

**FORT SCOTT**  
**COMMUNITY COLLEGE**  
**Emergency Action Plan**  
**2018-2019**

***As Updated By:***

***FSCC – CRISIS MANAGEMENT COMMITTEE***

***AFTER HOURS  
CONTACT NUMBERS***

*Jeff Tadtman – WBB Coach, Chair*

*918-635-0098*

*Tom Havron – VP of Students/Athletic Director*

*620-212-9921*

*Julie Eichenberger – VP Finance and Operations*

*620-215-4814*

*Adam Borth – VP Instruction*

*316-249-8555*

*Janet Fancher – VP of Student Services*

*620-224-4852*

*Marci Myers – Director of Student Life*

*620-215-3225*

*Vanessa Poyner – Criminal Justice Instructor*

*620-719-6943*

*Kassie Fugate-Cate – Director of Strategic Communication*

*918-801-5060*

*Jacob Reichard – Director of Institutional Research*

*620-215-2682*

*Deborah Allen – Instructor*

*316-243-4732*

*Santos Manrique – Dean of Crawford County*

*620-249-6898*

*Debra Cummings – Instructor*

*620-249-7549*

July, 2019

## **Emergency Response Team**

The President (or designee) will be the focal point for official emergency communications to the College **Emergency Response Team**. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The President or Dean of Finance and Operations will notify the following College **Emergency Response Team** members as appropriate:

- President
- VP of Student Affairs
- VP of Student Services
- VP of Finance and Operations
- VP of Instruction
- Director of Information Technology
- Director Strategic Communication
- Crisis Management Committee Members

Other individuals may also be contacted when necessary.

## **Preface**

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

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

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

## Table of Contents

<b>Section 1a:</b> Preparation for Emergencies.....	5
Section 2: Major Emergency Purpose and Definitions .....	11
<b>Section 3b:</b> Direction and Coordination.....	15
<b>Section 3a:</b> Emergency Operations Center (EOC).....	15
<b>Section 1b:</b> College Notification System.....	23
APPENDIX A: On/Off Campus Sources of Assistance.....	24
<b>Section 4:</b> Specific Emergency Procedures.....	27
<b>Section 3c:</b> Crisis Management Plan.....	55
APPENDIX B: Homeland Security.....	57
APPENDIX C: Emergency Drills, Shelter and Evacuation.....	60

## **Section 1a: Preparation for Emergencies**

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

### **1.1 The President will:**

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

### **1.2 The VP of Student Life/Athletic Director:**

- Serve as the College's chief safety and security officer.
- Ensure the Emergency Action Plan is fully developed, operational, and institutionalized.
- Ensure compliance with state and federal requirements.
- Serve as the single point of contact for all external emergency response agencies during a disaster at the Fort Scott campus.
- Maintain emergency and evacuation procedures for Fort Scott campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for the Fort Scott campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting, and AED's) are available for the Fort Scott campus.
- Ensure adequate supplies of food and water will be made available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.

- Coordinate annual emergency drills for the Fort Scott campus.
- Maintain and distribute emergency contact information for the Fort Scott campus.
- Will work with the Crisis Management Committee to designate building coordinators.
- Ensure that personnel within the Student Services are made aware of the EAP on a minimum of an annual basis, as well as of substantial changes made to the EAP as needed
- Ensure that students are made aware of the EAP during their orientation sessions with Student Services and other College staff.
- Provide support to Student Services personnel and their tasks within the EAP (Dean of the Miami County and Pittsburg Campuses, VP of Instruction, Registrar, Director of Strategic Communication, Coordinator of Residence & Student Life).
- Ensure collaboration of the College's nursing and allied health personnel, as appropriate, with the EAP and college policies and procedures.
- Ensure instructors are aware of the EAP and their responsibilities within that policy related to emergency situations affecting their instructional area.
- Coordinate with Student Services personnel for safekeeping of student records, and the appropriate dissemination of student information.
- Coordinate with Emergency Operations Center, [EOC] staff regarding the recommendation of resumption of classes and activities after a crisis situation.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how, and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.

- Maintain an active file of helping agencies within the community and names of contact persons.
- Meet, talk and correspond with the parents of students.
- Work with the VP of Student Services to establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.
- Work with the Food Service Director to ensure appropriate emergency plans are in place.
- Ensure CPR training is offered to College personnel and encourage employees from every building to participate.
- Meet, talk and correspond with the parents of student-athletes.
- Assist with emergency drills each semester.
- Coordinate communication between campus officials and traveling teams.

**1.3 The Associate Deans of the Miami County and Pittsburg campuses will:**

- Serve as the single point of contact for all external emergency response agencies during a disaster at their respective campus.
- Maintain emergency and evacuation procedures for their respective campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for their respective campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) are available for their respective campus.
- Ensure adequate supplies of food and water will be made available for their respective campus.

- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Coordinate annual emergency drills for their respective campus.
- Maintain and distribute emergency contact information for their respective campus.

#### **1.4 The Director of Human Resources will:**

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

#### **1.5 The Registrar will:**

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

#### **1.6 The Director of Strategic Communication will:**

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



- Maintain written emergency contact list for press and public entities.
- Work with the President's office on public notification plan.
- Assist the President with dissemination of information as necessary and appropriate.
- Develop sample press releases for various disaster/emergency scenarios.

### **1.7 The Director of Student Life will:**

- Produce a data file that includes emergency contact information of each student residing in the residence halls. The data file will be retained at one site on-campus and one "back-up" file at an off-campus site. Back-up will be filed once per semester.

### **1.8 The Director of Information Technology will:**

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

**1.9 The Food Service Director will:**

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

**1.10 Athletic Trainers will:**

- Record occurrences of food borne illnesses in student-athletes and report to Food Service Director and Dean of Students.
- Assist the Dean of Student Services in his/her requirement to ensure CPR training is offered to College personnel and encourage employees from every building to participate.

**1.11 Building Coordinators will:**

- Will ensure building faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Assist with emergency drills each semester.

**1.12 All Faculty, Staff and Students will:**

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

## **Section 2: Major Emergency Purpose and Definitions**

### **2.1 Purpose**

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

### **2.2 Scope**

These procedures apply to all personnel, buildings, and grounds owned or operated by Fort Scott Community College.

### **2.3 Types of Emergencies**

Types of emergencies covered by this manual are:

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

## 2.4 Definitions of an Emergency

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

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report such emergencies immediately to VP of Finance and Operations at 620-223-2700 ext. 5130 for the Fort Scott Campus or to the Associate Deans of the Miami County Campus at 913-294-4178 or the Pittsburg Campus at 620-231-3690, as appropriate. In either case, a *Serious Incident Report* form should be filled out online at: [www.fortscott.edu/about/index.aspx](http://www.fortscott.edu/about/index.aspx) and routed to the Dean of Finance and Operations.

