CALHOUN COMMUNITY COLLEGE
EMERGENCY OPERATIONS PLAN (EOP)

“THE PLAN”

Version 2.0
# Calhoun Community College Emergency Operations Plan (EOP) Table of Contents

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Evacuations

Natural Hazards

Injury, Sickness and Epidemic

Drought and Earthquake

Flood, Storm, Hurricane, Landslide, Tornado, Volcano, Wildfire and Ice

Fire and Structural

Technological Hazards

Plane/Aircraft Crash and Dam/Levee Failure

Traffic Accident and Structural Failure

Gas Leaks & Chemical Spills, Power Failure and Radiological Release

Train Derailment

Human Caused Hazards

Civil Disturbance/Demonstrations and Cyber Event

Terrorist Acts

Active Shooter

Bomb Threat

Food Contamination

School Violence

Psychological

Alcohol/Controlled Substance

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List of Acronyms and Abbreviations

NTSB Guide for Police and Public Safety Personnel

Decatur Main Campus Map and Floor Plans

Huntsville Campus Map and Floor Plans
By virtue of the authority vested in me by the Alabama Community College System Board of Trustees and Chancellor Jimmy Baker as President of Calhoun Community College and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Calhoun Community College Emergency Operations Plan (“the EOP”) dated November 6, 2017. The EOP provides for CCC’s response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The EOP is consistent with the National Incident Management System (NIMS) as implemented in the National Response Framework adopted January 2008.

The CCC Emergency Manager, the Director of Facilities, Maintenance & Safety, on behalf of the President, is hereby authorized to activate the CCC Emergency Operations Center (“EOC”) in order to direct and control CCC emergency operations. Augmentation of the EOC shall constitute implementation of the EOP.

Furthermore, the CCC Emergency Manager or his designee, the Coordinator of Emergency Management, is hereby authorized, in coordination with the President’s Office, to amend the EOP as necessary to ensure the continued health and safety of the students, faculty, staff and property of Calhoun Community College.

The President will appoint a Facilities & Safety Advisory Committee consisting of individuals who are representative of college departments and programs. The Facilities & Safety Committee is assigned the following responsibilities:

1. Coordinate with the Coordinator of Emergency Management on emergency preparedness, response, and recovery issues;

2. Prepare and maintain designated parts of the Plan for which the department or program is responsible;

3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;

4. Ensure that persons identified on the CCC Directory and Organizational chart are available for training, exercises and activations of the plan;

5. Coordinate appropriate training for department of program personnel assigned to disaster operations;

6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program’s resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;
7. Assure the Coordinator of Emergency Management that preparedness plans for its
department facilities are coordinated with the applicable local emergency management agency.

This Promulgation shall be effective upon its signing and shall remain in full force and effect
until amended or rescinded by further promulgation.

Given under my hand and under the Seal of Calhoun Community College this 6th day of
November, 2017.

[Signature]

James Klauber, President
Calhoun Community College
Approval and Implementation

Resolution of Adoption

WHEREAS, Calhoun Community College is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them; and, the President is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them; and

WHEREAS, it is reasonable that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution should conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan should be adopted formally by the Alabama Community College System. Such review shall also be certified in writing to the Alabama Community College System; and

WHEREAS, such a plan has been developed by CCC Staff in coordination with the Alabama Emergency Management Agency with input from CCC departments and local emergency services;

NOW THEREFORE BE IT RESOLVED that Calhoun Community College on this 6th day of November, 2017, does hereby officially adopt the Calhoun Community College Emergency Operations (EOP) Plan Version 2.0, to include plans and procedures for both peace time and war-caused disasters.

I, President James Klauber, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by Calhoun Community College at a meeting held on November 6, 2017.

SIGNED

Calhoun Community College President
PRIVACY STATEMENT

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA. Accordingly, CCC is withholding this plan from full public disclosure. Refer any request for a copy of this document to CCC’s Director of Facilities, Maintenance & Safety or the Alabama Attorney General’s office.
Record of Changes

All updates to this document will be tracked. This section includes the format in which states date of change, page or section of change, name and title of person making the change.

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date of Change</th>
<th>Page or Section Changed</th>
<th>Summary of Change</th>
<th>Name of Person Authorizing Change</th>
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<tbody>
<tr>
<td>1.</td>
<td>11/06/17</td>
<td>Entire Plan</td>
<td>Adopted Version 2.0 of the Emergency Operations Plan (EOP)</td>
<td>Dr. James Klauber</td>
</tr>
</tbody>
</table>
**Record of Distribution**

The record of distribution is used to verify that those tasked within the plan have acknowledged receipt, reviewed and accepted the plan. This plan should not be distributed without prior approval from the Director of Facilities, Maintenance and Safety. If it is distributed to the public, the plan should be “clean” or without any sensitive operational procedures or personal information.

<table>
<thead>
<tr>
<th>Group</th>
<th>Agency/Department</th>
<th>Title of Recipient</th>
<th>Distribution Method (Hard Copy or Electronic Copy)</th>
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<tbody>
<tr>
<td>Facilities and Safety Committee</td>
<td>Calhoun Community College</td>
<td>See attached email and attached approval memo.</td>
<td>Electronic copy of working document.</td>
</tr>
<tr>
<td>President and Direct Reports</td>
<td>Calhoun Community College</td>
<td>See attached approval signature sheet.</td>
<td>Electronic copy of working document.</td>
</tr>
</tbody>
</table>
**Record of Distribution Signature Sheet**

This Record of Distribution Signature Sheet is used to record distribution of the plan to any committee/group tasked with support and development of the plan. It is also used to verify that those tasked within the plan have acknowledged receipt, reviewed and accepted the plan. This plan should not be distributed without prior approval from the Director of Facilities, Maintenance and Safety. If it is distributed to the public, the plan should be “clean” or without any sensitive operational procedures or personal information.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Individual Name</th>
<th>Initials</th>
<th>Date</th>
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The Emergency Operations Plan for Calhoun Community College has been reviewed and approved as indicated below.

The Calhoun Community College Emergency Operations Plan is scheduled for review again by the Alabama Community College System in July, 2018.

Reviewed and Approved:

[Signature]

Chester Vrocher
Chief Safety and Security Officer, ACCS

12/6/17 Date
Introduction

A crisis or emergency can happen at any time and could impact one individual, single building or the entire college campus. In the event a life threatening emergency is taking place, call 911 first, then call the Calhoun Police Department. Students and employees are encouraged to carry a cell phone for reporting emergencies and receiving College alerts.

This document is Calhoun Community College’s Emergency Operation (EOP) Plan. Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan. With these thoughts in mind, Calhoun Community College has undertaken the necessary planning to protect personnel and property from unexpected disaster, to maintain reasonable continuity of operation, and allow expedient recovery and return to normal operating schedules. It must be emphasized that this is only a general plan and cannot go into the minute details required for every eventuality. This plan may be utilized as a basis for more detailed planning when an actual disaster presents itself.

Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency. This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of Calhoun Community College’s approach to emergency response and operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The appendices identify responses to specific emergency situations, give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

Scope

This plan and all its contents applies to all of CCC students, faculty and staff. Major emergencies may impact the surrounding community in addition to the campus. If this occurs, CCC will make every effort to cooperate with local, state, and federal officials in their delivery of
emergency services. Personnel or any partner who has a role in implementation and/or administration of this plan will have advanced access and will be knowledgeable of the EOP.

**Situation Overview**

In most emergencies, it is the intention of Calhoun Community College to utilize local police, fire and other emergency resources to provide overall direction and control of the emergency. Calhoun Community College will develop and implement prevention and emergency response strategies for the initial response to the emergency and contact local emergency authorities at the earliest time in accordance with details of this plan. Once on the scene, Calhoun Community College will coordinate with and assist local authorities as necessary to assure an appropriate response to the emergency.

The following situations impact the Calhoun Community College Emergency Operations Plan:

- Calhoun Community College is located at 6250 Hwy 31 North Tanner, Alabama 35671.
- CCC’s main campus is approximately 110 acres and has 20 buildings. CCC also has a campus located in Huntsville, the Alabama Center for the Arts campus in downtown Decatur and a program at Limestone Correctional Facility. CCC has a student enrollment of approximately 10,500. It employs more than 400 full and part-time faculty and staff. The college offers day time and night time classes in college preparatory curricula, trade and technical programs.
- The Calhoun Community College Police Department (CCCPD) employs twelve (12) full time officers, eight (8) at the main Decatur Campus with one of those splitting time at the ACA Campus and four (4) at the Huntsville Campus. CCCPD also employs approximately 30 part-time officers to help cover all three campuses.
- The schools are located near major thoroughfares, a river and railroad tracks that can carry hazardous materials. While the school has not had an accident on campus, there is always a possibility that an accident on public highways and/or the railroad can affect the school’s ability to carry out its essential functions.
- Leadership and employees will continue to recognize their responsibilities to public safety and exercise their authority to implement this EOP plan in a timely manner when confronted with disaster.
- The Emergency Operations Plan addresses a number of incidents that may possibly occur and could be implemented by responsible management even if the EOP plan is not implemented.
- CCC will rely on the expertise of well-trained emergency responders from various municipal, county and state agencies who have been involved with and are aware of the EOP and emergency response planning process.
- The school is located within approximately 15 miles from a regional hospital and the school will be able to get immediate medical assistance from the area hospitals.
In the event of a disaster, CCC may need to rely on services of adjacent jurisdictions and institutions for recovery. The EOP plan can serve as a foundation for future development of a regional plan with neighboring institutions or resources that could incorporate mutual aid agreements, alternative facility locations and inter-organizational communications plans to ensure a coordinated response in the event of a disaster.

- A properly implemented EOP Plan will reduce or prevent disaster-related losses.

### Hazard and Threat Analysis Summary

A hazard identification and risk assessment has been completed on the following hazards. The hazards were then ranked based on the threat likelihood to impact Calhoun Community College:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Significance Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Hazards</strong></td>
<td></td>
</tr>
<tr>
<td>Injury/Sickness/Epidemic</td>
<td>Moderate</td>
</tr>
<tr>
<td>Drought</td>
<td>Limited</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Limited</td>
</tr>
<tr>
<td>Flood</td>
<td>Limited</td>
</tr>
<tr>
<td>Thunderstorm/Lightening</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hurricane</td>
<td>Limited</td>
</tr>
<tr>
<td>Landslide/Sinkhole</td>
<td>Limited</td>
</tr>
<tr>
<td>Tornado</td>
<td>Moderate</td>
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<tr>
<td>Tsunami</td>
<td>Minor</td>
</tr>
<tr>
<td>Volcano</td>
<td>Minor</td>
</tr>
<tr>
<td>Wildfire/Conflagration</td>
<td>Moderate</td>
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<tr>
<td>Winter Storm/Ice</td>
<td>Moderate</td>
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<tr>
<td>Fire-Structural</td>
<td>Moderate</td>
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<tr>
<td><strong>Technological Hazards</strong></td>
<td></td>
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<tr>
<td>Plane/Aircraft Crash</td>
<td>Limited</td>
</tr>
<tr>
<td>Dam/Levee Failure</td>
<td>Limited</td>
</tr>
<tr>
<td>Traffic Accident</td>
<td>Moderate</td>
</tr>
<tr>
<td>Structural Failure</td>
<td>Limited</td>
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<tr>
<td>Hazardous Material Release/Spills</td>
<td>Limited</td>
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<tr>
<td>Power Failure</td>
<td>Moderate</td>
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<tr>
<td>Radiological Release</td>
<td>Limited</td>
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<tr>
<td>Train Derailment</td>
<td>Limited</td>
</tr>
<tr>
<td>Hazard</td>
<td>Significance Ranking</td>
</tr>
<tr>
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<tr>
<td><strong>Human Caused Hazards</strong></td>
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<tr>
<td>Civil Disturbance</td>
<td>Moderate</td>
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<tr>
<td>Cyber Event</td>
<td>Moderate</td>
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<tr>
<td>Terrorist Acts</td>
<td>Limited</td>
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<tr>
<td>Active Shooter</td>
<td>Limited</td>
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<tr>
<td>Bomb Threat</td>
<td>Limited</td>
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<tr>
<td>Food Contamination</td>
<td>Moderate</td>
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<td>School Violence</td>
<td>Limited</td>
</tr>
<tr>
<td>Psychological</td>
<td>Moderate</td>
</tr>
<tr>
<td>Alcohol/Controlled Substance</td>
<td>Moderate</td>
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</tbody>
</table>

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the buildings on the CCC campus. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific hazard. The Facilities & Safety Committee is responsible for conducting capability assessments. Capability assessments indicate the strength and knowledge of the faculty and staff in emergency procedures, the importance of the installed and tested emergency alert system throughout the campus, and reinforce the need to continue efforts to integrate campus response with the locality’s response plans.

Capability assessments (a series of exercises and debriefings) are scheduled throughout the year by the CCC Facilities & Safety Committee.

**Mitigation**

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects.

- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;

**Examples of Mitigation Actions**

1. Review the Disaster Resistant University (FEMA) or local All-Hazard Mitigation Plan and update, as necessary, any mitigation actions that could be of value in preventing similar impacts for a future disaster.
2. Work with the Alabama Emergency Management Agency Mitigation Program to develop mitigation grant projects to address the most at risk areas.
3. Implement mitigation measures in the rebuilding of infrastructure damaged in the event.

Planning Assumptions

The planning assumes:

- That generally a warning will be received by the College to alert the decision-making personnel to the possibility of a general disaster in the making.
- That some assistance will be available from state agencies and local area resources; e.g., the local emergency management agencies, local fire and police departments, hospitals, medical and nursing facilities, emergency rescue squads, and other life-saving agencies.
- That a College administrator will normally be available in the decision-making chain to implement the necessary disaster procedures.
- That full cooperation between faculty, staff, administrators, and students will exist.
- That, in the event it becomes necessary, the plan ensures that all college personnel will be evacuated in a timely and expeditious manner.
- That proper authority, if necessary, will restrict the routes of ingress and egress to College property.

III. Concept of Operations

General Organizational Intent

A primary goal of Calhoun Community College is to provide a safe environment for the students, faculty and staff. This EOP Plan will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, CCC will need to be prepared to handle the initial impact of the disaster until further assistance can be given. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the Emergency Operations (EOP) Plan is followed and order is maintained. Calhoun Community College will use internal resources for some emergencies and will call on outside assistance from state and local resources, including activating the Emergency Operations Center (EOC), if necessary.

