

# COCHISE COLLEGE



**EMERGENCY OPERATIONS PLAN**

**UPDATED JULY 2024**



## Promulgation, Approval, and Implementation

The following is the Emergency Operations Plan (EOP) for Hutchinson Community College (HutchCC). It identifies procedures and responsibilities for the planning and implementation of emergency procedures (including evacuations) for the protection of life and property.

This plan applies to all visitors, employees, students, volunteers, or others who are present in HutchCC buildings. All HutchCC employees/students/volunteers and any non-HutchCC employees working in HutchCC buildings are required to become familiar with this plan and follow the plan and the HutchCC Campus Security Executive Director (hereafter known as CSED) or designated personnel directions during an emergency incident. Personnel will be notified of changes to this plan by their supervisor.

This plan has been approved and adopted by the HutchCC Board of Trustees and the HutchCC Crisis Team. It will be revised and updated as required. This plan supersedes any previous plan.

It is understood that emergency plans exist for co-located agencies/building occupants (federal, state); where their plans are absent from instructions, this plan will be in effect.

*Dr. Tricia Paramore*

\_\_\_\_\_  
HutchCC President

*8/8/2024*

\_\_\_\_\_  
Date

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HutchCC Exec Dir of Campus Safety

*8/8/2024*

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Date

*Terry Bisbee*

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HutchCC Board of Trustee Chair

*8/8/2024*

\_\_\_\_\_  
Date

## Record of Change

Minor/editorial changes (to correct factual accuracy, update response content to standardize with other agencies, changes to personnel or phone numbers, update of building inventory, etc.) or changes to the appendices can be approved by the HutchCC Crisis Team.

**Record of Changes**

Date	Summary of Change

## Plan Distribution List

Copies of this plan are available for all employees of HutchCC and provided to organizations near/adjacent to HutchCC property. Updates will be distributed as they are developed. Distribution will be electronic unless otherwise indicated on the following distribution list.

Date	Distribution List
	Electronic copy
	Electronic copy
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## Purpose

This plan establishes procedures and responsibilities in which HutchCC employees/volunteers/students and, if necessary, co-located agencies/building occupants can plan for and respond to various emergencies that require the protection of life and property.

During an emergency, HutchCC will rely on this plan's prescribed procedures to effectively implement response, organizational issues, communications, and decision-making processes.

## Scope

This plan applies to:

1. All HutchCC-affiliated personnel within HutchCC (employees, students, volunteers, etc.).
2. All non-HutchCC personnel working within HutchCC buildings (other agencies, volunteers, etc.).
3. Visitors at HutchCC-sponsored functions (e.g., guest lecturers, recruiting visitors, school group visits, civic organizations, community members, etc.).

## Overview

Kansas and HutchCC are subject to natural, manmade, and security emergencies that could occur at any time. The impact of these hazards could range from a minor/temporary disruption of daily operations to catastrophic/long-term disruption of operations with the potential of loss of life. Some of these incidents may be prevented or their impact reduced through mitigation and planning activities. In the event the emergency/incident does occur, the immediate safety initial response and rapid recovery will rely solely on the level of preparedness of employees and students.

HutchCC is an educational institution. Students and employees live at or within commuting distance of the HutchCC campus. Additionally, HutchCC hosts visitors throughout the year. The population demographic is inclusive of all ages, various levels of mobility, a wide range of disabilities, limited English language skills, and other attributes that require pre-active response planning.

This plan was developed with input from multiple HutchCC campus partners, city and county emergency management officials, and HutchCC officials.

This plan addresses emergency preparedness activities that take place during the four phases of emergency management. The four phases are Mitigation, Preparedness, Response, and Recovery.



**1. Mitigation**

HutchCC may conduct mitigation activities as part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

**2. Preparedness**

Preparedness activities should be conducted to develop the response capabilities needed in the event of an emergency. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- A. Providing emergency equipment and facilities.
- B. Emergency planning, including maintaining this plan, its appendices, and appropriate policies and procedures.
- C. Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.
- D. Conducting periodic drills and exercises to test emergency plans and training.

**3. Response**

HutchCC strives to respond to emergency situations effectively and efficiently. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage.

**4. Recovery**

If a disaster occurs, HutchCC should carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the campus community. Long-term recovery focuses on restoring the college to its normal state.

## **Planning Assumptions**

- 1. Incidents will occur with little to no notice.
- 2. HutchCC employees and volunteer personnel are familiar with their responsibilities to themselves, their students, and the public during emergency situations.

3. Procedures in this EOP are for HutchCC personnel; efforts are taken to review campus partner emergency procedures and plans for consistency with this EOP.
4. The four phases of emergency management are applied to each identified emergency.

Hazards were identified by the Reno County Mitigation Plan and response guidelines developed to ensure the protection of resources before, during, and after emergency situations.

## Concept of Operations

A basic premise of emergency management is that incidents are handled at the lowest jurisdictional level possible. Emergency preparation and response begins at the campus location or Department level. Each work unit will have to prepare for and respond to incidents. The HutchCC Emergency Operations Center will coordinate college-level response and allocation of resources so that satellite campuses or departments can request assistance when the incident depletes or exceeds internal capabilities.

If the incident response exceeds the capability of that unit, the responsible authority contacts the Campus Safety Coordinator or the HutchCC CSED for support. They will direct response resources, or request activation of the HutchCC Emergency Operations Center (EOC) for response coordination.

The College/School/Department should identify individuals who will need to perform essential functions called "Essential Personnel," who are essential to the continued operations during curtailment or closure of operations. These personnel should be notified of their role, in a particular situation, and expectations to report to work during emergency situations.

## Organization and Assignment of Responsibilities

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for HutchCC.

Figure 1.  
Organization



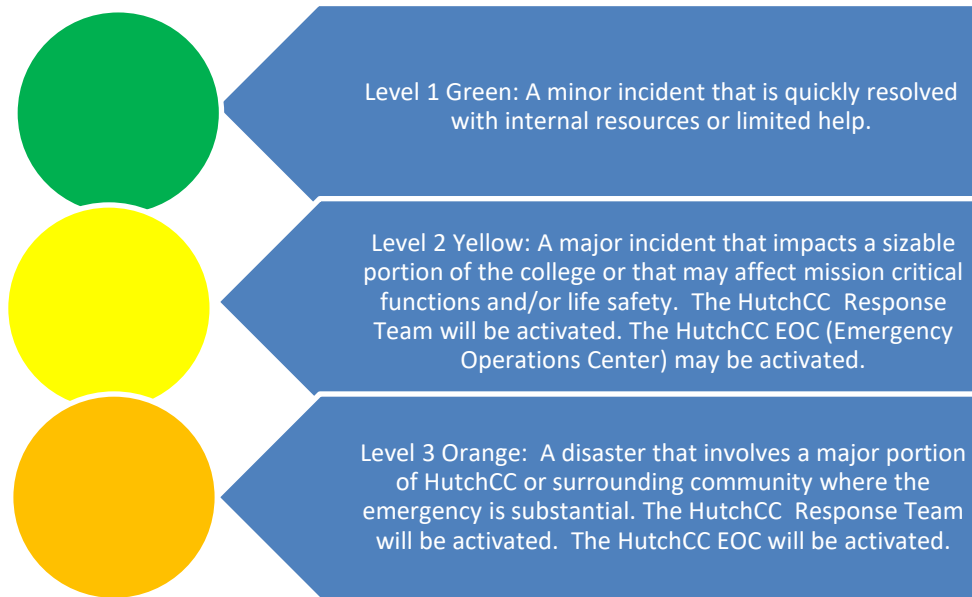
## Oversight

The HutchCC Campus Safety Program is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, campus life, and business activities. Three teams with designated responsibilities will carry out these activities.

## Preparedness Team

1. The HutchCC Facilities Director and Safety Coordinator (with guidance from the CSED in collaboration with the HutchCC Crisis Team) will be responsible for making sure that plans, emergency equipment, and infrastructure to deal with an emergency are in place.
2. The HutchCC CSED and Safety Coordinator in concert with the Crisis Team may convene meetings/seminars and prepare summary materials to increase employee awareness of the content of this plan.

**Figure 2.  
Response Levels**



## Response Team

This team coordinates the emergency response. The Response Team is comprised of the following members:

1. HutchCC CSED (Campus Safety Executive Director)
  - A. Determines level of response, Level 1 Green, Level 2 Yellow, Level 3 Orange.
  - B. Communicates with HutchCC Emergency Operations Center.
  - C. Communicates with the HutchCC Safety Coordinator or Security Personnel at (620-665-3379).
  - D. Communicates with the HutchCC Vice President and/or President, if needed.
  - E. Communicates with members of the Response Team.
2. HutchCC Campus Safety Coordinator
  - A. Organizes the HutchCC response command and control structure. The Incident Command System is one of several incident management structures available for use.
3. HutchCC Facilities Director
  - A. Identifies essential employees are on-site.
  - B. Will direct evacuation (via fire alarm pull station) if necessary.
4. PR Director
  - A. Initiates Emergency Alert communication to inform the HutchCC community of the situation.
  - B. Posts the message on the HutchCC website.
  - C. Updates the message on social media.

**5. Crisis Team**

- A. Determines student/staff needs.
- B. Liaise with first responders and provide any help or information needed.
- C. Helps with evacuation (if needed).
- D. Aids in lockdown (if needed).
- E. Administers first aid as necessary (if needed).

## **Recovery Team**

The purpose of this group is to restore teaching, campus life, and business functions promptly. The Recovery Team is comprised of:

- 1. Hutchinson Community College CSED
- 2. Hutchinson Community College CIO
- 3. Hutchinson Community College Vice Presidents
- 4. Hutchinson Community College Facilities Director
- 5. Hutchinson Community College Facilities Assistant Director
- 6. Hutchinson Community College Custodial Services Coordinator

## **Direction and Control**

**1. Decision-making**

When an incident occurs, everyone is responsible for the immediate life safety response of themselves and the personnel under their care. This could include such actions as calling 9-1-1, evacuating the immediate area, activating the fire alarm, and (depending upon the level of training) providing first aid or extinguishing fires.

The HutchCC President, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate HutchCC Administration official or the EOC (if activated).

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HutchCC designates the following line of succession in the absence of the President:

- A. Vice President of Finance and Operations
- B. Vice President of Student Services
- C. Campus Safety Executive Director

**2. Control**

The HutchCC CSED is responsible for the coordination of HutchCC response resources to the incident. HutchCC designates the following line of succession in the absence of the CSED:

- A. Vice President of Finance and Operations
- B. Vice President of Student Services
- C. Campus Safety Coordinator

**3. Communications**

Several avenues exist for communication with HutchCC employees, student workers, and volunteers. Depending upon the extent/level of the situation, multiple communication paths may be used to keep personnel informed.