**Major Emergency:** Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crises. Report a major emergency immediately to the VP of Student Life at 620-223-2700 ext. 7230 for the Fort Scott Campus or to the Associate Dean of the Miami County campus at 913-294-4178 or the Pittsburg Campus at 620-231-3690, as appropriate.

**Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass student/personnel injuries and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed. If available, the President's office will be used on the Fort Scott campus and the VP's office will be used on the Miami County or Pittsburg campus to coordinate disaster response. If not, a suitable site off-campus will be chosen from a list developed in conjunction with the local police department.

In addition, any incident that has the potential for adverse publicity concerning campus resources should be promptly reported to the office of the President at 620-223-2700 ext. 5200 or one of the VP's offices as appropriate. During non-business hours, contact either the VP of Student Life for the Fort Scott campus, or the Associate Dean of the Miami County campus or the Crawford County campuses as appropriate.

Only the College President or his /her designee is authorized to speak directly with the media about such incidents without the prior clearance by the President.

## **2.5 Assumptions**

The College Emergency Action Plan (EAP) is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The series of events in an emergency are not predictable; published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College. Therefore City, County, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **2.6 Declaration of a Campus State of Emergency**

The authority to declare a campus state of emergency rests with the College President or his/her designee as follows:

During the period of any campus major emergency, the VP of Student Life, the Associate Dean of the Miami County campus, or the Crawford County campuses, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Dean shall immediately consult with the President or designee regarding the emergency and the possible need for a declaration of a

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

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

In the event of tornado, earthquake, aftershocks, fire, severe weather event or major disaster occurring on or about the campus, or which involve College property, the President, the VP and/or VP of Operations, and personnel will be dispatched to determine the extent of any damage to College property.

## **Section 3a: Emergency Operations Center (EOC)**

When a major emergency occurs or is imminent, it shall be the responsibility of the President or their Designee to initiate the Emergency recall roster and set up the Emergency Operations Center (EOC) as directed.

The primary EOC for the Fort Scott Campus is office of the President.

The second EOC for the Fort Scott Campus is the office of the VP of Student Life.

The third EOC for the Fort Scott Campus is the office of the VP of Finance and Operations.

The fourth EOC for the Fort Scott Campus is the office of the VP of Instruction.

The off-campus EOC for the Burke Street Campus is the office of the Director of Nursing.

The off-campus EOC for the Miami County Campus is the office of the Associate Dean.

The off-campus EOC for the Pittsburg Campus is the office of the Associate Dean.

## **Section 3b: Direction and Coordination**

### **3.1 Emergency Director**

The President shall direct all emergency operations. In the absence of the College President, responsibility of the operations will be assumed in the following order:

#### **Fort Scott campus**

VP of Student Life; VP of Instruction; VP of Finance and Operations; VP of Student Services; Crisis Team Chair

#### **Pittsburg campus**

Associate Dean of Pittsburg Campus; HVAC/R Instructor; Construction Trades Instructor; Harley-Davidson Technician Training Director;

**Miami County campus:** Associate Dean of Miami County Campus

**Burke Street campus:** Director of Nursing; Migrant Education Program Coordinator

**Fort Scott Cosmetology:** Cosmetology Instructors

The first College employee on site shall assume operational control of the emergency until relieved by a designee.

### **3.2 Emergency Coordinator**

All emergency operations shall be coordinated from the Emergency Operations Center. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College President or his/her designee. The coordination of campus emergency resources is the responsibility of the VP of Student Life who will coordinate all immediate on-campus emergency functions as directed.

### **4.1 Emergency Operations Center Staffing**

**EOC Leadership:** The College President, VP's or their designees will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required. (Incident Command)

**VP of Student Life:** *The VP of Student Life or designee will act as the single point of contact for all external emergency response agencies* including, but not limited to, local police and fire emergency response teams, county emergency management, and any state or federal emergency response activities. During an actual emergency (or disaster simulation), direct emergency radio communications may be made by the Dean or designee, with city or county emergency personnel per existing memos of understanding between FSCC, the city of Fort Scott Fire and Police Departments, and the Bourbon County Emergency Manager. The VP or designee is also responsible for appropriating and directing manpower and equipment to cordon and maintain security in the



affected area, and for furnishing equipment and directing manpower to set up barricades and to support evacuation efforts. Working with local and state emergency agencies, the VP or designee will direct search and rescue operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control. The VP of Student Life, or designee, will be responsible for serving as the liaison with student officers; evacuating and relocating students; establishing an emergency telephone information center to handle calls from parents, will be responsible for communicating with injured students and their families; assigning division staff to assist injured or hospitalized students and their families; writing letters to notify parents of the continuing care that is available to students (which will include local and state agencies, as well as any College-based care); and maintaining follow-up activities such as referrals for help outside the College setting.

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

**The President or Designee:** The President or designee (Director of Strategic Communications) will serve as official spokesperson for the College, and will be responsible for responding to requests from the outside media and for providing news releases to the public.

**VP of Instruction:** The VP of Instruction, or designee, will be responsible for informing faculty; delegating their responsibilities; direct the staff to remain in their department location, if safe; to secure student files and provide student-related information; and will recommend the restarting of classes and activities after a crisis.

**VP of Finance & Operations:** The VP of Finance & Operations or designee will be responsible for notifying risk management and insurance companies about the emergency, and for authorizing purchases of outside services and materials needed for the management of emergency situations.

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

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

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

## 4.2 Field Emergency Command Post

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

<b>Quantity</b>	<b>ITEM</b>
<b>6</b>	<b>Copies of the Emergency Action Plan</b>
<b>2</b>	<b>Copies of the contact list of the Crisis Management Team, Department Heads, etc.</b>
<b>2</b>	<b>Data file students, faculty and staff phone numbers and residential addresses</b>
	<b>Tables, chairs, office supplies (pens, pencils, paper, staplers, paper clips, etc.)</b>
<b>6</b>	<b>Hand held Radio/Walkie-Talkies – for Crisis Management Team</b>
<b>1</b>	<b>Bull horn</b>
<b>1</b>	<b>Battery operated AM/FM Radio</b>
<b>2</b>	<b>Complete Maps of Campuses involved</b>
<b>6</b>	<b>Blankets, pillows</b>
<b>6</b>	<b>Rolls of Toilet paper</b>
<b>4</b>	<b>Bars of Soap</b>
<b>2</b>	<b>3-foot long Pry Bars</b>
<b>2</b>	<b>Large sledge hammers</b>
<b>6</b>	<b>Cots (inexpensive - folding type)</b>
<b>6</b>	<b>Flashlights (no battery type)</b>
<b>1</b>	<b>Coffee Machine with filters, coffee, sugar, creamer, cups, stir sticks, etc. for EOC</b>
<b>6 bags</b>	<b>Plastic knives, forks and spoons</b>
	<b>Sign making material (white boards, with several colors of markers)</b>
<b>1</b>	<b>Flip chart with Easel</b>
<b>1</b>	<b>Up-to-date blueprints of all major building on campus (basements, crawl spaces, etc.)</b>
<b>20</b>	<b>AA size batteries</b>

