

Southeastern Baptist College

Emergency Management Plan January 2020

Shelter in Place Procedures

Members of the SBC Community:

Southeastern Baptist College (SBC or "the college") is committed to creating and managing a complete emergency management program to encompass the college community. The Emergency Management Plan (EMP) supports SBC's ongoing risk and threat assessment operations, emergency preparedness requirements, and business stability and recovery plans to establish timely and effective response for the safety of SBC students, faculty, staff, and campus visitors in an emergency situation. The EMP sets forth organized procedures to guide the college in responding to significant foreseeable emergencies on the SBC campus or property owned or operated by SBC. While no plan can guarantee zero damage during an emergency, this EMP was created to coordinate the resources, facilities, and personnel of SBC, and other external agencies, for an effective response to any foreseeable emergency. It is assumed that all personnel assigned specific emergency responsibilities under this EMP (including departmental plans) should have a working knowledge of their assigned roles, responsibilities, and applicable procedures. I encourage all SBC students, faculty, and staff to familiarize themselves with this plan, particularly the guidance in Section I ("How Do I Prepare for an Emergency?") and to be vigilant and responsive to actual or threatened emergency situations.

Sincerely,
Dr. Scott R. Carson

I. How Do I Prepare for an Emergency?

This EMP was developed to help prepare our campus community to respond to and recover from a range of emergency situations.

Creating a culture of preparedness is a major team effort involving staff, faculty, and students. The first step for preparedness in an emergency is to learn how you would be notified of and updated about a significant emergency, and then to learn and remember key actions you may be directed to take by college officials.

Emergency Communications Systems and Methods

SBC uses several different systems and methods of communication to alert students, faculty, staff, and others of a significant emergency. It is important that you are familiar with these communication outlets and ensure that your contact information is kept current so that the college can contact you in an emergency.

These include, as appropriate to the type and scope of emergency:

- Mass emails to southeasternbaptist.edu and Populi accounts
- Text alerts to mobile phones through the "Generals Alerts" on Populi (be sure to log in on your Populi to check that your contact information is accurate, and to update your account when any of your contact information changes)
- Posting information to the main SBC Website (<http://southeasternbaptist.edu>)
- Social media: Facebook (<https://www.facebook.com/Southeastern-Baptist-College-493733800677248/>) Twitter (<https://twitter.com/@SBCLaurel>)
- Broadcast media: local TV stations (WDAM-7, WHLT-22), local radio stations.
- Other possible alternative methods (bullhorns, flyers, building runners, personal emails, phone calls)

In case of a significant emergency, some or all of these systems will provide information about the nature of the emergency, what to do, and where to get additional details. Emergency

updates and further information will be provided by postings to the listed websites, emails or texts to the campus community, and other methods as needed. Do not block the school's phone number or emails, as this will prevent your ability to receive these vital announcements. Also, be sure to develop an emergency communications plan with your family, roommates and friends to keep them aware of your situation during an emergency.

What to do:

When a significant emergency occurs, there are typically two immediate strategies that are used to protect people: Evacuate and Shelter in Place.

□ Evacuate - means to immediately leave a potentially hazardous location (building, area of campus, entire campus, City of Laurel, etc.) due to an imminent or impending threat to life or health.

□ Shelter in Place - means to go and/or stay indoors when a situation occurs that may threaten your life or health. Usually, this means you will be instructed to go and/or stay indoors, lock doors/windows, and stay away from doors and windows. Remain there until you are notified by college officials or college emergency communications systems that it is safe to leave. This plan provides more details on these strategies in Appendices B and C. In the event of a real emergency, further details will be provided at the time by college officials, including specific instructions on what Evacuate or Shelter in Place means for individuals in particular locations and situations.

People Requiring Additional/Special Assistance

People who possess disabilities or impairments (specifically including, but not limited to, those limiting hearing, visual, and mobility functions) may require special or additional assistance during an emergency. These individuals are encouraged to inform college administrators designated to respond to requests for disability accommodations, and/or Resident Advisers/Assistants, roommates, classmates, co-workers, friends, faculty, and supervisors, of what special assistance they may need to receive effective emergency communications notice and to respond to emergency situations, so that interactive, advance planning is set up to see that such individuals receive emergency communications and to provide special or additional assistance in an emergency. College administrators designated to address disability accommodations request by those individuals who self-identify should include consideration of effective emergency communications and emergency response assistance in the accommodations process as relevant to the disability.

Above all, it is expected that all members of the college community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of the college community should report to college personnel or emergency responders the condition and location of any person unable to leave a building or area being evacuated. More specific guidance on evacuation and other emergency responses for persons needing special assistance can be found in Appendices B and C.

II. Plan Overview

Purpose

The purpose of this plan establishes general operational guidance, assigns roles and responsibilities, and promotes campus awareness for responding to emergencies that may affect the SBC community. Additionally, the EMP includes specific guidance for responding to particular types of emergency situations.

Scope

The guidance in this EMP applies to all members of the college community, visitors to the campus at the time of an emergency, and to the buildings and grounds that are owned and operated by SBC. It is intended to help protect life and property, minimize damage caused by

emergency situations, minimize disruptions to college operations, and move urgently to resume operations following emergency situations.

Assumptions

A disaster or emergency may occur with little to no warning at any time of the day or night, during a weekend, or on holiday. The events in an emergency cannot be predicted. Consequently, a plan of this type serves only as a general guide and checklist and will undoubtedly require modification, and more specific guidance and direction, as an emergency unfolds. In certain emergency situations, SBC may need to coordinate its response to the situation with one or more outside agencies, including but not limited to local, state, and federal government agencies, and disaster relief organizations. The specific role for any outside agency or agencies will depend on the emergency situation; however, SBC will retain ultimate authority for decisions involving its facilities, campus, and community.

Phases of Emergency Management

Generally, an emergency will have three basic phases.

- **Preparation** - This comprises of developing readiness for emergencies based on education, organization, and communication. Ongoing threat assessment is a significant factor in effective preparation and is designed to reduce risk either by mitigation (reducing the seriousness of an event) or prevention (eliminating the risk of an event). SBC engages in ongoing threat assessment and risk reduction measures and processes that are part of the college's regular campus operations and risk management programs.
- **Response** - This involves procedures for responding to situations in an urgent and effective manner, including immediate actions to try and save lives, protect property and the environment, and meet basic human needs. Response also includes the implementation of mitigation activities designed to limit adverse health effects, personal injury, loss of life, property damage, system disruptions, etc. Guidance on specific responses to a variety of potential emergencies is set forth in Appendix A to this document. This Plan document primarily addresses the Response phase of campus emergencies.
- **Recovery** - This phase includes the development, coordination, and implementation of service, operations, and site restoration plans, as well as other short-term and long-term plans for recovery. Recovery also includes a thorough review of the emergency and a careful discussion of plans for future events, including initiatives to mitigate the effects of future similar emergencies. Some emergency situations may cause the campus to shut down some or all SBC operations. In such a case, the first step to recovery is to see that the campus is safe and secure. Secondly, to restore critical infrastructures and campus facilities/grounds to a level that will support critical functions. The third step will be to decide if and how to return to normal campus operations. Business continuity begins shortly after an emergency has occurred (or, in some cases, while an emergency is occurring). After an assessment of damage or impact of the emergency has been completed, efforts will be taken to restore normal operations as quickly as possible. Business continuity is carried out at the college, departmental, building, or function level, as appropriate to the particular emergency. In the case of a large, area-wide disaster, business continuity will be carried out on a community level, as such a disaster will likely involve damages to infrastructure, utilities, access to campus, etc.

III. Range and Scope of Covered Emergency Situations

An emergency addressed by this EMP includes any significant, unplanned event with the real potential to cause death or significant injury to students, faculty, staff, or visitors, or that can significantly disrupt college operations, causing physical or environmental damage or presenting other threats to college's facilities.

Examples (list not exhaustive):

- Active shooter
- Bomb threat
- Civil Disturbance
- Death of a Student, Faculty or Staff Member on College Property
- Earthquake/Aftershocks
- Explosion
- Fire
- Flooding
- Food-borne Illnesses or Incidents
- Hazardous Materials Incident
- Infrastructure Failure
- Pandemics and Infectious Diseases
- Snow or Ice Storm
- Suspicious Packages/Mail
- Tornado/Hurricane/Derecho/High Winds
- Violent campus intruder

Range of Severity and Scope of Emergencies

Emergencies can range from those impacting a single office or building to a large-scale catastrophe impacting the entire campus and surrounding communities. The larger the scale and scope of the emergency, the more campus and community resources required to manage it. On the low end of the scale are department or building incidents that can be remedied with existing college resources or limited outside help. These typically are of limited duration and have little impact on the campus community beyond those people using the space/building at the time of the incident. A few illustrative examples are minor chemical or fuel spills, a minor fire confined to a single room not involving hazardous chemicals, or loss of heat or electricity to a building for a few hours not jeopardizing health or safety.

