

BRCC ALL HAZARDS EMERGENCY RESPONSE PLAN

Crime Prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. It is impossible to list specific measures that will protect you from every threatening situation that may arise. Instead, we hope to provide useful strategies & safety tips and teach you how to think "crime prevention" on a daily basis.

EMERGENCY PROCEDURES
IN ACCORDANCE WITH THE
NATIONAL INCIDENT
MANAGEMENT SYSTEM
(NIMS)

TABLE OF CONTENTS

ALL HAZARDS EMERGENCY RESPONSE POLICY STATEMENT

1.0 BASIC PLAN OVERVIEW & PURPOSE

- 1.1 List of Assumptions
- 1.2 Concept of Operations
- 1.3 BRCC Incident Command Structure
- 1.4 About the BRCC Emergency Response Plan
- 1.5 Crisis Communication Team/ Members/Key Personnel
- 1.6 NIMS/ICS and Crisis Communication Team
- 1.7 Accommodations for Disabilities
- 1.8 Coordination with External Emergency Resources

2.0 EMERGENCIES DEFINED

- 2.1 BRCC Campuses & Non-Contiguous College Properties
- 2.2 Citations to Legal Authority
- 2.3 Reviewing, Exercising and Updating the Plan

3.0 SPECIFIC EMERGENCY INCIDENTS & PROTOCOL

- 3.1 Emergency Situations
- 3.2 Emergency Transportation and Messages
- 3.3 Fire Alarms & Procedures
- 3.4 Bomb Threats & Procedures
- 3.5 Hurricane Procedures
- 3.6 Tornado Procedures
- 3.7 Crisis Behaviors
- 3.8 Illnesses on Campus
- 3.9 Active Shooter
- 3.10 Hostage Situation
- 3.11 Criminal Activity/Threats of Violence
- 3.12 Medical Emergencies & Procedures
- 3.13 Elevator Emergency
- 3.14 Utility Failure
- 3.15 Hazardous Material Incidents
- 3.16 Business Continuity Operations Plan
- 3.17 Inclement Weather/ School Closure
- 3.18 Lockdown
- 3.19 Shelter in Place
- 3.20 Building/Campus Evacuation

ALL HAZARDS EMERGENCY RESPONSE POLICY STATEMENT

Baton Rouge Community College adheres to the National Incident Management System (NIMS), a set of Federal principles which identifies steps for improved co-ordination of Federal, State, local, and private-sector resources in responding to incidents. Accordingly, as required by NIMS, the college utilizes the Incident Command System (ICS), a standardized approach for on-scene emergency and hazard management. These procedures when implemented can reduce the risk of injury or loss of life to ***employees, students, and visitors*** in the event of an emergency at the college.

The Crisis Communication Team at Baton Rouge Community College is the group charged with executing the college's emergency response and evacuation procedures in the event of an incident on campus and make appropriate recommendations to the Chancellor of the College (or designee) for action. Through this Plan, the College seeks to minimize the risk and prevent the severity of such emergencies in an effort to ensure the safety of our students, employees and neighbors in the local community.

While the College seeks to avoid all campus emergencies, if such emergencies arise, it is the College goal to efficiently, skillfully and safely manage an emergency response in collaboration with local authorities.

Each employee is obligated to immediately report any potentially unsafe condition or work practice to the proper authority, and take effective temporary action to minimize any risk to the employee, students, and to others. Any student or employee who fails to adhere to the guidelines, policies and procedures as outlined in the ***BRCC All Hazards Emergency Response Plan*** or individuals that willfully or repeatedly violate workplace safety rules may be subject to disciplinary action. Disciplinary action may include verbal or written reprimands, suspension, demotions, criminal charges for action violating the Louisiana Revised Statutes, and termination of employment.

A fundamental objective of the College is to provide a comprehensive Emergency Response Plan with *specific emergency protocols* that meets all Federal, state, and local laws for our constituents. Therefore, employees, students, and visitors of the College must accept personal responsibility for their own safety and well-being by reporting hazardous conditions or incidents that pose an immediate or on-going threat to the health or safety of the College.

DR. ANDREA LEWIS MILLER
CHANCELLOR

This page intentionally left blank

1.0 BASIC PLAN OVERVIEW & PURPOSE

The purpose of the BRCC All Hazards Emergency response Plan is to provide guidance to the Campus Community on the colleges' response to a variety of emergencies that may occur on or near campus. An emergency (*minor, major, or disaster*) can occur at any time and without warning. The All Hazards Plan is also a management tool used to facilitate a timely, effective, and coordinated emergency response with local emergency response agencies to incidents at all BRCC Campuses and locations.

1.1 LIST OF ASSUMPTIONS

The following assumptions are applied throughout this plan:

- Emergencies at BRCC Campuses and Non-Contiguous Properties may occur at any time of year, any day and at any time, with/without warnings;
- Emergencies at BRCC Campuses and Non-Contiguous Properties may be caused by an accident, a natural disaster, or criminal behavior by an individual or group;
- BRCC locations are positioned in both urban and rural areas; All BRCC locations consist of well-trained first responders equipped to handle emergencies, including responsive police, emergency medical services, and fire departments;
- BRCC relies upon local law enforcement and other emergency responders to assist in carrying out crime prevention activities and in planning emergency response procedures, protocols and strategies;
- Local law enforcement and first responders in the applicable jurisdiction handle emergencies occurring at BRCC locations without a presence of BRCC Campus Police, BRCC Constituents (*faculty, staff, students, visitors*). In such cases, BRCC constituents are governed by the direction and commands provided by local law enforcement and other first responders according to established policies and procedures governed by the respective Agencies.

1.2 CONCEPT OF OPERATIONS

By virtue of this All Hazards Emergency Response Plan, the College intends to prepare for and adequately respond to any campus emergency. This Plan may be activated when an emergency, defined as minor, major or disaster has been declared. The Emergency Response Plan will then be utilized as a decision-making tool and general framework for intelligence collection, information dissemination, and a programmed response.

All College emergency operations are guided and the key response principles, roles and structures are organized within the framework of the National Incident Management System (NIMS) model. The Incident Command System (ICS) is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of a single or multiple incident without being hindered by jurisdictional boundaries.

A. NIMS defines several important roles including, but not limited:

Incident Commander: The incident Commander has the overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as the post event assessment. Command Staff and General Staff report directly to the Incident Commander. These positions are established to assign responsibility for key activities. The Incident Commander and Command Staff operate out of one Emergency Operations Center (EOC).

- **Public Information Officer:** The Public Information Officer communicates up-to-date and accurate information on the status of the situation to the College community, media, general public, and key agencies.
- **Liaison Officer(s):** The liaison officer(s) are the point(s) of contact for government representatives, nongovernment, and private entities.
- **Safety Officer:** The safety officer monitors and evaluates all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel.
- **Additional Incident Command Staff:** Based on the nature of the emergency, College personnel may be called to operate out of the EOC and report to the incident Commander.

1.3 BRCC INCIDENT COMMAND STRUCTURE

Homeland Security Presidential Directive (HSPD-5): **Management of Domestic Incidents** is a federal mandate that specifically *requires "School Districts"* under the definition of local governments to utilize and implement the National Incident Management System / Incident Command System (NIMS/ICS) in their planning and response. The purpose is to provide a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Moreover, the U.S. Department of Homeland Security and Education recommends all key personnel involved in school emergency management and incident response take the NIMS/ICS training course and support the implementation of NIMS. These individuals (**key personnel**) will receive training based on their roles and responsibilities in the overall emergency management program as well as the specific responsibilities related to emergency preparedness, incident management, or response.

In addition to risk assessment, our overall goal is to provide instruction on ways the college can reduce and minimize the impact of violent situations, specifically involving an active shooter. This requires a top down commitment to ensure the right resources are allocated to prevention and appropriate intervention programs on behalf of the institution as a whole.

1.4 ABOUT THE BRCC EMERGENCY RESPONSE PLAN

The College's Crisis Communication Team, in co-ordination with local, regional, and state emergency preparedness/response efforts, has developed Baton Rouge Community College's All-Hazard Emergency Response Plan. These procedures are reviewed, tested, and revised (if necessary) annually. The Chancellor of Baton Rouge Community College has approved this plan for the institution; accordingly, it has been made available to all faculty and staff members, in addition to being posted throughout the college's facilities.