- A. RAVE Emergency Alert System
- B. Messaging on campus phones
- C. Emails
- D. Video/TV Display boards
- E. Social Media
- F. Radio

The HutchCC PR and Marketing department should be consulted for assistance and activation of the HutchCC Crisis Communication Plan. As a minimum, information will be reviewed by the HutchCC CSED or VP of Students before release for mass distribution.

**4. Plan Maintenance**

The HutchCC EOP is developed through the HutchCC Crisis Team. The HutchCC CSED and the Crisis Team are responsible for coordinating plan development and changes as necessary.

The Appendices to the EOP provide supporting information and response guidance for identified hazards.

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

The plan will be reviewed and re-promulgated every three years.

Questions about this plan should be directed to the Hutchinson Community Crisis Team or the HutchCC CSED (Campus Safety Executive Director).



## Appendices

- A. Communication Contact List
- B. Crisis Team Contact List
- C. Abbreviations and Acronyms
- D. Definitions
- E. Hutchinson Community College Hazard Analysis
- F. Hutchinson Community College Communications Plan
- G. Hutchinson Community College Closure Plan
- H. Emergency Action Plans
  - 1) Disaster – Natural or Human Caused
  - 2) Evacuation
    - a. Evacuation Map
    - b. Tornado Shelter Locations
  - 3) Shelter in Place/Lockdown
  - 4) Fire/Explosion
  - 5) Medical Injury
  - 6) Poisoning
  - 7) Chemical Spill
  - 8) Natural Hazards
    - a. Severe Weather
    - b. Wildfire Ash/Air Quality
    - c. Earthquake
  - 9) Building Systems (Utilities) Failures
  - 10) Threat of Violence
    - a. Crimes in Progress
    - b. Sexual Assault
    - c. Armed intruder
    - d. Hostage Situation
    - e. Bomb Threat
    - f. Bomb/Suspicious Object
    - g. Suspicious Person
  - 11) Disruptive person
- I. Unit Specific Response Plans for Unit Specific Operations/responsibilities
  - 1) EOP
- J. Code Adam – Missing Youth Support

## Appendix A

### Communication Contact Lists

Important Phone Numbers		
Post This Page Near Your Phone		
	Calling from On Campus	Calling from Off-Campus
POLICE /FIRE / Emergency Medical Assistance	9-1-1	9-1-1
Campus Safety	3379	620-665-3379
Campus Safety Executive Director	620-727-6688	620-727-6688
CIO (Chief Information Officer)	3523	620-665-3523
Counseling Services	3377	620-665-3377
Director, Facilities	3590	620-665-3590
Asst. Director, Facilities	3580	620-665-3580
Coord, Custodial Services	3456	620-665-3456
Director, PR & Marketing	3526	620-665-3526
President	3506	620-665-3506
VP, Academic Affairs	3508	620-665-3508
VP, Student Services	3583	620-665-3583
VP, Finance & Operations	3595	620-665-3595
VP, Workforce Development	3552	620-665-3552

## Appendix B Crisis Team Contact List

Title/Position	Bldg Rep	First Name	Last Name	Cell	Office	Location
Lead Dorm Sprvr	X	Darrell	Adams		620-727-2794	Elland Hall
VP, Finance/Ops		Julie	Blanton		3595	PSU Business Office
Program Dir, PTA	X	Travis	Booe		3396	PC101A
Sports Info	X	Steve	Carpenter		3593	Sports Arena
Housing Director	X	Shelby	Branting		3403	Elland Hall
AD, Newton & McP	X	Laura	Bretz		6210	McP & Newton
Science Faculty	X	Chuck	Buller		3314	Smith Science Center
Sports Information	X	Steve	Carpenter		3593	Sports Arena
Dir, Dept 1	X	Alison	Casebolt		4931	Davis Hall
Outreach Specialist	X	Jennifer	Carter		620-245-0202	McPherson Center
Exec. Director of IT		Rex	Cheever		3523	Lockman Hall
Safety Coord		Darrin	Cox		3379	Campus Safety Center
Head FB Coach	X	Drew	Dallas		3419	Mull Football Complex
Production Mgr.	X	Shane	Dawson		3341	SFAC Recital Hall
Title IX		Bernadett	Dillon		8163	PSU SSC South
RLRC Director	X	Brad	Fenwick		3560	RLRC
PM Spvr, RLRC	X	Paula	Freeman		3449	RLRC
Coord. Counseling		Debbie	Graber		3581	Student Success Center
Office Mgr Facilities	X	Lori	Hall		3590	OT 112
Coord, Cosmetology	X	Alex	Hass		4575	Cosmetology
Exec Dir, SA & CS		Dana	Hinshaw		3322	PSU Basement
CDL Coordinator	X	David	Krueger		8172	Pioneer Hall

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Title/Position	Bldg Rep	First Name	Last Name	Cell	Office	Location
VP of Students		Christopher	Lau		3583	PSU SSC North
Director, HR	X	Brooks	Mantooth		3497	PSU HR
Dept 5, Chair	X	Cliff	Moore		4408	Fire Science Center
Director, B&I	X	Dave	Mullins		8123	ITC
Analyst/Media Prod	X	Bobby	Obermite		3433	Media Prod/Bldg 12
President		Tricia	Paramore		3506	Lockman Hall, Pres Office
Admin Assistant		Becky	Rogers		3505	Lockman Hall, Pres Office
Director, Facilities		Don	Rose		3597	OT 112
System Support Mgr	X	Amber	Schweizer		3376	LH115
Coord, Gowans	X	Nathan	Shelton		3590	Gowans
Faculty, Welding	X	Greg	Siepert		8128	Ade Wifco RCIC 103
Outreach Specialist	X	Paula	Soto		316-283-7000	Newton Center
Asst. Coord. Safety		Chad	Steele		3379	Campus Safety Center
Dept 2 Co-Chair	X	Sheldon	Stewart		3460	STC108
Director, PR/Mktg		Denny	Stoecklein		3526	Lockman Hall
Director, Enrollment		Brea	Turner		3328	Student Success Center
Curric./Assmnt Coord.	X	Rachel	Wannamaker		3353	Lockman Hall
Program Coordinator	X	Heath	Weninger		3589	Ag Diesel Building
VP, Academic Affairs	X	Mel	Whiteside		3508	LH, VP Office
Dir, Childcare Center	X	Julie	Wisbey		3598	Childcare Center
Admin. Assistant		Michelle	Wortham		3377	Student Success Center

(Personal Information. Do not release or re-distribute)

**Hutchinson Community College  
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## Appendix C

### Abbreviations and Acronyms

Abbreviation	Definition
CIO	Chief Information Officer
CSED	Campus Safety Executive Director
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
HutchCC	Hutchinson Community College
PPE	Personal Protection Equipment
PR	Public Relations
VP	Vice President

## Appendix D

### Definitions

1. **Shelter in Place:** Finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of a tornado or chemical, radiological, or another hazard.
2. **Lockdown:** An emergency situation in which people are not allowed to freely enter, leave, or move around in a building or area because of danger, for example, armed intruders. Once the building is locked down, DO NOT ALLOW ENTRY UNDER ANY CIRCUMSTANCES OTHER THAN EMERGENCY PERSONNEL WITH ID.
3. **Crisis Team:** This team serves a critical purpose in minimizing the impact of a crisis. This is done by effective response, coordinated resources and personnel, and strategies to mitigate financial, operational, and reputational damage.
4. **Essential Personnel:** Those who conduct a range of operations and services that are typically essential to continue critical infrastructure operations.
5. **Incident Command System:** A standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy.

## Appendix E

### Hutchinson Community College Hazard Analysis

The incident planning checklist outlines potential emergencies that may be encountered by HutchCC and should be addressed when developing criteria for planning for specific incidents.

Review each of the criteria and evaluate the criteria as though/if the incident were to impact your area of responsibility.

The calculated scores will help identify which incidents have the greatest impact and require more emergency management activity to prepare for the incident.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>Assessment Score</b>
Occurrence to the department or has high potential to do so (5) annually, (4) last 2-5 yrs., (3) last 5-10 yrs., (2) last 10-25 yrs., (1) > 25 yrs.	Effect the hazard has on the health and welfare of the majority of HutchCC (5) Life-threatening, (4) Health/safety threat, (3) Psychological disruption, (2) Disrupt ability to do job 24 hrs., (1) Disrupt ability to do job <8 hrs.	Vulnerability of academic operations (3) High risk (2) Medium risk (1) Low risk	Effect the hazard has on the physical infrastructure within your institution (3) Disrupt most services > 12 hrs., (2) Disrupt some services 6-12 hrs., (1) Disrupt a few services < 6 hrs.	$A^2 \times B^2 \times C \times D$



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	Occurrence Score	Health & Safety	Academic Operations	Property & Environment	Assessment Score
<b>Fire Emergencies</b>					
Minor Fire - 1 Room	2	2	1	1	16
Major Fire - 3 or More Rooms	1	5	1	3	<b>75</b>
Explosion	1	3	2	1	18
Wildfire	1	1	1	2	2
<b>Medical Emergencies</b>					
Death/Homicide	1	3	2	1	18
Injury	1	1	1	1	1
Food Poisoning	1	3	1	1	3
Mass Casualties	1	2	2	1	8
Disease Outbreak	1	3	2	1	18
Odors	1	1	1	1	1
Animal	1	1	1	1	1
<b>Hazardous Materials</b>					
Material Release (air)	1	2	1	1	4
Spill/Exposure	1	2	1	1	4
Radiation Exposure	1	2	1	1	4
Asbestos Release	1	2	1	1	4
Biological Exposure	1	2	1	1	4

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	Occurrence Score	Health & Safety	Academic Operations	Property & Environment	Assessment Score
<b>Transportation Accidents</b>					
Automobile Accident	1	1	1	1	1
Aircraft Collision with Building	1	1	1	1	1
Pedestrians/Bicyclists	1	2	1	1	4
Non-road Vehicle (Tractor/farm)	1	1	1	1	1
Aviation	1	1	1	1	1
<b>Evacuation</b>					
Sporting Events	1	1	1	1	1
Planned Events	1	1	1	1	1
Evacuation	1	2	1	1	4
Shelter-in-place	1	2	2	1	8
<b>Natural Hazard</b>					
College Closure	1	1	3	1	3
Flooding	2	1	2	4	<b>64</b>
Ice/Snowstorm	4	1	3	2	<b>96</b>
High Wind/Tornado	4	1	3	4	<b>192</b>
Earthquake	1	5	3	3	<b>225</b>
<b>Building Systems</b>					
Telephone/Telecom Failure	1	1	1	1	1
Utility Failure - Electrical	4	2	2	1	<b>64</b>