Other more serious emergencies are those which impact a significant portion of the campus and/or outside community, including events that may develop into major campus or community disasters. These often require coordination with local and state authorities. A few illustrative examples would be an extended power outage, a severe storm or other weather event, a major fire, an active shooter, or contamination of the water supply. Some emergencies may be catastrophic, involving the entire campus and surrounding community. These are often multi-hazard events beyond the emergency-response capabilities of campus and local resources. They likely will call for coordination with multiple state or federal agencies. A few illustrative examples include a flood, earthquake, major hazardous chemical spill, or act of terrorism.

Emergencies may not unfold all at once. There can be situations that primarily involve people, rather than infrastructure, which begin with a single incident but have the potential to quickly escalate into a multi-faceted campus crisis. A few illustrative examples of this could include a communicable disease, a death on campus, an off-campus accident impacting multiple members of the campus community, a civil disturbance or riot, a hazing incident, or a hate crime.

IV. Emergency Management Authority

During an emergency, the President (or in his absence, by designation specifically for purposes of this Emergency Management Plan, the Provost, the Dean of Academic Affairs and Dean of Students, and thereafter, the next most-senior available administrator on the Emergency Management Executive Team) has ultimate emergency responsibility and authority under this plan, to the extent activation is deemed necessary under Section V, and is responsible for designating a single appropriate Incident Commander to oversee the management of all emergency activities, including development, implementation, and review of strategic decisions, and post-event review. The President (or surrogate/designee) is assisted and advised by the Emergency Management Executive Team (EMET). When designated, the Incident Commander will assemble and direct an Emergency Operations Group (EOG) to manage that specific emergency situation, some or all of the members of which may be drawn from the EMET. The following list of personnel contains the actual titles of the team members and, in some cases, abbreviated titles for subsequent use throughout this document.

Emergency Management Executive Team (EMET)

The Emergency Management Executive Team provides executive leadership, advice and counsel to the President or his surrogate/designee on high level emergency management and recovery decisions for the University. Depending on the nature and scope of a particular emergency situation, some or all of these members of the EMET (or their designees) may be involved in tactical management of the response and recovery under the leadership of the designated Incident Commander, and may be designated as the Emergency Operations Group (EOG) for that emergency situation.

- President
- Provost
- Dean of Academic Affairs
- Dean of Students
- Athletic Director
- Assistant Athletic Director
- Coaching Staff
- Public Relations Officer
- Registrar
- Institutional Effectiveness Director
- Chief Technology Officer
- Financial Aid Officer
- Bookkeeper

V. Activation of the Plan

Initial Notification

Any member of the SBC community who witnesses or receives information regarding an emergency or impending emergency situation should immediately contact the SBC Office at 601-426-6346, Your Resident Director, or the Dean of Student Affairs, or dial 911. The college may receive initial notification of an emergency or impending emergency from a number of sources, including campus constituents, the National Weather Service, and/or local/state/federal emergency officials. If the incident is a low-level office or building incident that can be readily resolved, Public Safety or the appropriate department will take steps to remedy the situation and advise the appropriate member(s) of the EMET. If the incident involves a more serious emergency, college officials will notify one or more of the appropriate senior staff members of the EMET, usually the Dean of Academic Affairs and Dean of Students. Senior staff will review the situation, consult with the President (or surrogate/designee) and other internal and external

sources, as appropriate to the nature of the situation and the potential for threat to life and property, and designate a single Incident Commander, or implement other appropriate measures to address the situation. As emergency situations can quickly change and call for immediate action, senior staff members of the EMET may review a situation, decide on the appropriate plan, and then notify the President (or surrogate/designee) of the planned course of action. However, in all cases, the President (or surrogate/designee) will be briefed and kept up to date.

Designation and Authority of Incident Commander; Convening Emergency Operations Group
If the EMP has been activated, a single Incident Commander will be chosen as provided above and s/he will assemble an Emergency Operations Group (EOG). The Incident Commander will, in many cases, be the Dean of Student Affairs. In other cases, the Incident Commander may be another member of the EMET. Contingent on the nature and circumstances of the emergency, the EOG may involve members of the EMET and/or may include other college administrators as appropriate. The Incident Commander will oversee the EOG and the management of all emergency activities, including development, implementation, and review of strategic decisions, and post-event review. The Incident Commander is the ultimate internal authority for all emergency response efforts involving the college in a particular emergency situation. S/he will lead a coordinated response effort, with members of the EOG charged with particular duties and leadership roles based on their areas of expertise.

Emergency Operations Center (EOC)

The Board Room in A.R. Reddin Memorial Library will be the primary location for the initial meeting of the EOG. Should the Library Board Room is inoperable or inaccessible, a classroom in the Jentry Bond Memorial (classroom) Building will be the secondary location for the EOG to gather. Should neither of these sites be feasible, another site will be designated after a campus status assessment. In the event of a widespread emergency that involves the broader community, law enforcement, and/or other external agencies, the location for the EOG to meet may be changed to coordinate with the other entities or agencies involved in the emergency response, as appropriate.

Emergency Response Priorities

General priorities for emergency response at SBC are as follows:

Protection of Life

- Humans
- Service Animals

Stabilization of the Situation

- Prevent the situation from expanding
- Isolate the scene and control ingress/egress
- Determine course of action

Protect the Environment

- Confine, contain or neutralize hazardous materials

Protect College Property

- Facilities necessary for shelter and care of campus community
- Critical college records and collections
- A.R. Reddin Memorial Library
- Facilities used for education and operations

Restoration of Critical Services, Education, and Research Programs

- Services critical to the basic operating environment (power, water, communications, etc.)
- Services critical to the well-being of students
- Services critical to educational programs
- Services critical to support infrastructure and operations

First-Aid Center

The senior college staff member first on site will determine the primary first-aid center. However, in a widespread campus emergency, the decision of whether and where to set up another campus location for primary response, triage, and stabilization will be made by the Incident Commander and the EOG in coordination with area emergency services providers. Serious injuries will be transported to the Public Hospital.

Temporary Emergency Shelter

Should the emergency call for extensive temporary shelter, the SBC gymnasium will be the facilities most likely designated to serve that purpose. The backup temporary shelter will likely be a designated dormitory by the IC. If none of these sites is viable, the college will take steps to identify other available community resources for temporary shelter, including, but not limited to, coordinating with the City of Laurel, Jones County, and/or other resources, as appropriate.

Emergency Communications

Upon verification of a significant emergency or dangerous situation concerning an immediate or future threat to the health or safety of students or employees occurring on the campus, or in any other situation deemed appropriate by the President (or surrogate/designee), the President (or surrogate/designee) or the Incident Commander will, immediately, and taking into account the safety of the community, work to determine the content of an emergency notification and will instruct the Chief Communications Officer to provide notice of the emergency using the Emergency Communications Systems, unless conveying the notification would compromise efforts to respond to the emergency. The college will take steps to see that Emergency Communications Systems provide information to individuals with disabilities, including vision or hearing disabilities, as effectively as they are provided to others.

The President (or surrogate/designee) or the Incident Commander will continue to work with the Chief Communications Officer to provide content of relevant directions and updates to the campus community throughout the emergency situation, using the best and most effective means possible under the circumstances.

In certain emergency situations, when time does not permit consultation, the Chief Communications Officer, upon notification from the Provost, Dean of Academic Affairs, or the Dean of Student Affairs, may independently determine to issue a campus alert using one or more of the following components of the emergency communications systems and methods.

On-Campus Emergency Awareness

(some or all of which may be used, as appropriate to the type and scope of emergency):

- Mass emails to southeasternbaptist.edu and Populi accounts
- Text alerts to mobile phones through the "Generals Alerts" system
- Posting information to the main SBC Website (www.southeasternbaptist.edu)
- Social media: Facebook (<https://www.facebook.com/Southeastern-Baptist-College-493733800677248/>) and Twitter (<https://twitter.com/@SBCLAurel>)
- Broadcast media: local TV stations (WDAM-7, WHLT-22), local radio stations
- Other possible alternative methods (bullhorns, flyers, building runners, personal emails, phone calls)

Emergency Communications Tools for Families and the General Public

- Posting information to the main SBC Website (www.southeasternbaptist.edu)
- Text alerts to mobile phones through the "Generals Alerts" system
- Social media: Facebook (<https://www.facebook.com/Southeastern-Baptist-College-493733800677248/>) and Twitter (<https://twitter.com/@SBCLaurel>)
- Broadcast media: TV stations, Radio stations
- Personal emails and phone calls

The Incident Commander and the EOG will communicate and synchronize with community partners (other institutions of higher education, K-12 school systems, transportation providers, health care providers, local law enforcement, and City of Laurel government officials) as well as local/regional/state/federal emergency response officials and networks as necessary and appropriate in a particular emergency situation. The college will work to develop information sharing agreements as needed with such community partners to facilitate a quick response in an emergency.

