

LAMAR
COMMUNITY COLLEGE



Emergency and Disaster Plan

January 2011



Emergency & Disaster Plan

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LCC EMERGENCY CONTACT NUMBERS

LCC Campus

Student Switchboard	336.1590
Director of Facilities.....	336.1543
Cell.....	688.2308
Home.....	688.9109
Security Office.....	336.1192
Security Cellphone.....	688.1412

Community

Police/Sheriff/Fire/State Patrol	911
Police Department.....	336.4341
Sheriff	336.3977
Fire Department	336.4321
Colorado State Patrol	336.7403
C-DOT	336.9079
Colorado Wildlife	336.4852
FBI	303.629.7171
Poison Control	800.332.3073
Hazmat, Prowers Dispatch.....	336.3000
Hazmat, Colorado	719.544.2424
Prowers Medical Center.....	336.4343

Utilities

Lamar Water	336.2002
Lamar Light & Power	336.7456
Atmos Energy (gas)	888.442.1313

Core Emergency Response Team

Bowman Building

Director of Facilities Management (Sean Lirley)

Physical Plant

336-1543

688-2308

Alternate – Maggie O’Neal – 336-1528

Alternate – Berna Griego – 336-1536

Trustees Building

Controller (Aubrie Humburg)

Business Office

336-1571

Alternate – Gwen Gruenloh – 336-1572

Betz Technology Center

Accounts Receivable (Deb Evans)

Betz Student Service Center

336-1593

Alternate – Brian Harris – 336-1577

Wellness Center

Wellness Center Director (Jenna Johnson)

336-1678

Alternate – Jeff Horgan – 336-1677

Residence Halls

Coordinator of Residence Life (Zack Druce)

336-6660

Cell 691-1601

Alternate – Sean Lirley – 336-1543, 688-2308

Equine Complex

Horse Training and Mgmt. (JJ Rydberg)

336-1623

Cell 688-3384

Alternate – Jason Kravig – 336-6664, 719-980-1215

Administration

Assistant to the President (Paula Dieterle)

336-1511

Alternate – Mike Bowen – 336-6640

Action Team Contact Information

Name	Title	Office Phone	Home Phone	Cell Phone	Email
John Marrin	President	1511	719.293.0760	719.314.7953	john.marrin@lamarcc.edu
Chad DeBono	V.P. of Enrollment Services	1517	336.4642	688.1834	chad.debono@lamarcc.edu
Anne-Marie Crampton	Dir. of Institutional Advancement	1520	688.9084	anne-marie.crampton@lamarcc.edu 688.9084	
Cheryl Sanchez	V.P. of Administrative Services	1516	829.4624	688.0664	cheryl.sanchez@lamarcc.edu
Sean Lirley	Dir. of Facilities Management	1543	688.9109	688.2308	sean.lirley@lamarcc.edu
Deb Loper	V.P. of Academic Services	1518		402.304.7451	deborah.loper@lamarcc.edu

ACTION PLAN CHECKLIST

To be filled out and reviewed by the Emergency Coordinator (President/CAO or designee) for each major emergency/disaster.

Date: _____ Emergency Type: _____

Time: _____

- Assure immediate safety of affected personnel/students _____
- Contact emergency response personnel or other local entities
See Page 1 _____
- Determine appropriate command post location _____
- Assemble Action Team members at command post _____
- Review the nature and seriousness of the emergency _____
- Review applicable Emergency Standard Operating Procedure
Checklist (see Appendix B) _____
- Develop Emergency Action Plan:
 - Assign control of the Command Center _____
 - Contact “need-to-know” personnel _____
 - Contact news media, if applicable _____
 - Make other assignments as applicable _____
- Conduct post-emergency briefing, if applicable _____
 - Recovery and cleanup plans _____
 - What to do better next time _____

ACTION TEAM PARTICIPANTS/DUTIES

LAMAR COMMUNITY COLLEGE

Emergency and Disaster Plan

5.1 Purpose of the Plan

This Emergency and Disaster Preparedness Plan outlines basic procedures and responsibilities for protecting lives and property in the event of an emergency or disaster for Lamar Community College (LCC). The Plan should be implemented whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY FACILITIES OR CAMPUS SECURITY THROUGH ROUTINE MEASURES.**

This Plan is organized to be useful for training but also to be effective as a quick reference tool in the event of an emergency. Since an emergency may be sudden and without warning, Standard Operating Procedures (SOPs) for basic emergencies or disasters are provided in checklist format at the back of the Plan. The checklists are quick reference reminders and can be used to accommodate contingencies of various magnitudes.