Activation of the Emergency Operations Center (EOC)

The President of Calhoun Community College or his designee may activate the EOC if this becomes necessary. The location of the EOC will be disseminated at the time of activation based on the circumstances surrounding the emergency. However, the CCC Emergency Manager may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive response and coordination will be required to resolve or recover from the emergency or disaster event;
• The disaster will affect not only the institution but also its surrounding jurisdictions which may utilize the same response resources; and/or
• The CCC emergency operations plan is implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

Communication, Alert and Warning will be provided to the public via the Emergency Notification Systems (ENS).

Examples of systems that are available to CCC for alerting students, faculty and staff include:

• Emergency Message Notification System,
• CCC ALERT,
• Main Entrance Electronic Sign,
• Flat screen message boards in various buildings,
• Mass Emails,
• Supplemental alerts through local media including radio, television and
• Social media apps.

Emergency Organization and Responsibilities

The following Emergency Management (EMT) Team is responsible for administration of the emergency plan:

Position Telephone Number

• President 256-306-2555
• Director of Facilities, Maintenance & Safety 256-306-2569
• Vice President of Student Services 256-306-2743
• Vice President for Academic Affairs 256-306-2619
• Director of Accounting 256-306-2542
• Director for Huntsville/Research Park (only if disaster is at Huntsville Campus) 256-890-4704
• Director for ACA Campus (only if disaster is at the ACA Campus) 256-260-4299
• Assistant to the President for Public Affairs, Community Relations and Special Events 256-306-2561
• Facilities & Safety Committee Chair 256-306-2575
• Limestone County EMA Director (for Decatur Campus incidents) 256-232-2631
• Morgan County EMA Director (for ACA Campus incidents) 256-351-4620
• Huntsville-Madison County EMA Director (for Huntsville Campus incidents) 256-427-5140
• Director of Campus Police 256-306-2574
This plan identifies the CCC personnel that will participate in the emergency response and detailed description(s) of their roles. CCC will use the Incident Command Structure (ICS) and the National Incident Management system (NIMS) that include the following structures:

- Incident Commander (ultimately, the **CCC Emergency Manager** or his designee)
- Incident Command Posts, on-scene using the ICS system;
- Area Command (if needed);
- Emergency Operations Centers (if necessary);
- Local Director of Department of Emergency Services;

The following Organizational Charts help explain the relationships for the Emergency Operations (EOP) Plan:

When the CCC Emergency Operations Center (EOC) is activated, there will be coordination between the Emergency Manager and the Incident Commander (if other than the Emergency Manager) to ensure a consistent response:

- EOC follows the command and control structure, and
- The Emergency Support Functions (ESF) should be aligned with nature, seriousness and recovery plan for the emergency.
Human Services

Human Services Branch

ESF6 Mass Care
ESF11 Agriculture & Natural Resources

Infrastructure Support

Infrastructure Support

ESF1 Transportation
ESF2 Communications
ESF3 Public Works/Engineering
ESF12 Energy
Direction, Control and Coordination

The President will be kept informed of all actions taken to deal with general disasters. Responsibilities of the Emergency Manager include but are not limited to:

1. Serve as the College’s Emergency Manager,
2. Be responsible for assuring that all equipment is in working order and all procedures are clearly published,
3. Coordinate the decisions about operating schedules, including closing and resuming classes,
4. Fully brief personnel to cope with a disaster.

In addition, the Emergency Manager will insure that instructions are written and published to all personnel under his supervision so they will be knowledgeable of the proper action for them to take. Personnel under the control of the Director of Facilities, Maintenance & Safety will coordinate all efforts in accordance with instructions received from the Control Center.

The person discovering an emergency will dial 911 followed immediately by a call to Campus Police at 256-306-2575 for emergencies on the Decatur Campus; 256-890-4711 for emergencies on the Huntsville Campus and 256-476-0884 for emergencies on the ACA Campus to sound the appropriate alarms. When reporting an emergency, the person reporting it should give the appropriate outside authority the location, situation, extent of damage, and their name.
Once notified, Campus Police will immediately notify the **Emergency Manager (the Director of Facilities, Maintenance & Safety)**. If the Emergency Manager is not available, Campus Police will contact the **Vice President for Student Services** and, if she is not available, Campus Police will begin calling the names on the **Emergency Management Team on page 14** of this document until reaching someone. Once a responsible person is contacted by Campus Police, the responsible person will notify the President of the emergency. If Campus Police is unable to contact anyone on the **Emergency Management Team**, he or she must contact the President to inform him of the emergency.

In the event injuries have been sustained by faculty, students or staff, the **Emergency Manager** will coordinate first aid treatment and ensure the resources are available to transport the injured to an adequate shelter or safe haven to await medical attention. Should the **Director of Facilities, Maintenance & Safety** be incapacitated, the **President** will serve and in the event that the **President** and **Director of Facilities, Maintenance & Safety** are incapacitated, the **Vice President for Student Services** will serve.

All other Members of President’s Staff will assist to ensure the proper execution of the Emergency Operations (EOP) Plan.

**Preparedness**

CCC will prepare for emergency events by using a variety of resources to communicate emergency response to students, faculty and staff. These include but are not limited to the following information:

1. Public information and educational materials will be provided to the students, faculty and staff via newsletters, brochures, publications, in telephone directories, web-sites, flat-screen television communications and other media/methods available to the school.

2. Assure that faculty communicates emergency response contingency plans to students on the first day of class for each semester.

3. Develop, review, exercise and update emergency operations plans and standard operating procedures.

4. Develop training and drills to enhance readiness of emergency response.

5. Test and maintain emergency resources and equipment.

6. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.

7. Assure that all relevant Continuity Of Operations Plans (COOP) are current.

**Pre-Incident**

These are actions that are implemented if the CCC Emergency Manager receives notice of a potential emergency from the local emergency operations center, Alabama Emergency
Operations Center, Homeland Security Advisory System, National Weather Service, local emergency personnel or other reliable sources.

Some issues to consider at this point in the incident are:

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection; and
- Possible partial activation of the EOC.

Examples of Actions:

1. Alert the Emergency Management Team.
2. Access hazard-specific experts to determine potential impacts.
3. Determine any protective action measures that need to be implemented in preparation for the situation.
4. Alert emergency response personnel and develop a staffing pattern.
5. Prepare the financial tracking structure for potential costs related to the event.
6. Notify students, faculty and staff, when determined appropriate, of the situation and any protective actions or measures they should take. Utilize all appropriate sources of alert notification.

Response

These actions are taken to preserve life, property, the environment, and the social and economic structure of the college.

Some issues to consider at this point in the incident are:

- Law enforcement;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
- Debris clearance; and
- Protection and restoration of critical infrastructure.
Examples:

1. Daily functions of Calhoun Community College that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response.
2. Efforts and resources may be redirected to accomplish an emergency task.
3. If not already completed; set up and staff the EOC, if needed.
4. Implement delegations of authority for emergency response activities.
5. Monitor the situation and adjust response actions as needed.
6. Implement evacuation orders as needed.
7. Maintain security.
8. Close routes of ingress and egress as deemed necessary for the situation.
9. Open and staff emergency shelters as needed.
10. Assure public information is accurate, appropriate and timely to all populations including media.
11. Set up a briefing location for media if necessary. Consider early designation of a Public Information Officer (PIO).
12. Assure all available resources are applied directly and effectively to disaster response.
13. Monitor resource needs and request additional resources through appropriate means as required.
14. Accurately track financial costs utilizing prepared event cost-tracking system.

Lines of Communication

It is the intention of Calhoun Community College to notify local community emergency response authorities (911) immediately when the School becomes aware of an emergency on campus.

In the event of a general disaster, the primary line of internal communication with faculty, staff, and students is CCC ALERT which allows for both text and voice messages on cell and/or land lines, as well as email messages. A second emergency notification tool used by the College is Emergency Message Notification System. CCC also may utilize the electronic message board on the main campus and flat screen televisions mounted around campus for emergency notification. These systems will comprise CCC’s Emergency Notification System.

The Emergency Notification System has the following default announcements:

1. THERE IS AN ACTIVE SHOOTER ON CAMPUS! PLEASE IMPLEMENT LOCKDOWN PROCEDURES IMMEDIATELY!
2. THERE IS A TORNADO THREAT FOR THE AREA, PLEASE SHELTER IN PLACE.
3. THERE IS A FIRE, PLEASE EVACUATE IMMEDIATELY!
4. THERE HAS BEEN A BOMB THREAT TO THIS BUILDING. TAKE ALL OF YOUR POSSESSIONS AND LEAVE IMMEDIATELY.

5. THERE HAS BEEN AN INCIDENT NEAR CAMPUS, PLEASE HOLD AND SECURE IN PLACE UNTIL CLEARED.

The flat screen information system can be operated remotely by the following members of the campus administration:

1. Webmaster – Digital Designer
2. Graphic Designer
3. Enterprise Mobility Management – Virtual Computing Administrator

The above systems will also be used to communicate emergency information to students, faculty, staff and the community. The decision to use the Emergency Notification (ENS) System will be made after consultation with the President, or if the President is not available, by the next available member of the Emergency Management Team shown on page 14. Campus telephones will also be used to communicate an emergency alert to individual division offices and buildings. Cellular phones can be of great value in an emergency, but their conversations are not secure and are often not available because of heavy use during an emergency, so no sensitive or critical information will be transmitted on them.

On the declaration of a general disaster alert emanating from the President's or the Emergency Manager's offices, all relevant information that an action has been completed will be called in by the responsible administrator to the Emergency Operations (EOC) Center described below. If the telephone system is rendered unusable, then the secondary (or backup) communication system will be that of the two-way radio system utilized by the Maintenance Department and Campus Police. The two-way radio system usually operates through an AC receiver, which has a battery back-up. In an all-out power failure, the radios can be switched to Channel 3 to operate directly from radio to radio. Any other means of communication, bullhorns, etc. will be issued to personnel designated by the President and/or the Emergency Manager.

When the above two systems are not operable, then the means of communications will revert to a messenger/runner system. Administrators who are responsible for certain actions will insure that a messenger is available to transmit the necessary information by foot to the Emergency Operations (EOC) Center. Once community response resources are available on campus during an emergency, communications will be the priority. Any instructions or communications to faculty, employees or students will be coordinated with local emergency officials on site.

Communicating an Emergency

Upon learning of a crisis or emergency situation, the President will inform the Director of Public Relations (PIO). In the absence of the President, the Emergency Manager or, in his absence, the appropriate Vice President will inform the Director of Public Relations. It is the
responsibility of the **Director of Public Relations**, in consultation with the **President** or the **Emergency Manager**, to ascertain potential media involvement. Internal audiences (faculty, staff, students, Chancellor’s Office, and College Board members) are contacted first through email for a called meeting; then external audiences (any specific group with vested interests; i.e., parents, community groups, etc.) are addressed.

News media will be alerted through a news release or official college statement. If necessary, a news conference will be convened to respond to media requests. Faculty and staff who are not included in the Emergency Management Team would normally not issue statements regarding the crisis.

**Crisis Communications Information Flow Chart**

**Administration, Finance and Logistics**

All assets (human resources and facility and equipment resources) of the school will become the purview of the **President** of Calhoun Community College to direct in any way to respond to an emergency on campus.

This authority will be given by the **President** to the **Emergency Manager** in a formal Delegation of Authority in the event of an emergency situation requiring the implementation of the EOP. The EOP will serve as the formal Delegation of Authority.
The Emergency Manager will identify policies and procedures for tracking and reporting costs due to an emergency. Tracking and record-keeping procedures will be put in place to assure all emergency costs are easily identified. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions may be implemented and must be followed to increase the speed of which these actions can take place.

If the emergency exceeds CCC’s capabilities, CCC must draw on outside resources available through their locality, nearby localities, the State of Alabama, or the federal government.

Calhoun Community College does not have any existing Memorandums of Understanding and Memorandums of Agreement at this time. The Calhoun Community College Police Department is an APOSTC recognized police department and will work with all first responder agencies in the event of an emergency or crisis situation per standard mutual aid agreement with Alabama law enforcement agencies.

**Plan Maintenance and Training**

Every two years, Calhoun Community College shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the College Board or other governing body.

Such review shall also be certified in writing to the Alabama Community College System.

Drafting an emergency plan is a community effort and relies heavily on Calhoun Community College administrators and experts to provide comprehensive guidance to CCC’s President and Coordinator of Emergency Management on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan participants include:

- President of Calhoun Community College
- Coordinator of Emergency Management
- CCC Facilities & Safety Committee
- CCC Public Safety Director
- CCC Buildings and Grounds
- Representatives from internal groups:
  - Business Office,
  - Human Resources,
  - Purchasing and
  - Student Services
Representatives from external groups:

- Local Emergency Services
- Local Police Department
- Local Fire Department
- State Emergency Services

The **Emergency Manager** will update the **Emergency Operations (EOP) Plan** as required, but at least once annually. The **Emergency Manager** will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the **Coordinator of Emergency Management** to assure that the plan is tested and exercised on a scheduled basis. It is planned that a functional drill for some portion of the plan will be held periodically; a tabletop exercise of the plan will be held annually; and full-scale exercises will be planned with localities as often as possible. The Coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities. After each drill, exercise or actual event, an after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

**Authorities and References**

This section provides the legal basis for emergency operations and activities. It includes the following:

- Provisions for the continuity of operations (e.g. the succession of decision making authority and operational control) to ensure that critical emergency functions can be performed.
- Lists of laws, statutes, ordinances, executive orders, regulations and formal agreements relevant to emergencies.
- Specification of the extent and limits of the emergency authorities granted to the Emergency Manager, including the conditions under which these authorities become effective and Orders of Succession and Delegation of Authority.

**Orders of Succession and Delegation of Authority**

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, CCC recognizes that an Orders of Succession for orderly transfer of decision making authority and a process for Delegation of Authority that will determine succession and procedures for orderly transfer of authority as necessary when the **Emergency Operations (EOP) Plan** is implemented. Furthermore, when the EOP is enacted, the EOP shall serve as the Orders of Succession and Delegation of Authority until the emergency situation has been resolved or until otherwise directed by the Calhoun Community College President.
Authorities

Federal
1. National Incident Management Systems (NIMS)
2. National Response Framework
3. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law, as amended August 2016

State
1. Code of Alabama 1975, Section 31-9-6
2. Alabama Emergency Management Agency (AEMA’s) Mutual Aid System (MAS)
3. Virtual Alabama School Safety System (VAS3)

College
1. Calhoun Community College Emergency (EOP) Plan
2. CCC EOP Promulgation
3. Orders of Succession and Delegation of Authority contained within the EOP

Local
1. Regional or Local Hazard Mitigation Plan
2. Local Emergency Operations Plan

FUNCTIONAL ANNEXES

EMERGENCY OPERATIONS (EOP) PLAN

Direction, Control, Coordination

The Calhoun Community College Emergency Operations (EOP) Plan was developed for contingency planning and is to be used in conjunction with the College’s Emergency Procedures Manual to allow a rapid and organized response to the full or partial destruction of the College’s main campus facilities. Resources that could potentially be destroyed or impaired include the following: personnel, physical space, utilities, equipment, and information technology. The plan is designed to limit the amount of damage, decrease the length of outages, and lower the cost of recovery.

