

SOUTHEASTERN ILLINOIS COLLEGE CAMPUS EMERGENCY OPERATIONS PLAN CLERY CAMPUS SECURITY DISCLOSURE

COMMUNICATIONS ANNEX

It is assumed that during an emergency event, clear channels of communication, both internal and external, will be vital to resolving the event. There is no single method of communication that will reach all persons or groups involved. It is therefore important to have redundant methods of communication.

It is the purpose of this function to assure, to the degree possible, that these avenues of communication exist between all groups responding to an emergency situation.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of the communications function.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP by assuring, to the degree possible, that there are redundant notification systems with which to warn the public of an emergency or disaster situation.

Below is a list of the redundant methods of communication available during an emergency situation:

Campus Security: Two way radios & cell phones

Sector Leaders: Two way radios for person to person. Backup methods include hand held megaphones and air horns.

NIMS Team: Two way radios, Short wave radio

Facility Services: Two way radios & PTT cell phones.

Fire Alarm System: Activates visual strobes and audible alarms during an activated fire alarm.

Public Address System: Public Address system

E2Campus: Issues text and phone messages to subscribed students & staff and sends emergency messages to all college phones and PCs.

Closed Circuit Television: Displays emergency announcements.

News Media: President's Office disseminates information through established media contacts as needed.

Under the SIC NIMS plan, the Public Information Officer (PIO) duties are generally a function within the President's Office. The PIO will handle dissemination of emergency communications to the campus community. Additionally, Campus Police may utilize all methods of

communication listed above, to relay emergency information to the campus community in the event of a threatening event.

WARNING / DISASTER & EMERGENCY INFORMATION ANNEX

It is assumed that during disasters or life threatening emergencies, providing the public with timely warnings and direction, is likely to reduce injuries, death and confusion. Annual drills and ongoing training along with clearly posted evacuation signage, directions and maps are essential parts of successful preparation for and response to emergency events.

The purpose of this function is to assure, to the degree possible, that there are clearly established methods with which to convey emergency notices to the college's students, staff and visitors, during the course of an emergency event.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP; by assuring, to the degree possible, that there are redundant notification systems with which to warn the public of an emergency or disaster event.

Upon receipt of information, that a life threatening event is occurring, or about to occur, Campus Security will provide emergency information, via the PA or alarm systems of the campus involved. Examples include, but are not limited to fire, tornado, active shooter, bomb threats and all other hazards.

Below is a list of the redundant methods of communication available during an emergency situation:

Campus Security: Two way radios & cell phones

Sector Leaders: Two way radios for person to person. Backup methods include hand held megaphones and air horns.

NIMS Team: Two way radios, Short wave radio

Facility Services: Two way radios & PTT cell phones.

Fire Alarm System: Activates visual strobes and audible alarms during an activated fire alarm.

Public Address System: Public Address system

E2Campus: Issues text and phone messages to subscribed students & staff and sends emergency messages to all college phones and PCs.

Closed Circuit Television: Displays emergency announcements.

News Media: President's Office disseminates information through established media contacts as needed.

Sector Leaders and/or Campus Emergency Response Team members as well as Student assist campus security in evacuating disabled persons and those with limited English abilities.

The President's Office, acting as the Community Relations Officer, is generally assigned to review and disseminate information to the public. In the event of an in progress emergency of a life threatening nature, Campus Security will activate all immediate notifications for those on campus. Follow up notifications will be handled through Community Relations.

If activated, the NIMS plan (Appendix A), the Safety Officer (Campus Police) and the (PIO) Community Relations will handle the warning and emergency notification duties in this annex.

EVACUATION/SHELTER-IN-PLACE/LOCKDOWN ANNEX

It is assumed that in most emergency situations there will be a need for members of the public to take some action to minimize their exposure to injury or death. This may include sheltering in place, or movement from an area of perceived danger to an area of perceived safety. It is also assumed that the public will seek direction from college personnel during these events.

