

**MANHATTAN  
TECH**

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MANHATTAN AREA TECHNICAL COLLEGE

# EMERGENCY RESPONSE & MANAGEMENT PLAN

## INTRODUCTION

The basic emergency procedures outlined in this plan are designed to inform and prepare the MATC faculty and staff for campus emergencies. The goal is to improve the ability of the college to protect lives and property through practical use of college and campus community resources in emergency situations. In the event of an emergency, procedures contained in this plan will be implemented as needed.

Whenever an emergency situation affecting the campus reaches proportions that cannot be handled by routine measures, the college President or designee may declare a state of emergency, and implement this plan at the appropriate level to mitigate the emergency.

This Emergency Response & Management Plan is purposely designed to be flexible to handle any emergency situation. Flexibility will allow the college to accommodate the individual magnitude of severity that each emergency may present.

These procedures apply to all employees of Manhattan Area Technical College (MATC) and tenants. Exception is given to those employees working at sites governed by other City, State or Federal agencies. Those employees are expected to follow direction and procedure as dictated by the specific site.

The Manhattan Area Technical College Emergency Response & Management Plan (ERMP) is based on a realistic approach to problems likely to be encountered on campus during an emergency or disaster. General assumptions are:

- An emergency or disaster may occur at any time day or night, weekday or weekend, with little or no warning.
- The succession of events in an emergency is not predictable. Support and operational plans serve only as guidelines and checklists and may require modification to meet the specific nature of any particular major emergency or disaster.
- Disasters most likely will affect the availability of local, state, and federal services. Emergency services may not be available, and a delay in off-campus emergency response and assistance may be expected up to 72 hours.
- Media contact will be routed through the college Public Information Officer (PIO) or as directed by the President, Incident Commander or designee.
- Essential personnel may not be available or unable to carry out tasks and activities during an emergency.

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## INTRODUCTION

### **PURPOSE**

The purpose of the MATC Emergency Response & Management Plan (ERMP) is to establish a continuing state of emergency readiness and response. The ERMP will be used to manage campus emergency incidents to protect life to the maximum extent possible, the environment, college and personal property, and to restore the campus to normal operating conditions in the shortest possible time. While it is not possible to cover every conceivable situation, the ERMP provides the basic administrative structure and protocols necessary to cope with emergency situations through effective use of college and campus resources.

The ERMP is designed to provide a single source of information to protect Manhattan Area Technical College employees, students, and visitors during emergency situations. It is also intended to facilitate an effective response to emergencies by outside responders by providing the early initiation of a recognized incident command/management, control, and communication structure.

The ERMP will assist in “normalizing” the educational process following a critical incident. The key element to remember while working with people involved in a critical incident is that “They are experiencing normal reactions to abnormal events and are exposed to critical incident stress. Their actions and reactions may render them unable to assist.”

### **SCOPE**

This ERMP covers emergencies on the Manhattan Area Technical College (MATC) main campus and all satellite sites.

# Emergency Telephone Numbers

General Emergency <i>Ambulance, Fire, Police</i>	911
Riley County Police Department	537-2112
Fire Services	587-4500
Westar Energy	1-800-544-4857
Kansas Gas Service	1-800-794-4780
Mid-America Poison Control	1-800-222-1222
City Utilities Department (water & sewer)	587-4530
<i>After Hours Water Emergency</i>	587-4550
<i>After Hours Sewer Emergency</i>	587-4555
Riley County Emergency Management	537-6333
Via Christi Hospital- Manhattan (Emergency Room)	776-3322
SRS (local number-call first)	776-4011
SRS State Hotline	1-800-922-5330
Riley County Police Department Investigations	537-2108
Riley County Health Department	776-4779
Animal Control	537-2112
<b>Kansas State University</b>	
Directory Assistance	532-6011
KSU Police Department	532-6412
Lafene Health Center	532-6544
<b>Ft. Riley</b>	
Post Locator	239-9867
Commanding General	239-3516
Irwin Army Hospital ER	239-7777

**MORE PHONE NUMBERS**

**CRISIS/EMERGENCY**

American Red Cross		785-537-2180
On-Call Disaster Phone		785-565-3834
Answering Service		785-231-6627
Federal Bureau of Investigation (Kansas City, MO)		816-691-8200
Hospital: Mercy Health Center - College Avenue (Emergencies)		785-776-3322
Kansas Bureau of Investigation (Topeka)		785-296-8262
Kansas Highway Patrol (Salina)		785-827-4437
Karsmizki Locksmith and Alarm		785-839-6509
Manhattan Crisis Center	Crisis Line	785-539-2785
(Crisis Intervention Service)	Phone Crisis Center	785-537-0999
	Administrative Office	785-539-7935
Manhattan Fire Department	Emergency	911
	Non-Emergency	785-587-4500
Manhattan Sewer Maintenance	Sewer Emergency	785-587-4547
	After Hours	785-587-4555
Manhattan Water Plant	Water Emergency	785-587-4550
	After Hours	785-587-4550
Poison Information Command Post (Kansas City, KS)		800-332-6633
Riley County Ambulance Service	Emergency	911
	Non-Emergency	785-539-3535
Riley County Police Department	Emergency	911
	Non-Emergency	785-537-2112

MATC ADMINISTRATION

Dr. James Genandt	President/CEO	Ext- # Cell	4500 785-477-2376
Sarah Phillips	VP of Student Success	Ext-# Cell	4502 309-219-6106
Carmela Jacobs	VP of Operations	Ext # Cell	4530 757-968-6578
Josh Gfeller	CISO	Ext # Cell Home	4550 785-761-3291
Tracy Geisler	Executive Assistant	Ext # Cell	4563 785-770-2685
Security Guard		Cell	785-410-3844

OTHER NUMBERS

John Dietrick	College Attorney	Work	785-233-7860
Lynne Berry	Pottorf Hall, CICO Park (Alternative Command Post)	Work	785-537-6352



**CRISIS TEAM**

**MEMBERS**

**PRIMARY RESPONSIBILITIES**

President	* Direct crisis/emergency activities * Manage dissemination of information to the public
VPSS	* Direct crisis/emergency activities
VPO	* Direct crisis/emergency activities
CISO	* Direct crisis/emergency activities
Dean of Student Services	* Provide psychological assistance to victim(s)
Student Retention Specialist	* Provide psychological assistance to victim(s)
Maintenance/Custodians	* Safety/Security
Evening Security	* Safety/Security

**CRISIS TEAM RULES**

Stay calm and communicate.