Emergency contact numbers are included in the Appendix on individual pages which can be updated without revising the entire Plan and can be copied or removed for easy access.

5.2 Definitions

- ▶ **Minor emergency – (may require building command post)**
Any incident, potential or actual, which will not seriously affect the overall function of the College. The Emergency Preparedness Plan will not be implemented.

- ▶ **Major emergency – (may require field command post)**
Any incident, potential or actual, which affects the entire campus/all building(s), and which will disrupt the overall operations of the College. Outside emergency services will likely be required. The Emergency Preparedness Plan shall be implemented.

- ▶ **Disaster – (may require field command post)**
Any event or occurrence that seriously impairs or halts the operations of the College. In some cases, casualties or severe property damage may be sustained. Outside emergency services are required. The Emergency Preparedness Plan shall be implemented.

6.1 Basic Emergency Response Procedure

As soon as an emergency is declared an initial emergency response personnel are dispatched, the college President assembles the Action Team at a command post and prepares an Action Plan with input from each member. The Action Plan Checklists in Appendix A and SOP checklists in Appendix B provide the basis of the Action Plan.

6.2 Command Post Designation

The College President designates a command post for each individual emergency. The designation considers factors such as the nature and severity of the emergency (minor, major or disaster), the campus area(s) affected, and the safety of the Action Team.

For minor emergencies, the President's office or conference room will be the command post. Command posts for major emergencies and disasters are as pre-designated in the Standard Operating Procedure (Appendix B). If not pre-designated in the plan checklists, the command post will be determined by the College President in consultation with the Police Department or other emergency responders.

When required, the Field Command Post location will be The Colorado Department of Transportation (C-DOT) unless prohibited by the nature of the disaster or other circumstances.

6.3 Action Team Responsibilities

Action Team Members are members of the campus administration, faculty and staff who are likely to have a key role or useful skill during an emergency or disaster. The team makeup for any individual emergency will be determined by the College President. It will vary depending on the nature of the emergency or disaster and availability of personnel.

As soon as an emergency is declared an initial emergency response personnel are dispatched, the College President will assemble the Action Team and prepare an Action Plan with input from each member and by referencing the Action Plan Checklist in Appendix A and SOP checklists provided in Appendix B.

The basic Action Team members will consist of the following personnel:

- ▶ College President
- ▶ V.P. of Administrative Services
- ▶ V.P. of Academic Services
- ▶ V.P. Student Services
- ▶ Director of Facilities Management
- ▶ Director of Institutional Advancement/Communication

7.1 College President or her/his designee(s), Vice Presidents/Deans

- Acts as the Emergency Response Coordinator
- Assembles the Action Team
- Designates the location of an appropriate Command Center
- Declares and ends the emergency (to Action Team)
- Responsible for the overall direction of the emergency response
- Coordinates with the Action Team based on the Standard Operating Procedure (SOP) checklists
- May assign control of the Command Center to designee
- Conducts post emergency meetings – review findings for future emergency response and track recovery

7.2 Director of Facilities Management/Facility Staff

- Evaluates the magnitude of the emergency and reports to Action Team on the impact of the emergency or disaster on building operations and structure
- Contacts Facilities Services personnel for response assistance
- Coordinates equipment and personnel to perform shutdown procedures, hazardous area controls, barricades, debris removal, emergency repairs
- Contacts and coordinates with local utility companies
- Contacts outside service contractors for assistance
- Coordinates traffic controls, access controls and perimeter controls as necessary
- Coordinates emergency power, light, heating or cooling as required
- Coordinates manpower for clearing, evacuation, surveillance or access control to buildings, parking lots or areas as required
- Coordinates with State Buildings and Real Estate Programs on recovery repairs and expenses
- Contacts and coordinates with local law enforcement and emergency response services
- Assists with securing, clearing or evacuation of buildings, parking lots, perimeters or other areas as needed
- Assists with traffic control
- Stations officers around buildings or grounds as required
- Stations officers inside buildings to deter occupant exit as required
- Stations officers at building entrances for access control as required
- Stations officers/staff at building entrances for control

8.1 Director of Institutional Advancement

- Coordinates dissemination of information or instructions across campus grounds (i.e. – notices on doors, entrances, campus-wide e-mails, etc.)
- Establishes liaison with news media for dissemination of information as directed by the College President or designee
- Contacts news media with building closure status
- Coordinates public relations during and following an emergency or disaster as directed by the College President
- Provides statements or other information through switchboard operations
- Evaluates and reports to Action Team on the impact of emergency or disaster on campus communication equipment and information systems
- Provides equipment and personnel to perform shutdown of equipment and make emergency repairs
- Contacts telephone and computer-related service contractors for assistance as necessary
- Contacts the System Office to report communication and information system problems

