within locations owned or leased by CCC that are not part of the CCC main or Norton campuses (collectively, “Campus”), or (2) when attending/participating in or performing College duties at any off-campus College-sponsored or supervised classes, practices, activities or other programs (collectively, “Off-Campus Activity”).

Weapons Statement

In order to promote a safe and secure community college and learning environment, CCC prohibits the possession or use of Weapons¹ on Campus and at Off-Campus Activities, other than as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the "Act") and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

- i) carrying of a concealed Handgun² on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
- ii) lawful carrying of a concealed Handgun by an employee performing College duties at an off-campus Activity, when in accordance with applicable laws/policies for such location,
- iii) lawful possession of a Handgun within a personal/non-College vehicle,
- iv) lawful possession of Weapons:
 - a. by Colby or Norton Police Departments or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the CCC President, Vice President of Student Affairs or designee, or as necessary for the conduct of College-approved programs.

Concealed Carry Restrictions

Concealed Carry: Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape or form. “About” the person means that

an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate.

Restrictions Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun as defined above. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a handgun under Kansas law and this policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual:
 - o under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
 - o who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
 - o who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
 - o with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
 - o who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

Location Restrictions

Certain Campus buildings and/or Public Areas³ within Campus buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or

Public Areas that have been permanently designated to prohibit concealed handguns with Adequate Security Measures (ASMs) in place. However, the CCC Security Officer may temporarily designate a specific location as prohibiting concealed handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by CCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit handguns from their premises, notwithstanding a lease or use arrangement with CCC. If handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

[Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier), the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the “on” position. Handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.]

Storage: Handgun storage is not provided by CCC. Individuals may store a Handgun in the individual’s vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited.

¹ “Weapon” means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy includes knives more than 4 inches in length.

² “Handgun” is defined as a “firearm”, pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed handgun while on Campus.

³ “Public Areas” is defined at K.S.A. 75-7c20.

Appendix K

Incident Report

Colby Community College

Threatening or Violent Behavior

INCIDENT REPORT

Complete all fields. Use opposite side of form or attach additional sheets if necessary.

1. Date of incident: _____ Time of incident:
2. Location of incident:
3. Name(s) of individual(s) making threat/behaving violently, his/her relationship to CCC and the target of threatening/violent behavior:
4. Name(s) of the target of threat/violence, his/her relationship to CCC:
5. Names of others directly involved in the incident, their relationship to CCC and any actions they took:
6. Describe the incident:
7. How the threat-maker appeared (physically and emotionally):
8. Were weapons involved in the incident? _____ If so describe:

9. The specific language of the threat:

10. Physical/verbal conduct that would substantiate intention to follow through on the threat:

11. What happened immediately prior to the incident?

12. What event(s) triggered the incident?

13. Any history leading up the incident?

14. How did the incident end?

15. Was anyone injured? _____ If so, describe:

16. What happened to the threat-maker, threat recipient, and others involved after the incident?

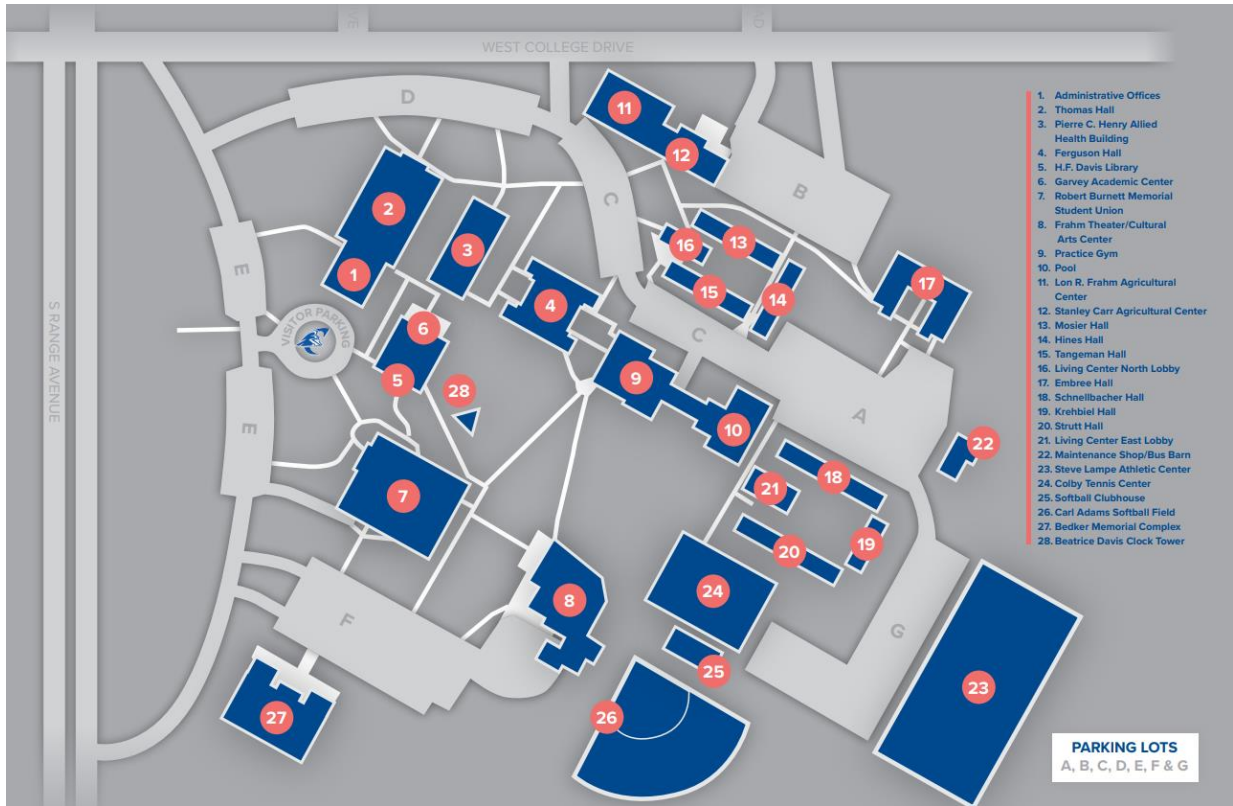
17. Names of witnesses and their relationship to CCC and parties involved in the incident:

18. Steps taken to protect the recipient/target of the threat/violence:

Completed by: _____ Date:

Appendix L

Campus Map



Appendix M

Emergency Operations Center/ Command Post Locations

Primary Command Post location is the board room in Thomas Hall.

Secondary Command Post to be located in the basement of the Library.

Tertiary Command Post will be determined as is dictated by the emergency at hand.

Appendix N

Veterinary Nursing Special Evacuation Documents

Emergency procedures specific to the Veterinary Nursing Program reside within the Veterinary Nursing Program purview and are housed within the Veterinary Nursing Program Safety and Emergency Preparedness and Response Manual.

Contact with Veterinary Nursing personnel is indicated should specific specialized responses or knowledge thereof be necessary.

