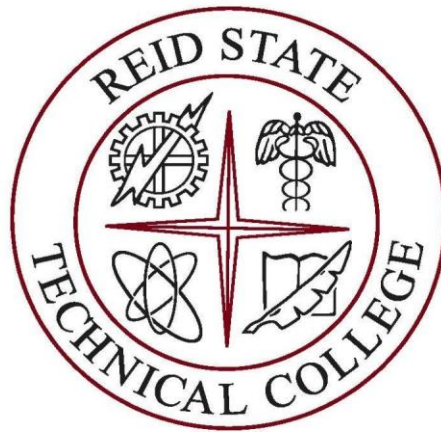


*EMERGENCY OPERATIONS PLAN FOR
REID STATE TECHNICAL COLLEGE*



REID STATE TECHNICAL COLLEGE
P.O. Box 588
EVERGREEN, AL 36401

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PROMULGATION STATEMENT

The Emergency Operations Plan (EOP) and contents within is a guide to how Reid State Technical College conducts all-hazards response. The EOP is written in support of emergency management and is built upon the National Response Framework as scalable, flexible, and adaptable coordinating structures to align key roles and responsibility. This plan and contents within shall apply to all College personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting EOP guidelines shall maintain their own procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan.

The EOP is intended to capture specific authorities and best practices for managing incidents of any size or scope. The EOP was prepared by Reid State Technical College staff and approved by the administration, thereby enabling activities contained within this document to be performed within the College's capability. Furthermore, this EOP has been made available to the Alabama Community College System and with external agencies that may be affected by its implementation.

Approved: _____ Date: _____
David J. Rhodes, Interim President

APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) was prepared by Reid State Technical College to develop, implement, and maintain a viable all-hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. This plan shall apply to all college personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any College-sponsored events, whether on or off campus, and all public or private College-sanctioned activities.

This plan addresses emergency response activities at Reid State Technical College's Evergreen Campus and Atmore Health Careers Site. The College's Safety Committee shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the "all-hazards" concept and plans for natural and man-made disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by the College Emergency Resource Personnel. This EOP and its supporting contents are hereby approved, supersede all previous editions formerly produced, and are effective immediately upon the signing of all signature authorities noted below.

Approved: _____ Date: _____
David J. Rhodes, Interim President

Approved: _____ Date: _____
Dr. Coretta Boykin, Dean of Instruction/Workforce Development

Approved: _____ Date: _____
Dr. Tangela Purifoy, Dean of Students

Approved: _____ Date: _____
Chief Brenda Riley, Campus Security

Approved: _____ Date: _____
Jody Williamson, Safety Committee Chairperson/Safety Coordinator

RECORD OF CHANGE

Change Number	Date of Change	Description of Change	Made By:
1	6/19/17	Separated Safety Manual and Critical Response Plan	M. Huggins
2	6/20/17	Added Promulgation/Signatures; Approval; Record of Change; Record of Distribution	M. Huggins
3	6/20/17	Changed name of document to Emergency Operations Plan and references as such	M. Huggins
4	06/27/17	Added Hazard Analysis Summary; Mitigation Overview; Information Collection, Analysis, and Dissemination; Administration, Finance, and Logistics; Funding and Tracking of Expenditures; Plan Maintenance and Training; Prevention and Protection; Transportation; Warning/Notification Updated Major Emergency Guidelines	M. Huggins
5	06/29/17	Added Winter Storm/Ice; Active Shooter Response; Hazardous Material Response; Firefighting; Medical and First Aid; Resource Management; Structural Failure of a Building; Mass Care/Human Services; Critical Infrastructure; Terrorist Acts; Thunderstorm/Lightning Safety Updated Emergency and Evacuation Procedures	M. Huggins
6	7/05/17	Updated Reporting Emergencies and Building Coordinators	M. Huggins
7	7/11/17	Added Cyber Event and Assembly	M. Huggins
8	7/13/17	Added First Aid Kit/Eye Wash/Fire Blanket Locations; Tornado Safe Zones; Fire Assembly Areas	M. Huggins
9	7/18/17	Added aerial map of College and map of College perimeter	M. Huggins
10	7/19/17	Added Major Interstate Accident with Chemical Considerations	M. Huggins
11	8/4/17	Updated Dr. Tangela Purifoy's cell number throughout Document.	J. Carmichael
12	11/19/18	Updated College Logo Updated Dr. Tangela Purifoy's title Updated Dr. Coretta Boykin's Title	D. Falkenberry
13	11/20/18	Updated phone numbers for Evergreen Fire Department and paramedic units; Local Hospital; The American Cross; State Highway Department; Evergreen Emergency Agency; Atmore Fire Department and paramedic unit; Atmore Emergency Agency	D. Falkenberry

14	11/26/18	Updated Reporting A Classroom Emergency Atmore and Evergreen	D. Falkenberry
15	11/28/18	Changed Safety Coordinator from John Carmichael to Donna Falkenberry	D. Falkenberry
16	12/10/18	Updated NOAA Extreme Weather Information sheet Alabama and Florida. Updated Senior Building Coordinators for Library, Building 300, Truck Driving and Student Center.	D. Falkenberry
17	12/11/18	Updated Reporting a Classroom Emergency for Evergreen and Atmore.	D. Falkenberry
18	2/4/19	Updated Tornado or Hurricane Warning Atmore and Evergreen Campus.	D. Falkenberry
19	3/3/20	Updated Safety coordinator from Donna Falkenberry to Jody Williamson on all related forms.	J. Williamson
20	3/3/20	Updated new employee on Atmore campus Lydia Stokes from retired Cathy Langley on all emergency contact forms.	J. Williamson
21	12/4/20	Updated new employee on Atmore Campus Angela Rowell from Lydia Stokes who left the job on all emergency forms.	J. Williamson
22	12/7/20	The campus was closed during the months of April 2020 to August 2020. The inspection sheets for each building will show these months missing but it was because of the closure due to Covid-19.	J. Williamson

RECORD OF DISTRIBUTION

Reid State Technical College distributes an email annually to all students, faculty, and staff with information about emergency procedures and links to electronic version of the Emergency Operations Plan. The plan is available on the campus website at www.rstc.edu.

MAJOR EMERGENCY GUIDELINES

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or his designee may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (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 of magnitudes.

Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Reid State Technical College including those peripheral areas adjoining the college.

Types of Emergencies

Types of emergencies covered by this manual are:

- (1) Fire
- (2) Severe weather
- (3) Chemical or radiation spill/natural gas leak
- (4) Explosion, downed aircraft (crash) on campus
- (5) Bomb/bomb threat
- (6) Civil disturbances or demonstrations
- (7) Utility failure
- (8) Structural Failure
- (9) Violent or criminal behavior
- (10) Cyber Event
- (11) Terrorist acts
- (12) Active Shooter
- (13) Medical and first aid (e.g., epidemic poisoning)
- (14) Traffic Accidents
- (14) Psychological crisis

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

Definitions of an Emergency

The College President or his designee shall serve as the Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

- (1) **MINOR EMERGENCY**: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report immediately to the college administration by calling the college switchboard (dial 251-578-1313, Ext. 100) during normal working hours or the Campus Security Officer at 251-578-1313 .Ext. 162 (office) or 251-227-0567 (cell).
- (2) **MAJOR EMERGENCY**: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services will be required, as well as major efforts from campus security and support services. Major policy considerations and decisions will be required from the college administration during times of crisis. Reporting procedures are the same as Paragraph 1.
- (3) **DISASTER**: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties 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, the appropriate support and operational plans will be executed. Reporting procedures will be the same as Paragraph 1. In addition, any incident which has the potential for adverse publicity concerning campus resources and/or instrumentalities of the College should be promptly reported to the college administration (off-campus events should be reported to the Dean of Students, Dean of Instructional Services, Instructor, or Public Information Coordinator, who will contact the President).

Assumptions

The College Emergency Contingency Plan is predicated 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:

- (1) An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- (2) The succession of events in an emergency are not predictable; hence, 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.
- (3) 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 (up to 48 - 72 hours).

- (4) A major emergency may be declared if information indicates that such a condition is developing or is probable.

HAZARD ANALYSIS SUMMARY

The College utilizes the hazard analysis contained in the Conecuh County Hazard Mitigation Plan to analyze risks for the college. County stakeholders participate in the hazard assessment process, utilizing various methods to calculate threat and risk for the area served by the College and surrounding community. Additional information is available in the Conecuh County Hazard Mitigation Plan accessible at: <https://alabamaema.files.wordpress.com/2017/05/conecuh-cmp.pdf>

MITIGATION OVERVIEW

Reid State Technical College utilizes the mitigation overview contained in the Conecuh County Emergency Management Plan to determine effective responses to emergencies. The College and the surrounding emergency management community have assessed their capabilities to respond to the most likely hazards and measures are in place to address those hazards.

- The College works with the emergency management staff of the City of Evergreen, and Conecuh County on an ongoing basis. A cooperative working relationship and team approach between the College and municipal governments for emergency response is a major strength on which the College relies. Prevention, protection, response, recovery, and mitigation capabilities are taken into consideration along with the adequacy of training, equipment, and personnel needs.
- The College is dependent upon the local municipalities for fire and rescue services, major hazardous material response capabilities, EMS backup, bomb squad response, police tactical responses, and assistance in emergency operations staffing and support.

In addition to supporting the Conecuh County Emergency Management Plan and other local, private, and regional stakeholders, the College has adopted and supports the phases of emergency management (mitigation and prevention, preparedness, response and recovery) in the planning process. The College is committed to the developing and exercising of comprehensive robust plans and training and exercising College responders in coordination with local emergency responders.

DECLARATION OF CAMPUS STATE OF EMERGENCY

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

During the period of any campus major emergency, the college administration, *as required*, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The designated administrator shall immediately consult with the President 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 (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee/student identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or cleared by the college administration will be allowed to enter the immediate disaster site.

In the event of fires, storms or major disaster occurring in or about the campus, or which involves college property, the college administration will be dispatched to determine the extent of any damage to college property.

DIRECTION AND COORDINATION

Emergency Director/Emergency Coordinator

All emergency operations shall be directed by the President or his designee as listed below:

The Interim President/Business Manager or Dean of Students (The designee will be referred to as the Emergency Coordinator throughout this manual.)

In the absence of the Interim President or his designee, the next highest ranking administrator (second in command) shall assume operational control of the emergency until relieved.

Safety Coordinator

All emergency operations shall be coordinated by the Campus Safety Committee Chairperson (Jody Williamson) or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the Campus Safety Committee Chairperson

(referred to as Safety Coordinator through this manual.)

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

This section addresses the role of information in the successful implementation of the activities that occur before, during, and after an emergency. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

Collection

Disaster information managed by the Reid State Technical College Emergency Command Post is coordinated through agency representatives located in the ECP. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the ECP that can be used to develop courses of action and manage emergency operations.

Analysis

Information collected from the field or obtained from an external public safety agency will be analyzed within the Emergency Command Post by the appropriate representative. If needed, subject-matter expertise may be called up to provide interpretation and guidance on the information to develop actionable intelligence.

Dissemination

Situation reports (sitreps) will be developed by the Emergency Director or his or her designee. Sitreps will be disseminated at a frequency as determined by the Emergency Director. Additionally, two types of situation reports may need to be developed -- one for internal stakeholders and one for the public. All situation reports that are disseminated publicly must be coordinated with the public information officer and the Emergency Director.