<b>20</b>	<b>D size batteries</b>
<b>2</b>	<b>Rolls of Duct Tape</b>
<b>2</b>	<b>Rolls of barricade “Police Line, Caution, or Do Not Cross” Tape</b>
<b>1</b>	<b>Small Generator with 5 gals. of fuel</b>
<b>2</b>	<b>25 foot or longer commercial heavy-duty extension cords</b>
<b>1</b>	<b>Photo Copy Machine</b>
<b>1</b>	<b>Computer with printer</b>
<b>1</b>	<b>Satellite Cell Phone</b>
<b>3 days</b>	<b>Supply of fresh drinking water, canned fruit and other non-perishable sealed foods</b>
<b>FIRST AID KITS / SUPPLIES</b>	
<b>1 box</b>	<b>Self-sealing plastic bags</b>
<b>4</b>	<b>Hard Candles (4 packs for 16 total)</b>
<b>10</b>	<b>Infectious Waste bags (red - biohazard bags)</b>
<b>10</b>	<b>Wet – disinfectant tissue packs</b>
<b>6</b>	<b>Whistles</b>
<b>4</b>	<b>Pairs of leather work gloves</b>
<b>4</b>	<b>Emergency Blankets</b>
various amounts of:	<b>Disposable exam gloves, COMPLETE - FIRST AID KIT with manuals, N95 masks, Aspirin, Scissors, Tongue</b>
	<b>Depressors, Towelettes, tweezers, sanitary napkins, tampons, rope, etc.</b>

### **4.3 VP of Finance and Operations - Damage Control:**

The VP of Finance and Operations has the following responsibilities:

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

### **4.4 Public Information Officer: (Director of Strategic Communication)**

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

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

## **Media Contact information:**

### **Contact Information: During Regular Hours**

President's office: 620-223-2700 ext. 5200

Director of Strategic Communication: 620-223-2700 ext. 5248

### **Contact Information: After Hours**

See after hours phone list.

## **Other Guidelines**

- All faculty and staff are advised to report crisis situations to their immediate supervisor. They are also reminded not to speak to the media on behalf of the College.
- The President's Office must be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been requested.
- The President, or designee and the Public Relations department shall confer and decide on the appropriate responses to the media.
- All calls from the media are referred directly to the President's office at 620-223-2700, ext. 5200.
- The College Crisis Management Team will designate a room on campus for press/media representatives, if necessary.

## **Duties of Director of Strategic Communication following an Emergency**

- As soon as is practical, President or Director of Strategic Communication, and/or designee will provide a news release for the media.
- Director of Strategic Communication designee will assist the President, or designee with Fort Scott Police and/or Fire Departments to define media restrictions, parking zones, and areas available for news vans and satellite units.
- President or Director of Strategic Communication designee, where practical, will hold a news briefing that includes information on restricted areas, as well as where, when, and how future briefings will be held.
- President or Director of Strategic Communication designee will provide members of the media with packets of general institutional information (number of employees, students, campus map, etc.).

## **Section 1b: College Notification System**

The telephone is the primary means of emergency notification at Fort Scott Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The College's text message system will be used to distribute and send emergency messages to all subscribers by location. Critical messages will be disseminated via the RAVE messaging system. In addition, the college has hand-held portable radios, which are located in the areas of: Maintenance, Bailey Hall, Hedges Hall, Boileau Hall, and Arnold Arena. With each of these radios, FSCC personnel will have the ability to talk with each other on the FSCC frequency, Fort Scott's local Dispatcher through the LEPC frequency, and on the Kansas Fire Mutual Aid frequency. The radios will also allow for the monitoring of the Fort Scott City Fire and Police frequencies as well as the Weather Information from either Chanute or El Dorado Springs.

The President (or VP's) will be the focal point for official emergency communications to the College **Emergency Response Team**. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The President or VP of Student Life will notify the following College **Emergency Response Team** members as appropriate:

- President
- VP of Finance and Operations
- Director of Information Technology
- Director of Strategic Communication
- VP of Student Life
- VP of Instruction
- Crisis Management Committee
- VP of Student Services

Other individuals may also be contacted when necessary.

**IMPORTANT:** During an emergency, campus phones must be restricted to College official notification. In the absence of phone services, the College's Facilities Department will provide wireless communications (hand-held portable radios) to the emergency response team for local communication. Emergency response team members will be expected to communicate via cell phones as necessary. (*Refer to "After hours – Contact Numbers" found on Page 1 of this document.*)

## **APPENDIX A: On/Off Campus Sources of Assistance**

### 7.1 On-Campus Resources

Skilled workers are available from the Facilities department at all times during normal working hours; members of the Facilities staff are available after hours on call (see After-Hours phone list). They are capable of providing the following emergency services:

- **Utilities:** Repairs and/or shutdown of water, gas, electric and sewage
- **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc.



- **Transportation:** Sedans, vans, trucks and tractors.
- **Emergency Procurement:** Procurement of materials and services can be arranged in direct support of any contingency.

Whom to Contact:

VP of Finance and Operations                      620-223-2700 ext. 5130

Maintenance Department:                      620-223-2700 ext. 4700

After Hours: Refer to the “After Hours Contact Numbers” list found on page 1 of this document.

