



Supplemental Emergency Response Plan

May 1, 2020

INTRODUCTION

College safety is the job of the entire campus community. This effort requires leadership and coordination by college administration, and involvement and participation from all sectors of the college community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the college community ensures a comprehensive, unified approach to college emergency response planning. Building relationships and community engagement are vital to building a safer college community.

The purpose of this Supplemental Emergency Response Plan (“Plan”) is to help college officials identify and respond to potential emergencies by assigning responsibilities and duties of the college employees, students, families, and community stakeholders. It is important to develop, maintain, train and exercise emergency situations in order to respond quickly before, during and after an incident. A well developed and practiced Plan provides the community reassurance that the college has established guidelines and procedures to respond to threats and hazards efficiently and effectively. This plan was developed from best practices and guidelines for planning from New York State, which align with the Federal Emergency Management Agency’s “Plan for Developing High-Quality College Emergency Operations Plans (2013)”.

This Plan provides standardized language that is consistent with current national emergency response protocols and provides a consistent format that aligns critical information necessary to improve rapid response to emergencies together in the following sections:

- **Overview of Plan**
- **General Actions in Emergency Situations**
- **Responses to Specific Threats and Hazards**
- **Appendices**

Table of Contents

INTRODUCTION

I. OVERVIEW OF PLAN	1
A. Introductory Material	1
1. Plan Development and Maintenance	1
2. Distribution of this Plan.....	1
B. Threat Assessment.....	1
C. Planning Assumptions and Limitations.....	2
D. Concept of Operations.....	3
1. Implementation of the Incident Command System (ICS)	3
2. Initial Response	3
E. Organization and Assignment of Responsibilities	4
F. Information Collection, Analysis and Dissemination.....	7
1. Types of Information	7
2. Information Documentation	7
G. Training and Exercises	7
1. Training	7
2. Drills & Exercises.....	7
3. Documentation.....	8
II. GENERAL ACTIONS IN EMERGENCY SITUATIONS	9
A. Communications.....	9
1. Overview	9
2. Internal Communications	9
3. External Communications	10
B. Accounting for All Persons	11
1. Overview	11
2. Student Accountability	11
3. Individuals with Special Needs/Limited Mobility Accountability.....	11
4. Staff and Visitor Accountability	11
C. Reunification	12
1. Overview	12
2. Reunification Activities	12
D. Holds and Evacuations	13
1. Shelter-in-Place	13
2. Hold-in-Place.....	14
3. Lockout.....	15
4. Lockdown	16
5. Evacuation	17

III. RESPONSES TO SPECIFIC HAZARDS/INCIDENTS	19
ANTHRAX/BIOLOGICAL THREAT	20
AVIATION CRASH.....	21
BUILDING STRUCTURAL FAILURE	22
BOMB/EXPLOSIVE THREAT	23
BUS ACCIDENT.....	24
CARBON MONOXIDE	25
CIVIL DISTURBANCE.....	26
CRIMES AGAINST PERSONS.....	27
EARTHQUAKE	28
ELECTRICAL SYSTEM FAILURE	29
EPIDEMIC\ PANDEMIC.....	30
EXPLOSION	32
FIRE.....	33
FLOODING	34
HAZARDOUS MATERIALS	35
HOSTAGE SITUATION.....	36
HVAC SYSTEM FAILURE.....	37
INTRUDER	38
LOSS OF BUILDING USE.....	39
LOSS OF TRANSPORTATION	40
MULTIPLE CASUALTY INCIDENT.....	41
MEDICAL EMERGENCIES	42
NATURAL GAS OR PROPANE LEAK	43
RADIOLOGICAL INCIDENT	44
SEVERE WEATHER EMERGENCY	45
THREATS OF VIOLENCE	46
TOXIC EXPOSURE.....	47
WATER EMERGENCY	48
APPENDICES	49
A. Active Shooter Threat	49
1. Purpose	49
2. Scope	49
3. Core Functions.....	49
4. General Response Actions that May be Activated	49
5. Activating the Emergency Response Plan.....	49
B. Bomb Threat.....	51
1. Purpose	51
2. Scope	51
3. Core Functions.....	51
4. General Response Actions that May be Activated	51
5. Activating the Emergency Response Plan.....	51
C. Emergency Closing	53

I. OVERVIEW OF PLAN

A. Introductory Material

1. Plan Development and Maintenance

Each campus of Jersey College shall have a Campus Level Campus Emergency Team (the “Campus Emergency Team”). The Campus Emergency Team shall be chaired, managed and overseen by the Campus Director and include other members of the campus as determined by the Campus Director. Suggested other members include, but are not limited to, Campus Coordinator, Deans, Associate Deans, Program Chairs and Educational Coordinators.

The Campus Emergency Team is responsible for assisting the institution with the overall maintenance, and revision of this Plan and for coordinating training and exercising this Plan. Team members are expected to work closely together to make recommendations for revising and enhancing this Plan. In addition, the Campus Emergency Team is responsible for contacting, coordinating and involving local agencies and services, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations, with regards to incidents and training.

2. Distribution of this Plan

Copies of this Plan should be shared with administrators, faculty and staff at each campus. In addition, the Campus Emergency Team may provide copies of this Plan to local fire departments, area law enforcement (including village, town, county and state police), local and county emergency management, and any other entities and/or persons deemed appropriate by the Campus Emergency Team.

B. Threat Assessment

Colleges are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the college community, exposing students/staff to injury, and causing damage to public or private property.

From time to time, the Campus Emergency Team should conduct a threat assessments to identify and understand circumstances at their campus or near their campus that may present unique problems or potential risk to people or property. In conducting this assessment, the interior and exterior portions of all college buildings, college grounds and surrounding neighborhoods should be assessed for such potential threats/hazards that may impact the campus, staff, and students. To the extent necessary, the Campus Emergency Team should discuss and develop campus specific plans for threats/hazards not addressed in this Plan.

The table below provides a list of potential threats that campuses should consider when conducting a threat/hazard assessment.

Threat, Hazard Types, and Examples

Threat and Hazard Type	Examples
Adversarial, Incidental, and Human-caused Threats:	Fire Active shooters Criminal threats or actions Gang violence Bomb threats Domestic violence and abuse Cyber attacks Suicide
Biological Hazards:	Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i> , and meningitis Contaminated food outbreaks, including <i>Salmonella</i> , botulism, and <i>E. coli</i> Toxic materials present in college laboratories
Natural Hazards:	Earthquakes Tornadoes Lightning Severe wind Hurricanes Floods Wildfires Extreme temperatures Landslides or mudslides Winter precipitation Wildlife
Technological Hazards:	Explosions or accidental release of toxins from industrial plants Accidental release of hazardous materials from within the college, such as gas leaks or laboratory spills Hazardous materials releases from major highways or railroads Radiological releases from nuclear power stations Dam failure Power failure Water failure

C. Planning Assumptions and Limitations

This Plan is established under the following assumptions:

- The college community will continue to be exposed and subject to threats/hazards and vulnerabilities described this Plan, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the college affected cannot and should not, wait for direction from local response agencies.

Action is required immediately to save lives and protect the college community and college property.

- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the college to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining this Plan and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the college's readiness to respond to incidents.

D. Concept of Operations

The overall strategy of this Plan is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. The Plan is based upon the concept that the incident management functions that must be performed by campus personnel generally parallel some of their daily routine functions. However, because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended during an incident. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

1. Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at each campus is the Campus Director and he/she is delegated the authority to direct all incident activities within the college's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If the Incident Commander is not present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander.

2. Initial Response

Faculty and staff are likely to be the first on the scene of an incident in a college setting. As such, faculty and staff are expected to respond as appropriate and promptly notify the Campus Director, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Any faculty or staff member at a campus that identifies or is aware of an incident should activate this Plan.

E. Organization and Assignment of Responsibilities

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The campus relies on other key college personnel to perform tasks that will ensure the safety of students, faculty and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. As such, the following provides roles and responsibilities that should be followed during an incident. Each faculty and staff member is expected to be familiar with his or her role and responsibilities before an incident occurs.

Campus Director

The Campus Director will serve as the Incident Commander. At all times, the Campus Director still retains the ultimate responsibility for the overall safety of students, faculty and staff.