8.2 Core Emergency Response Team

- Assist with building evacuations as required
- Assist with building procedures for “lock down” as required
- Access campus emergency kits as required
- Perform other duties as directed by the College President or designee(s)

8.3 Other Action Team Members

In addition to the (CERT) Core Emergency Response Team, the College President may ask for assistance or participation from any of the following personnel:

- ▶ V.P./Deans/Directors (Student Services, Applied Programs)
 - Perform duties as directed by the College President or designee(s)
 - Inform personnel and students in their areas of the emergency condition and response plans
 - Provide assistance evacuating buildings, shutting down equipment, or other specialty skills as required

State of Colorado Department of Public Safety Information

The Lamar campus is designated a Level III facility under the State Buildings Security and Occupant Protection Program. The program requires State agencies to develop viable and executable contingency plans. This security level designation is based on the following:

- Between 151 and 450 state employees divided between six main buildings (actual and has approximately 75 full time employees and 155 part-time faculty plus work studies and hourly wage employees)
- 313,464 sq. ft. of total space divided between six main buildings and six other structures for a total of 12 structures
- A moderate level of public contact
- An agency mission that may or may not be considered critical
- An agency that is able to shut down normal operations for short periods of time without interrupting essential State Operations

The Emergency and Disaster Plan was developed in accordance with this requirement.

LAMAR COMMUNITY COLLEGE Emergency and Disaster Plan

Federal Threat Alert Response Plan

The College has adopted basic plans for responding to Federal threat alert status designations. These designations are as follows:

- Red – severe
- Orange – high
- Yellow – elevated
- Blue – guarded
- Green – low

The campus will respond to these designations as described herein.

Procedures for Condition Red: Severe Alert Status

- A. Should a Code Red status be announced by an appropriately designated government agency, and depending on the type of threat that is received, a decision will be made by the administration (president and vice presidents) as to the need to cancel classes and evacuate or secure the campus. A final decision will be communicated via broadcast e-mail, telephone or other type of electronic transmitting device(s), or by messengers between buildings.
- B. Access to all buildings on campus will be restricted to one entrance in each building, which will be staffed by a security guard or other assigned personnel. Entrance will only be granted to individuals with proper current ID's.
- C. All buildings will be inspected and the perimeters cleared of ashtrays, garbage cans, and any drop-off boxes.
- D. All facility equipment and concealed areas on campus (HVAC units, generators, dumpsters, etc.) will be inspected daily.
- E. Effective immediately upon moving to Condition Red, vehicle access to certain areas of the Lamar campus WILL be restricted. These areas include the driveways, any parking spaces directly adjacent to any building (Trustees, Betz, Bowman), or circle drives or any back of the buildings parking lots directly adjacent to any building, and all loading docks. Only vehicles having official business with the College will be permitted to park. Cars should not be parked in the driveway area.
- F. Effective immediately upon moving to Condition Red, all students, faculty, and staff present on the LCC campus must possess on their person a current year LCC ID.
- G. Parking will be prohibited within a designated distance of any building.
- H. Incoming packages to the College will be limited to those with properly addressed labels and an approved purchase order.
- I. In the event of a biological or chemical attack, airflow in buildings may be restricted.
- J. If a building or the campus must be evacuated, faculty, staff and students are to take their personal possessions (purses, backpacks, etc.) and leave the building immediately. All persons should proceed to the designated evacuation areas. Should the entire campus need to be evacuated, faculty, staff and students are to leave in an orderly manner and proceed away from the campus via any appropriate and safe public street. The president, vice presidents, deans, physical plant director, and LCC security personnel will assure that the campus is evacuated and then be the last to leave.

Procedures for Condition Orange: High Alert Status

Any or all of the following may be implemented:

- A. The College's administration (president and senior administration) will maintain regular contact for updates with the Lamar Police Department.
- B. Building contacts have been selected for each building on campus. They are responsible to assume leadership for evacuating, or as the situation may warrant, securing the building to which they are assigned. They will have immediate access to communication devices, flashlights, first aid kits, emergency manuals, identifying vests or jackets, set of building keys, etc. The offices and phone numbers for these individuals are listed on the Emergency Contacts page, Appendix E of this document.
- C. The College's security, as well as all faculty and staff, will increase vigilance on all areas of the campus. Specifically, staff members are asked to be aware of people behaving in a suspicious manner, or having a presence in areas of the College's facilities to which they are not authorized, or would otherwise not be present. All backpacks, bags, or other containers are subject to search. If faculty/staff on the Lamar campus notice individuals, as described above, they should immediately contact College Security.
- D. During Orange Alert, the College will increase enforcement of the parking regulations. All cars must have a current parking sticker. Visitors may park in designated visitor slots only.
- E. During Orange Alert, vehicle access to certain areas of the Lamar Campus may be restricted. These areas include the driveways and all loading docks. Only vehicles having official business with the College will be permitted to park in the loading dock areas.
- F. All faculty, administration and staff must possess a current year ID at all times when present on the LCC campus. All current and new LCC ID cards must have an enrollment verification sticker.
- G. If a student, faculty, or staff member does not have a current year ID, he/she should obtain one as soon as possible.
- H. All faculty and staff are reminded to be cautious in receiving and opening mail that appear to be suspicious, or those packages that the receiver did not order or request.

