

Collin County Community College District

EMERGENCY MANAGEMENT PLAN

All hazards approach

Ed Leathers

Revised 110103

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Contents

Section 1. Emergency Management Plan

Introduction	page 3
Emergency Contact Page	page 4
Emergency Conditions	page 5
Declaration of Emergency	page 5
Emergency Command Post	page 5
Evacuation	page 6
Fires	page 7
Tornados	page 8
Hazardous Materials Event	page 10
Medical Emergencies	page 11
Campus Disturbances	page 11
Bomb Threats	page 14
Disaster Recovery	page 15

INTRODUCTION

A widespread campus emergency or natural disaster can happen without notice, leaving property damage and personal injury. The possibility of a major fire, tornado, or other unforeseen emergency are concerns which necessitate disaster preparedness planning to make recovery as rapid and as organized as possible. The scope and degree of a disaster can only be assessed after the fact. Various types of property damage, from mild to severe, and the resulting unknown numbers of personal injuries complicate a decisive emergency plan. However, reviewing and assessing inventories of equipment and by fostering preparedness awareness in the college community, recovery is maximized

The basic procedures outlined in this plan are designed to enhance the protection of students, faculty, staff, visitors, and property at CCCC in the event of a major emergency or disaster. Whenever an incident affecting the campus reaches proportions that cannot be handled through normal routine, the President or their designee may declare a state of emergency and implement this plan.

The procedures will apply to all personnel. Buildings and grounds owned and/or operated by CCCC.

Definitions of an Emergency

1. **Minor Emergency**-Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college.
2. **Major Emergency**-Any incident, potential or actual, which affects the entire building(s) and/or which, will disrupt the overall operations of the college. Outside emergency services will probably be required as well as major efforts from campus support services. Major policy considerations and decisions may be required.
3. **Disaster**-Any event or occurrence that has taken place and has seriously impaired or halted the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

As time permits, the Department of Public Safety has the capacity to forewarn other areas on campus of an impending emergency. Severe weather, fire or explosions, chemical spills, or any other type of emergency requiring building evacuation or a move to safe areas can be quickly communicated by telephone or radio to each of the building supervisors/managers. Their rapid response can minimize injury to the building occupants.

The primary contact persons for each campus are listed along with telephone numbers. Most buildings or areas have an evacuation alarm, which any building occupant can activate. Facilities should conduct annual checks of emergency equipment to ensure that they are operational. When the emergency ends or is subdued, Public Safety Officers will notify the building occupants to return to their areas.

EMERGENCY CONTACT INFORMATION

CCCCD Department of Public Safety: Dial **972-578-5555** or ext. **5555**.
Director Ed Leathers Cell 972-754-0378.

Plant Operations:

Spring Creek Campus	972-881-5690 or ext. 5690
Central Park Campus	972-548-6690 or ext. 6690
Preston Ridge Campus	972-377-1690 or ext. 1690
Courtyard Center	972-985-3777 or ext. 3731

Director of Operations: 972-985-3865 or ext. 3865
Ron Jackson

SCC Facility Operations Manager:
Kenny Lanius 972-881-5691 or ext. 5691

CPC Facility Operations Manager
Ken Dunlap 972-548-6691 or ext. 6691

PRC Facility Operations Manager
Rita Parker 972-377-1690 or ext. 1690

CYC Facility Operations Manager
Kenny Neal 972-985-3731 or ext. 3731

SCC Physical and Life Sciences. 972-881-5988 or ext. 5988
Contact: Rosanne Ciccio

Human Resources: 972-985-3780 or ext. 3780

Public Relations Department: 972-985-3895 or ext. 3895

City Police Dept (in house phone): Dial 9, then 911

City Fire Dept (in house phone): Dial 9, then 911

Ambulance (in house phone): Dial 9 then 911

EMERGENCY CONDITIONS

The purpose of this plan is to provide guidelines of action by administrators during times when campus conditions are in an emergency state. By emergency, we mean that some part of the college is threatened in some degree.

