

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.