The purpose of this function is to plan for the movement of the public from areas of risk to areas of safety, to the degree possible, during an emergency event.

The objective of this function is to assure continuity in the area of evacuation and sheltering, with the rest of the CEOP by assuring, to the degree possible, that notice is provided to the public regarding shelter areas and evacuation routes, and that drills are conducted.

During an in progress event, with the potential to cause serious injury or death, Campus Police will serve as the first line of notification to the public. By means of the PA system or through direct contact, they will announce, to the public, the need to shelter in place or evacuate, depending on the nature of the event. Sector Leaders will assist in movement or sheltering of the public during such events.

For purposes of severe weather, shelter areas have been designated with clearly posted signage. Evacuation maps have been posted in all classrooms, offices and other designated areas. In the event of an active shooter or incident of targeted violence, all classrooms have been equipped with interior locks which allow occupants to shelter in place securely until the danger has passed.

Southeastern Illinois College is a commuter institution. As such, the need for transportation during a campus evacuation would be minimal or nonexistent. In the unlikely event that there was a need for evacuation, the Logistics Chief (see NIMS Plan Appendix A) would be responsible for locating appropriate transportation.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of this annex.

SPECIFIC INCIDENT RESPONSES:

The Southeastern Illinois College Emergency Response Plan (CERP) has been appended to this CEOP as Appendix B. In addition to response options to particular situations, the CERP also contains floor plans, evacuation route maps, shelter areas and other pertinent information regarding threat responses. The responses below are intended to provide basic direction should an emergency situation arise, but you are encouraged to also review the ERP for emergency planning purposes. The SIC ERP can be accessed through the Southeastern Illinois College web site under the Environmental Health & Safety web page at www.sic.edu

FIRE - Warning is given by a pulsating blast of the fire alarm system and flashing strobe lights.

FIRE RESPONSE (RACE)	Extinguisher Operation (PASS)
R - Relocate individuals away from danger A - Activate pull station and phone 911 C - Contain the fire/smoke by closing doors E - Extinguish the fire if safe to do so	P - Pull the pin A - Aim at the base of fire S - Squeeze the handle S - Sweep from side to side
<p>Evacuate the building in an orderly manner via the nearest exits which are marked and lighted. Instructors should help in this process.</p> <ul style="list-style-type: none">• Do not use the elevator.• Once outside, move to the nearest parking lot.• College officials will specify when the buildings may be reentered.• Each staff member will become familiar with the location of the closest fire extinguishers in their area. <i>It is the responsibility of <u>everyone</u> to make sure that these fire extinguishers are available, charged, and in working condition. If anyone notices that one is out of place or missing, is not charged, or does not appear to be in working condition, report it immediately to the Office of the Vice President for Administration and Business Affairs.</i>	

During a fire or fire drill, the designated evacuation site for Mary Jo Oldham Center for Child Study staff and children is the VPAC or "E" south parking lot(s).

In any emergency requiring evacuation, individuals with disabilities who are located on the second floor of buildings A, B or C should assemble in the upstairs lobby of building B where they will receive help in evacuating the building. The CERP will oversee the evacuation of individuals with disabilities.

NIMS Activation: If a fire occurs on campus that requires a firefighting response to extinguish flames the SIC NIMS Plan will be activated.

NATURAL DISASTERS

A natural disaster would include, but is not limited to severe weather situations, hazardous material accidents, floods and earthquakes. Because of the diversity of natural disasters, no set guidelines exist that are applicable to all situations; however, the following procedures will serve as guidelines in the event of a natural disaster.

SEVERE WEATHER OTHER THAN TORNADO - In the event of severe weather, each CERP is to be notified by the Security Department. If a team leader is unavailable, the next designated person on that team will be notified. Each team leader will notify the remaining individuals on that team. The team members will then notify all offices, personnel, and students of the severe weather warning. Care should be given not to scare staff or students.

TORNADO - Warning is given by a continuous blast of outside weather sirens.

