

Alice Lloyd College
Emergency Response Manual
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1. Purpose

The basic emergency procedures outlined in this manual are to enhance the safety of campus lives and property. These procedures will only be implemented during an occurrence that cannot be resolved through routine measures.

2. Scope

The following procedures apply to all Alice Lloyd College faculty, staff, and students.

3. Class of Emergency

Class A

A threat on campus that requires complete evacuation of all college occupants to off campus destinations.

Class B

Threat requiring complete lockdown of all college property.

Class C

Threat requiring building evacuation only.

Class D

Threat requiring evacuation to locations within building and assuming personal protective position.

4. Type of Emergency and Class

<u>Type</u>	<u>Class</u>
(1) Bomb Threat	A
(2) Chemical Spill or Explosion	A
(3) Gas Leak or Explosion	A
(4) Campus Shooting	B
(5) Violent Behavior	B
(6) Fire	C
(7) Earthquake	D
(8) Tornado	D

5. Notification Process

The Dean of Students will activate and end any disaster situation through the Public notification system. The Director of Technology, upon request from the Dean of Students, will be responsible for notifying the campus population through electronic mail, campus phone system, and e2Campus. Chief of Police or Physical Plant Director will assume duty in the absence of the Dean of Students.

Class A Emergency – Public notification system will be used along with electronic mail, campus phone system and e2Campus.

Class B Emergency – Public notification system will be used along with electronic mail, campus phone system, and e2Campus.

Class C Emergency – Fire alarm system within building.

Class D Emergency – Public notification system will be used along with electronic mail, campus phone system, and e2Campus.

6. Evacuation Procedures

Class A Emergency Procedures

When notification of a major disaster has been established all campus property is to be evacuated in a calm and timely fashion following building evacuation routes posted in property. College personnel will be placed in key locations to assist students, faculty, staff, and visitors with evacuation to gathering points just beyond campus gates where college transportation will be provided to off campus locations. Campus evacuation is to be immediate and on foot. Off campus locations will be established at Caney Creek Elementary for the East end of campus and Caney Baptist Church for the West end of campus. Presence at the evacuation point is crucial to account for all students, faculty, and staff.

Class B Emergency Procedures

When notification of a Class B Emergency has been established all campus property will be locked down and no admittance will be permitted. Buildings equipped with automated locking mechanisms will be activated. Buildings with manual locking mechanisms will be locked down by Campus Security and Maintenance Personnel. At this point, the Chief of Police will assess the situation and assume the lead role.

Class C Emergency Procedures

When fire alarm system has been activated, all building occupants must evacuate in a calm and timely fashion following building evacuation routes posted within property.

Class D Emergency Procedures

When notification of a Class D Emergency has been established, all building occupants must proceed to the designated location within the building and assume the personal protective position.

Evacuation of campus property will be assessed through college personnel and reported back to the Emergency Command Post. When a property is evacuated, the main entrance to the property will be tagged and reported to Emergency Command Post. The property and party responsible for assessing evacuation of the property is listed below:

- | | |
|------------------------------|-------------------------------------|
| 1. Berger-Auen: | Director of Housing, Head Resident, |
| 2. Howard Hall: | Director of Housing, Head resident, |
| 3. Lilly Hall: | Director of Housing, Head Resident, |
| 4. Carrick Hall: | Director of Housing, Head Resident, |
| 5. Faculty/Staff Housing: | Maint. Dept., Campus Security |
| 6. Administrative Buildings: | Maint. Dept, Building Supervisors |
| 7. Educational Buildings | Maint. Dept, Building Supervisor |
| 8. June Buchanan School: | Head Master/Mistress, Faculty/Staff |

7. Emergency Response Team

The Emergency Response Team will only be gathered for major disasters that cannot be handled through routine procedures. The Emergency Response Team consists of college personnel that will perform pre-assigned duties that will promote safety and security for all college occupants and property. During the process, the Emergency Response Team will remain in constant communication with the College Emergency Command Post.

The Emergency Response Team consists of the following college personnel:

Dean of Students (Head of College Emergency Command Post)

Chief of Police and Security Staff

Director of Physical Plant and Maintenance Staff

Director of Student Housing and Housing Staff

Director of Marketing and Communications

Director of Workstudy and Staff

Director of the JBS School

Director of Technology

8. Emergency Response Team Duties

1.) Dean of Students (Head of College Emergency Command Post)

a. Declares and ends any state of emergency.

b. Responsible for the overall direction of the Emergency Response Team.

c. Establishes location of Emergency Command Post.