Responsibilities of the Campus Director include, but are not limited to:

- Planning
 - Establish the incident organization and determine basic strategies to implement protocols
 - Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises
 - Conduct drills
 - Document all significant activities
- Management and Coordination
 - Establish and manage the Command Post
 - Provide direction over all incident management actions based on procedures outlined in this Plan
 - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants
 - Take steps necessary to ensure the safety of students, staff and others
 - Determine which emergency protocols to implement (see Types of Emergency Situations and Action Steps)
 - Coordinate/cooperate with emergency responders
 - Coordinate media relations and information dissemination
 - Keep the College's CEO, President and other executives informed of the situation
 - Document all significant activities

Dean

The Dean will serve as alternate Incident Commanders in the case that the Campus Director is not available. However, at all times, the Campus Director retains the ultimate responsibility for the overall safety of students, faculty and staff.

Campus Coordinator

The responsibilities of the Campus Coordinator with respect to incident planning and incidents include, but are not limited to:

- Planning
 - Establish and maintain college and classroom preparedness kits
 - Assist in drill preparation
 - Assist in the development of local/regional agencies response teams
- Coordination
 - Assist with the coordination of personnel and facilitation of communication among incident responders
 - Survey and report building damage to the Incident Commander
 - Provide damage control as needed
 - Assist in the conservation, use and disbursement of supplies and equipment
 - Control locks and physical security as directed by the Incident Commander
 - Keep Incident Commander informed of the condition of the college
 - Execute assignments as directed by the Incident Commander

The Campus Coordinators at each campus will also serve as alternate Incident Commanders in the case that the Campus Director and Dean are not available. However, at all times, the Campus Director retains the ultimate responsibility for the overall safety of students, faculty and staff.

Faculty

Faculty members shall be responsible for the supervision of students during an incident and shall remain with students unless directed to do otherwise. Responsibilities of faculty members include, but are not limited to:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Obtain first aid services for injured students from person trained in first aid. Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary
- Execute assignments as directed by the Incident Commander.

Education Coordinator and Administrative Assistant

The responsibilities of the Education Coordinator and Administrative Assistant during an incident include, but are not limited to:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential college records and documents
- Provide assistance to the Incident Commander
- Monitor radio/TV/Internet and other emergency broadcasts
- Execute assignments as directed by the Incident Commander

Maintenance Staff

The responsibilities of Maintenance Staff during an incident include, but are not limited to:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the college
- Execute assignments as directed by the Incident Commander

Bus Drivers

Business drivers are responsible for, among other things, undertaking the following:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

Other Staff Members

Staff members are responsible for, among other things, undertaking the following:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of this Plan
- Provide appropriate direction to students as described in this Plan for the incident type
- Render first aid or CPR if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

Students

Students during an incident are responsible for, among other things:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by facility and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. “If you see something, say something.”)
- Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

F. Information Collection, Analysis and Dissemination

The College will collect, analyze, and disseminate information during and after an incident.

1. Types of Information

During an incident, the Campus Director will assign administrative staff to monitor weather and local law enforcement alerts. After an incident, the Campus Director will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies.

2. Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

G. Training and Exercises

The college understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that college personnel and community responders are aware of their responsibilities under this Plan, the following training and exercise actions should occur.

1. Training

All Staff, students, and others deemed appropriate by the Campus Director should receive the training during each college year to better prepare them for an incident. The training should involve, among other things, (i) a review of this Plan, (ii) roles and responsibilities of all community members during an incident, (iii) instruction on how to exit the building in the shortest possible time without confusion or panic, and (iv) other training as designated by the Campus Director. Parties interested in additional training and information on Incident Command System (ICS) Training should visit FEMA Independent Study Program at www.training.fema.gov.

2. Drills & Exercises

At a minimum, each campus should conduct a Fire Drill (Announced) and Lockdown Drill (Announced). It is recommended that campuses also conduct unannounced drills throughout the year. All drills should be conducted to minimal interruption to academic activities. Where possible, the college should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a drill is to be conducted, whether announced or unannounced, the campus should notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that the college is in actual lockdown. Any announcements made during a drill will

be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have your attention, this is a drill – LOCKDOWN – this is a drill”). Additionally, a sign or notice should also be placed at all public entrances indicating that a drill is in progress and to wait for service “**SAFETY DRILL IN PROGRESS - PLEASE WAIT.**” This will serve to notify any uninformed visitors and prevent unwarranted panic.

3. Documentation

The table below provides a sample table that should be maintained by the campus to document each completed training and drills associated with this Plan.

Type of Training/Drill	Date of Training/Drill	Agencies Involved	Comments

II. GENERAL ACTIONS IN EMERGENCY SITUATIONS

The following describes actions that should be undertaken in responding to emergency situations. The information is general in nature and should be adjusted as is necessary to address the type and nature of the emergency.

A. Communications

1. Overview

Communication and coordination during emergencies and disasters is paramount. Communication needs to be coordinated for internally and externally. The following provides policies and procedures governing college incident communications with students, faculty and staff, as well as law enforcement and emergency responders, the community and the media.

2. Internal Communications

a. Oversight and Responsible Party

The Campus Director is designated as the college spokespersons for emergency response situations at each campus and is responsible for:

- Helping create the policies and plans for communicating emergency information internally and to the public
- Following the communications policies and procedures established by the college
- Helping establish alternative means to provide information in the event of a failure of power, phone or other lines of communication
- Developing materials for use in media briefings
- Acting as the contact for emergency responders and assisting in coordination of media communications

The Campus Director is responsible for coordinating with the Director of Institutional Effectiveness and President of the College in executing his/her duties with respect to internal communications.

b. Campus Communication between College Officials and Staff Members

College personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve (keep staff informed to the greatest degree possible). The following methods of communication may be utilized to disseminate information internally when appropriate:

- Schoolcast --voice, text and email announcements
- E-mail System
- Faculty/Staff Meeting: As appropriate, updated information about an incident will be presented at a faculty/staff meeting. Any new procedures for the day will also be reviewed at this time. Staff will also have the opportunity to address any misinformation or rumors.
- Public Address System

c. Campus Communication between College Officials and Students

Communication of emergency information between college officials and students will primarily take place through the college's public address system, Schoolcast or face-to-face

between faculty and students. Other methods of communication with students may include the following:

- E-mail System: An E-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Public Address System
- Assembly
- Face to face Classroom Visits

3. External Communications

a. Communication between College and Emergency Responders

The college will contact and maintain communications with emergency responders during an incident. The Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform described in this Plan to notify the President and CEO of the college's status and needs. The college and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

b. Communication between College and Community Members

College officials must communicate with the larger college community on how incidents will be addressed on a regular basis. However, once an incident does occur, media and the community at large will require clear and concise messages from the college about the incident. This will include what is being done and the safety of the students and staff.

In the case of an incident, the campus should undertake the following to communicate with community members:

- Implement a plan to manage phone calls and individuals who arrive at the college
- Describe how the campus and college are handling the situation.
- Provide a phone number or web site address where individuals can receive updated incident information
- Inform the community when and where classes will resume

After an incident, college administrators will schedule and attend an open question- and-answer meeting for the community as soon as possible.

B. Accounting for All Persons

1. Overview

In all emergency situations it is key to coordinate and account for the whereabouts of students, staff, and others. The following provides policies and procedures for accounting for all community members, and identifying and reporting on those who may be missing.

2. Student Accountability

When the order is given to evacuate the building by fire alarm or announcement, faculty will follow the following steps. Remember that student accountability is the responsibility of the instructor.

- Move all students from the classroom in an orderly and quiet manner
- The instructor is to take a copy of the class roster with them as they leave the classroom
- Close the classroom door after the last student or occupant is out of the classroom
- Proceed in an orderly fashion from the building to the predetermined assembly area
- After reaching the designated safe area for the class, using the class roster, take role and check off all students that are present and note all students that are not there.
- Notify Campus Director or other designated administrators that class is out of the building and give them the status of the students, those present and those missing. Attendance check should be completed as quickly as possible.
- The Campus Director will notify the responding authorities Fire, Police and or Emergency Medical Services of the student accountability results
- Do not allow anyone back into the building to search for missing students, staff or visitors once they have left the building. The responding authorities will direct that effort.

3. Individuals with Special Needs/Limited Mobility Accountability

The needs of individuals with special needs/limited mobility must be addressed during any incident. It is recommended that all individuals evacuate a building when notified. However, in certain situations this may not be possible. Where it is not possible to evacuate individuals with special needs/limited mobility staff members should undertake the following:

- Accompany/move these individuals to the nearest, safe evacuation staging area
- After arriving at the staging area the staff member should immediately call/notify the administrator in charge and identify themselves as well as the names of all individuals under their care
- Remain in the staging area until notified that they may leave or until the responding authorities arrive to remove them from the building

4. Staff and Visitor Accountability

When an evacuation of the facility is required, all staff that are not assigned to a class should leave the building report to their designated assembly area and notify the college administration that they are safe and out of the building.

