

Hutchinson Community College



Campus Emergency Plan Handbook

Policies and Procedures

The Campus Crisis Team

A crisis is any unplanned event that significantly threatens the health and welfare of members of our campus community, causes operational disruption, physical damage or environmental harm. The HCC Emergency Plans were developed as a resource for our campus to provide our staff and students with operating procedures in the event of a crisis.

The HCC Crisis Team has the responsibility of managing crisis situations that occur on the HCC campus. HCC Crisis Team members will make determinations about the scope and nature of the response, oversee evacuations or sheltering in place, as well as communicating information concerning the crisis. The HCC Crisis Team membership includes the President, Vice Presidents, Director of Plant Facilities, Chief Information Officer, Public Information Officer, Assistant Director of Information Services, Security and Building Representatives.

Being prepared and having a basic understanding of the appropriate procedures can be crucial in an emergency situation. Although the HCC Crisis Team has the responsibility of managing crisis situations; there are tasks that campus members will need to perform in the event of an emergency. It takes an effort by all of us to create and sustain an effective crisis management system.

Emergency Procedures For Fire

FIRE

DEFINITION: A fire in or adjacent to the building

SIGNAL: Continuous ringing of the fire alarm

FIRST ON SCENE

- Pull the fire alarm
- Call 911
- Call Security 665-3379 or 3379

PUBLIC RELATIONS OFFICER

- Coordinate meeting areas for media & parents
- Coordinate media release with Incident Command (IC)

CRISIS TEAM MEMBERS

- Supervise evacuation
- Report to command post
- When safe, release students to return to the building with permission from IC
- Report/Direct all injured to IC

INSTRUCTORS & STAFF MEMBERS

- Close all windows and doors if time allows
- Evacuate to determined site
- Report to your Crisis Team Building Rep
- Assist students with disabilities
- Do NOT re-enter the building without direction from IC.

STUDENTS

- Follow directions of staff members
- Evacuate to determined site
- Do NOT re-enter the building without direction from IC.

EMERGENCY 911

SECURITY: 665-3379 or 3379

CRISIS TEAM: President, Vice Presidents, Director of Plant Facilities, Chief Information Officer, Public Relations Officer, Assistant Director of IT, Security and Building Representatives

Tornado Warning Procedures

TORNADO WARNING

DEFINITION: A tornado warning has been issued for Hutchinson

SIGNAL: Sounding of city-wide alarm and announced through campus wide communication systems

CRISIS TEAM MEMBERS

- Supervise movement of students and staff to shelter locations
- Track weather updates on local radio or internet
- Announce "All Clear" when safe to leave shelter

INSTRUCTORS, STAFF MEMBERS & STUDENTS

- Close all windows and doors, if time allows
- Evacuate to designated tornado shelter (staff & students of legal age can refuse, unattended individuals under legal age will be required to go to the shelter).
- Assist students with disabilities.

TORNADO SHELTER LOCATIONS

ABE Office	Interior Hallways
Building 12	Interior Hallways
Child Care	Basement
Davis Hall	Basement
Fire Science Bldg	Wet Room or any other central rooms without windows
Gowans Stadium	SFA basement, MFC basement, RLRC basement, LH basement
Hutchinson Sports Arena	Small gym or interior hallways
Industrial Technology	Restrooms & interior offices with no window
Rimmer Learning Resource Center (RLRC)	Basement (preferably small rooms)
Lockman Hall	Interior hallways of basement
Mull Football Complex (MFC)	Basement
Office Technologies Bldg (OT)	Basement of LH (Use east basement stairs)
Parker Student Union	Nunemaker Room, Room 12, interior hallway by Campus Store
Peel Center	Basement
Reno County Industrial Center (RCIC)	Interior walls or bathrooms
Residence Halls (Kent & Elland)	Basements
Shears Technology Center	LH basement (Use either northeast entrance or east basement stairs)
Smith Science Center	RLRC basement
South Campus: Wagner, Pioneer, Ag Diesel, Fire Science East & Northwest	Pioneer Basement or interior hallways and rooms
Stringer Fine Arts Center (SFA)	Basement
Student Health Center (HASHS)	Basement

EMERGENCY 911

SECURITY: 665-3379 or 3379

Crisis Team: President, Vice Presidents, Director of Plant Facilities, Chief Information Officer, Public Information Officer, Assistant Director of IT, Security and Area Representatives

Tornado Damage Procedures

TORNADO DAMAGE

DEFINITION: Campus sustains damage from tornado

PUBLIC RELATIONS OFFICER

- Coordinate meeting areas for media & parents
- Coordinate media release & Initiate social media safety check (if necessary)

ALL EMPLOYEES & STUDENTS

- Call 911 & evacuate as possible to a safe location & aid with evacuation as needed.
- Check in with Incident Command &/or social media check.