It is our intent that these plans take into scope any kind of disrupting influence and provide the framework for administrative decision-making and action.

Types of Emergencies

1. Major Fire or Explosion
2. Injury/Illness
3. Bomb Threats
4. Civil Disturbances
5. Evacuations
6. Severe Weather, Warnings, and Incidents
7. Hazardous Materials Incidents
8. Work Place Violence

DECLARATION OF A STATE EMERGENCY

The authority to declare a campus state of emergency rests with the President of the college or their designee.

The Director of Public Safety or his designee shall direct emergency operations.

EMERGENCY COMMAND POST

When an emergency occurs or is imminent, it will be the responsibility of Collin County Community College Department of Public Safety to set up and staff an appropriate Emergency Command Post as directed.

If the emergency involves only a small portion of the campus, a command post should be established as near to the emergency scene as possible. At least one CCCC employee will staff this post at all times until the emergency ends. A temporary office may be required for the duration of the emergency. The office should be equipped with, but not limited to a desk, chairs, and a telephone. In addition, the Command Post should have available:

1. Barricades or cones, and marker tape to seal off area.
2. A two-way radio
3. P.A. System
4. First Aid Kit
5. Campus and Local Telephone Directory

If the emergency involves a large part of the campus, the location of the Command Post should be set up at the discretion of the Director of the Public Safety Department.

EVACUATION

The primary responsibility for the evacuation of the campus building will fall to the Department of Public Safety. In the event a situation occurs that requires that the building be evacuated (i.e. fire, noxious odor, etc.) the following procedure will be used by Collin County Community College staff, faculty and students:

NOTIFICATION:

Spring Creek Campus

Occupants will be notified to evacuate the building by a voice announcement on the Public Address System.

Central Park Campus

Occupants will be notified to evacuate the building via the emergency alarm system.

Preston Ridge Campus

Occupants will be notified to evacuate the building via the emergency alarm signals and Plant Operations' staff.

Courtyard Center

Occupants will be notified to evacuate the building via the emergency alarm system.

PROCEDURE:

1. Walk; do not run, to the nearest stairwell or exit. Do not use the elevators.
2. Once outside the building, move at least 500 feet away from the building.
3. Notify emergency crews if you suspect someone is still in the building.
4. Do not enter the building until emergency crews give the "All Clear" or building management.

EVACUATION OF THE HANDICAPPED

There are handicapped chairs located on all floors above the first floor. These chairs are to be used to assist in the evacuation of the physically challenged.

FIRES

The best defense against a fire is to prevent a fire from starting in the first place. Fires can start quickly and cause deadly damage. It is to the college's benefit to know how to respond in a fire emergency. Professional help should be alerted quickly. From an in-house phone, dial ext. **5555**, which contacts CCCCDD Department of Public Safety and activate the fire alarm system. From an outside line, including building payphones, dial **972-578-5555**, and/or **911**.

The National Fire Protection Association classifies four general types of fires based on the combustible material involved and the kind of extinguisher needed to put them out. Fires are classified as follows:

Class A-Combustible materials are wood, cloth, paper, rubber and plastics.

- Extinguishing agent is water; dry chemicals are also effective.
- Do not use carbon dioxide extinguishers and sodium or potassium bicarbonate chemicals on these fires.

Class B-Flammable liquids, gases, greases.

- Extinguishing agent is foam, carbon dioxide and dry chemical.
- Use water fog and vaporizing liquid extinguishers.

Class C- Electrical

- Extinguishing agent is a non-conducting agent such as carbon dioxide and dry chemical extinguishers.
- Never use foam or water-type extinguishers.

Class D-Combustible metals, such as magnesium, titanium, zirconium and sodium.

- Specialized techniques are required.
- None of the common extinguishers should be used.