### 7.1 Emergency Shutdown Procedures:

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

### 7.2 Off-Campus Resources:

#### **NON-Emergency Telephone Numbers:**

DISPATCH: .....	620-223-1700
Fire .....	620-223-2140
Ambulance .....	620-223-7070
Police .....	620-223-1700
County Sheriff .....	620-223-1440

#### ***HOSPITAL EMERGENCY DEPARTMENTS:***

Mercy Health Center - Fort Scott.....	620-223-7070
Via Christi Hospital – Pittsburg.....	620-231-6100
Miami County Medical Center.....	913-294-2327

***Additional Health and Community Help Telephone Numbers:***

AIDS Awareness.....	800-342-AIDS
AIDS Resource Network .....	800-738-AIDS
Alcoholic Anonymous .....	620-431-1064
Child Abuse & Neglect Hotline.....	800-922-5330
DECCA (Ottawa).....	785-242-7100
Federal Bureau of Investigation (FBI) .....	866-327-8200
Kansas Alcohol and Drug Abuse Services .....	620-473-2242
Kansas Alcohol and Drug Abuse Section (SRS) .....	785-296-3925
Kansas Arson/Crime Hotline .....	800-KS-CRIME
Kansas Crisis Hotline (Domestic Violence/Sexual Assault).....	888-363-2287
Kansas Division of Environment (Emergency Spill Response).....	785-296-1679
Kansas Division of Health (Bioterrorism Incident) .....	877-427-7317
Kansas Epidemiologic Services (Reportable Diseases).....	877-427-7317
Kansas State Fire Marshall .....	866-542-9628
Mid-America Poison Control Center.....	800-222-1222
National Institute on Drug Abuse .....	800-662-4357
National Cocaine Hotline.....	800-Cocaine
National Clearing House.....	800 SayNoTo
National Response Center.....	800-424-8802
(Toxic Chemicals Spills, Oil Spills, Terrorist Threats)	
National Runaway Switchboard .....	800-RUNAWAY
National Suicide Prevention Lifeline.....	800-273-8255
Southeast Kansas Mental Health Center – Ft. Scott.....	620-223-5030
Crawford County Mental Health Center.....	620-231-5130
Miami County Mental Health Center.....	913-294-5755
Southeast Kansas Mental Health Center.....	620-431-7890

**Emergency Contacts of Helping Agencies in the Community**

American Red Cross:      Contact Person(s): – Wichita      316-219-4050

**Local Community Churches-**

Apostolic Christian Church	1615 S. Horton	Ft. Scott	223-0373
Apostolic Pentecostal:	1330 215 St.	Ft. Scott	223-6040
Bethel Community Church	1397 155 St.	Ft. Scott	223-5142

Christian Gospel Chapel	2305 Maple Rd.	Ft. Scott	223-2939
Church of Christ	1415 S. Crawford	Ft. Scott	223-4076
Church of Christ	1900 S. Margrave	Ft. Scott	223-2222
Church of Jesus Christ of LDS	2109 Jayhawk Rd.	Ft. Scott	768-0225
Community Christian Church	1919 S. Horton	Ft. Scott	223-1500
Community of Christ	1623 S. Eddy	Ft. Scott	223-2135
Cornerstone Bible Church	1605 Maple Rd.	Ft. Scott	215-4965
First Baptist Church	123 Scott	Ft. Scott	223-3080
First Christian Church	101 S. Judson	Ft. Scott	223-3944
First Church of God	1115 E. Wall	Ft. Scott	223-3862
First Presbyterian Church	308 S. Crawford	Ft. Scott	223-3180
First Southern Baptist Church	1818 S. Main	Ft. Scott	223-2986
First United Methodist Church	301 S. National	Ft. Scott	223-1950
Fort Scott Church of the Nazarene	1728 Horton St.	Ft. Scott	223-0131
Grace Baptist Tabernacle	502 S. Margrave	Ft. Scott	223-3140
Jehovah's Witnesses	1280 245 St.	Ft. Scott	223-2300
Life Point First Assembly of God:	124 E. National	Ft. Scott	223-4170
Mary Queen of Angels Catholic Ch.	705 S. Holbrook St.	Ft. Scott	223-4340
Parkway Church of God	1111 State	Ft. Scott	223-6870
St. John's United Methodist Church	223 S. Little	Ft. Scott	223-0812
Seventh Day Adventist Church	2308 Jayhawk Rd.	Ft. Scott	223-3221
Trinity Lutheran Church	2824 S. Horton	Ft. Scott	223-3596
West Park Church of the Nazarene	1728 Horton St.	Ft. Scott	223-2911

## Section 4: Specific Emergency Procedures

The following specific emergencies are addressed in this section:

- Reporting Emergencies
- Building/Campus Evacuation
- Medical Emergencies
- Pandemic Flu Outbreak
- Fires
- Severe Weather - Closing/Early Dismissal
- Tornado
- Utility Failure
- Suicide/Psychological Crisis
- Violent or Criminal Behavior
- Bomb Threat

- Chemical Spill
- Explosion on Campus
- Civil Disturbance
- Earthquakes

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

## 8.1 Reporting Emergencies

**To report an emergency**, contact the VP of Student Life, (620) 223-2700 ext. 7230 or designee or the Associate Dean of the Crawford County campuses, (620) 231-3690, or the Associate Dean of the Miami County campus, (913) 294-4178 or their designee. If the situation warrants immediate emergency response, dial 911. See After-Hours phone list for contact information in case of emergencies after hours.

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

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

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

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

***KEEP CALM . . . KEEP OTHERS CALM!***

As soon as time permits, fill out the appropriate serious Accident/Incident Form (found on the Employee Pages, <http://www.fortscott.edu/about/index.aspx>) with pertinent information and forward to your supervisor.

## 8.2 Evacuation Procedures

### **8.2a Building Evacuation**

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by a FSCC designee.

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

#### ***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons. See procedures below to assist the handicapped.

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

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

Assembly Points on main campus

Sycamore Apartments

Greyhound Lodge

Burke Street

John Deere

Harley Davidson

Cosmetology

PEC

**DO NOT** return to an evacuated building unless told to do so by the Building coordinator.

### **8.2b Campus Evacuation**

Evacuation of all or part of the campus grounds will be announced by the FSCC Emergency Response team as described.

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

### **8.2c Procedure for Emergency Evacuation of Individuals with Disabilities**

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

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

### **General Guidelines**

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.
- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.

### **“Buddy System” Option**

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

During the first week of class, students on the Fort Scott campus with disabilities that limit mobility are encouraged to disclose their disability to the VP of Student Services. Students should disclose any special assistance that might be required in the event of a fire alarm or other emergency evacuation. The VP of Student Services will work with appropriate staff to then make it part of the emergency action plan to locate and identify the student to the appropriate emergency authorities.

Persons with limited mobility are also encouraged to make acquaintances with fellow students, residents, or class members. When the fire alarm sounds, the “Buddy” will make sure of the location of the person with the disability, and then go outside and inform emergency personnel (Campus authorities, Fort Scott, Crawford County, or Miami County Fire or Police Departments) that a person in a specific location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

If conditions allow, the “Buddy” may choose to assist the person with disability during the evacuation of the building.

***ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION.***

Elevators will stop in the event of a power outage and persons will become trapped inside.

**Evacuation Options**

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.

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

- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Dial 911 for emergency assistance. Give your name, location, and the reason you are calling. Phone lines normally remain in service during most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

**Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal evacuation with their “Buddy” when the alarm sounds. The evacuation “Buddy” should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. Dial 911 for emergency assistance.