All visitors should evacuate the building with the class or the individual staff member that they are visiting. The visitors' identity and location should be communicated to the college administrator or their designee as soon as they are safely out of the building.

The college office staff shall take the visitor log with them as they evacuate the building and use the log to account for all visitors as they are notified that the visitors are safely out of the building.

C. Reunification

1. Overview

Establishing policies and procedures for reuniting individuals after an emergency serves to minimize post-emergency anxieties. The following focuses on a safe and secure means of reuniting community members with family, friends and others in the event of an emergency.

2. Reunification Activities

The following activities are recommended to be followed when an incident has occurred that requires college community members to be united with family, friends and others.

- Identify a reunification site and communicate this site to the community
- Campus Director to assign a staff member as the Reunification Coordinator. The Reunification Coordinator is responsible for:
 - Directing arriving students, faculty and staff to a holding area within the designated reunification site that is away from waiting family members, friends and others
 - Obtaining or developing list of evacuated students, faculty and staff
 - Designating a report area for family, friends and others to sign-in
 - Coordinating the reunification between college community member and waiting family members, friends and others, including the following:
 - Establishing release area and ensuring that no one is released without signing-out
 - Establishing a mental health area and direct staff to escort family, friends and others of any injured, missing or deceased student or staff to the area for staff to provide notification in private and away from others. A mental health provider should coordinate this activity with emergency response personnel.
 - Instructing individuals to leave the site to make room for others once they have signed out
 - Providing for the Special needs students who may be significantly impacted by the stress of the incident and additional support staff may be required to support these students

D. Holds and Evacuations

Emergency situation will require the Incident Commander to initiate different types of holds and/or evacuations to ensure the safety and well-being of the college community. There are five primary types of holds/evacuations:

- Shelter-in-Place
- Hold-in-Place
- Lockout
- Lockdown
- Evacuation (on-site and off-site)

The following provides general policies and procedures for executing each hold/evacuation.

1. Shelter-in-Place

A Shelter-in-Place describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Initiation of a Shelter-in-Place should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following (never use the Fire Alarm System):
 - YOUR ATTENTION PLEASE.
 - THERE IS A SITUATION REQUIRING YOU TO SHELTER-IN-PLACE.
 - PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.
 - **[INSTRUCTIONS TO BE DEVELOPED BY INCIDENT COMMANDER]**

Instructions: In developing instructions, consider the following:

- Use clear, concise language to provide direction to the college based on the situation.
 - If there is a situation requiring students and staff to move away from windows and doors (such as a weather emergency), they should be instructed to move to the interior of the room or relocate to an interior hallway or room. Students outside of the building for any reason should be instructed to move into the building.
 - In addition, procedures for the following should be included (i) turn off utilities and ventilation systems (heating, ventilation and air conditioning) if appropriate and (ii) prepare to shelter-in-place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc.
- ii. When appropriate, call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice of incident

- iii. Notify appropriate institutional staff (CEO/President/Provost) that a Shelter-in-Place has occurred
- iv. Designate staff with cell phones to assist with incident
- v. Conduct other activities as appropriate or as directed by the Incident Commander

At the conclusion of an incident that required a Shelter-in-Place, the following actions should occur:

Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE SHELTER-IN-PLACE HAS BEEN RESOLVED.
- PLEASE RESUME SCHEDULED CLASSES AND SCHEDULES.

***** ALL announcements should be made three (3) times *****

2. Hold-in-Place

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Initiation of a Hold-in-Place should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following (never use the Fire Alarm System):
 - YOUR ATTENTION PLEASE.
 - THERE IS A SITUATION REQUIRING YOU TO HOLD-IN- PLACE.
 - PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.
 - **[INSTRUCTIONS TO BE DEVELOPED BY INCIDENT COMMANDER]**

Instructions: In developing instructions, consider the following:

- Use clear, concise language to provide direction to the college based on the situation.
 - If there is a situation requiring students and staff to move away from windows and doors, they should be instructed to move to the interior of the room or relocate to an interior hallway or room. Students outside of the building for any reason should be instructed to move into the building.
- ii. When appropriate, call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice of incident.
 - iii. Notify appropriate institutional staff (CEO/President/Provost) that a Hold-in-Place has occurred.
 - iv. Designate staff with cell phones to assist with incident.

At the conclusion of an incident that required a Hold-in-Place, the following actions should occur:

Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE HOLD-IN-PLACE HAS BEEN RESOLVED.
- PLEASE RESUME SCHEDULED CLASSES AND SCHEDULES.

***** ALL announcements should be made three (3) times *****

3. Lockout

A Lockout involves securing college buildings and grounds during incidents that pose an imminent concern that are outside of the college. The primary objective of a lockout is to quickly ensure all Staff, students, and visitors are secured in the college building away from the outside danger.

Initiation of a Lockout should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:
 - YOUR ATTENTION PLEASE.
 - THERE IS A SITUATION REQUIRING THE COLLEGE TO LOCKOUT.
 - ALL INDIVIDUALS MAY NOT LEAVE THE BUILDING.
 - PLEASE CONTINUE REGULARLY SCHEDULED INDOOR ACTIVITIES
 - **[INSTRUCTIONS TO BE DEVELOPED BY INCIDENT COMMANDER]**

Important: Do NOT Activate Fire Alarm System to initiate Lockout

- ii. Any outdoor activities should cease and be immediately moved indoors
- iii. As soon as all students and staff are in the building all exterior doors shall be locked
- iv. Normal activity will continue within the building (unless directed otherwise)
- v. It is not necessary to turn lights off or to close blinds (unless directed)
- vi. Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made
- vii. Report any suspicious activity observed either indoors or outdoors to the Campus Director's office
- viii. A lockout will be lifted when notification is made by administration
- ix. Activate other actions appropriate to respond to the situation
- x. Notify appropriate institutional staff (CEO/President/Provost) that a lockout has occurred.
- xi. Designate staff with cell phones to assist with incident
- xii. Contact and coordinate with outside parties (Police, Fire, EMS)

At the conclusion of an incident that required a Lockout, the following actions should occur:
Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE LOCKOUT HAS BEEN RESOLVED.
- PLEASE RESUME SCHEDULED CLASSES AND SCHEDULES.

***** ALL announcements should be made three (3) times *****

4. Lockdown

A Lockdown involves securing the buildings and grounds during incidents that pose an immediate threat of violence in or around the college. The primary objective of a lockdown is to quickly ensure all Staff, students and visitors are secured in rooms away from immediate danger. A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.

Initiation of a Lockdown should involve the following actions and activities:

- i. Announce by intercom system or SchoolCast the following:

- **LOCKDOWN! - LOCKDOWN! - LOCKDOWN!**

If announcement by intercom system or SchoolCast is not possible Staff should raise the alarm and initiate a lockdown by shouting:

- **LOCKDOWN! - LOCKDOWN! - LOCKDOWN!**

- ii. Contact 911
- iii. IF SAFE, faculty and staff should immediately gather students from hallways and areas near room into classroom or office. This includes common areas and restrooms immediately adjacent to classroom.
- iv. Lock all door(s) and have students/staff move to the designated safe area of the room,
- v. REMAIN SILENT at all times
- vi. Leave lights on and blinds as they are. Do not cover door window.
- vii. Activate other actions appropriate to respond to the situation.
- viii. Notify appropriate institutional staff (CEO/President/Provost) that a lockdown has occurred, if possible.

At the conclusion of an incident that required a Lockdown, the following actions should occur:

LOCKDOWN WILL ONLY END WHEN INDIVIDUALS ARE PHYSICALLY RELEASED FROM THE SECURE ROOM OR SECURED AREA BY LAW ENFORCEMENT. DO NOT LEAVE ROOM UNTIL LAW ENFORCEMENT RELEASES.