Follow the instructions of the team leader and take charge in your area(s) of Responsibility.

Authority may be delegated by the team leader, so cooperate with other team Members.

Be flexible.

Be aware of your own safety and care for the needs and safety of victim(s).

Medical and psychological needs are high priority.

Cooperate with authorized personnel.

## **INCIDENT COMMAND POST**

When necessary, a Command Post will be set-up to manage a crisis. The locations of the Command Post will be determined as appropriate (see \*Note\* below). The Command Post will serve as an information consolidation area and as a location for coordinating crisis activities. Administrators and designated members of the Crisis Team shall have the responsibility of directing and coordinating the functions of this area.

\*Note\* If an emergency need arises which must be met on-campus, the following locations are recommended due to access to water, ice, storage of first aid supplies, and table space if needed:

Administrative Offices and Faculty/Staff Lounge  
Classroom between Air Conditioning/Refrigeration and Welding Technology

If an emergency situation does arise which makes on-campus buildings unavailable, or if additional space is needed, Pottorf Hall in CICO Park can be used as an alternative site due to the availability of water and space. The phone number for Pottorf Hall is 785-539-9944. The facility point of contact for access to Pottorf Hall, CICO Park is Lynne Berry, 785-537-6352 (work).

The Command Post will provide for and maintain the following:

- I. An accurate, up-to-date file of student information (maintained in the administrative offices).
- II. The coordination of all incoming and outgoing telephone calls, maintaining:
  - A. A list of key contacts, including
    1. Fire Department
    2. Police Department
    3. Board President
    4. Others
  - B. A general statement that will address questions from callers.
- III. Building/campus layout and structural information, and hazardous material(s) information (maintained in the administrative offices):
  - A. Campus/building(s) map(s), architectural drawings, room numbers and room utilization information
  - B. MSDS records (hazardous materials).
- IV. Necessary emergency equipment and supplies (72 Hour Sustainability)
  - A. Basic first aid supplies
  - B. Flashlights or other Auxiliary lighting sources
  - C. Vending Machine Contents

V. It is vital that the Command Post be kept informed and keeps accurate and up-to-date information relative to a crisis. Crisis Team members will report to the Command Post regularly to receive information and to give progress reports on the following:

- A. Injuries
- B. Damage
- C. Revised schedules and plan of action
- D. Progress report of a crisis situation

VI. Media Interaction:

Working with the media will present a challenge during any crisis. It is important that accurate information is given out by college personnel. Administrators have sole authority in addressing media inquiries. The responsibility of addressing media inquiries and questions from the public will be delegated to the Public Information Coordinator or an alternate Crisis Team member in most situations.

- A. Identify and provide a room for the media to meet.
  - 1. Provide a telephone if available
  - 2. Cooperate with a request for other accommodation requests
- B. Advise media for the following:
  - 1. Immediately following a crisis, the media will be advised that they will receive all information from one source - a site administrator or delegate
  - 2. If classes can be resumed following the crisis, reporters and cameras will not be allowed into classrooms during class time. Advise students that MATC has provided a single source of information to prevent confusion and that they are under no obligation to speak with reporters. However, we do have an adult student body, and this is a public building, so do not attempt to interfere with reporters attempting to get information from students between classes, at lunch, or before and after college.

VII. Social Media Notifications may also be available through:

- 1. MATC Facebook page
- 2. Twitter
- 3. Student E-mail accounts.

## **GENERAL CRISIS SITUATION**

### **Crisis Team - Immediate Action Procedures**

#### **First -**

Take action for your own safety when faced with immediate peril; you cannot be of assistance if you become a victim.

#### **Second -**

Quickly assess the situation, mentally noting:

- whether the threat is actual or suspected
- the seriousness of an actual threat
- whether a 911 call is needed
- time available for response
- the availability and whereabouts of other crisis team members
- whether to initiate evacuation or shelter procures if not already initiated

#### **Third -**

Call for immediate action, as necessary, according to initial assessment (delegate activity as appropriate)

Notify other available crisis team members of the threat situation as soon as possible

#### **Fourth -**

Carry out a prescribed role as required in applicable immediate action procedures