Guidelines for responding in an emergency are detailed in the Emergency Operations (EOP) Plan and include a summary of emergency responses in human caused and natural disasters. The emergency plan will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, Calhoun Community College will need to be prepared to handle the initial impact of the disaster until further assistance can be given.
The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

In the event an incident exceeds CCC’s emergency response capabilities, outside assistance may be available, either through mutual support agreements with nearby jurisdictions or volunteer emergency organizations. College resources must be fully committed before local, state or federal assistance is requested.

**Continuity of Operations**

The following diagram is the CCC organizational structure. It generally complies with the Field Incident Command structure recommended by the Incident Command System (ICS). However, the CCC organization is different based on size of the school, number of full and part time staff, number of students and local resources available to it as well as the College having multiple campuses. In general, the emergency organization and command structure will be the initial internal response team that is empowered by the **Emergency Management Team** to be responsible for planning, responding and implementing recovery actions during and after an emergency at CCC. They are the first response groups. This command and control structure will directly link with the EOC if the center is set up to assist in response to the event. Not all events will require the response of the EOC, but all events will require the response of a field incident team even if multiple responsibilities are handled by single individuals.

The following **Emergency Management (EMT) Team** is responsible for administration of the emergency plan. In the event of an emergency situation requiring EMT notification please make contact by using the following information:

**Position; Name; Telephone Number**

- **President; Dr. James Klauber; 256-306-2555**
- **Emergency Manager - Director of Facilities, Maintenance & Safety; Bruce Causey; 256-306-2569**
- **Vice President of Student Services; Dr. Patricia Wilson; 256-306-2743**
- **Vice President for Academic Affairs; Alan Stephenson; 256-306-2619**
- **Director of Accounting; Jenny Sewell; 256-306-2542**
- **Director for Huntsville/Research Park (only if disaster is at Huntsville Campus); Mark Branon; 256-713-4872**
- **Director for ACA Campus (only if disaster is at the ACA Campus); Jennifer Bunnell; 256-260-4299**
- **Assistant to the President for Public Relations, Community Affairs and Special Events; Janet Martin; 256-306-2561**
- **Facilities & Safety Committee Chair; Damon Morgan; 256-306-2575**
- **Limestone County EMA Director (for Decatur Campus incidents); Rita White; 256-232-2631**
- **Morgan County EMA Director (for ACA Campus incidents); H.E. “Eddie” Hicks, Jr.; 256-351-4620**
When the **CCC Emergency Operations Center (EOC)** is activated, there will be coordination between the **EOC Manager** and the **Incident Commander** to ensure a consistent response:

- EOC follows the command and control structure, and
- The Emergency Support Functions (ESF) should be aligned with nature, seriousness and recovery plan for the emergency.
Roles and Responsibilities

The Calhoun Community College EOP involves certain designated personnel to organize the emergency response plan. The CCC EOP requires participation by a wide variety of stakeholders, including college officials, departments, students, faculty and staff, private sector and non-profit organizations. The following are CCC positions or organizations that have a role in the EOP.

Alabama Community College System

- Ensure the protection of the lives of students, faculty and staff and the property and assets of Calhoun Community College;
- Approve the CCC EOP;
- Designate the President as having ultimate responsibility for emergency management; and
- Adopt and promulgate the Emergency Operations Plan (EOP).

President

- Work with law enforcement, other emergency responders and the Emergency Manager to determine the need for evacuation or a lockdown of an endangered area;
• Working with the same officials, consider the need to alter the normal business or class schedule of CCC, including delayed openings, early closings or total closings;
• Designate the Emergency Manager to exercise direction and control from the EOC during disaster operations;
• Exercise direction and control from the EOC during disaster operations; and
• Hold overall responsibility for the maintaining, exercising and updating the plan.

Coordinator of Emergency Management

• Develop and maintain the Emergency Operations (EOP) Plan for which CCC is responsible;
• Maintain the EOC in a constant state of readiness;
• Assume relevant duties as directed by the president;
• Develop and implement a test, training, exercise and drill schedule to assure all involved parties for emergency response and recovery are fully prepared to fulfill their tasks. A relevant exercise should be held at least annually; and
• Ensure that the EOP is reviewed, revised and adopted every two years;
• Acting in concert with the President, work with law enforcement, other emergency responders and the local Director of Emergency Services to determine the need to evacuate an endangered area;
• Working with the same officials, consider the need to alter the normal business or class schedule of the institution, including delayed openings, early closings or total closings;
• Coordinate with the Alabama Emergency Management Agency on emergency preparedness, response, and recovery issues;
• Prepare and maintain designated parts of the EOP plan for which the institution is responsible.
• Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the EOP;
• Maintain a roster of institution’s faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises and activations of the EOP;
• Coordinate appropriate training for institution’s faculty and staff assigned to disaster operations;
• Prepare and maintain internal emergency preparedness, response, and recovery plans for the institution’s resources (facilities, faculty, staff and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances;
• Assure the State Coordinator of the Alabama Emergency Management Agency that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.
• Manage the day-to-day activities of the emergency preparedness programs.
The CCC Emergency Preparedness Officer

- Assist the Emergency Manager in maintaining a primary Emergency Operations (EOC) Center from which to direct operations in time of emergency;
- Is appointed by the President.
- Will serve as the point of contact and liaison between CCC and the local EMA.
- Will contact the AEMA with requests for resources on behalf of the institution.

Emergency Support Functions

An Emergency Support Function (ESF) is a grouping of CCC functions and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents. Operating departments and programs participate in the Emergency Support Functions structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The CCC plan ESF structure is loosely modeled after the ICS structure which, based on the size and other characteristics of CCC, utilizes the ESFs that are applicable to the school’s environment. Consequently, the ESF model is regarded as an important component of the CCC Emergency Operations (EOP) Plan and is modified to meet the school’s needs.

ESF functions will include but are not limited to:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of business for Calhoun Community College;
- Establish a line of successions for key emergency personnel.

In order to staff its emergency response teams, CCC has identified 15 Emergency Support Functions (ESF):

ESF#1 Transportation (CCC Campus Police, CCC Maintenance)

ESF#2 Communications (CCC EMT, CCC IT, CCC Maintenance)

ESF#3 Public Works & Engineering (CCC Maintenance, CCC Campus Police, CCC IT)

ESF#4 Firefighting (Local Fire & Emergency Services, CCC Maintenance)

ESF#5 Emergency Management (Limestone County EMA Madison County EMA, Morgan County EMA, AEMA, Local EMT’s, ALEA State Police)

ESF#6 Mass Care (CCC Human Resources, CCC Purchasing)
ESF#7 Resource Support (CCC Maintenance, CCC Business Office, CCC Purchasing)

ESF#8 Health & Medical (Local Fire & Emergency Services)

ESF#9 Search & Rescue 9 (CCC Campus Police, State and Local Law Enforcement and Fire & Emergency Services)

ESF#10 Oil & HAZMAT (CCC Maintenance, Limestone County EMA, Madison County EMA, Morgan County EMA)

ESF#11 Agriculture & Natural Resources (Alabama Forestry Commission, Limestone County EMA Madison County EMA, Morgan County EMA)

ESF#12 Energy (CCC Maintenance, CCC IT, JWEMC)

ESF#13 Public Safety & Security (CCC Campus Police, State, and Surrounding Local Law Enforcement Agencies)

ESF#14 Long Term Recovery (CCC, AEMA)

ESF# 15 Public Affairs/Information (CCC EMT, CCC PIO, Limestone County EMA Madison County EMA, Morgan County EMA)

Student, Staff and Faculty Involvement

At Calhoun Community College, CCC Police Department has the responsibility to:

- Provide initial first-responder response to events as requested by the Emergency Manager; and
- Assist in additional emergency response activities as requested by the Emergency Manager.

Also, there are multiple organizations on the college campus that assist the community through multiple services. These groups should be researched, approached and tasked, if willing, when they can provide assistance within any portion of a disaster scenario.

Communications/External Media

Lines of Communication

It is the intention of Calhoun Community College to notify local community emergency response authorities (911) immediately when the School becomes aware of an emergency on campus. In addition to these notifications, the Emergency Manager will notify the Special Assistant to the Chancellor and the Chief Safety & Security Officer for the Alabama Community College System when circumstances dictate.

In the event of a general disaster, one of the primary lines of internal communication with faculty, staff, and students is CCC ALERT which allows for both text and voice messages on cell
and/or land lines, as well as email messages. Another primary emergency notification tool used by the College is a public announcement intercom system. CCC also may utilize the electronic message board on the main campus and flat screen televisions mounted around campus for emergency notification. These systems will comprise CCC’s Emergency Notification System.

The Emergency Message Notification System has the following default announcements:

6. THERE IS AN ACTIVE SHOOTER ON CAMPUS! PLEASE IMPLEMENT LOCKDOWN PROCEDURES IMMEDIATELY!
7. THERE IS A TORNADO THREAT FOR THE AREA, PLEASE SHELTER IN PLACE.
8. THERE IS A FIRE, PLEASE EVACUATE IMMEDIATELY!
9. THERE HAS BEEN A BOMB THREAT TO THIS BUILDING. TAKE ALL OF YOUR POSSESSIONS AND LEAVE IMMEDIATELY.
10. THERE HAS BEEN AN INCIDENT NEAR CAMPUS, PLEASE HOLD AND SECURE IN PLACE UNTIL CLEARED.

The flat screen information system can be operated remotely by the following members of the campus administration:

4. Webmaster – Digital Designer
5. Graphic Designer
6. Enterprise Mobility Management – Virtual Computing Administrator

The above systems will also be used to communicate emergency information to students, faculty, staff and the community. The decision to use the Emergency Notification (ENS) System will be made after consultation with the President, or if the President is not available, by the next available member of the Emergency Management Team shown on page 14. Campus telephones will also be used to communicate an emergency alert to individual division offices and buildings. Cellular phones can be of great value in an emergency, but their conversations are not secure and are often not available because of heavy use during an emergency, so no sensitive or critical information will be transmitted on them.

On the declaration of a general disaster alert emanating from the President’s or the Emergency Manager’s offices, all relevant information that an action has been completed will be called in by the responsible administrator to the Emergency Operations (EOC) Center described below. If the telephone system is rendered unusable, then the secondary (or backup) communication system will be that of the two-way radio system utilized by the Maintenance Department and Campus Police. The two-way radio system usually operates through an AC receiver, which has a battery back-up. In an all-out power failure, the radios can be switched to Channel 3 to operate directly from radio to radio. Any other means of communication, bullhorns, etc. will be issued to personnel designated by the President and/or the Emergency Manager.

When the above two systems are not operable, then the means of communications will revert to a messenger/runner system. Administrators who are responsible for certain actions will
insure that a messenger is available to transmit the necessary information by foot to the Emergency Operations (EOC) Center. Once community response resources are available on campus during an emergency, communications will be the priority. Any instructions or communications to faculty, employees or students will be coordinated with local emergency officials on site.

Communicating an Emergency

Upon learning of a crisis or emergency situation, the President will inform the Director of Public Relations (PIO). In the absence of the President, the Emergency Manager or, in his absence, the appropriate Vice President will inform the Director of Public Relations. It is the responsibility of the Director of Public Relations, in consultation with the President or the Emergency Manager, to ascertain potential media involvement. Internal audiences (faculty, staff, students, Chancellor’s Office, and College Board members) are contacted first through email for a called meeting; then external audiences (any specific group with vested interests; i.e., parents, community groups, etc.) are addressed.

News media will be alerted through a news release or official college statement. If necessary, a news conference will be convened to respond to media requests. Faculty and staff who are not included in the Emergency Management Team would normally not issue statements regarding the crisis.

Crisis Communications Information Flow Chart
Communications/External Media and Warning/Notification

Communication, Alert and Warning will be provided to the public via the Emergency Notification System (ENS).

Examples of systems that are available to CCC for alerting students, faculty and staff include:

- CCC ALERT,
- Emergency Message Notification System,
- Main Entrance Electronic Sign,
- Flat screen message boards in various buildings,
- Mass Emails,
- Social media apps and
- Supplemental alerts through local media including radio, television such as:
  - **Radio Stations**
    - WTAK
    - WAHR
    - WZYP
    - WDRM
    - WEUP
    - WRSA
    - WVNN
    - WDJL
  - **TELEVISION STATIONS**
    - WAFF CHANNEL 48
    - WAAY CHANNEL 31
    - WHNT CHANNEL 19
    - WZDX CHANNEL 54

Preliminary Damage Assessment

Once the Emergency Management Team has assembled in the designated EOC, the President, through the designated IC, shall initiate an immediate on-site assessment of the affected areas. It is during this phase of the Emergency Operations Plan that the Incident Commander (IC) will:

- determine the number and extent of personal injuries
- determine which facilities warrant evacuation due to fire, physical damage, threat to public safety (i.e., gas leaks, chemical leaks, electrical shock, downed tree limbs, etc.)
- determine whether outside assistance is needed
- implement head count procedures accounting for students, employees, and visitors
- establish internal and external communication with EOC
• determine need for designated triage areas
• determine the need for internal administrative resources, i.e., building engineering plans and drawings, employee database, student class rosters, insurance information, etc.

The assessment should be conducted by visual verification with the assistance of campus safety personnel, designated building coordinators, and/or appropriate faculty/staff in the affected areas. It is important that members of the Emergency Management Team remain in the EOC at all times unless otherwise directed by the President, his/her designated IC or Public Safety Official.

Logistics Management

All assets (human resources and facility and equipment resources) of the school will become the purview of the President of Calhoun Community College to direct in any way to respond to an emergency on campus.

This authority will be given by the President to the Emergency Manager by a Delegation of Authority consistent with the operating procedures contained within the Emergency Operations (EOP) Plan.