CRISIS TEAM MEMBERS

- Evacuate as possible to safe location
- Begin search and rescue as possible with regard to personal safety
- Check in with Incident Command (IC)
- Administer first aid as necessary & report/direct all injured to IC
- Assist students with disabilities

TORNADO SHELTER LOCATIONS

ABE Office	Interior Hallways
Building 12	Interior Hallways
Child Care	Basement
Davis Hall	Basement
Fire Science Bldg	Wet Room or any other central rooms without windows
Gowans Stadium	SFA basement, MFC basement, RLRC basement, LH basement
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EMERGENCY 911

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Illness or Injury Procedures

ILLNESS OR INJURY

DEFINITION: An individual is injured or becomes ill on campus

FIRST ON SCENE

- Assess the situation
- Call 911
- Call Campus Security 665-3379 or 3379
- Administer first aid

INSTRUCTORS

- If during a class, use your judgment to determine whether to dismiss or keep class in session

SECURITY

- Administer first aid
- Appoint someone to meet/direct emergency personnel

STUDENTS

- Follow the directions of HCC Staff and/or Security

EMERGENCY 911

SECURITY: 665-3379 or 3379

CRISIS TEAM: President, Vice Presidents, Director of Plant Facilities, Chief Information Officer, Public Information Officer, Assistant Director of IT, Security and Area Representatives

Death on Campus Procedures

DEATH ON CAMPUS

DEFINITION: A student, staff member or other individual dies in a school building or on the grounds. All deaths on campus are handled as crime scenes.

FIRST ON SCENE

- Assess the situation.
- Call 911 and follow directions of dispatch.
- Call campus security 665-3379 or 3379.
- Check for vital signs and administer first aid (when appropriate).
- Secure as much of the area around the body as possible. No one should touch the body or anything near the body after determining no vital signs are present. Everything should be considered evidence.

SECURITY

- Check for vital signs and administer first aid (when appropriate).
- Secure or arrange for building to be secured.
- Lock down building if necessary.
- Move any potential witnesses from location of body to a secure area.
- Ask witnesses to not discuss situation until law enforcement officers (LEO) interview.
- Maintain silence, make sure all cell phones and electronic devices are off or not in use.
- Meet with LEO and obtain status report.
- Contact Crisis Team Building Rep.

CRISIS TEAM MEMBERS

- Aid security
- Notify rest of crisis team members
- Notify HCC Counseling Center.
- Contact the Public Information Officer and other staff where necessary.

PUBLIC RELATIONS OFFICER

- Coordinate meeting areas for media and parents & develop media release with LEO.

INSTRUCTORS & STAFF MEMBERS

- Assist security.
- Remain in area until released by LEO or administration.
- Assist students with disabilities

STUDENTS

- Remain in area until released by LEO or HCC Administration.

EMERGENCY 911

SECURITY: 665-3379 or 3379

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Bomb Threat Procedures

BOMB THREAT

DEFINITION: Threat of an incendiary or explosive device being on campus.

SIGNAL: Bomb Threat announced through our Emergency Alert System (EAS).

FIRST ON SCENE

- Call 911
- Call campus security 665-3379 or 3379
- Initiate lockdown procedures. Lockdown means to make every reasonable effort secure oneself and others inside enclosed building, room or structure.

SECURITY

- Lockdown and shelter in place.
- Contact Crisis Team.
- Search suspected area for device.

CRISIS TEAM MEMBERS

- Aid Security in lockdown of building
- Search immediate area for area for suspicious objects.

CUSTODIANS

- Search work areas then report to security
- Route individuals in hallways and bathrooms to classrooms or other area

FACULTY & STAFF

- Remain Calm
- Lock down or secure room, stay away from doors and windows.
- Search immediate area for suspicious objects.
- Evacuate area if suspicious items are in view, do not touch item, do not use electronic devices near item, call 911 once clear of area.
- If no items are found through the search, remain in rooms until released.
- Assist students with disabilities
- Be prepared to move to Evacuation Site when instructed by law enforcement officers (LEO).