1.5 CRISIS COMMUNICATION TEAM/MEMBERS/KEY PERSONNEL

The Crisis Communication Team at Baton Rouge Community College is the group charged with executing the college's emergency response and evacuation procedures in the event of an incident on campus and make appropriate recommendations to the Chancellor of the College (or designee) for action.

A. CRISIS COMMUNICATION TEAM MEMBERS & KEY PERSONNEL

The Crisis Communication Team is led by the Chief of Police, and comprised of the Vice Chancellor of Administration & Finance; Executive Director of Facilities & Risk Management; Environmental Safety Manager; Vice Chancellor for Enrollment Management & Student Support and Vice Chancellor of Academics and a primary core of individuals and additional staff support. The Chancellor of the College and Special Assistant to the Chancellor for Media Relations will be centrally involved in each emergency response.

The incumbents in these positions constitute the primary core of the Crisis Communication Team:

- Chancellor
- Vice Chancellor of Administration & Finance
- Vice Chancellor of Academics
- Vice Chancellor for Enrollment Management & Student Support
- Chief Information Officer
- Special Assistant to the Chancellor for Media Relations
- Chief of Police
- Executive Director of Facilities and Risk Management
- Environmental Safety Manager

The incumbents in the following positions constitute an additional staff support group to be called upon to provide expertise, depending on the need:

- Assistant Director of Facility Services
- Associate Director of Facility Services
- Assistant Director of Public Relations
- Campus Safety Personnel (Police Officers, Police Radio Dispatchers, Guards)
- Environmental Safety personnel
- Supporting Staff -Office of the Chancellor
- Supporting Staff- Chief Information Officer

The Office of Environmental Safety and the BRCC Police Department actively monitor the campus for hazardous conditions. In the case of inclement weather or naturally-occurring conditions that can develop into emergencies, the Office of Environmental Safety will monitor weather conditions to establish the safety of our students, employees, and visitors for all BRCC locations. In such cases, the Crisis Communication Team is notified, and in consultation with other members, recommendations to cancel classes and/or close the College or other safety measures considered to ensure the safety of our constituents.

The BRCC Police Department is responsible for emergencies or incidents reported that pose an immediate or on-going threat to the BRCC Community. Upon confirmation, the Crisis Communication Team is notified and such incidents are assessed to determine if additional resources are needed to maintain the safety of all constituents of the College.

1.6 NIMS/ICS AND THE CRISIS COMMUNICATION TEAM

The Crisis Communication Team has implemented the National Incident Management System (NIMS) and the Incident Management System (ICS) developed by the U.S. Department of Homeland Security (DHS) as the official incident management system for emergencies that may occur on campus. This comprehensive approach strengthens preparedness for all constituents and includes identifying key personnel to review organizational aspects of planning and training to increase survivability of faculty, staff, and students should we encounter volatile situations on campus or in the community.

A. Dissemination of Information

BRCC will immediately, without delay notify faculty, staff, students, and the BRCC Community when incidents pose an immediate or on-going threat to the health or safety of our constituents. BRCC Campus Notification System, **BRCCCONNECT** is a multi-faceted network that will immediately inform the campus and community about emergency conditions. One or more of the following communication tools below will be used to notify students, faculty, staff, and visitors of emergency situations:

- BRCC Webpage Postings
- BRCCCONNECT
- Emergency Text Messaging
- Campus Email
- Public Address System (PAS)
- News Media
- BRCC's Social Media outlets on: Facebook, Twitter, WordPress, etc.

1.7 ACCOMMODATIONS FOR DISABILITIES

Baton Rouge Community College adheres to Federal laws and standards regarding the availability of services to the disabled. The institution utilizes a variety of means to offer those with disabilities access to emergency resources and to ensure their inclusion in the institution's emergency response and evacuation procedures. Some examples of how the college makes its emergency services available to the disabled include

- Evacutrac stairwell evacuation systems for multi-floor buildings
- Wheelchair-accessible and push-button emergency phones and call-boxes

- Readily accessible Automatic External Defibrillators (A.E.D.'s) in each building
- BRCCCONNECT Electronic Emergency Alerts (desk/mobile phone, PDA, text message, etc.)
- Campus-wide public address system
- Handicapped parking and access ramps

1.8 CO-ORDINATION WITH EXTERNAL EMERGENCY RESOURCES

Baton Rouge Community College's All-Hazard Emergency Response plan has been developed in co-operation with local, regional, and state law enforcement and emergency management offices, such as the Baton Rouge City Police Department, East Baton Rouge Sheriff's Office, Louisiana State Police, the Baton Rouge City Mayor-President's Office of Homeland Security, and the Louisiana State Governor's Office of Homeland Security. BRCC employs various practices and procedures to ensure co-ordination of effort with such agencies, including:

- Integrated training and instruction of BRCC Police and Public Safety personnel with other police/emergency agencies' personnel.
- Adherence to approved uniform standards of law enforcement and emergency response.
- Integrated communication capabilities with other emergency agencies.
- Timely notification of on-campus incidents when warranted.
- Co-operative agreements with local, regional, and state law enforcement offices. ***For additional Information, contact the Office of Public Safety at (225) 216-8888.***

This Page Intentionally Left Blank

2.0 EMERGENCIES DEFINED

An emergency is defined as any state requiring immediate action to prevent dire consequences, *usually* immediate threat to life, limb or property. Campus Police shall be contacted in **ALL** emergencies. Although immediate action is required for all emergencies, all emergencies may not impact the operations of the College, student body, employees, and/or visitors at other BRCC locations. In an effort to minimize response time and implement the proper course of action when responding to an emergency at BRCC locations, emergencies have been classified into three levels described below.

- 1. Minor Emergency-**Any incident, potential or actual, which does not pose any serious safety threat and will not seriously affect normal College operations. *(Examples: medical emergency involving a student/employee, flooding contained in a specific building or area of the campus, etc.)*
- 2. Major Emergency-** Any incident, potential or actual, which poses a serious safety threat to persons or property & likely to disrupt the normal operations of the College. External resources may be required (local law enforcement, EMS, etc.), including major efforts from supporting units of the college. *(Examples: explosives or toxic substance, tornado, active shooter situation, etc.)*
- 3. Disaster-** Any event or occurrence, which has taken place and has caused serious bodily harm to individual or impaired or halted the normal operation of the College. A coordinated effort of all campus-wide resources is required to effectively control the situation. External emergency services will be essential. *(Examples: air craft down on campus, acts of terrorist, active shooter situation, etc.)*

2.1 BRCC CAMPUSES & NON-CONTIGUOUS COLLEGE PROPERTIES

A. BRCC CAMPUSES

Acadian Campus

3250 North Acadian Thruway E
Baton Rouge, LA 70805
225.359.9262 or 225.216.8001

Hours of Operation

Monday – Friday: 6am – 9pm
Saturday: 8am-5pm (*every other Saturday*)
Sunday: Closed

MidCity Campus

201 Community College Drive
Baton Rouge, LA 70806
225.216.8001 or 225.216.8888

Hours of Operation

Monday – Friday: 6am-11pm
Saturday: 6:30am-4:30pm
Sunday: Closed

B. BRCC NON-CONTIGUOUS COLLEGE PROPERTIES**Baton Rouge Metro Airport**

9430 Jackie Cochran Drive

Baton Rouge, LA 70811

Hours of Operations: 24/7

Monday – Friday: 8am – 5pm

Saturday/Sunday: *No Classes***Business Training Center**

350 North Donmoor Drive

Baton Rouge, LA 70806

Hours of Operation:

Monday – Friday: 6am – 9pm

Saturday: 8am – 5pm

Sunday: 8am – 5pm *every other Sunday***Hooper Road**

10700 Hooper Road

Baton Rouge, LA 70811

Hours of Operation:

Monday – Friday: 8am – 5pm

Saturday/Sunday: *No Classes/Closed***BRCC Jackson**

3337 Highway 10

Jackson, LA 70748

Hours of Operation:

Monday – Friday: 8am – 4pm

Saturday/Sunday: *No Classes/Closed***James M. Frazier**

555 Julia St

Baton Rouge, LA

Hours of Operation:

Monday – Friday: 8am – 5pm

Saturday: 8am-5pm

Sunday: *No Classes/Closed***BRCC New Roads**

605 Hospital Road

New Roads, LA 70760

Hours of Operation:

Monday – Friday: 7:30am – 9pm

Saturday/Sunday: *No classes/Closed***Port Allen**

3233 Rosedale Road

Port Allen, LA 70767

Hours of Operation:

Monday – Friday: 7:30am – 9pm

Saturday: 8am-5pm (*every other Saturday*)Sunday: *No Classes/Closed***Westside**

25250 Tenant Road

Plaquemine, LA 70764

Hours of Operation:

Monday – Friday: 7:30am – 9pm

Saturday/Sunday: *No Classes/Closed*

Although hours of operation may vary at BRCC locations, **ALL emergencies should be immediately reported to Campus Police at 225.216.8888 or dial 911 to reach local law enforcement.*

2.2 CITATIONS TO LEGAL AUTHORITY

- BRCC'S All Hazards Emergency Response Plan was prepared in accordance with the NIMS and the Campus Security Enhancement Act of 2008, 110 ILCS 12 et seq.
- Americans with Disabilities Act
- Title VI Civil Rights Act of 1964

REFERENCES

- Federal Emergency Management Agency <http://www.fema.gov>
- Louisiana (East Baton Rouge Parish) Mayor's Office of Homeland Security and Emergency Preparedness
- Louisiana State Governor's Office of Homeland Security
- The National Weather Service <http://www.weather.gov>

2.3 REVIEWING, EXERCISING AND UPDATING THE PLAN

Once a year, members of the Crisis Communication Team shall meet to evaluate and consider revisions to the All Hazards Emergency Response Plan. All changes shall be made with the advice and counsel of BRCC Police Chief and/or supporting staff, Executive Director of Facilities and Risk Management and/or supporting staff, and other Crisis Team Members and upon consultation with local authorities.

The Crisis Communication Team will assist in exercising the plan on a yearly basis, make assessments, and recommendations of improvement when needed.

This Page Intentionally Left Blank

3.0 SPECIFIC EMERGENCY INCIDENTS AND PROTOCOL

POLICY STATEMENT

Baton Rouge Community College adheres to the National Incident Management System (NIMS), a set of Federal principles which identifies steps for improved co-ordination of Federal, State, local, and private-sector resources in responding to incidents.

Accordingly, as required by NIMS, the college utilizes the Incident Command System (ICS), a standardized approach for on-scene emergency and hazard management. These procedures when implemented can reduce the risk of injury or loss of life to **faculty, employees, students, and visitors** in the event of an emergency at the college.

SCOPE & APPLICABILITY

This Policy applies to all BRCC **faculty, employees, students, and visitors** at all BRCC locations.

PURPOSE

To provide safety procedures, protocol, and guidance to **faculty, employees, students, and visitors** for specific emergency related incidents at BRCC; To minimize the loss of life and injury to BRCC constituents when responding to various emergencies at all BRCC locations.

PROCEDURE

Emergency Incidents listed below shall provide specific safety procedures for faculty, employees, students, and visitors for emergencies at BRCC Locations.

- | | | | |
|------|---------------------------------------|------|---------------------------------------|
| 3.1 | Emergency Situations | 3.11 | Criminal Activity/Threats of Violence |
| 3.2 | Emergency Transportation and Messages | 3.12 | Medical Emergencies & Procedures |
| 3.3 | Fire Alarms & Procedures | 3.13 | Elevator Emergency |
| 3.4 | Bomb Threats & Procedures | 3.14 | Utility Failure |
| 3.5 | Hurricane Procedures | 3.15 | Hazardous Material Incidents |
| 3.6 | Tornado Procedures | 3.16 | Business Continuity Operations Plan |
| 3.7 | Crisis Behaviors | 3.17 | Inclement Weather/ School Closure |
| 3.8 | Illnesses on Campus | 3.18 | Lockdown |
| 3.9 | Active Shooter | 3.19 | Shelter in Place |
| 3.10 | Hostage Situation | 3.20 | Building/Campus Evacuation |

F. Persons with Disabilities Guidelines:

BRCC constituents with disabilities may require assistance during an emergency lockdown. This will take prior planning and knowledge of who may need assistance and what type of assistance is important. Emergencies can occur at any time and without warning. As a result, a **Building/Campus Evacuation, Lockdown, or Shelter-In-Place** may be declared at any time. In an effort to assist the College and local emergency response agencies in facilitating a timely, effective, and coordinated response involving persons with disabilities, the college recommends the following below:

- **Students, Staff, & Visitors with Disabilities:** Contact representatives in Disability Services at **225.216.8643** in advance and request help in lining up one or two assistants to help in an emergency. Students, and employees who attend class or work in more than one building, may need to make such prearrangements for each location. Be sure to keep your volunteer assistants up to date on your needs in an emergency.

G. Documentation and Follow-up shall be accomplished by BRCC Police in conjunction with local law enforcement and first responders, Crisis Communication Team & Supporting Staff Members, The Office of Environmental Safety for accidents/incidents.

H. BRCC's Crisis Communication Team will respond in accordance with the National Incident Management System (NIMS) and proceed with the appropriate actions as necessary. *The Chancellor may appoint a designee to act with the authority of the Chancellor in executing emergency procedures.*

3.2 EMERGENCY TRANSPORTATION AND MESSAGES

A. Ambulance: If an ambulance is needed, we encourage BRCC constituents to use the campus emergency phones if possible, as NO DIALING IS NECESSARY...otherwise, call 225.216.8888 (6.8888 using a campus line or dial 911 to reach local law enforcement). Provide clear information to the responding officer. BRCC Locations with a presence of Campus Police or local law enforcement assigned to work BRCC facilities, police officers will direct emergency personnel to the correct location.

Please Note:

1. The college does not assume the cost for the use of ambulance transportation.
2. The college will not assume responsibility for the consequences resulting from a decision to refuse ambulance transport.
3. Individuals refusing ambulance transportation are responsible for their own transportation to a medical facility (e.g., friend, family member, etc.).

4. The Office of Environmental Safety, BRCC Police Department, and BRCC employees is prohibited from providing emergency transportation services.

Emergency Messaging / Text Messaging / Public Address System

BRCC will immediately, without delay, notify faculty, staff, students, and the BRCC Community when incidents pose an immediate or on-going threat to the health or safety of our constituents. One or more of the following communication tools below will be used to notify students, faculty, staff, and visitors of emergency situations:

- BRCC Webpage Postings
- BRCCCONNECT
- Text Messaging
- Campus Email
- Public Address System (PAS)
- News Media
- BRCC's Social Media outlets on: Facebook, Twitter, WordPress, etc.

3.3 FIRE ALARMS & PROCEDURES

Fire Alarms – *If you hear a fire alarm, you must leave the building immediately.* NEVER assume it is a false alert or a drill... ALWAYS evacuate!

PROCEDURES

If there is smoke, fire, or an explosion in a building; follow the procedures below.

1. Stay **CALM** and **SPEAK CLEARLY**. If possible, call BRCC Police or 911 and remove anyone from immediate danger.
2. Immediately evacuate the area . . . activate the red fire alarm box when exiting.
3. If you're in a multi-story building, do not use the elevator; exit via the stairway. Cooperate with all staff members and other authorities. Do not re-enter the building until you are given permission to do so by a police officer, fire fighter, or staff member.

When Evacuating from a Fire:

- Proceed to the nearest safe exit in an orderly fashion.
- Close all doors including interior offices (do NOT lock doors).
- If smoke is present, stay below the smoke. If smoke is heavy, get down and crawl until in clear area or inside the stairwell.

- Once outside proceed to the designated Emergency Assembly point (may be adjusted depending on wind direction or the magnitude of the hazard) or an area at least 100- 300 feet from the building.
- Remain at the Emergency Assembly Point, if possible & attempt to account for all persons.
- Do not return into the building until the Fire Department or designated representative has given the "all clear" to re-enter the building.
- **NEVER use elevators as an escape route. Use stairways ONLY.**
- **DO NOT attempt to enter smoke filled or "hot" rooms.**

IF YOU ARE TRAPPED IN A BUILDING OR ROOM:

- Call BRCC Police if possible or dial 911 from a cell phone if available and provide your location.
- Move towards the window and if needed, stay as close to the floor as possible.
- If possible, hang or wave clothing or other item at the window to get attention.
- Do not break windows unless instructed to do so, or if your life is in immediate danger.
- *If your clothing catches on fire: **STOP, DROP AND ROLL.***

EVACUATION IS MANDATORY UNLESS PRIOR NOTIFICATION OTHERWISE HAS BEEN GIVEN.