ADMINISTRATION, FINANCE, AND LOGISTICS

The Business Office, under the guidance of the Interim President/Business Manager, will issue a project number for the incident response effort and will disseminate the project number for use by all departments participating. This project number will be utilized in conjunction with the applicable accounting code to document all response and recovery costs associated with any disaster or emergency that requires a response effort. The Business Office will prepare and submit support documentation, such as reimbursement costs, etc.

Funding and Tracking of Expenditures

Emergency operations may require significant resources. Tracking those resources is vital for several reasons:

- Knowing what resources are on hand and available
- Anticipating what will be needed
- Tracking resources and returning resources at the conclusion of the operation
- Tracking costs as necessary for reimbursements

FEMA reimbursable expenditures should be tracked using FEMA forms, which can be found via the FEMA website at <http://www.in.gov/dhs/files/reimburse.pdf>

PLAN MAINTENANCE AND TRAINING

The EOP utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response, and recovery efforts of post-event consequences. Structured as demonstrated in the Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education from the Federal Emergency Management Agency, the EOP addresses response, training, exercises, equipment, evaluation, and corrective action practices.

The College's Safety Committee shall oversee and/or coordinate with applicable partners the following EOP actions:

- The EOP shall be reviewed annually and modified as necessary by the College's Safety Committee. Final results of the reviews and any changes to the Interim President. The plan will be submitted for signatures annually or sooner if significant changes are proposed.
- Additionally, the EOP will be submitted to the ACCS Chief Safety and Security Officer for review biannually per the schedule set by the ACCS office.
- Each Campus identified as having a role in this EOP is responsible for communicating the content of the EOP to their staff and ensuring key staff has the opportunity to attend EOP training and exercise activities.
- The organization and upkeep of the EOP include process changes such as an EOP review and update schedule. The review cycle includes necessary updates by the College's Safety Committee. The document will be finalized and signatures obtained. Substantive changes between review periods such as changes in roles or responsibilities will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.
- Ensure that the EOP is consistent and compatible with the Conecuh County Emergency Management Plan.
- Ensure EOP compliance with the state and federal guidelines.

EMERGENCY COMMAND POST

When a major emergency occurs or is imminent, it shall be the responsibility of the Safety Coordinator to set up and staff an appropriate Emergency Command Post as directed.

Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a campus vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer or security officer is to staff the command post at all times or until the emergency ends.

Field Emergency Command Post Equipment to include:

- (a) Barricades and barriers tape, and signs for the scene.
- (b) Portable hand radios.
- (c) Portable public address system.
- (d) First Aid Kit.
- (e) Campus telephone directory and local Telephone Directory to include Yellow Pages.

General Emergency Command Post

If the emergency involves a large part of the campus, the Command Post is to be set up in the Administration Building. If this site is unavailable, the Safety Coordinator is to select an alternate location. At least one uniformed officer or security officer is to staff the Command Post at all times until the emergency ends. The Safety Coordinator shall establish a marshalling area for outside and local agency assistance for operations of the combined on-site emergency teams or the media. An area designed to accommodate multiple telephones and/or electrical appliances is desirable.

If conditions warrant, the Evergreen Area Civil Defense Agency can provide a Mobile Command Post and other logistic assistance. They can be reached at 251-578-1921 during normal working hours or by calling the sheriff's office at 251-578-1260 if after normal working hours or on weekends. For the Atmore campus, Escambia County Emergency Management can be reached at 251-867-0232.

CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post as necessary, the Safety Coordinator shall immediately begin contacting all the necessary members of the Campus Emergency Resource Team, which consists of the following personnel:

Emergency Director/

Interim President.....Mr. David J. Rhodes251-578-1313, Ext. 105
or 334-470-0686 (cell)

Buildings/Grounds Superintendent....Mr. Ernest Grace.....251-227-0097
(cell)

Public Information Coordinator/

Dean of Instruction/Workforce Development...Dr. Coretta Boykin.....251-578-
1313, Ext. 137
or 251-227-0270 (cell)

Emergency Coordinator/

Dean of Students.....Dr. Tangela Purifoy 251-578-1313 Ext. 151

Business Manager.....Mr. David J. Rhodes251-578-1313, Ext. 105
or 334-470-0686 (cell)

Campus SecurityChief Brenda Riley 251-227-0567 (cell)
Safety CoordinatorJody Williamson 251-578-1313, Ext. 156
or 251-714-6098 (cell)

Health Careers Student Advisor – Atmore Site.....Mrs. Angela Rowell..... 251-368-3428
or 251-368-0166

Team members may coordinate as necessary with the emergency coordinator for implementation and coordination of campus operation plan and support as it pertains to their areas.

Team members are to be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below.

Emergency Director: President of Reid State Technical College

- (a) The President is responsible for the overall direction of the College Emergency response.
- (b) Works with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response.
- (c) Declares and ends, when appropriate, the campus state of emergency as provided for in the Introduction of this Guide.

- (d) Notifies and conducts liaison activities with the college administration, governmental agencies, Emergency Resource Team, Alabama Community College System and others as necessary.

Emergency Coordinator: Acts as Emergency Director in the absence of the President.

- (a) The Coordinator is responsible for the overall direction of the College Emergency Response in the absence of the Interim President.
- (b) Initiates immediate contact with the President and college administration, begins an assessment of the College's condition.
- (c) Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.
- (d) Works with the Safety Coordinator for updates to the operational control of the campus during an emergency or disaster.
- (e) Ensures that appropriate notification is made to off-campus staff when necessary.
- (f) Notifies Alabama Community College System.
- (g) Prepares and submits a report to the President appraising the final outcome of the emergency.
- (h) Notifies college administrators of major emergencies.
- (i) Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- (j) Provides and equips an alternate site for the Emergency Command Post.

Damage Control: Business Manager and Buildings/Grounds Superintendent

- (a) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- (b) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicle as required to the Emergency Resource Team for emergency use.
- (c) Obtains the assistance of utility companies as required for emergency operations.
- (d) Furnishes emergency power and lighting systems as required.
- (e) Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- (f) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

Public Information Coordinator

- (a) Establishes liaison with the news media for dissemination of information as requested by the President.
- (b) Establishes liaison with local radio and TV services for the public announcements.

- (c) Arranges for photographic and audiovisuals services.
- (d) Advises the President or designee of all news concerning the extent of disaster affecting the campus.
- (e) prepares news release for approval and releases to media concerning the emergency.

Dean of Students

- (a) Notifies appropriate personnel and security officer of an emergency situation.
- (b) Coordinates shelter facilities with Business Manager and Buildings/Grounds Superintendent, if needed.
- (f) Liaisons with Student Government Association regarding any emergency situation.
- (c) Maintains liaison with other members of emergency team.
- (d) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to his area.
- (e) Notifies all department chairpersons of an emergency situation.
- (f) Notifies Off-Campus Site personnel if appropriate.
- (g) Prepares reports for submission to the President appraising the final outcome of the emergency as *it* relates to his area.

Security Officer

- (a) Secures and evacuates all buildings where necessary
- (b) Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.
- (c) Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.
- (d) Notifies and utilizes police, Department of Public Safety and, if necessary, student aides in order to maintain safety and order.

Campus Safety Committee Chair/Safety Coordinator

- (a) Assist with determining the type and magnitude of the emergency and establishes the appropriate emergency command post.
- (b) Performs other related duties as may be directed by virtue of the campus emergency.
- (c) Monitors campus emergency warning and evacuation systems.
- (d) Obtains assistance from the City, County and Federal Government for radiological monitoring and first aid as required.
- (e) Surveys habitable space and relocates essential services and functions.
- (f) Reports to the Emergency Director and Public Information Coordinator status updates as to the operational status of the campus and the emergency or disaster.
- (g) Coordinates local city, county, state, and federal response for the campus as directed by the Emergency Director.

RESPONSIBILITIES

President

The College President, or designated alternate as campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

Administrator, Dean, and Department Heads

Every administrator, dean, and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control and has the following general responsibilities before and during an emergency.

1. Emergency Preparedness
 - a. Building evacuation and emergency procedures information shall be distributed to all employees and posted in every classroom with follow-up discussions, on-the-job training or explanation as required. Contact Campus Security for assistance.
 - b. Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact Campus Security for assistance.
2. Emergency Situations
 - a. Inform employees under their direction of the emergency condition.
 - b. Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
 - c. Maintain emergency telephone communications with officials from their activity (or from an alternate site if necessary).

Faculty and Supervisors

Each faculty and staff supervisor has the responsibility to:

- (a) Educate their students and or employees concerning college emergency procedures as well as evacuation procedures for their building and/or faculty.
- (b) Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.
- (c) Evaluate survey and estimate their assigned building facility or activity in order to determine the impact a fire or severe weather could have on their facility. Report all safety hazards to the College Safety Committee. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Maintenance Department
- (d) **IMPORTANT:** Inform all students, staff, and faculty to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area outside the building where a headcount can be taken.

TRANSPORTATION

During an emergency or disaster situation, transportation into campus, transportation off of campus, and the accessibility of roads leading away from campus may have to be managed as needs arise. Reid State will work with the Conecuh County EMA, ALDOT, Alabama State Troopers, and local law enforcement to determine the condition of roadways leading to and from the campus. Additionally, Reid State Emergency Team members will assess the damage to vehicles on campus, and assess the needs for faculty, staff, and students to be evacuated to alternate areas or home. The Campus Safety Committee assumes the responsibility for mapping routes leading to and from campus for emergency purposes. Based on the needs that arise during a given emergency, the Safety Coordinator may identify alternate muster sites for evacuation purposes, and transportation to these sites will be considered in this plan.

Nonessential Personnel and Students

1. The Emergency Director and Safety Coordinator will contact local resources to assess the conditions of roadways to the service areas and assess landline and cellular phone service.
2. The Safety Coordinator will assess the damage to vehicles on campus and verify the status of all personnel on campus.
3. Campus Security and Maintenance personnel will set up cones to manage traffic flow and access, and will assess the safest passage throughout campus.
4. When it is deemed safe to do so, and the roads are accessible, nonessential personnel and students will be allowed to utilize undamaged personal vehicles to evacuate the campus to an alternate location or home.

5. The Safety Coordinator will work with local school officials to utilize buses to aid in transporting nonessential personnel and students to an alternate location or home when no other transportation can be arranged. As necessary, if undamaged, college designated state vehicles may be used as well.
6. Emergency transportation will be provided, as possible, through local fire and ambulance services as needed and coordinated with Conecuh County EMA officials.
7. Other resource needs will be assessed on an ongoing basis, and the Safety Coordinator will coordinate access and direction for the resources as needed.

Access to Campus

1. Due to the need for accountability and control, access to the campus will be limited to emergency personnel, essential personnel, and resources being supplied to the campus during an emergency by the Conecuh County EMA and local law enforcement and fire personnel.
2. A pickup point for family members to pick up non-essential personnel and students will be established based on the type of emergency and the needs of the personnel.
3. Campus Security and Maintenance personnel will direct traffic flow and control access to the campus. Additional requirements may include coordination of the pickup point.

WARNING/NOTIFICATION

For sudden weather-related emergencies such as thunderstorms and lightning or tornadoes, Reid State relies on NOAA Weather Radio technology, local cable television weather alerts, and with the advances in technology, cellular telephone warnings. These combined technologies allow for up to the minute updates and warnings in order to allow for effective decision making by the Emergency Director. For longer-term events such as hurricanes or winter storms, local forecasts can be utilized to make those decisions. As a general rule for determining cancellations and closures, Reid State follows the Conecuh County K-12 plan for weather-related decisions for the Evergreen Campus and the Escambia County K-12 plan for weather-related decisions for the Atmore Campus. In all cases, any overarching decision from the Alabama Governor's Office, State EMA Office, or Alabama Community College System Chancellor's Office, will supersede the local decision for closure and cancellation. In all instances, Reid State recognizes that employees and students alike do travel from various areas, and the direction is given that personnel need to also consider the safety of their own area when making the decisions as well. All emergency notifications pertaining to weather, bomb threat, natural gas leak, chemical or radiation spills, etc., are sent via Campus Cast communications system.