Conditions Yellow, Blue, and Green

No special precautions are expected during yellow, blue and green alerts.

Individual preparedness and vigilance is strongly emphasized at all times.

**SEVERE WEATHER
INCLUDING SNOW, RAIN, HAIL, WIND
Standard Operating Procedure Checklist**

Severe Weather Preparations:

After a warning or forecast, predict the time the storm is expected to hit Lamar and the campus.

- Secure and protect all buildings, equipment and vehicles.
- If rain is expected to cause flooding, facilities services crew will evaluate the need to divert water away from at-risk areas using temporary dirt berms.
- If heavy snow is predicted, check snow plow equipment for operability, attach plows, fuel equipment, and clear parking lots of abandoned vehicles or other obstacles.
 - Review and assign facilities services staff to support snow removal in lots and sidewalks.
 - Make sure warm clothing, flashlights, and communication devices are available and working.
 - Check building and portable generators for fuel and operability.
- Evaluate if road conditions allow safe travel.
- Evaluate if the timing of the storm will allow staff and students to safely reach their destinations.
- Determine the need to evacuate or close the campus, or if the building occupants should prepare to secure in place.
- Director of Facilities will contact the V.P. of Administrative Services and Director of Institutional Advancement by 6:00 am each day to allow for notification to the media of campus closures or delays in openings.
- Activate calling tree and notify media of campus status.
 - V.P. of Administrative Services will contact senior administrators.
 - Each division is responsible for notifying their employees.
 - Director of Institutional Advancement will contact the media.

Standard Operating Procedure Checklist

Tornado Watch - A **tornado watch** is issued when weather conditions are favorable for the development of tornados in and close to the watch area. Since any thunderstorm producing a tornado is defined as severe, a tornado watch is also automatically a severe thunderstorm watch. A tornado watch must not be confused with a tornado warning.

- If the watch affects an area that the campus falls within during normal campus hours, facilities services, campus security, administration and the Core Emergency Response Team will be alerted.
 - Situation to be monitored for change
 - No further action

Tornado Warning - A **tornado warning** is an alert issued by government weather services to warn an area that a tornado may be imminent. It can be issued after either a tornado or funnel cloud has already been spotted, or if there are radar indications that a tornado may be possible

- If the warning affects an area within 20 miles of the campus during normal campus hours, facilities services, campus security, administration and building contacts will be alerted.
 - Core Emergency Response Team will be alerted and will give instruction to building occupants.
 - Occupants shall move as close as practical to building interiors but shall stay away from windows and skylights.
 - Each building has an area that is designated as a storm shelter. They are as follows:
 - Bowman Building – Large Lecture Hall (BW 139) or lower level below library
 - Trustees Building – Basement under Business Office
 - Betz Technology Center – Lower level Restrooms or any lower level interior room.
 - Todd-Burch Residence Halls – Weight room located in the basement
 - Wellness Center – Restrooms on the lower level or boiler room
 - Equine Complex – Restrooms or tiered classroom
 - Occupants shall crouch on the floor and cover head with arms.
 - Core Emergency Response Team should pull out emergency kits to provide quick access to flashlights, batteries, first aid kits
- Facilities services shall secure and protect all buildings, equipment and vehicles.
- Facilities services shall turn off gas, water, and electrical power to affected areas if necessary
- Check building and portable generators for fuel and operability
- No one should attempt to leave the campus by vehicle or on foot

**SEVERE WEATHER
FLOOD
Standard Operating Procedure Checklist**

Severe weather is typically preceded by forecasts and warnings. The checklist addresses planning for weather or events that could result in flooding.