Smoke is the greatest danger in a fire. If necessary, stay near the floor where the air will be less toxic. If trapped on the second floor of a building during a fire and a window is available, hang an article of clothing outside the window as a marker for rescue crews. If no window is available, stay near the floor and shout at regular intervals to alert emergency crews of your presence. **DO NOT PANIC.**

Fire Prevention Techniques:

- Good housekeeping procedures
- Proper chemical storage
- Adequate disposition of flammable materials
- Clutter free environment
- Extreme care in working with flammable solvents, gasoline, gases and fuels
- Increased awareness of hazards of chemical substances; utilization, storage, transfer, handling and disposal

Fire or Explosion

➤ Duties and Responsibilities

The outbreak of a fire or an explosion in any CCCC facility is unpredictable and an immediate danger, which generally requires evacuation of the facility.

➤ General Responsibilities:

1. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
2. Alarm pull stations are located at most stairs and exits.
3. **Dial 9 then 911** and state the location of the fire. Remain on the phone until the operator has all required information.
4. Call the Department of Public safety at **972-578- 5555 or (5555)** and give your name and the location of the fire.
5. Quickly evacuate the building following the evacuation procedure.

IMPORTANT: IT IS MANDATORY THAT FOR EVERY ALARM, ALL PERSONS MUST EXIT THE BUILDING.

FIRE FIGHTING EQUIPMENT

The college's fire-fighting equipment, fire extinguishers, are located extensively throughout the buildings. The fire extinguishers are for multipurpose use. There are sprinkler systems throughout some of the buildings as well.

All fires, regardless of size, are to be reported to the CCCC Department of Public Safety.

TORNADOS

A tornado is a violent, destructive whirling windstorm accompanied by a funnel-shaped cloud which progresses in a narrow path, often for many miles. Tornadoes are both unpredictable and deadly, and should always be dealt with using utmost caution.

Tornadoes are rated on what has become known as the Fujita-Pearson Scale, or is more commonly known as the Fujita Scale. This scale rates a tornado according to intensity, wind, speed and type of damage likely to be experienced.

TORNADO WATCH

The National Weather Service defines a tornado watch as when conditions in the area are such that a tornado is likely.

TORNADO WARNING

A Tornado Warning is issued when a tornado has been detected in the area. It is imperative that you act quickly, stay calm and move to a safe area.

In the event of high winds or tornado related weather conditions the following safety procedures are recommended.

During severe weather, the Department of Public Safety or Plant Operations staff will monitor the emergency broadcast radio for weather information.

The cities of Plano, McKinney, Allen and Frisco provide an early warning system that is signaled by high-pitched sirens located throughout the city and in very close proximity of the campuses. If the early warning system is sounded during severe weather, move to interior hallways and away from all glass windows.

Spring Creek Campus

The college's warning system plays a recorded message, which directs you to seek shelter. Any U-shaped hallway is designated a safe area. Signs mark these areas.

Central Park Campus, Preston Ridge Campus, and Courtyard Center

The Department of Public Safety and Plant Operations' staff monitors the national weather service radio for weather information and are responsible for the decision to evacuate upper levels, notifying building occupants and moving all persons to inside halls, inside classrooms, and offices on the lower level.

- One should avoid upper floors. The upper floors receive the full fury of the winds.
- Spaces in basement areas are better than locations on any floor.
- Interior spaces- seek out spaces that form a part of a protected inner core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against missiles and the "wind tunnel" effects.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.
- Avoid rooms with wide roofs that could collapse easily, such as a gym.
- If you are outside, go to the safest possible place (i.e. a ditch, etc.).

IMPORTANT

The Public Relations Department will handle news release regarding emergency conditions involving Collin County Community College.

HAZARDOUS MATERIALS EVENT

GENERAL REQUIREMENTS AND ORGANIZATIONAL REQUIREMENTS

All hazards and potentially hazardous materials are required to be procured, stored, used and disposed of in compliance with appropriate state and federal regulations and Collin County Community College policies.