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

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

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

## **8.2d Residence Halls**

Boileau Hall has two rooms designated for persons with disabilities: rooms 513 and 515. Greyhound Hall has two rooms designated for persons with disabilities: rooms 209 and 210. At the beginning of each semester, the Director of Student



Life will conduct meetings with their floors to discuss the “Buddy System” as well as other emergency procedures including location of nearest stairwells for exit, nearest fire extinguishers and how to use them, etc.

The Director of Student Life tracks disabled persons residing in the halls and provides this list to the FSCC emergency response team. In the event of a fire alarm, the emergency response team members respond to the disabled persons’ rooms to verify whether they were able to evacuate appropriately.

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

### **8.2e Following Evacuation**

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

### **8.3 Medical Emergency**

If a medical emergency occurs off campus, call 911.

If serious injury or illness occurs on campus, immediately call 911 or the Switchboard during normal business hours. The Switchboard will notify 911 as necessary. As time permits, please call the VP of Student Life, (620) 223-2700 ext. 7230 or designee or the Associate Dean of the Crawford County campuses, (620) 231-3690, or the Associate Dean of the Miami County campus, (913) 294-4178 or their designee. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care. Note: *Only qualified trained personnel should provide first aid treatment (i.e. CPR, AED, etc.).* Use only sterile first aid materials.

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

1. If available, an automated external defibrillator (AED) should be taken to all medical emergencies.
2. Stay calm and quickly assess the situation.
3. CALL 911 (or the Switchboard) *immediately* if the victim is:
  - having trouble breathing
  - has uncontrolled bleeding
  - has injured an extremity (arm or leg) so that it looks obviously deformed
  - is complaining of or appears to be in severe pain
  - is unconscious or has altered consciousness
  - is having a seizure
  - is complaining of neck pain
  - is unable to stand
  - if you need additional assistance and no one else is available to help
4. Do not administer any type of medical treatment if you have not been specifically trained to do so. Do not move the victim unless their current location is causing them harm or is a possible endangerment to their life.
6. If the victim becomes unconscious, is not breathing or has no pulse, follow the guidelines established in the Automated External Defibrillator (AED) Policy and Procedures Addendum to the EAP.
7. Contact others for additional help.
8. Remain calm and help the victim relax; try to keep them warm and comfortable until experienced medical help arrives.
9. Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.
10. Employees injured on the job are required to notify Human Resources and will be directed to seek treatment immediately at physician's office or emergency room for work-related injury care (Worker's Compensation claims).

### **8.3.1 Food Borne Illness Emergency Response Plan**

In the event of an illness caused by food consumed on campus, the FSCC/food service company and production of that food item will be suspended.

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

- Notification of the illness will be given to the Manager of the food service company, VP of Students, and the Director of Student Life.
- The Food Service Manager on campus will begin a food-related incident report. This procedure will be followed including sampling and notification of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection at 785-296-5600.
- Resumption of food service will be at the direction of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection working in conjunction with the food service company.
- The VP of Student Life working in conjunction with the Director of Student Life will coordinate and take necessary steps to ensure college housing residents are provided necessary food supplies.

### **8.3.2 Airborne Illness Emergency Response Plan**

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

- Contact the VP of Student Life
- The VP of Student Life will notify the VP of Finance and Operations and then continue to assist with evacuation and sealing and/or quarantine of the building.
- At Miami County and Crawford County Campuses contact the appropriate Associate Dean.

Persons suffering with respiratory difficulty should be transported to the nearest hospital for evaluation. Any person in respiratory distress (i.e., short of breath, choking, having difficulty breathing) will need emergency medical assistance. Contact 911.

VP of Student Life, (620) 223-2700 ext. 7230, who will contact other Administrative staff as indicated and the College legal counsel.

The Kansas State Infectious Disease Epidemiology and Response will be contacted at 877-427-7317 to begin an epidemiology investigation.

The building will remain sealed until released by the Kansas State Infectious Disease Epidemiology and Response.

In the event of a possible pandemic flu outbreak, the administrator in charge, in conjunction with other emergency operations personnel, will determine the threat level of the current outbreak and take appropriate actions. These actions may include, but not be limited to, the following:

- cancellation of classes, sporting events and/or other public events;
- closure of campus, student housing, and/or public transportation;
- quarantine of affected students and staff.

#### **8.4 Fire**

In all cases of fire, call 911 immediately.

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

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

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

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

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!  
DO NOT USE THE ELEVATORS DURING A FIRE.***

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

Once outside, move to the designated assembly point within the area. Keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and

crews. Remain in your designated evacuation location until cleared by emergency personnel. If requested, assist emergency crews as necessary.

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

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a FSCC Emergency Response Team Member.

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

## **KEEP CALM, AND HELP OTHERS REMAIN CALM**

### **8.5 Severe Weather Closing/Early Dismissal**

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

- Local Radio Stations
  - Fort Scott KMDO/KOMB 1600 AM/103.9 FM
  - Pittsburg KKOW 860 AM/96.9 FM
  - Nevada KNEM/KNMO 1240 AM/97.5 FM
  - El Dorado Springs KESM 1580 AM/105.5 FM
- TV Stations

- KOAM Channel 7
- KFJX Channel 14
- KSNF Channel 16
- KODE Channel 12

Director of Strategic Communications will update the College’s text-messaging system to immediately notify all subscribers of the closing.

## **8.6 Tornadoes**

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

### **8.6.a Definitions**

- **Tornado Watch:** Indicates that conditions exist for a tornado to develop.
- **Tornado Warning:** Indicates that a tornado has actually been sighted or indicated on radar.

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

### **When a tornado warning is announced:**

- Remain calm. Turn on all available televisions and radios to local weather stations.
- The President, VP of Student Life will contact all Building Designees through RAVE and FSCC’s hand-held radios.
- Please do not use the college phone system if possible!
- The Building Designee should go to each room and instruct occupants to evacuate to their designated location until clearance is given.
- Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
- If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or

in a small room on the ground floor that is away from outside walls and windows.

- In the off-campus housing locations, students and staff will move to the following areas:
  - Greyhound Lodge: Basement of the building located down the ramp on the northeast side of the building.
  - Sycamore Grove Apartments: Enter the east doors into the basement of the Medicalodges building, which is located directly to the west of the apartment complex.
- Stay away from windows to avoid flying debris.
- If you are outside and there isn't time to get into a building take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
- ***All occupants should remain in their designated evacuation shelter until clearance is given*** by the Building Coordinator or emergency personnel.

Proceed immediately to the designated storm shelter area for your building and stay there! Stay away from windows.

