

FIRE

HUTCHINSON COMMUNITY COLLEGE EMERGENCY PROCEDURES FOR FIRE

DEFINITION: A fire in or adjacent to the building

SIGNAL: Continuous ringing of the fire alarm

ACTION & ROLES:

- Pull the fire alarm
- DIAL 911
- Call Security 665-3379 or 3379
- **DO NOT RE-ENTER BUILDING WITHOUT DIRECTION FROM INCIDENT COMMAND**

Crisis Team Area Rep

- Supervise evacuation
- Report to command post
- Notify Campus Crisis Team
- Release students to return to the building with permission from Incident Command
- Report/Direct all injured to Incident Command

Instructors & staff members

- Close all windows and doors if time allows
- Evacuate to determined site
- Report to Crisis Team Area Rep
- Assist students with disabilities

Custodian

- Aid with evacuation as needed

Public Information Officer

- Coordinate meeting areas for media, parents, and media release with Incident Command

EMERGENCY 911

SECURITY: 665-3379 or 3379

Crisis Team: President, Dean of Instruction, Dean of Student Services, Dean of Finance, Director of Plant Facilities, Assistant Director of Plant Facilities, Public Information Officer, Security and Area Representatives

TORNADO WARNING

HUTCHINSON COMMUNITY COLLEGE TORNADO WARNING

DEFINITION: A tornado warning has been issued for Hutchinson

SIGNAL: Sounding of city-wide alarm and announced through campus wide communication systems

ACTION & ROLES:

Crisis Team Area Rep

- Supervise movement of students
- Listen to further updates on local radio
- Announce “All Clear”

Instructors & staff members

- Close all windows and doors if time allows
- Evacuate student and self to designated tornado shelter
- If a student of legal age refuses to go to the shelter, you cannot force them
- Unattended individuals under legal age will be required to go to shelter
- Assist students with disabilities

Custodians

- Aid with evacuation as needed

TORNADO SHELTER LOCATIONS

ABE Office	Interior Hallways
Building 12	Interior Hallways
Child Care	Basement
Davis Hall	Basement
Gowans Stadium	Stringer Fine Arts basement, Multi-purpose athletic facility basement, RLRC basement, Lockman Hall basement
Stringer Fine Arts Center	Basement
Student Health Center	Basement
Rimmer Learning Resource Center	Basement (preferably small rooms)
Lockman Hall	Interior hallways of basement
Office Technologies Bldg	Basement of Lockman Hall (Use east basement stairs)
R.C.I.C.	Interior walls or bathrooms
Residence Halls (Kent & Elland)	Basements
Science Hall	Rimmer Learning Resource Center basement
South Campus: Wagner Bldg	Pioneer basement or interior hallway
Pioneer Bldg.	Basement
Cameron Hall	Interior classrooms
Sports Arena	Small gym or interior hallways
Student Union	Nunemaker Room, Room 12, interior hallway by Campus Store
Shears Technology Center	Lockman Hall basement (Use either northeast entrance or east basement stairs)

EMERGENCY: 911

SECURITY: 665-3379 or 3379

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TORNADO DAMAGE

HUTCHINSON COMMUNITY COLLEGE TORNADO DAMAGES BUILDING

DEFINITION: Campus sustains damage from tornado

ROLES & ACTION:

- In event of tornado warning, please follow tornado warning instructions

Crisis Team Area Rep

- Call 911
- Evacuate as possible to safe location
- Begin search and rescue as possible with regard to personal safety
- Administer first aid as necessary
- Liaison with incident command
- Report/direct all injured and search and rescue efforts to incident command
- Assist students with disabilities

All employees

- Aid with evacuation as needed

Public Information Officer

- Coordinate meeting areas for media, parents, and media release if necessary

TORNADO SHELTER LOCATIONS

ABE Office	Interior Hallways
Building 12	Interior Hallways
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HUTCHINSON COMMUNITY COLLEGE ILLNESS OR INJURY

ILLNESS OR INJURY

DEFINITION: An individual is injured or becomes ill on campus

ROLES & ACTION:

Instructor & staff members

- Assess the situation
- Call 911 and campus security 665-3379 or 3379
- Administer first aid
- Use your judgment to determine whether to dismiss or keep class in session if applicable

Security

- Administer first aid
- Appoint someone to meet emergency personnel

EMERGENCY 911

SECURITY: 665-3379 or 3379

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HUTCHINSON COMMUNITY COLLEGE DEATH ON CAMPUS

DEATH ON CAMPUS

DEFINITION: A student, staff member or other individual dies in a school building or on the grounds. All deaths on campus are handled as crime scenes.