The Emergency Manager will identify policies and procedures for tracking and reporting costs due to an emergency. Tracking and record-keeping procedures will be put in place to assure all emergency costs are easily identified. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions may be implemented and must be followed to increase the speed of which these actions can take place.

If the emergency exceeds CCC’s capabilities, CCC must draw on outside resources available through their locality, nearby localities, the State of Alabama, or the federal government.

Headcount—Search/Rescue

Rescue Squad

A community-based program, administered by FEMA, which includes the Rescue Squad and other programs that bring government and nongovernmental entities together to conduct all-hazards emergency preparedness and operations. Through its network of state, territorial, tribal and local councils, the Rescue Squad increases community preparedness and response capabilities through collaborative planning, public education, outreach, training, and volunteer service. Additionally, programs like the Rescue Squad train members of the public in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

Gas Leaks and Chemical Spills
In case general evacuation becomes necessary because of gas or chemical spills from incidents such as industrial or transportation accidents, or other unforeseeable sources, the following plan will be observed:

**GAS LEAKS**

1. Notify Decatur Campus Police immediately at 2575 if using a CCC telephone line or 256-306-2575 if using an outside line if a gas leak and/or a chemical spill is observed, detected or suspected on the Decatur Campus. If the incident is on the Huntsville Campus, notify Campus Police at 256-890-4711. If the incident is on the ACA Campus, notify Campus Police at 256-476-0884. Campus Police will determine if it is necessary to call local emergency services at 911. Complete details about the location and circumstances of the incident will be provided.

2. If the odor of gas is detected, notify Campus Police as described above and inform everyone in the area/building by shouting “Gas Leak”. Immediately leave the area and advise everyone contacted to do the same.

3. Campus Police will notify the Director of Facilities, Maintenance & Safety who will sound the evacuation alarm if it is deemed necessary and appropriate. The Director of Facilities, Maintenance & Safety will also instruct Maintenance personnel to turn off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.

4. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.

5. Campus Police on the scene will be responsible for making sure that no one enters the building(s) or room(s) until authorized to do so.

6. Staff from the Maintenance Department will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.

7. In the event that local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency coordinator.

8. Satellite facilities will be notified by the Emergency Director or his designee.

9. The Director of Public Relations will be responsible for any communications with the media.

**CHEMICAL SPILLS**

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Campus Police.
2. When reporting, be specific about the nature of the involved material and exact location. The Police Supervisor or his/her designee will contact the necessary authorities and medical personnel.

3. Campus Police should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of appropriate emergency response personnel.

4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, and remain in the vicinity. Required first aid cleanup by specialized authorities should begin at once.

5. If an emergency exists, report the emergency by phone to the Police at 911.

6. Walk quickly to the nearest marked exit and alert others to do the same.

7. Assist the disabled in exiting the building.

8. Once outside, move to a clear area at least 500 feet away from the effected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

9. Do not return to an evacuated building unless told to do so by Campus Police or appropriate emergency personnel.

Calhoun Community College does not have any existing Memorandums of Understanding and Memorandums of Agreement at this time. The Calhoun Community College Police Department is a APOSTC recognized police department and will work with all first responder agencies in the event of an emergency or crisis situation per standard mutual aid agreement with Alabama law enforcement agencies.

**EVACUATIONS**

The Director of Public Safety owns the evacuation maps for each building. Evac-Chairs are located on the North end of buildings that run North and South and on the West end of buildings that run East and West. The chairs will be mounted on the wall of the uppermost floors near the stairwell.

**PEDESTRIAN EVACUATION ROUTES**

**DECATURE MAIN CAMPUS**

Electrical wires are the most significant consideration when leaving a building after an earthquake or tornado. Natural gas leaks are also dangerous situations of which to be aware. Therefore, when evacuating, use the following routes. Assistance to disabled persons must be provided.

**AEROSPACE TRAINING CENTER:** Front door to the West parking lot. Stairwells exit to South parking lot. High Bay Area exit to North parking lot.

**BREWER LIBRARY:** Exit North to area between Library and Wallace or South to parking lot.
BUSINESS CENTER: Exit through the nearest exterior door.

CHASTEEN STUDENT CENTER: Exit South or West from the building.

FINE ARTS BUILDING: Exit East or West to parking lots or South to grassy area.

HARRIS HALL: Exit South or North to open area.

HEALTH SCIENCES BUILDING: Exit West to grassy area in front of building or parking lot behind ATC.

WALLACE BUILDING: Exit West to street or South between Wallace Building and Brewer Library.

INDUSTRIAL TECHNOLOGIES: Exit West to street or North to parking lot.

INFORMATION TECHNOLOGIES; CAT AND CAREER SERVICES: Exit to middle of street.

KELLEY GYMNASIUM: Exit East toward field or North toward parking lot.

MACHINE TOOL TECHNOLOGY: Exit West to street or North to parking lot.

MATH/SCIENCE ADMINISTRATION BUILDING: Exit West to open area.

NOBLE RUSSELL: Exit East to parking lot.

POLICE: Exit East to street.

HUNTSVILLE/RESEARCH PARK

Sparkman Building: Top Floor exit east to parking lot or west to parking lot. Bottom Floor exit through the nearest exterior door to the parking area. Math/Science: Basement area will exit to the South. First floor has four exits located (one on the North and one on the South center of the building, one on the East end and one on the West end of the building). Exit through the nearest exterior door. Second floor has three exits; one located in the center of the building which will lead to the South exit, one on the East end and one on the West end. Exit through the nearest exterior door. Third floor has two exits; one on the East end and one on the West end. Take stairs to the first floor and exit through the nearest exterior door. All floors exit building to the parking area or grassy area.

ALABAMA CENTER FOR THE ARTS

Phase I: Upper floors exit down the stairwells in the Southeast and Southwest corners of the building to the bottom floor, and out to the parking areas. Bottom floor exit through the nearest door and out to the parking areas. Phase II: Upper floor exit down the stairwells in Southeast and Northwest corners of the building to the bottom floor and out to the parking areas. Bottom floor exit through the nearest door and out to the parking lot.
ATHLETIC EVENTS/ASSEMBLIES

Calhoun Community College will provide necessary coverage for all athletic and general assemblies on campus. In the event or an emergency, additional personnel will assist with general operations, special events, etc. as justified.

MAPS/FLOORPLANS/CHARTS:

Decatur Main Campus Map: See page D1
Decatur ACA Campus Map: See page D40
Huntsville Campus Map: See page D33
Decatur Main Campus Floorplans: See pages D2-D32
Decatur ACA Campus Floorplans: See pages D41-D43
Huntsville Campus Floorplans: See pages D34-D39

SPECIFIC HAZARD ANNEXES

Natural Hazards

Injury/Sickness/Epidemic

Injury, Sickness, First Aid

First Aid—On Campus

The college is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and are in need of bandages and antiseptic may find first aid supplies stored at designated first aid stations around campus. Individuals who maintain first-aid supplies are responsible for checking the supplies monthly and restocking if necessary.

First Aid—Off Campus Sites

The Regional Site Coordinators are responsible for responding to medical emergencies at regional sites. In all cases, a telephone and emergency numbers should be accessible to the site coordinators.

Recommended Emergency Procedures

The procedures listed below are to be followed in all emergency cases (or possible emergency cases) involving accident or illness.

1. Keep the injured/ill person quiet and calm. Do not move them unless, allowing them to remain stationary would place them in further danger.
2. Go to the nearest phone and call the rescue squad (911); be prepared to give the following information:
a. Exact location of the victim
b. Nature and apparent severity of the injury or illness

3. Call Campus Police at 2575 or 256-306-2575 from an outside line and the Emergency Director at 2545 or 256-306-2545 from an outside line to report the emergency injury or illness and location for Decatur Campus incidents. Call Campus Police at 256-890-4711 for incidents on the Huntsville Campus. Call Campus Police at 256-476-0884 for ACA Campus incidents. Then return to the injured/ill person and wait for professional assistance.
   a. Never administer assistance beyond the level of your training
   b. Never give medical advice unless you are trained to do so

4. The Senior Counselor will also be responsible for notifying the family if necessary.

Hospitals

The nearest hospital to the Main and ACA campus is Decatur General Hospital. If local EMS has been called to come to an injured party’s assistance, determine from the driver of the ambulance the hospital that will receive the injured party. Allow EMS to contact the hospital to alert them that an emergency case will be coming from the college and the nature of the injuries.

The nearest hospital to the Huntsville campus is Huntsville Hospital. If local EMS has been called to come to an injured party’s assistance, determine from the driver of the ambulance the hospital that will receive the injured party. Allow EMS to contact the hospital to alert them that an emergency case will be coming from the college and the nature of the injuries.

Emergency Phone Numbers

For all emergencies: dial 9 to get outside line, and then dial 911.

For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.

For Huntsville Campus Police: dial 256-890-4711 from any line.

For ACA Campus Police: dial 256-476-0884 from any line.

For the Emergency Manager: dial 2569 from a campus telephone or 256-306-2569 from an outside line.

Employees and work-study students are required to file an accident report form with the CCC Human Resource Office immediately after an accident in their area. Students who are involved in accidents are required to contact the Student Services Office.
**Drought**

In the event of a drought, the President of the College or his designee will decide any steps taken to remain in compliance with state and federal guidelines.

The College will operate as normal unless directed otherwise by the President or his designee.

**Earthquake**

The President of the College or his designee will make the determination for any closings based on information provided by the Director of Facilities, Maintenance and Safety in regard to structural or critical infrastructure damage.

**Action Steps- Evacuation Post-Earthquake**

1. Do not use building elevators in case of an earthquake, use the nearest stairway.
2. Walk, do not run, to the nearest exit.
3. Leave the building and move to the designated meeting place for your building. You should be at least 1.5 times the height of the building away. Do not obstruct emergency personnel or vehicles.
4. Take your purses and backpacks when evacuating.
5. You may return to a building when you are told it is safe to do so by Public Safety personnel; Facilities, Maintenance and Safety personnel; any member of the Emergency Management Team (EMT), other responding emergency management personnel, or when the alarm stops sounding.

**Action Steps: Evacuation of Persons with Disabilities Post-Earthquake**

1. Remain calm and reassuring.
2. Give assistance to persons with disabilities. Ask them what their needs are.
3. Request assistance from those near you if needed.
4. Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit (these are evacuation areas). Do not use the elevator in case of fire or emergencies that might affect electricity.
5. The wheelchair occupant or person with disability may use the building elevators only if it can be done safely.
6. The wheelchair occupant or person with disabilities should remain in the evacuation area until rescue personnel arrive. All evacuation areas will be checked first by emergency personnel.
7. If there is an Evac-Chair in your facility and it is prudent to evacuate, utilize it.

**Flood**

In the event of inclement weather (snow, ice, flood), the President of the College or his designee will make the determination regarding cancellation of classes and/or college closing.
The College will then issue a CCC ALERT message to all students, staff, and faculty signed up for the free service and will contact the following radio/television stations with informational updates:

- **Radio Stations**
  - WTAK
  - WAHR
  - WZYP
  - WDRM
  - WEUP
  - WRSA
  - WVNN
  - WDNL

- **TELEVISION STATIONS**
  - WAFF CHANNEL 48
  - WAAY CHANNEL 31
  - WHNT CHANNEL 19
  - WZDX CHANNEL 54

Announcements for closings will be made as soon as possible to ensure the safety of students and staff. College employees may access the voice mail system for confirmation of college closing. Information regarding closings will also appear on the Calhoun website.

**Thunderstorm/Lightning**

Thunderstorm and lightning protocols will follow the other protocols for inclement weather. Reference may be made to other sections of the EOP depending on need i.e. power outages, structural damage, etc., if circumstances dictate.

**Hurricane**

Although the threat of hurricane strike is minimal, hurricanes can cause stormy weather. Hurricane protocols will follow the other protocols for inclement weather. Reference may be made to other sections of the EOP depending on need (i.e. power outages, structural damage, etc.) if circumstances dictate.

**Landslide/Sinkhole**

In the event of a landslide or sinkhole, evacuate the immediate area of the crisis if possible. If the event results in structural or critical infrastructure damage, the Director of Facilities, Maintenance & Safety should be immediately notified so that any damage may be properly accessed.
Tornado

DECATUR MAIN CAMPUS

The purpose of this information is to provide guidance for Calhoun Community College personnel and students in the event of any emergency which requires sheltering. Locations of shelters, emergency signals, sheltering procedures and responsibility assignments are provided.

The Emergency Management sirens will be the primary signal for any severe weather warning or other emergencies which require shelter on the Decatur, Huntsville, Alabama Center for the Arts, and Limestone campuses. In addition to siren alerts, the Campus Security/Police, with the assistance of campus-wide voice mail, will alert faculty, staff, and campus recreation, in the event of severe weather, such as a tornado warning or tornado. The Campus Security/Police will inform each shelter location when it is safe to return to normal activities.

The Campus Police Office continuously monitors the weather during times of inclement weather for tornado watches/warnings from the National Weather Service. In the event of a tornado, campus occupants will be notified by the Emergency Notification System Public Address system and by CCC Alert notification.

Faculty/Administrators will notify students of weather conditions and possible response.

Severe Weather Shelter Areas:

These areas are not to be considered tornado resistant but are the safest available for sheltering students/employees on this campus during a tornado. Place as many walls between you and the outside as possible and stay away from windows and glass doors.

Aerospace Training Center
Use restrooms on first floor.

Center for Applied Technology Building and Career Services
Use Center Hall.

Brewer Library
Use the reference librarian’s office and the lounge.

Fine Arts Building
Use center hallway and all rest rooms on first floor.

Health Sciences Building
Use first floor hallways and restrooms.
Information Technologies
Use restrooms.

Machine Tool Technology
Use faculty offices.

Police Department
Use conference room.

Technologies
Use inner rooms only.

Wallace Building
Use center hallways and all restrooms on first floor.

Harris Hall
Use the English department lounge and back hallway in office suite, room 163, hallway, all restrooms on first floor and room 147.

Industrial Technologies
Use faculty office and hallways.

Kelley Gymnasium
Use restroom areas or the east hallway.

Noble Russell
Use interior hallways.

Math/Science/Administration Building
Use first floor hallways and restrooms.

Business Center
Use the interior hallways and restrooms.

Chasteen Student Center
Use restrooms on first floor and the stairwell across from restrooms.
All buildings should be evacuated after a tornado. All faculty should be aware of any students/employees who are disabled in their classrooms or offices. Assistance to disabled individuals must be provided.