## DO NOT RETURN TO AN EVACUATED BUILDING

Until you are told it is safe to do so, by a College official.

### 8.6b Building Shelter Plan

FSCC employees will receive notice of possible approaching tornadoes or severe thunderstorms by RAVE. Buildings will be evacuated as follows:

#### GREYHOUND LODGE

Basement of the building located down the ramp on the northeast side of the building.

#### SYCAMORE GROVE APARTMENTS

Enter the east doors into the basement of the Medicalodges building, which is located directly to the west of the apartment complex.

#### BAILEY HALL

Everyone go inside the Round Rooms or to the hallway outside of A 130 and A 132.

#### ARNOLD ARENA

All go to the lower level of the Dick Hedges administration building. If time does not permit, move to the bathrooms in Burris Hall.

#### BURRIS HALL

Move to the lower level of the Hedges administration building. If time does not permit, move to the bathrooms in Burris Hall.

DICK HEDGES ADMINISTRATION BUILDING, BOILEAU HALL, & GREYHOUND HALL  
Take shelter in the lower level of the Hedges administration building.

#### MAINTENANCE BUILDING

Move to the lower level of the Hedges administration building. If time does not permit, move to the bathrooms of the Maintenance Building.

#### ATHLETIC FIELDS

Move to the lower level of the Hedges administration building.

#### BURKE STREET CAMPUS

Take shelter in the main corridor in the Nursing area on 1st floor, with all office and classroom doors closed and the east fire barrier door closed.

#### FSCC COSMETOLOGY

Leave the building and move to the Bailey Hall inside hallway on the east side of the Round Rooms. If time does not permit, move to D-100.

Outside, or in a car or truck, leave your vehicle, lie flat in a ditch or low place, and protect your head

The Building Designees at Fort Scott Community College will consist of the following individuals:

Dick Hedges Administration Building - President, VP of Finance & Operations



Burriss Hall Building – AG Instructor  
Arnold Arena – VP of Student Life  
Bailey Hall – VP of Student Services, VP of Instruction  
Burke Street Campus – Director of Nursing & Allied Health  
Danny & Willa Ellis Family Fine Arts Center – Communications Instructor  
Fort Scott Cosmetology – Cosmetology Instructors  
Boileau & Greyhound Hall – Director of Student Life, VP of Student Life, and RA's  
East Campus – John Deere Instructor  
Miami County Campus – Associate Dean of the MCC  
PEC – Associate Dean of Crawford County Campus  
Harley-Davidson – Director of HD  
HVAC – Director of HVAC  
Construction Trades – CT Instructor

### **8.7 Utility Failure**

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

If there is potential danger to building occupants, or if the utility failure occurs after hours, on weekends or during a holiday, notify the VP of Finance and Operations.

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

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that the elevators are reserved for handicapped persons.

***DO NOT USE ELEVATORS IN CASE OF FIRE.***

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

If requested, assist the emergency crews as necessary.

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

### **8.7a Electrical/Light Failure**

Campus building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is, however, advisable to have a flashlight available for emergencies. Emergency flashlights should be kept in all departments.

- VP of Finance and Operations, (620) 223-2700 ext. 5130

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

### **8.7b Elevator Failure**

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

### **8.7c Plumbing Failure/Flooding**

Cease using all electrical equipment. Contact the VP of Finance and Operations and they will contact the utilities department.

### **8.7d Gas Leak**

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Contact the VP of Finance and Operations and they will contact the utilities department. Immediately vacate the area.

### **8.7e Ventilation Problem**

If smoke odors come from the ventilation system, immediately notify the FSCC Facilities Department at extension 4610 or 4700, or VP of Finance and Operations. If necessary, cease all operations and vacate the area.

## **8.8 Suicide/Psychological Crisis**

**Southeast Kansas Mental Health Center (Ask for Crisis Services): 620-223-5030**

## **National Suicide Prevention Lifeline 800-273-8255**

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

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

If you believe a psychological crisis exists:

IMMEDIATELY call the VP of Student Life at 620-223-2700 ext. 7230. After hours, call the VP of Student Life at 620-212-9921 (cell) or designee. Either the Associate Dean of the Crawford County campuses, (620) 231-3690, or the Associate Dean of the Miami County campus, (913) 294-4178 or their designee. If cannot reach a College employee immediately, call 911.

- Clearly state that you need immediate assistance, give your name, your location, and the area of campus involved.

### ***NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.***

If a suicide attempt is verbalized:

1. Remain with the person unless you believe you are at risk with the person.
2. Enlist the help of others in the immediate area if possible.
3. Contact the VP of Students at 620-223-2700, ext. 7230 or designee. At Pittsburg campus: the Associate Dean of the Crawford County campuses, (620) 231-3690 or at the Miami County campus: the Associate Dean of the Miami County campus, (913) 294-4178 or their designee.
4. In Fort Scott contact the mental Health Center at 620-223-5030 and ask for crisis services. Crawford County Mental Health Center at: 620-231-5130, Miami County Mental Health Center at: 913-294-5755, and Southeast Mental Health Center in Fort Scott: 620-223-5030. For other areas in Southeast Kansas Mental Health Center at: 620-431-7890.

Crisis staff at the mental health center will ask questions to initially assess risk. They may direct you to take the person to the mental health center or local hospital for further evaluation. If you are unable to safely transport the person, contact local law enforcement for assistance.

**If a suicide attempt is made:**

1. Call 911.
2. Call the VP of Students at 620-223-2700, ext. 7230 or designee. After hours, call the Dean of Students at 620-212-9921 (cell) or designee. Either the Associate Dean of the Crawford County campuses, (620) 231-3690, or the Associate Dean of the Miami County campus, (913) 294-4178 or their designee.
3. Remain calm and try to get the victim to relax.
4. Get as much information as possible so you can share it with emergency care providers when they arrive.
5. Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.
6. Stay with the victim until the ambulance arrives.

### **8.9 Serious Violent or Criminal Behavior**

- Call 911
  
- Call **Fort Scott Campus:** VP of Students (620) 223-2700 ext.7230

**Miami County Campus:** Associate Dean of the Miami County campus, (913) 294-4178 or their designee.

**Pittsburg Campus:** Associate Dean of the Crawford County campuses, (620) 231-3690, or their designee.

Promptly notify the VP of Students as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by promptly reporting them.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the VP of Students or the appropriate Dean on campus.