EVENT REACTION PROCEDURE

When an emergency event involving hazardous material occurs, the emergency responder in charge will take appropriate action to prevent health or safety hazards. The emergency action will take the basic forms:

1. The emergency responder will immediately assess the situation in an effort to determine what hazardous materials are involved and the extent of contamination. The appropriate response will be employed in reference to a particular situation in accordance with procedures listed on the Materials Safety Data Sheet (MSDS).
2. Responder will check the MSDS or other resources where necessary to determine the nature of the chemical involved. If MSD Sheets are not immediately available, chemical specific safety information can be found at the following internet site: <http://hazard.com/>
3. The responder when confronted with an event will immediately notify the College's Director of Public Safety. In turn the Director will notify other hazardous materials management agencies such as the Fire Department.
4. The responder will take immediate steps to isolate the hazardous event and restrict movement of individuals into the danger area. Appropriate actions include:
 - a. Activating the building fire alarm system; dispatching response to assist in building evacuation.
5. The specific action taken will be dictated by the situation. The Department of Public safety will advise, to the extent of their knowledge, the responding Fire/Hazmat service agencies regarding specific materials involved, specific hazards, location of spill, etc.

LOCATION OF HAZARDOUS MATERIALS INVENTORIES

Hazardous Materials on the Collin County Community College Campuses are located in the Physical and Life Sciences Departments.

Current master lists of hazardous materials inventories are maintained in the Office of the Department of Public Safety room K006D at the Spring Creek Campus and the Operations Department at the other campus locations.

MEDICAL EMERGENCIES

1. **Dial 9 then 911** for medical emergencies or injuries that require immediate attention.
2. Call the Department of Public safety at ext. **5555** or Plant Operations for your campus state your name, nature of emergency, action taken, and the location of the emergency.
3. For minor emergencies, call the Department of Public Safety at ext. **5555** or Plant Operations. If the injury or illness occurs in the fitness center, report the incident to the fitness center staff.

CAMPUS DISTURBANCES

The initial inquiry into questionable activities is a function of the Dept. of Public Safety.

In the event of possible or actual campus disturbances, certain actions are required to restore the campus to normal operations. The following paragraphs denote certain actions that will need to be taken during this period of disturbance. The actions as described provide guidelines to be used during such a disturbance and are not meant to be all-inclusive or restrictive of good judgment. Officials of Collin County Community College should always use good judgment in controlling any campus disturbance.

The Department of Public Safety should be notified immediately whenever a possible disturbance is developing.

Disturbances/Criminal Activity

1. Do not attempt to apprehend or interfere with the criminal activity except in the case of self-preservation or self-defense.
2. Call the Department of Public Safety at ext. **5555** and report the incident. Give as accurate a description and as many details as possible. State your name, action taken, and location of the incident.

WORK PLACE VIOLENCE

The common sense definition of workplace violence is that which arises out of disputes or adverse interpersonal relations between people in a workplace environment. To better understand workplace violence, it is necessary to categorize it as OSHA has done. According to OSHA, there are three categories of workplace violence:

Type I

- Stranger Violence: stranger verses employee, such as an armed robbery.

Type II

- Client Violence: client verses employee, such as a social worker being attacked by a client or a faculty member being attacked by a student.

Type III

- Employee Violence: employee verses employee, exemplified by a case where an employee attacks a supervisor.

Factors that place workers at risk for violence in the workplace include interacting with the public, exchanging money, delivering services or goods, working late at night or during the early morning hours, working alone, guarding valuable goods or property, and dealing with violent people in volatile situations.

A number of environmental, administrative and behavioral strategies have the potential for reducing the risk of workplace violence. These include, but are not limited to, good visibility within and outside the workplace, cash-handling policies, and physical separation of workers from customers/clients, good lighting, security devices, escort services, and training. No single strategy is appropriate for all workplaces, but all of us should assess the risk of violence and take appropriate action to reduce those risks.