General Emergency Command Post - Emergency Response Team will gather at this location initially and then proceed to Field Emergency Command Post.

Primary - JBAC Board Room

Alternate - Student Center 2nd Floor Conference Room

Field Emergency Command Post - This location will be determined after initial meeting at the General Emergency Command Post.

d. Maintains communication with team members and directs evacuation efforts.

e. Communicates information to Director of Marketing for media purposes and /or directly to media.

f. Documents all efforts for appraising the final outcome of the emergency.

g. Communicate efforts with College Administrators.

2.) Chief of Police

a. Responsible for the overall coordination of the Emergency Response Team.

b. Communicates with and utilizes outside safety agencies.

c. Responsible for providing staff to assist with evacuation efforts and assessment, barricades, traffic control, and maintaining perimeter.

d. Responsible for organizing and providing transportation to off campus locations if needed.

3.) Director of Physical Plant

a. Responsible for providing equipment and staff to perform shutdown procedures if needed, hazardous area control, evacuation assistance and assessment, barricades, traffic control, and emergency repairs if appropriate.

b. Responsible for obtaining services from utility companies if needed.

c. Provide backup utilities if the situation requires it.

4.) Director of Student Housing

a. Responsible for providing staff to perform evacuation of student housing.

b. Responsible for issuing radios to student personnel assisting in evacuation efforts.

c. Responsible for directing campus evacuation to gathering points for transportation to off campus locations.

d. Assisting Chief of Police with staff for transportation efforts to off campus location.

5.) Director of Marketing and Communication

a. Communicate with Head of Emergency Command Post for media Purposes.

6.) Director of Workstudy

a. Perform duties assigned by Emergency Command Post.

7.) Director of the JBS School

a. Assume responsibility of operation at the JBS School and communicate efforts to Emergency Command Post.

8.) Director of Technology

a. Upon request from the Dean of Students, activate plan of action through electronic mail, campus phone system, and e2Campus.

9.) Disaster Resources (Off Campus Assistance)

These resources will only be contacted in a major disaster that cannot be handled with routine procedures. If a disaster has been declared, the Chief of Police will contact 911 after assessing the situation and request the proper Federal and/or State safety agencies. Director of Physical Plant will contact any utility company that may be needed.

Utility Companies:

- 1.) American Electric Company 1-800-572-1113
- 2.) Columbia Gas 1-800-432-9515
- 3.) Knott County Water and Sewage 606-785-5584

10. Campus Contacts and Phone Numbers

	Campus Ext.	Home Number
Joe A. Stepp	6027	606-368-2902
President		
James O. Stepp	6454	606-368-2392
V.P. of Institutional Advancement		

David R. Johnson	6031	606-368-2981
V.P. of Business Affairs		
Scott Cornett	6120	606-368-2108
Dean of Students		
Nelson Reynolds	6060	606-368-2210
Chief of Police		
Ryan Gibson	6130	606-368-2634
Director of Physical Plant		
Menefee Huff	6067	606-368-2637
Chief Engineer		
Diamond Jr. Slone	6006	606-785-0358
Maintenance Staff/Fire Dept. Chief		
J.R. Hammonds	6120	606-368-2003
Director of Student Housing		
Natalie Gibson	6055	606-368-3366
Director of Marketing/Communication		

Kerry Ratliff	6063	606-368-2348
Director of Workstudy		
Amanda Clark	6104	606-368-2275
Director of the JBS School		

11. Student Roles and Duties

Students play a vital role in the success of a complete and safe evacuation of the campus student body. Students must remain calm and evacuate building in a timely fashion according to evacuation routes posted.

1.) Resident Hall

Resident Advisors must assume a leadership role and assist students in evacuating the Residence Halls. The duties of Head Residents in any evacuation situation are listed below:

1. First and most importantly, evacuate the Resident Hall in a timely and orderly fashion.
2. Evacuate to the assigned destination outside the Resident Hall.
3. Perform a head count to account for all occupants.
4. In case of a campus evacuation, perform steps 1-3 then report to Head Resident and/or Dean of Students relaying any vital information and wait for further instruction. Dean of Students will make the decision to issue two way radios to Resident Advisors to assist in the situation if there is a need.