

SECTION 7

EMERGENCY PROCEDURES

Bomb Threat

In the event that a bomb threat phone call is received, stay calm. Attempt to keep the caller on the phone as long as possible and ask questions based on the perceived interests of the caller. Try to mentally record the age, sex, voice qualities, etc. of the caller. Get any information about the location, type of explosive, detonation time, etc. that is possible.

If possible, pass a written note to another person to call 911 and Security. Immediately notify Facilities Management/Security at extensions 321-7657. Notify the President's office at extension 3100 or 3101.

The college has worked with telephone companies to facilitate the tracing of phone calls. (Rev. 6/04)

Emergency Numbers

To report an emergency on the El Dorado campus, call Security at Facilities Management, ext. 3143, 3144 or 321-7657. Security personnel will respond and, when necessary, additional personnel will be notified by pager to assist.

Security		Ext.
321-7657		
President		3100 or 3101, 377-6404
Vice-President of Academic Affairs	3110 or 3108,	323-3382
Vice-President of Finance		3103 or 3217,323-0997
Vice-President of Student Services		3297
or 3298	or 323-5756	
Chief Information Officer	3133, 3256,	218-6323
Director of Facilities Management	3143, 323-	5298

(Rev. 7/08)

Emergency Procedures and Crisis Management

Crisis Management Plan

The purpose of the plan is to establish guidelines and the general course of action to be taken to protect the lives, property, public health and safety of all employees, students and visitors of Butler Community College. Additionally, this plan intends to avert or attempt to lessen the threat of a crisis or emergency situation that includes but does not limit all man-made disasters, natural disasters and/or technological disasters.

While it is likely that outside assistance would be available in most large-scale emergencies, a short-term plan of operation must be put into effect to carry out a coordinated response to the crisis until further assistance can be obtained.

Crisis Management Team

In the event of an emergency that requires coordination of services by both College and local emergency personnel, the Crisis Management Team will be called together to coordinate these services. This team consists of the President, Vice-Presidents, Director of Facilities Management, Director of Marketing Communications, Chief Information Officer, College Health Director, EMT Instructor, and key site personnel from the specific location of the emergency. If the crisis involves medical emergencies, the First Responders will be utilized in meeting the initial medical needs of affected individuals. All efforts of this team are coordinated by the Director of Facilities Management and the Vice-President of Student Services. (Rev. 7/06)

First Responders

First Responders are Butler employees that have received training to respond to medical emergencies while waiting arrival of EMS personnel. These individuals are trained in the use of the Automatic Electronic Defibrillators (AED's) and other emergency medical needs. A door hanger indicating that they are a First Responder can be found on the door of their office or the classroom that they occupy. A current list of First Responders will be updated and distributed at the beginning of each new academic year.

Safe Areas

Included in this employee handbook is information regarding safe areas when evacuating a building is NOT advisable as well as evacuation assembly points when the evacuation of a building is necessary. Following are the safe areas identified by site as well as the evacuation assembly points. Once completed a crisis management plan handbook will be distributed to all employees.

Tornado Shelters

The "alert and take cover" signal is a continuous (3 minute) ringing of the classroom bells and/or a continuous wail of the campus siren. When hearing these signals, immediately move to a shelter area and take cover away from glass and doorways. The "all clear" will be received either by word from administration officials or from the El Dorado Department of Public Safety. All buildings have posted the location of the nearest shelter areas.

Safe Areas (when evacuating a building in NOT advisable - Butler of El Dorado):

100 Bldg - Media Resource Center, Journalism: Restrooms and hallway outside of Marketing Communications (Room 115). Away from doors and windows. Go to 200 Building restrooms if time permits.

200 Bldg - Academic and Science: Downstairs restrooms

300 Bldg - Vocational Building: Room 314 or Restrooms. Go to 500 Building if time permits.

400 Bldg - Vocational Building: Men's Restroom. **NOT any shop or storage areas.** Go to 500 Building if time permits.

500 Bldg – Athletics: Lower level locker rooms, sports medicine center, hallways, restrooms, PE storage rooms, ladies dressing room, weight room, under stairways and areas away from outside doors. NOT in the main gym area or room 537 (multipurpose room) or the Laundry room. There should be plenty of room for people during sports events.

600 Bldg – Hubbard Center/CIS/Library: All downstairs restrooms; Accounts Receivable interior offices; Go to lower level of 500 Building if time permits.

700 Bldg - Fine Arts: Basement area. **NOT in Theatre.**

800 Bldg - Computer Design and Business: The restrooms and lower level rooms 804(A, B, C).

900 Bldg - Administration: Vault, Restrooms, and President's Conference Room.

1000 Bldg - Student Union: Interior L-Shaped hallway between President's Dining Room and ATM machine. Go to lower level of 700 Building if time permits.

1100 Building - West Residence Hall: Lower level restrooms and lower level (100 and 300 level) stairs. Go to lower level of 700 Building if time permits.

1200/1700 Building - Facilities Management – Break Room: **If in the event of a tornado, do not stay in this building.** (Go to the 800 building).

1300 Building - East Residence Hall: Lower level lobby restrooms, north/south hallways (keep doorways shut) and stairwells. Go to lower level of 700 Building if time permits.

Apartments: Restrooms. In the event of a tornado, go to the basement of the 700 Building if time permits. If not, take shelter in the restrooms and cover self with blankets or mattresses.