Flood Preparations

- If the flooding is to be the result of weather, predict the time the storm is expected to hit Lamar and the campus
- If the flooding is the potential result of another event such as a water main break or breach of a dam or ditch, take immediate action to divert water flow around buildings
- Secure and protect all buildings, equipment and vehicles. Facilities services shall turn off gas, water, and electrical power to affected areas if necessary
- Check building and portable generators for fuel and operability
- Make sure proper clothing, flashlights, and communication devices are all available and working
- Evaluate if road conditions will allow safe travel
- Evaluate if the timing of the storm will allow staff and students to safely reach their destinations
- Determine the need to evacuate campus, close campus or if the building occupants should prepare to secure in place

**UTILITY INTERRUPTION OR LEAK
GAS SERVICE
Standard Operating Procedure Checklist**

In the event of a gas service leak:

- Notify the facilities services office and campus security. *Caution: Do not use a phone near the leak area.*
- Notify the Fire Department immediately of the problem (911)
- Notify campus administration.
- Immediately evacuate the buildings and areas in the vicinity of a suspected leak. *Cell phones, telephones or any electronic device should not be activated, moved, or touched in any way.*
- Follow evacuation procedures for accounting for building occupants. Do not re-enter or sweep the buildings.
- Clear all persons a minimum of 500 feet away from the affected area.
- Facilities services staff shall use gas detection equipment to either locate the leak or determine the safe distance from the source
- Facilities services director will determine whether or not to shut down all electrical power to a building or location
- Facilities services office will contact Atmos Energy for information and assistance
- Facilities Services Director will consult with campus administration regarding the need to close campus and cease operations. The decision will consider weather (I.E. effect on boiler heating equipment), day and time of week (academic schedule), and expected time to repair leak or restore service.
- Facilities services staff will make provisions to protect equipment and property as necessary

Gas Service Interruption:

- Notify facilities services and campus administration.
- Facilities Services Director will determine the cause of the interruption and estimated time for restoration. Depending on the time of day, weather, and academic schedule, a recommendation will be made about closing down operations at all or part of the campus.
- Facilities services staff will make provisions to protect equipment and buildings impacted by the service disruption.

WATER SERVICE DISRUPTION OR LEAK

Standard Operating Procedure Checklist

In the event of water service disruption or a major leak:

- Notify the facilities services office and campus security
- Notify campus administration
- If there are no other emergencies such as fire, bomb threat, explosion, etc., stay in your building and wait for information or instructions
- The Facilities Services Director will contact the City of Lamar Water Department for information and assistance if necessary
- The Facilities Services Director will notify the Fire Department in the event of an on-campus water disruption because such disruptions could impair fire fighting
- The Facilities Services Director will consult with campus administration about the need to close campus and cease operations. The decision will consider weather (boiler heating equipment), day and time of week (academic schedule), and expected time to repair leak or restore service
- The facilities services staff will make provisions to protect equipment and property as necessary

**UTILITY INTERRUPTION OR LEAK
ELECTRICAL SERVICE
Standard Operating Procedure Checklist**

In the event of a power failure:

- Notify the facilities services office and campus security
- Notify computer services staff
- Notify campus administration
- If there are no other emergencies such as fire, bomb threat, explosion, etc., and it is dark outside, stay in your building and wait for information or instructions
- Emergency evacuation lighting will work in the event of a power failure and allow occupants to move to other areas of the building or to exit safely
- Depending on the time of day and weather, building occupants may choose to move to areas with windows until power is restored or further instruction is provided
- Turn off all electrical equipment (lights, coffee pots, computers, copy machines, heaters, fans, etc.)
- The fire alarms will still work during a power failure. They can and should be used in the event of a fire
- Facilities services will direct the response to restore power caused by campus equipment or notify Lamar Light & Power for assistance and information
- If the outage is the result of loss of one or more phases of power, equipment will be reviewed for possible shutdown and equipment shall be checked for damage and operability upon restoration of full power

Sustained Power Outage:

- The Facilities Services Director will determine an estimated time of repair for problems caused either on or off campus
- Depending on the time of day, the weather, and the estimated repair length, the director will consult with campus administration about the need to close all or part of the campus and cease operations. Lack of heating or cooling, availability of lighting, computer and phone services, and emergency alarm systems will all be considered in the decision
- The President or appropriate/available senior administrator will be present on campus to oversee an evacuation or redistribution of personnel and students
- In the event of a closure, building contacts and facilities services staff will assist campus security with evacuation and lockdown of campus buildings

**UTILITY INTERRUPTION OR LEAK
SANITARY SEWER SERVICE
Standard Operating Procedure Checklist**

In the event of sanitary sewer service disruption or a major leak:

- Notify the Facilities Services Director and campus security.
- Facilities services will determine the source and seriousness of the problem. If a leak or discharge creates a hazardous situation, the building and/or area will be evacuated immediately.
- Campus administration will be notified.
- Facilities Services Director will notify the City of Lamar if the leak or discharge has the potential to enter the storm water drainage and discharge systems.
- A major leak or service disruption may be cause to discuss closure of all or some campus buildings until service is restored, repairs are made and cleanup is done.