- The BRCC Police Department is responsible for initiating calls to the fire department.
- The Office of Environmental Safety, BRCC Police, Safety Captains, Facility Services, and other members of the Crisis Team and/or supporting staff may assist impaired and non-ambulatory individuals in their classes. Accompany any immobile individuals to the nearest stairway, and notify BRCC Police at **225.216.8888 or local law enforcement or first responders by dialing 911** of the location of the physically impaired individuals who are unable to move without assistance.
- Do not attempt to move any individual from a wheelchair or carry a wheelchair with an individual in the chair down the stairways. Assess areas located near each stairwell for **Wheelchair stair-descent devices or EvacuTracs to assist wheelchair-bound individuals.**

3.4 BOBM THREATS & PROCEDURES

BOMB THREATS – If you receive a bomb threat, notify BRCC Police immediately; Try to be as specific as possible when relaying information received from the caller. BRCC Police will contact Crisis Team Members and other emergency/protective services as appropriate for further assistance. For individuals located at BRCC Non-Contiguous locations or BRCC facilities lacking a presence of Campus Police, dial 911 to reach local law enforcement immediately.

PROCEDURES

In the event a bomb threat is received, the following steps shall be followed:

If you see a suspicious object or potential bomb on the campus, DONOT HANDLE THE OBJECT. Clear the area immediately and contact BRCC Police at 225.216.8888 or dial 911 for local law enforcement.

Any person receiving a phone call that a bomb or other explosive device has been placed on the campus, you should attempt to keep the caller on the line as long as possible and ask the questions listed below:

- When is the bomb going to explode? Attempt to obtain the LOCATION of the bomb, find out WHAT THE BOMB LOOKS LIKE, and if possible, ask the caller the REASON for the threat.
- Where is the bomb right now?
- What kind of bomb is it?
- Attempt to identify BACKGROUND NOISES that may help to determine the location where the call is being made from, such as the caller's voice (gender, jargon, etc.), traffic, music, laughter, machinery, etc., and note the information.
- How can it be deactivated?
- Note the exact time of the call.
- If the bomb threat is received through the mail, do not further handle the envelope, letter, or package. Call BRCC Police or 911 from any campus phone or 225.216.8888 if using a cell phone.
- **College officials will make a decision on whether to evacuate the building. The decision to evacuate will be based on critical factors, such as the reported location of the explosive device, time of detonation, etc.**
- The BRCC Police Department, first responders, essential personnel will conduct a detailed search. Members of assigned to area/location in question may be called to provide additional assistance due to familiarization of the perspective area. and members assigned to work in their perspective area.
- **Cell phone usage is strongly discouraged (avoid usage)** when a credible threat is received that requires a response from the college until the all-clear has been given by the Incident Commander in charge at the scene.

3.5 HURRICANE PROCEDURES

A. Definition: A violent circulating storm, with wind speeds in excess of 74 M.P.H. that can result in the formation of severe weather and cause the dismissal of classes and/or closure of the college.

PROCEDURES

In the case of inclement weather or naturally-occurring conditions that can develop into emergencies, such as a Hurricane, the Office of Environmental Safety will actively monitor such weather conditions. If a dangerous condition is imminent, the Office of Environmental Safety will notify other Crisis Communication Team members, and in consultation with other members (core/additional support staff), a decision is made to ensure the safety of our students, employees, and visitors for all BRCC locations. Such decisions may include the cancellation of classes,

closing the College (or both) or other safety measures to ensure the safety of our constituents. When the decision is made to evacuate the campus, the following steps below shall be followed:

1. BRCC Police and designated Building Safety Captains will assist BRCC's Crisis Communication Team and Facilities Services personnel to perform a safe and secure campus shutdown.
2. A Public Address System announcement may be used to announce further instructions after all preparations have been made.
3. Remain off-campus until an "all-clear" has been issued. "All Clear" messages will be communicated by one or more of the channels below, indicating that it is safe to return to BRCC Campuses and/or Locations.

All Clear Channels:

- The Office of the Chancellor/Chancellor or designee
- Special Assistant to the Chancellor for Media Relations
- News Media
- BRCC's Webpage Postings
- BRCCCONNECT
- Emergency Text Message
- Campus Email
- Public Address System (PAS)
- BRCC's Social Media outlets on: Facebook, Twitter, WordPress, etc.

3.6 TORNADO PROCEDURES

A. Definition: A violent, destructive windstorm (typically characterized by a long, funnel-shaped cloud) which can result in the sudden development of severe weather that requires sheltering-in-place, dismissal of classes, and/or closure of the college.

- A **TORNADO WATCH** issued by weather services indicates that conditions are favorable for the formation of a tornado. In such cases, The Office of Environmental Safety will take the lead by actively monitoring hazardous weather conditions. Once it is determined that a dangerous condition exists, The Crisis Communication Team members will determine appropriate course of action.
- A **TORNADO WARNING** indicates an actual tornado has been officially reported or indicated on radar.

PROCEDURES

In the case of inclement weather or naturally-occurring conditions that can develop into emergencies, such as a Tornado, the Office of Environmental Safety will actively monitor such weather conditions. If a dangerous

condition is imminent, the Office of Environmental Safety will notify other Crisis Communication Team members, and in consultation with other members (core/additional support staff), a decision is made to ensure the safety of our students, employees, and visitors for all BRCC locations. Such decisions may include the cancellation of classes, closing the College (or both) or other safety measures to ensure the safety of our constituents.

1. The Office of Environmental Safety will notify Crisis Communication Team members with appropriate recommendations and proper course of action. *Such actions may require BRCC constituents to shelter-in-place or other safety measure to ensure safety.*
2. BRCC Police Officers and designated Building Safety Captains will help direct all persons to designated areas of campus buildings, if a tornado is imminent.
3. BRCC Police will immediately assist individuals on campus (when safe to do so) to move indoors.
4. When a message/announcement to **shelter-in-place** is made, all individuals are instructed to quickly move away from windows, move to the center of the building, and proceed to the nearest designated **EMERGENCY SAFE ZONE** (indicated by the logo illustrated below) in the building.
5. Remain at the designated location (shelter-in-place) until directed by law enforcement personnel, Building Safety Captains, or other administrators of the college that it is safe to leave the



3.7 CRISIS BEHAVIORS

A. The legal, psychological, behavioral, and public safety concerns of assessing and managing crisis behaviors relies upon collaboration and partnerships in the community. The promising practice model utilizes a community policing approach to campus threat assessment and is based on information about campus crime and violence and their causes.

B. The entire process starts with the faculty, employees, students or visitors who witness the crisis behavior or the **PRECURSORS** that exist before the crisis starts with an individual. Early intervention is a key component of resolving the crisis at the early stages to decrease the probability of a serious injury or loss of life.

1. When speaking with the involved person or reporting this type of behavior to law enforcement, remain **CALM** and **SPEAK CLEARLY**.
2. If located at MidCity Campus, James M. Frazier, or Business Training Center, emergency communication tools are available, such as the emergency red phones, emergency call boxes, or solar-powered outdoor call stations. **NO DIALING IS NECESSARY**...otherwise, call 225.216.8888 (6.8888 using a campus line) or 911 to contact local law enforcement.

3. Before reporting crisis behaviors, organize your thoughts by focusing on basic information, such as (1) WHO is involved (2) how many (3) WHAT exactly is happening (4) any WEAPONS (5) Are there INJURIES (or could injuries occur), etc.

BRCC PROCEDURES FOR IDENTIFYING CRISIS BEHAVIORS

1. Look for the following when trying to determine if the observed behavior is a crisis or potential crisis:
 - a. **INAPPROPRIATE BEHAVIOR ON CAMPUS** -is best defined by the observer of the behavior. If you feel the behavior threatens or could threaten the stability and continuance of normal college (or college-sponsored) activities then report it to BRCC Police at 225.216.8888. This would include behaviors that may cause personal injury or property damage.
 - Disrespect to instructors/teachers
 - Possession of a weapon*
 - Verbal aggression
 - Physical attack, or threat
 - Possession of alcohol
 - Possession of illegal drugs
 - Criminal activity
 - Intentional harm, or threat
 - b. **MEDICAL EMERGENCIES:** a physical condition which may require the attention of a medical professional including, but not limited to:
 - Bleeding
 - Serious physical injury
 - Seizures
 - Fainting
 - Loss of consciousness
 - Nausea/vomiting
 - Slurred speech
 - Burns
 - Disorientation
 - Obstructed airway/Stop breathing

*For all medical emergencies on campus, always contact BRCC Police Department and 911 using the campus emergency phones if possible, or by dialing **225.216.8888** (6.8888 on a campus line). Coordination of emergency response may be needed, and failure to contact the BRCC Police Department may adversely affect the person that you are trying to help.*

- c. **PSYCHOLOGICAL EMERGENCIES:** a temporary inability to cope with life, usually accompanied by a high degree of emotional upset:
 - Uncontrollable crying /Verbal written communication that suicide is being considered

- Complete withdrawal from others / Unusual statements, notes, or written threats
- Extreme apathy/anxiety; Mood swings
- Threats of harm to self or others; Obsession with violence

If a person considering committing suicide is off campus, or such event occurs after the normal hours of operation of the college, please dial 911 to reach local law enforcement in your area for immediate assistance.