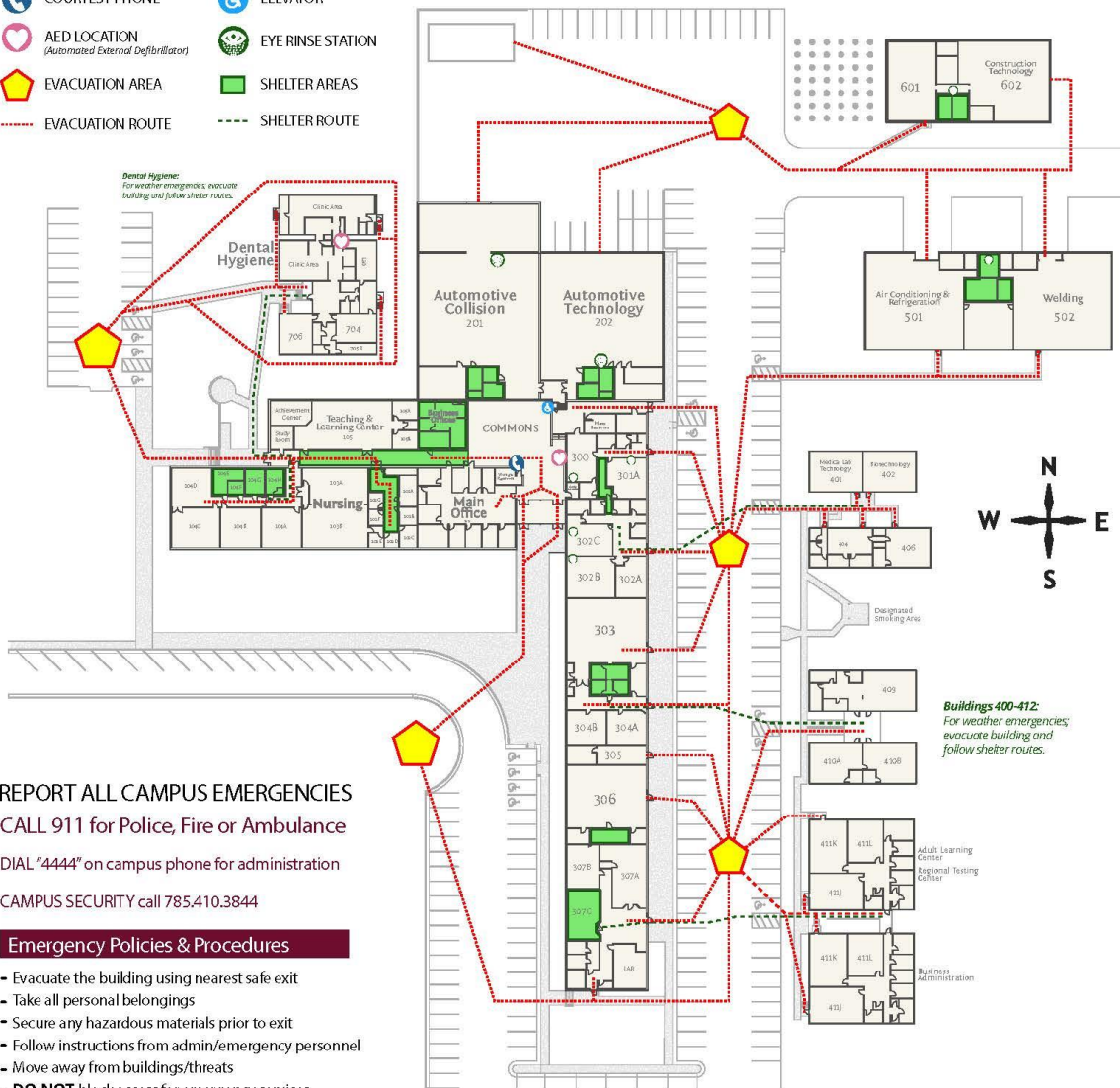
#### **Fifth –**

**Document, Document, and Document.** (Checklists and sample forms available in Presidents office.)

# EMERGENCY MAP



- COURTESY PHONE
- ELEVATOR
- AED LOCATION  
*(Automated External Defibrillator)*
- EYE RINSE STATION
- EVACUATION AREA
- SHELTER AREAS
- EVACUATION ROUTE
- SHELTER ROUTE



**REPORT ALL CAMPUS EMERGENCIES**  
 CALL 911 for Police, Fire or Ambulance  
 DIAL "4444" on campus phone for administration  
 CAMPUS SECURITY call 785.410.3844

**Emergency Policies & Procedures**

- Evacuate the building using nearest safe exit
- Take all personal belongings
- Secure any hazardous materials prior to exit
- Follow instructions from admin/emergency personnel
- Move away from buildings/threats
- **DO NOT** block access for emergency services

**FIRE • SMOKE • EXPLOSION**

- Activate nearest fire alarm & **CALL 911**
- Evacuate building
- Await instructions from fire department

**CAMPUS VIOLENCE**

- **DO NOT** intercede or engage with aggressive individual
- **Call 911** and inform Manhattan Tech staff member

**WEATHER WARNINGS**

- Listen for all warnings, sirens, and announcements
- Stay away from windows and exterior doors
- Move to shelter areas

**ILLNESS • INJURY • ACCIDENTS**

- If life threatening **CALL 911** and inform a Manhattan Tech employee
- If not life threatening, ask individual what assistance is needed

## **BUILDING AND GROUNDS**

Blueprints - Architectural plans for the college are located in the Maintenance building

Fire Alarms - Master is located on the south wall in the custodian's room. Building masters are located in individual buildings.

Fire Extinguishers - Located in convenient, accessible places throughout all buildings.

Utilities - **Master shut-off valves and switches are located as follows:**

Main Building:

Electrical Panels are located on the south wall of the custodial room

The master water valve is located in the southwest corner of room 307

Master gas valve is located on the south wall of the building outside room 307

Hot water heaters are located in the custodian's room and in room 307

Air Conditioning & Refrigeration and Welding Building:

Electrical panels are located outside the offices in each program area (rooms 501 & 502)

Master water valve is located on the west wall of room 501

Master gas valve is located on the west wall of room 501

Hot water heater is located in the handicap accessible restroom in room 501 (AC)

Construction Tech Building

Electrical panel is located on the North wall in the bay area

Hot water heater and furnace/air conditioner are located in the utility closet on the south wall of the bay area

Maintenance Building:

Electrical panels are located in the northeast corner of the shop

General Studies Building:

Electrical panels are located on the south wall of the building office

Master water valve is located in the crawl space on the north side of the building

Dental Hygiene Building:

Electrical panels are located on the farthest East and West walls

## **PRE-CRISIS PLANNING**

Being prepared through advanced planning and practice exercises on campus and communication of expectations of our peers improves the chances of the MATC community surviving and recovering from an emergency. Everyone is best served when the entire campus takes time to respond to a crisis in a practiced and thoughtful manner. To initiate timely, practical, and efficient response employees must understand their role as first responders on campus and the levels of an emergency requiring immediate action. The levels of emergency include the following definitions:

### **Level 1 (Minor Emergency)**

Level 1 emergency incident affects a minimum number of people, individual room(s) of a building, or a localized outside the area. Level 1 events generally can be controlled by a minimum number of personnel and require only limited (or no) evacuation of the building or area. No formal campus-wide declaration is usually made, and the Incident Command System described in this Emergency Response & Management Plan is not activated. Examples of Level I emergencies include incidents that require standard first aid treatment, such as a sudden illness or minor injury.

### **Level 2 (Major Emergency)**

Level 2 emergency incidents affect an entire building or a large outside area and require a coordinated effort by facilities personnel, administration, and/or other emergency response personnel. Potentially, this level may affect larger numbers of people, interrupt normal operations for a longer period of time than a Level 1 incident, and may involve evacuation of a building or area. No formal, campus-wide emergency declaration is usually made; the emergency situation will dictate to what extent, if any, the Incident Command System is activated. Level 2 emergencies include small fires, localized suspicious odors, leaking and overheated fluorescent light ballasts, small chemical spills, or injuries requiring medical attention by paramedics or transport to a hospital by ambulance.