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	Occurrence Score	Health & Safety	Academic Operations	Property & Environment	Assessment Score
Utility Failure - Water	4	2	2	1	64
Utility Failure - HVAC	4	2	2	1	64
Utility Failure - Hood Ventilation	1	1	1	1	1
IT Server Hardware Failure	4	1	4	1	64
Structural Failure	1	3	1	2	18
<b>Threat of Violence</b>					
Bomb Threat	4	3	1	1	144
Bomb/Suspicious Object	1	2	2	2	16
Campus Violence/Suspicious Person	3	3	2	1	162
Weapons	3	3	1	1	81
Vandalism	5	1	1	1	25
Hostage Situation	1	3	2	1	18
Kidnapping	1	3	1	1	3
Armed Intruder/Lock Down	1	4	3	1	48
Bias Incident	1	3	1	1	9
<b>Terrorism</b>					
National/State Level	1	3	1	1	9
Local Level	1	3	1	1	9
<b>Interpersonal Emergencies</b>					
Sexual Assault	4	3	1	1	144

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	Occurrence Score	Health & Safety	Academic Operations	Property & Environment	Assessment Score
Stalking	4	1	1	1	16
Relationship/Workplace Violence	2	3	1	1	36
Missing Student/Staff	1	3	1	1	9
Suicide	2	3	2	1	<b>72</b>

## Appendix F

### Hutchinson Community College Communication Plan

1. See Appendix A for contact names and phone numbers.
2. HutchCC CSED or designee receives communication of an emergency and needs to notify HutchCC members.
3. HutchCC CSED notifies
  - A. Designated members of the HutchCC Crisis Team, who then notify the rest of the team.
4. HutchCC Facilities Director
  - A. Notifies Facilities Assistant Director, Custodial Services Coordinator, and Maintenance staff.
5. HutchCC PR Director
  - A. Posts messages to the HutchCC web page and main phone line (if applicable).
6. HutchCC Vice Presidents
  - A. Notifies affected instructors and staff.
7. Contingencies
  - A. Telephone outages should be anticipated, and employees should be advised to check more than one source (e.g., social media, webpage, radio) for confirmation of information.

## Appendix G

### Hutchinson Community College Closure Plan

If circumstances require emergency closure of HutchCC, the following procedures shall be followed for the maintenance of essential services and effective communication to employees, students, and volunteers.

#### 1. Decision-making

The decision to change the hours of operation for HutchCC on any given day (or to open late or close early) due to an emergency, rests with the HutchCC President or their designee, with communication with President's Council.

- A. In cases where the HutchCC President is on travel and unreachable, the VP of Academic Affairs, VP of Finance and Operations, VP of Student Services, and VP of Workforce Development and Outreach shall make such decisions.
- B. If none of the above VPs can be reached, the following are to be contacted, in order:
  - i. Primary designee: Campus Safety Executive Director
  - ii. Secondary designee: PR Director

#### 2. HutchCC Notification

- A. Decisions on HutchCC closure will follow the procedures outlined above.
- B. Notification of any delayed opening or closure shall be communicated immediately by activating Appendix F – Emergency Communication Plan
  - i. Internal communication methods to reach appropriate HutchCC personnel, students, and community members.
    - a. Emergency Alert System
    - b. Email lists
    - c. Electronic message boards
    - d. Web site

- e. Social media
  - f. Local Radio
- C. After an all-clear has been received and normal operations can resume, the HutchCC CSED will notify the Response Team and have them use the Communication process to inform employees that they may return to HutchCC.

## Appendix H

### Emergency Action Plans (Disaster-Natural or Human-Caused)

#### 1. Mitigation

- A. HutchCC periodically reviews and updates portions of the emergency plan.
- B. HutchCC conducts periodic education on the emergency plan to build knowledge and awareness of responsibilities.

#### 2. Preparedness

- A. HutchCC has developed a plan that addresses the campus emergency management system for extraordinary situations that are likely to have a catastrophic effect on the normal functioning of HutchCC facilities and the surrounding area.
- B. The HutchCC Emergency Operation Plan has been developed to respond to the needs of HutchCC during a disaster and will be placed into operation by the HutchCC CSED when an incident reaches proportions beyond the capacity of routine procedures.
- C. When the HutchCC Emergency Operations Plan is activated, except for an earthquake, the HutchCC Emergency Operations Center will be the HutchCC Campus Safety Office.
- D. If the telephone system is not operational, alternative communication methods will be established by HutchCC.

#### 3. Response

**Police: 9-1-1**

**HutchCC Campus Safety: 620-665-3379**

**HutchCC Campus Safety Executive Director**

- A. Remain calm.
- B. Report unsafe conditions or need for medical assistance to 9-1-1.



- C. Render first aid if you are properly trained.
- D. Listen for announcements or alarms and follow instructions from emergency response personnel.
- E. Don't use the elevator during an emergency, use the stairs.
- F. If you are stranded in an elevator, use your cell phone to summon help.
- G. Don't drink the water and don't use gas or electric devices until emergency personnel determine that it is safe to do so.
- H. Do not attempt to fight a fire until after you have notified 9-1-1 that there is a fire, have previously obtained fire extinguisher training, and feel safe to do so.

#### 4. Recovery

- A. Check in with HutchCC leadership to determine the response status.
- B. Do not enter a building until allowed to do so.
- C. Once entering the building, inspect your work area and report any issues.

## Appendix H

### Emergency Action Plans (Evacuation)

#### 1. Mitigation

- A. Building Representatives should identify personnel who are to remain to operate critical operations before evacuation and develop detailed instructions that include evacuation threshold criteria.
- B. Identify personnel who are responsible for rescue or emergency aid.

#### 2. Preparedness:

- A. Learn the locations of the two closest evacuation points.
- B. Learn where fire alarm pull stations are in your area.
- C. Learn where emergency equipment is located, in the event you must take it with you as you evacuate.
- D. Pre-identify personnel who may have existing conditions that necessitate assistance during an emergency or evacuation.
- E. Report to the HutchCC Safety Coordinator or CSED any obstructions or limitations to the evacuation routes.
- F. Do not block open fire doors.
- G. Develop an evacuation kit or identify items to take with you as you evacuate (if safe to do so):
  - i. Keys
  - ii. Coat/jacket
  - iii. Handbag/backpack

- iv. Medication
  - v. Appropriate footwear
  - vi. Emergency contact numbers
- H. Review your workplace and identify areas that must be addressed before evacuating:
- i. Valuables that must be locked.
  - ii. Gases that must be turned off.
  - iii. Apparatus that needs to be placed into a safe configuration.
  - iv. Animals
- J. Create position-specific duties for employees to perform and train employees (e.g., HR record security, cashbox, instrument security/shutdown).
- K. Review building-specific emergency or evacuation plans.
3. Response:
- A. When you receive the notice to evacuate the building, or you decide to evacuate due to a nearby danger:
- i. Immediately obey evacuation alarms and orders to evacuate.
    - a. Classes in session must evacuate.
    - b. HutchCC employees are to ensure students, visitors, visiting vendors, and guests to the campus are evacuated.
  - ii. If time allows and without endangering yourself:
    - a. Place equipment in a safe configuration.
    - b. Close doors and windows.
    - c. Inform others in your vicinity of the current situation.
    - d. Take any personal items you may need.

- iii. Leave the building. Do not use elevators.
  - a. Use the nearest, safest exit.
  - b. Warn others as you evacuate, but do not delay your evacuation.
  - c. All personnel are to exit the building.
- iv. Assist persons with mobility or other evacuation concerns.
  - a. Students, employees, and visitors who are disabled should be assisted through hallways and down stairways.
  - b. Wheelchair users should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest area for rescue assistance. Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.
    - 1) If no pre-identified area, go to an area that provides a barrier between you and the hazard.
    - 2) Communicate with responders.
    - 3) Call 9-1-1.
    - 4) Place a cloth or clothing out a window to attract attention.
    - 5) Notify others who are evacuating to inform responders of your location.
- vi. Take your cell phone, valuables, and evacuation kit (if one is available) with you.
- vii. Proceed outside the building. All personnel should move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (minimum 50 feet away)
  - a. If the evacuation area is not suitable, follow the directions of the Building Rep or Crisis Team Members to move to another area.
  - b. In the event of an earthquake, the evacuation area may be too close to buildings or other objects that could fall. Move to the nearest open space to assemble, at a minimum of 1.5 times the height of the building.

- viii. Conduct accountability for personnel under your supervision.
- ix. Wait for official notice before attempting to re-enter the building.
- x. Report problems or concerns to HutchCC Leadership.
- xi. Classroom / Lab Instructors
  - a. Identify an assembly point 50 feet from the building.
  - b. Direct the class to exit through the nearest, safest exit.
  - c. Assign two individuals for each student with disabilities to assist in their safe evacuation from the building.
  - d. Check the classroom/lab area to ensure evacuation is complete before exiting the area.
  - e. Once outside, check to see that no one is missing.

4. Recovery:

- A. Check in with HutchCC leadership to determine the response status.
- B. Do not enter a building until allowed to do so.
- C. Once entering the building, inspect your work area and report any issues.

# Hutchinson Community College Emergency Operations Plan (EOP)



Primary evacuation destination – Hutchinson Sports Arena (Bldg 14 on map)

Secondary evacuation destination – Stringer Fine Arts (Bldg 13 on map)

## Appendix H

### Emergency Action Plans (Tornado Shelter Locations)

ABE OFFICE	INTERIOR HALLWAYS
ADE-WIFCO/RCIC	INTERIOR HALLS OR BATHROOMS
BERGER INDUSTRIAL TECH CENTER	RESTROOMS & INTERIOR OFFICES WITH NO WINDOWS
CAMPUS SAFETY BLDG	BASEMENT
CHILD CARE CENTER	BASEMENT
COSMETOLOGY/BARBERING BLDG	
DAVIS HALL	BASEMENT
DRAGONS' LANDING APARTMENTS	713 BASEMENT
FIRE SCIENCE CENTER	WET ROOM
GOWANS STADIUM	BASEMENT OF SFA, MFC, RLRC OR LH
HUTCHINSON SPORTS ARENA	INTERIOR HALLWAYS OR INTERIOR LOCKER ROOMS
HUTCH CAREER & TECH ACADEMY	BASEMENT
LOCKMAN HALL (LH)	INTERIOR HALLWAYS OF BASEMENT
MCPHERSON CENTER	
MEDIA PRODUCTION/BUILDING 12	INTERIOR HALLWAYS
MULL FOOTBALL COMPLEX (MFC)	BASEMENT
NEWTON – BROOKS TRADE CENTER	
OFFICE TECH BLDG (OT)	BASEMENT OF LH (USE EAST BASEMENT STAIRS)
PARKER STUDENT UNION	NUNEMAKER RM, RM 12, INTERIOR HALLWAY BY CAMPUS STORE
PEEL CENTER	BASEMENT
RESIDENCE HALLS (KENT & ELLAND)	BASEMENTS
RIMMER LEARNING RESOURCE CENTER/JFK LIBRARY (RLRC)	BASEMENT
SHEARS TECH BLDG (ST)	BATHROOMS NORTH OF JUSTICE THEATRE, LH BASEMENT (USE NE ENTRANCE OR EAST BASEMENT STAIRS)
SMITH SCIENCE CENTER	RLRC BASEMENT
SOUTH CAMPUS (WAGNER, PIONEER, AG DIESEL)	PIONEER BASEMENT OR INTERIOR HALLWAYS & ROOMS
STRINGER FINE ARTS CENTER (SFA)	BASEMENT

## Appendix H

### Emergency Action Plans (Shelter In Place/Lock Down)

#### 1. Mitigation

- A. Install locks or devices on doors that allow the door to be locked from the inside.
- B. Obtain keys to lock exterior doors.
- C. Install electronic locking systems in buildings that can be locked by the plant facilities director/designee.