When SIC is made aware that a tornado watch has been issued, campus security and members of the CERP will notify the campus of the tornado watch. When word is received that a tornado warning has been issued for the immediate area, campus security and members of the CERP will notify campus to follow the directions below. Classes will be disrupted when a tornado warning for the immediate area has been received.

Directions for Buildings A, B, C, E & G

- A Building go to A152 Copy Room
- B Building go to Hardin Corridor and rooms B105 B106, Pope Corridor and B140
- C Building go to the Locker Rooms men in the men's and women in the women's
- E Building go to F Building F120,F121,F122
- G Building go to lower level North Hallway near restrooms
- Move to an interior wall of the lowest level of the building in which you are located.
- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

Directions for Building D (Mary Jo Oldham Center for Child Study)

- CSC and Pre-K will be located in A 113
- Move to the interior wall.
- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

Directions for the Technology Building

- Move to the lowest level of the building.
- Occupy men's and women's restrooms first.
- Use corridor away from vending machines for overflow.

- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

Unless the situation requires evacuation, all doors will remain closed and personnel and students will remain stationary until official “all clear” notice is received.

EARTHQUAKE - No warning can be given for an earthquake.

At the beginning of the course, instructors and student work study supervisors explain to students the evacuation plan and alternate instructions and procedures if you are not available (out of the room or unconscious.)

Each employee is encouraged to bring one gallon of drinking water in a plastic container for storage in or near the individual’s work area. It will be the responsibility of the individual to keep his or her water supply fresh. In the event of an earthquake, only bottled water should be used until notification that the water system is safe.

During an Earthquake:

- Move away from windows, file cabinets or other potential hazards.
- If possible, get under desk, table, or other shelter, or against an inside wall. If the shelter moves, move with it and stay under it.
- If a jacket or other object is available, it could be used for additional head protection.
- Assume drop position (drop to knees with your back to windows, head down toward your knees, hands clasped behind your neck, arms against ears, eyes closed).
- Stay in the drop position until earthquake is over and/or until further instructions are given.

If outside the school building or walking to or from buildings when an earthquake occurs:

- Get clear of all buildings, trees, light poles, exposed wires, or other hazards that may fall. The safest place is in the open.
- Assume the drop position until quake is over.
- If in a moving vehicle the driver should pull over to the side of the road as quickly as is safely possible and stop. Never stop on a bridge. If traveling in vehicles such as a school bus, get under seats or in the aisles.

After an Earthquake:

NIMS Activation: If damage is expected as a result of an earthquake the SIC NIMS plan will be activated.

The following general precautions will be observed until instructed otherwise:

- **Do not** use the elevator.
- **Do not** smoke or light matches, even if outside (possible gas leaks).
- **Do not** stand in doorways.

- While evacuating be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

The first priority is the safety of all occupants of the building. The preservation of documents, facilities and vehicles is secondary. If your area is unsafe, vacate as soon as it is safe to do so. **Do not** return until you receive the “**all clear**” from a college official. You should determine, ahead of time, a primary exit as well as several alternate escape routes.

The administrator in each locale should ascertain that all individuals are present and accounted for, and receive emergency assistance, as necessary. Any disabling injuries should be reported to the member of the crisis response team responsible for the area in which the injury occurred.

Instructors:

- Evacuate your students from the building as soon as you determine it is safe to do so or receive instructions from a college official.
- Designate several responsible students in each class to take attendance in the event that the instructor is not present or is incapacitated.
- When leaving classrooms, make every effort to verify that all students have been evacuated from the classroom. Announce that no one is to return to the room unless authorized to do so.
- Remain with your class group. Once at your prearranged location, send a responsible student to report the status and location of the class to the ICC (Incident Command Center) located in the MJOCCS (Mary Jo Oldham Center for Child Study) Building D. Students and instructors should remain at the prearranged location until re-entry to school buildings has been approved. If you are not with a class, report to the Incident Command Center.
- If there are seriously injured persons who cannot be moved, remain with the injured person (unless someone with medical training or another Southeastern Illinois College employee can stay with the injured person) and designate a responsible student to evacuate the rest of the students. Students with major injuries are to remain in the classroom (unless the location has an immediate threat to their lives). The injured student must be supervised by a responsible person until medical assistance can be obtained. Evacuate students with minor injuries before seeking medical attention.
- Note the name of anyone who, for any reason, leaves the class group to go to the first aid center, disaster center, home, etc.
- Off campus instructors shall notify the Incident Command Center (ICC) of the status of their students and location as soon as possible after the earthquake.