Appendix O

Phone Directory

COLBY COMMUNITY COLLEGE TELEPHONE EXTENSION LIST

Accounts Payable	5405	Ellison, Chriss-Controller	5555
Adams, Erin-CLC Coordinator	5480	Endowment	4684
Admissions	4690	Evans, Dr Tiffany-VPAA	5403
Adult Basic Education	4663/5486	Farm Beef Barn	5409
Advising Center	5401	Farm Horse Barn	5423
Ag/Vet Nursing	5462	Farm Shop	5412
Archer, Julie-Asst Volleyball	5478	Fear, Marty-Animal Science Inst.	5463
Armbrister, Nik-NCF Telecomm Inst.		Fenton, Dr Beth-Vet Nursing Instructor	4712
Athletic Director	5548	Financial Aid	4679
Augustine, Megan-Advisor Director	5455	Fletcher, Clinton- Head Track Coach	5416
Barry, Jeff- Library Assoc	5494	Gay, Brandon-NCF Second Chance Pell Coord.	
Batie, Macey- PN Instructor	5533	Hankin, Brette-Registrar	5509
Berls, Randy-Vocal Music Inst	5520	Harris, Angie- RVT Instructor	5468
Bertrand, Ariel-Asst. FA Dir	4678	Hart, Amanda-Asst Registrar	4612
Bickner, Deb-English	5488	Hays, Leroy- Rodeo Coach	5523
Blake, Daniel-NCF Renew Energy Inst.	5537	Health Science Admin Asst	4797/5438
Bliss, Michaelle-Nursing Director	5442	Health Science Medical Lab	5451
Box, Zack-Asst Resident Life	4610	Health Science Student Lounge	5434
Brungardt, Virgil-Vehicle Maintenance	5515	Higerd, Bryan--Student Accts/Fleet	5413
Bugbee, Jessica-Asst Equine Coach	5464	Housing Director	5552
Cafeteria-Consolidated Foods	4776	Hubbell, Taylen- Success Coach	4701
Campus Security	5508	Hughes, Jareica- WBB Asst Coach	5460
Carlton, Mark-Ethics/World Religion	4713	Human Resource	5406
Carlton, Mark-Ethics/World Religion	4713	Inlow, Jade- SSS Transfer/Adv Specialist	5516
Carter, Krista-Psychology	5531	IT Department	5541
Carter, Ryan-Baseball	5447	Sekavec, Dr Jeff-Biology Instructor	5422
Carter, Seth-President	5400	Shavers, CJ-Wrestling Head Coach	5503
Christman, Peter-Math Instructor	5427	Sloan, Sara-SSS Ed Prog Spec	5512
Cole, James-WBB Coach	5452	Spady, Sheyenne- RVT Instructor	5527
Comprehensive Learning Center	5480	Stanford, Jerrod- MBB Head Coach	5470
Copy Center	5410	Stithem, Lisa-SSS Director	5514
Cornett, AJ-Campus Security	5568	Student Accounts	4665
Davis-Stephens, Linda-Anthro	5528	Student Health Nurse	5502
Dental Clinic	5438	Student Life	4610
Dental Material Lab	5458	Student Support Services	5510

Despain, Logan-Livestock Judging Coach	4662	Summers, Chrissy-Health Nurse	5502
Donovan, Doris- Bus/Acting Inst	5529	Swimming Pool Office	5476
Jamison, Sara-Asst Equine Coach	5464	Nelson,Kipp-Pool Mgr/Trainer	5476
Johnson, Brady-Head XC Coach	5417	Nolan, Nikol- VPSA	5490
Johnson,Doug-Director of Public Info	5411	Nolan, Dr Ray- History Instructor	5534
Jones, Brooke-Psychology/Counselor	5439	Norton Nursing	1717
Jones,Carey-Volleyball Coach	5473	Norton Nursing Campus	4621
Juenemann, Dana-English Instructor	5429	Nursing Department -on campus	4797
Kinnett,Steve-Softball Coach	5507	Ohlrogge, Todd-IT Tech Support	5492
Kistler,Megan-Library Associate	4689	Ohnoutka, Logan-Baseball Asst	5547
Kline, Adalaide-Beef Director	5465	Oller, Karlie-Outreach Coor	5498
Knight, Sherry- VPBA	5407	Organ,Dian-AE	5486
Koon, Sandra-Adv Counselor	5513	Paredes, Mercedes- Health Admin	4797/5438
Kuper,Tashia-Student Accounts Mgr	4664	Phillips, Shembari- MBB Asst Coach	5525
Lamb,Robbyn-English Instructor	5483	Plummer, Kathy-NCF Navigator	
Ledesma, Efrain -IT Tech Support	5481	Pounds,Crystal-Computer Info Inst	5524
Lewis, Connie-Physics	5420	President's Office	5400
Library	4689	Quain, Julie-Dental Hygiene Inst	5453
Lindberg,Samantha-SSS Admin Asst	5510	Quenzer, Mandy-Vet Nursing Enroll Spec	5462
Mahieu,Rebel-Art Instructor	5459	Ramsey, Kathy-Financial Aid Director	5497
Maier,Bobette-Dental Hygiene Dir.	5449	Registrar	5509
Mailroom	5491	Reilley,Derek-Renew Energy Director	5431
Maintenance/Custodial	5471	Residence Hall Director	5552
Martin, Sheri-Dental Hygiene Inst	5414	RSVP-Laura Withington	462-6744
Martin,Dr Jennifer-VNP Director	5466	Russell, Allen-AG Bus Inst	5461
Mattix,Shanda-Equine Coach	5464	Saddler, Mike-Athletic Director	5548
McDougal,Jane-Accounts Payable	5405	Samuels,Dr Michael-A&P Inst	5436
McDowall, Doug-IT Tech III	5484	Schoenfeld, Jen-Endowment Foundation	5482
McKinney,Jessica-FA Counselor	4677	Scholarships	4690
McVey, Cathy-Nursing Instructor	5446	Schroer,Tara-Library Director	5487
Mead,Patty-Acctng Admin Asst	5550	Campus Fax Numbers	460-4699
Meyer,Michelle-Band/Music	5519	Administration	460-4691
Moore, Erika-Admissions Counselor	4675	Admissions/Registrar/Athletics	460-4657
Moore,Alicia-Mailroom Supv	5491	Advising Center	460-4666
Moore,Alicia-Trading Post Mgr	5500	Ag/Vet Nursing	460-4633
Morrison,Angel-Senior IT Director	5418	Financial Aid	460-4788
Munderloh,Nance-AE Director	4663	Health Science	460-4600
Talsma, Sami-Business Instructor	5526	Library	460-4779
Tew, Jason-Chemistry Instructor	4773	Maintenance	877-3735