#### 2. Preparedness

- A. Pre-identify interior locations that can be used for sheltering when stormy weather or violence strikes.
- B. Identify how to isolate or turn off the air handling system OR select shelter locations that are not part of the air system.
- C. Review with employees how to respond to acts of violence.
  - i. Familiarize employees with any “safe” word that is used to communicate the situation to Public Safety.
- D. Identify who has the capability and responsibility to lock exterior building doors.

#### 3. Response

When you receive the notice to seek shelter inside a building, or you decide to shelter due to a nearby outside danger (e.g., severe weather, outside environmental danger, or armed intruder):

- A. Seek shelter inside a building and remain there.
  - i. If possible, seek shelter in areas without hazards (e.g., chemicals, fume hoods, water tanks, loose material, etc.).
  - ii. If possible, warn anyone outside the building to immediately enter.



- iii. Determine if a threat of violence is present and the building/occupants should lock internal and access doors.
- B. If a weather incident, go to the lowest level of the building, and stay in interior hallways, away from glass doors and windows.
- C. If an outside chemical or hazardous material causes the sheltering, move everyone to the 2<sup>nd</sup> or 3<sup>rd</sup> floor of the building.
  - i. Close exterior doors and windows.
  - ii. Shut down the building's air handling system.
- D. If a lockdown situation:
  - i. If safe to do so, lock the exterior doors.
  - ii. Seek shelter inside a room where that the door can be locked and barricaded.
  - iii. Lock the door and barricade it.
  - iv. Stay away from windows so no one can see you.
  - v. Seek cover behind/under solid objects.
  - vi. Silence cell phones or other devices that could draw the intruder's attention.
- E. If safe to do so, contact the following and report your situation:
  - i. 9-1-1
  - ii. HutchCC Campus Safety
- F. Monitor TV or website news, if possible.
- G. Wait for official notice to resume normal activities.
  - i. By HutchCC Alert notification.
  - ii. By person in the hallway announcing, "all clear" (it is acceptable to ask for official identification before unlocking the door).

- H. Conduct accountability for personnel under your supervision.
- I. Be prepared to conduct immediate evacuation if told to do so.
- J. Report problems or concerns to HutchCC leadership.

4. Recovery

- A. Check in with HutchCC leadership to determine the response status.
- B. Do not exit the building until allowed to do so.

## Appendix H

### Emergency Action Plans (Fire/Explosion)

#### 1. Mitigation

- A. Store and handle flammable, combustible, and other hazardous materials in accordance with HutchCC policies/procedures.
- B. Maintain a tidy, waste-free work area.
- C. Conduct monthly room inspections of common areas to reduce fire hazards.
- D. Participate in building evacuation drills.
- E. Identify employee responsibilities:
  - i. Custodians and Crisis Team Members will help evacuate people.
  - ii. The Facilities Director/Assistant Director or Campus Safety Coordinator looks at the panel to determine where the fire/explosion located. Check out that area for concern.
  - iii. Faculty with students – ensure students under direct faculty supervision are evacuating.
  - iv. Employees are required to stay behind and operate critical equipment before evacuating.
- F. Report problems with fire safety systems immediately to the Facilities Director.

#### 2. Preparedness

- A. Identify staff familiar with fire and life safety policies and responsibilities, including use of portable fire extinguishers.
- B. Identify the closest two exits to your work location.

- C. Identify escape routes to the nearest exits.
- D. Identify where the fire alarm pull station and fire extinguishers are located.
- E. Know where the outside evacuation assembly point is for the building.
- F. Report to the HutchCC Safety Coordinator any obstructions or limitations to the evacuation routes.
  - i. Evacuation maps posted in each room.
  - ii. Have SDS (Safety Data Sheets) available to first responders.

3. Response

**Fire Emergency: Call 9-1-1**

***Immediate procedures when fire, smoke, or an explosion is detected:***

- A. Activate the nearest fire alarm pull station to alert building occupants and Public Safety.
  - i. The fire alarm will sound.
  - ii. Buildings will also have strobe light activation to indicate an active fire alarm.
- B. Call 9-1-1 to report the fire alarm, after evacuating the building.
- C. Custodial staff and Crisis Team Building Representatives aid in evacuation.
- D. If the fire is not detectable, the Facilities Director/Assistant Director or Campus Safety Coordinator, looks at the fire alarm panel to determine where the fire is. Check out that area for concern.
- E. Everyone leaves the building immediately when an alarm sounds. Notify others around you of the evacuation, but do not delay your evacuation.
  - i. If time allows and you can perform the action without endangering yourself:
    - a. Place the equipment you are operating into a safe configuration before evacuating.

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Emergency Operations Plan (EOP)**

- b. Close doors and windows before evacuating if this can be accomplished quickly and safely. It is particularly important to close doors to contain the fire in the room/area of origin.
- F. Evacuate through the nearest safest exit.
  - i. See Appendix H – Emergency Action Plans (Evacuation)
- G. Do not re-enter the building until fire or police permit to do so.
- H. Move to a safe evacuation area. If an evacuation area cannot be reached or is unknown, move as far away from the building as practical, so as not to be in danger or in the way of emergency responders (a minimum of 50 feet).
- I. Once safely outside, check to make sure no one is missing, and inform emergency responders/Crisis Team if someone is unaccounted for.
- J. Do not use elevators during an evacuation.
- K. If evacuation routes are blocked, remain in your room, close your door, stand by a window, call 9-1-1 to report your location, and wait for fire department assistance.
- L. Individuals with mobility or evacuation concerns:
  - i. Students, employees, and visitors with disabilities should be assisted through hallways and down stairways.
  - ii. Wheelchair users should follow evacuation routes on the ground floor of a building. If not on the ground floor, wheel to the nearest assembly area (fire escape or stairway door). Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.
    - a. If there is no pre-identified area, go to an area that provides a barrier between you and the hazard.
    - b. Communicate with responders.
    - c. Place a cloth or clothing out a window to attract attention.
    - d. Notify others who are evacuating to inform responders of your location.

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- A. Employees are not required to attempt to fight a fire. If you are trained to do so, and can safely do so, use the appropriate fire extinguisher to attempt to extinguish small fires (office trash can size). Ensure 9-1-1 has been called before attempting to extinguish the fire.

4. Recovery

- A. Check in with HutchCC Leadership to determine the response status.
- B. Do not enter a building until allowed to do so.
- C. Once entering the building, inspect your work area and report any issues.

## Appendix H

### Emergency Action Plans (Medical Injury or Death)

#### 1. Mitigation

- A. Conduct a Job Hazard Analysis to identify work that could potentially cause injuries. Develop a plan to reduce the risk of injury.
- B. Train personnel in First Aid, CPR, and AED.

#### 2. Preparedness

- A. Know where the workplace medical response items are (first aid kit, AED, PPE, etc.).
- B. Know who in your workgroup is trained in first aid.
- C. Review with co-workers the response actions to potential workplace injuries.

#### 3. Response

##### **Medical Emergency: Call 9-1-1**

##### **HutchCC Campus Safety: Call 620-665-3379**

- A. Remain calm, and initiate lifesaving measures if necessary.
- B. Do not move the injured person unless there is a danger of further harm.
- C. Call 9-1-1 for emergency medical assistance.
- D. Call out for help so others nearby can respond to the incident.
- E. Call or send someone to call 9-1-1 for Emergency Medical Services (dial 9-1-1).
- F. Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury, or illness, whether the victim is conscious, etc.
- G. Administer first aid (if properly trained).

- H. Keep the victim as comfortable as possible.
- I. Remain with the victim until the assistance arrives.
- J. DO NOT give fluids or food unless authorized by a medical provider.
- K. Protect yourself from potential blood-borne pathogens (human blood and other bodily fluids).
- L. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personal protective equipment.
- M. Send someone to meet the ambulance and guide it to the patient.

4. Recovery

- A. If the injured person is an employee, contact the employee's supervisor and initiate the reporting procedures as directed.
- B. If you think you have been exposed to bodily fluids:
  - i. Seek medical treatment from your physician or other health care provider.
  - ii. Report the exposure to your supervisor and complete an incident report.



## Appendix H

### Emergency Action Plans (Poisoning)

#### 1. Mitigation

- A. Review the types and purpose of poisonous materials and properly dispose of them if no longer needed or replace them with a less poisonous substance.
- B. Properly label poisonous materials and ensure labeling is legible.

#### 2. Preparedness:

- A. Ensure personnel using poisonous materials are familiar with the hazards and appropriate response.
- B. Consult the Safety Data Sheet and wear appropriate personal protective equipment.

#### 3. Response

**Poison Control Center: Call 1-800-222-1222**

**Fire/Ambulance: Call 9-1-1**

**HutchCC Campus Safety: 620-665-3379**

- A. If poison is splashed in the eyes
  - i. Call out for help so others can come to you.
  - ii. Rinse eyes with running water for up to 15 minutes and hold the eyelid open while water flows over the eyeballs. Do not rub the eyes.
  - iii. Call 9-1-1 for medical assistance, if needed.
  - iv. Call the Poison Control Center.
  - v. Contact the employee's supervisor.
  - vi. Contact the HutchCC Safety Coordinator.

- vii. Protect yourself against exposure to hazardous materials.
- B. If poison is splashed on the skin:
- i. Call out for help so others can come to you.
  - ii. Take off any splashed clothing and rinse the skin with running water for up to 15 minutes.
  - iii. Call 9-1-1 for medical assistance, if needed.
  - iv. Call the Poison Control Center 1-800-222-1222.
  - v. Contact the employee's supervisor.
  - vi. Contact the HutchCC Safety Coordinator.
- C. If poison is inhaled:
- i. Get patient to fresh air, and open doors and windows.
  - ii. Call 9-1-1.
  - iii. Call the Poison Control Center at 1-800-222-1222.
  - iv. Contact the HutchCC Safety Coordinator.
  - v. Contact the employee's supervisor (if student, contact Student Success Center).
  - vi. Protect yourself against exposure to hazardous materials. Consult the Safety Data Sheet and wear appropriate personal protective equipment.
- D. If poison is ingested:
- i. Call out for help so others can come to you.
  - ii. Call 9-1-1 for medical assistance, if needed.
  - iii. Call the Poison Control Center at 1-800-222-1222.