If severe weather is imminent or a tornado warning is issued when the College is closed or any time that the shelter buildings are not open, Campus Police will proceed to the Wallace Building or Noble Russell to open the entrance doors. Remain on the first floor. When these facilities are open and lighted, they will be available for any persons seeking shelter. Departure is discretionary.

HUNTSVILLE/RESEARCH PARK CAMPUS

Building 1: Utilizing stairwell, proceed to interior hallway on the ground floor level.

Building 2: Use the basement storm shelter.

ALABAMA CENTER FOR THE ARTS CAMPUS

Phase I: Proceed to the bottom floor, and take shelter in the West end of the building in or near the interior or use the Rehearsal Room/Storm Shelter in Phase II if time permits.

Phase II: Use the Rehearsal Room/Storm Shelter.

Tsunami

A tsunami is not likely to affect CCC. However, in the event of one, the same protocols will be followed as the inclement weather/tornado protocols.

Volcano

A volcano is also an unlikely event for CCC. However, in the event of one, people should follow the inclement weather/tornado protocols.

Wildfire

- If you see a wildfire and haven’t received evacuation orders yet, call 9-1-1. Don’t assume that someone else has already called.
- If ordered to evacuate during a wildfire, do it immediately- make sure and tell someone where you are going and when you have arrived.
- Many communities have text or email alerting systems for emergency notifications. To find out what alerts are available in your area, search the Internet with your town, city, or county name and the word “alerts.”
- If you or someone you are with has been burned, call 9-1-1 or seek help immediately; cool and cover burns to reduce chance of further injury or infection.
Winter Storm/Ice

In the event of inclement weather (snow, ice, flood), the President of the College or his
designee will make the determination regarding cancellation of classes and/or college closing.

The College will then issue a CCC ALERT message to all students, staff, and faculty signed up for
the free service and will contact the following radio/television stations with informational
updates:

- **Radio Stations**
  - WTAK
  - WAHR
  - WZYP
  - WDRM
  - WEUP
  - WRSA
  - WVNN
  - WDJL

- **TELEVISION STATIONS**
  - WAFF CHANNEL 48
  - WAAY CHANNEL 31
  - WHNT CHANNEL 19
  - WZDX CHANNEL 54

Announcements for closings will be made as soon as possible to ensure the safety of students
and staff. College employees may access the voice mail system for confirmation of college
closing. Information regarding closings will also appear on the Calhoun website and Facebook
page.

Fire – Structural

Fire Safety Plan/Procedures

Responsibility

The President of Calhoun Community College has final authority and responsibility in the event
of a fire. In the event of the absence of the President, the Emergency Director (the Director of
Facilities, Maintenance & Safety) shall assume the responsibility. The person who discovers the
fire will first call 911 giving the location of the fire, the situation, extent of the fire, and their
name. The person discovering and/or reporting the fire will next report the fire to Campus
Police at 2575 on a campus line or 256-306-2575 on an outside line. For Huntsville Campus,
report to 256-890-4711 and for Alabama Center for the Arts, report to 256-476-0884. Once
becoming aware of the fire, Campus Police will report the fire to the Emergency Manager who
will notify the President. The Director of Facilities, Maintenance & Safety will serve as the Fire
Safety Director of the College and has the responsibility for assuring that all firefighting
equipment and fire alarm systems are in working order, that regulations are clearly published and posted, and that his personnel are fully briefed to cope with the disaster. In addition, he will insure instructions are written and published to all personnel under his supervision so they will be knowledgeable of the proper action for them to take. Personnel reporting to the Emergency Director will assist in coordinating all firefighting efforts in accordance with instructions received. In the event that faculty, students or staff have sustained injuries, the Emergency Director or his designee will coordinate means to transport them to an adequate shelter or safe haven to await medical attention.

**Periodic Fire Drills**

Fire exit drills for building occupants, including handicapped and non-ambulatory persons, are not required, since the college utilizes a State Fire Safety Plan under supervision of the Emergency Director. Instructors review Fire Safety and Emergency Plan information each semester with each class and document the review. Evacuation drills may be held periodically at the discretion of the **Emergency Director** and the **Facilities & Safety Committee**.

**Emergency Action**

In case of a fire, the alarm will be sounded by a continuous blast of the bell system in each building. Personnel will evacuate the classrooms and office areas. An evacuation plan will be posted in each classroom. In such an event, the faculty and administration are expected to provide calm leadership in evacuating each building in an orderly manner. All available local firefighting resources, wall fire extinguishers, etc., will be utilized to contain the spread of a fire until the arrival of professional fire fighters. Police and/or Maintenance personnel will ensure that personnel that are not actively engaged in the firefighting effort are kept away from the scene. The Rescue Squad will arrange for adequate shelter areas to place injured personnel, for observation and to await medical attention.

**Medical**

The College does not maintain a medical staff on campus to administer to students, faculty, or classified personnel. Since all personnel reside off-campus, medical care is normally an individual responsibility. However, Emergency Medical stations and AED’s are in designated locations in every building. In case of serious injury or emergency, local EMS will be called.

**Hospitals**

The nearest hospital is to the CCC Main Campus and ACA is Decatur General Hospital. The nearest hospital to the Huntsville Campus is Huntsville Hospital. If local EMS has been called to come to an injured party’s assistance, allow them to contact the hospital to alert them that an emergency case will be coming from the College and the nature of the injury. This will prevent duplication, misinformation and confusion.
**Emergency Phone Numbers:**

For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone.

For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.

For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line.

For Alabama Ctr. For the Arts: dial (256)-476-0884.

For the Emergency Manager (the Director of Facilities, Maintenance and Safety): dial 2569 from a campus phone or 256-306-2569 from an outside line.

**Periodic Inspection Programs**

The Maintenance Department performs monthly inspections of fire protection equipment and other building features that may affect fire safety.

**Incident Report**

In the event of an actual fire, the Emergency Director (the Director of Facilities, Maintenance & Safety) shall submit to the President and Facilities & Safety Committee a report of the occurrence as soon as practicable after the occurrence. Additional information may be obtained in the CCC Safety Manual. Copies are located in the offices of the Emergency Director (the Director of Facilities, Maintenance & Safety) and the Director of the Police Department.

In case of fire, smoke in building, or threat of fire contact Emergency Services by calling 911. Follow evacuation routes and assist all disabled individuals.

**Technological Hazards**

**Plane/Aircraft Crash**

In the event of an aircraft emergency, evacuate the affected area at a minimum distance of 500 feet and notify Emergency Services by calling 911. Contact Decatur Campus Police by dialing 256-306-2575, Huntsville Campus Police by dialing 256-890-4711, or ACA Campus Police by dialing 256-476-0884. Campus Police will upon completion of first responder and life-saving activities:

1. Secure the scene and preserve evidence.
2. Contact the NTSB at 844-373-9922.

See NTSB pamphlet SPC-04-02 for more information. Attachment C on pages C1-C2.
**Dam/Levee Failure**

**Basic Safety Tips:**

- Turn Around, Don’t Drown! ®
- Avoid walking or driving through flood waters.
- Just 6 inches of moving water can knock you down, and 1 foot of water can sweep your vehicle away.
- If there is a chance of flash flooding, move immediately to higher ground. Flash floods are the #1 cause of weather-related deaths in the US.
- If floodwaters rise around your car but the water is not moving, abandon the car and move to higher ground. Do not leave the car and enter moving water.
- Avoid camping or parking along streams, rivers, and creeks during heavy rainfall. These areas can flood quickly and with little warning.
- After Flooding:
  - Return home only when authorities say it is safe.
  - Be aware of areas where floodwaters have receded and watch out for debris. Floodwaters often erode roads and walkways.
  - Do not attempt to drive through areas that are still flooded.
  - Avoid standing water as it may be electrically charged from underground or downed power lines.
  - Photograph damage to your property for insurance purposes.

**Traffic Accident**

Any vehicle accident that occurs on campus, including in parking lots, must be reported to Decatur Campus Police at 2575 if calling on a CCC phone line and 256-306-2575 if calling from an outside line. For Huntsville Campus call 4711 if calling on a CCC phone line and 256-890-4711 if calling from an outside line. For Alabama Center for the Arts, call 256-476-0884. If required, Campus Police will make a report of the accident. The report will include the following information:

1. Location of accident;
2. The possibility of injury;
3. Number of vehicles involved and vehicle descriptions;

**Those involved in an accident and/or are witnesses:**

1. Report the accident immediately to campus police at 2575 or 256-306-2575; 4711 or 256-890-4711 or 256-476-0884.
2. Check the scene to make sure it is safe to respond;
3. While waiting for campus police, render immediate first aid, if qualified, and/or determine the status of those involved in the accident. Do not attempt to move injured persons unless a life-threatening condition exists;
4. Remain at the scene until Campus Police arrives and advise involved parties to also remain. If someone insists on leaving before Campus Police arrives, do not attempt to stop them. However, take note of the appearance of the vehicle and person and record the license number;
5. Defer to Campus Police and/or local authorities upon their arrival. Turn over any names of witnesses and/or other information to them as requested.

**Structural Failure**

In the event of structural damage to a College-owned building, the entrances to the floor/area containing the damage are to be blocked off to prevent any pedestrian traffic, and the area should be secured to prevent theft of College or personal property.

Facility, Maintenance & Safety Operations will coordinate a structural inspection of the damaged building. Because of the unknown condition of many structural elements, no one shall be allowed in the damaged area for any reason until the facility is deemed safe by all appropriate authorities.

In the event of injury or entrapment, Campus Police will contact local authorities and call them to the scene, as appropriate.

Facility, Maintenance & Safety Operations will coordinate the assessment of how to proceed with the reconstruction process as soon as possible.

**Gas Leaks and Chemical Spills**

In case general evacuation becomes necessary because of gas or chemical spills from incidents such as industrial or transportation accidents, or other unforeseeable sources, the following plan will be observed:

**GAS LEAKS**

1. Notify Decatur Campus Police immediately at 2575 if using a CCC phone line or 256-306-2575 if using an outside line, Huntsville Campus at 4711 if using a CCC phone line or 256-890-4711 if using an outside line and Alabama Center for the Arts at 256-476-0884 if a gas leak and/or a chemical spill is observed, detected or suspected. Campus Police will determine if it is necessary to call local emergency services at 911. Complete details about the location and circumstances of the incident will be provided.
2. If the odor of gas is detected, notify Campus Police as described above and inform everyone in the area/building by shouting “Gas Leak”. Immediately leave the area and advise everyone contacted to do the same.
3. Campus Police will notify the Director of Facilities, Maintenance & Safety who will sound the evacuation alarm if it is deemed necessary and appropriate. The Director of Facilities, Maintenance & Safety will also instruct Maintenance personnel to turn
off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.

4. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.

5. Campus Police on the scene will be responsible for making sure that no one enters the building(s) or room(s) until authorized to do so.

6. Staff from the Maintenance Department will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.

7. In the event that local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency coordinator. Once approved to do so, campus personnel from the Maintenance Department will perform repairs or place the calls in accordance with the guidelines of this plan.

8. Satellite facilities will be notified by the Emergency Director or his designee.

9. The Director of Public Relations will be responsible for any communications with the media.

CHEMICAL SPILLS

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Campus Police.

2. When reporting, be specific about the nature of the involved material and exact location. The Police Supervisor or his/her designee will contact the necessary authorities and medical personnel.

3. Campus Police should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of appropriate emergency response personnel.

4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, and remain in the vicinity. Required first aid cleanup by specialized authorities should begin at once.

5. If an emergency exists, report the emergency by phone to Emergency Services at 911.

6. Walk quickly to the nearest marked exit and alert others to do the same.

7. Assist the disabled in exiting the building.

8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

9. Do not return to an evacuated building unless told to do so by Campus Police or appropriate emergency personnel.
Power Failure

A power outage can occur for a variety of reasons. When a power outage occurs, it is important that the response to the emergency maximize protection of employees and students while protecting property. Power outage response is in two distinctly different sections. Section 1 is our Personal Response and Section 2 is the Institutional Response.

Personal Response

1. Immediately contact Decatur Campus Police at 2575 if calling from an inside line, 256-306-2575 from an outside line, for Huntsville Campus Police, call 4711 from an inside line and 256-890-4711 from outside line and for Alabama Center for the Arts, call 256-476-0884 and the Director of Facilities, Maintenance & Safety at 2569 if calling from a CCC telephone line or 256-306-2569 if calling from an outside line to report a power outage in any room, building, or area on campus.

2. While it is important to report the outage, do not call Campus Police or the Emergency Director to ask how the power outage occurred or when power will be restored. For extended outages, information regarding alternate plans for classes or other contingency plans will be announced on the CCC web site, local radio and television stations.

3. For those on the ground floor of a building and have sufficient light to continue working safely, you may do so. If you don’t have sufficient light to continue working safely or if you are instructed by Campus Police, move to an exit with natural light or to an outside location, weather permitting.

4. For those in a shop or a lab, turn off gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.

5. When leaving a work area or site, take essential personal possessions and lock offices and or class rooms.

6. Assist those requiring help. Elevators should not be used during a power emergency. If someone is in an elevator during a power outage, follow instructions posted in the cabin of the elevator. It is important to remain calm until someone can respond to provide assistance.

7. Emergency lighting should provide minimal lighting to enable people to move to another location. Emergency lighting has battery backup and will generally provide only enough illumination to exit the immediate area. If the lighting is not sufficient, everyone should wait for an escort.

8. Assemble at the designated place for a head count. Instructors should have students assemble at a designation location with their classes in order to account for everyone. Faculty should notify the Emergency Director if everyone is not accounted for.
9. Remain in the evacuation area until the Emergency Director, Campus Police, or a student’s instructor indicate that it is permissible to return to the classroom/worksite or that the class is dismissed.

Organizational Response

1. Once Campus Police is notified of a power outage, the Director of Facilities, Maintenance & Safety (the Emergency Director) and the President will be notified as required, in this order.
2. If the source of the outage cannot be identified or if repairing the outage is beyond the scope and authority of the School’s Maintenance Department to repair it in a timely manner, the Director of Facilities, Maintenance & Safety shall notify the utility company or the appropriate contractor.
3. Campus Police and/or the Maintenance Department will survey the facility to determine the extent of the outage and if possible to identify the source of the failure. Power outages can encompass the entire campus, a single building or an area within a building.
4. As required, the Director of Facilities, Maintenance & Safety will notify the President of the survey results and where possible, estimate the time necessary to restore electricity.
5. Repairs will be made by the Maintenance Department if it has the equipment and expertise to make the repair in a timely manner.
6. Under the direction of the Director of Facilities, Maintenance & Safety, the Maintenance Department shall serve as the School’s liaison to the utility company or the appropriate contractor. It is their responsibility to keep the President and the Emergency Director apprised of repairs as they progress, including revised estimates of the costs, the duration of the outage and the possible completion date.
7. Except in emergencies or situations requiring evacuation, only the President and/or the Emergency Director shall have the authority to cancel classes or adjust the times at which they end or resume. The Director of Public Relations will communicate these decisions to the faculty and employees, the media and the community at large.