### **Level 3 (Disaster – man-made or natural)**

Level 3 emergency incidents affect more than one building or a major portion of the campus and include major events in the surrounding community that affect the campus. Level 3 emergencies typically involve the interruption of normal operations throughout the campus for an unknown period of time and require implementation of the Incident Command System to provide control until the incident is concluded. Sheltering large numbers of people on campus or evacuating numerous campus areas, buildings or the entire campus may be required. This level of emergency also may include a campus isolated from normal emergency personnel responsible for an extended period of time. Campus self-sufficiency, sustainable up to 72 hours, should be planned for an incident of this magnitude. The college president or designated representative will issue a formal campus emergency declaration. Examples of Level 3 emergencies include major earthquakes, local airplane crashes, acts of violence, or large chemical spills including the release of natural gas.

## **ADMINISTRATIVE RESPONSIBILITIES AND CONTROL**

During an emergency, it is the responsibility of all MATC employees to protect, to the best of their abilities, the safety and health of students, staff, and visitors on campus. This responsibility includes assisting in the safe and orderly evacuation of people from buildings and from campus when such evacuations are required.

### **Level 1 and Level 2 Emergencies**

Manhattan Area Technical College personnel who become aware of Level 1 or Level 2 emergencies in their area should notify the President (ext. 4500) immediately and follow any directions provided. Personnel responding to Level 1 and Level 2 emergencies are responsible for controlling the incident within their level of training, and for providing needed assistance to other staff, students and visitors until the emergency concludes.

All MATC employees must be familiar with the appropriate emergency procedures, including the *Emergency Response Procedures* outlined in this plan. Employees should always use their best judgment to respond and protect the safety and health of the people affected during any campus or area-wide emergency.

### **Level 3 Emergencies**

Emergency situations of the nature and magnitude defined as Level 3 require an organized, well-coordinated response. To that end, the college president or designated representative will formally declare a campus emergency. Secondly, Manhattan Area Technical College administration will initiate the Incident Command System (ICS), designed to respond to emergencies that affect a majority of the campus.

In general, the MATC procedure during a Level 3 emergency will be to release the MATC student and non-essential staff population from campus as soon as it is safe to do so. MATC employees should follow the Specific Emergency Procedures included in the appendices of this Emergency Response & Management Plan. Students, staff, and others evacuated from buildings on campus should wait at designated assembly Points, or alternate safe assembly Points, until notified how to proceed by administration personnel.

### **Administrative Action**

The President of MATC is the pivotal person in any crisis situation and the College spokesperson (PIO). When, in the opinion of the president, or during any Level 3 emergency, there is a need to implement the Incident Command System, the ICS shall replace the standard MATC organizational structure. The President or designee will assume the position of Incident Commander (IC) and will enjoin other agencies as a member of a Unified Command structure as they arrive to assist on campus during a Level 3 emergency (disaster).

The Vice President of Instructional Affairs (or designee) shall verify that telephone tree connections were successful. (The MATC telephone tree will be updated annually and distributed at the beginning of each academic year).



## **Disaster Declaration Authority**

### **During Regular Hours / During Weekday Evening Hours**

President  
Vice President of Student Success  
Vice President of Operations  
Chief Information Security Officer

### **After Normal Hours/Weekends/Holidays**

President  
Vice President of Student Success  
Vice President of Operations  
Chief Information Security Officer

## **MATC Emergency Management Structure –**

In the event of an emergency or disaster, one predetermined organizational system is needed to coordinate the numerous departments' efforts to handle the incident.

This section of the plan is designed to answer the basic questions of those involved in incident response:

Who is in charge?  
What is my role?  
What are my specific tasks?  
Where do I fit in the overall organization?  
Whom do I report to?

## **INCIDENT COMMAND SYSTEM (ICS)**

The Incident Command System (ICS) is universally recognized by emergency personnel as one of the most important features of effective emergency management. The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency.

The key element of the Incident Command System is that a single person – the Incident Commander – is in charge of the incident, supported by an Incident Command Team (ICT). The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Command System provides for clear authority and a coordinated response to the diverse activities necessary to successfully respond to an emergency situation. The Incident Command System maximizes efficient utilization of resources, and responds in a controlled and well-organized manner to an emergency. Risks to students, personnel, visitors and emergency responders are minimized when the Incident Command System is in place.

### **Incident Commander (IC)**

The Incident Commander is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene. The Incident Commander assesses the emergency based on information provided by the Incident Command Team from the campus then commands and directs the specific campus response.

### **Incident Command Post (ICP)**

The Incident Command Post is the pre-established, central location where designated leaders converge to coordinate emergency response, recovery, communication, and documentation activities. The staff will include the campus president, vice president for instructional Affairs, vice president for Student Affairs, vice president for Business Affairs, maintenance supervisor, health occupations coordinator, or their designees. The ICP staff sets priorities and allocates scarce resources; it does not provide on-scene management. The ICP may be activated when there is a threat or an actual emergency and is utilized to support the on-scene incident command team. The ICP maintains a strategic view of the overall situations and is kept informed by the building staff or designees as the disaster or emergency unfolds. In addition, the ICP keeps a log of all emergency activities.

The ICP responsibilities are to 1) secure materials, equipment and contractors needed during the emergency; 2) plan and document the necessary evidence (both written and photographic) for financial cost recovery from appropriate agencies following the incident; and 3) plan for the resumption of normal campus operations.

### **Transfer of Command and the Unified Command Structure**

As an emergency evolves, it is likely that transfers of command will take place. The most critical transfers of command occur while an incident is still escalating. Typically, ranking or more highly trained personnel arrive on the scene and subsequently assume the function of Incident Commander. The individual who assumed initial command of the emergency will brief the new Incident Commander on the situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After this exchange of information, the new Incident Commander assumes the command function.