FIRE

Standard Operating Procedure Checklist

In the event a fire alarm is activated or a fire is noticed, use the following procedures:

- Call 9-911 to notify emergency response personnel
- Activate the fire alarm if not already activated
- Evacuate the buildings. Do not leave campus. Evacuate to designated meeting location. Campus evacuation areas are as follows:
 - Bowman, Trustees, Betz Buildings – Quad grass area between buildings by the Wings of Knowledge sculpture
 - Residence Halls – volleyball pit north of Residence Halls, South to lot by Grounds Dept.
 - Wellness Center – parking lot south of building
 - Equine Complex – Parking Lot south of the building
- Notify campus security, administration and facilities services
- Facilities services staff and building contacts will clear the buildings after evacuation if safe to do so
- Facilities services and/or campus security staff shall keep roads and parking lot driveway routes clear to allow emergency response personnel the best possible access
- Entering the building is prohibited unless approved and agreed by the Fire Department, the director of facilities services and other campus administrative officials
- Alarms are reset by the City of Lamar Fire Department only

HAZARDOUS MATERIAL INCIDENT Standard Operating Procedure Checklist

Information Needed for First Responders

- Nature of incident (leak, spill, fire or explosion)
- Location
- Area affected:
 - Area of building
 - Entire building
 - Surrounding properties
- Name of material(s) released
 - Material safety data sheet information
 - Placard
 - Label
- Quantity of material
- Type of material
- Hazards of material
- Injuries
- Property damage
- Threat to environment

Evacuation

- Type of incident
 - Vapor materials evacuate upwind from spill
 - Liquid spills evacuate away from spill
 - Fire and/or explosion evacuate away from site and upwind
- Keep exposed personnel separate from unexposed personnel for decontamination purposes
 - Depending on hazardous material, exposed personnel may need to have clothing removed to prevent chemical burns.
 - Blankets must be provided to keep personnel warm and cover them if clothing has been removed.
- All evacuated personnel must be kept in one place for countability and treatment
- Establish hot, warm and cold zones
 - Hot directly around the spill
 - Warm outside of the hot zone. This is to act as a barrier between the contaminated area and the noncontaminated area.
 - Keep exposed personnel on the outside of the warm zone but not inside the cold zone.
 - Cold zone is the area where no contaminate could be and where first responders will set up decontamination lines and rescue services.

Containment

- Materials should be on site for containment
 - Use only inert materials
 - Sand and sandbags
 - Sawdust
 - Cat litter
 - Use materials to build a dam to prevent the flow of a hazardous material in liquid form.
 - Gas and vapors – all air handling systems **MUST** be shut down to prevent spreading.
 - Fire and explosion – contain fire as soon as possible before fire rescue responds.

Facility

- Gas and vapors
- Air handling systems will be shut down to prevent spreading fire and explosions
- All energized electrical systems will be shut down
- Liquid spills
 - If it can be done safely, the flow of liquid should be controlled
 - Stop source if possible
 - Prevent liquid from flowing into low points
 - Sump pumps
 - Stairwells
 - Shafts
 - Sand or other inert material can be used to control flow

Precautions

- No one should enter an area where he/she can be exposed unless properly trained and equipped with personal protection equipment (PPE).
 - All entries into contaminated space should be done using the “buddy system.”
- If vapors or gas in an enclosed area overcome someone, rescuers should not enter unless properly trained and equipped with proper personal protection equipment (PPE).
- Manholes or other confined spaces should not be entered by anyone unless properly trained and equipped with personal protection equipment (PPE).

Clean-up

- Clean up of the spill is done by proper contractors (contractors need to be identified and a 24-hour contact number needs to be provided) with the equipment and training to dispose of material.