The Chief Communications Officer or designee will be the chief media contact and college spokesperson with external audiences.

Search of Open Buildings for Individuals Sheltered, Entrapped, or Injured

If and when the Incident Commander believes it prudent and safe to do so, depending on the nature of a particular campus emergency, college officials, with the assistance of other designated individuals, as needed, shall conduct a search of all accessible college buildings to determine if any individuals are sheltered, entrapped, or injured inside.

Assessment of Campus Property and Facilities Damage

The President, Provost, Dean of Academic Affairs, Dean of Student Affairs, and Athletic Director will evaluate campus property and facilities damage as soon as possible and communicate their findings to the Incident Commander. In an emergency involving multiple facilities, they and the Incident Commander should first appraise medical facilities and student residences. College Facilities will work to alleviate any damage to facilities and grounds to restore them to a functional level. Any of the above staff listed, has the temporary emergency authority to evacuate or close a site they deem an immediate threat to life or safety, with the assistance of Public Safety, as appropriate, and subject to review by the Incident Commander. The above listed staff should coordinate a survey of gas, electric, steam, water and sewer utilities, and, together with college officials, will also support law enforcement and/or other external agencies with creating a safety perimeter at the site of the emergency, in discussion with the Incident Commander as appropriate. If an emergency situation calls for water or utility restricting, the Incident Commander, in consultation with the President or designated representative, and/or external agencies, will direct that the campus community be informed of the specifics of such rationing and will administer compliance, as needed.

Order for Evacuation of Campus

If it is essential to evacuate the campus because of extensive failure of any critical system (sewer, water, electricity, etc.) or other danger present on campus, the Incident Commander, in consultation with the EOG and the President (or surrogate/designee), may order an evacuation. In that case, the college will communicate all evacuation details through the Emergency Communications Systems. See Appendix B for detailed information on campus evacuations.

Coordination with Local Officials

The Chief Communications Officer will allocate this EMP to local officials. During a campus emergency with bearing beyond the campus and requiring coordination/assistance from outside agencies, the Incident Commander, assisted by the Chief Communications Officer and other members of the EOG as needed, will work with officials and external agencies as appropriate to the emergency situation. SBC will conduct an assimilated response to such emergencies using a joint or unified command structure. Decisions directly impacting SBC will be made by the Incident Commander, in consultation with the EOG and the President (or surrogate/designee). Contact information for all essential Laurel and Jones County emergency personnel, and key state and federal agencies likely to be involved with large-scale emergencies, is in Appendix F.

Safety, Disposition, and Maintenance of Student Records

The safety, quality, and preservation of student records is critical to the continuing and future operation of the college. The Information Management Officer, in combination with other appointed college officials, will ensure the safe keeping of student records, as well as other critical records, are continuously protected electronically and physically, and until fully digitized, are kept in a fireproof, reinforced, securely locked location with limited authorized access. Should the records be moved in order to keep them safe from any emergency, the Information Management Officer, President, and the Dean of Academic Affairs will decide when and where to transfer them, and to keep them safe and secure in the process. The records will be maintained on a regular basis until such time as they can be safely returned to a permanent secure location.

Key Roles

The Incident Commander and the EOG may request the following college offices to assume many roles during an emergency, outside the normal scope of their duties. If a department does not have specific emergency roles for its personnel, those personnel will become part of a pool of reserve personnel to support as assigned by the Incident Commander and the EOG coordinating the specific emergency.

College Office Role

President - Role: Primary decision maker and delegator of authority, communicate with trustees, churches, pastors, friends of the college, authorizes all public statements, liaison with city, county, state and federal authorities.

Dean of Academic - Role: Identify and address instructional and research issues, including feasibility of continuing class schedule. Coordinate necessary faculty Affairs resources.

Registrar - Role: Manage use of the gymnasium as a possible staging area, backup first-aid center, open bay temporary shelter, and/or temporary morgue.

Dean of Student - Role: Provide medical support and mental health counseling. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first-aid services, community emergency services providers, and local medical providers. May be asked to Affairs assist/provide onsite medical triage. Coordination of emergency needs of employees on campus, including shelter, food, health care, and transportation services, as appropriate. Serve as liaison with families.

Athletic Director - Role: Determine facility and grounds damages and work to restore functionality. Set up temporary quarters for displaced units. Coordinate efforts to have professionals evaluate structures and estimate repairs. Have temporary emergency authority to evacuate or close a site deemed to present a threat to life or well-being. Provide site and building information to the Incident Commander. Coordinate a survey of gas, electric, steam, water, and sewer utilities, as appropriate. Assist Public Safety and law enforcement with creating a safety perimeter at the site of the emergency. Assist in providing information and/or on site response in emergencies involving hazardous substances. Assess damage or vulnerability to supplies of such substances from emergencies impacting storage sites.

Assistant Athletic Director - Role: Provide site security, crowd control, evacuation, mobile communications, and investigation of incidents, as appropriate. Serve as liaison with on-site law enforcement, fire, and medical command personnel. Oversee periodic inventory and necessary testing of emergency supplies and equipment. Media coordination, campus communications, community liaison, and spokesperson.

Financial Aid Officer - Role: Serve as primary contact with State Department and embassies, immigration authorities, and overseas resources. Assist as needed in liaison with overseas family members and/or local providers in emergencies calling for special religious or cultural customs (such as death of an international student or scholar).

Informational Management Officer - Role: Assure availability of key/critical systems (onsite restoration if required or offsite/disaster recovery options). Facilitate and support emergency technology offerings (devices and connectivity as possible, including laptops, tablets, telephones [plus phone bank and 800 number if feasible and beneficial], cellular broadband, etc.) at Emergency Operations Center.

Institutional Effectiveness Officer - Role: Liaison with churches, board of trustees, individuals, alumni, accrediting agencies, state and federal departments of education. Assure safety, disposition, and maintenance of student records.

Coaching Staff - Role: Coordination of non-academic needs of students, including shelter, food, health care, and transportation services. Serve as liaison with families. Coordinate Resident Assistants/Resident Advisors and other staff or student resources as building runners for communication with students in on- and off-campus housing, when other means of communication are unavailable.

Dining Services -Role:

Provide dining services for students, displaced personnel, and emergency workers. Oversee procurement and stockpiling of emergency food and water supplies.

Termination of State of Emergency

The President (or surrogate/designee), in discussion with the Incident Commander and the EOG, has the exclusive authority to declare an end to any state of emergency. The Chief Communications Officer will send follow-up information to the campus community via Emergency Communications Systems as necessary.

Training and Assessments

The EMET or a subsection of that team, as directed by the President, will yearly review this plan. Members of the EMET and departments having specific roles and tasks under this plan will receive training on their roles and responsibilities. The EMP will be tested at least

annually using tabletop and/or other tests/exercises, including local government and emergency response officials, and other resources, as applicable. The Dean of Student Affairs will document tests and exercises of the EMP, including date, time, and specifics of each test/exercise, and whether it was announced or unannounced. In conjunction with such annual tests of the plan, and otherwise as required by applicable law, the college will publicize the EMP and emergency guidance and resources.

VI. Adoption, History of Prior Plan Documents, and Record of Distribution Adoption
The SBC Emergency Management Plan is adopted effective January 10, 2020.
Approved by: Scott R. Carson, President

Management of Specific Emergency Situations Appendix A

This Appendix describes the action steps that are unique to specific emergency situations. The purpose of this Appendix is to provide direction for any individual who is faced with a specific emergency situation, including whom to notify, how to respond, and other circumstance-specific information.

Each particular emergency situation contains three different components: Initial Response, General Instructions, and Special Concerns. The information contained under the title "Initial Response" is designed to serve as a guide for individuals who discover or identify a specific emergency situation. The information set forth under the heading "General Instructions" is designed to provide guidance to all students, faculty, staff, and others in responding to a specific emergency situation. The information under the "Special Considerations" heading includes other information that may be helpful in handling or responding to a specific emergency situation.

The list of specific emergency situations contained in this Appendix is not comprehensive. If you are faced with an emergency situation that is not exactly identified in this Appendix, immediately call the nearest college official or dial 911. In any situation, if you call either 911 or a college official, the other will be notified thereafter.