1400 Bldg – Agriculture Facility: Interior hallway and restrooms. If in the event of a tornado, **do not stay in this building.** If there is not time to reach a shelter area, lie flat on the ground, preferably in a ditch or low spot, and cover your head with your hands.

1500 Bldg – (Classrooms/ Nursing): All downstairs restrooms; hallways from rooms 103 to 109 and rooms 134 to 142. Interior classrooms if necessary.

1600 Bldg - Educare Center Classroom at the northeast corner of the building.

1900 Building – Champions Training Center: Go to the 500 building - Lower level locker rooms, sports medicine center, hallways, restrooms, PE storage rooms, ladies dressing room, weight room, under stairways and areas away from outside doors. NOT in the main gym area or room 537 (multipurpose room) or the Laundry room. There should be plenty of room for people during sports events.

131 N. Haverhill – Allied Health: Go to vault, restrooms, hallway and east restroom, kitchen area.

2318 W. Central – Foundation/Workforce Development: Any interior office or room.

SAFE AREAS – Andover

5000 Building: Interior classrooms underneath the mezzanine level

6000 Building: Interior hallways.

9100 Building – Interior hallway and restrooms. If in the event of a tornado, **do not stay in this building.** If there is not time to reach a shelter area, lie flat on the ground, preferably in a ditch or low spot, and cover your head with your hands.

9250 Building – Go to interior hallway of 100 Building. If in the event of a tornado, **do not stay in this building.** If there is not time to reach a shelter area, lie flat on the ground, preferably in a ditch or low spot, and cover your head with your hands.

9350 Building – Portable Classrooms: Go to interior hallway of 100 Building. If in the event of a tornado, **do not stay in this building.** If there is not time to reach a shelter area, lie flat on the ground, preferably in a ditch or low spot, and cover your head with your hands.

SAFE AREAS – Rose Hill

Rose Hill High School Interior hallways.

SAFE AREAS – McConnell

As directed by McConnell Air Force Base

SAFE AREAS – Marion

Lower level hallway and under the stairwell

SAFE AREAS – Council Grove

Rear storage area and restroom.

EVACUATION ASSEMBLY POINTS (when evacuating a building is necessary)**ELDORADO**

- 100 Building – Parking Lot North of the 1000 Building (Student Union)
- 200 Building – West Parking Log
- 300 Building – South End of West Parking Lot
- 400 Building – South end of West Parking Lot
- 500 Building – Practice Football Field (South of Tennis Courts)
- 600 Building – Tennis Courts
- 700 Building – Parking lot north of the 1000 Building (Student Union)
- 800 Building – South end of West Parking lot
- 900 Building – Student Union Plaza (North of 700 Building)
- 1000 Building – Residence Hall Parking (North of Cummins Hall)
- 1100 Building – Educare Center Parking Lot
- 1200/1700 Building – Practice Football Field (South of Tennis Courts)
- 1300 Building – Parking Lot North of the 1000 Building (Student Union)
- 1400 Building – Pasture area west of the building
- 1500 Building – East Residence Hall Parking Lot
- 1600 Building – Parking Lot west of the 1000 Building (Student Union)
- 1800 Building – Lot North of the 1000 Building (Student Union)
- 1900 Building – Practice Football Field (South of Tennis Courts)

ANDOVER

- 9100 Building – Southeast corner of gravel parking lot
- 6000 Building – Practice football field – east of 6000 building
- 5000 Building – Parking lot directly east of the 5000 building

ROSE HILL

North side of parking lot

MCCONNELL

Follow McConnell procedures

MARION

North parking lot

COUNCIL GROVE

Farmers and Drivers Bank parking lot

Fire Safety

If a fire is confirmed by visual flames or smoke, immediately pull the nearest building alarm handle found by the exit doors and vacate the building, contact Facilities Management and/or 911 if there is no answer. If there are no flames or smoke visible, contact Facilities Management at extensions 3143 or 3144 immediately so that they may investigate.

Personal Injury on Campus

Any time an employee is injured on the job, an *Accident Report* form must be completed. The employee must also report the injury to their supervisor immediately. Injuries reported later than 10 days after the injury could be denied by Worker's Compensation.

If immediate medical attention is needed, please go to the nearest Emergency Room. Susan B. Allen Memorial Hospital Emergency Room should be used if an appointment cannot be obtained at one of the doctors above, or in major or life threatening situations. Employees at other sites will need to use the closest hospital for emergencies. If the injury is not serious or needing immediate attention, please contact the Human Resources Department and we will set up an appointment for you with our worker's compensation physician. (Rev. 7/08)

Reporting Crimes

Whenever criminal activity occurs in College facilities, whether on campus or off, such events are to be reported to Security, Director of Facilities Management, one of the Deans, Vice Presidents or the President immediately. They will determine whether to involve the local police and what steps should be taken to minimize further threat to the affected area. In addition, an incident report form is to be completed giving all the details of the event that are known, identifying witnesses, damage, thefts, and any other information which would be helpful in an investigation. Dollar values need to be identified for any materials stolen. This report should be submitted within 24 hours of the discovery of the criminal event and directed to the appropriate personnel. College faculty and staff are encouraged to keep their keys under personal control at all times. Everyone should remain security conscious at all times. (Rev. 6/04)