BOMB THREAT

Standard Operating Procedure Checklist

- All bomb threats must be taken seriously. When a threat is received, as much information as possible should be gathered, (utilize the Bomb Threat Checklist) and notification should immediately be made to campus administration and campus security.
- Based on the nature of the threat, a designated evacuation location will be determined and evacuation plans announced. If the threat is against a particular building, that building will be evacuated immediately. A threat assessment will be promptly made and other buildings and locations may also be evacuated. If the threat is general, a campus-wide evacuation will be made.
- All evacuated personnel and students will be directed to the designated location with instructions to take personal belongings with them to assist in clearing of the buildings.
- Staff and students will not be allowed access to vehicles nor will vehicles be allowed to leave campus. This will prevent clogging of streets for emergency personnel and allow for accounting of evacuees.
- Security staff, facilities services staff or other persons so designated will be assigned to monitor parking lot entrances.
- When leaving, staff and Core Emergency Response Team members will do a quick walk-through of their areas to see if anything is out of place or suspicious. After leaving the building/areas, bags or items which appear suspicious should be immediately reported to responding agencies.
- If an item is found, **it should not be touched or moved**. It should simply be left in place and reported.
- Cell phones, walkie-talkies or other electronic devices shall not be activated.
- Core Emergency Response Team and facilities services personnel or administration will do a walk-through to ensure no one is left in the buildings.
- Security will ensure that all staff and students remain at the designated location for accountability and safety.
- With input from responding agencies, a decision will be made by the Action Team to dismiss school or close the campus and allow access to vehicles.
- Once the responding agencies declare the campus safe, staff and students may return to the campus and retrieve their vehicles.
- Communications personnel should be available to relay information to the press.

EXPLOSION

Standard Operating Procedure Checklist

- If an explosion occurs on campus, all unaffected buildings will be evacuated. All personnel and students will be directed to a remote location where they will remain until they are released by the responding agencies. This will be done to ensure accountability and safety.
- All personally owned vehicles will remain in the parking lots, and evacuation will be done by walking to the designated area. This will free up the roads for first responders.
- All evacuated personnel and students must take personal belongings with them to assist with the clearing of the remaining buildings (backpacks, handbags, etc.).
- Security will ensure that evacuated personnel and students remain in the area designated. Core Emergency Response Team members, facilities services staff and administrators will do a quick walk-through to ensure that everyone is out of their areas before leaving.
- If injured personnel from the affected area can be moved away from the area, they will be taken to a casualty collection point. If they cannot be moved, they will be left in place, and first responders will be notified of their location. The casualty collection point should be in an area that is easily accessible for emergency medical services.
- Facilities services staff will assure all gas mains are shut down and power disabled if safe to do so.
- Cell phones should not be used, nor should any other electronic device be powered on or off including light switches.
- During the evacuation, personnel should check their areas for anything out of the ordinary and anything that is not supposed to be in the area must be reported to responders and **NOT TOUCHED** as there could be a secondary device set to explode.
- Once the campus is deemed safe by the responding agencies, evacuated personnel and students will be returned and/or may leave campus.

CIVIL DISTURBANCE Standard Operating Procedure Checklist

A major disturbance is a demonstration or situation in which injury to persons or property occurs, or appears to be imminent. It does not include an active shooter. See separate checklist for shooter.

In the event of a major civil disturbance, review the following checklist procedures:

- Notify campus security, administration, and facilities services and convene an Action Team meeting to review the situation and appropriate response.
- Representatives and other appropriate staff shall be invited to join the meeting as determined by the Action Team.
- Action Team shall determine:
 - Whether or not the Police Department or any other emergency service should be contacted and asked to stand by or respond
 - Whether or not areas should be cordoned off
 - Whether or not members of campus staff should be evacuated until the situation is dissolved
 - “Need to Know” personnel and how to notify them
 - Whether to assign or arrange for pictures to be taken of the crowd from various vantage points
 - If buildings should be locked down to protect occupants or contents.
- Facilities services personnel and/or campus security shall keep roads and parking lot driveway routes clear to allow response personnel the best possible access.

ACTIVE SHOOTER Standard Operating Procedure Checklist

Evacuation:

- Evacuate all personnel and students to a covered area (typically the next closest building) where they will be shielded from any incoming fire.
- Move all injured personnel and students that can be moved to this area. Also any injured personnel that cannot be moved **MUST** be left in place until the Lamar Police Department's Tactical Team can secure the area and Emergency Medical Services can treat and move them.
- Anybody that is pinned down and cannot be evacuated must be left, and his or her location reported to the responding tactical team.

Locate evacuated personnel and students in one place:

- All evacuated personnel and students must be located in the same place and kept there until the situation is neutralized. This will be done to ensure the safety of the evacuated personnel
- Realize that the shooter may be among the evacuated personnel. This is another reason to keep the group together under watch
- Take a head count to provide an assessment of the number of people that may be left in the building. Campus security will provide a perimeter to ensure the safety of the evacuees and provide crowd control until law enforcement responds to take over the scene
- Locate anybody who has information related to the shooter, such as number of shooters, types of weapons, location of personnel that were unable to evacuate the building and the last known location of the shooter. Also, the location of any pinned down or injured personnel that could not be evacuated
- Once these personnel are identified, separate them from the rest of the evacuees so they can provide this information to the tactical team leader
- A member of the Core Emergency Response Team will remain with the group. Relevant information related to this incident will be provided to a tactical team leader, including the location of the building keys and the shut-off valves for water and power shutoffs

Triage:

- An area will be set up for injured personnel so the Emergency Medical Services can easily locate and treat them
 - Anybody who is CPR/First Aid certified will be identified so they can provide first aid and assist the EMS personnel

Situation Neutralized:

- Once the situation is neutralized, have crisis counseling personnel standing by to assist the victims in dealing with the after-effects of the situation.
- Have a communications representative available to address media concerns.