As for other emergencies that are not weather related. Reid State relies on the Conecuh County EMA and local law enforcement and fire personnel for communication of other types of emergencies that may impact Reid State personnel or students.

General Emergency Notification

- 1. The Interim President or designee receives notification of severe weather alerts or tornadoes from above-mentioned sources.**
- 2. The Switchboard Operator notifies all buildings via PA system or telephone. Additionally, messages are sent to all faculty, staff, and students via Reid Now and Campus Cast of the special weather alert with necessary instructions for seeking shelter or evacuation.**
- 3. At no time is evacuation from the school allowed during a tornado.**
- 4. Decisions made by the Interim President or designee for closures and/or cancellations are communicated via Reid Now and Campus Cast as needed, and additionally through local media outlets, social media, and email.**
- 5. Immediate emergencies reported to the college by the Conecuh County EMA or police and fire personnel will be communicated using the same steps above.**
- 6. Longer term events such as hurricanes and winter storms will be communicated utilizing Reid Now and Campus Cast along with local media outlets, social media, and email.**

COLLEGE NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at Reid State Technical College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

Switchboard Operator/Receptionist

The Switchboard Operator/Receptionist is the focal point for two-way transmission of official emergency telephone communications to college administrators. Each college administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. Our mode of communication is Reid Now and Campus Cast.

The Switchboard Operator/Receptionist on duty will notify the Safety Coordinator of any campus emergency as necessary and will initiate the notification system by calling the following college administrators as appropriate:

1. President
2. Dean of Instruction/Workforce Development
3. Dean of Students
4. Business Manager
5. Assistant Dean of Institutional Effectiveness
6. Buildings/Grounds Superintendent

IMPORTANT: During an emergency, campus phones must be restricted to official college notifications only. In the absences of phone services, the Emergency and/or Safety Coordinator may provide runners for emergency notification (contingent on available personnel).

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

On-Campus Assistance

- a) **Campus Security Emergency Dispatcher.**
While dialing from ON-CAMPUS telephone - dial 100.

Police help is readily available from the Evergreen Police Department at 251-578-1111 or 911 or the Atmore Police Department at 251-368-9141 or 911.

- b) **Maintenance Operations: Trouble/Service**
After 5:00 p.m., contact the Buildings/Grounds Superintendent, Mr. Ernest Grace at 251-227-0097(cell) and the Evergreen Police Department at 251- 578-1111 or 911.

Skilled workers are available from the City of Evergreen, South Alabama Gas, Conecuh County and RSTC maintenance department at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

1. **UTILITIES:** Repairs to water, gas, electric and sewage systems.
2. **STRUCTURES:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
3. **EQUIPMENT:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.
4. **TRANSPORTATION:** Sedans, light trucks, dump trucks and tractors.

- c) **Business Office**

Emergency procurement of materials and services can be arranged in direct support of any contingency.

- d) **Receiving (located in Building 300).**

Emergency procurement of items needed for campus support.

- e) **Emergency Shutdown Procedures:**

NOTE: In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern.

DISASTER RESOURCES CONTACT NUMBERS

Evergreen Campus

1. Evergreen Police Department 251-578-1111 or 911
2. Conecuh County Sheriff's Department 251-578-1260
3. Evergreen Fire Department and paramedic units 251-578-1574 or 911
4. Alabama State Troopers 251-578-1315 or 911
5. Local ambulance services 251-578-6040 or 911
6. County Health Department and State Health 251-578-1952
7. Local Hospital 251-578-2480
8. The American Red Cross 334-260-3980
9. State Highway Department 251-578-7540
10. County Highway Department 251-578-7032
11. Local Civil Defense 251-578-1921
12. Lights and Power Company for the City of Evergreen.... 251-578-1574
13. Conecuh-Monroe Counties Gas District 251-578-2740
14. Evergreen Emergency Agency 251-578-1921
15. FBI - Phone 251-438-3674

Atmore Site

1. Atmore Police Department 251-368-9156 or 911
2. Escambia County Sheriff's Department 251-368-4779
3. Atmore Fire Department and paramedic units 251-368-9155 or 911
4. Alabama State Troopers 251-578-1315 or 911

5. Local ambulance services 251-368-4357 or 911
6. County Health Department and State Health251-368-9188
7. Local Hospital251-368~2500 or
251- 368-6286
8. The American Red Cross334-360-3980
9. County Highway Department251-368-3049
10. Local Civil Defense251-867-3772
11. Lights and Power Company for the City of Atmore 1-800-888-2726
12. Gas and Water Company for the City of Atmore251-368-2207
13. Atmore Emergency Agency251-867-0232
14. FBI251-438-3674

G)

NOAA Extreme Weather INFORMATION SHEET



STATE INFORMATION

To download the latest updated version of this sheet: www.ncddc.noaa.gov/NEWIS

Alabama Emergency Management Agency (https://ema.alabama.gov)	205-280-2200
Ready Alabama	www.readyalabama.gov
Alabama Department of Transportation (www.dot.state.al.us)	334-242-6356
ALDOT Emergency Call Center (Info on Alabama travel conditions during an emergency event)	1-888-588-2848
	http://miscwapps.dot.state.al.us/FCC/
Official State Website	www.alabama.gov/
Alabama Highway Patrol (www.alca.gov/Home/ContactInformation.aspx?ID=40)	866-954-9299 (*TIP from any cell phone)
Alabama Official Travel Site (https://alabama.travel/)	800-252-2262
Alabama Law Enforcement Agency (www.alea.gov/Home/)	334-517-2800
Governor's Office (http://governor.alabama.gov)	334-242-7100
Alabama Attorney General (https://ago.alabama.gov/)	334-242-7300
Alabama Department of Insurance (www.aldoi.gov)	334-269-3550
Alabama Department of Conservation and Natural Resources (www.outdooralabama.com)	334-242-3486
Alabama Department of Environmental Management (www.adem.state.al.us)	334-271-7700
National Weather Service Forecast Office (Mobile/Pensacola) (www.weather.gov/moh)	251-633-6443
National Weather Service Forecast Office (Tallahassee, FL) (www.weather.gov/tae)	850-942-8851
National Weather Service Southern Region	www.weather.gov/srh
StormSmart Coasts	http://gom.stormsmart.org
US Coast Guard, 8th District	https://www.atlanticarea.uscg.mil/Our-Organization/District-8/
Alabama Power (www.alabamapower.com)	Outage: 1-800-888-2726
Dothan Utilities (www.dothan.org/index.aspx?nid=153)	334-615-3302
Baldwin EMC (www.baldwinemc.com)	251-989-6247
Covington Electric Cooperative (https://covington.coop)	Outage: 1-800-239-1193
Southern Pine Electric (www.southernpine.coop)	866-867-5415
Wiregrass Electric (www.wiregrass.coop)	Outage: 1-888-469-6882

FOR EMERGENCIES CALL 911

FOR NON-EMERGENCIES CALL 211

COUNTY INFORMATION

BALDWIN

Emergency Management

South Baldwin	251-972-6807
North Baldwin	251-937-0317
Eastern Shore	251-990-4605
	http://baldwincountyal.gov/departments/EMA
Sheriff	251-937-0202
	http://sheriff.baldwincountyal.gov

COVINGTON

Emergency Management	334-428-2670
	www.covcounty.com/emergency-management-agency
Sheriff	334-428-2640
	www.covingtonso.com

ESCAMBIA

Emergency Management	251-867-0232
	www.escombia.al.us/emergency.html
Sheriff	251-809-0741
	www.escombiacountysheriffal.org

GENEVA

Emergency Management	334-684-5677
	www.genevacounty.us/ema.html
Sheriff	334-684-6947
	www.genevacountyvalsheriff.org

HOUSTON

Emergency Management	334-794-9720
	www.dothan-houstoncountyma.org
Sheriff	334-677-4807 or 334-899-1111
	www.houstoncountysheriff.org

MOBILE

Emergency Management (www.mcema.net)	251-460-8000
Sheriff	251-574-2423
	www.mobileso.com

NATIONAL INFORMATION

American Red Cross	1-800-RED-CROSS (1-800-723-2767)
Centers for Disease Control	www.redcross.org
Environmental Protection Agency	www.cdc.gov
Federal Emergency Management Agency (FEMA)	1-800-621-FEMA (4362)
	www.fema.gov
Agencia Federal para el Manejo de Emergencias (FEEMA)	www.fema.gov/es
National Oceanic and Atmospheric Administration (NOAA)	www.noaa.gov
National Weather Service	www.weather.gov
Gulf of Mexico Disaster Response Center	www.gomx.drc.noaa.gov
National Data Buoy Center	www.ndbc.noaa.gov
National Hurricane Center	www.nhc.noaa.gov
National Centers for Environmental Information (NCEI)	www.ncei.noaa.gov
National Environmental Satellite, Data, and Information Service (NESDIS)	www.nesdis.noaa.gov
US Department of Homeland Security	www.dhs.gov



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The National Hurricane Center normally issues public advisories on their website and to the media for Atlantic tropical cyclones every six hours at 4:00 AM CDT, 10:00 AM CDT, 4:00 PM CDT, and 10:00 PM CDT. Intermediate public advisories are issued every 3 hours when coastal watches or warnings are in effect. Additionally, special public advisories may be issued at any time due to significant changes in warnings or in the cyclone.

NATIONAL HURRICANE CENTER MOBILE DATA

Graphical Tropical Weather Outlook RSS/XML feed

www.nhc.noaa.gov/gtwn.xml

Website for Tablets and Smartphones www.nhc.noaa.gov/mobile

RADIO STATIONS

WLVM 98.3 FM (CHICKASAW)	WABD 97.5 FM (MOBILE)
WQOF 99.7 FM (DOTHAN)	WHIL 91.3 FM (MOBILE)
WRWA 88.7 FM (DOTHAN)	WMFC 99.3 FM (MONROEVILLE)
WKMX 106.7 FM (ENTERPRISE)	WDLT 104.1 FM (SARALAND)
WZEW 92.1 FM (FAIRHOPE)	

NOAA WEATHER RADIO

Not manufactured by NOAA. NWR receivers can be purchased at many retail outlets and on the Internet.

NOAA Weather Radio (NWR) All Hazards is a nationwide network of radio stations broadcasting continuous weather information directly from a nearby National Weather Service office. NWR broadcasts National Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day.

162.400	162.425	162.450	162.475	162.500	162.525	162.550
MHz	MHz	MHz	MHz	MHz	MHz	MHz

ALABAMA CONTRAFLOW FOR HURRICANE EVACUATION

To provide additional roadway capacity during hurricane evacuations from the Gulf Coast, a portion of I-65 may operate entirely in the northbound direction, meaning both southbound lanes of I-65 would be converted into northbound lanes. These lanes are called contraflow lanes.

I-65 NORTHBOUND Contraflow begins in Baldwin County just south of Exit 31 (State Road 225). A paved crossover at that location allows motorists traveling in the normal northbound lanes to transition (crossover) to the contraflow lanes.