All Southeastern Illinois College Employees:

- Evacuate the building as soon as it is determined safe to do so. Try to remain calm and listen for directions. Remain alert for aftershocks, and be prepared to duck and cover during your evacuation.
- **When exiting any building ascertain that there is no falling debris and that the exit is free of potential dangers such as power lines or other hazards.** All individuals must remain a

safe distance away from buildings or any standing objects. Stay away from the east exit of C Building (gym) because of the proximity to the water tower, gas, and Southeastern Illinois Electric Cooperative Sub Station.

- The Chemistry lab and other special rooms will need to be shut down and the local hazardous materials response teams notified by contacting the Saline County Sheriff's Department.

Custodians: All available

Before:

- Assist the planning committee in identification of non-structural hazards.
- Assist in the reduction of non-structural hazards.
- Maintain inventory of food and water supplies.
- Know locations of and procedures for turning off water, gas, and electricity and intake valve on water heater(s).
- Know procedures for setting up emergency sanitary facilities.
- Know fire-fighting procedures and location of the fire extinguishers.
- Know location of search- and - rescue equipment.

After:

- Check utilities, turning off water, gas, electricity, and intake valves on water heaters and do whatever is necessary to minimize additional damage.
- Take elevators out of service using the following procedures:
 1. Requires 2 people
 2. Call elevator to the lowest floor
 3. Press the hold button when door opens
 4. First person proceeds to the elevator equipment room and disables power to elevator
 5. First person installs a lock-out device and pad lock on the disconnect
 6. Second person remains with the elevator to prohibit use
- Determine which utilities still work and which do not. Report findings to Incident Command Center (MJOCCS).
- Make a note of structural and non-structural damage when checking utilities. Report damage to the command center.
- Assist in evacuation, if necessary.
- Set up emergency sanitation system. Be sure not to use water or toilets until lines have been checked for damage.
- Assist with the relocating of any earthquake equipment and supplies
- Inventory food and water supplies and begin implementing procedures for distribution.

Preferred Evacuation Sites (After the assessment of the area has determined that light poles are not in danger of falling):

- Parking lots to the north of Buildings A and B

- Parking lot and field to the south of the Technology Building (stay away from the north and east entrances of C Building because of the water tower and gas)
- Parking lots south of Buildings E and F

All available nursing instructors and any staff with first aid training will staff the emergency first aid center and assist the injured.

WEAPONS POSSESSION/ARMED OFFENDER/HOSTAGE/BARRICADED SITUATION THREAT OF VIOLENCE/INTRUDER ON CAMPUS:

NIMS Activation: Any event on campus that involves a weapon possession, armed offender, hostage, barricading or immediate threat of violence on campus shall cause the SIC NIMS Plan to be activated.

Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over individual(s) by use of force, or threat of force, or by other violent behavior/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out personal objective.

A threat of violence is any expression, verbal or non-verbal, of the intent to inflict harm, injury, or damage to persons or property.

The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury. All threats of violence within a school may have serious consequences and can be expected to have a negative impact. Threats to students or staff, for example could be a prelude to a more serious incident/crisis event, such as an armed assault or hostage taking. Even when more serious incidents do not follow, threats typically result in significant adverse consequences to the victim, which may be physical, psychological, or both.