HOSTAGE SITUATION

Standard Operating Procedure Checklist

Evacuation:

- Evacuate all personnel and students to a covered area where they will be shielded from any incoming fire.
- Move all injured personnel and students that can be moved to this area; also, any injured personnel that cannot be moved **MUST** be left in place until the Lamar Police Department Tactical Team can secure the area and Emergency Medical Services can treat and move them.
- Anybody that is pinned down and cannot be evacuated must be left and his or her location reported to the responding tactical team.

Locate evacuated personnel and students in one place:

- All evacuated personnel and students must be located in the same place and kept there until the situation is neutralized. This will be done to ensure the safety of the evacuated personnel. Take a head count to provide an assessment of the number of people that may be left in the building. Campus security will provide a perimeter to ensure the safety of the evacuees and provide crowd control until law enforcement respond and take over the scene.
- Locate anybody who has information related to the hostage taker such as number of hostage-takers, types of weapons, number of hostages, and last know location of the hostages and the hostage taker. Also, determine the location of any pinned down or injured personnel that could not be evacuated.
- Once these personnel are identified, separate them from the rest of the evacuees so they can provide this information to the tactical team leader.
- Core Emergency Response Team will remain with the group to provide any information related to this incident to provide the tactical team leader with the location of the building keys and the shut-off valves for water and power shut-offs.

Triage:

- An area will be set up for injured personnel so the Emergency Medical Services can easily locate and treat them.
- Anybody who is CPR/First Aid certified will be identified so they can provide first aid and assist the EMS personnel.

Situation Neutralized:

- Once the situation is neutralized, have crisis counseling personnel standing by to assist the victims in dealing with the after-effects of the situation.
- Have a communications representative available to address media concerns.

INTERNAL THREATS AND/OR WEAPONS Standard Operating Procedure Checklist

All threats of any type against persons or property on campus should be reported promptly to campus security. This includes threats against students, faculty, and staff by any of the same or by persons not associated with the campus. It also includes threats against personal property (such as vehicles) located on campus or against campus (State) property.

- If the threat is considered to pose imminent danger to persons or property, campus security will immediately notify the college president, facilities services director and other parties deemed appropriate. A meeting will be convened immediately with these parties to discuss and determine a course of action. Factors to be considered by the team are:
 - Should law enforcement be contacted and, if so, how soon?
 - Should emergency response personnel (fire department) be contacted and how soon?
 - Should internal security forces be enhanced?
 - Is it necessary to provide special escort for persons?
 - Should building entrances be locked or restricted?
 - Should traffic or vehicle parking be modified or restricted, especially close to buildings?
 - Is there a need to evacuate individual persons from the campus until the threat can be resolved?
 - Is there a risk posed by mail or other vendor deliveries? Is there a threat posed by contractors working in and around buildings?
 - Who else has a “need to know?”
- Campus security shall conduct an investigation and document each time a threat is made in a written report. The report shall address the following:
 - Who is making the threat?
 - Who is the threat against? Provide name, age, contact information, relationship to campus.
 - Time, date and method of threat delivery?
 - When and how is the threat to occur?
 - Basis of the threat? Why is it being made?
 - Past history of person(s) making threat and past history of persons/property receiving threats?
 - Any mention of a weapon in the threat? If so, what type and number?
 - Date and time the threat is reported to campus security.
- Copies of the report will be submitted to the facilities services director who will then distribute the report to other appropriate parties, considering the seriousness of the threat, number of times the threat has been made, and the person or type of property involved. For example, the V.P. of Student Services will receive a copy of any reports involving students.
- Follow-up actions on threats that are not imminent might include:
 - Collection of additional information on the person(s)/entity making the threat.
 - Temporary actions to ward off further/future problems such as providing additional security and monitoring, escorts, or even consulting with the persons making the threat.

Questions or Comments

If you have any questions or comments regarding the Emergency & Disaster Plan for Lamar Community College, please contact Sean Lirley (Director of Facilities Management) at;

Office – 336.1543

Cell – 688.2309

Home – 688.9109