In the event that professional emergency responders, i.e., Fire and/or Police, are involved, the college Incident Commander is in charge of the incident until control is transferred to a professional emergency response agency. The college Incident Commander then teams with the Incident Commander(s) of the more highly trained responders who have jurisdiction over the incident, in a structure known as a Unified Command (UC). This team exists until the emergency is resolved. The purpose of a Unified Command is to coordinate an effective response by uniting the “Incident Commanders” of all major organizations involved in the incident. At the same time, the Incident Commanders carry out their own jurisdictional responsibilities.

The following Incident Command System (ICS) management structure was developed to enable campus personnel to 1) evaluate the incident, 2) safeguard life, environment, and property, 3)

continually monitor the incident, 4) allocate resources for reducing any hazards, and 5) bring the incident to a close.

In the event that the established MATC Incident Command System leaders are unavailable, the first college employee arriving at the emergency incident shall assume the role of Incident Commander, and will be responsible for the management of the incident until relieved on-scene by the arrival of a college supervisor (Coordinator, Vice-President) or the President (IC) or other designated Incident Commander. The Incident Command System management structure may expand and contract to meet the needs of any emergency.

### **Non-Incident Command Team Personnel**

The roles and responsibilities of MATC personnel not specified in the Incident Command System structure will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs. Generally, personnel will be initially engaged to account for students, manage their groups, and maintain calm. In the event of a campus closure, personnel not directly responding to the emergency will be released from campus as early as practicable.

In the rare event that emergency conditions prevent people from leaving campus, or catastrophic damage has occurred, or outside emergency assistance is unavailable, other campus personnel and Crisis Response Team members will be called upon to provide additional guidance and assistance as necessary.

### **Employee Responsibility**

College employees have the responsibility to:

Understand and know what actions to take during an emergency. At any time employees have questions concerning safety procedures, they are to contact their supervisor.

Take appropriate steps to know the location of the nearest fire extinguisher, first aid kit, and emergency exit.

Know the location of your Program's Emergency Evacuation Assembly area.

All MATC employees have designated roles and job duties to participate in the safe and immediate evacuation of students and campus visitors during an emergency. All campus personnel, students, and visitors are expected to cooperate fully with the instructions of MATC Officials (Incident Commander, Faculty Members, Campus Security and other Campus Officials) during an emergency.

An MATC employee, student or visitor will never be required to place him/herself at risk, nor conduct any activity that s/he feels is unsafe.

## **EMERGENCY RESPONSE ACTIONS**

1. All activities in response to an emergency must be undertaken in consideration of the following priorities:
  1. Minimize injuries and loss of life;
  2. Minimize damage to property and the environment; and
  3. Facilitate the restoration of MATC education and services.

### **Incident Command - Declaration**

Once the MATC President declares an emergency, s/he becomes the Incident Commander (IC) and may activate the Incident Command Post. S/he will direct all Vice-Presidents, including alternates, to assemble at the Incident Command Post (ICP) and will assign them to positions.

In all but the minor incidents, a formal, stationary Incident Command Post will be established promptly in a safe area. The MATC ICP locations are:

- Primary – Commons Area
- Alternate – Air Conditioning Lab
- Alternate – Southwest Parking Lot (near flagpole)

### **Incident Commander**

There are six specific responsibilities assumed by the initial Incident Commander, including:

#### **Make an Initial On-scene Assessment**

- Upon arrival at the scene, the initial Incident Commander must carefully evaluate the situation.

#### **Establish Initial Goals and Objectives**

- After making an assessment of the situation, the initial Incident Commander must establish realistic first goals and objectives focused on saving lives, caring for the injured, stabilizing the incident, and minimizing harm.

#### **Determine Actions**

- The Incident Commander must make a fundamental decision how to stabilize and control the incident to meet the initial goals and objectives.

#### **Determine Additional Requirements**

- In serious emergencies involving facility damage or casualties, initial response resources will not be adequate to stabilize, control, and terminate the incident. The initial Incident Commander must determine resource needs and promptly initiate the appropriate requests for additional personnel, apparatus, material, equipment, or other assistance as required.

#### **Activate the Incident Command System**

- Closely related to the function of establishing goals and objectives is the deployment of personnel in support of those goals and objectives. An integral

the element of establishing first actions is initiating the Incident Command System and issuing specific, objective-oriented assignments.

**Establish a Briefing Schedule**

- Obtain the estimated time of arrival for administrative campus leaders to arrive at the ICP and establish initial times and intervals when all Incident Command System leaders will receive a briefing of the current situation and anticipated first plan of action.

**Transfer of ICS Command**

- When the MATC President or designee arrives on-site or at the ICP, the initial IC will transfer command to the President or designee and provide a complete situation briefing including first actions.

**Public Information Officer (PIO)**

Factual, accurate, and timely communications are vital in executing an effective response. The PIO (normally the President) or designee will facilitate internal campus communications, as well as communications with concerned students, families, and community members; news media; ICP; MATC Board of Directors; government agencies, and other relevant stakeholders as determined by the MATC Incident Commander.

In the event of an extended emergency, the PIO will provide updates on the status of the emergency, or instructions on further action to be taken, to MATC employees, students and the public.

Through regular reports, the PIO shall be responsible for updating the MATC Incident Commander on the status of assigned activities, personnel, equipment and resources. The PIO must provide documentation of damages due to the incident, or any expenses his/her team incurs, to the chief financial officer. Documentation may include photos, as appropriate.

**Safety Team**

The Safety Team will take action during the emergency to protect the health and safety of college employees, students, campus visitors, on-campus responders, and emergency response personnel. Key members of the Safety Team include Director of Nursing and Maintenance Supervisor.

The student population on campus will recognize and respond most readily to uniformed officers and teaching staff or faculty with whom they are familiar. College employees will recognize and respond most readily to uniformed officers, Department Coordinators, and Vice-Presidents to whom they report. The Safety Team will maintain a presence throughout the population to keep people calm, and move to and stay at assembly points during shelter-in-place or evacuation events. If Crisis teams are activated or volunteers participate in emergency response activities, the president or designee will have responsibility for assuring that all possible safety precautions are in place to protect them.

The Safety Team functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter during their

activities. Professional emergency response agencies are responsible for developing their own site safety plans and protecting their employees; however, the President or designee must be available to provide them with information regarding the campus and any unique hazards.