An intruder in the building is an individual in the building who appears suspicious and/or engages in threatening behavior. Any school personnel who observes an individual in the building who appears suspicious should notify campus security or a CERP member. **They will determine if it is an emergency situation.**

Any other non-student who is on school property and engages in threatening behavior should be treated as intruders.

The Illinois Criminal Code governing this offence states that unlawful possession of a weapon on school property or within 1000 feet of a school in the state of Illinois is a Class 3 felony. Campus Security, CERP member or the administrator will determine if it is an emergency situation.

If it has been determined that an emergency situation exists, the following procedures will be followed:

1. Contact campus security at 2911, 926-4986 (daytime), or 926-5403 (evening) and CERP member or administrator. Security will contact the Saline County Sheriff and Illinois State Police at 911. Make sure the police operator understands the specific details of the situation including the exact known location, and any descriptive information available. If possible, stay on the line until instructed to disconnect by the 911 operator. Until assistance from the Illinois State Police arrives the emergency disaster procedures will be followed. **Once the Illinois State Police arrive they will be in charge of the situation.** Southeastern Illinois College staff will provide support and assistance only as requested by the Illinois State Police.
2. Notify all instructors and staff that you have an emergency situation. Instructors will make an assessment of the situation to determine the most appropriate response. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
3. Once an appropriate response has been determined, notify all students indoors and outdoors to respond accordingly.
4. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
5. All doors capable of being locked should remain locked. If the decision has been made to remain in the buildings students and staff should lay flat on the floor, remain quiet until the all-clear signal is given or other instructions are provided.
6. Assist police as directed by them.

BOMB THREATS

NIMS Activation: Any bomb threat situation shall cause the SIC NIMS Plan to be activated.

A bomb threat is a threat alleging an explosive device is located on school properties. This threat may be made by telephone, in writing, e-mail, fax, or by first party verbal conversation with a school official or student. The only allegation necessary is that a bomb is on school premises. Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where is the bomb located?
5. Why did you place it or who placed it and why?

All bomb threats are to be considered real and will be treated as such. Do not use radios. An explosive device could be set off by their use. If you are communicating with a person making a bomb threat:

- Remain calm. Do not panic.

- Keep the caller on the line as long as possible.
- Record, as nearly as possible, every word spoken by the person calling.
- Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine where the call was made.
- Determine whether the voice is male or female, familiar or unfamiliar, and listen for any accents, speech impairments, nervousness, etc.
- Record as much information as you possibly can. You may not be able to get everything, but do get all you can.
- **Immediately after the caller hangs up**, contact the administrator in charge or campus security if unable to locate an administrator. S/he will contact the Saline County Sheriff's Office. You will be asked to relay as much information as possible.

Until instructed otherwise by the Incident Command Center the following should be observed:

- All students and employees will evacuate the campus buildings and remain outside. No one is to reenter the buildings until the official "**all clear**" has been given.
- Do not use the elevator.
- The Saline County Sheriff's Department and/or Illinois State Police shall be responsible for the orderly search of the building and investigation of bomb threats received. These agencies may request assistance from other agencies or assistance for Southeastern Illinois College Staff.
- All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to emergency personnel any items or containers that are unusual or foreign to the normal operation of the school. **Do not handle any item under suspicion.**
- Should a suspicious object be located, do not move, jar or touch the object or anything attached to it. Leave it exactly the way you found it.
- The building will be under police authority if a bomb is discovered.
- **CERP members are not to leave the campus until they receive official notification.**
- After the search has been completed, an "all clear" shall be announced only after a confirmation has been obtained from the Saline County Sheriff's Department, Illinois State Police, or Fire Department stating the building has been searched and nothing found and is safe to return.
- If you are the person in charge, be sure to get the name of the person and rank that gives you the all clear. Be sure to include this in your incident report.
- Publicity shall be avoided as much as possible. Only the administrator or designee shall answer questions concerning this matter, and only to those persons with a need-to-know basis.