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- iv. If a cleaning product is swallowed, prepare to give one glass of water or milk to drink, under the direction of the Poison Control Center (unless the person is unconscious, having convulsions, or is unable to swallow).
- v. Contact the employee's supervisor.
- vi. Contact the HutchCC Safety Coordinator.

4. Recovery

- A. Follow HutchCC Spill response procedures to clean up chemicals and rinse with water.
- B. Initiate reporting procedures as appropriate. Human Resources and Business Office have incident forms.

## Appendix H

### Emergency Action Plans (Chemical Spill)

#### 1. Mitigation

- A. Identify and obtain spill response materials, based on the chemical substance being used (to include PPE).
- B. Develop a spill response plan specific to the chemical being used.

#### 2. Preparedness

- A. Know the chemical information before working with the chemical.
  - i. Review the latest Safety Data Sheet (SDS).
  - ii. Know the hazards of the chemical.
  - iii. Have and use the appropriate PPE before using the chemical.
  - iv. Know the spill response plan for the chemical.

#### 3. Response

**Medical Response: Call 9-1-1**

**HAZMAT Response: Call 9-1-1**

**HutchCC Campus Safety: Call 620-665-3379**

- A. Alert people in the immediate area to evacuate and close doors to the affected area.
- B. Determine the size of the spill and respond appropriately, according to the spill response plan.
  - i. Immediately evacuate the area if you are not equipped to mitigate the spill.
  - ii. Don PPE (personal protective equipment).

- iii. Obtain spill control materials.
  - iv. Contain the spill.
  - v. Dispose of material correctly.
- C. Attend to injured or contaminated person if safe to do so.
  - D. Have the person with knowledge of the incident or area assist responding emergency personnel.

***Additional information:***

- A. Some emergencies require evacuation of buildings. The sound of the fire alarm system or verbal orders in the building will signal evacuation.
    - i. See Appendix H – Emergency Response Procedures (Evacuation)
  - B. Check to make sure no one is missing and inform emergency responders if someone is unaccounted for.
  - C. Do not use elevators during an evacuation.
4. Recovery
- A. Follow the HutchCC Spill response procedures to clean up water and chemical waste.
  - B. Report to the Plant Facilities Department.
  - C. Report spills to Environmental Health and Safety for assistance with regulatory reporting.

## Appendix H

### Emergency Action Plans (Natural Hazards)

#### Severe Weather

(lightning, high winds, tornado, flooding, heat, cold, snow)

#### 1. Mitigation

- A. Conduct risk analysis of HutchCC's outside operations.
- B. Develop personnel safety threshold criteria for automatic protective actions.
- C. Develop incident safety threshold criteria for automatic cancellation or implementation of protective actions.
- D. Review the HutchCC weather-related events and their impact on operations.

#### 4. Preparedness

- A. Review work plan and weather response criteria before outside work.
  - i. FEMA Informational web site <http://www.ready.gov/natural-disasters>
  - ii. National Weather Service <http://www.weather.gov/safety>
  - iii. State of Kansas Road Information <http://www.KanDrive.gov>
  - iv. Everbridge Emergency Alert System through Reno County Emergency Management
- B. Know how to reach the nearest safe area for a weather incident.
- C. Obtain appropriate response equipment for weather-related events.
- D. Review weather-related information to better prepare for events.

**3. Response**

**A. Heat**

- i. Be sure to hydrate.
- ii. Monitor work/rest level.
- iii. Avoid sunshine/create shade.
- iv. Monitor the health of animals.

**B. Lightning**

- i. Avoid contact with corded devices or electrical equipment.
- ii. Avoid contact with plumbing.
- iii. Stay away from windows.
- iv. Avoid tall objects as they are natural lightning rods.
- v. Take shelter in a sturdy building.
- vi. Take shelter in an automobile. Avoid touching metal surfaces.

**C. High Winds/Tornado**

- i. Seek shelter indoors (see Tornado Shelter Locations).
  - a. Move away from glass windows.
  - b. Move to the lowest level of the building and/or smallest room.
  - c. Avoid blowing debris.
- ii. Secure loose objects that may blow away.
- iii. Identify safe areas to move to in case the winds become extreme.

D. Flooding

- i. Monitor area for rising water.
- ii. Do not drive through flooded areas – TURN AROUND, DON'T DROWN.
- iii. Do not walk through moving water.
- iv. Do not park near streams or other waterways.

E. Winter Storms (ice/snow/cold)

- i. Stay indoors during the storm. Monitor weather service forecasts.
  - a. National Oceanic and Atmospheric Administration (NOAA) website <https://www.noaa.gov/weather>
  - b. National Weather Service <http://www.weather.gov/ict>
  - c. State of Kansas Road Information <http://www.KanDrive.gov>
- ii. Dress appropriately
  - a. Dress in layers.
  - b. Keep dry.
- iii. Open cabinet doors/office doors to allow heat to circulate in closed spaces.
- iv. Unless pre-approved, DO NOT burn materials inside of buildings to create heat (e.g., kerosene heaters, BBQs, candles).

4. Recovery

- i. Check on the welfare of fellow employees/students/visitors.
- ii. Review the workplace for post-incident damage. Contact Facilities to request a repair.
- iii. Review incident response and adjust response plan if necessary.



- iv. If major damage (i.e., tornado, high winds, etc.).
  - a. Evacuate as possible to a safe location.
  - b. Begin search and rescue as soon as possible with regard to personal safety.
  - c. Administer first aid as necessary.

## Appendix H

### Emergency Action Plans (Natural Hazards)

#### Wildfire Ash / Air Quality

#### (Air quality index > 100)

##### 1. Mitigation

- A. Conduct risk analysis of HutchCC's outside operations.
- B. Develop personnel safety threshold criteria for automatic protective actions implementation.
- C. Develop incident safety threshold criteria for automatic cancellation or implementation of protective actions.
- D. Review HutchCC's poor air quality-related incidents and their impact on unit operations.

##### 2. Preparedness

- A. Review work plan and poor air quality response criteria before outside work.
  - i. Air Quality Index <https://www.airnow.gov/>
  - ii. National Weather Service <http://www.weather.gov/safety>
- B. Know how to reach the nearest safe area for a hazardous air quality incident.
- C. Obtain appropriate response equipment for ash-related incidents.
- D. Review ash-related information to better prepare for incidents.

##### 3. Response

- A. During ashfall:
  - i. Stay Indoors until the ash has settled.

- ii. If outside, seek shelter immediately.
- iii. Use a mask, handkerchief, or cloth to cover your nose and mouth.
- iv. Monitor local announcements for information on wildfire details.
- v. Do not wear contact lenses as these will result in corneal abrasion.
- vi. If there is ash in your water, let it settle and then use the clear water. If there is significant ash in the water supply, do not use your dishwasher or washing machine. Water contaminated by ash will usually make drinking water unpalatable before it presents a health risk.
- vii. Monitor the health of animals.

**B. Vehicles**

- i. If possible, avoid driving.
- ii. If driving is crucial, then:
  - a. Drive slowly.
  - b. Use headlights and ample windscreen fluid (Using wipers on dry ash may scratch the windscreen).
  - c. Change oil and oil filters frequently, every 50-100 miles in heavy dust.
  - d. Clean wheel brake assemblies every 50-100 miles for very severe road conditions.
  - e. Change air filters frequently.

**4. Recovery**

**A. Clean-Up Precautions:**

- i. Always wear PPE (minimum of a dust mask or N95 and goggles).
- ii. Lightly water down the ash deposits before they are removed by shoveling.

- a. Be careful not to excessively wet the deposits on roofs, causing excess loading and danger of collapse.
- b. Use extra precautions on ladders and roofs. The ash makes surfaces slippery.

**B. Clean-Up Procedures:**

- i. Place the ash into heavy-duty plastic bags.
- ii. Cut grass and hedges only after rain or light sprinkling and bag the clippings.
- iii. Ensure good ventilation while cleaning.
- iv. Vacuum surfaces before wiping as the fine grit ash will scratch most surfaces.
- v. Use a wetting agent and a damp rag.
- vi. Wash clothing in small batches after brushing away excess ash.
- vii. Use compressed air to clean computer, TV, and radio equipment.
- viii. Replace air filters in vehicles and HVAC systems.
- ix. If pets go out, brush them before letting them indoors.

## Appendix H

### Emergency Action Plans (Natural Hazards)

### Earthquake

#### 1. Mitigation

- A. Secure, or ask Facilities to secure, items in your office or work area that would be a hazard in an earthquake (e.g., bookcases, water coolers, etc.).
- B. Identify safe spots in each room to Drop, Cover, and Hold.
- C. Participate in earthquake drills.
- D. Conduct off-site data backup of essential information.

#### 2. Preparedness

- A. Preparation tips for workplace emergency evacuation:
  - i. Think through your evacuation scenario from different parts of the campus or your commute and be familiar with the evacuation route map.
  - ii. Review the earthquake Emergency Action Plan and the “DO NOTs” noted.
  - iii. Have a backpack ready with emergency gear (see <https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/earthquake.html> for details). Routinely store, if practical, your coat, hat, phone, and essentials (e.g., handbag) where they can be accessed easily.
  - iv. Be prepared, but also be mentally prepared to leave everything behind if not readily accessible. Timely evacuation is a higher priority than emergency supplies or personal items.
  - v. Preprogram essential phone numbers and alerts into cell phones and other devices.
  - vi. Develop a habit of noting whereabouts outside your door (e.g., gone for the day; on leave until Thursday). This will prevent others from looking for you unnecessarily.

**B. Work Neighborhoods:**

- i. Employees are encouraged to communicate with individuals along their hallway or section of the building. Self-designated 'work neighborhoods' may be formed voluntarily (e.g., west wing, east wing).
- ii. Meet with your 'neighbors' to talk through evacuation. Focus especially on the first few minutes after the shaking stops.
- iii. Some topics to discuss are checking on neighbors, grabbing gear for neighbors if they are not in their offices; drilling as a group; designating a meeting spot; what to do about injured/trapped coworkers; recording your whereabouts regularly outside your door; keeping contact numbers for the group in your backpack.
- iv. Respect, but note, individuals' wishes (e.g., to opt out of the group, or to meet up with family members instead).