Contraflow ends in Montgomery just north of Exit 167 (U.S. 80). Motorists in the contraflow lanes will crossover into the two left lanes of the normal northbound lanes. Motorists traveling in the normal northbound lanes will merge into the two right lanes and continue north and onward to their destinations.

I-65 SOUTHBOUND – During contraflow, southbound traffic travelling on I-65 through Montgomery will be directed to exit the interstate at Exit 167 at U.S. 80 and then onto U.S. 31 South. From Montgomery southward, all southbound I-65 traffic is detoured to U.S. 31. Eastbound traffic on U.S. 80 cannot enter I-65 at Exit 167 and will be directed to U.S. 31.

Southbound traffic cannot use I-65 between Montgomery and Mobile during contraflow.

Tune into the Highway Advisory Radio System (HARS) for updated information. Look for advisory signs in these areas. Mobile area – 1630 AM • Montgomery area – 1690 AM

For additional information go to:

www.dot.state.al.us

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The Center for Coasts, Oceans & Geophysics of
NOAA's National Centers for Environmental
Information under NESDIS

**1-866-732-2382 or email:
NCEI.Info@noaa.gov**

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Version 1.2



NOAA Extreme Weather INFORMATION SHEET



STATE INFORMATION

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State Assistance Information Line (Only activated during emergencies)	1-800-342-3557
Florida Division of Emergency Management (www.FloridaDisaster.org)	850-815-4000
Ready.Gov	www.ready.gov/florida
Official State Website	www.myflorida.com
Florida Department of Transportation (www.fdot.gov/)	1-866-374-1DO1 (3368)
Florida Highway Patrol (www.flhsmv.gov/florida-highway-patrol)	(*TIP from any cell phone)
Florida Department of Health (www.floridahealth.gov)	850-245-4444
Florida Office of Insurance Regulation (www.florir.com)	850-413-3140
Florida Office of Tourism (www.visitflorida.com/en-us.html)	1-888-735-2872
Florida Department of Law Enforcement (www.fde.state.fl.us)	850-410-7001
Governor's Office (www.flgov.com)	850-488-7146
Florida Attorney General (www.myfloridalegal.com)	850-414-3300
Florida Department of Financial Services, Division of Consumer Services (www.myfloridacfo.com/Division/Consumers/Storm/default.htm)	1-877-693-5236
Florida Department of Environmental Protection (http://floridadep.gov/)	850-245-2118
Florida Fish and Wildlife Conservation Commission (www.myfwc.com)	888-404-3922
Florida Department of Veterans Affairs (http://floridavets.org/)	844-693-5838
Florida Department of Elder Affairs (http://elderaffairs.state.fl.us/index.php)	1-800-96ELDER (963-5337)
Florida Department of Agriculture and Consumer Services (www.freshfromflorida.com)	1-800-435-7352
National Weather Service Forecast Office (Mobile, AL Office) (www.weather.gov/mob)	251-633-6443
National Weather Service Forecast Office (Tallahassee, FL Office) (www.weather.gov/tar)	850-942-8851
National Weather Service Southern Region	www.weather.gov/srh
StormSmart Coasts	http://gom.stormsmart.org/
US Coast Guard, 7th District	www.atlanticea.uscg.mil/Our-Organization/District-7/
US Coast Guard, 8th District	www.atlanticea.uscg.mil/Our-Organization/District-8/
Gulf Power Company (www.gulfpower.com)	800-487-6937
West Florida Electric Cooperative (www.wefl.com)	1-800-342-7400
Duke Energy (www.progress-energy.com)	Outage 1-800-228-8485
Escambia River Electric Cooperative (www.erc.com)	1-800-235-3848
Choctawhatchee Electric Cooperative Inc. (CHECI) (www.checo.com)	Outage 850-307-1211
Gulf Coast Electric Cooperative (www.gcec.com)	Outage 1-800-568-3667 or 1-800-333-9392
Florida Public Utilities (www.fpu.com)	1-800-427-7712

FOR EMERGENCIES CALL 911

FOR NON-EMERGENCIES CALL 211

COUNTY INFORMATION

BAY

Emergency Management 850-784-4000
<http://baycountyl.gov/166/Emergency-Management-Division>
Sheriff (www.bayso.org) 850-747-4700

CALHOUN

Emergency Management 850-674-8075
<http://calhounflorida.org>
Sheriff (www.calhounsheriff.com) 850-674-5049

ESCAMBIA

Emergency Management 850-471-6400
www.myscambian.com/our-services/public-safety/heready
Sheriff (www.esambian.org) 850-436-9620

GULF

Emergency Management 850-229-9110
www.gulfcoastfl.gov/county-government/emergency-management
Sheriff (www.gulfsheriff.com) 850-227-1115

HOLMES

Emergency Management 850-547-1112
<https://holmescountymem.org/>
Sheriff (<http://holmescountymem.org/index.html>) 850-547-3681

JACKSON

Emergency Management 850-482-9678
www.jacksoncountyfl.net/emergency-management
Sheriff (www.jcsheff.com) 850-482-9674

OKALOOSA

Emergency Management 850-651-7150
www.co.okaloosa.fl.us/ps/emergency-management
Sheriff (www.sheriff.okaloosa.org) 850-689-5705 or 850-651-7400

SANTA ROSA

Emergency Management 850-983-5360
www.santarosa.fl.gov/205/Emergency-Information-Preparedness
Sheriff (santarosasheriff.org) 850-983-1100

WALTON

Emergency Management 850-892-8065
www.co.walton.fl.us/1063/Emergency-Management
Sheriff (waltonso.org) 850-892-8111

WASHINGTON

Emergency Management 850-638-6203
www.washingtonfl.com/213.aspx?ID=3133&DepartmentID=2361
Sheriff (www.wscs.org) 850-638-6111

Northwest

NATIONAL INFORMATION

American Red Cross.....	1-800-RED CROSS (1-800-723-2767)
Centers for Disease Control.....	www.cdc.gov
Environmental Protection Agency.....	www.epa.gov
Federal Emergency Management Agency (FEMA).....	1-800-621-FEMA (3362)
	www.fema.gov
Agencia Federal para el Manejo de Emergencias (FRMA).....	www.fema.gob.mx
National Oceanic and Atmospheric Administration (NOAA).....	www.noaa.gov
National Weather Service.....	www.weather.gov
Gulf of Mexico Disaster Response Center.....	gulfcenter.noaa.gov/hazards/drc/
National Data Buoy Center.....	www.ndbc.noaa.gov
National Hurricane Center.....	www.nhc.noaa.gov
National Centers for Environmental Information (NCEI).....	www.ncdc.noaa.gov
National Environmental Satellite, Data, and Information Service (NESDIS).....	www.noaa.gov/satellite.html
US Department of Homeland Security.....	www.dhs.gov



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NATIONAL HURRICANE CENTER MOBILE DATA

Graphical Tropical Weather Outlook RSS/XML feed
www.nhc.noaa.gov/gwv.xml
 Website for Tablets and Smartphones.....
www.nhc.noaa.gov/mobile

RADIO STATIONS

WOGA 1370 AM (Pensacola)	WKSM 95.5 FM (Ft. Walton Beach)
WJLQ 100.7 FM (Pensacola)	WISY 96.5 FM (Panama City)
WUWF 88.1 FM (Pensacola)	WFLP 94.5 FM (Panama City)
WRCV 107.3 FM (Pensacola)	WPAP 92.5 FM (Panama City)

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NOAA Weather Radio (NWR) All Hazards is a nationwide network of radio stations broadcasting continuous weather information directly from a nearby National Weather Service office. NWR broadcasts National Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day.

162.400 MHz	162.425 MHz	162.450 MHz	162.475 MHz	162.500 MHz	162.525 MHz	162.550 MHz
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Florida 511 is a toll-free service provided by the Florida Department of Transportation. 511 provides real-time updates on traffic conditions, including road and bridge closures, evacuation information, congestion, crashes and more. The 511 system provides information on all of Florida's interstates, toll roads and other major metropolitan roadways.

There are five convenient ways for all motorists to receive traffic updates:

- Call 511 toll free for updates in English and Spanish from any landline or mobile phone.
- Visit FL511.com for interactive roadway maps showing traffic congestion and crashes, travel times and traffic camera views.
- Create a "My Florida 511" account on FL511.com to create custom routes and register for email, text or phone alerts.
- Download the free Florida 511 mobile app available on Google Play or Apple App Store.
- Follow statewide, regional or roadway-specific Twitter feeds.

For more information, visit
www.FL511.com

Florida Department of Transportation
www.dot.state.fl.us

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EMERGENCY PROCEDURES GUIDES

Campus Emergency Guidelines

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should be always followed in sequence, unless conditions dictate otherwise.

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REPORTING EMERGENCIES**CAMPUS EMERGENCY SERVICE Dial 100**

- 1. IN AN EMERGENCY IN WHICH CAMPUS SECURITY CANNOT BE REACHED~
DIAL 911**
- 2. When calling, stay calm and carefully explain the problem and location to the Public Safety
Dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO.**

KEEP CALM**KEEP OTHERS CALM****EMERGENCY TEAM MEMBERS Senior Building Coordinators**

**Mr. David J. Rhodes Administration 251.578.1313 x 105 or
334.470.0686 (cell)**

Ms. Daphne JoynerLibrary..... 251.578.1313 x 244

Mrs. Stacia Richerson.....Admin Building.....251.578.1313 x 103

Ms. Felica GraceBuilding 100251.578.1313 x 126

Mrs. Ann Nobles Building 200 ... 251.578.1313 x 159

Mr. Derrick Lett Building 300 ... 251.578.1313 x 121

**Dr. Tangela PurifoyBuilding 400 (Student Services) 251.578.1313 x 151 or
251.282.8393 (cell)**

Ms. Caroll Byrd-LymonBuilding 400 (Adult Ed)251.578.1313 x 163

Ms. Dianne VaughnBuilding 600251.578.1313 x 119

Mr. David ColeBuilding 700251.578.1313 x 188

Mr. Lonnie NicksonTruck Driving251.578.1313 x 154

**Chief Brenda RileyStudent Center251.578.1313 x 162
251.227.0567 (cell)**

Mr. Ernest GraceMaintenance Area251.227.0097 (cell)

Mrs. Angela RowellAtmore Site251.368.0166

IMPORTANT

After any evacuation, report to your designated assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

MEDIA RELATIONS**CALL THE COLLEGE ADMINISTRATION IF YOU NEED ASSISTANCE**

On-Campus Emergencies Dial: 100

Off-Campus Emergencies Dial: 911

The College has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons (President or Public Information Coordinator) will meet or talk with the media.
2. Only factual information is released; no speculation is to be offered.

OTHER GUIDELINES:

1. All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College.
2. The President and other top administrators are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now, and what help has been called for.
3. The President, Public Information Coordinator, and any other person involved, shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the President or, in the event of his absence, the Public Information Coordinator.

MASS CARE / HUMAN SERVICES

Reid State Technical College does not provide student housing or a student cafeteria. As such, Reid State would not be prepared as an institution to provide mass care or human services to personnel and students. Personnel and students are evacuated to an alternate site or home based on emergency or disaster needs. However, in the event of a major hurricane, Reid State is designated as a Critical Medical Evacuation site by the Alabama Department of Public Health. In a partnership with the ADPH and the American Red Cross, the Reid State Evergreen Campus will act as a temporary shelter for critical residents, and the American Red Cross and ADPH will provide supplies and emergency staffing as Necessary. The Interim President coordinates with these two agencies in establishing this in the event of an emergency. Only two buildings on campus, Buildings 100 and 200, are used for this purpose, and as such, both are equipped with backup generation of power in case of power outage. These buildings

are inspected annually by the ADPH and American Red Cross, and a review of supplies is conducted at that time.