BIOLOGICAL THREAT/INCIDENT

A biological threat can occur naturally, accidentally or intentionally. A biological threat involves human exposure to germs, viruses or other contagions, which are usually communicable in nature. Intentional biological contamination may be done for terroristic reasons, with the

intent to infect a large number of people and cause a disruption of the college or societal functions. In the event of a confirmed or suspected biological incident, campus authorities will initiate a biological response plan involving fire, EMS, local hospitals and the local Health Departments as needed.

If you believe you have been exposed to a biological agent:

- Remain calm and move away from the contamination source, but do not approach others.
- Notify Campus Security or call 911.
- Warn others, who may be nearby but not affected, to leave the area.
- Wait for medical and emergency personnel to arrive and provide direction.

Campus Security will:

- Quarantine affected persons & areas pending arrival of trained and properly equipped rescue/medical personnel.
- If contamination is verified by responding medical personnel, the local Health Department will be contacted.
- The local Health Department will contact U.S. Department of Homeland Security.
- Homeland Security and the local Health Department will determine if the a Pharmaceutical Distribution Plan should be activated. Plan is attached to this CEOP as Appendix G.
- If Pharmaceutical Distribution Plan is activated, Campus Security will await notification from the local Health Department, that pharmaceuticals are ready for pickup and will follow the plan in Appendix G.

NIMS Activation: If a biological threat or incident is suspected or confirmed, the SIC NIMS plan will be activated.

PHARMACEUTICAL DISTRIBUTION

The U.S. Department of Homeland Security, in conjunction with the local Health Department has established a Pharmaceutical Distribution Plan which would be implemented in case of a Biological Incident.

In the event that the plan was activated, Southeastern Illinois College and the SIC Security Department would serve as a site of and security for the distribution of medication to the on campus first responders and college staff.

The local Health Department will notify the College President that a need for mass distribution has occurred, at which time the SIC NIMS plan would be activated. SIC Security will follow the Pharmaceutical Distribution Plan procedures which are attached to this CEOP as Appendix G.

NIMS Activation: In the event of a pharmaceutical Distribution Plan activation, the SIC NIMS plan (Appendix A) would be activated.

HAZARDOUS MATERIAL/CHEMICAL SPILLS

Hazardous material or chemical spills may occur from an internal (on campus) or external (off campus) source. District 533 encompasses a large agricultural and mining area. Hazardous materials are transported near the SIC campus via state and county roadways. The campus has a moderate exposure to a hazardous material spill.

If you detect a hazardous material spill that may impact the campus please follow these instructions until directed differently by an Incident Command Center:

- Notify those around you and evacuate the area immediately. You may utilize a fire alarm pull station, to warn others in the area.
- Notify Campus Security or call 911 directly with the exact location and any information you may have on the material involved.
- If possible notify the Director of Environment Services and request a “shut down” of the ventilation systems.
- Safely assist any injured persons away from the area of the spill if possible. Take no risks.
- If you have the MSDS sheet or the technical name of the product, advise Campus Security or the Director of Environmental Services.

In the event of a hazardous material spill from an external source:

- An announcement will be made as soon as information is available.
- Close all windows and if possible shut down any air intakes you may have access to.
- Facility Services will shut down ventilation systems as necessary to prevent fumes from being drawn into the buildings.

NIMS Activation: In the event of a hazardous material spill, the SIC NIMS plan (Appendix A) will be activated.

EMPLOYER/STUDENT/VISITOR INCIDENT

If the incident did not call for the activation of the SIC NIMS Plan, all staff involved with, or witness to, an accident should complete an Employee and Student Accident Report Form the day of the accident. The original should be submitted to the Office of the Vice President for Administration and Business Affairs and one copy to campus security. Student copies should be sent to the Dean of Student Affairs. **Copies of the forms should not be provided to students unless requested through the Office of the Vice President for Administration and Business Affairs. Forms are available from campus security and CERP members.** Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President for Administration and Business Affairs.

Steps to follow during the regular daytime hours on campus:

The employee first aware of the situation should call the appropriate CERP member and campus security at 926-4986 or 2911.