Radiological Release - Gas Leaks and Chemical Spills

In case general evacuation becomes necessary because of gas or chemical spills from incidents such as industrial or transportation accidents, or other unforeseeable sources, the following plan will be observed:

GAS LEAKS/RADIOLOGICAL RELEASE

1. Notify Decatur Campus Police immediately at 2575 if using a CCC phone line or 256-306-2575 if using an outside line, Huntsville Campus at 4711 if using a CCC phone line or 256-890-4711 if using an outside line and Alabama Center for the
If a gas leak and/or a chemical spill is observed, detected or suspected. Campus Police will determine if it is necessary to call local emergency services at 911. Complete details about the location and circumstances of the incident will be provided.

2. If the odor of gas is detected, notify Campus Police as described above and inform everyone in the area/building by shouting “Gas Leak”. Immediately leave the area and advise everyone contacted to do the same.

3. Campus Police will notify the Director of Facilities, Maintenance & Safety who will sound the evacuation alarm if it is deemed necessary and appropriate. The Director of Facilities, Maintenance & Safety will also instruct Maintenance personnel to turn off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.

4. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.

5. Campus Police on the scene will be responsible for making sure that no one enters the building(s) or room(s) until authorized to do so.

6. Staff from the Maintenance Department will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.

7. In the event that local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency coordinator. Once approved to do so, campus personnel from the Maintenance Department will perform repairs or place the calls in accordance with the guidelines of this plan.

8. Satellite facilities will be notified by the Emergency Director or his designee.

9. The Director of Public Relations will be responsible for any communications with the media.

**CHEMICAL SPILLS/RADIOLOGICAL RELEASE**

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Campus Police.

2. When reporting, be specific about the nature of the involved material and exact location. The Police Supervisor or his/her designee will contact the necessary authorities and medical personnel.

3. Campus Police should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of appropriate emergency response personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, and remain in the vicinity. Required first aid cleanup by specialized authorities should begin at once.
5. If an emergency exists, report the emergency by phone to Emergency Services at 911.
6. Walk quickly to the nearest marked exit and alert others to do the same.
7. Assist the disabled in exiting the building.
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. Do not return to an evacuated building unless told to do so by Campus Police or appropriate emergency personnel.

Train Derailment

A significant number of trains run near all of the campuses on a daily basis. Many of these trains contain large containers of extremely hazardous chemicals. The safety record for these trains has been very good. The tracks and the railcars are all kept in good repair. The chance for an accident with a hazardous materials release is small. However, if such a release does occur, it could present a very serious risk to occupants of the campuses.

Which option you choose will depend on a number of factors and recommendations by emergency response personnel. Knowing and preparing for these options will very likely protect you and your co-workers, students, faculty, staff, and visitors.

To report a train derailment: call 911;

- Do you see a train off the tracks?
- Do you see a plume or cloud coming from a train?
- Do you smell fumes coming from a train?

EVACUATION- “If determined necessary by Emergency Personnel”

1) Quickly evacuate the area using the emergency protocols in this plan. Special transportation may be provided if time allows, however be prepared to move quickly using any transportation available.
2) Report to your designated rally site.
3) Conduct a roll call or check of the all persons in your care.
4) Advise your Emergency Team Leader of your status.
5) Wait until advised of further action by the Emergency Team Leader, Police or Fire personnel.
6) DO NOT release unattended children to anyone without proper authorization.
SHELTERING IN PLACE

A railroad accident could result in an immediate release of hazardous materials. Wind direction and wind speed could potentially aggravate the hazardous conditions and prevent you from safely evacuating the area. Your only choice in these conditions is to seek shelter in your designated shelter area. Seek this information from your evacuation map located throughout your building.

This can be a very effective protective measure; however, it does require some preparation. Your main goal in sheltering in place is to make your shelter area air tight to prevent outside air from entering. Sheltering in place is recommended only if evacuation is too dangerous due to the spread of the hazardous substance.

Prepare a shelter in place kit and instruct all staff members on how to use it. The kit should consist of at least the following items:

1. Plastic sheeting, large enough to cover all windows (if applicable), doors, and vents. The sheeting should be precut to cover all possible sources of air influx. Each piece of the precut sheeting should be labeled and stored in each area where it is needed.
2. Duct type tape to secure the plastic to the windows and to tape the doors.
3. Towels or rags to place along the lower edges of exterior doors.
4. Flashlight in the event that power has been disrupted.
5. A portable radio to monitor local news for instructions and situation updates.
6. Your shelter in place location should also have access to a telephone, food and bottled water supplies.
7. If you are advised to remain inside your building immediately after a train derailment, you should follow specific instructions from the emergency response personnel.
8. Be prepared to evacuate the building or the area after the initial emergency has passed.

Human Caused Hazards

Civil Disturbances or Demonstrations

Most campus demonstrations, whether marches, meetings, picketing or rallies, are peaceful and non-obtrusive. However, in the event that they are not or in the event that disruptive demonstrations in the community involve the campus, the below procedures shall be followed.

A. Any college official or personnel who learn of a planned demonstration or one being conducted must immediately report it to the office of the President or a Vice President.
B. The Director of Facilities, Maintenance & Safety or her designee will contact the City of Decatur and/or Huntsville to determine if the appropriate applications for permits to hold a demonstration on public property adjacent to the campus have been filed. If the
permits have not been filed, the organizers of the demonstration (if known) will be advised to discuss the matter with the appropriate authorities.

C. Demonstrators who disrupt or disturb CCC activities will be given official trespass notices by Campus Police and advised to disperse by a specified time.

D. If the demonstrators do not disperse by the specified time, Campus Police will consult with the President and/or the Emergency Director as well as local authorities to determine if intervention is necessary. Safety of all of the stakeholders at the College is paramount in this decision.

E. The College may request assistance from state or local authorities to maintain peace or for crowd control.

F. The Director of Facilities, Maintenance & Safety will coordinate with campus police in the event that an off-campus disturbance interferes with the safety of College personnel and/or students en route to and from College campus.

G. The Director of Public Relations will be responsible for communicating relevant information about any demonstration to the media and the College community.

Cyber Event

Often times, we may not realize that our actions online might put us, our families, and even our country at risk. Learning about the dangers online and taking action to protect ourselves is the first step in making the Internet a safer place for everyone. Cybersecurity is a shared responsibility and we each have a role to play.

Cybersecurity involves preventing, detecting, and responding to cyber incidents. Unlike physical threats that prompt immediate action—like stop, drop, and roll in the event of a fire—cyber threats are often difficult to identify and comprehend. Among these dangers are viruses erasing entire computer systems, intruders breaking into computer systems and altering files, intruders using your computer or device to harm others, or intruders stealing confidential information. The spectrum of cyber risks is limitless. Threats, some more serious and sophisticated than others, can have wide-ranging effects on the individual, community, organizational, and national level. These risks include:

- Organized cybercrime, state-sponsored hackers, and cyber espionage can pose national security risks to our country.
- Transportation, power, and other services may be disrupted by large scale cyber incidents. The extent of the disruption is highly uncertain as it will be determined by many unknown factors such as the target and size of the incident.
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Before a Cyber Event

You can increase your chances of avoiding cyber risks by setting up the proper controls. The following are things you can do to protect yourself, your family, and your property before a cyber-incident occurs.

- Only connect to the Internet over secure, password-protected networks.
- Do not click on links or pop-ups, open attachments, or respond to emails from strangers.
- Always enter a URL by hand instead of following links if you are unsure of the sender.
- Do not respond to online requests for Personally Identifiable Information (PII); most organizations – banks, universities, companies, etc. – do not ask for your personal information over the Internet.
- Limit who you are sharing information with by reviewing the privacy settings on your social media accounts.
- Trust your gut; if you think an offer is too good to be true, then it probably is.
- Password protect all devices that connect to the Internet and user accounts.
- Do not use the same password twice; choose a password that means something to you and you only; change your passwords on a regular basis.
- If you see something suspicious, report it to the proper authorities.
- The extent, nature, and timing of cyber incidents are impossible to predict. There may or may not be any warning. Some cyber incidents take a long time (weeks, months or years) to be discovered and identified. Familiarize yourself with the types of threats and protective measures you can take by:
  - Signing up for the United States Computer Emergency Readiness Team (US-CERT) mailing list to receive the latest cybersecurity information directly to your inbox. Written for home and business users, alerts provide timely information about current security issues and vulnerabilities.

During a Cyber Event

Immediate Actions

- Check to make sure the software on all of your systems is up-to-date.
- Run a scan to make sure your system is not infected or acting suspiciously.
- If you find a problem, disconnect your device from the Internet and perform a full system restore.
- Report the incident. Your local police, or federal agencies, may be able to provide assistance and investigate the incident. A cyber incident may be reported at various stages even when complete information may not be available.
The list of key federal points of contact:

- National Cyber Investigative Joint Task Force at cywatch@ic.fbi.gov or 855-292-3937
- United States Secret Service at https://www.secretservice.gov/contact/field-offices/
- U.S. Immigration and Customs at https://www.ice.gov/contact/hsi or https://www.ice.gov/cyber-crimes/ or 866-347-2423
- National Cybersecurity and Communications Integration Center at 888-282-0870 or NCCIC@hq.dhs.gov or U.S. Computer Readiness Team at https://www.us-cert.gov/

At Home

- Disconnect your device (computer, gaming system, tablet, etc.) from the Internet. By removing the Internet connection, you prevent malicious actors from being able to access your computer and perform tasks such as locating personal data, manipulating or deleting files, or using your device to harm others.
- If you have anti-virus software installed on your computer, update the virus definitions (if possible), and perform a manual scan of your entire system. Install all of the appropriate patches to fix known vulnerabilities.

At Work

- If you have access to an IT department, contact them immediately. The sooner they can investigate and clean your computer, the less damage to your computer and other computers on the network.
- If you believe you might have revealed sensitive information about your organization, report it to the appropriate people within the organization, including network administrators. They can be alert for any suspicious or unusual activity.

At a Public Place (library, school, etc.)

- Immediately inform a librarian, teacher, or manager in charge. If they have access to an IT department, contact them immediately.

Immediate Actions if your **Personally Identifiable Information (PII)** is compromised:

PII is information that can be used to uniquely identify, contact, or locate a single person. PII includes but is not limited to:

- Full Name
- Social security number
- Address
- Date of birth
- Place of birth
- Driver’s License Number
• Vehicle registration plate number
• Credit card numbers
• Physical appearance
• Gender or race

If you believe your PII is compromised:

• Immediately change all passwords; financial passwords first. If you used the same password for multiple resources, make sure to change it for each account, and do not use that password in the future.
• If you believe the compromise was caused by malicious code, disconnect your computer from the Internet.
• Restart your computer in safe mode and perform a full system restore.
• Contact companies, including banks, where you have accounts as well as credit reporting companies.
• Close any accounts that may have been compromised. Watch for any unexplainable or unauthorized charges to your accounts.
• File a report with the local police so there is an official record of the incident.
• Report online crime or fraud to your local United States Secret Service (USSS) Electronic Crimes Task Force or the Internet Crime Complaint Center.
• If your PII was compromised, consider other information that may be at risk. Depending what information was stolen, you may need to contact other agencies; for example, if someone has gained access to your Social Security number, contact the Social Security Administration. You should also contact the Department of Motor Vehicles if your driver’s license or car registration has been stolen.
• For further information on preventing and identifying threats, visit US-CERT’s Alerts and Tips page.

After a Cyber Event

• File a report with the local police so there is an official record of the incident.
• Report online crime or fraud to your local United States Secret Service (USSS) Electronic Crimes Task Force or the Internet Crime Complaint Center.
• If your PII was compromised, consider other information that may be at risk. Depending what information was stolen, you may need to contact other agencies; for example, if someone has gained access to your Social Security number, contact the Social Security Administration. You should also contact the Department of Motor Vehicles if your driver’s license or car registration has been stolen.
• For further information on preventing and identifying threats, visit US-CERT’s Alerts and Tips page.
**Terrorist Acts**

Terrorism is the unlawful use of force or violence by a person or group. The goal is to intimidate or coerce societies or governments in an effort to promote political or ideological beliefs. These attacks can take many forms, and could happen at any time in any place. Terrorists typically exploit vulnerabilities, and may use technology, hazardous materials, biological agents or other methods to create devastating disruptions to the community. Terrorism thrives on fear. By planning how to respond to a terrorist attack, you can greatly improve your chances of survival. You can also lessen the impact of the attack by reducing the fear in the aftermath.

In case of a terrorist attack, you can find detailed information from local public safety agencies, and your local TV and Radio stations. Also, contact your local police department or local emergency management agency for preparedness information or visit the Department of Homeland Security by visiting: www.dhs.gov

**What You Need to Know**

The United States Department of Homeland Security recommends that individuals be aware of their surroundings and report suspicious activities by calling 911 if a situation seems uncomfortable or does not seem right, move or leave the location. Take precautions when traveling. Do not accept packages from strangers and do not leave luggage unattended. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel. Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency. Also, be prepared to do without services you normally depend on—electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and Internet transactions.

For more information visit: **If You See Something, Say Something.**

**Before**

Some actions can be taken prior to a terrorist incident to prepare you and your family. This may include informing yourself about the risks that might impact your community and planning for how you may respond.

**Three Steps to Be Ready**

1) Complete the Family Emergency Plan and discuss it as a family. This is a simple way of keeping each member of the family informed on critical information: where to reconnect should you become separated, who to call, and what you will do should a terrorist attack occur.

2) Complete the Emergency Contacts Card and place one in your Emergency Kit.

3) Prepare an Emergency Kit. The Emergency Kit should be easily accessible should you and your family be forced to shelter in place (stay at home) for a period of time.
During

If a terrorist attack occurs, it is important that you remain calm and follow instructions from local officials and emergency service personnel. You should be aware of your surroundings and watch for additional attacks. Listen to local TV and radio for directions and travel information and instructions from local officials. If you are in a position where the attack occurs near you, check for injuries and provide first-aid.