RESOURCE MANAGEMENT

During an emergency, it may be necessary for resources to be obtained and distributed, or resources already on hand to be redistributed to other areas of the campus. For accountability purposes, the Business Office, under the direction of the Interim President and the Business Manager, will implement methods to manage the reallocation of resources in an effort to track expenditures and ensure adequate resources are available during recovery efforts.

Additionally, the college may have to partner with the local EMA in recovery efforts and allocation of resources. The Business office will assume responsibility for all tracking and also information for handling the disbursement of any FEMA reimbursements during the recovery effort.

General

- A. College departments will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to the emergency situation.
- B. Business Manager will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.
- C. The Business Office shall serve as the single source of supply and support for all other emergency services and will be the only department to request a retraction of services during recovery.
- D. Reference information for FEMA guidelines can be found at FEMA website at <http://www.in.gov/dhs/files/reimburse.pdf>

Organization

- A. The Business Office will have overall responsibility for the coordination of resources.
- B. The department having primary control on a day-to-day basis of a resource needed during emergency operations will continue to control that resource during emergencies.
- C. The acquisition or replacement of a resource will follow routine procurement procedures exercised by the Business Office. In emergency situations, the Business Manager will develop the means and the authority for the immediate procurement of life safety equipment and expendable supplies.

Responsibilities**A. Emergency Director**

- Analyze personnel and equipment requirements to meet potential hazards.

B. Business Office

- Coordinate resource use under emergency conditions and provide a system to protect these resources.
- Identify resources and maintain current inventories of resources including sources and quantities.
- Relocate anticipated resources to safe locations when an advanced warning is given.
- Set priorities on available resources and implement resource controls to restore essential services.
- Provide for the deployment, recall, and monitoring of resource equipment,
- Maintain an inventory list.

C. Purchasing

- Develop procedures for initiating and maintaining financial accounting records for all departments during emergencies.
- Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.
- Provide for the storage, maintenance and replenishment/replacement of essential equipment and materials.
- Identify and provide resources for special or critical facilities.
- Provide for the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous chemical or radiological environment.

Direction and Control

- A. Utilization of resources under the operational control of the College will be under control of the Emergency Director with direction from the department having ownership of the resource.**
- B. The commitment of resources from outside the college will be initiated by the individuals or departments with mutual aid agreements with operational control being exercised by the on-site commander of the service requiring that resource.**
- C. The mutual aid agreements developed pre-disaster will determine who will move, operate and bear the cost of operation for equipment used under emergency conditions.**

Policies

- A. Records and reports pertaining to resource management will be the responsibility Purchasing.
- B. Purchasing will compile a record of equipment usage and supply consumption from reports provided by units during emergency operations.
- C. The Business Manager will develop procedures to expedite the acquisition of supplies in emergencies and account for all monies expended during emergency - response and recovery operations.

CRITICAL INFRASTRUCTURE

Reid State Technical College recognizes that infrastructure such as power, water, and communications systems may be damaged throughout the service area as well as on campus. Reid State does house two on-site power generation systems for Buildings 100, and in general, emergency operations may be handled from these buildings based on need. The Emergency Director and Safety Coordinator will work closely with the Conecuh County EMA, local municipalities, and power and communications companies to establish critical facility infrastructure needed to aid in the recovery process. The order at which those systems may be brought back on-line can be influenced by the greater needs of the surrounding communities and resources available. Reid State will maintain availability of personnel to coordinate with contract resources to bring these systems back online on campus during an emergency.

FIREFIGHTING

Reid State Technical College relies on local fire departments within the City of Evergreen and Conecuh County for firefighting response. Reid State does not maintain personnel on site for firefighting. However, all staff are trained in the appropriate location and use of fire extinguishers, fire alarms, and emergency evacuation plans.

- 1. The Safety Committee Chairperson is responsible for ensuring that fire extinguisher training is conducted and documented on an annual basis and for ensuring and documenting that all fire evacuation drills are performed as scheduled.
- 2. Purchasing is responsible for ensuring that vendor maintenance of fire extinguishers is performed in a timely fashion.
- 3. The Safety Committee is responsible for inspecting all fire safety equipment monthly to ensure that it is in proper operational status. Check sheets are utilized to document safety findings during walkthroughs.

4. Faculty and Staff are responsible for communicating to students all evacuation plans and procedures, and for identifying the location of all fire extinguishers and maps for student reference.
5. Students are responsible to follow the direction by faculty and staff in the event of a fire.

PREVENTION AND PROTECTION

Prevention and protection encompass actions taken regularly throughout the year to prepare for and prevent the effects of disasters. These include actions taken to protect lives and property.

1. The College's Safety Committee Chairperson is the point of contact for all emergency management programs, including preparedness.
2. The Safety Committee will meet periodically throughout the year to participate in emergency exercises, including college exercises, local exercises, and state exercises, to improve preparedness measures. The Safety Committee will also participate in writing and updating plans and procedures, including this EOP, for emergencies on campus.
3. Departments will educate staff about emergency procedures and provide staff members with written plans and checklists for reference. Departments will maintain all needed disaster supplies on hand and keep emergency contact information up to date.
4. Business office personnel will ensure proper disaster preparedness funding is received by the college and will track how this money is spent.
5. Relationships with Conecuh County Emergency Management and the City of Evergreen will be maintained through meetings, participation in exercises, and regular contact. Relationships will also be fostered with local media
6. Preparedness actions will focus on actions promoting the protection of public health and safety, responder health and safety; and property and the environment.
7. All College Departments should train employees on basic preparedness procedures and general departmental plan for responding to an emergency. This training should be conducted and documented annually.

REPORTING A CLASSROOM EMERGENCY - Evergreen Campus

If a situation appears to be an emergency, a life-threatening accident, or injury, immediately contact the appropriate college personnel and/or personnel external to the college.

Day Classes 7:00 a.m. – 5:00 p.m.

Type of Emergency	Contact Person/ Action	Telephone #
Medical	Paramedics Chief Brenda Riley Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 148 or 251.254.1240 (cell)
Fire, Explosion, Etc.	<i>Activate Fire Alarm</i> Evergreen Police Chief Brenda Riley Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Bomb Threat or Criminal Acts	Evergreen Police Chief Brenda Riley Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Maintenance Emergencies	Mr. Ernest Grace Mr. David J. Rhodes	251.227.0097 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)
Inclement Weather	Dr. Tangela Purifoy Dr. Coretta Boykin	251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Tornado Warning	Dr. Tangela Purifoy Dr. Coretta Boykin Jody Williamson Mr. David J. Rhodes	251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 137 or 251.227.0270 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)
Hurricane Warning	Dr. Tangela Purifoy Dr. Coretta Boykin	251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Other Emergencies	Evergreen Police Chief Brenda Riley Dr. Tangela Purifoy Jody Williamson Mr. David J. Rhodes	251.578.1111 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)

Off -Campus Emergencies

In case of an Injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site please contact Chief Brenda Riley at 251.578.1313 x 162 or 251.227.0567 (cell), Dr. Tangela Purifoy at 251.578.1313 x 151 or 251.282.8393 (cell), and Jody Williamson at 251.578.1313 x 156 or 251.714.6098 (cell).

REPORTING A CLASSROOM EMERGENCY - Evergreen Campus**Evening Classes 5:00 p.m. – 10:00 p.m.**

Type of Emergency	Contact Person/ Action	Telephone #
Medical	Paramedics Chief Brenda Riley Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Fir, Explosion, Etc.	<i>Activate Fire Alarm</i> Evergreen Police Chief Brenda Riley Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Bomb Threat or Criminal Acts	Evergreen Police Chief Brenda Riley Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Maintenance Emergencies	Mr. Ernest Grace Mr. David J. Rhodes	251.227.0097 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)
Inclement Weather	Dr. Tangela Purifoy Dr. Coretta Boykin	251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Tornado Warning	Dr. Tangela Purifoy Dr. Coretta Boykin Jody Williamson Mr. David J. Rhodes	251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 137 or 251.227.0270 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)
Hurricane Warning	Dr. Tangela Purifoy Dr. Coretta Boykin	251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Other Emergencies	Evergreen Police Chief Brenda Riley Dr. Tangela Purifoy Jody Williamson Mr. David J. Rhodes	251.578.1111 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)

Off -Campus Emergencies

In case of an Injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site please contact Chief Brenda Riley at 251.578.1313 x 162 or 251.227.0567 (cell), Dr. Tangela Purifoy at 251.578.1313 x 151 or 251.282.8393 (cell), and Jody Williamson at 251.578.1313 x 156 or 251.714.6098 (cell).

EMERGENCY PROCEDURES - Evergreen Campus

Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage displayed in each building.

Tornado or Hurricane Warning

Campus Security and Safety Coordinator will notify the Administration Receptionist or alternate designee when a warning is issued; Administration Receptionist or designee will then send a notification of the warning via REIDNOW and make an announcement via intercom system; building representatives must notify Administration Receptionist or designee and confirm they have received the message; building representatives inform building occupants a warning has been issued, and building occupants must assemble quickly to building "Safe Zone"; building representatives must from that point monitor weather radios and telephones until the warning is canceled; occupants should move to the bottom floor of the building in which they are located (R.S.T.C. Edith A. Gray Library and Atmore Campus); all occupants should avoid glass areas; when the inclement weather warning is over, the all-clear notification is given by the campus security and normal activities will resume. Under no circumstances are persons to be sent home during a tornado or hurricane warning.

Accident or Injury

In the event of an accident or injury on campus, the following procedures must be followed: call the paramedics if necessary and then call campus security. The injured party, if not serious, must be accompanied to see Ms. Sharon North in Administration to fill out necessary insurance papers; an accident report is to be completed by the Safety Committee Chairperson, (Jody Williamson); the injured party is transported to the hospital or doctor's office for treatment. If the accident occurred off campus (participation at College Functions) the same procedure should be followed.

REPORTING A CLASSROOM EMERGENCY - Atmore Campus

If a situation appears to be an emergency, a life-threatening accident, or injury, immediately contact the appropriate college personnel and/or personnel external to the college.

Day Classes 7:00 a.m. – 5:00 p.m.

Type of Emergency	Contact Person/ Action	Telephone #
Medical	Paramedics Chief Brenda Riley Angela Rowell Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.368.3428 or 251-368-0166 251.578.1313 x 156 or 251.714.6098 (cell)
Fire, Explosion, Etc.	<i>Activate Fire Alarm</i> Atmore Police Angela Rowell Jody Williamson John Bradley CIEDA	251.368.9141 or Call 911 251.368.3428 or 251-368-0166 251.578.1313 x 156 or 251.714.6098 (cell) 251-259-1523
Bomb Threat or Criminal Acts	Atmore Police Angela rowell Chief Brenda Riley Jody Williamson	251.368.9141 or Call 911 251.368.3428 or 251-368-0166 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Maintenance Emergencies	Angela rowell John Bradley CIEDA Mr. Ernest Grace Mr. David J. Rhodes	251.368.3428 or 251-368-0166 251-259-1523 251.227.0097 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)
Inclement Weather	Angela Rowell Jody Williamson Dr. Tangela Purifoy	251.368.3428 or 251-368-0166 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 151 or 251.282.8393 (cell)
Tornado Warning	Angela Rowell Jody Williamson Dr. Coretta Boykin Mr. David J. Rhodes	251.368.3428 or 251-368-0166 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 137 or 251.227.0270 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)
Hurricane Warning	Dr. Tangela Purifoy Dr. Coretta Boykin	251.578.1313 x 151 or 251.282.8393 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Other Emergencies	Atmore Police Chief Brenda Riley Jody Williamson Mr. David J. Rhodes	251.368.9141 or Call 911 251.578.1313 x 162 or 251.227.0567 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 105 or 334.470.0686 (cell)

Off -Campus Emergencies

In case of an Injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site please contact Chief Brenda Riley at 251.578.1313 x 162 or 251.227.0567 (cell), Dr. Tangela Purifoy at 251.578.1313 x 151 or 251.282.8393 (cell), and Jody Williamson at 251.578.1313 x 156 or 251.714.6098 (cell).