Some of the specific emergency situations contained in this Appendix could involve a bias, hate, or discrimination component. In such instances, the emergency situation itself will be handled under this plan. After the emergency situation has been addressed, any bias, hate, or discrimination component will be addressed independently under SBC's college Policy on Prohibited Discrimination, Harassment, and Retaliation Other Than Sex, Sexual Discrimination and Misconduct Policy, and/or other applicable college policies and procedures.

1. Bomb Threat Initial Response

- If you receive a bomb threat telephone call, remain calm and obtain as much information as possible. (See Bomb Threat Checklist below for detailed instructions.)
- If possible, have someone else contact a college official during the call. If no one else has contacted a college official, contact one straightaway after the caller has ended the call.

- If the threat was left on your voice mail, do not delete it.
- If you receive a written bomb threat, ensure that the document is handled as little as possible and pass it on to a college official. If the written bomb threat is received by electronic means, save it to your computer.
- Inform the immediate supervisor within your work area.
- The first college official contacted will assess and investigate the situation, as appropriate, and determine whether to notify law enforcement or other external agencies. The initial college official may involve other college personnel as necessary or appropriate.
- Wait for and follow instructions from the initial college official, other college staff, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B) General Instructions
- Await and follow instructions from the initial college official, other college personnel, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)

Special Considerations

- A bomb threat may result in an explosion or a fire. If this occurs, see the Explosion section or the Fire section of this Appendix, as appropriate.
- If a bomb threat results in physical compromise to a building or facility on campus, contact a college official to assess damage or compromise to any hazardous materials in the building/facility.

Bomb Threat Checklist

Remain calm. Collect as much facts as possible regarding the bomb and the caller. If possible, have someone else contact a college official. If no one else has contacted a college official, notify a college official directly after the caller has ended the call.

Time:

Call Received:

Call Ended:

Caller's Exact First Words (ask caller to repeat if necessary):

Questions to ask

1. When is the bomb going to explode?
2. Where is the bomb located?
 - a. What building?
 - b. What floor?
 - c. What room or area?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to explode?
6. Why has the bomb been planted?
7. Did you place the bomb?
8. Where are you calling from?

Caller's Voice

- Male
- Female
- Young
- Old
- Deep
- High
- Calm
- Nervous

- Rough
- Refined
- Angry
- Excited
- Rapid
- Slow
- Slurred
- Distraught
- Loud
- Quiet

Any Accent?

Familiar Voice?

Whose?

Any background noises?

Other information:

Your Name:

Telephone Number Called:

2. Civil Disturbance

A civil disturbance, for purposes of this plan, is a disruptive event produced by a group of people, including, but not limited to, riots, protests, sit-ins, demonstrations, and illegal parades. A civil disturbance might comprise of actual or potential violence or other crimes, either immediately or as the disruption escalates.

Initial Response

- Contact a college official.
- In the event of an injury, call 911.
- A college official or other college personnel will assess and investigate the situation, as appropriate, and negotiate or take other appropriate actions to attempt to resolve the disturbance.
- The initially contacted college official or the Incident Commander will contact local law enforcement or other government agencies for assistance as necessary or appropriate.

General Instructions

- You must try to remain calm and avoid or reduce panic among others present. Avoid responses or measures that might exacerbate or escalate potential violence or chaos.
- Stay away from doors and windows, secure work areas, and shut down computers, as appropriate.
- Wait for and follow instructions from a college official, other college personnel, or law enforcement.
- Evacuate or shelter in place if instructed. (See Appendices B and C)

Special Considerations

- If a disturbance escalates into a violent incident, see the Violent Incidents section of this Appendix.
- Demonstrations by members of the SBC community generally should not be interrupted or disbanded unless one or more of the following conditions exists as a result of the demonstration:
 - Disruption of the normal operations of the college.
 - Obstruction of access to offices, buildings, or other facilities.
 - Threat of physical harm to persons or damage to facilities.
 - Willful demonstrations within the interior of any building or structure, except as

explicitly authorized, and subject to realistic conditions imposed to protect the rights and safety of other persons and to prevent damage to property.

- Unauthorized entry into or occupation of any room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any property, equipment, or facilities.

3. Death of a Student, Faculty or Staff Member

Initial Response

- Call 911.
- Contact a college official.
- The initially contacted official will notify law enforcement and other relevant agencies, as appropriate.
- Comply with all law enforcement procedures and requirements.
- The President and other appropriate college personnel, in consultation with law enforcement, will organize the effort to notify the college community and the decedent's family, as appropriate.
- Refrain from communicating to others and on social media, until the family and the campus community can be notified through appropriate college personnel.
- Counseling and Pastoral Services can provide additional grief and trauma counseling services if needed.
- As appropriate to the circumstances, the Dean of Student Affairs and Dean of Academics, in conjunction with other college personnel, will assess the situation and determine whether an internal college investigation should be conducted.
- The Office of the President will promptly notify the college's insurance broker of any student death, as required by the college's insurer.
- The President and other appropriate college personnel will determine whether and to what extent to hold a ceremonial response or otherwise recognize the decedent.
- The President and other appropriate college personnel will coordinate with the family of the decedent to make all post-death arrangements, as appropriate.
- Await and follow instructions from the President, college officials, or law enforcement.

General Instructions

- Follow all law enforcement procedures and requirements.
- Cooperate with college officials and law enforcement during any investigation.
- Await and follow instructions from the President, other college personnel, or law enforcement.
- Refrain from communicating to others and on social media, until the family and the campus community can be notified through appropriate college personnel.
- Seek support from Counseling Services and Pastoral Assistance Programs, as needed.

Special Considerations

- The appropriate actions for college personnel will be contingent on the specific situation and those individuals who are involved. Because situations will vary, no predetermined procedure can dictate the right actions for each individual situation. College personnel should communicate and determine how to handle each situation on a case-by-case basis.
- In case of the death of an international student or scholar, consult with family (with assistance of the Dean of Student Affairs) to identify religious and/or cultural considerations that need to be followed in handling and repatriation of remains. Also, the SEVIS Liaison Officer may need to assist with reporting to immigration authorities and/or embassy/consulate, and/or to assist with confirmation of insurance coverage for

repatriation of remains.

4. Earthquake/Aftershock

Initial Response

- Shelter in place. (See Appendix C)
- Follow the General Instructions below.
- Contact a college official.
- Once the earthquake or aftershock has ended, college officials and other college personnel will assess the situation and take appropriate actions to address any damage or other issues.
- The Incident Commander will direct where to go for medical treatment, if necessary.
- Depending on the damage, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.
- Await and follow instructions from college officials or support agencies.

General Instructions

- Assume a low position as close to the center of the room as possible.
- Stay clear of book shelves, overhanging cabinets, lighting fixtures, etc.
- Take cover under closest tables, desks, or other solid pieces of furniture.
- Be ready to quickly assess damage and injury and report it to a college official.
- If able, help others with basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.
- If there is any chance that the earthquake or aftershock has been severe enough to cause structural damage, evacuate the building as soon as it is safe to do so. (See Appendix B)
- Do not leave the building or area under any circumstances until you have been cleared to do so by a college official or through the Emergency Communications Systems.
- Once out of the building or area, do not reenter under any circumstance until it has been cleared for reentry by a college official or through the Emergency Communications Systems.
- If you are in a vehicle, stop at the safest place possible (away from power lines and trees) and stay in the vehicle for shelter.

Special Considerations

- If an earthquake or aftershock results in infrastructure failure, see the Infrastructure Failure section of this Appendix.
- If an earthquake or aftershock results in physical compromise to a building or facility on campus, contact a college official to assess damage or compromise to any hazardous materials in the building/facility.

5. Explosion

Initial Response

- If it is safe to do so, evacuate the area immediately. (See Appendix B)
- Call 911 from a safe location as soon as possible.
- Contact a college official as soon as possible.
- If it is unsafe or not possible to evacuate, get under a sturdy table, desk, or other object to protect yourself from debris.
- Follow the General Instructions below.
- The Incident Commander will establish an area for medical treatment, if necessary.
- Once the explosion has ended, college personnel will assess the situation and take appropriate actions to address any damage or other issues.
- Depending on the damage, other support agencies, resource units, or specialized

contractors may be brought in for service or assistance.

- Await and follow instructions from college officials or law enforcement.

General Instructions

- If it is safe to do so, evacuate the area immediately. (See Appendix B)
- If it is unsafe or not possible to evacuate, get under a sturdy table, desk, or other object to protect yourself from debris.
- Do not attempt to rescue people who are inside a collapsed building or other dangerous area.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Administer basic first aid when possible and applicable. If not safe to do so, or if the degree of injury is serious, call 911 immediately.
- Do not leave the building or area under any circumstances until you have been cleared to do so by college officials or through the Emergency Communications Systems.
- Once out of the building or area, do not reenter under any conditions until it has been cleared for reentry by college officials or through the Emergency Communications Systems.
- Await and follow directives from college officials or law enforcement.