Unfortunately, it's probably impossible to eliminate all violence from within the workplace, but by recognizing the possibility of violence and taking proactive steps, we may reduce our risks and make a safer campus for all.

SOME EARLY WARNING SIGNS

Traits

- History of violence outside the workplace
- Disregard for authority
- Does not take criticism
- Externalizes blame
- Holds grudges
- Substance abuser
- Pushes the limits of normal conduct

Actions

- Beware of newly acquired negative traits
- Actual threats or intimidation of others
- "Revenge" reaction
- Discussion of stalking or harassing others
- Threats of sabotage against property or persons
- Signs of impending suicide

The following guidelines will help if you are ever involved in a potentially violent situation.

- Try to stay calm, raising your voice may increase anxiety
- Speak slowly, softly, and clearly to reduce the momentum of the situation
- Move away from objects (scissors, etc.) that may be used as a weapon
- Avoid challenging body language
- Position yourself, if possible, so that an exit route is readily accessible
- Never challenge or make promises that you cannot keep
- Do not physically touch an outraged person, or try to force him to leave
- Never attempt to disarm or accept a weapon from the person in question. Weapon retrieval is only to be done by the Department of Public Safety or the Municipal Police Department.

The best time for successful intervention is when the warning signs first begin to appear.

Workplace Violence

Prior to any incident:

1. Report incidents/behavior to the CCCC Human Resources Department at ext. 3780 room B303.
2. Report incidents/behavior to the Department of Public Safety at ext. **5555** room K006D.

To report violence/incident:

Call the Department of Public Safety at **972-578- 5555 or (5555)** to report the incident. Give as accurate a description and as many details as possible. State your name, action taken, and location of the incident.

BOMB THREATS

Bombing, and the threat of being bombed is a real threat in today's world. The CCCCD Department of Public safety is charged with providing protection of life and property, but they alone cannot be held responsible. Everyone on the CCC Campus must do his or her part to ensure a safe environment.

Bombs can be constructed to look like almost anything, and can be placed or delivered in any number of ways. Bomb threats are delivered in a variety of ways. The majority of threats are called in on the telephone. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.

Receiving a Bomb Threat

1. Remain calm and obtain as much information as possible. Listen for unusual noises during the conversation. Attempt to determine the location of the bomb, detonation time and/or type of explosion. Call the Department of Public Safety at **972-578-5555 or (5555)**. State your name, location, nature of the call and all information obtained from the caller. Leave the number and location where you may be reached.

Upon initial notification that CCC has received a bomb threat, the CCCCD Department of Public Safety will initiate the following:

1. Evaluate the threat. All threats are presumed serious unless proven otherwise during the decision making process.
2. If the decision is made to evacuate the following guidelines will be followed:
 - a. Sound the fire alarm to initiate the evacuation from the building as appropriate to a safe area, outside the affected area.
 - b. Direct Police personnel to manage the incident.
 - c. Notify everyone of the "All Clear" when the search is complete as notified by officials in charge of the scene.
 - d. Evaluate all procedures and recommend necessary corrective action(s).

PRIORITIES IN THE DISASTERS AFTERMATH

The first stage of disaster recovery would be determined by the intensity of the disaster.

STAGE I RECOVERY

1. Notification of City, County, State and National Relief agencies.
2. Immediate rescue and aid to the victims.
3. Evacuation of injured and dead.
4. Set up of campus command post and staging area.
5. Fire suppression and prevention.
6. Securing of the areas most vulnerable to further damage.
7. Isolation of utilities.

STAGE II RECOVERY

1. Determination of which areas are safe to enter.
2. Setting up of temporary shelter.
3. Recovery of salvageable equipment.
4. Initial clean up.
5. Restoration of utilities.
6. Removal of unsafe debris.

STAGE III RECOVERY

1. Temporary repairs or restoration.
2. Semi-permanent classroom accommodations.
3. Return to normalcy.