Instructors and staff should also consider the following additional information to effectively manage their classroom/area during a Lockdown:

- Do not allow anyone, under any circumstance, to leave the secured area
- Do not answer or communicate through the door or classroom phone
- Silence cell phones and limit use to only relay pertinent information to 911, (i.e., description/location of active shooter/victim injuries).
- Do not respond to fire alarm unless actual signs of fire are observed. Doing so could compromise the safety of those already secured
- Document and attend to any injuries to the best of ability
- Take attendance and include additions and missing students' last known location
- Do not respond to Public Address (P.A.) system or other announcements
- If an intruder enters the classroom, use WHATEVER means necessary to protect students and self
- Be prepared to fight for one's life and use physical force or possibly deadly force to stop the intruder; potential tactics include:
 - Moving about the room to lessen accuracy
 - Throwing items (books, computers, phones, etc.) to create confusion
 - Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon such as blunt force objects (fire extinguishers, chairs, etc.) to incapacitate the intruder – FIGHT!
 - Tell students to get out anyway possible – RUN!

5. Evacuation

From time to time, an incident may require a campus to be evacuated. Evacuation should only take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. There are two types of evacuations: On-site and Off-site.

On-site Evacuation

Initiation of an on-site Evacuation should involve the following actions and activities:

- i. Activate Fire Alarm System (if reasonable)
- ii. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:
 - YOUR ATTENTION PLEASE.
 - THERE IS A SITUATION REQUIRING THE NEED TO EVACUATE THE BUILDING.
 - INSTRUCTORS ARE TO TAKE THEIR STUDENTS TO THE PARK LOT AND/OTHER SAFE AREAS OUTSIDE THE BUILDING
 - INSTRUCTORS TAKE YOUR CLASS ROSTER
 - TAKE ATTENDANCE WHEN SAFE TO DO SO
- iii. Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice that the college has been evacuated.

- iv. Notify appropriate institutional staff (CEO/President/Provost) that an evacuation has occurred.
- v. Designate staff with cell phones to assist with incident.

Off-site Evacuation

Initiation of an off-site Evacuation should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:
 - YOUR ATTENTION PLEASE.
 - THERE IS A SITUATION REQUIRING THE NEED TO EVACUATE THE BUILDING.
 - INSTRUCTORS ARE TO TAKE THEIR STUDENTS TO:_____
 - INSTRUCTORS TAKE YOUR CLASS ROSTER
 - TAKE ATTENDANCE WHEN SAFE TO DO SO
- ii. Activate Fire Alarm System (if reasonable)
- iii. Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice that the college has been evacuated
- iv. Notify appropriate institutional staff (CEO/President/Provost) that an evacuation has occurred.
- v. Designate staff with cell phones to assist with incident

At conclusion of incident that required an Evacuation, announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE EVACUATION OF THE CAMPUS HAS BEEN RESOLVED.
- PLEASE RETURN TO THE CAMPUS AND RESUME SCHEDULED CLASSES AND SCHEDULES.

***** ALL announcements should be made three (3) times *****

III. RESPONSES TO SPECIFIC HAZARDS/INCIDENTS

The following tables describe specific hazards and incidents that might occur at the college and roles and responsibilities of various parties. For each hazard and/or incident the table also references the “General Actions in Emergency Situations” that might be initiated to respond appropriately to the hazard/incident.

ANTHRAX/BIOLOGICAL THREAT
AVIATION CRASH BUILDING STRUCTURAL FAILURE
BOMB/EXPLOSIVE THREAT
BUS ACCIDENT
CARBON MONOXIDE
CIVIL DISTURBANCE
CRIMES AGAINST PERSONS
EARTHQUAKE
ELECTRICAL SYSTEM FAILURE
ENERGY SUPPLY LOSS
EPIDEMIC/PANDEMIC
EXPLOSION
FIRE
FLOODING
HAZARDOUS MATERIALS INCIDENT
HOSTAGE SITUATION
HVAC SYSTEM FAILURE
INTRUDER
LOSS OF BUILDING USE
MULTIPLE CASUALTY INCIDENT
MEDICAL EMERGENCIES
NATURAL GAS OR PROPANE LEAK 79
RADIOLOGICAL INCIDENT
SEVERE WEATHER EMERGENCY 84
THREATS OF VIOLENCE
TOXIC EXPOSURE
WATER EMERGENCY

ANTHRAX/BIOLOGICAL THREAT**COMMUNITY RESOURCES**

Department of Health
 State/County Emergency Coordinator
 Local Fire Department
 Local Rescue Squad
 Law Enforcement

RESPONSE ACTION GUIDELINES	AUTHORITY
1. An anthrax threat can be made in the form of a letter, package, container, or telephone call stating that there is anthrax at your location. Contain the threat to as few people and as small an area as possible. Secure the room, close any open windows, and do not let anyone enter until health officials arrive. Note: All occupants in the area of potential exposure must remain securely in place.	Staff
2. Contact the Campus Director by telephone and inform him or her of the threat and notify call 911.	Staff
3. Do not allow anyone in the immediate area handle the object containing the threat. Individuals who came in direct contact with the threat must be advised not to eat, drink, smoke, or rub their eyes, ears, nose, or mouth, or place their hands near their face.	Exposed Individuals
4. Activate the incident command team and establish a command post.	Incident Commander
5. Order a building lock down to ensure that building occupants stay in their classrooms.	Incident Commander
6. Instruct the building custodian/maintenance personnel to turn off the HVAC System.	Incident Commander
7. When Health Officials arrive follow their directions. At that time they may advise the college to evacuate the building. Be prepared to implement one or more of the following plans: College Cancellation/Go Home Early Plan Community and Media Notification Plan Reunification Procedures	Incident Commander
8. Health Officials will establish decontamination procedures for the individuals who were potentially exposed and the space they occupied. Exposed individuals will most likely receive post exposure vaccination for anthrax.	Incident Commander
9. Law enforcement and health officials will advise if any additional precautions need to be taken.	Incident Commander
10. Start aftermath planning for returning to normal operations.	Campus Director

AVIATION CRASH**COMMUNITY RESOURCES**

Local Law Enforcement
Local Fire Department
Local Rescue Squad
County Emergency Coordinator
National Transportation and Safety Board (NTSB)

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon discovery or detection of an aviation crash on college or near college grounds activate the incident command team and establish a command post.	Incident Commander
2. Determine the area of college property affected by the crash.	Incident Commander
3. Move college occupants away from the crash site and away from any area that overlooks the wreckage or debris field. If there is any danger to building occupants evacuate to a safe location.	Incident Commander
4. Dispatch designated staff to establish communications with the incident commander of the emergency response agencies.	Incident Commander
5. In concurrence with local emergency service officials, determine if one or more of the following plans need to be implemented: College Cancellation/Go Home Early Plan Community and Media Notification Plan Reunification Procedures	Campus Director
7. If damage to the building or injuries have been sustained, reference "Structural Failure" or "Multiple Casualty".	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

BUILDING STRUCTURAL FAILURE

COMMUNITY RESOURCES
Emergency Response Personnel Building Codes Official Structural Engineer Insurance Representative Neighboring Colleges Off campus shelter sites

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon discover or detection of an actual or potential structural failure, notify the Campus Director.	Staff
2. Activate the incident command team and establish a command post.	Incident Commander
3. Evaluate the situation. If hazards are imminent evacuate to a safe location and determine if there are injuries.	Incident Commander
4. Identify any imminent hazards and take appropriate remedial action to mitigate as long as it is safe to do so. Barriers may be required to keep occupants out of harm's way or to protect the building from further damage.	Incident Commander
5. In consultation with a buildings code official determine if a structural engineer is need to survey the building. If portions of the building are safe implement on-site sheltering, college cancellation or other appropriate response.	Incident Commander
6. Activate community and media notification plan.	Incident Commander
7. Assess damage to property and determine whether to prepare claims under policies of insurance or Federal or State emergency relief programs.	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

BOMB/EXPLOSIVE THREAT

COMMUNITY RESOURCES
Police Agencies Local Fire Department County Emergency Coordinator Community Resources