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

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

### **8.9a What To Do If Taken Hostage**

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

## 8.10 Bomb Threat

If you become aware of a bomb threat:

**Fort Scott Campus:** VP of Student Life (620) 223-2700 ext.7230 or the VP of Finance and Operations (620) 223-2700 ext. 5130

**Miami County Campus:** Associate Dean of the Miami County campus, (913) 294-4178  
or their designee.

**Pittsburg Campus:** Associate Dean of the Crawford County campuses, (620) 231-3690 or their designee.

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

### **If you receive a bomb threat over the telephone:**

- Remain calm, courteous, and professional. Do not place caller on hold or attempt to transfer the call.
- Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen into the conversation.
  - Attempt to ask the caller the following questions and write down the answers as possible:
    - o When is the bomb going to explode?
    - o Where is the bomb located?
    - o What kind of bomb is it?
    - o What does it look like?
    - o Why did you place the bomb?

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

- The time of the call
- The age and gender of the caller
- The caller's speech pattern, accent, etc.
- The emotional state of the caller
- Any background noise you are able to hear
- Any other characteristics of the caller that you noted

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

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

***DO NOT TOUCH THE OBJECT!***

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

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

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

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons.

Do not use elevators in case of fire.

***REMAIN CALM, AND HELP OTHERS TO REMAIN CALM.***

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

If requested, assist emergency crews as necessary.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by the Fort Scott Police Department.

## **8.11 Chemical Spill**

If you observe or suspect that a chemical spill has occurred, contact the FSCC Facilities Department at extension 4610 or 4700.

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

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

### **8.11a Procedures for Unintentional Releases (Spills) of Potentially Hazardous Substances**

#### **Small Releases of Relatively Nontoxic Materials**

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

If the person(s) working with the material believe that they are unable to remediate the spill, they should immediately contact FSCC Facilities Department at extension 4610 or 4700.

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

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



- The material is considered to be caustic (acidic or basic)
- The material is flammable
- The material has a significant vapor pressure (a noticeable odor)

Whenever any of these materials is spilled, the area must immediately be cleared of all students and all nonessential employees. If the person(s) working with the material can *safely* remediate the spill, they should do so as soon as the area is cleared of all nonessential persons. If the spill cannot safely be remediated by the person(s) working with the material, contact FSCC Facilities Department at 620-223-2700 extension 4610 or 4700.

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

### **8.11b Any Release of Any Highly Hazardous Material**

Highly Hazardous Materials are those that have the following characteristics:

- Are toxic gases
- Are liquids with high vapor pressures and toxic vapors
- Can be reasonably expected to be an imminent fire hazard

If a highly hazardous material is spilled or released, the building must immediately be cleared, contact the FSCC Facilities Department.

Department will be responsible for contacting state and federal emergency response teams if necessary.

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

**NOTE:**

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

### **8.12 Explosion on Campus**

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

- Immediately take cover under tables, desks, and other objects that will protect you from falling glass or debris.
- After the immediate effects of the explosion and or fire have subsided, call 911 either using the College phone system or your personal cell phone. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded or when you are told by College officials to leave or emergency response personnel, walk quickly to the nearest marked exit and advise others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons.

***DO NOT USE ELEVATORS IN CASE OF FIRE.***

***REMAIN CALM.***

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

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

If requested, assist emergency crews as necessary.

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

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

**8.13 Civil Disturbance or Demonstrations** Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive.

A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the Student Handbook). Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal College activities and functions. (Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency, fire, or police operations
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others

If any of these conditions exist, the VP of Student Life. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

#### **8.13a Peaceful, Non-Obstructive Demonstrations**

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

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

#### **8.13b Non-Violent/Violent, Disruptive Demonstrations**

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

- The VP of Student Life will immediately contact the President and then proceed to the scene. If demonstrators have not discontinued their violations, the VP will ask the demonstrators to leave or to discontinue their violations of the Code of Conduct.

- If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and/or possible intervention by police authorities.
- Efforts, including the taking of photographs if necessary, should be made to secure positive identification of demonstrators violating the Code of Conduct in order to facilitate later investigation.
- The VP of Student Life and the President will determine the need for police intervention.
- If determination is made to seek police intervention, the demonstrators will be so informed.
- Upon arrival of the Fort Scott Police Department, the remaining demonstrators will be warned of the Police Department's intention to arrest.

### **8.14 Earthquake**

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

- **If Indoors:** Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- **If Outdoors:** Move quickly away from buildings, utility poles, and other structures.

**CAUTION:** *Always avoid power or utility lines as they may be energized.*

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the initial shock, evaluate the situation and if emergency help is necessary, call 911.

Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to the VP of Finance and Operations.

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



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

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for use by the handicapped persons.

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

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

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

## Section 3c: Crisis Management Plan

### 9.1 Introduction:

Whether “minor”, “major” or a “disaster” once the emergency event has passed, communication is key to maintaining control and order. Refer to page 13 of the Duties of Public Relations following an emergency to determine what information will be released.

### 9.2 Death and/or Serious Injury:

The death or serious injury to a student or staff member by accident, illness or suicide has the potential for disrupting the school environment. The response to these crises should be time-related, problem-focused interventions designed to determine the facts, disseminate accurate information, restore equilibrium, and support productive, appropriate responses.

### 9.3 The Crisis Management Team:

<i>Jeff Tadtman – WBB Coach, Chair</i>	<i>918-635-0098</i>
<i>Clayton Whitson – Speech Instructor, Co-Chair</i>	<i>620-249-1175</i>
<i>Tom Havron – VP of Students/Athletic Director</i>	<i>620-212-9921</i>
<i>Julie Eichenberger – VP Finance and Operations</i>	<i>620-215-4814</i>
<i>Adam Borth – VP Instruction</i>	<i>316-249-8555</i>
<i>Janet Fancher – VP of Student Services</i>	<i>620-224-4852</i>
<i>Marci Myers – Director of Student Life</i>	<i>620-215-3225</i>
<i>Vanessa Poyner – Criminal Justice Instructor</i>	<i>620-719-6943</i>
<i>Kassie Fugate-Cate – Director of Strategic Communication</i>	<i>918-801-5060</i>
<i>Jacob Reichard – Director of Institutional Research</i>	<i>620-215-2682</i>
<i>Deborah Allen – Instructor</i>	<i>316-243-4732</i>
<i>Santos Manrique – Dean of Crawford County</i>	<i>620-249-6898</i>
<i>Debra Cummings – Instructor</i>	<i>620-249-7549</i>

#### **9.4 Death or Serious Injury**

In the event of a staff and/or a student(s) death or serious injury, the suggested steps are:

- Verify the information concerning the death or serious injury of a student or staff member.