Special Considerations

- If you are suspicious of a fuel or other chemical spill or leak that could result in an explosion, follow the procedures outlined in the Hazardous Materials section of this Appendix.
- An explosion may develop into a fire. If this occurs, see the Fire section of this Appendix.
- An explosion may result in infrastructure failure. If this occurs, see the Infrastructure Failure section of this Appendix.
- If an explosion results in physical compromise to a building or facility on campus, contact a college official to assess damage or compromise to any hazardous materials in the building/facility.

6. Fire

Initial Response

- Extinguish the fire only if you can do so safely and quickly!
 - After the fire is extinguished, call 911.
 - Contact a college official immediacy thereafter.
- If the fire cannot be extinguished:
 - Activate (pull) the nearest fire alarm.
 - Evacuate the area. (See Appendix B) If you can do so safely, confine the fire by closing the doors and windows as you evacuate.
 - Call 911.
 - Contact a college official.
 - Follow the General Instructions below.
 - If necessary, a college official, the Incident Commander, and other college personnel will assist the responding fire department in efforts to address the situation (to attend to persons involved, prevent the spread of the fire, etc.).
 - Depending on the nature and degree of the fire, other support agencies and resource units may be brought in for service or assistance.
 - Once the fire has been extinguished, college personnel will evaluate the situation and take correct actions to address any damages or other issues.
 - Await and follow instructions from college personnel, or law enforcement.

General Instructions

- Close the doors and windows in your immediate area.
- Activate (pull) the nearest fire alarm if it is not already activated.
- Evacuate the area via the nearest exit. (See Appendix B)
- Do not use elevators.
- Do not block or prop open fire doors. In a fire situation, closed doors provide you with protection and time to exit safely.
- Feel door from top to bottom. If it is hot, do not proceed; go back.
- If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- Avoid smoke-filled areas. If you are caught in smoke or heat, stay low to the ground where the air quality is better. Take short breaths through your nose until you reach safety.
- If the nearest stairwell or exit is blocked by fire, heat, or smoke, go to another exit.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- Do not reenter or leave the building or area under any circumstances until it has been cleared for reentry by a college official or through the Emergency Communications Systems.
- Await and follow instructions from college personnel or law enforcement.
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.
- If you become trapped, keep doors closed and place cloth material around and under the door to prevent smoke from entering. Signal for help by hanging an object at the window to attract the attention of rescue personnel.
- If you catch on fire, stop, drop, and roll to smother the flames.

Special Considerations

- Reasons for evacuating a building:
 - Visible signs of smoke and/or fire
 - Activation of a building's fire alarm
- A fire may result in an explosion. If this occurs, see the Explosion section of this Appendix.
- If a fire results in physical compromise to a building or facility on campus, contact a college official to assess damage or compromise to any hazardous materials in the building/facility.

7. Flooding

Initial Response

- If, based on the severity of the flooding, there is any potential danger if you remain inside the building, evacuate the area. (See Appendix B)
- If it is safer to remain inside the building, shelter in place. (See Appendix C)
- Contact a college official and report the exact location and severity of the flooding.
- If the flooding presents any danger to persons, call 911.
- Follow the General Instructions below.
- College personnel will assess and investigate the situation and take steps to mitigate the damage, remove the water, and perform repairs, as appropriate.
- Depending on the nature and degree of the flooding, other support agencies and resource units may be brought in for service or assistance.
- Wait for and follow instructions from college personnel or law enforcement.

General Instructions

- Use extreme caution around any electrical appliances or outlets near any leak or water.
- Take only essential steps to avoid or reduce immediate water damage, such as covering

objects with plastic sheeting or moving small or light objects out of danger.

- If it is safe to do so, secure vital equipment, records, and hazardous material, and shut off all non-essential electric equipment.
- If there is any potential for danger if you remain inside the building, or if otherwise instructed, evacuate the area. (See Appendix B)
- If it is safer to remain inside the building, shelter in place. (See Appendix C)
- If instructed to shelter in place, move to the upper floors of the building, if possible.
- Do not leave the building or area under any circumstances until you have been cleared to do so by college officials or through the Emergency Communications Systems.
- Once out of the building or area, do not return under any circumstances until it has been cleared for reentry by college personnel or through the Emergency Communications Systems.

Special Considerations

- This section is intended to cover isolated floods (caused by water leaks in a particular building or area of campus) as well as larger floods that impact the local and/or campus community (caused by flooding of a river or other body of water). The response to a particular flood may vary depending on the specific circumstances.
- If flooding results in physical compromise to a building or facility on campus, contact the college personnel to assess damage or compromise to any hazardous materials in the building/facility.

8. Food-Borne Illness or Incidents

Initial Response

- Seek out appropriate medical care for any affected persons, including calling 911, if appropriate.
- Contact a college official.
- Attempt to gather as much information as possible regarding the cause of the food-borne illness and the related symptoms.
- College personnel should contact Dining Services or other college personnel, as appropriate.
- College officials, Dining Services, or other college personnel should assess the problem, determine the risk to the community, and if needed, begin preventive measures to hinder the spread or recurrence.
- College officials, Dining Services, or other college personnel should notify other members of the college community and provide further information and instructions, as appropriate.
- College officials or Dining Services should coordinate with the health department or other external agencies to treat affected victims, collect specimens, perform laboratory testing, or take any other appropriate actions as necessitated by the specific problem.
- Await and follow instructions from college officials, Dining Services, other college personnel, or external agencies.

General Instructions

- If an individual requires immediate medical attention as a result of a pandemic or infectious disease, call 911 or otherwise seek medical attention, as appropriate.
- Await and follow instructions from college officials, Dining Services, other college personnel, or external agencies.

9. Hazardous Materials Incident

A hazardous materials occurrence may be a spill or release of chemicals, radioactive materials, or biological ingredients that endangers people or the environment. Simple spills that can be managed by the user and do not endanger people or the environment can be cleaned up by an individual who has been trained pursuant to the Chemical Spill Response Plan, the Chemical Hygiene Plan, and/or the Radiation Safety Manual, as applicable, and do not constitute an emergency situation for purposes of this plan.

Initial Response

- If it can be done safely, isolate the area, but do not walk into or touch any spilled materials and avoid inhalation of gases/fumes/smoke.
- If the spill happened inside of a building, evacuate the area. (See Appendix B)
- Call 911 and provide as much information as possible from the list below about the hazard, making sure to report any person(s) unable to evacuate the area due to illness/injury.
- Contact college officials making sure to report any person(s) unable to evacuate the area due to illness/injury.
- When reporting a hazardous materials incident, provide the following information about the hazard, if known:
 - Name and quantity of the material.
 - Location and time of the release of the material.
 - Any exposures or injuries to persons.
 - If any fire or explosion is involved.
 - Your name, phone number, and location.
 - Present the Material Safety Data Sheet of the hazardous material involved to emergency responders if it is available.
- Follow the General Instructions below.
- College officials will assess and investigate the site, as appropriate.
- In the event that there are any individuals injured or ill as a result of a hazardous materials incident and unable to evacuate the area, a college official will either assist in evacuating such individuals, if safe to do so, or contact other University personnel or local emergency responders for assistance in responding to the injured/ill individual(s).
- College personnel will notify other appropriate college personnel, as appropriate.
- If the incident involves any radioactive materials, college officials should notify the local fire department.
- Depending on the nature and degree of the hazardous materials incident, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.
- Await and follow instructions from college personnel or support agencies.

General Instructions

- Do not walk into or touch any spilled materials.
- Avoid inhalation of all gases, fumes and smoke; stay up wind. Do not assume gases/vapors are harmless because they lack odor.
- If it can be done safely, isolate the area by closing doors and windows.
- Do not clean up hazardous materials.
- Evacuate or shelter in place if instructed. (See Appendices B and C)
- If safe to do so, assist any person who has been injured or who is overcome from exposure and cannot evacuate or shelter in place without assistance. Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is

serious, call 911.

- If instructed to shelter in place:
 - Move to a location that is above ground level, if possible.
 - Close and lock all windows and exterior doors.
 - If possible, turn off all ventilation systems such as air conditioners, heating units, exhaust fans, or air handlers.
 - If there is a danger of explosion, close any shades, blinds, or curtains.
- Await and follow instructions from college personnel or support agencies.