The Safety Team will provide documentation of its expenses and damages to the Vice president for Business Affairs following the incident.

### **Roles and Responsibilities of Incident Command Team-Support Personnel**

The first priority during an emergency is the safety of all MATC employees, students, and visitors on campus. The roles and responsibilities of most faculty and staff will be directed toward safety of the campus population and will depend on the nature of the emergency.

In the event of a Level III emergency, campus personnel are to report as follows:

#### **Department Faculty**

Department Faculty will manage building evacuation activities. The faculty members must immediately notify the administration if individuals are trapped, or if individuals – known to be present at the time of the event – cannot be located. The faculty member should stay with his/her group and designate a responsible person to relay information to the Incident Command Post either as a runner or by electronic communications if available. The faculty member will instruct everyone to stay calm and remain at the assembly point until the administration provides further instruction.

#### **Information Technology Systems Personnel**

During an emergency situation that threatens or disables computers or communications systems, the information technology specialist will report to the ICP. Primary areas of responsibility are to:

- Maintain adequate communication systems between critical functions on- and off-campus, during an emergency incident.

- Arrange continuation or restoration of service with telephone companies.

- Operate and maintain the campus-wide communication system necessary under any emergency condition.

- Assist in establishing voice/data communications (telephone, radio, and messages) between the MATC Incident Commander, Incident Command Teams, Faculty Members, Crisis teams, and with the public.

- Install and relocate live telephone service from phones or buildings, as required.

- Work with the PIO, after an incident has been stabilized, to establish a runner service to supplement hardware communications.

#### **Crisis Teams**

In a Level III declared an emergency, the campus is formally closed, and all students, visitors, and college employees not essential to the emergency at-hand will be instructed to leave the

campus.

In extreme circumstances when campus self-sufficiency is required, there may be a need to dispatch and mobilize individuals with specialized knowledge or skills willing to assist during an emergency. This Emergency Response & Management Plan identifies several Crisis Teams; others may evolve throughout the course of a major emergency.

Personnel possessing the knowledge, skill, or belonging to the work functions identified in this section should report to the ICP and during an emergency for specific assignments.

The Crisis Teams identified in this Emergency Response & Management Plan are listed in section B.

Participation in an Emergency Service Unit is voluntary unless the service provided is included as part of a person's regular job duties or job description.

**NOTE:** Safe and orderly evacuation of students, staff and visitors from classrooms and campus is the responsibility of all Manhattan Area Technical College employees.

An employee, student, or visitor is not required to place her/himself at risk, nor participate in emergency response activities if s/he feels the circumstances are unsafe or pose an undue risk.

The highest priority for all individuals participating as part of an Emergency Service Unit is personal safety.

### **CERT Emergency Service Unit**

Campus Emergency Response Team (CERT) ESU members will help the Incident Commander stabilize conditions for first responders, coordinate evacuations, promote calm, and relay information extending the resources of facilities and campus security. Campus CERT Team members will have an emergency kit (one for each member) that contains equipment and materials to assist them in their duties; team members will be trained in First Aid/CPR, Blood borne Pathogens, CERT, and fire extinguisher use.

### **Medical Volunteers Emergency Service Unit**

This unit will triage and initially treat injured victims during an emergency incident and will assist medical responders by coordinating and implementing an effective medical response.

Under the direction of a volunteer with the highest degree of medical training and certification, the Medical Volunteers ESU will:

- Establish Medical Teams and provide triage, basic life support, and other medical treatment to injured individuals.

- Establish on-campus Victim Treatment & Collection Point(s) when there are more than 5 victims.

- Coordinate patient identification and flow to the Victim Treatment and Collection Point(s) and Mercy Hospital.

Record the name of the injured individual; location of injured person; sex and approximate age of the injured person; identify the person as a student, faculty, staff or campus visitor. Report this information to the ICP.

Supervise student volunteers with first aid skills if student volunteers are activated.

Instruct all volunteers in the Medical Volunteers Emergency Service Unit to provide only the first aid or medical care they are trained to provide.

If an emergency involves mass casualties, campus medical volunteers with first aid skills will report to the Operations Chief for assignment.

**NOTE:** Medical treatment requiring special training and/or equipment shall not be conducted by personnel untrained or unequipped to perform such activities.

If an emergency involves mass casualties, campus medical volunteers with first aid skills will report to the president.

## **SHELTERING**

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community.

### **Shelter for Campus Evacuations**

During a campus evacuation, there may be individuals who do not have transportation to leave campus immediately. In the event this occurs, shelter will be provided, if possible, on campus.

A security/safety sweep of the designated building will be performed by maintenance prior to opening a facility as a shelter.

### **Potential Campus Shelter Location:**

MATC Primary Campus Evacuation Shelter: Allied Health classrooms in the Southwest end of the main building. Persons in outlying buildings should assemble in the main building if movement to that location does not present a hazard. Otherwise, persons should shelter in place where they are during the incident.

### **Shelter in Place Where Going Outdoors Poses a Hazard**

If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all MATC building occupants in the affected area will be notified via the telephone tree, telephone public address function, voice mail message, email (if possible), or runners inside each building. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the “all clear” to the College Administration, building occupants will be notified through the same emergency communications channels detailed below.



NOTE: Windows and doors should be sealed with tape and air handlers turned off in the event of a chemical spill in the area.

## **EQUIPMENT AND RESOURCES**

### **Emergency Communications**

The College used an electronic messaging service called Rave<sup>®</sup>. All employees and students are signed up to receive emergency messages on their cellular devices. Students may opt out but this is highly discouraged. The College Administration and Director of IT have control of the system through protected passwords to eliminate the possibility of mischievous false alarms.

### **Cellular or Digital Phones**

During a localized emergency that includes loss of phone service, the cellular phones may provide a vital link with emergency response agencies, contractors, utilities and other off-campus entities. However, during an area-wide emergency, high-volume cellular phone use often overwhelms the service and calls made from cellular phones will not be possible due to the communication overload.

Personal cellular or digital phones are widely used by college personnel, students, and visitors' on-campus. These additional phones may provide an available means for individuals to communicate with people on- and off-campus. Calling family members or friends may help reduce concern and anxiety significantly. However, due to the limitations identified above, their usefulness during a regional emergency may be limited.