RESPONSE ACTION GUIDELINES	AUTHORITY
Upon receipt of a bomb threat: If by <u>telephone</u> , write down information from the caller. Press *57 to lock the phone number in with the phone company. Do not make any other calls from that phone until the police allow you to. If by <u>written note</u> , handle it as little as possible to preserve fingerprints. If by <u>mail/suspicious package</u> , do not open/pull/squeeze/shake/ put under water. Do move people away, notify police, and activate plan. NOTE: Contact person is to remain in Campus Director's office until the police take a statement. This person should be telling the information for the first time to the police. DO NOT discuss the details it with others.	Staff
2. Notify the Campus Director or designated alternate.	Staff
3. Notify State Police	Incident Commander
4. Activate the incident command team and establish a command post. Incident Commander will determine which of the three appropriate response actions should be taken: Sheltering students in an area which has been "sanitized and cleared" Preclearance of the building and maintenance of security to ensure no suspicious objects have been brought into the building Evacuation of building	Incident Commander
5. Before people are directed to move within the building, conduct a visual search of exit routes, evacuation areas to assure safe passage and refuge. Use the public address system. Do not mention "bomb scare". Do not use fire alarm for notification. Report findings to the Campus Director.	Designated Staff
6. When police arrive: Advise them of situation and follow their instructions. They will notify fire department if necessary. Turn control of building over to them.	Incident Commander
7. Upon review of conditions, State Police or fire officials will determine when control of the building is returned to college officials.	Incident Commander
8. In consultation with President of college, determine whether to resume building operations or activate on-site sheltering or Cancellation of Classes as appropriate	Incident Commander
9. Implement community notification procedures (staff, students and parents) and prepare media plan.	Incident Commander
10. Start aftermath planning for returning to normal operations.	Campus Director

BUS ACCIDENT

COMMUNITY RESOURCES
Local Fire Department Local Rescue Squad Local & State Police Insurance Company

RESPONSE ACTION GUIDELINES	AUTHORITY
1. If there is an accident involving a college bus account for all students aboard. Check students for injuries. Do not leave the scene of the accident.	College Bus Driver
2. Keep all students on the bus except in three cases: Conditions exist that could lead to a fire Danger of further collision Danger of drowning	College Bus Driver
3. If evacuation is necessary, relocate students to a safe location at least 100 feet from the bus and out of danger.	College Bus Driver
4. Contact the Campus Director and request emergency assistance. If the radio does not work attempt to obtain access to a telephone and call for assistance.	College Bus Driver
5. The Campus Director or designee will call 911 and request emergency services to the scene of the accident.	Company Director
6. Establish a command center and implement the incident command team. Dispatch personnel to the scene of the accident to establish a forward command post.	Incident Commander
7. In consultation with the emergency response IC on the scene, the team will determine the level of response needed: Activate Community Notification Plan Activate Media Plan Dispatch transportation for uninjured students	Incident Commander
8. If there are injuries dispatch a forward team to the health care facility(s) to meet with family members, and to obtain accurate information on the extent of the injuries.	Incident Commander

CARBON MONOXIDE**COMMUNITY RESOURCES**

Local Fire Department
Gas/Propane Supplier
County Emergency Coordinator
County Health Department

RESPONSE ACTION GUIDELINES**AUTHORITY**

1. Upon suspicion of a gas leak notify the Campus Director.	Staff
2. Direct custodian or Campus Coordinator to investigate the possible leak.	Incident Commander
3. Activate the incident command team and establish a command post.	Incident Commander
4. If it is determined that there is a gas leak, evacuate the building to a safe distance if the leak cannot be controlled.	Incident Commander
5. Relocate the command post outdoors.	Incident Commander
6. In consultation with fire or utility personnel, determine whether to implement the Cancellation of Classes.	Incident Commander
7. Implement community notification and media plan if necessary.	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

CIVIL DISTURBANCE**COMMUNITY RESOURCES**

Law Enforcement Agencies
County Emergency Coordinator
Fire Department
Emergency Medical Services
Local Crisis Intervention Resources

RESPONSE ACTION GUIDELINES	AUTHORITY
At the onset of an actual or potential civil disturbance initiate the college emergency system. Contact the Campus Director and provide the following: Your name? Nature of the incident? The location of incident? How many people are involved? Are there any injuries or property damage?	Staff
2. Notify local law enforcement agency by calling 911.	Campus Director
3. Activate the district incident command team and establish a command post.	Incident Commander
4. Safely determine the extent of the incident.	Incident Commander
5. If the incident necessitates order a building lock down.	Incident Commander
6. When law enforcement personnel arrive provide them with facts related to the incident, and direct them to the location of the incident.	Incident Commander
7. Based upon the advice received from the commander in charge of the incident implement one or more of the following: On Site or Off Site Sheltering Plans College Cancellation/Go Home Plan Community Notification Plan Media Notification Plan	Incident Commander
8. Consult with Law Enforcement, Emergency Coordinator, Crisis Team, and other appropriate parties prior to resuming normal activities.	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

CRIMES AGAINST PERSONS

COMMUNITY RESOURCES
Law Enforcement County Emergency Coordinator Local Fire Department Local Rescue Squad

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon identification of suspected, threatened, potential or actual crimes against persons, (e.g. abuse, assault, hostage-taking, kidnapping, robbery) notify the Campus Director	Staff
2. Notify Law Enforcement by calling 911.	Campus Director
3. Implement the incident command team, and establish a command post.	Incident Commander
4. In the event of ongoing activity, seek to isolate the affected area, or reduce the severity of the event through appropriate risk reduction or crisis intervention tactics.	Incident Commander
5. When Law Enforcement arrives advise them of the situation and follow instructions that are given.	Incident Commander
6. If damage or injuries warrant refer to "Multiple Casualty" procedures.	Incident Commander
7. Depending on the nature of the incident be prepared to implement one or more of the following plans: Off-Site Evacuation Plan College Cancellation/Go Home Early Plan Community Notification Plan Media Plan	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

EARTHQUAKE

COMMUNITY RESOURCES

Law Enforcement
County Emergency Coordinator
Local Fire Department
Local Rescue Squad
Local Red Cross Agency
Volunteer Personnel
College Architect/Structural Engineer
County Building Codes Official

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Provide guidance to students and staff during an earthquake. Indoors: Avoid large open areas; get under a desk or heavy table and hold on to the legs. Do not attempt to leave the building until the shaking stops. Outdoors: Get away from buildings, trees, poles, and overhead wires.	Staff
2. After the shaking stops immediately evacuate to an open area.	Staff & Students
3. Establish an on-site command post and assemble the incident command team.	Incident Commander
4. Take a head count and determine if any students or staff is remaining in the building. Determine the locations of injured or trapped individuals. Do not attempt to provide first aid or move injured persons if it interferes with evacuation procedures.	Incident Commander Staff
5. Attempt to notify Emergency Services Agencies to report damage, injuries, or hazards. If telephone service is not functioning attempt to gain access to a cellular telephone.	Incident Commander
6. Establish a medical first aid station.	Incident Commander
7. Check for fires or other physical hazards, (e.g. downed wires, broken gas, water or sewer pipes) and take appropriate precautions. Shut off valves and switches if it is safe to do so.	Incident Commander Campus Coordinator Custodian
8. Determine whether the building has sustained structural damage. Do not attempt to reenter a damaged building until it has been cleared for occupancy by a building codes official.	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

ELECTRICAL SYSTEM FAILURE

COMMUNITY RESOURCES

Electrical Engineer/Contractor
County Emergency Coordinator
Local Fire Department

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon discovery or detection of electrical system failure which may affect the health and safety of the building occupants notify the Campus Director.	Staff
2. Contact the Custodian.	Campus Director
3. If a hazard exists in an area due to the electrical problem isolate that area as the danger zone.	Campus Director
4. Implement the college incident command team and establish a command post.	Incident Commander
5. Evaluate the cause of the problem and determine if it is off-site or on-site. Determine if critical life-safety systems (e.g., fire detection, smoke/heat detection alarms) have been compromised. If source of the hazard is off-site contact the local utility company to determine probable duration of outage.	Incident Commander
6. Determine if critical operation systems have been affected. These may include the following systems: HVAC, communications, refrigeration, computer, and electronic instrument controls.	Incident Commander
7. In consultation with appropriate college personnel, electrical contractor, and utility company representatives determine whether to curtail or cease building operations as appropriate.	Incident Commander
8. Determine whether to activate the college cancellation and or community notification plan.	Incident Commander
9. Implement appropriate remedial action. Coordinate with emergency services, utility officials, engineers, or contractors as appropriate.	Incident Commander
10. Start aftermath planning for returning to normal operations.	Campus Director