Special Considerations

- When responding to a chemical spill, immediately contact the fire department for assistance.
- When responding to an emergency situation involving radioactive material, contact the fire department for assistance immediately.
- A hazardous materials incident may develop into a fire. If this occurs, see the Fire section of this Appendix.
- In the event of a threat of hazardous materials such as a bomb threat or suspicious package/mail, see the Bomb Threat section or the Suspicious Packages/Mail section, as appropriate.
- For chemical burns, flush chemicals off of the surface of the skin under cool running water for 20 minutes or more, remove any contaminated clothing or jewelry, and wrap burned area with a clean, dry cloth.

10. Infrastructure Failure

From time to time, infrastructure problems could render work sites, classrooms and residence halls unsafe or uninhabitable. These problems include, but are not limited to, failures of electricity, computers, steam, water or telephones.

Initial Response

- If based on the severity of the infrastructure failure there is any potential for danger, or if otherwise instructed, evacuate the area. (See Appendix B)
- If an individual requires immediate medical attention as a result of an infrastructure failure, call 911.
- Contact a college official.
- The college official will assess and investigate the situation, as appropriate, and notify Information Technology Services or other appropriate college personnel.
- Depending on the nature and degree of the infrastructure failure, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.
- Await and follow instructions from college officials, Information Technology Services, other college personnel, or support agencies.

General Instructions

- If based on the severity of the infrastructure failure there is any potential for danger, or if otherwise instructed, evacuate the area. (See Appendix B)
- Await and follow instructions from college officials, Information Technology Services, other college personnel, or support agencies.
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.

Special Considerations

- Infrastructure failures may lead to further emergency situations; such as fires or flooding. In such an event, see the Fire section or the Flooding section of this Appendix, as

appropriate.

- If an infrastructure failure results in physical compromise to a building or facility on campus, contact a college official to assess damage or compromise to any hazardous materials in the building/facility.

11. Pandemics and Infectious Diseases

Initial Response

- Seek appropriate medical care for any effected persons, including calling 911, if appropriate.
- Contact a college official.
- Collect as much information as possible regarding the symptoms of the affected individual and the cause of such symptoms.
- Initial college official should contact other college personnel as appropriate.
- College personnel should assess the problem, determine the risk to the community, and if needed, begin preventive measures to hinder the spread.
- If health protocol is known, follow guidelines to keep yourself safe and reduce the likelihood of contagion. If unknown, reduce exposure with masks, gloves, handwashing and antibacterial topical. Limit exposure as much as physically possible.
- College personnel should notify other members of the college community and provide further information and instructions, as appropriate.
- College personnel should coordinate with the health department or other external agencies to treat affected victims.
- Await and follow instructions from college officials or external agencies.

General Instructions

- If an individual needs immediate medical attention as a result of a pandemic or infectious disease, call 911 or seek medical attention, as appropriate.
- Wait for and follow instructions from college officials or external agencies.

Special Considerations

- A pandemic may affect multiple communities across Mississippi and the country concurrently. Individuals are advised to plan in advance based on campus and external agency direction and instructions.
- In case of world-wide health emergencies or alerts from agencies such as the World Health Organization and/or the Centers for Disease Control and Prevention, concerning infectious diseases that may be transmitted by persons entering the United States from certain foreign countries, the college officials, or external agencies, may issue guidance to individuals entering the United States from those countries, and/or guidance to persons who may come into contact with individuals coming from those countries, regarding precautionary measures to take to avoid or minimize the likelihood of spreading the infectious disease. All faculty, staff, and students are urged to stay informed and to follow guidance issued by the college officials and/or external agencies.

12. Snow or Ice Storm

Initial Response

- When weather conditions exist such that there is actual or predicted snow and/or ice, the President will evaluate the conditions of the roads and walkways, among other things, and decide whether to postpone or cancel classes or any other activity due to the weather. In making this decision, the President or his/her designee may consult with college personnel, as appropriate.

- The President or his/her designee will announce cancellations or postponements to the college community. Check to make sure your cell number and email is set up in Populi and check your email.
- College officials will work to remove the snow and/or ice and take other appropriate steps to prepare and protect the college community and facilities from snow and/or ice.
- Await and follow instructions from college personnel.

General Instructions

- Stay in a warm, secure location.
- Avoid travelling if you cannot do so safely.
- Await and follow instructions from college personnel.

Special Considerations

- For information on SBC's inclement weather policies and operations, see the Inclement Weather Information on the Emergency Management website and college website.

13. Suspicious Packages/Mail

Initial Response

- Do not move, touch or carry any suspicious letter or package, regardless of the position or condition of the letter or package.
- Notify SBC Staff immediately.
- If it is safe to do so, evacuate the area where the package was received, ensuring that all doors and windows are secure before leaving the area.
- SBC Staff will assess and investigate the situation, as appropriate, and determine whether to notify law enforcement or other external agencies.
- Await and follow instructions from college personnel or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)
- If the package is determined to be dangerous, college officials will notify other offices in case similar packages have been received immediately, as appropriate.

General Instructions

- Wait for and follow instructions from college personnel or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)

Special Considerations

- Signs of a potentially dangerous package include:
 - No return address or one that cannot be verified as legitimate
 - Restrictive markings
 - Excessive postage
 - No postage
 - Non-canceled postage
 - Misspelled words
 - Addressed to title only or incorrect title
 - Wrong title with name
 - Addressed to someone no longer with the University or otherwise outdated
 - A city or state in the postmark that does not match the return address
 - Unexpected or from an unfamiliar source
 - Rigid or bulky
 - Lopsided or uneven

- Oily stains, discolorations, or crystallization on wrapper
- Powdery substance on the outside
- Excessive tape or string
- Strange odor
- Packages that are not wrapped, but are sealed with tape
- Addresses that are written very sloppily, often with black marker
- Letters that are cut out of other publications that are either glued or taped to a package or letter
- Suspicious or threatening messages written on packages.

This information has been compiled from direction issued by the Centers for Disease Control (CDC), the Federal Bureau of Investigation (FBI), the Department of Homeland Security and the United States Postal Service.

A suspicious package situation may develop into a bomb threat or a hazardous materials incident. If this occurs, see the Bomb Threat section or the Hazardous Materials section of this Appendix.

14. Tornado/Hurricane/Derecho/High Winds

Initial Response

- If a tornado, hurricane, derecho, or other dangerous high wind event is impending based on a National Weather Service Warning, the Emergency Communications Systems will be activated.

Follow the General Instructions below.

- Wait for and follow instructions from college personnel or support agencies.
- After a tornado, hurricane, derecho, or other dangerous high wind event has passed, SBC personnel will assess the situation and take appropriate actions to address any damage or other issues.
- Depending on the severity of the weather event, other support agencies, resource units, or specialized contractors may be called in for service or assistance.

General Instructions

- Move to the lowest level of the building, if possible.
- Make sure you are wearing shoes. After a high wind event, glass and debris are likely on the ground.
- Go to an area of safety such as a room or corridor in the innermost part of a building.
- If you are outside and cannot get inside to an area of safety, keep away from buildings, windows, telephone poles, and electric poles. If possible, seek out a low-lying area such as a ditch or ravine, lie face down, and cover your head.
- Avoid windows, hallways with windows, and large, open spaces (such as auditoriums and cafeterias). There is no guaranteed safe place during a tornado. Seek shelter in the best location to minimize your exposure.
- Close all doors, including main corridors, making sure they latch.
- Crouch near the floor or under heavy, well-supported objects and cover your head. If available, cover yourself with a mattress to keep debris from causing you harm.
- Await and follow instructions from college personnel or support agencies.
- Pursue evacuation if instructed. (See Appendix B)

Special Considerations

- For information on SBC's inclement weather policies and operations, see the Inclement
- Weather Policy for Employees on this site.
- A tornado watch means that conditions are right for a tornado. Stay alert to weather conditions and watch for any emergency communications.
- A tornado warning means that a tornado has been sighted or indicated by the National
- Weather Service radar in the Laurel area. If the college becomes aware of a tornado
- warning, the Emergency Communications Systems will be activated.
- A tornado, hurricane, derecho, or other high wind incident may result in a fire or infrastructure
- failure. If this occurs, see the Fire section or the Infrastructure Failure section of this
- Appendix, as appropriate.
- If a tornado, derecho, or other high wind incident results in physical compromise to a
- building or facility on campus, contact a college official to assess damage or
- compromise to any hazardous materials in the building/facility.

15. Violent Incidents

For purposes of this plan, violent incidents include, but are not limited to, the following:

- Active shooters
- Acts of terrorism
- Assaults
- Violent campus intruders
- Violence resulting from a civil disturbance
- Sex offenses
- Violent crimes
- Workplace violence

Initial Response

- Call 911.
- Contact a college official immediately.
- When reporting a violent incident, provide the following information about the incident, if known:
 - What is happening
 - The location
 - Who is involved
 - Type of weapon(s) involved, if any
 - Whether anyone has been injured or killed, to your knowledge

Follow the General Instructions below.