### **Other Campus Communications Methods**

Provisions for "Message Runners" are also included in this Emergency Response and Management Plan. Message runners physically carry communications between parties during an emergency and are members of the Information Relay Emergency Services Unit.

### **Internet Communications (e-mail) and MATC Intranet**

The majority of campus personnel are connected to the campus email system via computer. Email accounts may also be accessed from off-campus computers via the Internet.

The Internet is widely accessed from computers both on- and off-campus. It can provide an excellent means of disseminating information about any emergency affecting the MATC campus to a large on- and off-campus audience from the MATC website [www.manhattantech.edu](http://www.manhattantech.edu)

The email system and Internet servers can also provide both internal and external communications for as long as power is available to the servers and the local (LAN) and wide area data networks (WAN) are functional.

## **Computer Back-Up**

Manhattan Area Technical College copies the data from the student administration files and the campus servers for storage at a secure location offsite. The campus Network Administrator may arrange for delivery or pickup of these backup files.

## **Hazardous Material and Chemical Spill Response Materials and Supplies**

Manhattan Area Technical College does not store hazardous materials or generate hazardous waste in quantity larger than 55 gallons. Fifty-five gallon drums of waste-oil, antifreeze and gasoline are stored in secondary containment. Flammable cabinets, with spill-reservoirs, are provided in areas where small quantity containers of flammables (such as paints and solvents) are used. MSDS are available in the departments with hazardous materials as well as those centrally located in the Maintenance Department. Fire extinguishers are available throughout the campus and are serviced annual or sooner if needed.

## **Medical and First Aid Supplies**

### **First Aid Kits**

First aid cabinets are intended only for injuries incidental to the workplace, and not equipped for mass casualties. They are located in all buildings throughout the campus and at off-campus sites. The cabinets located around campus have limited first aid and medical supplies on hand that may be used in an emergency.

In a Level 3 emergency, the Nursing department, located in Room 104, is equipped with hospital beds.

Potable water may be accessed from hot water heaters and vending machines.

**NOTE:** The items listed above should not be considered “all inclusive;” many campus resources may be used in a non-traditional manner to mitigate an emergency situation.

## **Miscellaneous Equipment and Supplies**

During an emergency, equipment, vehicles and other resources may be utilized in a non-traditional manner. For example, folding tables, and hollow-core doors may be used as stretchers; towels and linens may be used as bandages; vehicles may be used as shelter.

## **DOCUMENTATION**

Each Incident administrator is responsible for documenting the activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each professional emergency responding agency will keep documents associated with its activities during the response.

**Valuable for several reasons, these documents:**

- Provide the basis to assess emergencies and evaluate the response.
- Identify areas where campus preparedness activities worked well, and those areas that need improvement.
- Verify emergency expenses and document efforts to recover expenses.
- Assist in the event of litigation.

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency in the President's office or temporary office if required. MATC should request the post-incident reports from any responding agency that participated in the emergency.

## **TERMINATION OF EMERGENCY DECLARATION & RECOVERY**

Every emergency incident involves simultaneous response and recovery processes. During the early stages of an emergency, response activities dominate while recovery processes support response. Termination of the emergency declaration is the official recognition that the emergency phase of the incident has waned and the recovery process is dominant.

Termination activities should concentrate on giving accurate information to people who need it most, and should begin as soon as the emergency phase of the operation is completed.

Termination activities should include debriefing, post-incident analysis, and identification of a recovery team or recovery plan.

### **1. Debriefing**

Debriefing should begin as soon as the emergency phase of the operation is completed. The purpose of the debriefing is to inform participants:

- a. What happened?
- b. What is known about the status of the campus facility, including when operations will resume, or when a determination of a timeframe for resuming operations will be known?
- c. What is known about the condition, beyond campus, boundaries that may affect

- movement away from campus?
- d. What is known about the status of the campus populations including the type and extent of any injuries?
- e. Where the injured were taken?
- f. How to access updates?
- g. What actions will be taken next?

## **2. Post-Incident Analysis (After Action Reports)**

Post-incident analysis is a reconstruction of the incident to establish a clear picture of events that took place during the emergency. As soon as is practical, campus response team should construct a brief chronological overview of who did what, when, and where during the incident.

Key topics for the Post-Incident Analysis should include:

### **Command and control**

Did the first trained responder to arrive on scene establish the Incident Command System?

Was the emergency response organized according to the existing emergency management plan procedures?

Did information pass from ICS support teams to the Incident Commander and from the Incident Commander to the ICP through appropriate channels?

Were response objectives communicated effectively to field personnel who were expected to implement them?

Did the Incident Commander integrate well with the professional emergency response Incident Command upon arrival, and throughout the incident?

### **Tactical operations**

Did the on-scene Incident Commander effectively order tactical operations?

Who implemented the orders? What worked? What didn't?

Were tactical operations conducted in a timely and coordinated fashion?

Do revisions need to be made to tactical procedures?

Do tactical worksheets need to be developed or modified?

### **Resources**

Were human and material resources adequate to conduct the response effectively?

Are improvements needed to facilities or equipment?

Were mutual aid agreements implemented effectively?

### **Support services**

Were support services adequate and provided in a timely manner?

What is needed to increase the provision of support to a necessary level?

### **Plans and procedures**

Were the Emergency Management Plan and associated tactical procedures current?  
Did they adequately cover notification, assessment, response, recovery, and termination?  
Were roles and assignments clearly defined?  
How will plans and procedures be upgraded to reflect successful and unsuccessful aspects of the emergency response?  
What other procedures could have been in effect?  
Are there any procedures that should be eliminated?  
What additional protective measures could have been taken to eliminate the damage?  
Have there been any changes in the facilities, equipment, or operations of the institution that warrant changes in the procedures for emergency management?

### **Training**

Did this event highlight the need for additional basic or advanced training?

### **Communication**

How well did internal and external communication plans work?  
What should be clarified or changed?

### **Legal**

Are there ongoing legal issues that need to be resolved?