After

Expect heavy law enforcement involvement at the local, state and federal levels after a terrorist attack. These agencies will investigate the incident and the location will be treated as a crime scene. Your workplace or school may be closed, and there may be restrictions on domestic and international travel. You and your family may have to evacuate the area, as instructed by local law enforcement officials. Further, expect extensive media coverage and increased law enforcement presence, even if the attack did not occur in your community.

Situation of Concern/Threat Report

CCC has an online report for the reporting of suspicious persons and situations. Any situations of concern or threat reports can be made online at http://www.calhoun.edu/student-life/emergency-procedures/threat-report-form. Campus police may be contacted directly at 256-890-4711 or 4711 from any extension on the Huntsville campus, and 256-306-2575 or 2575 from any extension on the Decatur campus and 256-476-0884 for the Alabama Ctr. for the Arts Campus Police. In the event that there is an immediate emergency, call 911.

Active Shooter

EMERGENCY GUIDELINES FOR ACTIVE SHOOTER RESPONSE

Colleges are no longer immune to serious or violent crime. Calhoun Community College provides students, staff and faculty with the protocol and procedures to respond during potentially violent criminal attacks on Campus. These recommended procedures cannot cover every possible situation that may occur.

1. Response to Potentially Violent Criminal Behavior. If you see or know that a person has a firearm on Campus, or if you hear shots fired on Campus, or if you witness an armed person shooting people, protect yourself first - move to a safe location.
   a. As soon as possible, call 911.
   b. Tell the dispatcher your name, location, phone number and describe the situation you are reporting: who, what, when, where, and how. Is anyone hurt?
2. Active Shooter Incident. An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a situation that usually evolves rapidly and demands an immediate response from law enforcement officers to
terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.

a. **ACTIVE SHOOTER RESPONSE.** Officers from Calhoun Campus Police (Decatur Campus), Decatur Police Department (Alabama Ctr. for the Arts) will be the first responders to the scene. Outside agencies including Limestone County Sheriff’s Office, Athens Police, Decatur Police, Alabama State Troopers and other agencies will be secondary responders. For the Huntsville Campus, first responders will be Calhoun Campus Police, along with Huntsville Police Department. Secondary responders will be other local agencies.

b. As the officers move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat.

c. If you are wounded or with someone who is wounded, these officers will bypass you to search for and apprehend/stop the shooter.
   i. To assist the police, please stay calm; do not interfere with police operations. If you know where the shooter is, or have a description, tell the officer.
   ii. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.
   iii. Rescue teams will follow shortly after the first responding officers enter the building. They will attend the injured and remove everyone safely from the area.

3. **If the shooter is outside your building:**

   a. Turn off all lights, close and lock all doors and windows. If you cannot lock the door, try to block the door with desks and chairs.
   b. If you can do so safely, get all occupants on the floor and out of the line of fire.
   c. If you can do so safely, move to the safe area of the building and remain there until a uniformed police officer tells you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

4. **If the shooter is inside your building:**

   a. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave behind books and backpacks.
   b. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer should point a firearm at you, make no movements that may cause the officer to mistake your actions for a threat.
   c. If you are unable to escape the building, move into an office or classroom. Try to lock or barricade the door with a desk or chair. Lie on the floor, out of sight if
possible, and remain silent. Remain there until a uniformed police officer comes to your aid.

5. If the shooter enters your office or classroom:
   a. There is no one set procedure in this situation. Options may vary.
   b. If possible, call 911.
   c. If the shooter opens fire, move as quickly as possible and exit the room. It is more difficult to hit a moving target as opposed to a stationary target.
   d. At last resort, (only you can decide if this is something you should do) attempt to overcome the shooter by physical force.
   e. If the shooter exits your area, lock your door.

Remember: When a police officer arrives on the scene, remain calm and follow directions.

The Department of Homeland Security recommends the RUN, HIDE, FIGHT strategy as presented in previous in-service training for the employees regarding an active shooter incident. These steps are detailed above, but for quick future reference, see the below simplified steps:

**IF THERE IS AN ACTIVE SHOOTER ON CAMPUS:**

**RUN:** If you can, simply run away from the threat. Try to do this WITHOUT putting yourself in harm’s way.

**HIDE:** If you cannot run away from the threat, find a suitable location to hide from the threat. The location selected should provide concealment as well as a suitable barrier against whatever weaponry the active shooter has.

**FIGHT:** This is the last resort. If you cannot run or hide, then adopt an “I WILL SURVIVE” strategy and do whatever is necessary to ensure that you survive. Use whatever is at hand to effectively fight the attacker in order to neutralize the threat. Books, backpacks, chairs, fire extinguishers are all examples of items that can be used.

Viewing the Run, Hide, Fight video promulgated by the DHS is highly recommended. Here is the link:

https://www.youtube.com/watch?v=1ESNae7OoyM&feature=youtu.be

**Bomb Threat**

1. If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE OR DISTURB THE OBJECT!!! Clear the area and immediately call the Campus Police by 2911. Do not open drawers, cabinets, or turn lights or any electrical item on or off.

2. Any person receiving a bomb threat by phone should attempt to obtain as much information as possible from the caller. DO NOT HANG UP THE PHONE BECAUSE THE CALL MAY BE TRACED!
3. If an emergency exists, you must report the incident by phone to Campus Police by 2911.

4. Faculty and Staff will be responsible for making an inspection of their office and work area for any suspicious packages. Only the faculty/staff will know what is possibly out of place or does not belong. (A police officer would not easily identify anything out of place.)
   a. If an evacuation is ordered for your work area, all employees will remove all items initially brought to work. (This is to eliminate items to be searched).
   b. If an evacuation is ordered for a particular classroom, the instructor will remove their belongings as well as instruct students to remove all their items initially brought into the class.
   c. Do not turn any electrical items, including lights, on or off.

5. When an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

6. Assist disabled individuals in exiting the building.

7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

8. Do not return to an evacuated building unless told to do so by Campus Security/Police or appropriate emergency personnel.

**Food Contaminations**

Contact the Alabama Department of Public Health (ADPH) and/or the Center for Disease Control and Prevention (CDC) in the event of a food contamination outbreak. Assist any responding agencies with resources to investigate and document the current incident as well as to mitigate future events.

**School Violence**

**BEST PRACTICES FOR SCHOOL SECURITY AND EMERGENCY PREPAREDNESS PLANNING**

1. Training school administrators, teachers, and support staff (school resource officers and security officers, secretaries, custodians, bus drivers, cafeteria workers, etc.) on school threat assessment, school violence prevention, school crime prevention practices, school security procedures and awareness, and school emergency planning is the best practice. The first and best line of defense is a well-trained, highly alert school staff and student body.

2. Evaluating and refining school security measures are important. Security is often equated with equipment such as metal detectors, surveillance cameras, police and security officers, and other physical, tangible measures. While these measures are necessary and play an important role in many school systems, particularly large urban districts with a history of weapons-related incidents and concerns, equipment is only as good as the human element behind it. Parents, the media, and others often call for
metal detectors after a high-profile violence incident in schools. We have to remember that prisons have metal detectors, prisoner and visitor searches, and the most restrictive, punitive environments. Prisons still experience incidents of drugs, sexual assaults, weapons, gangs, and even murders. When security equipment is used in schools, it must be viewed as a supplement to, but not a substitute for, a more comprehensive school safety program. A brief sample of basic school security measures include cost-free and lower cost measures such as, but not limited to, reducing the number of open doors, having functional communications systems, keeping trees and shrubs trimmed to promote natural visibility, and establishing procedures for accurately and timely reporting of school crimes. Security measures can be built into the design of new and remodeled schools.

3. Updating and exercising school emergency preparedness plans:
   a. Most schools created emergency/crisis plans after the Columbine attack in April of 1999. Evaluations of school emergency plans nationwide consistently show that while schools have emergency plans and crisis teams named on paper, many plans are sitting on shelves collecting dust. Gaps in emergency plans include questionable content in the plans, a lack of training of school staff on emergency plans, and a lack of exercising plans in cooperation with public safety partners. A written plan sitting on a shelf is only as good as the paper it is written upon.
   b. School emergency plans should address preparedness procedures such as lockdowns, evacuations, parent-student reunification procedures, mobilizing school transportation during the school day, emergency communications protocols with parents and the media, and mobilizing mental health services.
   c. School officials should meet regularly with their public safety partners: Police, fire, emergency medical services, and emergency management agencies to discuss safety, security, and emergency planning strategies.
   d. School crisis teams must be trained.
   e. Schools should have district-level and building level plans.
   f. School emergency plans should be reviewed (in cooperation with public safety partners) and updated at least annually.
   g. Schools must work with public safety officials to identify potential staging areas for media, parents, medical personnel, and others who will respond in an emergency.
   h. School emergency plans must be exercised in order to reach their maximum potential usefulness. While full scale simulation drills are valuable in teaching important lessons, they are very time and labor intensive in their planning. Schools are strongly encouraged, however, to hold tabletop exercises with their district and building crisis teams, public safety and community agency partners, and other key
i. stakeholders. Tabletops, which can be done in a half-day or day of professional development training time, allow schools to work through hypothetical scenarios to see if the plans they have on paper would work in a real emergency.

j. Schools should practice lockdown drills over the course of a school year as they do fire drills, tornado drills, and other drills. Any drills should be practiced in a realistic manner, such as during lunch hours, not simply when it is convenient and least disruptive to the school day. Schools must practice in the times and manner they would experience in a real emergency.

k. Form school threat assessment teams. Create a threat assessment protocol. Train staff on threat assessment.

4. Strengthening partnerships with public safety officials:
   a. School administrators and crisis team members should meet regularly, at least twice a year, with public safety partners (police, fire, emergency medical services, emergency management agencies, Red Cross, etc.)
   b. Public safety partners should be involved in the development and updating of school emergency plans and tabletop exercises.
   c. Schools should number each entrance/exit door so first responders can easily identify specific entrances_EXISTS when called to respond to an incident and/or to manage a tactical response.
   d. Schools should provide police and fire departments with updated floor plans and blueprints for their reference for tactical responses.
   e. Police are strongly encouraged to train and practice the rapid response to active shooter techniques. Schools should make their schools and school buses available after-hours and/or on weekends so SWAT teams can practice responding to scenarios in these settings.
   f. Work with first responders to create, implement and train on school threat assessment protocols.

5. Creating enhanced crisis communications plans and social media strategies:
   a. Conduct an assessment of existing crisis communications plans. If you have no formal crisis communications plan, create one.
   b. Evaluate social media strategy. Many students can show you the mechanics of how to post on Twitter or Facebook. But does your district actually have a strategy for social media?

Psychological

BEHAVIORAL EMERGENCIES

A behavioral emergency exists when an individual is threatening or causing harm to himself/herself or to others, or is demonstrating behavior which indicates the person may be out of touch with reality due to severe drug reactions, other psychological, or physical reasons. For example, hallucinations and/or uncontrollable behavior may manifest a psychotic break.
If a behavioral emergency occurs with a student or employee:

1. Never try to handle a dangerous situation on your own.
2. Contact Campus Police by 2911

SUICIDE PREVENTION PROTOCOL

In the event that a Calhoun employee becomes aware of a situation that involves, or appears to involve, a suicide threat or attempt by a student or employee, the employee should take the following steps:

1. Never try to handle the situation alone.
2. Contact Campus Police by 2911.
3. Do not leave the person alone – seek assistance or move where assistance is available.
4. Campus Police will inform the Dean of Student Affairs Office at ext. 2613 (Decatur) or ext. 4703 (Huntsville).
5. Campus Police will get the name(s) and phone number(s) of any witness(es).
6. The Dean of Student Affairs Office will contact the parent, guardian, or next of kin, as well as the Public Relations Office.
7. Refer any media inquiries to the Calhoun Public Relations Office (306-2561).
8. Confidentiality must be maintained in all such matters. Only designated school officials are to be notified (i.e., Police, Dean of Student Affairs, Public Relations Director and the President, when necessary).

After the potential suicide situation has been resolved, the Dean of Student Affairs (or a designated representative from Student Affairs, or HR if an employee) will be available to meet at an appropriate time with the person and the person’s parent(s) or guardian(s) or other appropriate family member to discuss the situation. At that time, it will be determined if there is any assistance that the College can provide to the student. The Dean of Student Affairs will ensure that any applicable provision of the Americans with Disabilities Act is followed. Calhoun does not provide any personal counseling or other mental health services to any student, but will procure a list of qualified mental health professionals from the local Department of Mental Health or other reliable source, for the student. Calhoun has a Threat Assessment Team that may also be utilized to ascertain the potential threat to the campus.

A suicide threat or attempt shall not, in and of itself, be grounds for administrative or disciplinary action against a student. However, if the Dean of Student Affairs has reasonable cause to believe that the student poses a threat to other persons at Calhoun, the Dean of Student Affairs shall recommend to the President that appropriate action be taken. At that time, the President shall review the situation and make a determination as to what action should be taken.
Alcohol/Controlled Substance

Consumption or possession of alcoholic beverages or illegal drugs is forbidden on campus or at any college sponsored function.

Pursuant to Alabama Community College System Policy 613.01, Calhoun Community College adheres to the following:

In compliance with the provisions of the federal Drug-Free Workplace Act of 1988, and the Drug Free Scholar and Communities Act of 1989, institutions under the direction and control of the Alabama Community College System will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts.

The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. However, the College reserves the right to dismiss any student whose on- or off-campus behavior is considered undesirable or harmful to the College.

Drug Free Workplace

Calhoun Community College maintains a drug-free workplace. According to Calhoun Community College policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Calhoun Community College. Employees found in violation of this act may be subject to disciplinary action.

In compliance with the drug-free workplace requirements of Public Law 100-690, as amended, for recipients of Federal contracts and grants, the following policy is in effect for Calhoun Community College:

A. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance is prohibited on any property owned, leased, or authorized by or on behalf of Calhoun Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code Section 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama (1975), Section 20-2-1, et seq.).

B. Calhoun has and shall maintain a drug-free awareness program to inform employees about:
   i. the dangers of drug abuse in the workplace;
   ii. Calhoun’s policy of maintaining a drug-free workplace;
   iii. any available drug counseling, rehabilitation, and employee assistance programs; and
   iv. the penalties that may be imposed upon employees for drug abuse violations.

C. All employees of Calhoun Community College shall comply with paragraph A above.
D. Any Calhoun employee who is convicted by any Federal or State court of an offense which constitutes a violation of Paragraph A above shall notify the President of Calhoun Community College in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.” Failure to notify the President of Calhoun Community College of such a conviction shall be considered insubordination as well as a violation of this policy.