EMERGENCY PROCEDURES - Atmore Site

Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage displayed in each building.

Tornado or Hurricane Warning

Campus Security and Safety Coordinator will notify the Administration Receptionist or alternate designee when a warning is issued; Administration Receptionist or designee will then send a notification of the warning via REIDNOW and make an announcement via intercom system; building representatives must notify Administration Receptionist or designee and confirm they have received the message; building representatives inform building occupants a warning has been issued, and building occupants must assemble quickly to building "Safe Zone"; building representatives must from that point monitor weather radios and telephones until the warning is canceled; occupants should move to the bottom floor of the building in which they are located (R.S.T.C. Edith A. Gray Library and Atmore Campus); all occupants should avoid glass areas; when the inclement weather warning is over, the all-clear notification is given by the campus security and normal activities will resume. Under no circumstances are persons to be sent home during a tornado or hurricane warning.

Accident or Injury

In the event of an accident or injury on campus the following procedures must be followed: call the paramedics if necessary and then call campus security. The injured party, if not serious, must be accompanied to see Mrs. Lydia Stokes on the Atmore Site to fill out necessary insurance papers; an accident report is to be completed and forwarded to the chairperson of the Safety Committee, (Jody Williamson); the injured party is transported to the hospital or doctor's office for treatment. If the accident occurred off campus (participation at College functions) the same procedure should be followed.

EVACUATION PROCEDURES

IN AN EMERGENCY.....POLICE/FIRE/AMBULANCE.....DIAL 911

In an emergency in which the college administrators or emergency contact persons CANNOT be reached, dial 911

Building Evacuation

- a. All building evacuations will occur when notified via phone system and/or upon notification by Campus Security or Building Coordinator.
- b. When notified to evacuate the building during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
- d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- e. **DO NOT** return to an evacuated building unless told to do so by a College Official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

Building Evacuation Plans are found in the Maps section of this document.

Campus Evacuation

- A. Evacuation of all or part of the campus grounds will be announced by the Emergency Coordinator as described.
- B. All persons (students and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

Note: Whether undergoing a building or campus evacuation, all attempts are to be made to account for all persons during the headcount. If a person or persons remain unaccounted for, under no circumstances are college personnel or students to re-enter the area to search for unaccounted for personnel. If personnel are unaccounted for, the Senior Building Emergency Coordinator is to notify First Responder personnel and the Emergency Director of the inaccurate headcount, the likelihood of the unaccounted for personnel being located in the emergency area, and if so, the last known whereabouts of the unaccounted for personnel.

ASSEMBLIES and OTHER EVENTS

Although Reid State does not participate in organized sporting activities, various meetings and assemblies are held periodically throughout the year. These events include graduation ceremonies, pinning ceremonies, advisory meetings, and other community and/or state-sponsored meetings. These activities generally occur within two areas; the library and the auditorium and often involve members from the community as well as faculty, staff: and students.

For organized meetings, and when possible, it is the responsibility of the Interim President and Safety Coordinator to ensure that all outside meeting organizers are made aware of fire and inclement weather information, and the location of fire extinguishers and first aid kits and any special procedures for their use. Additionally, notification procedures in the event of an emergency should be made available as well.

For other Reid State sponsored events, the responsibility for managing the safety of attendees will be that of the Interim President, Safety Coordinator, and Security personnel.

For activities within the library, fire and inclement weather procedures will be followed as listed for that particular building. These activities may be directed by Reid State safety personnel as necessary. For events located within the auditorium, the procedures will be as follows:

Fire

- All attendees will be asked to move toward the nearest exit calmly. It is essential to ensure a calm and orderly exit to prevent panic.
- Instruct all persons in the auditorium to move to the area outside of the library by the flagpole to begin accounting for all persons as is possible.
- Ensure pathway is clear for emergency vehicles.
- The Interim president and/or Safety Coordinator will coordinate the exit of persons from the parking lot areas to their homes in conjunction with emergency personnel. If personal vehicles were damaged in the emergency, college personnel would work with local resources to ensure transportation to home.

Tornado/Inclement Weather

- All attendees will be asked to move toward the rear exits of the auditorium calmly. It is essential to ensure a calm and orderly retreat to prevent panic.
- Instruct all persons in the auditorium to move through the receptionist area to the office area in the administration building and to fill in as tightly as possible. When necessary, Reid State personnel will direct community persons to areas as needed.

- **The Interim President and/or Safety Coordinator will have all persons remain in the area until it has been determined that the emergency has passed.**
- **At that point, the Safety Coordinator will evaluate the safety of the area immediately outside of the building and provide a rapid damage assessment to determine if it is safe for personnel to leave the building and exit to the parking lot area.**
- **Ensure pathway is clear for emergency vehicles.**
- **The Interim President and/or Safety Coordinator will coordinate the exit of persons from the parking lot areas to their homes in conjunction with emergency personnel. If personal vehicles were damaged in the emergency, college personnel will work with local resources to ensure transportation to home.**

MAPS



Aerial Map of College

MEDICAL AND FIRST AID**CALL THE CAMPUS SWITCHBOARD OPERATOR/RECEPTIONIST IF YOU NEED ASSISTANCE**

**Emergency Telephone Number – 100
Off-Campus Emergencies Dial 911
Nursing Department extension 124 or 145**

- 1. If serious injury or illness occurs on campus, immediately dial 911. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim. During the daytime hours, additionally, notify the switchboard operator by dialing 100 and notify the Nursing Department at extension 124 or 145.**
- 2. In case of minor injury or illness, provide first aid care. (NOTE: Only Red Cross trained personnel should provide first aid treatment (i.e., first aid, CPR) Use only sterile first aid materials.**
- 3. In case of severe injury or illness, CPR trained personnel should quickly perform the following steps (NOTE: Only CPR trained staff should provide first aid treatment (i.e., first aid, CPR):**
 - a) Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.**
 - b) Ask the victim, "Are you okay?" and "What is wrong?"**
 - c) Check for breathing and give artificial respiration if necessary.**
 - d) Control severe bleeding by direct pressure on the wound.**
 - e) Continue to assist the victim until help arrives.**
 - f) Look for emergency medical I.D., question witness(es) and give all information to the paramedics.**

First Aid Kit/eye Wash/fire Blanket Locations

Building	Locations
Library	First floor located outside Circulation Desk office. Second floor located on the wall between rooms 205 and 206.
Administration	One located on the wall inside front office entrance, one located in the kitchen hall area.
100 Office Administration Phlebotomy	Classrooms 103 and 106, Phlebotomy Instructor Office across from classroom 105, WIOA Office, Testing Lab, Childcare Kitchen area
200 - Nursing	Room 202,212,208. Eyewash stations located in rooms 202 and 208.
300 - Welding	Two located in instructor office, one located in cutting room, one located in the classroom. Fire blanket cabinet located outside of instructor office.
400 - Student Services	One located in the main lobby.
400 - Adult Education	One located in the main classroom, one located in computer lab, one located in storage room/office.
600 - Cosmetology	One large one located on the main desk in the lobby, one located in lead instructor office, one located in the break room Eyewash station located on the northwest wall in corner Fire blanket located on the wall behind the desk in main lobby.
700 - ILT	One by the main entrance, one outside Instructor Office, one in Instructor Office, Eyewash and Fire Blanket outside of Instructor Office
700-INT	One by the main entrance, one outside Instructor Office, one in Instructor Office, Eyewash outside of Instructor Office
Truck Driving	One located in instructor office and one located in the break room. Fire blanket located in Main Classroom.
Maintenance Area	One located outside of Maintenance Office, one in .Maintenance Office, Eyewash outside of Tool Cage, Fire Blanket outside of Tool Cage
Student Center	2 in Computer Services Assistant Office
Bookstore	Located on the wall outside of restroom located on east wall up the ramp.
Security	Inside the Security Office
Atmore Campus	Located in Room 106, in Library area outside of Office 103, Hallway outside of Lab 108, and Hallway outside of Office 109.

THUNDERSTORM LIGHTNING SAFETY

- 1. PLAN in advance your evacuation and safety measures. When you hear thunder, you are potentially in the lightning strike zone for that thunderstorm. Now is the time to go to a building or a vehicle. Lightning often precedes rain, so suspend outdoor activities well before the storm arrives, preferably before the time between a lightning flash and the associated thunder gets to 30 seconds or less.**
- 2. IF OUTDOORS ... Seek shelter in a building or your vehicle (only if no buildings are close by). Keep the doors and windows closed. Avoid all metal objects including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include underneath canopies, small picnic or rain shelters, or near trees.**
- 3. IF INDOORS ... Avoid taking showers or washing dishes. Do not use the telephone. Turn off, and unplug (if not on good surge protection), computers, TV s, power tools, & other electronics. Lightning may strike exterior electric and phone lines, inducing shocks to inside equipment.**
- 4. SUSPEND OUTDOOR ACTIVITIES AND REMAIN INDOORS until you have not heard thunder for 30 minutes or more.**
- 5. PERSONS INJURED BY LIGHTNING should be treated ASAP, especially if they are unconscious. Individuals struck by lightning do not carry any residual charge from the lightning strike. Apply First Aid/CPR procedures to a lightning victim if you are qualified to do so. Call 911, Campus Security, and Nursing at extension 124 or 145 and send for help immediately. Treating a lightning strike victim in the first 5 minutes can mean the difference between life and death.**
- 6. KNOW YOUR EMERGENCY TELEPHONE NUMBERS.**

TORNADO

TORNADO WATCH: A tornado watch means that conditions are favorable for tornadoes to form. Under this situation, close attention should be paid to changing weather conditions and listen for additional weather statements. When a tornado watch is posted, Reid State Technical College will be notified by the National Weather Bureau. Upon notification, the Switchboard Operator/Receptionist is to inform the President's Office, Security, the Dean of Students, the Dean of Instructional Services, and the Business Manager. The Switchboard Operator/Receptionist is then to monitor the weather radio and listen for further bulletins and also the Security Officer will closely monitor the police radio for additional information that may be passed by Civil Defense and/or other law enforcement agencies. The Switchboard Operator notifies all buildings via PA system or telephone. Additionally, messages are sent to all faculty, staff, and students Via Reid Now and CampusCast of the special weather alert with necessary instructions for seeking shelter or evacuation.