ROLES & ACTION:

- Assess the situation
- Call 911 and follow directions of dispatch
- Call campus security 665-3379 or 3379
- Administer first aid when appropriate
- Secure as much of the area around the body as possible. No one should touch the body or anything near the body after determining no vital signs are present. Everything should be considered evidence.

Security

- Administer first aid when appropriate
- Secure or arrange for building to be secured
- Lock down building if necessary
- Move any potential witnesses from location of body to a secure area.
- Encourage potential witnesses to not discuss situation until law enforcement interview.
- Maintain silence and make sure all cell phones and electronic devices are off or not in use
- Meet with law enforcement and obtain status report

Crisis Team Area Representative

- Aid security
- Notify crisis team members

Crisis Team

- Notify HCC counselors
- Contact the public information officer and other staff where necessary
- Coordinate meeting areas for media and parents
- Develop media release with law enforcement

Custodian

- Assist security

Instructors & staff members

- Assist security
- Remain in area until released by law enforcement or administration
- Assist students with disabilities

EMERGENCY 911

SECURITY: 665-3379 or 3379

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HUTCHINSON COMMUNITY COLLEGE BOMB THREAT PROCEDURE

BOMB THREAT

DEFINITION: Threat of an incendiary or explosive device being on school premises

SIGNAL: Code **IB** announced through campus wide communication systems

ROLES & ACTIONS:

- Call 911
- Call security
- Initiate lockdown procedures. Lockdown means to make every reasonable effort to secure oneself and others inside enclosed building, room or structure.
- Call Crisis Team Area Representative
- Avoid use of electronic devices when suspicious item in view
- In the event a device is found which appears to be an improvised explosive device, staff and students will be evacuated at the direction of law enforcement

Crisis Team Area Representative

- Aid security in lockdown of building and search immediate area for suspicious objects.
- Notify crisis team members

Security

- Lockdown and secure in place.
- Search area for device

Faculty & Staff

- Lockdown or secure rooms
- Search immediate area for area for suspicious objects
- Notify crisis team members
- Keep away from doors and windows
- Remain in rooms until released
- Assist students with disabilities
- Be prepared to move to Evacuation Site when instructed by law enforcement

Custodians

- Search work areas then report to security
- Route individuals in hallways and bathrooms to classrooms or other area

EMERGENCY 911

SECURITY: 665-3379 or 3379

Crisis Team: President, Dean of Instruction, Dean of Student Services, Dean of Finance, Director of Plant Facilities, Assistant Director of Plant Facilities, Public Information Officer, Security and Area Representatives

BOMB THREAT CALL CHECKLIST

SIGNAL TO SOMEONE ELSE TO DIAL 911 (DO NOT BREAK PHONE CONNECTION!!)

Exact time & date of call _____

Exact words of caller _____

QUESTIONS TO ASK

- 1) When is bomb going to explode? _____
- 2) Where is the bomb? _____
- 3) What does it look like? _____
- 4) What kind of bomb is it? _____
- 5) What will cause it to explode? _____
- 6) Did you place the bomb? _____
- 7) Why? _____
- 8) From where are you calling? _____
- 9) What is your address? _____
- 10) What is your name? _____

Caller Voice (circle all appropriate)

Accent	Angry	Broken	Calm	Crying	Deep	Disguised
Excited	Giggling	Lisp	Loud	Nasal	Normal	Rapid
Sincere	Slow	Slurred	Stressed	Stutter	Squeaky	-----

If voice is familiar, whom did it sound like? _____ Were there any background noises? _____

Additional Remarks: _____

Person receiving call _____ Telephone number call received at: _____

HUTCHINSON COMMUNITY COLLEGE

ARMED INTRUDER

ARMED INTRUDER

DEFINITION: Suspect(s) on campus whose activity is immediately causing death and/or serious bodily injury. The activity is not contained and there is immediate risk of death or serious injury to additional victims.

SIGNAL: CODE AI announced through the campus-wide communication system.

ACTION & ROLES:

- Do NOT activate fire alarm. A fire alarm signals people to evacuate and thus places them in potential harm as they exit the building

All employees

- Above all, remain calm and stay out of open areas
- If in a classroom or small area, lock/barricade students & self in classroom, secure until police arrive or until it is no longer safe to remain.
- Turn off lights and equipment, cover and lock any windows or openings that have a direct line of sight into the room.
- If possible, call 911 and campus security 665-3379
- Keep everyone together, away from the windows
- If you are not in a classroom or small lockable area, try to get to one
- Once the police arrive, obey all commands. This may involve you being hand-cuffed or keeping hands in the air. This is for everyone's safety.
- Assist students with disabilities

Crisis Team

- Determine student/staff needs
- Appoint liaison to meet police

Security

- Assist in lockdown

Public Information Officer

- Coordinate meeting areas for media, parents, and media release if necessary

EMERGENCY 911

SECURITY: 665-3379 or 3379

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**ARMED
INTRUDER
NEAR CAMPUS**

**HUTCHINSON COMMUNITY COLLEGE
ARMED INTRUDER IN CLOSE PROXIMITY TO CAMPUS
(HHS, COSMOSPHERE, YMCA, 308 ADM BLDG)**

DEFINITION: Suspect(s) near campus whose activity is immediately causing death and/or serious bodily injury. The activity is not contained and there is immediate risk of death or serious injury to additional victims.