STUDENTS

- Remain Calm
- Follow instructions of the staff and/or faculty in the area.
- Search immediate area for suspicious objects.
- Be prepared to move to Evacuation Site when instructed by LEO.

EMERGENCY 911

SECURITY: 665-3379 or 3379

CRISIS TEAM: President, Vice Presidents, Director of Plant Facilities, Chief Information Officer, Public Information Officer, Assistant Director of IT, Security and Area Representatives

BOMB THREAT CALL CHECKLIST

SIGNAL TO SOMEONE ELSE TO DIAL 911 (DO NOT BREAK PHONE CONNECTION!!)

Exact time & date of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. From where are you calling? _____
9. What is your address? _____
10. What is your name? _____

Caller Voice (circle all appropriate)

Accent	Angry	Broken	Calm	Crying	Deep	Disguised
Excited	Giggling	Lisp	Loud	Nasal	Normal	Rapid
Sincere	Slow	Slurred	Stressed	Stutter	Squeaky	_____

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Additional Remarks: _____

Person receiving call: _____

Phone number call received at: _____

Threat of Violence Procedure

THREAT OF VIOLENCE

DEFINITION: Written or verbal threats, including threats on social media.

FIRST ON SCENE

- If danger is imminent, Call 911 first.
- If this is a threat on social media, screen shot or electronically capture the threat.
- If it is a threat written on campus, document by taking a picture.
- If it is a verbal threat, accurate reporting is imperative (where did it happen, what was said, who said it, who else was there, etc.).
- Call Campus Security 665-3379 or 3379.
- Above all, remain calm.

SECURITY

- If threat is credible and specific, make contact with police.
- Meet with Law Enforcement Officers (LEO) and assist in the investigation.
- Coordinate with other departments (ITS, etc.) to aid in investigation.
- Notify Crisis Team Members.

CRISIS TEAM MEMBERS

- With aid of LEO, determine if evacuation or shelter in place is necessary.
- With aid of LEO, determine if alert should be sent to campus community.

PUBLIC RELATIONS OFFICER

- Develop media release with LEO.

FACULTY, STAFF & STUDENTS

- Above all, remain calm.
- Follow instruction from LEO.
- If an HCC EAS message is issued, follow the directives given.
- Assist students with disabilities

EMERGENCY 911

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Hazardous Materials Released in Building Procedures

HAZARDOUS MATERIAL RELEASED IN BUILDING

DEFINITION: A release of hazardous material inside a building

SIGNAL: Continuous ringing of the fire alarm

FIRST ON SCENE

- Call 911 & Campus Security 665-3379 or 3379.
- Evacuate using fire alarm.

ALL EMPLOYEES

- Assist with building evacuation.
- Do NOT re-enter building without direction from Incident Command (IC) or EAS.
- Report/direct all injured to IC.

STUDENTS

- Evacuate and follow directions of HCC Staff.
- Do NOT re-enter building without direction from Incident Command (IC) or EAS.

CRISIS TEAM MEMBERS

- Report to IC post (should be upwind, uphill & 300 feet from building).
- Supervise evacuation.
- Designate a liaison to meet with IC.
- Assign other roles as needed (communication, shelter, first aid).
- Release students to return with permission from IC.

PUBLIC RELATIONS OFFICER

- Coordinate area for media
- Coordinate media release with IC

EMERGENCY 911

SECURITY: 665-3379 or 3379

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Hazardous Materials Released Outside Procedures

HAZARDOUS MATERIAL RELEASED NEAR CAMPUS BUILDING(S)

DEFINITION: A release of hazardous material within close proximity to campus or a HCC building.

SIGNAL: "Lock down – Hazardous materials released outside" announced through our Emergency Alert System (EAS)

FIRST ON SCENE

- Call 911 & Campus Security 665-3379 or 3379
- Initiate lockdown procedures. Lockdown means to make every reasonable effort secure oneself and others inside enclosed building, room or structure.
- Shut windows and doors.

MAINTENANCE

- Shut down all air handlers (HVAC units).

SECURITY

- Assist in lock down procedure.

CRISIS TEAM MEMBERS

- Check that all windows and doors are shut in your building.
- Post signs on doors to shelter in place.
- Administer first aid\call 911 for injured.
- Announce all clear to your building as IC directs.

ALL EMPLOYEES

- Assist with sheltering occupants in place.
- Do NOT leave shelter before the all clear is announced.
- Report/direct all injured to Crisis Team Members
- Assist students with disabilities

STUDENTS

- Do NOT leave shelter before the all clear is announced.
- Follow instructions of the staff and/or faculty in the area.