EPIDEMIC\ PANDEMIC

COMMUNITY RESOURCES	
County Emergency Coordinator Local Rescue Squad Health Department Local Hospital CDC (If necessary)	
RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon discovery or notification of a highly contagious disease contact the Campus Director	Staff
2. Implement the college incident command team and establish a command post.	Incident Commander
3. Appoint individual (typically Dean of Nursing) to establish and maintain communications with health officials.	Incident Commander
4. If students and staff become ill while at college isolate them from the general population and make arrangements for medical assessment.	Incident Commander
5. Consult with Department of Health Officials and determine whether to implement <ul style="list-style-type: none"> • Cancel Classes • Close Campus • Notify the Community and the Media Plan Any communications shall adhere to confidentiality and privacy concerns as outlined in the Americans with Disabilities Act and the Family Education Rights and Privacy Act.	Incident Commander
6. Campus Closure: In the event of an Epidemic/Pandemic requires the College to close a physical campus, the Incident Commander will undertake the following: <ul style="list-style-type: none"> a. Analyze the expected time for the closure and determine calendar changes and/or whether education should be shifted to distance learning. b. The following procedures should be implemented in the case where distance learning will be utilized to address the campus closure: <ul style="list-style-type: none"> • <u>Accommodations for students with disabilities during periods of remote instruction:</u> Jersey College will remain committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Campus Director will continue to hold the responsibility to review all requests for accommodations and determine appropriate accommodations under normal procedures outlined in the Academic Catalog. Accommodations already approved prior to the Epidemic/Pandemic will remain in place while the College conducts remote instruction. In the event a modification to an accommodation is required, the College will address such accommodation with the student and ensure the student retains access to their education. Examples of such alterations include, but are not limited to: (i) offering transcription or closed captioning services in place of an in-person interpreter, (ii) providing alternative keyboards or other speech input devices for individuals with mobility impairments, or (iii) providing Telecommunications Relay Services for individuals with speech impairments. • <u>Student support:</u> Normal student support procedures should remain in place to the greatest extent while instruction is being delivered remotely. Normal procedures including, but are not limited to: (i) holding office hours, (ii) continuing regular tutoring sessions, and (iii) providing referrals to the Associate Dean. Instructors and support individuals are encouraged to use available technological resources best suited to the specific interaction, including, but not limited to: (i) videoconferencing, (ii) teleconferencing, (iii) 	Incident Commander President As outlined in this Supplemental Emergency Response Guide under “Organization and Assignment of Responsibilities”, the Campus Director retains authority as the Incident Commander and shall work in conjunction with the President of the College. In the event more than Jersey College campus is closed due to an epidemic, the President shall serve as Incident Commander. The Incident Commander shall develop a Response Team to address with responsibilities over aspects of the college (e.g., instruction, student support, communication, etc.).

<p>text messaging, and (iv) email.</p> <ul style="list-style-type: none"> • <u>Students and employees who may be subject to isolation or quarantine:</u> Students subject to isolation or quarantine should contact their campus to discuss requesting a Leave in accordance with the College's normal procedures outlined the in the Academic Catalog. Employees subject to isolation or quarantine due to such an incident should contact Human Resources to discuss procedures in accordance with the Leaves of Absence policies in the Employee or Faculty Handbook. • <u>Protocols for restricting mass gatherings:</u> Individuals may only access the physical campus in compliance with federal, state and local regulations. Physical presences at campuses should only occur for business critical reasons -- essential for the continuity of education and business activities of the College. In all cases, no physical presence will be permitted in any building of Jersey College unless expressly authorized and approved by the local Campus Administrator/Director, or the President of the College. • <u>Finance and Accounting (continuity of business operations):</u> Finance and Accounting operations shall continue as normal in the event of a campus closure due to an epidemic with employees working remotely. The Campus Director shall designate an individual to regularly retrieve the mail from the campus (including bills and invoices). Payments, deposits, refunds, and other financial processing shall continue under normal procedures, including use of electronic payment, electronic check transmission, and use of third-party servicer(s). Normal policies shall remain in place to the greatest extent possible (e.g., payroll, work schedules, etc.). In the event an amendment to normal policies is needed in order to comply with remote work procedures, such amendments shall be provided to all affected employees. • <u>Recovery protocols for potential loss of students, staff, revenue:</u> The College shall undertake any and all activities to offset student, staff and revenue loss, including but not limited, applying for grants, loans and other governmental offsets related to the event and filing of insurance claims. All such activities will be undertaken using standard business practices and commercially reasonable efforts. • <u>Procedures to procure, store and provide infection prevention supplies:</u> Where possible, the College shall adhere to the normal Purchasing procedures outlined in the Business and Administrative Procedure Handbook. Per the Business and Administrative Procedure Handbook, Campus Directors or their designees are empowered to make emergency purchases "outside of the normal requisition and purchasing process [. . .]. "In the event of an epidemic necessitating the purchase and storage of infection prevention supplies, Campus Directors should undertake Emergency Purchases as necessary to respond to the Epidemic using the Corporate Credit Card. • <u>Alternate site locations:</u> Where allowable by law, statute, rule, regulation, and accreditation standard, the Campus Director shall identify alternate site locations where the College may provide for continuity of learning. • <u>Protection of vital records:</u> In compliance with Jersey College information technology and document storage policies and procedures, all vital records shall be stored electronically during the period of the epidemic. The Information Technology department shall regularly ensure that electronic systems and records are backed up appropriately and that systems are functioning in accordance with expectations. 	
<p>7. Start aftermath planning for returning to normal operations.</p>	<p>Campus Director</p>

EXPLOSION

COMMUNITY RESOURCES	
Law Enforcement County Emergency Coordinator Local Fire Department Local Rescue Squad Local Government	
RESPONSE ACTION GUIDELINES	AUTHORITY
1. Immediately sound the building fire alarm system in the event of an explosion and evacuate the building in accordance with the fire evacuation plan. Ensure that everyone moves a safe distance from the building.	Staff
2. Call 911.	Campus Director
3. Implement the college incident command team and establish a command post.	Incident Commander
4. If damage or injuries have been sustained, refer to "Structural Failure" or "Multiple Casualty" procedures.	Incident Commander
5. Provide Emergency Responders with information about the location of injured persons, building damage, and special sources of hazard (e.g., hazardous materials, energy and power supply locations).	Incident Commander
6. Follow instructions provided by emergency personnel on the scene.	Incident Commander
7. Implement one or more of the following plans as needed: College Cancellation Community Notification Media	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

FIRE

COMMUNITY RESOURCES	
Local Law Enforcement Local Fire Department Local Rescue Squad County Emergency Coordinator Insurance Company Representative	

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon discovery or detection of smoke or fire activate the fire alarm system. If the alarm is activated from an unknown source, proceed as if there is a fire.	Staff
2. Evacuate the building using established fire evacuation procedures. Notify the Campus Director.	Staff
3. Establish a command post and activate the incident command team.	Incident Commander
4. Move all students and staff safely away from the building. Ensure that individuals do not congregate in areas where they may be at risk from responding emergency equipment.	Incident Commander
5. Upon arrival of Fire Department personnel inform their incident commander of the situation and follow any instructions that are given.	Incident Commander
6. If damage or injuries have been sustained, reference "Structural Failure" or Multiple Casualty" in the Building-level Safety Plan.	Incident Commander
7. Depending on the extent of the incident the college may have to implement one or more of the following: College Cancellation/Go Home Plan Sheltering Plans Community Notification Media Plans	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

FLOODING

COMMUNITY RESOURCES
County Emergency Coordinator National Weather Service Local Fire Department Law Enforcement Agencies

RESPONSE ACTION GUIDELINES	AUTHORITY
1. During periods of flood watches or warnings establish a command post and activate the incident command team.	Incident Commander
2. Assign a person to monitor an emergency alert system radio, or to establish communications with the County Emergency Coordinator for weather condition updates.	Incident Commander
3. Based upon Nation Weather Service and/or County Civil Defense advice, implement On-Site Sheltering or Cancellation of Classes.	Incident Commander
4. Implement the Community Notification Plan.	Incident Commander
5. Upon consulting with the County Emergency Coordinator determine if Sheltering Plans or other actions involving the use of the college facilities, personnel or equipment need to be implemented.	Incident Commander

HAZARDOUS MATERIALS

COMMUNITY RESOURCES	
County Emergency Coordinator Local Fire Department HAZMAT Personnel DEC Personnel Emergency Services Personnel	

