

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:
 - o What is happening
 - o The location
 - o Who is involved
 - o Type of weapon(s) involved, if any
 - o 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:
 - o 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.
 - o Lock the doors and/or barricade the doors and any other entrances or openings with furniture or other available items, as appropriate.
 - o 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.
 - o Close all blinds, shades, and curtains, and/or cover all windows.
 - o Turn off all lights, computer monitors, radios, and other electronic equipment.
 - o 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.
- o Keep the area secure until otherwise directed by SBC officials or other law enforcement personnel.
- o 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:
 - o Immediately seek protection.
 - o If the violent occurrence is close by, seek to establish a barrier between you and the violent incident.
 - o 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.
 - o 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:
 - o 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.

- o 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.
- o 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.
- o Students, employees, and campus visitors who have vehicles on or near campus are encouraged to carpool with others who are without readily available transportation.
- o 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.
- o 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.
- o 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):
 - o Senior staff as designated by the President (or surrogate/designee)
 - o 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

- o If an individual cannot exit the building on his/her own, ask if assistance is needed.

- o If s/he elects to await evacuation assistance, escort the individual to the nearest stairwell or other predetermined location (based on preplanning).

- o Some persons with mobility impairments who are able to walk independently may be able to utilize stairs with minor assistance.

- o 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.

- o After you leave the building, immediately inform emergency officials of the location of any person awaiting evacuation.

- o 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

- o Give verbal instructions about the safest route or direction using directional terms and estimated distances, and advising of obstacles they may encounter.

- o 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.)

- o 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.

- o Orient the individual to their location after exiting.

- o 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

- o Get his/her attention by eye contact or touch, if necessary.

- o 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.

- o Offer visual instructions to designate the safest route or direction by pointing toward exits or evacuation maps.

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