**[NOTE: NO unofficial messages or postings on social media outlets or the dissemination of information by any means will be made until an official statement is issued by the President or his/her designee.]**

- Contact the SE Kansas Mental Health Center. Primary point of contact is 620-431-7890, ask for Crisis Services
- Prepare formal statements or announcements. [NOTE: It is important to provide facts so as to reduce rumors.]
- Designate rooms to be used for counseling.
- Identify other/additional students, staff, and parents likely to be affected by news.
- Make official announcement.
- Provide grief support for students and staff.
- Provide substitute faculty as needed.
- In case of death, provide funeral/visitation information if affected family has given permission.
- Send college official for representation if feasible.
- Make arrangements for counselors or administrators to visit selected classes as needed and to speak personally to staff members.
- Notify faculty, athletics and Residence Assistants for students who exhibit evidence of emotional distress.

#### **9.5 Memorials**

The Crisis Management Team will recommend whether to hold a memorial, vigil or other service for the deceased and/or injured. Appropriate on and/or off campus facilities will be utilized. Memorial/grieving services should be held within 48 hours of the deceased's departure if at all possible.

#### **9.6 Dismissal of Classes**

Depending on the level of the emergency, the President or his/her designee may recommend the dismissal of classes.



## **APPENDIX B: Homeland Security**

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

### **Q: How is FSCC preparing for homeland security?**

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

### **Q: Is FSCC prepared for different kinds of emergencies?**

A: The College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the FSCC Crisis Management team, Fort Scott Police and Fire Departments, city, county and state agencies, the Red Cross and FEMA, the College has access to an abundance of resources.

### **Q: What physical resources will be available for persons on campus?**

A: Food, water, and shelter will be provided for all persons restricted to the campus. Staff from the Office of Student Services will coordinate the access of these resources in cooperation with the VP of Student Life and general manager of Food service company food services. In the event of catastrophic event and food services are unavailable, a limited amount of water and food rations are maintained for such emergencies.

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

- **Baseball field/Softball field/Turf Practice Field** - If you are located on the baseball fields, softball fields or turf practice field, please proceed to the north parking lot of Greyhound to park vehicles and go into the entrance door to the basement of the Dick Hedges Administration Building and await further instructions.

- **Residence Halls** - If you are located in a residence halls, the Dorm Director and RA's, along with other staff, will come to advise students.
- **Arnold Arena –Rodeo Arena** -If you are in the weight room, gym or Rodeo Arena please proceed to the Dick Hedges Administration Building's basement and await instructions.
- **Bailey Hall – Vocational Building** - If you are located in Bailey Hall or the Vocational Building, please go to the Round Rooms in Bailey Hall and await instructions.
- **Danny & Willa Ellis Fine Arts Building** – If you located in the Fine Arts Building please go to the Round Rooms in Bailey Hall and await instructions.
- **Dick Hedges Administration Building** – If you are in the Dick Hedges Administration Building please process to the basement and await instructions.

We will use all means available to communicate with students, faculty, and staff, including voice mail, electronic mail, text-messaging, electronic messaging screens and campus pcs, walkie-talkies, bull-horns, and person-to-person messengers assigned those responsibilities.

**Q: How can students and parents obtain information?**

A: The College will do its best in an emergency to maintain telephone communication. The FSCC Web site ([www.fortscott.edu](http://www.fortscott.edu)) will carry pertinent information. There will also be updated information on the College main switchboard number 620-223-2700. Critical messages will be disseminated via the RAVE text messaging system.

**Q: What can you do to help right now?**

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

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

You can also help by following these normal security procedures:

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

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

- **Sign up for RAVE at [www.fortscott.edu](http://www.fortscott.edu) under the Quick Links section by clicking on “FSCC Alerts!”**

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

A. Call the VP of Student Life 620-223-2700 ext. 7230, VP of Finance & Operations 620-223-2700 ext. 5130, VP of Instruction 620-223-2700 ext. 3400 or assigned designee.

**A Special Message to International Students and Families**

Please be assured that special concern and care will be given to you and your families during these times of uncertainty. The International Student Office provides support to all international students, and can be contacted at 620-223-2700 ext. 3220 or [larrys@fortscott.edu](mailto:larrys@fortscott.edu).

Key contacts are the VP of Student Services at 620-223-2700, ext. 3620 and the Director of Student Life at 620-223-2700, ext. 3526.

In the event that telephone communication is disrupted because of increased calling traffic, family and friends should know that the College e-mail system is usually operational and may be the most efficient way to maintain contact. The FSCC website [www.fortscott.edu](http://www.fortscott.edu) will be updated as needed.

**National Terrorism Advisory System (NTAS)** When the *National Terrorism Advisory System* announces a security alert the College will act promptly to notify all constituents.

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. (Source: NTAS website, [www.dhs.gov/alerts](http://www.dhs.gov/alerts))

Current NTAS Alerts can be found at the following link:  
<http://www.dhs.gov/files/programs/ntas.shtm#current>

### **APPENDIX C: Emergency Drills, Shelter and Evacuation**

Periodically, emergency drills will be performed in each building. The Crisis Management Committee will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

BUILDING	BUILDING COORDINATOR	TORNADO/SEVERE WEATHER SHELTER
Bailey Hall	VP of Student Services and VP of Instruction	Students will follow directions by FSCC Instructors to move to designated areas
Arnold Arena	Athletic Director	Take shelter in the basement of Hedges Administration Building
Burriss Hall	AG Instructor	Take shelter in the basement of Hedges Administration Building
Sycamore Apartments	Resident Assistant	Medicalodges Basement Entrance, located directly west of the complex
Greyhound Lodge	Resident Assistant	Basement of complex, located down the ramp on the NE side of the building

Boileau Hall	Director of Student Life Resident Assistants	Take shelter in the basement of Hedges Administration Building. If time does not permit, first floor residents should take cover in their closet and second floor residents should move to the first floor hallway between Rooms 406-412 and 415-420
Hedges Administration Building	President and VP of Finance and Operations	Take shelter in the basement of the Hedges Administration Building
Greyhound Hall	Director of Student Life Resident Assistants	Take shelter in the basement of the Hedges Administration Building
Burke Street Campus	Director of Nursing, Directors of HEP	Take shelter in the main corridor in the Nursing area on the first floor, with all office and classroom doors closed and the east fire barrier door closed
East Campus	John Deere Instructors	Take shelter in interior classroom
FSCC Cosmetology	Instructors of Cosmetology	Take shelter in Bailey Hall in Room A-130. If time does not permit stay in the building in Room D-100
Danny & Willa Ellis Family Fine Arts Center	Communications Instructor	Take shelter in the hallway by the Green Room and in the Theatre Restrooms
Miami County Campus	Associate Dean of the Miami County campus	
Pittsburg Education Center	Associate Dean of the Crawford County campuses	
Construction Trades Building	Construction Trades Instructor	
Harley-Davidson Technician Training Center	Director of Harley-Davidson	

Revised: July - 2018