RESPONSE ACTION GUIDELINES FOR OFF-SITE	AUTHORITY
1. Upon being contacted by local emergency responders; obtain advice as to the size, likely hazard and duration of the spill response.	Campus Director
2. In consultation with Outside Incident Commander in charge of the spill scene determine whether to implement sheltering or evacuation procedures.	Campus Director
3. Activate the college incident command team and establish a command post.	Incident Commander
4. Assign an individual to monitor conditions at the spill site.	Incident Commander
5. Cease all outdoor activities if necessary.	Incident Commander
6. Close off all outside air intakes and close all windows and exterior doors.	Custodian
7. If evacuation is recommended, implement the Cancellation of Classes.	Incident Commander
8. Implement Community Notification Plan.	Public Information
9. Implement Media Plan.	Public Information
10. When advised that it is safe to do so by appropriate response personnel, resume normal college operations.	Campus Director

RESPONSE ACTION GUIDELINES FOR ON-SITE	AUTHORITY
1. Upon discovering or detecting any spill of a hazardous substance or petroleum product, notify the Building Campus Director.	Staff
2. Activate the college incident command team and establish a command post.	Incident Commander
3. Contact emergency services at 911.	Incident Commander
4. Move Students and Staff from an area of potential danger to an area of safety. Ensure that everyone is accounted for.	Incident Commander Staff
5. Close the HVAC system.	Custodian
6. Consult with Emergency Personnel to determine an appropriate plan of action: On or Off-Site Sheltering College Cancellation/Student Release Community Notification Activate Media Plan	Incident Commander Staff
7. Evaluate hazardous material release, with the assistance of Emergency Personnel and contact DEC.	Incident Commander Staff
8. Consult with DEC and develop a plan for cleaning up and disposing of the hazardous material.	Incident Commander Staff
9. Arrange to clean and decontaminate the affected area.	Incident Commander Staff
10. Start aftermath planning for returning to normal operations.	Campus Director

HOSTAGE SITUATION**COMMUNITY RESOURCES**

Law Enforcement Agencies
County Emergency Coordinator
Local Crisis Intervention Resources

RESPONSE ACTION GUIDELINES**AUTHORITY**

1. Upon identification of a hostage situation notify the Campus Director and take steps necessary to isolate and secure the area involved.

Staff

2. Notify Emergency Services by calling 911 and follow their instructions.

Campus Director

3. Activate the district incident command team and establish a command post in a secure location.

Incident Commander

4. Based upon the advice received from law enforcement personnel in charge of the incident implement the following:

Incident Commander

Cancellation of Classes

Community Notification Plan

Media Notification Plan

5. Start aftermath planning for returning to normal operations.

Campus Director

HVAC SYSTEM FAILURE

COMMUNITY RESOURCES

HVAC Contractor or Landlord
Back-up Portable HVAC System

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon discovery or detection of a loss of HVAC, notify the Campus Director.	Staff
2. Notify the landlord (if any) or HVAC contractor of the current situation.	Campus Director
3. Activate the college incident command team and establish a command post.	Incident Commander
4. Evaluate the problem and commence normal remedial response. If extreme cold/heat weather conditions prevail, notify the Staff to curtail building activities that may accelerate heat loss/gain (e.g., close all windows and doors).	Incident Commander
5. Attempt to have contractor/landlord correct problem. If unable to correct, try to determine the anticipated time of recovery. The information shall be passed up the chain of command to the IC.	Incident Commander
6. Determine whether the College Cancellation/Go Home Plan should be implemented.	Incident Commander
7. If the decision is made to cancel classes implement community notification plan.	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

INTRUDER

COMMUNITY RESOURCES

Law Enforcement Agencies
Local Crisis Intervention Resources
County Emergency Coordinator
Local Fire Department
Local Rescue Squad

RESPONSE ACTION GUIDELINES

AUTHORITY

1. Upon identification of an intruder in the building or on college grounds notify the building Campus Director. Provide a description of, and location of the intruder(s).
2. Upon being notified of an intruder(s) order a building lock down, and notify law enforcement by calling 911. Provide the dispatcher with as much information on the incident as possible.
3. Everyone is to remain secured in his or her room until the all clear signal is given. If it is at all possible do not jeopardize anyone's safety with confronting the intruder(s).
4. If a hostage situation develops reference the guidelines for "Hostage" in the emergency management plan.
5. Attempt to make contact with law enforcement upon their arrival and follow their directions.
6. If law enforcement has secured the scene activate the district incident command team and establish a command post.
7. Based upon the advice received from the commander in charge of the incident implement the following:
Cancellation of Classes
Reunification Procedures
Community Notification Plan
Media Notification Plan
8. Start aftermath planning for returning to normal operations.

Staff

Campus Director

All Staff

Campus Director

Campus Director

Incident Commander

Incident Commander

Campus Director

LOSS OF BUILDING USE

COMMUNITY RESOURCES
State and Federal Education Department Accrediting Bodies Licensing Bodies Portable Building Contractor

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon being notified that a college building is uninhabitable notify the Campus Director, establish a command post, and activate the incident command team.	Campus Director
2. Consult with the State and Federal Education Department, Accrediting Bodies and Licensing Bodies on potential relocation of college programs.	Campus Director
3. Determine how many days of college will be canceled due to the loss of the building. Activate one or more of the following plans: Go Home Plan/Cancellation of Classes Community Notification Plan Media Plan Aftermath & Recovery Plan	Incident Commander
4. Explore possible sites to conduct classes while the building is out of use.	Incident Commander
5. Once an alternative site has been established plan the relocation of educational programs.	Incident Commander
6. Notify Staff, Students, and the Community of relocation measures.	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

LOSS OF TRANSPORTATION

COMMUNITY RESOURCES

Transportation Contractors

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon being notified of the extent of college buses that are disabled notify the Campus Director.	Staff
2. If the situation warrants, establish a command post and activate the incident command team.	Incident Commander
3. If notice is provided prior to the start of college make a decision on whether to cancel classes. Activate Cancellation of Classes.	Incident Commander
4. If loss of transportation fleet is due to criminal activity contact your local law enforcement agency.	Incident Commander
5. If buses cannot be repaired immediately, arrange for alternate transportation through lease or contract.	Incident Commander
6. If sufficient transportation cannot be obtained implement Cancellation of Classes.	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

MULTIPLE CASUALTY INCIDENT

Incidents involving serious injury or death to a number of students or staff

COMMUNITY RESOURCES
Local Law Enforcement Local Fire Department Local Rescue Squad County Emergency Coordinator Local Hospital

RESPONSE ACTION GUIDELINES	AUTHORITY
1. If it is safe to do so, uninjured students & staff shall move out of harm's way and report on status of injured persons and injury causing event to the Campus Director.	Staff
2. Call 911.	Campus Director
3. Establish a command post and activate the incident command team	Incident Commander
4. Gather information and evaluate the cause of the incident. Dispatch staff to establish communications with responding emergency agencies.	Incident Commander
5. Determine whether staff can safely be deployed to intervene and minimize the effects of the incident (e.g., Can a fight be stopped, fire put out, gas shut off, provide medical assistance, etc.?)	Incident Commander
6. Upon arrival of emergency personnel, provide information on the extent of damage, locations of injured persons and actions taken. Follow instructions of the incident commander in charge of the response.	Incident Commander
7. Determine if one or more of the following plans need to be implemented: Sheltering Plans Cancellation of Classes Community Notification Plan Media Plan Student/Parent Reunification	Incident Commander
8. Coordinate with the Incident Commander in charge of the scene to assist in the identification of casualties, and establish procedures for determining treatment destinations of the injured parties. Implement procedures for notification of injured parties family members	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

MEDICAL EMERGENCIES

COMMUNITY RESOURCES
Emergency Medical Services Local Health Care Facility Local Hospital County Emergency Coordinator County Health Department

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Identify the affected individual(s). Do not move any individual(s) if a head, neck, or back injury is suspected.	Staff
2. Report the incident to the Campus Director.	Staff
3. Determine if emergency medical service personnel need to be contacted.	Campus Director
4. Call 911, if needed, otherwise return to normal operations (go to 9)	Campus Director
5. Establish a command post and activate the incident command team	Incident Commander
6. Assist emergency medical service personnel, as directed	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

NATURAL GAS OR PROPANE LEAK

COMMUNITY RESOURCES
Local Fire Department Gas/Propane Supplier County Emergency Coordinator County Health Department

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon suspicion of a gas leak notify the Campus Director.	Staff
2. Contact the Custodian to investigate the possible leak.	Incident Commander
3. Activate the incident command team and establish a command post.	Incident Commander
4. If it is determined that there is a gas leak, evacuate the building to a safe distance if the leak cannot be controlled.	Incident Commander
5. Relocate the command post outdoors.	Incident Commander
6. Contact Emergency Services – Fire Department and Police	Incident Commander
7. In consultation with fire or utility personnel, determine whether to implement the Cancellation of Classes.	Incident Commander
8. Implement Community Notification and Media Plan if necessary.	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