**C. Supervisors:**

- i. Impress upon your employees that regardless of how slight the shaking might seem; they are expected to evacuate when it is safe to do so in case of any earthquake.
- ii. Be prepared to contact employees in the event of an earthquake or other evacuation in the absence of warning signs (e.g., shaking).

**D. All Employees:**

- i. DO NOT go back to your office or spend time packing; grab your emergency gear ONLY if it is handy. Evacuate to higher ground immediately.
- ii. DO NOT wait for an official warning. Evacuate even if the shaking is slight.
- iii. DO NOT re-enter buildings. You will not have time, and they may be unstable.
- iv. DO NOT return to the campus until an "all clear" from local officials has been issued; beware of unfounded rumors of an all-clear.

4. Response:

A. If you feel an earthquake:

- i. Protect yourself (Drop, Cover, and Hold-on). Evacuate the building as soon as you deem it safe.
  - a. Stay away from glass.
  - b. Do not use a doorway unless you know it is a load-bearing doorway.
  - c. Do not exit the building while shaking is going on. Falling debris can kill you.
  - d. Do not use elevators.
  - e. Do not pull the fire alarm.
- ii. If outside during the shaking, move away from buildings or other objects that could fall.
- iii. Bring only items you can easily grab, including backpacks especially packed with emergency gear, coat, hat, phone, and essentials (e.g., handbag).

4. Recovery

- A. Do not re-enter a building until it has been seismically inspected.
- B. Expect aftershocks and more building damage to occur.
- C. Extinguish small fires.
- D. Follow HutchCC's guidance for follow-up activities.

## Appendix H

### Emergency Action Plans (Building Systems (Utilities) Failure) (gas, water, sewer, electrical)

#### 1. Mitigation

- A. Identify utility cutoff switches/valves and who can operate them.
- B. Coordinate with Facility Operations for pre-planning of response incidents.

#### 2. Preparedness

- A. Train employees on response to different types of utility failures:
  - i. When to evacuate
  - ii. When building access will be denied

#### 3. Response

**HutchCC Campus Safety: 620-665-3379**

**HutchCC Plant Facilities: 620-665-3590**

- A. In the event of extended utility loss (power, water, sewage, etc.) to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:
  - i. Evacuate the building if necessary.
    - a. Lab hood ventilation is lost.
    - b. Power is lost.
  - ii. Contact Facilities at 620-665-3590 or 24-hour Campus Safety to report the problem.
  - iii. If stuck in the elevator, use your cell phone to request assistance.



- a. Remain calm.
- b. Call out for help.
- c. DO NOT attempt to exit the elevator without emergency responders present.
- iv. Be prepared to provide fire monitors if occupancy is permitted during a utility outage.

**B. Building re-entry:**

- i. If the building DOES NOT have a backup generator, and the life safety/fire detection system is not powered, a Fire Watch must be implemented if the building is to be re-occupied while the power is out. A Fire Watch must:
  - a. Be competent in identifying fire hazards.
  - b. Be able to communicate to the fire department if a response is needed.
  - c. Be familiar with the structure and emergency plan.
  - d. Perform patrols every 60 minutes to look for instances of fire.
  - e. Keep a log sheet containing the person's name, the time each activity was conducted, and a description of the activity.
- ii. If the building has a backup generator that powers the life safety/fire detection systems, confirm the generator is running and re-occupy the building.

**4. Recovery**

- A. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- B. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water is turned back on.

## Appendix H

### Emergency Action Plans (Threat of Violence)

### Crimes in Progress

#### 1. Mitigation

- A. Lock your office door, even if you are leaving for only a few seconds. This is the single greatest deterrent to theft.
- B. Report broken locks, doors, windows, or lights to Facilities Services.
- C. Keep money and jewelry in a safe place, out of sight. Don't carry a large amount of cash with you and don't flash money in public view.
- D. Don't keep valuables in an unattended backpack or a locker at the gym (locked or unlocked).
- E. Respect and ensure the integrity of the security card access system.
- F. Don't prop doors open or try to get around the system by some other method. You not only place your safety and valuables in jeopardy but also your fellow workers.
- G. Always remove the keys from your car and lock it. If you have valuables in your car, place them in the trunk or out of public view.

#### 2. Preparedness

- A. Inventory and engrave your valuables. Use your driver's license number followed by the state, or the last 4 digits of your SSN if you do not have a license. This will make recovery easier and make it easy to prove ownership.
- B. Be aware! Recognize your vulnerability.
- C. Report all suspicious persons, vehicles, and activities to the Public Safety Department immediately by dialing 9-1-1.
- D. Use the "buddy system" and watch out for your neighbor.

- E. Report lights that are out and any hazardous conditions immediately to the Facilities department at 665-3590.

### 3. Response

#### A. Move to a safe location.

- i. Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.
- ii. Call the HutchCC Campus Safety at 620-665-3379.
- iii. Call 9-1-1.
- iv. Remain calm, tell the safety officer/police where you are calling from, and what has happened, and give your name and the phone number to call you back.
  - a. If safe to do so, attempt to get a good description of the criminal. If the criminal is entering a vehicle, note the license number, make, model, color, and outstanding characteristics of the vehicle. Answer all questions asked. Remain on the telephone until the dispatcher releases the call.
- v. In the event of a civil disturbance contact HutchCC Campus Safety at 620-665-3379. Continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
- vi. Meet the police when they arrive, if safe to do so.
  - a. Do not interfere with those people creating the disturbance, or with authorities on scene.

### 4. Recovery

#### A. Cooperate with law enforcement.

## Appendix H

### Emergency Action Plans (Threat of Violence)

### Sexual Assault

#### 1. Mitigation

- A. Try to avoid isolated or poorly lit areas. It is more difficult to get help if no one is around.
- B. Walk with purpose. Even if you don't know where you are going, act like you do.
- C. Talk with a friend on the phone while walking.
- D. Don't allow yourself to be isolated with someone who is crossing your boundaries, someone you don't trust, or someone you don't know very well.
- E. Avoid putting music headphones in both ears and/or being overly focused on your phone so that you can be more aware of your surroundings, especially if you are walking alone. Perpetrators look for perceived vulnerabilities in their potential targets.

#### 2. Preparedness

- A. Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- B. Trust your instincts. If a situation or location feels unsafe or uncomfortable, consider how you can remove yourself.
- C. Try to think of an escape route. How would you try to get out of the room or area? Are there people around who might be able to help you? Is there an emergency phone nearby?

#### 3. Response

**Police/Paramedics: 9-1-1**

**HutchCC Campus Safety: 620-665-3379**

**BrightHouse - Sexual Assault 24-hr Crisis Line: 620-663-2522**

**Title IX/Equity & Compliance Coordinator: 620-665-3512**

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- A. React early - fight for your life, strike eyes, throat, and groin. Pull your attacker's hair.
- B. Yell "Fire" to draw attention to you.
- C. Run away to a place where there are other people.
- D. Call 9-1-1.
- E. Call Campus Safety at 620-665-3379.
- F. Preserve evidence - do not wash your clothes, shower, douche, or clean the area where the crime was committed.

4. Recovery

- A. Check in with your supervisor for access to HutchCC support systems.
- B. Contact Title IX/Equity and Compliance Coordinator at 620-665-3512.
- C. Contact BrightHouse: Sexual Assault 24-hour Crisis Line at 620-663-2522.

## Appendix H

### Emergency Action Plans (Threat of Violence)

### Armed Intruder

#### 1. Mitigation

- A. Install locks or devices on doors that allow the door to be locked from the inside.
- B. Obtain keys to lock exterior doors.

#### 2. Preparedness

- A. Review with employees how to respond to acts of violence.
  - i. Watch the Run, Hide, Fight video – <http://www.youtube.com/watch?v=5VcSwejU2D0>.
  - ii. Familiarize employees with any “safe” word that is used to communicate the situation to Campus Safety.
- B. Identify who has the capability and responsibility to lock exterior building doors.
- C. An armed intruder is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on the campus. Armed intruder situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Be aware that the emergency phone lines become overwhelmed in this type of situation.
- D. Know the response by law enforcement.
  - i. They will bypass the wounded and anyone else as they go directly to the shooter.
  - ii. They evaluate every person as an armed intruder. Keep your hands above your waist, stay on the floor, and do not distract the responder from finding the shooter.

- iii. When directed out of the building, keep your hands empty, keep them above your head, and move quickly in the direction responders tell you.

### 3. Response

#### **Police: 9-1-1**

**HutchCC Campus Safety: 620-665-3379**

#### **Emergency Medical Response: 9-1-1**

- A. If an armed intruder is outside your building or inside the building you are in, you should:
  - i. Try to remain calm.
  - ii. Run, if you feel it is safe to do so. Try to warn employees, students, and visitors to run away.
    - a. Have one person call 9-1-1 and provide: "This is (name), (give your location) and we have an armed intruder at (building on HutchCC campus), gunshots fired." If you can see the offender(s), describe the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity.
    - b. If you have observed any victims, give a description of the location seen and a description.
- B. If you cannot run away, seek immediate shelter.
  - i. Proceed to a room that can be locked or barricaded.
  - ii. Lock and barricade doors and windows. Turn off the lights—close the blinds. Block windows.
  - iii. Turn off radios and other devices that emit sound.
  - iv. Keep yourself out of sight and take adequate cover/protection (e.g. hide inside a closet, get behind concrete walls, thick desks, filing cabinets, or any other object that will stop bullet penetration).
  - v. Stay close to the ground after locking the door and finding a hiding place.
  - vi. Silence cell phones.
  - vii. Have one person call 9-1-1 and provide: "This is (name), (give your location) and we have an armed intruder at (building on HutchCC campus), gunshots fired." If you

can see the offender(s), describe the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity.

- viii. If you have observed any victims, give a description of the location seen and a description.
  - ix. If you observed any suspicious devices (improvised explosive devices), provide the location seen and description.
  - x. If you heard any explosions, provide a description and location.
  - xi. Wait until a uniformed police officer, or a HutchCC official provides an “all clear”. Ask for identification to confirm the responder’s status. When directed by emergency personnel, raise your arms above your head, so your hands are visible and evacuate.
  - xii. Unfamiliar voices may be an armed intruder trying to lure you from safety; do not respond to commands until you can verify with certainty that they are being issued by a law enforcement officer or HutchCC official.
  - xiii. Rescue of people should only be attempted if it can be accomplished without further endangering the persons inside the secure area.
  - xiv. Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.
  - xv. If a lockdown is implemented, no one will be allowed to enter or leave the building.
- C. If an armed intruder enters your office or classroom, you should:
- i. Arm yourself with any kind of improvised weapon possible.
  - ii. Fight for your life.
- D. If you are in an outside location and encounter an armed intruder, you should:
- i. Try to remain calm.
  - ii. Move away from the armed intruder or sounds of the gunshot(s) and/or explosion(s).
  - iii. Look for appropriate locations for cover/protection (e.g., brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration).
  - iv. Try to warn others to take immediate cover.
  - v. Call 9-1-1 and provide the information listed in the first guideline.