***Special Note:** *If a weapon is brought onto campus, immediately notify BRCC Police or law enforcement officers working BRCC locations whenever there is a safe opportunity. BRCC Police and local law enforcement have been trained to respond to such incidents. Protect yourself first and move to a safe location. If possible, alert others in the immediate area to do the same. Provide the dispatcher with your name, location, phone number, and a description of the situation. Report any injuries. A decision to run away or hide will depend on the situation. Emergency information will be sent from the text messaging system or other communications technology. Remain calm, listen, and wait for instructions.*

3.8 ILLNESSES ON CAMPUS

A. Definition: Any student/employee with an illness, self-reported or observed, due to the flu, meningitis, or any high-risk contagion.

B. Notification: After the student, employee, or physician's office has contacted BRCC regarding an ill student/employee, the information should be directly forwarded to the BRCC Police Department (225.216-8001).

The following general information should be documented regarding the affected person:

- Name of individual reporting the illness
- Contact telephone number of reporting individual
- Address of individual reporting the illness
- Name of the affected person
- Affected person's address
- Current location and condition of the affected person (if known)

C. Guidelines/Contacts:

Accessibility to personal health information is prohibited by the Baton Rouge Community College Policy on Confidentiality. The Office of Environmental Safety is responsible for collecting/reviewing health and medical information. The Crisis Communication Team will determine if the situation warrants contacting the Public Health Department and what information should be released to students, employees, and the public.

D. College Contacts during Normal Business Hours:

Office of Environmental Safety 225.216.8201

BRCC Police Department 225.216.8001/Emergency 225.216.8888

E. State/Local Health Agencies Contacts:

State Epidemiologist Dr. Raoult Ratart 504.458.5428

DHH Health Officer Dr. Marilyn Reynaud 225.925.3842

DHH District Officer Ms. Rochelle Darville 985.871.1261

3.9 ACTIVE SHOOTER

Each shooting incident is different and the overriding consideration is the safety of the campus community. These procedures are only a guide and your response must be based on your assessment of the specific situation.

An active shooter is a person or persons who appear to be actively engaged in shooting, killing or attempting to kill on campus. In most cases active shooters use firearms(s) and display no pattern or method for selection of their victims. Active Shooters may use improvised explosive devices to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or may detonate on contact. Active shooter situations are dynamic and evolve rapidly, demand immediate response by campus occupants and immediate deployment of law enforcement resources to stop the shooting and prevent harm.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and **CALL BRCC Police at 225.216.8888 (6.8888 on campus) or 911** as soon as possible. Be aware that the 911 system may become overwhelmed.

A. General Considerations:

1. Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or College official.
2. DO NOT respond to fire alarms unless:
You have first-hand knowledge there is a fire in the building; or you have been advised by Police to evacuate the building.
3. Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
4. Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

B. If An Active Shooter Is Outside Your Building Or Inside The Building:**1. Remain Calm and Quiet.**

2. Try to warn other faculty, staff, students and visitors to take immediate shelter.
3. Proceed to a room that can be locked or barricaded. Barricades can be made from tables, chairs, desks, etc.
4. Turn off all light sources.
5. Close blinds.
6. Block windows.
7. Turn off radios or other devices that emit sound.
8. Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
9. Silence cell phones.
10. Get down on the floor or under a desk and remain silent out of the line of sight of a window or door window.
11. Have one person quietly CALL 911 and provide:
 - a. "This is Baton Rouge Community College (give your location) we have an active shooter on campus, gunshots fired."
 - b. If you were able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
 - c. If you observed any victims, give a description of the location and number of victims.
 - d. If you observed any suspicious items (improvised explosive devices), provide the location and a description.
 - e. If you heard any explosions, provide a description and location.
12. Wait patiently until a uniformed police officer or a college official known to you provides an "all clear" signal.

C. If An Active Shooter Enters Your Office Or Classroom:

1. Remain calm and quiet.
2. Try not to do anything that will provoke the active shooter.
3. CALL 911, if possible and provide the information listed in the previous guideline.
4. Silence cell phones.
5. If the active shooter(s) leaves the area, barricade the room, or proceed to a safer location.
6. If flight is impossible, lock all doors and windows, securing yourself in your space out of the line of sight and fire.
7. Get down on the floor or under a desk and remain silent out of the line of sight of a window or door window.
8. If there is no possibility of escape or hiding and only as a last resort when your life is in imminent danger, you should make a personal choice to attempt to negotiate with or overpower the assailant(s).
9. Wait patiently until a uniformed police officer or a college official known to you provides an "all clear" signal.

D. If You Are In An Outside Area And Encounter An Active Shooter:

1. Try to remain calm and quiet.
2. Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
3. Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
4. Try to warn other faculty, staff, students and visitors to take immediate shelter.
5. CALL 911 and provide the information listed above.

E. What To Expect From Responding Police Officers:

The objectives of responding police officers are:

1. Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
2. Identify threats such as improvised explosive devices.
3. Identifying victims to facilitate medical care, interviews and counseling.
4. Investigation.
 - Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible.
 - The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear.
 - The officers may be armed with rifles, shotguns or handguns.
 - ***Do exactly as the officers instruct.***
 - The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

F. Keeping Updated:

If an active shooter situation develops, BRCC will combine efforts with local law enforcement for additional support and resources in an effort to manage emergencies at the College. BRCC will provide the most accurate and timely information available to students, faculty, staff and the community as soon as possible.

3.10 HOSTAGE SITUATION

Guidelines for Hostage Situations: If you hear or see a hostage situation:

1. Immediately remove yourself from any danger.
2. Immediately notify BRCC Police at 225.216.8888 or dial 911 from any other phone.
3. Be prepared to give the Police the following information:
 - Location and room number of incident
 - Number of possible hostage takers
 - Physical description and names of hostage takers, if possible

- Number of possible hostages
- Any weapons the hostage takers may have
- Your name
- Your phone number

If you are taken hostage:

1. Remain calm, be polite, and cooperate with your captors.
2. DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
3. Speak normally. DO NOT complain, avoid being belligerent, and comply with all orders and instructions.
4. DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
5. Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
6. Avoid getting into political or ideological discussions with the captors.
7. Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
8. If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
9. Try to stay low to the ground or behind cover from windows or doors, if possible.

If you are in a rescue situation:

1. DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions and obey all instructions you are given.
3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
4. Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
5. You will be taken to a safe area where proper identification and status will be determined.

3.11 CRIMINAL ACTIVITY /THREATS OF VIOLENCE

It is the policy of Baton Rouge Community College that *all* crimes be promptly reported to campus police, campus security authorities, and/or other law enforcement agencies as appropriate. BRCC's All-Hazards Emergency Response Plan provides information to aid in the rapid and accurate reporting of various incidents, such as important details to report and the location of all on-campus emergency phones. Additionally, this policy is reflected in the statements posted on various informational materials (including the Annual Security Report (ASR), section on *Encouragement of Prompt Reporting, Reporting Crime or Emergencies*), which encourage faculty, staff, and students to

immediately report all suspicious activity to campus police.