Thayer, Aaron-NCF Welding Inst		Norton Nursing (if dialing from off campus)	1716
Thompson ,Mike-Criminal Justice	5530	Norton Nursing (if dialing from on campus)	460-4630
Trojan Trading Post (Bookstore)	5500	Student Accounts	
Voss,Todd-Speech Instructor	5421		
Wait,Rikki-Nursing Instructor	5444		
Watson, Bridget-Endowment Admin	4684		
Watson, Shane-Farm Manager	5424		
Williams, Kayla- HR/Payroll Director	5406	CCC Toll Free 888-634-9350	
Williams,Scott-Facility Supervisor	5471	CCC Direct 785-462-3984	
Wilson, Adam-Math Inst	5419		
Withington,Laura-RSVP	462-6744		
Ziegelmeier,Pat-Piano	5518		
		Scott Williams 785-443-1977	
		Arthur Larson 785-626-0088	
		Virgil Brungardt 785-443-1610	

Appendix P

DHS Active Shooter Recommendations



BE PREPARED FOR AN ACTIVE SHOOTER

Recent national tragedies remind us that the risk is real. Taking a few steps now can help you react quickly when every second counts.

 **FEMA**
FEMA V-1000/March 2018

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.



Can happen anywhere



Can happen anytime

IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

See something, say something.



Learn first aid skills so you can help others.



Before you run, know the exits.



Help law enforcement.



Find a place to hide.



Seek help to cope with trauma.



Run

Hide

Fight

HOW TO STAY SAFE

WHEN AN ACTIVE SHOOTER THREATENS



If you see suspicious activity, let an authority know right away.

Many places, such as houses of worship, workplaces, and schools, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

When you visit a building such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

Map out places to hide. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

Sign up for active shooter, first aid, and tourniquet training. Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at ready.gov/untill-help-arrives.



RUN. Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

HIDE. If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

FIGHT. Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



Keep hands visible and empty.

Know that law enforcement's first task is to end the incident. They may have to pass injured persons along the way.

Follow law enforcement's instructions and evacuate in the direction they tell you to.

Consider seeking professional help for you and your family to cope with the long-term effects of trauma.

Take an Active Role in Your Safety

Go to ready.gov and search for active shooter. Download the FEMA app to get more information about preparing for an active shooter. Find Emergency Safety Tips



Glossary of Terms

EOG – Emergency Operations Group

-A subset of the ERT that may be utilized to fulfill roles within the ICT

EOP – Emergency Operations Plan

-A generalized response plan meant to be able to address a myriad of hazards without the implementation of an exhaustive number of standard operating procedures

ERT – Emergency Response Team

-A group of CCC personnel that serve to prevent, mitigate, and remedy incidents of various natures that may occur at the college

Evac – Evacuate

ICS – Incident Command System

-A subset of guidelines within NIMS for addressing incidents in a manner that allows for relatively seamless integration with other organizations

ICT – Incident Command Team

-A subset of the EOG that fulfill a scalable number of positions within the NIMS/ ICS construct that allows for universal function with external first response organizations

NIMS – National Incident Management System

-A national tool for the management of events that allows for a near universal integration of resources and executed actions among disparate assets/ organizations