**4. Recovery**

- A. Be prepared to be interviewed by officials.
- B. Contact your supervisor to seek counseling services, if needed.

## Appendix H

### Emergency Action Plans (Threat of Violence) Hostage Situation

#### 1. Mitigation

- A. Avoid threatening or offensive gestures/comments when provoked.
- B. Don't wear headphones or be occupied by your cell phone in non-familiar places.
- C. Safeguard your schedule to avoid others predicting where you will be.
- D. Change your routine periodically.
- E. Change your route of travel.

#### 2. Preparedness

- A. Be aware of how others may perceive you or how much attention you draw to yourself.
- B. Be familiar with your surroundings as you travel. Know where police stations or public areas are located.
- C. Try to avoid using ATMs at night.
- D. Walk and talk with confidence.
- E. Be part of a group.
- F. Carry your bags across your chest and under your arm.
- G. Carry little cash with you.
- H. Be aware of others around you or express an interest in your activity.

3. Response

A. What to do if taken hostage:

- i. Be patient. Time is on your side. Avoid drastic action.
- ii. The first 45 minutes are the most dangerous. Be alert and follow instructions.
- iii. Do not speak unless spoken to and then only when necessary.
- iv. Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish a rapport with the captor. Probably, the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.
- v. Try to rest. Avoid speculating. Expect the unexpected.
- vi. Be observant. You may be released or escape. You can help others with your observations.
- vii. Be prepared to speak to law enforcement personnel on the phone.

4. Recovery:

- A. Be prepared to be interviewed by officials.
- B. Contact your supervisor to seek counseling services, if needed.

## Appendix H

### Emergency Action Plans (Threat of Violence)

### Bomb Threat

#### 1. Mitigation

- A. Make sure all outside doors are locked on all buildings during non-open hours.
- B. Make sure all mechanical rooms are locked and not accessible to the public.

#### 2. Preparedness

- A. Periodically review the bomb threat checklist.
- B. Have access to a copy (electronic or paper) that can be completed during/after the phone call.

#### 3. Response

- A. Keep the caller on the phone as long as possible.
- B. Get detailed information from the caller (use Bomb Threat Checklist).
- C. Look at the telephone display, if equipped, write down the number.
- D. Have someone call 9-1-1.
  - i. Give your name, location, and telephone number. Inform the dispatcher of the situation.
  - ii. Include any information you may have as to the location of the bomb, the time it is set to detonate and the time you received the call.
  - iii. Do not hang up until the dispatcher releases you from the conversation or if you feel threatened to remain on the phone in your current location.

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- E. Inform HutchCC Campus Safety and your supervisor and /or department head.
- F. Inform HutchCC CSED.
- G. Evacuate if directed to do so.
- H. If you should spot a suspicious object, package, etc., report it to the Police at 9-1-1 and HutchCC Campus Safety at 620-665-3379. Do not touch, tamper, or move it in any way.

4. Recovery

- A. Be prepared to be interviewed by officials.
- B. Contact your supervisor to seek counseling services, if needed.

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**BOMB THREAT  
PROCEDURES**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist on the right.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If your phone has a display, copy the number and/or letters on the window display/Caller ID.
5. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from a different phone.
6. During the call or as soon as possible afterward, complete the Bomb Threat Checklist. Write down as much detail as you can remember. Try to get exact words.
7. Upon termination of the call, do not hang up the phone, but from a different phone, contact Campus Safety immediately with information and await further instructions.

**If a bomb threat is received by a handwritten note:**

1. Call 9-1-1 and Campus Safety.
2. Handle note as minimally as possible.

**If a bomb threat is received by email:**

1. Call 9-1-1 and Campus Safety
2. Do NOT delete the message.

**Suspicious Package**

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**Suspicious Package Response Procedures:**

- DO NOT use two-way radios or cell phones. Radio signals have the potential to detonate a bomb.
- DO NOT evacuate the building until police arrive and evaluate the threat.
- DO NOT activate the fire alarm.
- DO NOT touch or move a suspicious package.

**Who to contact:**

- Campus Safety (620) 665-3379
- 9-1-1

**BOMB THREAT  
CHECKLIST**

Date/Time: \_\_\_\_\_ Caller ID: \_\_\_\_\_

Time Call Hung Up: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

**Ask the caller:**

Location of bomb: \_\_\_\_\_

Time for explosion: \_\_\_\_\_

Appearance of the bomb: \_\_\_\_\_

Kind of bomb: \_\_\_\_\_

What will detonate bomb: \_\_\_\_\_

Did you place the bomb: ☐ Yes ☐ No

Why did you do it: \_\_\_\_\_

What is your name: \_\_\_\_\_

**Exact Words of Threat**

**Information About Caller**

**Caller's Voice**

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep tone
- ☐ Deep breathing
- ☐ Disguised
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Male
- ☐ Nasal
- ☐ Rapid
- ☐ Raspy
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

**Background Sounds**

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Vehicle motor
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Construction noises

**Threat Language**

- ☐ Incoherent
- ☐ Message read
- ☐ Message taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other information:

## Appendix H

### Emergency Action Plans (Threat of Violence)

### Bomb/Suspicious Object

#### 1. Mitigation

- A. Keep the work area clean and clutter-free so that suspicious objects can be quickly noticed.

#### 2. Preparedness:

- A. If a mail handler, review the criteria for identifying a suspicious package.

- i. USPS –

- [https://about.usps.com/publications/pub166/pub166\\_v04\\_revision\\_112019\\_tech\\_021.htm?\\_gl=1\\*659fj4\\*\\_gcl\\_au\\*MTg4MzI4ODMwNC4xNzIxNzYyNjI0\\*\\_ga\\*NzczNDE5NTI1LjE3MjE3NjI2MjQ.\\*\\_ga\\_3NXP3C8S9V\\*MTcyMTc2MjYyNC4xLjEuMTcyMTc2MjY1Ny4wLjAuMA](https://about.usps.com/publications/pub166/pub166_v04_revision_112019_tech_021.htm?_gl=1*659fj4*_gcl_au*MTg4MzI4ODMwNC4xNzIxNzYyNjI0*_ga*NzczNDE5NTI1LjE3MjE3NjI2MjQ.*_ga_3NXP3C8S9V*MTcyMTc2MjYyNC4xLjEuMTcyMTc2MjY1Ny4wLjAuMA)

- B. Post the suspicious package poster in the mail handling area.

- i. USPS <http://about.usps.com/posters/pos84.pdf>

#### C. Response

- A. Do not touch the device.

- B. Immediately evacuate the area. Go to the evacuation point.

- i. Look for other objects as you depart.

- ii. Look around the evacuation area for other suspicious objects.

- C. Do not use cellular or radio communication within 100 feet of the device.

- D. Evacuate others in the vicinity.

- E. Call 9-1-1 to report the suspicious object.

F. Be prepared to move farther away, if directed by law enforcement.

4. Recovery

A. Be prepared to be interviewed by officials.

B. Contact your supervisor to seek counseling services, if needed.



## Appendix H

### Emergency Action Plans (Threat of Violence)

### Disruptive Person

#### 1. Preparedness

A. Review with employees how to respond to acts of violence.

- i. Watch the Run, Hide, Fight video –  
<http://www.youtube.com/watch?v=5VcSwejU2DQ>.
- ii. Familiarize employees with any “safe” word that is used to communicate the situation to the Campus Safety Office.

B. There are times when behavior is so disruptive that an immediate referral to the Vice President of Students is appropriate. The term “classroom disruption” means behavior a reasonable person would view as interfering with the conduct of the class. Examples of increasing seriousness include:

- i. Making distracting noises.
- ii. Persistently speaking without being recognized.
- iii. Repeatedly interrupting.
- iv. Resorting to physical threats or personal insults.

C. Learn the symptoms of a distressed person.

- i. Employees can play an extremely important role in referring students for help. You are frequently able to first observe signs of distress and, although it is not always apparent, students typically hold employees in high regard.
- ii. Signs that a student or person is distressed include:

- a. Excessive absences.
- b. Declining academic or work performance.
- c. Poor emotional control.
- d. Excessive moodiness.
- e. Sleeping, and/or eating habits that change dramatically.
- f. Excessive concern about personal health, persistent depression.
- g. Talking openly about suicide.
- h. Repeatedly engaging in risky behavior.

**D. Learn the response to intervening to a potentially distressed person.**

- i. A simple expression of concern in most cases is the most powerful way of helping a student. Tell them what you have observed and that you are concerned about their well-being and their success. Explain there are services available on campus to help students and employees get back on track when life circumstances are getting in the way. In some cases, it might be helpful to assist the person in getting in touch with HutchCC Counseling services or call to let the office know that a student will be getting in touch with them. Assure the student that counseling services are a confidential place to discuss their concerns. If an employee, direct them to Human Resources for assistance.
- ii. If you are unsure about whether or how to intervene with a student or person who appears to be distressed, ask yourself the following questions:
  - a. Is the behavior distressingly out of the ordinary?
  - b. Is this beyond my skill level?
  - c. Is this behavior getting worse?
  - d. Am I feeling like I want to talk with someone about my observations and concerns?
  - e. Does the behavior place anyone at immediate risk?

- iii. If you answer “yes” to any of these questions, it is probably a good idea to consult with a colleague. If involving a student, please report your concerns to the HutchCC BIT (Behavior Intervention Team). If you deem that immediate assistance is needed, call Campus Safety 620-665-3379 and HutchCC Counseling Services 620-665-3377. Either can help you evaluate the situation and assist you in considering your options for intervention. If involving an employee, contact the employee’s supervisor for assistance. If no other resource is available, contact Campus Safety 620-665-3379.

## **2. Response**

### **Police: 9-1-1**

### **HutchCC Campus Safety: 620-665-3379**

- A. When a very serious or threatening incident of disruptive behavior occurs in the classroom, academic building, or on the HutchCC campus, or the behavior places anyone at immediate risk, call Campus Safety immediately.

## **3. Recovery**

- A. Be prepared to be interviewed by officials.
- B. Contact your supervisor to seek counseling services, if needed.

## Appendix I

### Functional Plans

#### (Unit Specific Response Plans for Unit Specific Operations/Responsibilities)

#### [school/department/work unit] EOP

##### 1. Purpose

This plan establishes procedures and responsibilities for how the [school/department/work unit] will interact within the HutchCC emergency operations structure.

##### 2. Scope

This applies to all [school/department/work unit] personnel that are identified within the HutchCC Emergency Operations Plan.