PROCEDURES

Anyone who is involved in an emergency situation, is the victim of a crime, or witnesses any criminal activity while on BRCC's campus should notify BRCC's Police Department as soon as possible by dialing (225) 216-8888 (6-8888 from any campus line). If you're located at BRCC MidCity Campus, James M. Frazier Sr. Building, or Business Training Center, we encourage you to use any of the following campus emergency phones:

- **Red Emergency Phones**, located in every campus building and at strategic locations around campus;
- **Emergency Call Boxes**, with user instructions, located in the garage on each level near the stairwells and elevators;
- **Solar-Powered Outdoor Call Stations**, with blue lights, located throughout the campus grounds and parking lots.
- Students can also personally notify any uniformed BRCC police officer patrolling on-campus, or any of the individuals BRCC has designated as a Campus Security Authority (CSA) as defined under the Jeanne Clery Act.
- Off-campus crimes may be reported to the Baton Rouge Police Department or the East Baton Rouge Sheriff's Office; both of these law enforcement agencies can be reached by dialing 911.
- Crimes should be reported promptly to Baton Rouge Community College to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate. Reports of crimes made to non-law-enforcement CSAs are forwarded to BRCC's Department of Public Safety for appropriate action.
- Individuals who wish to file a report of criminal activity should note that while BRCC's Police Department accepts reports made anonymously, BRCC Police are legally bound to investigate and take appropriate enforcement action on any criminal activity reported. Additionally, since all police reports are public records under state law, BRCC's Police Department cannot hold reports of crime in confidence.

If you witness criminal activity, civil disturbance or violence or are a victim (assault and/or battery, etc.) you should:

- Attempt to remove yourself from any danger.
- Notify law enforcement personnel by calling 911 immediately. Try to call from a safe location if possible.
- Notify BRCC Police or local law enforcement of the incident.
- If possible, provide law enforcement personnel with the following information.
- Location of crime or disturbance

- Nature of the incident and specifics—number of people involved, weapons, etc.
- Any injuries
- Description of suspect(s) or participant(s)—height, weight, sex, race, clothing, hair, etc.
- Direction of travel of suspects
- Description of any vehicles involved in the crime
- **DO NOT** confront the individuals yourself.
- **AVOID** provoking or obstructing anyone participating in a disturbance.
- **DO NOT** pursue or attempt to detain suspects.
- If you witness suspicious activity or persons on campus, or persons who have made threats to commit a crime, call BRCC Police or contact local law enforcement immediately.

Sexual Assault or Battery

If you are the victim of a sexual crime, you should:

- Immediately call BRCC Police or 911, *and, if possible*
- Call a nearby relative or friend for assistance.

After contacting the police, you should remain calm and avoid destroying or contaminating any available evidence. It is best **NOT** to bathe, shower, brush your teeth, urinate, defecate, douche, change or launder clothing or bedding where evidence may be found. Clothing may be kept as evidence.

If you choose **NOT** to contact law enforcement personnel, it is still important to take care of yourself. You may consider making an appointment with a physician to be screened for sexually transmitted diseases and pregnancy. A police report is **not necessary** to receive victim services.

3.12 MEDICAL EMERGENCIES & PROCEDURES

MEDICAL EMERGENCIES - For any situation requiring emergency medical assistance on campus, call **216-8888**.

After notifying the Police, the following steps should be taken:

1. Keep victim still and comfortable. **DO NOT MOVE THE VICTIM.**
2. Talk to the victim, ask “Are you okay?”, and “What is wrong?”
3. Check breathing and administer CPR if necessary.
4. Control serious bleeding by applying direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical identification, question victim and witnesses as to their names and phone numbers and give all information to Campus Police and Emergency Medical Services

3.13 ELEVATOR EMERGENCY

If you are trapped in an elevator:

- REMAIN CALM!
- Use the emergency phone or a cell phone to notify Campus Police (phone number will be posted).
- Do not attempt to pry open doors.
- Do not attempt to use the overhead hatch.
- Facility Services, The Office of Environmental Safety and Campus Police personnel will be dispatched to attempt to restore the elevator to service.
- If the attempt to restore the elevator to service is unsuccessful, an elevator mechanic will be called immediately to take care of the problem.
- In the event of a medical emergency or if the Expected Time of Arrival of the elevator mechanic will exceed one hour, local Fire-Rescue (911) will be contacted.

If you come across individuals who are trapped in an elevator:

- Immediately call Facility Services, The Office of Environmental, and/or BRCC Police.
- Make an effort to locate the elevator car by going floor-to-floor and listening at the door for sounds such as banging, crying or yelling.
- Talk to the person inside by yelling through the door.
- Tell them to remain calm and not to try to escape. Remain in contact with the trapped individuals and inform them of the steps being taken to get them out of the elevator.
- If safe to do so, remain with the person(s) until help arrives.

3.14 UTILITY PROBLEMS & FAILURE

(Power Failure, Plumbing Flooding, Gas Leaks)

PROCEDURES

All utility problems and failures need to be reported to the Facility Services and BRCC POLICE immediately. Please follow the procedures outlined below in the event of a utility emergency.

POWER OUTAGE

- Report any power failure to campus **FACILITY SERVICES AT 225.216.8411** and campus **POLICE** immediately **AT 225.216.8888**.
- Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.

- **Any building experiencing a power outage must be considered for an evacuation**, per Code requirements. Even if a building has the capability to receive power from an associated emergency generator, the generator may not be capable of supplying the building's entire needs, and its ability to provide power for any extended period of time may be limited. In the absence of offsite power, the emergency lighting and life safety systems in the building will have limited duration. Without offsite power, the HVAC systems will be inoperable, and the environmental conditions within the building will deteriorate to a point where the building may become intolerable for occupancy. A power outage may be accompanied by a power surge, which can cause lighting ballasts to burn out and other electrically-powered equipment to become inoperable. Accordingly, depending on the extent and anticipated duration of the power outage, it may be necessary to evacuate the building or even close the entire campus. In light of the emergency equipment limitations and in consideration of the impact of a power outage on staff, faculty and students, the process to arrive at this decision should be completed within 15 minutes as a target. Because of the importance of erring on the side of safety, it must not go beyond 30 minutes.

- If the building's fire alarm system is triggered because of the power surge or smoke from burnt-out lighting ballasts or other equipment, evacuation of the building is **MANDATORY**. Otherwise, the decision to evacuate a building and/or close the campus because of a power outage will follow a deliberate process and will be made as follows:
 - a. The Vice Chancellor of Finance & Administration and the Executive Director of Facilities & Environmental Safety must be notified of the power outage immediately by whoever first becomes aware of it or receives the report of it (other Facilities personnel or Police).
 - b. Vice Chancellor for Finance & Administration will notify the Chancellor or designee.
 - c. The Executive Director of Facilities & Environmental Safety will contact the utility company serving the affected campus (i.e., MidCity, Jackson, or Westside) to obtain as much information as possible concerning the cause and extent of the outage and the anticipated time of restoration of service. Communication with utility representatives must be continuous throughout the decision-making process and as necessary until power is restored.
 - d. Following consultation among these parties, the decision to evacuate the affected building(s) and/or close the campus will be made by the Chancellor or designee, based on information from Facilities and the local utility company regarding the extent and likely duration of the power outage.
 - e. If so directed, Campus Police, The Office of Environmental Safety, and other Crisis Team Members will instruct building occupants will instructed to evacuate and leave the indicated location at once. Building occupants will be given instructions on what areas need to be evacuated and where to assemble or relocate. (See 3.20 Guidelines for Evacuation)

- f. If you become trapped in an elevator during a power outage, use the emergency phone in the elevator to contact Campus Police. Wait for assistance. Do not panic. Help will be on its way.
- g. If your building is evacuated or the campus is closed, do not reenter the building or remain on the campus until an official announcement from the College is issued.
- h. Closing of the campus will require everyone to leave with the exception of key staff (Facilities, Police, essential personnel, etc.).

PLUMBING PROBLEM/FLOODING

- Cease using all electrical equipment until repairs have been made.
- If necessary, vacate the area and prevent anyone else from entering by using signs or barricades.
- AVOID standing water due to the potential for electrical shock.
- Call Facilities.
- Call Police.

GAS LEAKS

If you smell natural, propane or other compressed gases, you should:

- Cease all operations!
- Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion.
- LEAVE the area immediately.
- Keep others out of the area.
- Call The Office of Environmental; BRCC Police; Facility Services
- Call Police.
- Evacuate the building if appropriate and wait for further instructions from Administrators or Crisis Team Members.
- Monitor wind direction and ensure the Safe Assembly Area is up wind from the gas fumes.
- Wait for Emergency Responders and inform them of the emergency.
- Do not reenter area until Emergency Responders have made an announcement that it is safe to do so.