Upon notification by the Switchboard Operator/Receptionist, the Dean of Students should notify the following departments and an alert is sent out by the Switch Board Operator/Receptionist or Designee through CampusCast alert system and the telephone system, based on the nature of the emergency:

President
Dean of Instruction/Workforce Development
Department Chairpersons
Building Coordinators
Buildings/Grounds Superintendent

TORNADO WARNING: A tornado warning is issued when an actual tornado has been observed either visually or on the radar. The warning is issued for a particular area, and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed, so warning time is critical. When a tornado warning is received for the Evergreen or Atmore area, the same notification procedures as listed above should be followed. However, under a warning condition the following additional action should be taken:

1. All classes should be moved to the hallway.
2. Everyone should stay clear of windows and exterior doors.
3. Individuals should leave vehicles and seek shelter in a building.
4. Any outdoor activities should be ceased, and everyone moved inside.
5. The seating area of the auditorium should be evacuated.

When a tornado watch or warning is canceled, the same notification procedures as above should be followed,

If any damage or injuries resulting from a tornado or damaging winds, notify the campus

Switchboard Operator/Receptionist by dialing 251-578-1313. Ext. 100 or if after regular working hours notify the Evergreen Police Department or Atmore Police Department or dial 911.

Tornado Safe Zones

Building	Tornado Safe Zone
Library	When only Faculty Staff in the building, safe zone will be the kitchen. When students or large numbers of guests are present, kitchen, room 106, and room 107 will be overflow areas.
Administration	Vault on Business Office side of the building
100 - Office Administration / Phlebotomy	Hallway between classroom 102 and 105 with classroom doors closed.
200 - Nursing	Inner hallway located between bathrooms and faculty/staff offices.
300 - Welding	Tool room located on west end of the building by the instructor's office.
400 ~ Student Services	Kitchen located between restroom and main desk
400 - Adult Education	Offices #1 and 2, located next to the main lobby.
600 - Cosmetology	Break room located on the west end of the building.
700 - ILT	Restroom located in on the west wall of the building outside of the instructor's office.
700 - INT	Restroom located in on the east wall of the building outside of the instructor's office.
Truck Driving	Maintenance Room and Restroom
Maintenance Area	Restroom or office in Maintenance area. If on other areas of campus, report to nearest shelter.
Student Center	If time permits evacuate to building 400, Adult Education is. If not, seek shelter in the offices in the Student Center under desk or table.
Bookstore	Restroom located oil east wall up the ramp.
Security	Exit Security Office and seek the nearest shelter. If time does not permit, seek shelter under a desk or sturdy table in the office.
Atmore Campus	Library Area outside of offices 102 and 103.

WINTER STORM/ICE

A winter storm with substantial snow and ice has the potential for immobilizing the campus and the communities served by the college. Due to the lack of winter road equipment maintained by the state, the Governor of the State of Alabama will typically declare a state of emergency and close the highways. Likewise, the ACCS Chancellor will declare an emergency and direct that colleges within the affected areas implement emergency plans as necessary.

The Interim President has the responsibility to determine the closure of either or both campuses, and the announcement will be made through the ReidNow and CampusCast systems, along with being communicated to local media outlets.

FIRE

In an emergency, Dial 911

ON-CAMPUS EMERGENCIES, dial 100 during regular working hours or 911. OFF-CAMPUS EMERGENCIES, dial 911

IN ALL CASES OF FIRE - THE EVERGREEN FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department and campus Switchboard Operator/Receptionist. Pull building fire alarm. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, notify the Switchboard Operator/Receptionist who will announce phone system to evacuate the building. Pull the building fire alarm.
4. On large fires that do not appear controllable, IMMEDIATELY notify the fire department and the College administration. Then evacuate all rooms, closing all doors and windows to confine the fire and reduce oxygen - **DO NOT LOCK DOORS!**
5. When notified via phone system by the Switchboard Operator/Receptionist that an emergency exists, evacuate the building by walking quickly to the nearest marked exit and alert others to do the same. Upon notification by the Switchboard Operator/Receptionist, the Dean of Students & Instructional Services should notify the following departments and an alert is sent out through CampusCast alert system and the telephone system based on the nature of the emergency:

President

Department Chairpersons
Building Coordinators
Buildings/Grounds Superintendent

6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.
11. **Note:** Pulling the fire alarm does not automatically notify the fire department or 911 they must be notified via telephone.

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.

DO NOT PANIC!

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until accurate **HEADCOUNT** is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

Fire Assembly Areas

Building	Fire Assembly Area
Library	Grassy area around flagpoles, street side of library.
Administration	Grassy area around flagpoles, street side of library
100 - Office Administration / Phlebotomy	Grassy area south of bookstore on the west end of Building 100.
200 - Nursing	Grassy area south of bookstore on the west end of Building 100.
300 - Welding	Grassy area south of bookstore on the west end of Building 100.
400 - Student Services	Parking area north side of welding, west end of building 400
400 ~ Adult Education	The grassy area located on the east end of the building 200, street side of security.
600 - Cosmetology	Parking area north side of welding, west end of building 400
700 - ILT	Parking area north side of welding, west end of building 400
700 -INT	Parking area north side of welding, west end of building 400
Truck Driving	Trailer parking area outside of Main Entrance to building.
Maintenance Area	The grassy area located on the east end of the building 200, street side of security.
Student Center	The grassy area located on the east end of the building 200, street side of security.
Bookstore	Grassy area south of bookstore on the west end of building 100.

Security	The grassy area located on the east end of the building 200, street side of security.
Atmore Campus	The area located to the north end of building marked with a sign labeled "Rally Point."

EXPLOSION, AIRCRAFT DOWN (Crash)

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following actions:

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the College Administrators, College Switchboard, or dial 911 if after regular working hours. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When notified via phone system or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
6. Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. If requested, assist emergency crews as necessary.
8. A campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College Official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

MAJOR INTERSTATE ACCIDENT with CHEMICAL CONSIDERATIONS

Due to the proximity of Reid State to the interstate, consideration must be given to a significant accident with chemical considerations on the interstate. During this type of emergency, transportation into campus, transportation off of campus, and the accessibility of roads leading away from campus may have to be managed as needs arise. Reid State will work with the Conecuh County EMA, ALDOT, Alabama State Troopers, and local law enforcement to determine the actions of the campus based on the determination of EMA and EMS personnel. Additionally, Reid State Emergency Team members will assess the needs for faculty, staff, and students to be evacuated to alternate areas or home. The Campus Safety Committee assumes the responsibility for mapping routes leading to and from campus for emergency purposes. Based on the needs that

arise during a given emergency, the Safety Coordinator may identify alternate muster sites for evacuation purposes, and transportation to these sites will be considered in this plan.

Nonessential Personnel and Students

1. The Emergency Director and Safety Coordinator will work with local EMA and EMS personnel to determine what actions are needed by the college.
2. The Safety Coordinator will verify the status of all personnel on campus.
3. Campus Security and Maintenance personnel will set up cones to manage traffic flow and access and will assess the safest passage throughout campus.
4. When it is deemed safe to do so, and the roads are accessible, nonessential personnel and students will be allowed to evacuate the campus to an alternate location or home.
5. Emergency transportation will be provided as possible through local fire and ambulance services as needed and coordinated with Conecuh County EMA officials.
6. Other resource needs will be assessed on an ongoing basis, and the Safety Coordinator will coordinate access and direction for the resources as needed.

Access to Campus

1. Due to the need for accountability and control, access to the campus will be limited to emergency personnel, essential personnel, and resources being supplied to the college during an emergency by the Conecuh County EMA and local law enforcement and fire personnel.
2. A pickup point for family members to pick up non-essential personnel and students will be established based on the type of emergency and the needs of the staff.
3. Campus Security and Maintenance personnel will direct traffic flow and control access to the campus. Additional requirements may include coordination of the pickup point.

STRUCTURAL FAILURE OF A BUILDING

IN AN EMERGENCY.....POLICE/FIRE/AMBULANCEDIAL 911

In an emergency in which the college administrators or emergency contact persons CANNOT be reached, dial 911.

Structural Failure

- a. If all or part of a building collapses, immediately evacuate the building through the safest and nearest available exit.
- b. If safe to do so, proceed to a clear area at least 500 feet from the affected building. Keep streets, fire lanes, hydrant areas, and Walkways clear for emergency vehicles and personnel. Know your area assembly points. Immediately call 911, and notify the switchboard operator at extension 100. Notify Campus Security.
- c. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
- d. **DO NOT** return to an evacuated building unless told to do so by a College Official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

HAZARDOUS MATERIAL RESPONSE

If a chemical spill occurs on campus, the instructor in charge of the classroom where the spill occurred will direct students away from the chemical spill per the specific hazard procedures later outlined in this manual. Responsibilities are assigned for on-campus reporting and procedures. Faculty should have MSDS sheets on chemicals routinely used in each lab. These sheets will provide guidance as to the level of response.

When a hazardous material incident occurs off campus, the president or designee may be informed by the fire department, sheriff's department, or emergency management agency. The reporting agency will indicate whether the safest measure is school evacuation or remaining in school buildings. If the reporting agency reports evacuation from school premises is necessary, students will be evacuated to a secure site, which is dependent on the prevailing wind. Information on assembly site will be provided through the college's Emergency Notification System. If faculty and students cannot evacuate, instructors will close windows and remain in the classroom until further instructions are given.

Off-Campus Chemical or Hazardous Release or Spill

Interim President or Designee

- Receives the call from community emergency services
- Notifies campus Security
- Notifies switchboard operator
- Determines college action

Switchboard Operator

- Initiates College Emergency Notification System

Faculty, Staff, and Students

- If instructed to evacuate, follow the emergency evacuation plan.
- If instructed to shelter in place, close all windows and doors and await further instructions.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (6:45 a.m. through 4:30 p.m., Monday through Friday), immediately notify the college Switchboard Operator/Receptionist and/or Mr. Ernest Grace, Buildings/Grounds Superintendent
2. If there is a potential danger to building occupants, Or if the utility failure occurs after hours, weekends or holidays, notify the college administrators through the Evergreen Police Department at 251-578-1111 Of the Atmore Police Department at 251-368-9141.
3. If an emergency exists, such as a gas leak, activate the building fire alarm. Otherwise, exit the building as related to the failure.
4. All building evacuations will occur when notified by the Switchboard Operator/Receptionist via phone system and/or when an emergency exists.
5. **ASSIST PEOPLE WITH HANDICAPS IN EXITING THE BUILDING!**
6. 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.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps "1" and "2" above whenever the following utility emergencies arise.

ELECTRICAL/LIGHT FAILURE

At present, campus building lighting may not provide sufficient illumination in corridors for safe exiting. It is therefore advisable to have a flashlight for emergencies.

PLUMBING FAILURE/FLOOD

Cease using all electrical equipment. Notify Switchboard Operator/Receptionist. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**

REMEMBER electrical arcing can trigger an explosion! Notify the College Administration (dial 100 on campus or 911 if after regular working hours).

NATURAL GAS/CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material or natural gas leak is reported immediately to the College Administrators, Campus Security, and Evergreen! Atmore Fire Department and 911.
2. When reporting, be specific about the nature of the involved material and exact location. The College Administration will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of the other areas until the arrival of the College Administrators.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to the College Administrators. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, notify the Switchboard Operator/Receptionist, who will, in turn, inform the College Administrators, Campus Security, and Evergreen/Atmore Fire Department and 911.
6. When an emergency exists, the Switchboard Operator/Receptionist will announce the phone system to evacuate the building. Walk quickly to the nearest marked exit and alert others to do the same.
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and Walkways clear for emergency vehicles and crews.
9. If requested, assist Emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep streets, fire lanes, hydrants and walkways clear of the Command Post unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

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 one or more of the following conditions exist as a result of the demonstration.

1. **INTERFERENCE** with the normal operations of the College.
2. **PREVENTION** of access to offices, buildings, or other college facilities.
3. **THREAT** of physical harm to persons or damage to college facilities.