- The college official will assess and investigate the situation and notify other appropriate college personnel or law enforcement, as appropriate.
- College personnel will assist law enforcement or other external agencies, as appropriate.
- Wait for and follow instructions from college personnel or law enforcement.

General Instructions

- Evacuate the area as quickly as possible, if safety allows. (See Appendix B)
- If it is not safe to evacuate, or if otherwise instructed, shelter in place. (See Appendix C)
- If you are in a secured area, or if you are instructed to shelter in place:
 - If you are aware of the location of the incident, move to the opposite side of the

building if it is safe to do so.

- Lock the doors and/or barricade the doors and any other entrances or openings with furniture or other available items, as appropriate.
- Take adequate cover/protection behind solid objects (e.g., walls, desks, filing cabinets, etc.) as far away from the doors and other entrances and openings as possible.
- Close all blinds, shades, and curtains, and/or cover all windows.
- Turn off all lights, computer monitors, radios, and other electronic equipment.
- Silence all mobile phones, if possible and if needed to remain quiet.

If there are multiple individuals in an area, attempt to spread out as much as possible.

- Keep the area secure until otherwise directed by SBC officials or other law enforcement personnel.
- Do not leave the building or area under any circumstances until it has been cleared by college personnel or through the Emergency Communications Systems.
- If you are in an unsecured area and unable to evacuate or shelter in place safely:
 - Immediately seek protection.
 - If the violent occurrence is close by, seek to establish a barrier between you and the violent incident.
 - If you are confronted by an immediate violent incident and you cannot flee, try to hide. If other victims are around you, consider playing dead.
 - Your last option should be to fight back using anything available (e.g., books, backpack, chair, etc.).
- Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911 immediately.
- Await and follow instructions from college personnel or law enforcement.
- Once you have been cleared to leave the building or area, do not reenter until it has been cleared to do so by college officials or through the Emergency Communications Systems.

Special Considerations

- Preliminary law enforcement response will be primarily focused on locating, containing, and ending the violent event.
- Once the violent incident is ended, responding officials will then begin to treat injured individuals and evacuate the affected area(s), as appropriate. (See Appendix B)
- If a violent incident results in the death of a student, faculty, or staff member, see the Death of a Student, Faculty, or Staff Member section of this Appendix A.

Evacuation Appendix B

This Appendix describes the actions recommended for evacuation of individual buildings or areas, or the entire campus, as a result of a campus emergency. All members of the SBC college community should become familiar with these recommended evacuation processes. This includes knowing where exits are located in classroom, work, and residential buildings, knowing the location of the assembly area designated for your location, and knowing the off-campus transportation pick up site.

An evacuation may be essential when conditions are such that it is no longer safe for individuals to remain inside of a single building or area, within a section of campus, or anywhere

on campus, whether due to extensive failure of critical systems or other danger(s). You may be notified of the need to evacuate by the sounding of a fire alarm in the building, a directive from SBC college personnel, or by an evacuation order communicated through the Emergency Communications Systems. However, if you are in a campus building and, despite not having received any order to evacuate, you believe it is not safe for individuals to remain inside the building (due to a fire or hazardous materials leak, for example), pull the nearest fire alarm to alert all those in the building to evacuate, and follow the evacuation procedures below.

Building or Area Evacuation

If a fire alarm sounds or you receive an order to evacuate from college personnel or through the Emergency Communications Systems, follow these procedures with a sense of urgency:

- Stay calm, do not rush, and do not panic.
- If able to do so safely, gather your essential personal belongings, including personal identification, purse/wallet, keys, and prescription medications; it may be hours or days before you are allowed back in the building.
- If able to do so safely, close the doors and windows in your immediate area, but do not lock them.
- Proceed to the nearest exit.
- Once outside, move quickly away from the building to the designated evacuation assembly area for your location. (See Accounting for Individuals Following Building Evacuation below).
- Report to the applicable supervisor or instructor and let him/her know that you are safe.
- Immediately report any medical emergencies or individuals remaining in the building to emergency officials, either in person (if emergency officials are present on the scene) or by calling 911.
- Contact a college official if you noticed significant damage to property or anything unusual during your evacuation.
- **DO NOT REENTER THE BUILDING UNDER ANY CIRCUMSTANCES** until it has been cleared for reentry by college officials or through the Emergency Communications Systems.
- Await and follow instructions from college personnel or law enforcement/emergency officials.

Accounting for Individuals following Building/Area Evacuation

- It is important to report to your designated evacuation assembly area so that SBC officials can attempt to account for all members of the community.
- As rapidly as possible, depending on the nature and scope of the emergency and the practicality of meeting at the designated assembly area(s), designated facility reporters will account for their students and staff known or presumed to have been in the building/area, and report missing and/or presumed missing individuals to an appointed college official or emergency officials. As it is safe to do so, college officials or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.
- If you leave campus after evacuating a building or area without reporting to your designated assembly area, please email, text, or call the faculty of your class that was in session at the time of the evacuation, or college official, as appropriate, to advise them that you are safe and of your location.
- SBC, through the Incident Commander and the EOG, will use all realistic efforts to try to account for all members of the campus community following an evacuation, using

information from reporting college officials or other designated facility reporters, College officials, law enforcement, and other external emergency officials, and comparing that information with class schedules, work schedules, housing rosters, and other college records relevant to identifying the whereabouts of students, employees, and campus visitors at the time of the emergency evacuation and thereafter.

Campus Evacuation

- In case of a campus-wide disaster, such as a major earthquake, large hazardous materials release, or widespread fire, certain sectors of campus, or the entire campus, may need to be evacuated, whether because of extensive failure of critical systems or other hazards on campus. In such cases, the Incident Commander, in consultation with the EOG and the President (or surrogate/designee, and others, depending on the situation), may order an evacuation and, with the coordination of any appropriate external agencies, will determine the scope and method of implementing such an evacuation, as warranted by the situation.
- College officials and the Emergency Communications Systems will alert the SBC campus community on specific evacuation details. However, if an order is given to evacuate the campus or a section of campus, follow these general procedures:
 - Individuals should follow the building evacuation procedures set forth above to evacuate the building or area in which they are located. Depending on the nature of the emergency leading to the order to evacuate, college officials and the Emergency Communications Systems will provide instructions on whether individuals should proceed to their designated evacuation assembly location first take account of persons, or take other measures, which may depend on whether they have their own transportation off campus or need transportation.
 - Students should not return to the evacuated building(s) or area(s) to retrieve personal belongings unless advised by college personnel or the Emergency Communications Systems that it is safe to do so.
 - It may be essential to implement a phased evacuation, in order to minimize the time needed to evacuate and manage traffic congestion. The evacuation order and instructions will include specific information regarding the order in which particular campus locations or constituents will evacuate, when the evacuation will begin, the logistics and routes to be used, and other relevant information.
 - Students, employees, and campus visitors who have vehicles on or near campus are encouraged to carpool with others who are without readily available transportation.
 - The college will work with vendors and/or make arrangements with other local organizations to provide buses, vans, or other vehicles to transport students, faculty, staff and campus visitors without their own transportation to safe locations off campus, depending on the nature and scope of the emergency.
 - Individuals who do not have their own transportation should report to the college sign on front of Highway 15 North, to pick up college-provided transportation.
 - In most cases, certain crucial personnel will be required to remain on duty until the evacuation is completed. Such key personnel may include (but is not limited to) all or some of the following (additional SBC staff may be required to remain on campus at the

direction of the President (or surrogate/designee), in consultation with the Incident Commander and the EOG):

- Senior staff as designated by the President (or surrogate/designee)
- Emergency Management Executive Team

Accounting for Individuals During or Following Campus Evacuation

- Procedures for accounting for students and employees, and to the degree available, campus visitors, will depend on the nature and scope of the emergency, whether individuals have been told to report to designated assembly areas before evacuating campus, and whether individuals use college-provided transportation, their own transportation, or carpool with others from campus.
- If individuals have been told to report to designated evacuation assembly areas before evacuating campus, faculty of classes that were in session, college officials, and other designated facility reporters, will try to account for their students and staff known or believed to have been in the building/area when the evacuation began, and report missing and/or presumed missing individuals to college officials or emergency officials on the scene.
- The college will use all practical efforts to account for those individuals using college-provided transportation in an evacuation before, during, or after the off-site transportation process, depending on how quickly the evacuation needs to advance.
- If safety allows, SBC personnel or other designated individuals will search all open buildings on campus for any sheltering, entrapped, or injured occupiers.
- When safe to proceed, individuals who have used their own transportation to evacuate, or have carpooled with others, should email, text, or call the faculty teaching the class in session at the time of the evacuation, college officials, as appropriate, to advise that they are safe and of their current location.
- SBC, through the Incident Commander and the EOG, will use all reasonable means to try and account for all members of the campus community following the evacuation, using information from reporting faculty, college personnel, other chosen facility reporters, law enforcement and other external emergency officials, and comparing that information with class schedules, work schedules, housing rosters, and other college records relevant to identifying the location of students, employees, and campus visitors, at the time of the emergency evacuation and thereafter.