3.15 HAZARDOUS MATERIAL INCIDENTS (Chemical Spill)

Specific procedures for responding to chemical spill are contained in Safety Manual, under Section 8, Laboratory Safety. *This document is referenced on the BRCC Website and made available on-line.*

Minor Chemical Spill

A minor chemical spill is characterized by the following:

- Chemical is known.
- Does not pose an immediate or potential significant risk to safety or health, i.e., no fire, explosion or chemical exposure hazard.
- Does not have the potential to become an emergency.
- Can be absorbed, neutralized or otherwise controlled and cleaned up by personnel in the immediate area or by Facilities personnel.

In responding to a minor chemical spill, trained laboratory personnel are responsible for the following:

- Alert people in the immediate area of spill and evacuate them as necessary
- Isolate the area by closing doors, etc. as necessary.
- If spilled material is flammable, remove or turn off ignition and heat sources and unplug nearby electrical equipment.
- Establish exhaust ventilation, if possible, by turning on fume hoods; avoid breathing vapors from the spill.
- Locate the spill kit.
- Put on protective equipment, including safety goggles, suitable gloves and long-sleeved lab coat.
- Confine and contain the spill by applying spill socks/pillows/pads or other appropriate absorbent material, first around the outside of the spill, encircling the spilled material, then absorb to the center of the spill.
- Use appropriate materials to neutralize inorganic acid and base spills.
- For solid chemical spills, cover the spill with a slightly damp paper towel to avoid creating a cloud of dust and push the material into a dustpan or other collection receptacle using the towel.
- Sweep material, used absorbents/neutralizing agents, etc. into a plastic dust pan and place into a plastic bucket or bag.
- Wet mop the spill area. Be sure to decontaminate the broom, dustpan, etc.
- Place all contaminated PPE into plastic bag.
- Store waste in designated area until waste pick-up is scheduled.
- Notify BRCC Police to obtain assistance from Facilities if necessary. In any event, notify BRCC Police after you have cleaned up the spill so that the incident can be documented.

Campus Police Will Notify the Following:

- Executive Director of Facilities & Environmental Safety
- Vice Chancellor for Finance & Administration
- The Office of Environmental Safety

Major Chemical Spill

A major chemical spill is characterized by the following:

- Chemical is unknown.
- Chemical is highly toxic or reactive.
- Poses an immediate significant risk to health.
- Involves a fire hazard outside a fume hood or an explosion risk.
- Response and cleanup of are beyond the expertise and ability of personnel in the immediate area or Facilities personnel, and the equipment and materials for adequately containing and cleaning up the spill are not available.

In responding to a major chemical spill, laboratory personnel are responsible for the following:

- Attend to any injured or contaminated persons and remove them from exposure.
- Alert people in the immediate area to evacuate.
- Call BRCC Police or 911 for local law enforcement to provide as much of the following information as is known.

Chemical(s) involved.

- Quantity spilled.
- Location of the spill.
- Nature and extent of any injuries or damage incurred, if any.
- Control measures taken.
- Your name and phone number (or where you will be located) and how you can be identified.
- Use eyewash or safety showers in other areas as needed to rinse spilled chemicals off people.
- If spill material is flammable, turn off ignition and heat sources if that can be done safely.
- If trained in spill clean-up and if appropriate spill response equipment and materials are available, take measures to clean up or contain the spilled material if it is safe to do so.

- If danger is believed sufficient – activate the nearest fire alarm (**unless there is a chance of explosion from the chemical spill**) and evacuate the building. If there is a possibility of explosion by activating the fire alarm, evacuate the building manually by alerting others by voice.
 - Close doors to affected area.
 - Notify BRCC Police or local law enforcement.
 - Meet responders.
- Security will coordinate with or notify the following:
- Appropriate emergency response personnel (e.g., Palm Beach County Fire and Rescue).
 - The Executive Director of Facility Services & Environmental Safety, who will obtain assistance from outside spill response and cleanup contractors if necessary.
 - Safety & Risk Management

Chemical(s) involved.

- Quantity

3.16 BUSINESS CONTINUITY PLANNING TEAM (BCPT)

The purpose of the Business Continuity Planning Team is to provide strategic oversight and input on all business continuity plans, policies, procedures, training, and exercises. BCPT activities are focused on the stages of Mitigation and Preparedness. BCPT membership consists of the anticipated Incident Command Officers, (including the Vice Chancellor of Finance & Administration Executive Director of Facility Services & Environmental Safety, Chief of Police, and Special Assistant to the Chancellor for Media Relations, & The Office of Environmental Safety) and the Additional Incident Command staff previously referenced (Crisis Communication Team) or respective designees.

As an emergency evolves, College resources in addition to the Crisis Communication Team and Incident Command Officers may be employed as necessary depending on the nature and duration of the emergency. These additional incident command staff will be aligned into one of four NIMS compliant team structures and will report directly to the Incident Commander or indirectly via a team leader for the duration of the emergency. These teams include **Operations, Planning, Logistics, and Finance/Administration**. Listed below are the positions by teams likely to be called into action by the Incident Commander and a list of their potential responsibilities depending on the nature of the emergency:

OPERATIONS: BRCC Police/The Office of Environmental Safety

- Liaison to multiple law enforcement and first responder agencies
 - Vice Chancellor for Enrollment Management & Student Support
Coordinate counseling, student health services, and assist Media Relations with student and parent messaging.
 - Chief Information Officer
Advise Incident Command and EERT on any impacted telecommunications and information services infrastructure and invoke information services business continuity plans in the event of services disruption.

PLANNING:

- Director of Business Continuity/ Planning
Assist with invoking business continuity plans and ensuring emergency communications channels are operational.
- Business Continuity Analyst and Department Planners
Invoke and communicate business continuity plans

LOGISTICS:

- Executive Director of Facility Services, Environmental Safety, and BRCC Police
Coordinate all facility evacuations, closure, cleaning, repair, and restoration.
Coordinate receipt of supplies and management of contracted labor.
Coordinate relocation plans for affected units.

FINANCE / ADMINISTRATION:

- Vice Chancellor of Finance & Administration
Provide timekeeping, payroll, and budgeting guidance to affected faculty and staff.
- Director Purchasing
Provide financing, procurement, and insurance claim instructions.
- Budgeting/Payroll Manager
Provide budgeting and staffing input to the process.
- Payroll Specialist/ Human Resources
Provide compensation and benefits claims input as necessary.
- General Counsel

Provide legal advice on contracts and liability matters associated with the emergency and response.

In addition to these central roles, officers, staff and/or faculty from the college or business unit affected by the emergency situation may be called to participate as part of the Incident Command staff. Following NIMS guidelines, the College has adopted the following general guidelines to assess the severity of emergencies affecting the College and to coordinate an appropriate response. In the event of an unanticipated emergency, these are the guidelines for the College's default response.

Threat Assessment Team (TAT)

The purpose of the Threat Assessment Team is to establish cohesive procedures and responsibilities promoting preventative measures, initiatives and programs to enhance a safe and secure Campus environment. Accordingly, BRCC's Threat Assessment Team takes an active role in reducing losses by adhering to the following procedures and by reviewing individuals or activities of concern and working together to create an efficient and effective plan to prevent potential damage, harm or injury.

DEFINITIONS

- Threat – An incident, statement, action or activity that reasonably places an individual or the College in a position of possibly incurring some type of harm.
- Response – An appropriate intervention or reaction to a threat or perceived threat.
 2. Each response shall be case specific based on the type and level of threat.
 3. A response may or may not be disciplinary in nature.
 4. A response given to the threatened shall be designed to eliminate or reduce the likelihood that the threat will be carried out.
 5. A response given to others shall be designed to appropriately inform those involved of the status of the investigation and threat management.

- **3.17 INCLEMENT WEATHER & EMERGENCY SCHOOL CLOSURE**

PROCEDURES

In the case of inclement weather or other emergency, the Chancellor, in consultation with the appropriate staff, will make the decision to cancel classes and/or close the College. Once the decision to cancel classes and/or close the College has been made, the Chancellor will notify the Special Assistant to the Chancellor for Media Relations or designee.

- The Special Assistant to the Chancellor for Media Relations, in conjunction with other Crisis Communication Team members will be responsible for posting closure information on the College's website and for notifying radio and television media regarding the cancellation of classes.
- In addition, BRCC has in place a text messaging system to notify students, staff and faculty in the event of inclement weather or other emergencies. In the case of the Chancellor's absence, succession of duty for this determination will be the Chancellor's designee.