EMERGENCY 911

SECURITY: 665-3379 or 3379

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Testing Center Intruder and Hazardous Material Procedures

TESTING CENTER INTRUDER & HAZARDOUS MATERIAL

INSTRUCTIONS for INTRUDER (weapon) and HAZARDOUS MATERIAL

EMERGENCY PLAN FOR TESTING CENTER

1. Examinees will be advised of the situation and what their next step in particular emergency. (Armed Intruder and Hazardous Material procedures).
2. Alternate examiner will contact or be contacted by HCC security and advised what procedures to follow as far as evacuation.
3. Examinees will close test booklets; chief examiner will check test materials in and lock them in the interim, locking, rolling file cabinet. One-hour rule applies.
4. Chief examiner (will use alternative phone) to contact alternate examiner to come into the room to lead the examinees from the room and if needed, from the building. (We have 3 examiners on duty 4 days a week. We GED test 2 of the 4 days.)

Emergency medical kit located in the Information Counter.

Armed Intruder Procedures

ARMED INTRUDER

DEFINITION: Suspect(s) on campus whose activity is immediately causing death and/or serious bodily injury. The activity is not contained and there is immediate risk of death or serious injury to additional victims.

SIGNAL: Hearing shots in the building or “Armed Intruder on Campus” announced through our Emergency Alert System (EAS)

ALL EMPLOYEES & STUDENTS

- Do NOT activate fire alarm. A fire alarm signals people to evacuate and thus places them in potential harm as they exit the building.
- Above all, remain calm and quiet; and stay out of open areas.
- If in a classroom or small area, lock/barricade students & self in classroom, secure until police arrive or until it is no longer safe to remain.
- Spread out in the barricaded room, do not huddle together.
- Turn off lights and equipment, cover and lock any windows or openings that have a direct line of sight into the room, stay away from windows.
- If you are near an exit and feel you are safe to run, get out of the building.
- If hiding is not an option, get out of the building.
- If the shooter breeches your area, be ready to fight, improvise weapons.
- When it's safe to do so, call 911 and campus security 665-3379
- Once the police arrive, obey all commands. This may involve you being hand-cuffed or keeping hands in the air. This is for everyone's safety.
- Assist students with disabilities

CRISIS TEAM MEMBERS

- Determine student/staff needs
- Appoint liaison to meet police

SECURITY

- Assist in lockdown

PUBLIC RELATIONS OFFICER

- Coordinate meeting areas for media, parents, and media release if necessary

EMERGENCY 911

SECURITY: 665-3379 or 3379

CRISIS TEAM: President, Vice Presidents, Director of Plant Facilities, Chief Information Officer, Public Information Officer, Assistant Director of IT, Security and Area Representatives

Armed Intruder Near Campus Procedures

ARMED INTRUDER IN CLOSE PROXIMITY TO CAMPUS

(HHS, COSMOSPHERE, YMCA, 208 ADM BLDG)

DEFINITION: Suspect(s) near campus whose activity is immediately causing death and/or serious bodily injury. The activity is not contained and there is immediate risk of death or serious injury to additional victims.

SIGNAL: "Lock Down, Armed Intruder Near Campus" announced through our Emergency Alert System (EAS).

SECURITY & CRISIS TEAM MEMBERS

- Assist with lock down.
- Determine student/staff needs.
- Appoint liaison to meet law enforcement officer (LEO).
- Announce all clear under the direction of LEO when campus is safe.

PUBLIC RELATIONS OFFICERS

- Coordinate meeting areas for media, parents, and media release if necessary.

ALL EMPLOYEES & STUDENTS

- Do NOT activate fire alarm.
- Above all, remain calm and stay out of open areas.
- If in a classroom or small area, lock/barricade students & self in classroom, secure until police arrive or until it is no longer safe to remain.
- Spread out in the barricaded room, do not huddle together.
- Turn off lights and equipment, cover and lock any windows or openings that have a direct line of sight into the room.
- If you are not in a classroom or small lockable area, try to get to one.
- IF LEOs arrive, obey all commands.
- Assist students with disabilities.

EMERGENCY 911

SECURITY: 665-3379 or 3379

CRISIS TEAM: President, Vice Presidents, Director of Plant Facilities, Chief Information Officer, Public Information Officer, Assistant Director of IT, Security and Area Representatives