Evacuation of Individuals with Disabilities

- Those with disability who are unable to evacuate on your own, stay calm and take steps to protect yourself, as appropriate. Call 911 or a SBC official and tell the responder where you are or where you will be and if you have a service animal or other assistive devices or equipment.

If you must move:

- Move to an exterior enclosed stairwell.
- Request persons exiting by way of the stairwell to notify emergency officials of your location.
- Follow all other evacuation procedures set forth in this Appendix.

NOTE: It is advised that persons with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors,

and/or classmates of the best procedures of assistance during an emergency. For assistance with preplanning for an emergency, contact the Title IX Coordinator, the Dean of Academic Affairs, Dean of Student Affairs, or your supervisor.

A few non-exclusive examples of preplanning measures include:

- Learning alternate exit routes from commonly used areas
- Learning alternate exit routes from commonly used areas
- Finding a "buddy" to help
- Keeping extra medication, assistive devices, etc. on hand
- Wearing medical alert tags to inform emergency personnel or volunteers of pertinent health conditions

Assisting Individuals with Disabilities in Evacuation

During a crisis, if you see an individual with a disability who may need assistance, ask him/her if s/he needs help, how you can correctly provide aid, and if s/he needs to take any essential items, including, but not limited to, service animals or other assistive devices or equipment.

The following leadership is intended to provide general instructions for aiding individuals with disabilities during an evacuation based on the specific type of disability:

- **Mobility Impairment**
 - If an individual cannot exit the building on his/her own, ask if assistance is needed.
 - If s/he elects to await evacuation assistance, escort the individual to the nearest stairwell or other predetermined location (based on preplanning).
 - Some persons with mobility impairments who are able to walk independently may be able to utilize stairs with minor assistance.
 - Do not try to carry anyone with mobility impairment unless there is no other option. You could do more harm to him/her or yourself.
 - After you leave the building, immediately inform emergency officials of the location of any person awaiting evacuation.
 - If there are no other options, use any and all measures to evacuate the mobility impaired individual if it is safe to do so, taking any precautions necessary and advisable based on the specific emergency situation.
- **Blindness or Visual Impairment**
 - Give verbal instructions about the safest route or direction using directional terms and estimated distances, and advising of obstacles they may encounter.
 - Ask if assistance is needed. If so, offer your elbow and provide guidance through the evacuation route. This may be especially helpful if there is debris or a crowd. (Never grasp the arm of the individual you are assisting.)
 - While escorting an individual out of the building, explain as you are walking where you are going, what you are doing, and any obstacles that you encounter.
 - Orient the individual to their location after exiting.
 - Do not separate an individual from his/her service animal and realize that the service animal may be anxious in an emergency and may act to protect the handler.
- **Deafness, Hearing Loss, Language Difficulty**
 - Get his/her attention by eye contact or touch, if necessary.
 - Communicate the problem including the need to evacuate. Gesturing and pointing are helpful, but be prepared to write a brief statement if the individual does not seem to understand.
 - Offer visual instructions to designate the safest route or direction by pointing

toward exits or evacuation maps.

- Offer to escort the individual from the building.

Designated Assembly Areas and Off-campus Transportation Pickup Site

In the event of any emergency where evacuation of sections of campus or the entire campus is necessary, the following locations have been designated as assembly areas where students, faculty, staff and visitors are to report once they have evacuated the listed buildings. Remain at the designated location until you are accounted for and/or receive further instructions.

Bond Classroom Building:

Center of Main Parking Lot

Gymnasium:

Center of Main Parking Lot

Hilbun Hall (Women's)

Center of Main Parking Lot, adjacent to Gymnasium

Lighthouse Café

Center of Main Parking Lot, adjacent to Gymnasium

Granbury Hall (Men's)

Center of Park Bench Area Across from Men's Dormitory

Chapel

Center of Park Bench Area Across from Men's Dormitory

Library Building

Center of Main Parking Lot

Shelter in Place Appendix C

This Appendix defines the procedures suggested when you are expected to shelter in place. For purposes of this plan, the term shelter in place is intended to include the safety strategy often referred to as "lockdown." All members of the SBC community should become familiar with these recommended plans. For additional thoughts related to a specific type of emergency situation, see the applicable section(s) of Appendix A.

It may be needed to shelter in place when conditions are such that it is safest to go inside or remain inside a building or room. This plan is used when conditions do not allow for a safe evacuation or when being inside a building or room provides additional safeguard from an emergency situation.

You may be notified of the need to shelter in place by a directive from college personnel or an order to shelter in place communicated through the Emergency Communications Systems. However, if you are in a campus building and, in spite of not having received any order to shelter in place, you believe it is not safe to leave the building, or if you are outside and believe that it is safest to be indoors (due to a weather emergency or hazardous materials incident, for example), follow the shelter in place procedures below.

Shelter in Place

If you are instructed to shelter in place:

- If possible, quickly locate and gather necessary supplies (e.g., food, water, etc.).
- Go inside or stay inside the building.
- If possible, go to an interior room or corridor where there are no windows.
- In an emergency involving a violent actor, and if it seems safe to do so, move to a room that can be locked from the inside or take whatever measures you can to barricade the

door and prevent entry from the outside.

- Close all windows and doors.
- Try to maintain calm and reduce panic among those gathered.
- **DO NOT LEAVE THE BUILDING UNDER ANY CIRCUMSTANCES** until it has been cleared by college officials or through the Emergency Communications Systems.
- Await and follow instructions from college personnel or law enforcement/emergency officials.

Accounting for Individuals When Instructed to Shelter In Place

- Procedures for accounting for students and employees, and to the extent possible, campus visitors, will depend on the nature and scope of the emergency.
- Quickly, depending on the nature and scope of the emergency and the practicality of communication, faculty of classes that were in session, college officials, and other designated facility reporters will use all reasonable efforts to try to account for their students and staff known or assumed to have been in the building/area in which they have been instructed to shelter in place, and report missing and/or supposed missing individuals to college or emergency officials. As safely as possible, college officials, or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.
- SBC, through the Incident Commander and the EOG, will use all realistic efforts to account for all members of the campus community in an incident where persons have been instructed to shelter in place, using information from reporting faculty, SBC personnel, other selected facility reporters, law enforcement, and other external emergency officials, and comparing that information with class schedules, work schedules, housing rosters, and other college records relevant to identifying the whereabouts of students, employees, and campus visitors at the time of the emergency incident subsequent in an instruction to shelter in place and thereafter.

Shelter in Place for Individuals with Disabilities

If you have a disability and are unable to get to a building or area to shelter in place on your own, stay calm and take steps to protect yourself, as appropriate. If it is safe to do so, call 911 or a college representative, and tell the responder where you are or where you will be and if you have a service animal or other assistive devices or equipment.

If you must move:

- Move to the safest area of the building that is readily accessible to you.
- If the emergency situation requires you to move to a higher or lower level of the building or other area and you are unable to access the appropriate location, request persons passing by to notify emergency responders of your location so that the emergency responders can assist you.
- Follow all other shelter in place procedures set forth in this Appendix.

NOTE: It is suggested that persons with disabilities prepare for emergencies before they happen and inform co-workers, professors, and/or classmates of the best methods of assistance during an emergency. For assistance with preplanning for an emergency, contact the Title IX Coordinator, the Dean of Academic Affairs, the Dean of Student Affairs, or your supervisor. A few examples of preplanning measures include:

- Learning alternate exit routes from commonly used areas
- Identifying a "buddy" to help
- Keeping extra medication, assistive devices, etc. on hand
-

Wearing medical alert tags to inform emergency personnel or volunteers of pertinent health conditions

Assisting Individuals with Disabilities When Instructed to Shelter in Place

During an emergency, if you notice an individual with a disability who may need assistance, ask him/her if s/he needs help, how you can properly provide assistance, and if s/he needs to take any necessary items, including, but not limited to, service animals or other assistive devices or equipment.

The following guidance is intended to provide general instructions for aiding individuals with disabilities when instructed to shelter in place, based on the specific type of disability:

- - Mobility Impairment
 - If an individual cannot access the appropriate area to shelter in place on his/her own, ask if assistance is needed.
 - If s/he elects to await assistance from emergency responders, escort the individual to the safest accessible area.
 - Some individuals with mobility impairments who are able to walk independently may be able to negotiate stairs with minor assistance.