3.18 EMERGENCY LOCKDOWN PROCEDURES AND DRILLS

A. All BRCC Campuses and Non-Contiguous Locations

Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. It is impossible to list specific measure that will protect you from every threatening situation that may arise. Instead, we hope to provide useful strategies and safety tips to teach you how to think "crime prevention" on a daily basis.

1. **Employees, students and visitors** are expected to familiarize themselves with Emergency Safety Zone Placards and this policy and know the location of designated building storm shelter(s).
2. **Faculty & Building Staff** are expected to familiarize themselves with Emergency Safety Zone Placards and this policy and know the location of designated building storm shelter(s);
 - a. Before an emergency exists, assess class room or teaching areas and assist building occupants in understanding the requirements of a lockdown.
 - b. Be familiar with locking mechanisms for your class and office doors and windows.
 - c. Immediately upon receiving notice to lockdown, stop whatever you are doing and assist students to get into the lockdown mode. Close and lock yourselves in a room, behind heavy furniture, or a barrier away from windows and doors. In the event of a weather emergency (i.e. tornado), seek shelter in an interior room with no windows.

- d. Barricade doors and windows if necessary.
- e. Turn off lights, close blinds, silence radios, etc. Ensure all cell phones are on silent mode and everyone remains quite.
- f. If able to do so safely, quietly call 911 to report campus, building or classroom violence
- g. . State your name and give the location of where the incident is occurring, state what the incident involves, and any additional information requested.
- h. While in lockdown mode **do not** respond to fire alarms unless you know for certain there is an actual fire.
- i. If you are outside move away from the location of the threat. If you can immediately and safely leave campus, do so. Otherwise seek shelter by immediately going in a building before it is locked down, or by seeking refuge behind a car, tree, building or other secure object.
- j. When the lockdown order is given and the area/building secure, no one will leave or enter the secure area or building without first receiving the “All clear” signal from BRCC or local police, or an appropriate College official.

BRCC Police, Office of Environmental Safety, Facility Services, Building Safety Captains, and other supporting staff will assist with the following in the event of an emergency and during lockdown drills:

- Assist in all lockdowns, whether drills or emergency (non-law enforcement members will assist when it is safe to do so).
- Conduct and encourage safety meetings as necessary with building personnel to ensure tenants are knowledgeable and capable of implementing the lockdown plan.
- Prior to an emergency make arrangements for assistance, or assist, disabled individuals during an emergency. Be cognizant of disabled visitors on Campus that may also need assistance during an emergency lockdown.
- Prior to an emergency ensure building occupants know to take shelter in secure areas away from windows and doors.
- Monitor lockdown drills and critique actions taken by building tenants.

- Safety Captains, Facility Services and other support staff will not place their personal safety in jeopardy in efforts to assist during and emergency lockdown.

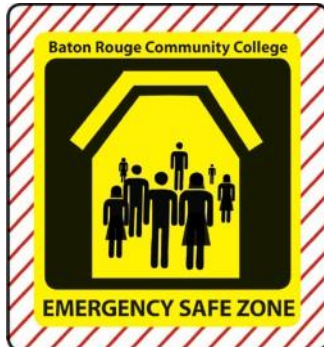
3.19 SHELTER IN PLACE PROCEDURES

PROCEDURES

Guidelines for Sheltering in Place Seeking shelter (going inside) or sheltering (staying inside) means to immediately move to the nearest building and await further instruction. Sheltering in place is used *when there is not time to evacuate or when certain conditions may render it unsafe to do so*. If you are asked to shelter in place, immediately follow these actions:

- Stop what you are doing right away (i.e., classes, work, and business operations).
- Stop where you are and look for the best accessible space for sheltering. Do not risk exposure by moving to another building whether by foot or by vehicle.
- Select interior room(s) with the fewest windows or vents. If the emergency involves severe weather, choose a location on the lowest floor possible. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if
- necessary. Large storage closets, utility rooms, and copy and conference rooms without exterior windows work well.
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes. It is ideal to have a hard-wired telephone in the room(s) you select.
- Close and lock all windows, exterior doors, and any other openings to the outside, where possible. If advised there is danger of explosion, close the window shades, blinds, or curtains.
- Have the phone available if you need to report a life-threatening condition. Be mindful that cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door(s). Be alert for BRCC updates until you are told all is safe or you are told to evacuate.
- **Should building occupants be told to shelter-in-place, all personnel should proceed to predestinated EMERGENCY SAFE ZONES (See figure below).** All personnel will remain sheltered until they are directed by BRCC Police Officers or Building Safety Captains that it is safe to leave the **EMERGENCY SAFE ZONES**. In some cases, shelter-in-place may mean sheltering within campus offices or classrooms. Instructions will be provided regarding specific actions that should be taken.

- NOTE: During the time that college personnel are sheltered, the building HVAC systems will be shut “off” and all windows and doors closed. The Office of Facilities Services is responsible for performing these duties.



BRCC has designated Emergency Safe Zones within campus buildings. Emergency Safe Zones can be identified by the decal/logo illustrated at left.

3.20 BUILDING/CAMPUS EVACUATION PROCEDURES

PROCEDURES

If you are instructed to evacuate, you should leave the indicated location at once. Evacuation requires community members to exit a building or area and in some instances the campus. In the event of an evacuation, you would be given instructions on what areas need to be evacuated and where you should assemble or relocate. The following guidelines should be followed:

- If a decision to evacuate is made, Stay CALM and SPEAK CLEARLY! Listen carefully to instructions.
- Elevators should not be used; occupants should exit by way of accessible stairwells.
- Landings and stairwells should be checked for individuals who may need assistance due to a mobility impairment or disability.
- Evacuations must be timely and orderly; don't stop or stay in the area in order to retrieve personal belongings.
- Move quickly and calmly; if a relocation site is indicated, go there and await further instruction.
- If you cannot evacuate, move to the nearest window and signal for help and contact the BRCC Police at 225.216.8888 or 911.

BRCC POLICE ROLE & RESPONSIBILITY

The BRCC Police Department has the primary responsibility for evacuating buildings and/or the campus and work in conjunction with local responders, and essential personnel of the College. Additionally BRCC Police shall assist with the following:

- a. If there is a need to evacuate campus, the BRCC Police Department will coordinate and direct traffic.
- b. Implementing and monitoring roadblocks at all Campus roadway entries as warranted during the lockdown.
- c. If external resources are required, BRCC Police Department will contact the local law enforcement agencies and other external support groups as needed.
- d. As a safety precaution, evacuation routes may be determined at the time of an incident; determination of a route is dependent upon the nature of the incident and providing a way that best helps in evacuating the building.
- e. Ensure that exterior doors are closed and locked upon notice of a lockdown.

THE OFFICE OF ENVIRONMENTAL SAFETY/ BUILDING SAFETY CAPTAINS/ FACILITY SERVICES ROLES & RESPONSIBILITY/SUPPORT STAFF

The Office of Environmental Safety, Building Safety Captains, Facility Services and other supporting staff will assist in all lockdowns, whether drills or emergency. Additionally, The Office of Environmental Safety, Building Safety captains and Facility Services shall assist with the following:

- a. Provide assistance in evacuating buildings and/or campus.
- b. Assist with disabled personnel transportation as necessary.
- c. In the event law enforcement personnel is required to immediately engage or eliminate conduct to stop serious injuries or life threatening behavior NON-LAW ENFORCEMENT PERSONNEL, *such as The Office of Environmental Safety, Building Safety Captains, and Facility Services, etc.* are prohibited from performing such duties.

CONSEQUENCES FOR NON-COMPLIANCE WITH LOCKDOWN PROCEDURES:

BRCC takes safety seriously. Cooperation and participation whether emergency drills or a declared emergency is mandatory. Such responses may include BUILDING/CAMPUS EVACUATION; LOCKDOWN; SHELTER-IN-PLACE, etc. *Everyone involved at BRCC Locations will comply with all*

directions and orders issued by Campus Police, local law enforcement, Crisis Communication Team & Supporting Staff Members, designated college administrative officials, and local law enforcement and other first responders serving BRCC locations.

Please Note:

1. Criminal charges may be filed against anyone disregarding a lawful order of Campus Police / local law enforcement personnel during a lockdown.
2. Employees violating this Policy may be subject to discipline up to and including termination.
3. Students violating this Policy may be subject to discipline up to and including expulsion.