##### 3. Overview

The [school/department/work unit] is part of the HutchCC emergency preparedness effort. Due to the size or complexity of the [school/department/work unit] daily operations, the HutchCC plan allows the [school/department/work unit] to establish an internal Emergency Operation Plan to assist with communication and command and control.

##### 4. Planning Assumptions

- A. [school/department/work unit] may have an incident that is localized to their operation and not to the College.
- B. Unless specifically covered in this [school/department/work unit] EOP, the HutchCC EOP is the source document for emergency preparedness.

##### 5. Concept of Operations

An incident occurs that is within the capability or responsibility of the [school/department/work unit]. Through this plan, the [school/department/work unit] has identified a command-and-control

structure to plan for and respond to localized events. This plan is coordinated with the HutchCC Emergency Operations Plan.

The HutchCC Emergency Operations Plan provides guidance, direction, and emergency management programmatic elements that this local EOP is designed to augment.

## **6. Organization and Assignment of Responsibilities**

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for the [school/department/work unit].

### **A. Oversight**

- i. The [school/department/work unit] Head is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and business activities. Three teams with designated responsibilities will carry out these activities.

#### **a. Preparedness Team**

- 1) [school/department/work unit] Head (with guidance from the HutchCC CSED) will be responsible for making sure that plans, emergency equipment, and infrastructure to deal with an emergency are in place.
- 2) [school/department/work unit] Head will convene meetings/seminars and prepare summary materials to increase employee awareness of the content of this plan.

#### **b. Response Team**

- 1) This team coordinates the emergency response. The Response Team is comprised of the following members:
  - a) [school/department/work unit] Head
    - I. Organize the [school/department/work unit] response command and control structure.
    - II. Communicates with HutchCC Department Operation Center

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- III. Communicates with the \_\_\_\_\_ (emergency)  
\_\_\_\_\_ (non-emergency)
- IV. Communicates with members of the Response Team.
- V. Initiates communication to inform [school/department/work unit] personnel of a closure.

b) [school/department/work unit] Building Manager

- I. Identifies essential employees are on-site.
- II. Will direct evacuation (via fire alarm pull station) if necessary.

c) [school/department/work unit] Manager

- I. Notifies affected instructors, students, intern programs, and visiting colleges/universities of the current situation.

c. Recovery Team

- 1) The purpose of this group is to restore teaching and business functions in a timely manner. The Recovery Team is comprised of:

- a) [school/department/work unit] Director
- b) [school/department/work unit] Network Administrator
- c) [school/department/work unit] Academic Program Coordinator
- d) [school/department/work unit] Academic Program Manager
- e) [school/department/work unit] Business Office Manager
- f) [school/department/work unit] Facilities Manager

## 7. Direction and Control

### A. Decision-making

When an incident occurs, everyone is responsible for the immediate life safety response of themselves and the personnel under their care. This could include such actions as calling 9-1-1, evacuating the immediate area, activating the fire alarm, and (depending upon the level of training) providing first aid or extinguishing fires.

The [school/department/work unit] Head, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate HutchCC Administration official or the College EOC (if activated).

[school/department/work unit] designates the following line of succession in the absence of the Head:

- 1)
- 2)
- 3)

### B. Control

The [school/department/work unit] Head is responsible for the coordination of response resources to the incident.

The [school/department/work unit] will organize and coordinate incident response from the following locations (in order of preference):

- 1)
- 2)

## 8. Communications

Several avenues exist for communication to HutchCC employees, student works and volunteers. Depending upon the extent/level of situation, multiple communication paths may be used to keep personnel informed. The following are included but not limited to:

- A. Emergency Alert System
- B. Messaging on campus phones
- C. Emails

- D. Video/TV Display boards
  - E. Social Media
  - F. Radio
9. The HutchCC PR and Marketing department should be consulted for assistance and activation of the HutchCC Crisis Communication Plan. As a minimum, information will be reviewed by the HutchCC CSED or VP of Students prior to release for mass distribution.

**10. Plan Maintenance**

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

Questions about this plan should be directed to [school/department/work unit] Head.



## Appendix J

### Code Adam (Missing Youth) Support

#### 1. Purpose

This plan establishes procedures and responsibilities for how the hosting facility will interact with programs involving youth (programmatic, scheduled visits, or impromptu visits/public) within their facility.

#### 2. Scope

This applies to all personnel working under the direction of a hosting facility that is within the EOP of that facility.

#### 3. Overview

The hosting facility is part of the youth program emergency preparedness effort due to the presence of youth. Due to the separateness of the hosting facility's daily operations, the youth program plan allows the hosting facility to establish an internal Emergency Operations Plan to assist the youth program with emergency response.

#### 4. Planning Assumptions

- A. Unless specifically covered in a unit EOP, the youth program EOP is the source document for emergency preparedness and response to an incident within the program.
- B. The youth program leader and hosting facility have discussed how to respond to a report of a missing child from the youth program.

#### 5. Concept of Operations

An incident occurs that is within the physical area of responsibility of the hosting facility. Through this EOP, the hosting facility has identified a command-and-control structure to plan for and respond to localized incidents. The host facility should coordinate with the embedded youth program's EOP.

#### 6. Organization and Assignment of Responsibilities

The youth program lead is responsible for the safety and protection of life during all youth program activities. The hosting facility should augment response efforts to an incident under the direction of the youth program lead.

## **7. Direction and Control**

### **A. Decision-making**

When an incident occurs, everyone is responsible for the immediate life safety response of themselves and the personnel under their care. This could include such actions as calling 911, evacuating the immediate area, activating the fire alarm, and (depending upon the level of training) providing first aid or extinguishing fires.

The youth program lead, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate HutchCC/responding official.

### **B. Control**

The youth program lead is responsible for the coordination of response resources to the incident. The hosting facility will organize and coordinate the incident response of their employees to augment the youth program staff as directed by the youth program lead.

## **8. Communications**

- A. The youth program lead will notify the host facility employees of an incident requiring their support via phone.

## **9. Plan Maintenance**

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

**Attachment 1**  
**Facility Code Adam Response Support**

When a child is reported missing, ***any employee receiving the report*** should take the following steps:

1. Notify the youth program leader so they can implement their Code Adam response plan. As a minimum, the Youth Program staff should:
  - ☐ Determine where and when the missing youth was last seen.
  - ☐ Call HutchCC Campus Safety at 620-665-3379 and 9-1-1.
  - ☐ Thoroughly search their area of operations.
  - ☐ Complete the missing person information sheet.
2. Notify the facility lead of the developing missing child situation.
  - A. If no facility leads or employees are on-site, (e.g., exterior space or remote field trip), the youth program leader must implement a response with the resources available.
3. If directed by the youth program leader, the facility lead should implement the following response:
  - A. Announce a Code Adam in your facility.
  - B. Secure the facility.
  - C. Distribute complete missing person information to facility employees.
  - D. Search your facility and adjacent grounds.
  - E. Coordinate command and communication of your employees' search and security responses.
  - F. Identify a private area for police to establish a missing person response operation center or interview area.
  - G. Liaison with the youth program and responding police officials.
  - H. Notify facility employees when Code Adam is canceled (when directed by responding police official).

**Form 1.**

**Missing Child Information Form**

<b>Child Name</b>			
<b>Age</b>		<b>Gender / Ethnicity</b>	
<b>Height</b>		<b>Weight</b>	
<b>Distinguishing features (hair color, eye color, birthmarks, etc..)</b>			
<b>Clothing color and type</b>			
<b>Shoe color and style</b>			

<b>Date/Time last seen</b>	
<b>Location last seen</b>	
<b>Person with whom youth was last seen with</b>	

<b>Your Name</b>	
<b>Your current location (address)</b>	
<b>Your cell phone number</b>	

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**Attachment 2**  
**Facility Guidance**  
**Secure the Facility**

1. Send employees to each exterior door to monitor ingress/egress of people
  - A. Personnel should not endanger themselves nor use force to deny an individual their right to exit or enter the facility.
  - B. Personnel should explain to people that the building is secure, a search is being conducted to locate a missing infant/child, and that it should only be for a few minutes and waiting will help the search finish faster.
    - i. “We have a security issue that involves an infant/child. Would you wait here for a few minutes while we resolve it?”
2. If a person has a bag that could hold the missing child, politely ask for a voluntary inspection.
  - A. “We have a security issue that involves an infant/child. May we look in your bag?”
3. If visitors are uncooperative, contact responding security (or local response management) to notify them of the situation.
  - A. If individuals insist on leaving, try to get their name, details of the attire, and vehicle information and relay to security. Don’t leave your external door un-guarded, but note their direction of travel and, if possible, have someone observe/document the individual and where they are going.

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**Searching the Facility**

1. Staff not securing exits should search their department and common areas e.g. waiting areas, lobbies, public restrooms, hallways, outside grounds area, parking lots, and stairwells until “All Clear” is announced.
  - A. Search the area visually by opening cupboards, closets, desk drawers, filing cabinets, waste receptacles, linen carts, etc.
    - i. When entering rooms listen first for sounds and turn off machines that may interfere with the detection of infant/child sounds.
    - ii. Close off areas/rooms after they have been searched and monitor to limit reentry of the area.
2. Personnel not in their regular work areas should assist with the monitoring process by posting themselves at hallways, intersections, elevator lobbies, and stairwells and following the guidelines listed above.
  - A. Personnel stationed outside or searching outside should have a cell phone or radio and pen/paper to record information (license plate numbers/ descriptions) for further use.
  - B. Report any suspicious persons or activities to your facility's point of contact or responding security.
3. If a child matching the description of the missing child is found during the search, ask the child to state their name. If they are identified as the missing child, notify the search command post and escort the child to the command area.
4. If the child has been harmed in any way, notify the search command post, and stay with the child until further instructions are provided.
5. If the child is accompanied by an adult, ask for both names. Regardless of whether the child and the adult have the same last name, do not attempt to detain anyone. Rather, use reasonable efforts to delay the person and child from leaving the building. Sometimes, a simple conversation with the child will work.

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**Attachment 3**  
**Found child/reunification**

1. When a child/youth is found (missing guardian) and brought to your facility:
  - A. Have two adults remain with the found youth.
    - i. If two adults cannot stay with the youth, one person needs to stay with the youth but in a public area or within view of a camera.
    - ii. This best practice is to protect the youth as well as the adult from any potential misunderstandings or improper behavior by either entity.
2. Call Campus Safety or 9-1-1 to request law enforcement assistance.
3. Attempt to interview the youth to get a description or name of the guardian or group they were with.
4. Notify facility employees to watch for the guardian or group and inform them to go to the child's location.
5. If releasing the youth to the guardian before law enforcement arrives, document who picked up the youth.
  - A. If not sure that the youth belongs with the person attempting to pick up the child, wait for law enforcement to arrive.
  - B. If the youth is age 16 or older, they are allowed to leave independently once contact has been made with a guardian and the guardian grants permission.