If any of these conditions exist, the college administration should be notified and will be responsible for contacting and informing the President. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, Non-obstructive Demonstrations

- a) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct College business as normally as possible.
- b) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - (1) Arrangements will be made by the College Administration to monitor the situation during non-business hours, or
 - (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2.)

Non-violent, Disruptive Demonstrations

- a) If a demonstration blocks access to College facilities or interferes with the operation of the College:
 - (1) Demonstrators will be asked to terminate the disruptive activity by the Dean of Students
 - (2) The Dean will consider having a photographer available.
 - (3) Key College personnel and student leaders will be asked by the Dean of Students to go to the area and persuade the demonstrators to desist. (4) The Dean of Students or her designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 - (5) If the demonstrators persist in the disturbing event, they will be apprised that failure to terminate the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Attachment A). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
 - (6) Efforts should be made to secure identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable. (7) After consultation with the President, the need for an injunction and intervention of civil authorities will be determined.
 - (8) If a determination is made to seek the response of public authorities, the demonstrators

should be so informed. Upon arrival of the local Police Department, the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

Violent, Disruptive Demonstrations

If a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Dean of Students will be notified.

a. During Business Hours

- (1) If advisable, the Dean of Students will alert the President, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- (2) The President, in consultation with the Dean of Students & Instructional Services, will determine the possible need for an injunction.

b. After Business Hours

- (1) The Dean of Students should be immediately notified of the disturbance.
- (2) The Dean of Students will investigate the disruption and inform the President.
- (3) The Dean of Students will:
 - (a) Notify key administrators and if appropriate the administrator responsible for the building area.
 - (b) Notify the College Public Relations Office. (c) Arrange for a photographer.
 - (d) If necessary, the President or the Dean of Students will call Evergreen Police Department if the problem is occurring on the Evergreen Campus or the Atmore Police Department if a problem occurring on Atmore Campus, for assistance.

NOTE: The Dean of Students reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

ATTACHMENT A

Directive to Immediately Terminate Demonstration

(Identify Self)

This assembly and the conduct of each participant are severely disrupting the operations of the College and are in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. (In no event will the Administration of this College accede to demands backed by force.)

Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Alabama Community College System Board of Trustees, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

ATTACHMENT B

Directive to Immediately Terminate Demonstration with the Assistance of Police

(Identify Self)

You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is at this moment suspended, subject to later review.

The Police will be called to assist in dispersing this assembly. Those who fail to leave

immediately will be subject to arrest.

CYBERSECURITY

Currently, Reid State Technical College does not have a formal Cyber and Electronic Information Security Plan in place. However, the College works closely with three vendors to ensure that our network is secure (external security). These vendors are Alabama Super Computer, Security Metrics, and Fortinet. Alabama SuperComputer provides Reid State's internet service protection as to content filtering on all internet usage. Security Metrics scans our network routinely for vulnerability to cyber attacks as well as network security violations. Reid State's firewall is managed onsite by the Director of Computing Services and we also have an agreement with Fortinet to provide configuration and software updates.

As far as the internal security of the College's network, which includes virus protection, spyware protection, malware, and intrusion protection, all are provided by Symantec Endpoint Protection. Also, Windows Defender is offered free of charge via Microsoft with the purchase of each software package provided on PCs at the point of sale. It is College policy that all computers are password protected to prevent information and data related breaches.

The Director of Computer Services notifies the Interim President for each event and ACCS-IT as necessary starts an investigation, and submits a formal report to ACCS-IT and ACCS~ Legal Department based upon the severity of the breach or cyber issue. At a minimum, the Interim President is notified through internal reporting methods. Reporting Cybersecurity Incidents:

- Any student, staff, or faculty who become aware of a cybersecurity issue should inform the Director of Computer Services at once.**
- The Director of Computer Services provides incident reports on cybersecurity incidents to the Interim President for each event and ACCS-IT on an as needed basis.**
- These reports are shared with the ACCS Chancellor's Office and ACCS-legal based on the type and severity of the breach.**

TERRORIST ACTS

The nature of hazards resulting from terrorist attacks or other off-campus disasters ranges from chemical, biological, nuclear/radiological and/or explosive. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spray or vapor. In the case of a biological attack, hospitals and health centers may notice a strange illness and a definite pattern inconsistent with natural disease. If the Reid State Technical College faculty and

staff see any such illnesses and erratic patterns they will report them immediately to local health authorities.

Assumptions

- A. The initial detection of a terrorist attack will likely occur through responses to 911 calls where significant, multiple injuries and deaths have occurred, or unusual symptoms have been noticed.
- B. If a terrorist event is even remotely suspected, the Office of Campus Security will immediately notify City and County emergency responders. If a terrorist incident is determined to have occurred, the City and County will notify Federal departments and agencies with counter-terrorism roles.
- C. In some types of terrorist attacks, there could be a significant number of casualties and/or damage to College buildings or infrastructure. This could lead to the need to consider the temporary closure of the College or substantial changes in College operations.
- D. The Emergency Response Team will play an essential role in making sure that the College's needs are well understood by those agencies and organizations involved with emergency response activities.
- E. In the case of a terrorist attack affecting the campus, the College will have to rely very heavily on outside assistance provided by government agencies trained and equipped to respond to terrorist attacks. Potential responders include, but are not limited to, the City of Evergreen Police and Fire Departments, the Alabama State Highway Patrol, the National Guard, the Federal Emergency Management Agency, the Federal Bureau of Investigations and the Center for Disease Control. Non-governmental agencies, such as the American Red Cross, may also be asked to assist.

CONCEPT OF OPERATIONS

A. Preparedness Phase

B. Response

- a. If a terrorist event or another off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the Emergency Response Team will assemble immediately at the Emergency Operations Center to determine what role the College should play in the response activities.

C. Recovery

ACTIVE SHOOTER RESPONSE

RUN/HIDE/FIGHT

DISCLAIMER: An individual must use his/her discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for surviving an active shooter event are listed below.

REMEMBER: Law Enforcement's priority is to confront and disable the threat.

DEVELOP A SURVIVAL MINDSET

- **Awareness and Preparation:** Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, "What if?" questions and develop a plan.

IN AN ACTIVE SHOOTER EMERGENCY

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- **Run:** Can you safely escape?
- **Hide:** Is there a right place to hide?
- **Fight:** Will you take out the shooter?

RUN FOR SAFETY

- If you can, and you deem it safe, get out and get to a safe place.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- You will have to rely on instinct.
- Leave belongings behind, but take your cell phone if it is handy.
- Help others escape, if possible

HIDING IN A SAFE PLACE

- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening,

- Make a plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

IF OUTSIDE WHEN A SHOOTING OCCURS

- Drop to the ground immediately, face down as flat as possible. If within 15~20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head to see what may be happening.
- Wait and listen for directions from Public Safety and/law enforcement personnel.

IF SUSPECT IS near

- An individual must use his/her discretion about when he or she must engage a shooter for survival.
- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

HELP OUT

- Warn others.
- Help others escape.
- **CALLING FOR HELP**
- Call 9-1-1 to report the appropriate authorities. Do not assume that someone else has reported the incident. Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

WHEN LAW ENFORCEMENT ARRIVES

- When law enforcement reaches you, do not run at them or make sudden movements.
- *The priority of the first responders will be to identify the shooter.* Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.

- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
 - Be quiet and compliant.
 - Show the officers your empty hands and follow their instructions.
 - Give the number of shooters.
-
- Give the location and physical description of the shooter.
 - Give the number and types of weapons.
 - When it is safe to do so, you will be given instructions as to how to safely exit your location.

PROCEDURES FOR A HOSTAGE SITUATION

- In a situation where one or more persons hold students and/or staff members hostage on the school campus, the following procedure will be followed:
 - The department head or other designated instructor will notify the Switchboard Operator/Receptionist,
 - Upon notification by the Switchboard Operator/Receptionist, the Dean of Students should notify the following departments and an alert is sent out through CampusCast alert system and the telephone system based on the nature of the emergency:
 - President**
 - Department Chairpersons**
 - Building Coordinators**
 - Buildings/Grounds Superintendent**
- Due to the criminal nature of a hostage situation, law enforcement officials will have total control of the hostage scene.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Security or 911.
2. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call.
 - b. Approximate age and sex of the caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. The emotional state of the caller.
 - e. Background noise.
4. Immediately notify the College administrators - Dial 1 00. Report the incident.
5. College administration officers, with assistance from emergency officials, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the College administrators. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, notify the Switchboard Operator/Receptionist who will announce phone system to evacuate the building.
7. When notified by the Switchboard Operator/Receptionist via phone system that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
9. 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.

10. If requested, assist emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEAD COUNT** is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

BOMB THREAT REPORT FORM

THREATENING PHONE CALL

DESCRIPTION OF CALLER'S VOICE

Time call received _____

Male _____ Female _____ Young ____ Middle-aged ____ Old ____

Exact words of person placing call:

Tone of voice: _____

Accent: _____

Background Noise: _____

Is voice familiar? _____

If so, who did it sound like? _____

Questions to ask:

1. When is bomb going to explode? _____

Remarks: _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

Person (receiving/monitoring call): _____

Department: _____

Telephone # _____

Home Address: _____

Home Telephone # _____

Date: _____

VIOLENT OR CRIMINAL BEHAVIOR

In an Emergency, DIAL 911

*** * ***

On-Campus Emergencies, Dial 100 or 911

Off-Campus Emergencies, Dial 911

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, **AVOID RISKS.**
3. Promptly notify the College administration by calling the Switchboard Operator/ Receptionist (dial 100), or 911 if after regular working hours, as soon as possible and report the incident, including the following:
 - a. Nature of the incident.
 - b. Location of the incident.
 - c. Description of the person(s) involved.
 - d. Description of property involved.
4. If you observe a criminal act or whenever you find a suspicious person on campus, immediately notify campus security, then the switchboard operator/receptionist who will then inform College administration.
5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or discharged explosives take place on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. **WHAT TO DO IF TAKEN HOSTAGE:**
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could jeopardize your well-being.
 - c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be agitated. Avoid appearing hostile. Maintain eye contact with the captor at all

- times if possible, but do not stare. Treat the captor like royalty.
- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
 - f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If anyone needs medications, first aid, or restroom privileges, say so, the captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or others or is out of touch with reality due to severe drug reactions or a psychotic breakdown. Hallucinations may manifest a psychotic breakdown and/or unruly behavior.

If a psychological crisis occurs:

1. Never try to handle a situation on your own that you feel dangerous.
2. Notify campus security and then notify the switchboard operation by dialing 100. The switchboard operator will notify the college administration of the situation. After hours, notify the Evergreen Police Department 251 -578-1111 or the Atmore Police Department at 251-368-9141. Clearly state that you need immediate assistance, give your name, your location and the area involved.
3. In extreme emergencies contact the County-wide Emergency Number, 911.

EMERGENCY PHONE NUMBERS**Campus Switchboard****Dial "0" or 251.578.1313****Campus Security****251.578.1313 x 162****Campus Security Cell Phone****251.227.0567****Dial 911****Connects to Evergreen Police dispatch which accesses police-fire-ambulance.****Evergreen Police Department.....251.578.1111****Conecuh County Sheriff.....251.578.1260****Alabama State Troopers.....251.578.1315****Conecuh County EMA251.578.1460****UTILITY COMPANIES****Evergreen.....The City of
251.578.1574****South Alabama Gas.....251.578.2740**