E. In the event of a report of a conviction pursuant to paragraph D above where the employee is working in a project or a program funded through a Federal contract or grant, the College shall notify in writing within ten (10) days any Federal agency to whom such notification by the College is required under P.L. 100-690.

F. In the event that an employee violates paragraph A above or receives a conviction as described in paragraph D above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. The College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

G. Calhoun Community College shall make a good faith effort to ensure that paragraphs A-F above are followed.

H. Each employee of Calhoun Community College shall receive a copy of the Calhoun Community College Drug-Free Workplace Policy.

**Soft Lock Downs**

The Director of the Police Department or his designee has the authority to implement soft lock down measures as needed based on the circumstances of a given situation. Some of the circumstances to be considered in determining when to use a soft lock down include the nature of the threat, the proximity of the threat to the college, whether a lock down will be effective in protecting the college and its occupants, etc.. Lock downs may be utilized on any campus or for any specific areas or buildings on campus depending on the instructions from the Police Department Director or his designee.

**Attachment A—Glossary of Key Terms**

**Attachment B—List of LIST OF Acronyms and Abbreviations**

**Attachment C—NTSB SPC-04-02**

**Attachment D—Campus Maps and Floorplans**

**Attachment E—Distribution List**
Emergency Operations (EOP) Plan, Attachment A – GLOSSARY OF KEY TERMS

Accessible
Having the legally required features and/or qualities that ensure entrance, participation and usability of places, programs, services and activities by individuals with a wide variety of disabilities.

Agency
A division of business or government with a specific function offering a particular kind of assistance. ICS agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

American Red Cross
An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Catastrophe (catastrophic incident)
Any natural or manmade incident, including acts of terrorism that result in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy and/or government functions.

Command Post
That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Command Section
One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Continuity of Operations
A process of identifying the essential functions - including staff, systems and procedures that ensure the continuation of the agency’s ability to operate.

Coordination
The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.
Crisis Management

A predominantly law enforcement function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Declaration of Emergency

Whenever, in the opinion of the President or his designee, he feels the safety and welfare of the people of Calhoun Community College require the exercise of extreme emergency measures.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency

Any occurrence, or threat thereof, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources.

Emergency Alert System (EAS)

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner, according to the State EOP Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Coordinating Officer (AKA the Coordinator of Emergency Management)

An individual appointed by the president of the university as directed and actively plans, trains and acts in the interest of the protection of the institution’s community and coordinates with the Alabama Emergency Management Agency.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management,
plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

**Emergency Operations Center**

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

**Emergency Operations Plan**

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

**Emergency Responder**

Includes local, state and federal emergency services public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel, agencies and authorities.

**Emergency Services**

The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the forgoing functions.

**Emergency Support Function**

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

**Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

**Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

**Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Booker T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).
**First Responder**

Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works and authorities.

**Geographic Information System**

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

**Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

**Hazardous Materials Emergency Response Plan**

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community’s use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the college’s Emergency Operations Plan.

**Incident**

An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

**Incident Action Plan (IAP)**

An oral or written plan containing general objectives reflecting overall strategy for managing an incident.

**Incident Command System**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

**Incident Commander**

The individual responsible for the management of all incident operations.
Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Information Center

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene for the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Field Office (JFO)

A temporary federal facility established near a declared disaster area to provide a central point for federal, state, voluntary and local officials with responsibilities for incident oversight, direction and assistance.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Lockdown

Procedure that results in confining people to their classroom, offices or other areas of the campus that will provide safety and security.

Major Disaster

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and federal warning centers or other federal agencies to the state warning points.
Mitigation
Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, state building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mutual Aid Agreement
A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

National Incident Management System (NIMS)
A system mandated by the Federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments (federal, state and local), voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles and terminology.

National Response Framework
Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

Preparedness
The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass Destruction incidents.

Recovery
Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen and rebuild affected individuals and communities.

Response
Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs.

Threat
Any indication of possible violence, harm or danger.
Volunteer

Any individual accepted to perform services by any agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.
## Attachment B – LIST OF ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
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<tr>
<td>CCC EMT</td>
<td>CCC Emergency Management Team</td>
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<td>CCC HR</td>
<td>CCC Human Resources</td>
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<tr>
<td>CCC IT</td>
<td>CCC Information Technology</td>
</tr>
<tr>
<td>CCC PD</td>
<td>CCC Police Department</td>
</tr>
<tr>
<td>CCC PUR</td>
<td>CCC Purchasing</td>
</tr>
<tr>
<td>CONOPS</td>
<td>Concept of Operations</td>
</tr>
<tr>
<td>CONPLAN</td>
<td>Concept of Operations Plan</td>
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<tr>
<td>ECO</td>
<td>Emergency Coordinating Officer</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<td>EOP</td>
<td>Emergency Operations Plan</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>EPZ</td>
<td>Emergency Planning Zone (Radiological)</td>
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<td>HAZMAT</td>
<td>Hazardous Material(s)</td>
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<td>IAP</td>
<td>Incident Action Plan</td>
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<td>IC</td>
<td>Incident Commander</td>
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<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>ICP</td>
<td>Integrated Communications Plan</td>
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<td>IDA</td>
<td>Initial Damage Assessment</td>
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<tr>
<td>IDAR</td>
<td>Initial Damage Assessment Report</td>
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<tr>
<td>JFO</td>
<td>Joint Field Office</td>
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<tr>
<td>JIC</td>
<td>Joint Information Center</td>
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<tr>
<td>MAA</td>
<td>Mutual Aid Agreement</td>
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<tr>
<td>MACC</td>
<td>Multi-Agency Coordination Center</td>
</tr>
<tr>
<td>Acronym</td>
<td>Definition</td>
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<tr>
<td>MACS</td>
<td>Multi-Agency Coordination System</td>
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<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>NGO</td>
<td>Nongovernmental Organization</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NRF</td>
<td>National Response Framework</td>
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<td>NWS</td>
<td>National Weather Service</td>
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<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
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<tr>
<td>PDA</td>
<td>Preliminary Damage Assessment</td>
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<tr>
<td>RACES</td>
<td>Radio Amateur Civil Emergency Services</td>
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<tr>
<td>SAR</td>
<td>Search and Rescue</td>
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<tr>
<td>SOP</td>
<td>Standard Operation Procedure</td>
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<td>UC</td>
<td>Unified Command</td>
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Responding to an Aircraft Accident
How to Support the NTSB
A Guide for Police and Public Safety Personnel

UPON COMPLETION OF LIFE SAFETY ACTIVITIES
SECURE SCENE & PRESERVE EVIDENCE

CONTACT
NTSB and/or FAA Regional Comm Center

NTSB MAIN NUMBER • 202-314-6000
8:30 AM - 5:00 PM • Monday - Friday

F A A Regional Comm Center #

Establish Inner and Outer Perimeter
- Protect property
- Prevent the disturbance of wreckage and debris except to preserve life, rescue the injured, or protect the wreckage from further damage
- Protect and preserve ground scars and marks made by the aircraft
- Admit Public Safety Personnel access to the wreckage to the extent necessary to preserve life, and/or stabilize HAZMAT
- Maintain a record of personnel who enter the accident site

Prior to NTSB Arrival on Scene, Restrict Access only to Authorized Personnel
- FAA
- Police/Fire/EMS
- Medical Examiner/Coroner
- Other Emergency Services Agencies

After NTSB arrival on scene, no access without NTSB authorization

BIOHAZARD/HAZMAT
- Potentially dangerous materials that might be present may include but are not limited to: Chemicals-Explosives-Biological-Radioactive materials, fuel, pressure vessels, compressed air, hydraulics, batteries, accumulators, igniters, oxygen systems, oxygen bottles, fire extinguishers, evacuation chutes, flares, composite materials, ballistic parachute systems, tires

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Wreckage Documentation (if possible)
Use best judgment to obtain these goals
- Obtain aircraft registration number (N number)
- Obtain number of casualties
- Photograph or video the overall wreckage including cockpit starting at the initial point of impact if possible
- Photograph or video any ground scars or marks made by the aircraft

Injured/Fatalities
- Coordinate with the NTSB prior to the removal of fatalities. If unable, document that part of the scene to be disturbed, including switch/control positions, and instrument/gauge readings

Witness Documentation
- Obtain name/address/phone numbers (home & work)
- Obtain their location relative to the accident site
- Obtain description of what they observed or heard
- Obtain name of person reporting accident (911 Tapes)

Media Relations
- Consistent with site security policies, only authorized emergency service individuals should be allowed on site
- No one should speculate on the cause of the accident
- Refuse all media questions about the accident investigation to the NTSB
- Local authorities normally retain the responsibility for the release of victims’ names

NTSB MAIN NUMBER
202-314-6000
8:30 AM - 5:00 PM • Monday - Friday
NTSB Comm Center #

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202-314-6000
8:30 AM - 5:00 PM • Monday - Friday
NTSB Comm Center #

NTSB MAIN NUMBER
202-314-6000
8:30 AM - 5:00 PM • Monday - Friday
NTSB Comm Center #
Alabama Center for the Arts

First Floor

Second Floor

Third Floor

ACA PHASE 1 ALL FLOORS
Record of Distribution Signature Sheet

This Record of Distribution Signature Sheet is used to record distribution of the plan to any committee/group tasked with support and development of the plan. It is also used to verify that those tasked within the plan have acknowledged receipt, reviewed and accepted the plan. This plan should not be distributed without prior approval from the Director of Facilities, Maintenance and Safety. If it is distributed to the public, the plan should be “clean” or without any sensitive operational procedures or personal information.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Individual Name</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Kerry Warren</td>
<td></td>
<td>8-10-17</td>
</tr>
<tr>
<td>Facilities &amp; Safety Committee</td>
<td>Steve Thrakled</td>
<td>ST</td>
<td>8-10-17</td>
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<tr>
<td>Facilities Safety</td>
<td>Tanya Mitchell</td>
<td>VM</td>
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<tr>
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<td>Kasheina Vaughan</td>
<td>KV</td>
<td>8/10/17</td>
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<tr>
<td>Facilities Safety</td>
<td>Amanda J. Hendrix</td>
<td>AH</td>
<td>8/10/17</td>
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<tr>
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<td>Lisa J. Fethrer</td>
<td>LF</td>
<td>8/10/17</td>
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<tr>
<td>Facilities</td>
<td>Revi Sommell</td>
<td>PS</td>
<td>8/10/17</td>
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<tr>
<td>Facilities</td>
<td>Kelvin Fordy</td>
<td>KY</td>
<td>8/10/17</td>
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<tr>
<td>Name</td>
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<tr>
<td>Kerry Warren</td>
<td><a href="mailto:kerry.warren@calhoun.edu">kerry.warren@calhoun.edu</a></td>
<td>306-2765</td>
<td></td>
</tr>
<tr>
<td>Steve Thrailkeld</td>
<td><a href="mailto:steven.thrailkeld@calhoun.edu">steven.thrailkeld@calhoun.edu</a></td>
<td>890-4784</td>
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<tr>
<td>Tanja Mitchell</td>
<td><a href="mailto:tanja.mitchell@calhoun.edu">tanja.mitchell@calhoun.edu</a></td>
<td>890-470</td>
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<tr>
<td>Kathryn Vaughan</td>
<td><a href="mailto:kathryn.vaughan@calhoun.edu">kathryn.vaughan@calhoun.edu</a></td>
<td>306-2695</td>
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<td>Rebekah Summarrell</td>
<td><a href="mailto:rebekah.summarrell@calhoun.edu">rebekah.summarrell@calhoun.edu</a></td>
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<tr>
<td>Amanda J Hendrix</td>
<td><a href="mailto:amanda.hendrix@calhoun.edu">amanda.hendrix@calhoun.edu</a></td>
<td>2825</td>
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</tr>
<tr>
<td>Lisa Fletcher</td>
<td><a href="mailto:lisa.fletcher@calhoun.edu">lisa.fletcher@calhoun.edu</a></td>
<td>26625</td>
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<tr>
<td>Renee Lindsley</td>
<td><a href="mailto:renee.lindsay@calhoun.edu">renee.lindsay@calhoun.edu</a></td>
<td>2548</td>
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</table>
Good Morning All,

Please see the attached email from Anthony Richardson concerning the proposed revision to the Energy Plan. I am also attaching a copy of the working Emergency Operations Plan for your review and suggestions. Please look at both of these and we will schedule a meeting in early October to discuss these matters. If you have any questions, concerns or suggestions please give me a call at (256) 309-8149 or (256) 280-6580.

Thank you,
Damon Morgan

From: Anthony Richardson
Sent: Monday, September 18, 2017 12:13 PM
To: Damon Morgan
Cc: Bruce Causey
Subject: Calhoun Community College Energy Plan

Damon,

Attached is the revised version of our Energy Plan for the College. Please forward it for review by the Facilities and Safety Committee and let me know if everyone approves. Thanks.

Anthony Richardson
Head HVAC Technician
Calhoun Community College
256-306-2570
Calhoun Community College Emergency Operations Plan
Facilities and Safety Committee Approval Form

The Calhoun Community College Emergency Operations (EOP) Plan Version 2.0 was approved by the Facilities and Safety Committee in a called meeting on October 24, 2017.

[Signature]
Committee Chair
10/24/17
Date

Committee Members:

[Signatures]
Calhoun Community College Emergency Operations Plan

President and Direct Reports Approval Form

The Calhoun Community College Emergency Operations Plan (EOP) Version 2.0 was approved by the Calhoun Community College Facilities and Safety Advisory Committee in a called meeting on October 24, 2017. We, the President, his direct reports and deans; approve for the use of the Calhoun Community College Emergency Operations Plan (EOP) Version 2.0.

President

Date

Direct Reports and Deans:

Dean of Facilities
Signature: [Signature]
Title: [Title]
Date: [Date]

Dean of Business
Signature: [Signature]
Title: [Title]
Date: [Date]

Dean of Academic Affairs
Signature: [Signature]
Title: [Title]
Date: [Date]

Dean of Allied Health
Signature: [Signature]
Title: [Title]
Date: [Date]

Dean of Student Services
Signature: [Signature]
Title: [Title]
Date: [Date]

Dean of Instruction
Signature: [Signature]
Title: [Title]
Date: [Date]

Dean of Industry Partnerships
Signature: [Signature]
Title: [Title]
Date: [Date]

Director of Student Activities
Signature: [Signature]
Title: [Title]
Date: [Date]