If it is necessary to call for outside assistance, call 911.

Call **911** from any phone. Pay phones are available in VIENNA Corridor (in B Building, corridor on the west side of the Bookstore.)

Life Threatening - If the employee feels the situation is life threatening, s/he should call an ambulance immediately (911) and give his or her name and the exact location of the emergency.

Not Life Threatening - The employee should call for assistance and stay with the person having the problem until help arrives and render any help which s/he can give.

If the CERP member responding feels the situation is not life threatening and the person is fully conscious and able to communicate, it will be necessary for that person to make his or her own decision relative to obtaining medical help. If the person is unable to decide concerning medical treatment, the responding CERP member will contact the parent/guardian/spouse/ or other close relative concerning medical treatment.

If the person is immobile, the employee should call a CERP member.

Steps to Follow During The Evening Hours (After 4:30 P.m.) On Campus - The employee first aware of the emergency situation is to call the evening administrator or campus security at 2911 or 926-5403. **If the situation is life threatening, call 911 immediately.** The employee is to stay with the person until help arrives and render any help which s/he can give.

Not Life Threatening During The Evening Hours (After 4:30 P.m.) On Campus - If the employee feels the situation is not life threatening and the person is mobile, he or she should be brought to the nearest easily accessible area. If the person is immobile, the employee should not attempt to move the person. The employee will contact the security officer at 926-5403. If appropriate and/or requested, attempt to call a parent/guardian or ambulance.

If the person is unable to decide concerning medical treatment, the evening administrator or security officer will attempt to call the parent/guardian/spouse or other close relative in order to make a decision concerning medical treatment.

Steps to Follow on Friday Night or Weekends: - The employee or sponsor in charge should contact the administrator on duty or a custodian for assistance to contact the parent/guardian/spouse/other close relative or ambulance (911).

Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President for Administration and Business Affairs.

POWER OUTAGES

In the event of a power outage instructors are requested to stay with their students until the source and duration of the power outage can be determined. The Director of Environmental Services and maintenance staff will immediately respond to the electrical closets, make a determination as to the problem and the possible duration of the outage, and then notify the

president or his/her designee as to the circumstances so that the appropriate action can be taken. The president or his/her designee will then notify administrators, who will then notify instructors and students of any decision concerning whether or not classes will be held or canceled. Every attempt will be made to make the class cancellation decision thirty (30) minutes prior to the start of class.

The CERP's, administrative staff, and security will patrol the hallways, answer questions and provide any necessary assistance. The designated CERP member will determine if there are any individuals with disabilities requiring assistance and report any findings to the appropriate CERP team who will coordinate any necessary evacuation procedures.

Classes may not resume and offices open until power is restored AND an "all clear" has been given. Although power is restored, the "all clear" will not be given until fire alarm and other electrical systems have been evaluated and determined functional.

ABDUCTION

This occurs when a person knowingly retains physical custody of another person without authority. This may be accomplished by use of force, threat of force, deceit or enticement. This does not have to be removal of the person from the school but can be the detainment of the person in a school by an unauthorized person.

Procedure:

1. Call campus security at 2911, 926-4986 (daytime), or 926-5403 (evening), **and** local police at **911**. Identify yourself and give your specific location, at Southeastern Illinois College, and the nature of the emergency. Give all information you have available, i.e., description of the person and the abductor, names if known, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. If the abduction involves a MJOCCS student, the Coordinator of the MJOCCS will notify the parents of the situation and steps being taken.
3. Keep any witnesses, both adults and students, in an office or vacant classroom and preferably separated to prevent sharing stories.
4. Secure the area of conflict, location of the vehicle involved, i.e., making it possible to maintain any evidence for law enforcement investigation.
5. Assist the police. (Have pictures and files available, students and suspects.)
6. Have a counselor assist with any emotional response on the part of the staff or students during and following the situation.

NIMS Activation: Should an abduction become an extended impact to campus the SIC NIMS Plan shall be activated.