RADIOLOGICAL INCIDENT

COMMUNITY RESOURCES
Department of Health County Emergency Coordinator Local Fire Department Local Rescue Squad Law Enforcement

RESPONSE ACTION GUIDELINES	AUTHORITY
1. In the event of either discovering or being informed of a radiological incident contact the Campus Director. Contain the threat to as few people and as small and area as possible. Secure classrooms, close any open windows, and do not let anyone leave the site until you are authorized to do so.	Staff
2. If the incident is discovered by college personnel establish communications and call 911. Contact the Campus Director.	Campus Director or designee
3. Activate the incident command team and establish a command post.	Incident Commander
4. If the source of contamination is on-site do not allow anyone to handle the contaminated object. Individuals who came in direct contact with the contamination must be advised not to eat, drink, smoke, or rub their eyes, ears, nose, or mouth, or place their hands near their face.	Incident Commander
5. Order a building lock down to ensure that building occupants stay in their classrooms.	Incident Commander
6. Instruct the Custodian to turn off the college HVAC System.	Incident Commander
7. When Health Officials arrive follow their directions. At that time they may advise the college to evacuate the building. Be prepared to implement one or more of the following plans: Off-Site Evacuation Plan College Cancellation/Go Home Early Plan Community Notification Plan Media Plan	Liaison Officer Incident Commander Planning & Intelligence Public Information
8. Start aftermath planning for returning to normal operations.	Campus Director

SEVERE WEATHER EMERGENCY

COMMUNITY RESOURCES
County Emergency Coordinator Local Fire Department Local Rescue Squad Local & State Police

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon notification of a National Weather Service severe weather advisory (Severe Weather Watch), notify the Campus Director.	Staff
2. Activate the incident command team and establish a command post.	Incident Commander
3. Assign someone to monitor weather conditions and report back to the IC on a regular basis.	Incident Commander
3. Consult with the County Emergency Coordinator to determine whether to implement the Cancellation of Classes or Sheltering Plan's as appropriate.	Incident Commander
4. Heed the advice of the National Weather Service regarding the type of precautions and sheltering needed to prevent or minimize injury or property damage. Cease all outdoor activity and take shelter inside the building. Keep occupants away from doors and windows. Take shelter in hallways at the lowest level of the building. Do not shelter in large expansive rooms, such as cafeterias and gyms if high force damaging wind is in the forecast.	Incident Commander
5. After the severe weather has subsided, assess the extent of damage or injuries; refer to "Structural Failure" or "Multiple Casualty" procedures	Incident Commander
6. Start aftermath planning for returning to normal operations.	Campus Director

THREATS OF VIOLENCE

COMMUNITY RESOURCES
Local Law Enforcement Local Rescue Squad County Mental Health Resources Local Hospital

RESPONSE ACTION GUIDELINES	AUTHORITY
1. When confronted with an implied or direct threat, attempt to use de-escalation strategies to diffuse the situation. Send student to the Campus Director as needed if needed.	Staff
2. Inform the Campus Director of the threat. The Campus Director will begin to determine the level of threat and may consult with the Campus Emergency Team.	Campus Director
3. If needed call 911. Establish a command post and activate the incident command team.	Incident Commander
4. Monitor the situation, adjusting the college's response as appropriate. Refer the person making the threat(s) to the proper authorities (law enforcement and/or mental health). Reference code of conduct policy.	Incident Commander

TOXIC EXPOSURE

COMMUNITY RESOURCES
Poison Control Center Local Rescue Squad Local Hospital

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Identify person(s) that have been exposed and stricken and notify the Campus Director.	Staff
2. Establish a command post and activate the incident command team.	Incident Commander
3. If a large amount of toxic material is present clear the areas of the building that may be affected. Reference "On-Site Hazardous Materials Incident" in the Building-level Safety Plan.	Incident Commander
4. Determine what caused the exposure and read the label and follow the instructions. Obtain the MSDS and call the Poison Control Center for advice.	Incident Commander
5. If conditions allow, comfort the effected individual(s) and administer appropriate first aid. If conditions warrant call 911 and request medical assistance.	Incident Commander
6. Follow the advice of responding emergency service personnel if they are called to the scene.	Incident Commander
7. Depending on the extent of the incident the college may have to implement one or more of the following: College Cancellation/Go Home Plan Sheltering Plans Community Notification/Media Plans	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

WATER EMERGENCY

COMMUNITY RESOURCES
Local Government Officials Local Water Department Department of Health Bottled Water Supplier Landlord Contractor

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon discovery or detection of water system failure, notify the Campus Director.	Staff
2. Contact the Landlord (if any) or contractor.	Campus Director
3. Establish a command post and activate the incident command team.	Incident Commander
4. Evaluate problem and implement remedial response. If the problem is due to contamination of the water supply contact the local Water Department or Department of Health to determine the extent of the problem.	Incident Commander
5. In consultation with either agency determine if college can stay open. If yes, secure all sources of water used for drinking and cooking, and notify staff and students of the situation. Make arrangements to obtain bottled water. If no, implement College Cancellation and Community Notification Plans.	Incident Commander
6. Contact local media outlets and request public service announcements to notify the public of the current situation.	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

APPENDICES

The appendices are included for the purpose of supplementing or documenting vital information necessary for emergency response.

A. Active Shooter Threat

1. Purpose

The purpose of this appendix is to provide supplemental information and activities to ensure that there are procedures in place to protect students/staff and college property in the event of an active shooter on college grounds or in the college building.

2. Scope

An active shooter or armed assailant on college property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The college is a crime scene and will require a thorough search and processing.

3. Core Functions

In the event of an active shooter, colleges will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep college personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression and to keep students safe.

4. General Response Actions that May be Activated

General responses that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation

In addition, the following other processes and procedures may need to be implemented in responding to the threat:

- Accounting for All Persons
- Reunification
- Communications

5. Activating the Emergency Response Plan

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate this Plan immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 911 should be made if possible.

Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified below:

Incident Commander Actions

- Determine what procedures should be activated depending on the location and nature of the shooter
- Issue instructions, e.g. lockdown or evacuation depending on the situation
- Notify law enforcement, provide location and description of the shooter if possible
- Activate Communications procedures outlined in this Plan
- Coordinate with emergency responders at the command post; provide site map and keys
- Be available to deal with the media and bystanders and keep site clear of visitors
- When it is safe to do so, implement Accounting for All Persons and Reunification procedures outlined in this Plan

Staff Actions

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets
- Make appropriate notifications, provide description and location of the shooter if possible
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification policies

B. Bomb Threat

1. Purpose

The purpose of this appendix is to provide supplemental information and activities to ensure that there are procedures in place to protect students/staff and college property in the event of a bomb threat.

2. Scope

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.

3. Core Functions

In the event of a bomb threat, colleges will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep college personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

4. General Response Actions that May be Activated

General responses that may be activated in the event of an active shooter on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown

In addition, the following other processes and procedures may need to be implemented in responding to the threat:

- Accounting for All Persons
- Reunification
- Communications

5. Activating the Emergency Response Plan

Individual(s) receiving bomb threats should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex.

Incident Commander Actions

- Determine what procedures should be activated depending on the nature of the threat
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation
- Notify law enforcement, provide threat details
- Activate Communications procedures outlined in this Plan
- Coordinate with emergency responders at the command post; provide site map and keys
- Be available to deal with the media and bystanders and keep site clear of visitors
- When it is safe to do so, implement Accounting for All Persons and Reunification procedures outlined in this Plan

- Determine whether college will be closed or remain open

Staff Actions

- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of Staff who are familiar with the building and can recognize objects that do not belong or are out of place
- Do not touch or handle any suspicious object, bag or container
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification policies

Actions of Individual Receiving Bomb Threat

- Immediately notify the Incident Commander
- Keep handling of written threats to a minimum, it may be used as evidence in a criminal investigation and may be processed for fingerprints or DNA
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes

C. Emergency Closing

In the case of severe weather conditions, it may become necessary to close college for the day, or duration of the storm. Every effort will be made to notify students, staff, and the public at the earliest possible hour using the SchoolCast and email notification system. In addition, College closings will normally also be announced on the college website, www.jerseycollege.edu and when possible over local radio and television stations.