SIGNAL: SHELTER IN PLACE announced through the campus-wide communication system.

ACTION & ROLES:

- Do NOT activate fire alarm

All employees

- Above all, remain calm and stay out of open areas
- If in a classroom or small area, lock/barricade students & self in classroom, secure until police arrive or until it is no longer safe to remain.
- Turn off lights and equipment, cover and lock any windows or openings that have a direct line of sight into the room.
- If possible, call 911 and campus security 665-3379
- Keep everyone together, away from the windows
- If you are not in a classroom or small lockable area, try to get to one
- Once the police arrive, obey all commands. This may involve you being hand-cuffed or keeping hands in the air. This is for everyone's safety.
- Assist students with disabilities

Crisis Team Area Representative

- Determine student/staff needs
- Appoint liaison to meet police

Security

- Assist in lockdown

Public Information Officer

- Coordinate meeting areas for media, parents, and media release if necessary

EMERGENCY 911

SECURITY: 665-3379 or 3379

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HAZARDOUS MATERIALS RELEASED IN BUILDING

HUTCHINSON COMMUNITY COLLEGE HAZARDOUS MATERIALS RELEASE

DEFINITION: A release of hazardous materials inside building

SIGNAL: Continuous ringing of the fire alarm

ROLES & ACTION:

- Dial 911
- Evacuate using fire alarm when appropriate
- Alert Security
- Report to areas as designated, upwind and uphill (if possible) and 300 feet away from building.
- Designate a Liaison to meet with Incident Command
- Notify Incident Command immediately of anyone exposed
- Do not re-enter building without direction from Incident Command
- Report/ Direct all injured to Incident Command
- Coordinate areas for media, & media release with Incident Command

Crisis Team

- Supervise evacuation & make appropriate calls
- Appoint a Liaison to meet with Incident Command
- Assign other roles as needed (communication, shelter, first aid)
- Release students to return with permission from Incident Command

All employees

- Evacuate classrooms
- Assist with building evacuation
- Assist students with disabilities

EMERGENCY 911

SECURITY: 665-3379 or 3379

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HAZARDOUS MATERIALS RELEASED OUTSIDE

HUTCHINSON COMMUNITY COLLEGE HAZARDOUS MATERIALS RELEASED NEAR CAMPUS BUILDING(S)

DEFINITION: A release of hazardous materials within close proximity to building

SIGNAL: **HAZARDOUS MATERIALS RELEASED OUTSIDE** announced through the campus-wide communication system.

ROLES & RESPONSIBILITIES

- Dial 911
- Shelter occupants in place
- Shut windows and doors
- Alert Security
- Await contact from crisis team for additional information

Crisis Team Area Representative

- Designate a Liaison to meet with Incident Command
- Notify Incident Command immediately of anyone exposed
- Do not re-enter building without direction from Incident Command
- Report/ Direct all injured to Incident Command

All employees

- Close windows and doors
- Assist students with disabilities
- Shelter occupants in place

Maintenance

- Shut down all air handlers (HVAC units)

EMERGENCY 911

SECURITY: 665-3379 or 3379

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TESTING CENTER INTRUDER & HAZARDOUS MATERIALS

INSTRUCTIONS for INTRUDER (weapon) and HAZARDOUS MATERIALS

IV EMERGENCY PLAN FOR TESTING CENTER

- 1) Examinees will be advised of the situation and what their next step in particular emergency. (Armed Intruder and Hazardous Material procedures).
- 2) Alternate examiner will contact or be contacted by HCC security and advised what procedures to follow as far as evacuation.
- 3) Examinees will close test booklets; chief examiner will check test materials in and lock them in the interim, locking, rolling file cabinet. One-hour rule applies.
- 4) Chief examiner (will use alternative phone) to contact alternate examiner to come into the room to lead the examinees from the room and if needed, from the building. (We have 3 examiners on duty 4 days a week. We GED test 2 of the 4 days.)

Emergency medical kit located in the Information Counter.