### **Recovery Plan**

The timing for moving from a response focus to a recovery focus will depend on the nature and magnitude of the emergency, and damage to campus structures and infrastructure. Once the immediacy of the emergency subsides, efforts at returning the campus to normal operations begin. MATC will return to the standard/routine organizational structure from the Incident Command structure and employees will return to work. This process may be gradual and may take an extended period of time depending upon the extent of the damage to campus. MATC leadership will strive to assure an organized recovery that maximizes safety of personnel and mitigates further damage to college facilities and assets. The Recovery Plan, or a timetable for a Recovery Plan, should be communicated to all interested parties. It is possible that recovery may continue long after resumption of normal operations.

### **Training, Review and Update of the Emergency Response & Management Plan**

Manhattan Area Technical College is committed to ensuring that the MATC Emergency Response & Management Plan is a flexible and dynamic plan. This Plan should be tested and evaluated semi-annually to ensure maximum preparedness. Key staff will participate in tabletop exercises to enhance skills and evaluate plan protocols. All MATC employees will be required to have a basic understanding of the Emergency Response & Management Plan including their role in the successful execution of critical protocols.

The MATC Incident Commander and Incident Command Post (ICP) members will debrief following the termination of an emergency incident or training drills, identifying those aspects of the Plan that worked well and those aspects that can be improved based on the experience.

The MATC Emergency Response & Management Plan will be reviewed on an annual basis to ensure that the Plan reflects the current conditions and status of the campus facilities and personnel. During this process the roster of Incident Command System personnel (and designates) will be reviewed and updated, if needed, along with the state of the campus emergency preparedness and response. Appropriate recommendations will be made to revise any programs and/or procedures for Presidential approval.

### **KEY POINTS**

Preparation for any emergency by pre-planning and practice exercises with your peers while communicating your expectations will improve both your chances and those of the college for survival and recovery. The future of the MATC campus and its community rests with your knowledgeable response to a campus emergency. To initiate an effective, efficient and timely response, remember the following key Points:

- Know the “Emergency Response” procedures contained in this plan to protect you during an emergency.

- Assist students, visitors and the disabled as required with evacuation and other protective actions.

- Be familiar with the MATC Emergency Response and Management Plan, and know your responsibilities.

- Call 9-1-1 for any life-threatening emergency followed by a call to Campus President at extension 4500.

- Each campus site has specific evacuation procedures. Follow the procedures for your site. Follow the “Campus Evacuation” procedures contained in this plan when asked to leave campus during an emergency.

- The college president or designee will make the decision to evacuate the campus or “shelter-in-place,” as well as the appropriate level of response to all emergencies affecting campus.

- College employees with pre-designated emergency response roles should report as instructed after first checking in with their building faculty members.

## IMMINENT DANGER

A crisis situation may arise when it is prudent to lock MATC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or person(s) wielding dangerous weapons.

The President of the College, or his/her designee, has the authority to initiate a lockdown at any time deemed as necessary and will use the Rave Alert system to do so. Faculty and staff should follow the building lockdown procedures when instructed to do so or immediately in the event of imminent threat.

While MATC has no authority to prevent students from leaving the campus, all students will be asked to stay and report to safe areas in the event of a crisis.

### Imminent Danger

#### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of faculty and staff during an active shooter situation.

All students are encouraged to view the video Run, Hide, Fight found by following this link: <http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>

#### 1. Evacuate (**Run**)

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

#### 2. **Hide** out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### **3. Take action against the active shooter (Fight)**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## **AIRCRAFT CRASH**

The potential for an aircraft crash on or near campus is nominal, yet possible.

### **Crash into campus Building(s)**

Immediately take cover under tables or desks and remain clear of all windows to protect from falling or flying debris until mass movement stops.

Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures, if possible. Consider the potential fire and explosion to be increasing if fire or explosion did not occur on impact.

Assemble at the pre-designated assembly point, if it is safe to do so, or proceed to an alternate assembly point as directed by the faculty members or other MATC official by the safest route possible.

Wait at the safe assembly point until otherwise directed by the Faculty Member, an MATC official, or law enforcement officer.

If required, a campus-wide evacuation will be conducted when it is safe to do so without complicating the emergency response.



## **If You Become Trapped**

Alert emergency search and rescue crews or anyone within shouting distance of your location.

If a telephone is available attempt to call extension 4500 (President's office) or extension Dial "0" (front desk) (Receptionist) and report your location.

If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.

Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants and heat.

If you are injured, tend to your wounds.

Remember, the first priority during any emergency is life safety. Help is on the way.

## **Crash Near Campus**

In the event of a major community emergency, the MATC campus may be used as a staging area or command post by emergency responders.

Keep campus access roads open and remain clear of the command post and responders.

Follow building evacuation plans.

Wait at designated assembly Points until receiving further instructions from an MATC official or law enforcement officer or firefighter.

## **BOMB THREAT**

Colleges and other public institutions are prone to bomb threats. The threats rarely involve real explosives, but each must be taken seriously.

### **If you receive a bomb threat or become aware of a bomb threat:**

Remain calm and courteous while trying to obtain information.

Record the time of the threat.

Record the exact words of the threatening person or caller.

If the bomb threat is written, handle it carefully – preferably with minimal touching to preserve evidence on the note.

### **Information to gather and questions to ask**

*NOTE: DO NOT HANG UP THE PHONE AFTER TAKING DOWN INFORMATION. MOST PHONE CALLS CAN BE TRACED BACK TO THEIR ORIGIN EVEN IF THE ORIGINATOR HAS HUNG UP. THIS CANNOT OCCUR IF THE RECEIVING PHONE HAS BEEN HUNG UP.*

### **BOMB THREAT CHECKLIST**

EXACT TIME OF CALL: \_\_\_\_\_

CALLER ID PHONE # DISPLAYED: \_\_\_\_\_

EXACT WORDS OF CALLER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### QUESTIONS TO ASK

When is the bomb going to explode?

\_\_\_\_\_

Where is the bomb?

\_\_\_\_\_

What does it look like?

\_\_\_\_\_

What kind of bomb is it?

\_\_\_\_\_

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your address?

What is your name?

### CALLER'S VOICE (circle all applicable)

Calm                      Slow                      Crying                      Slurred                      Disguised

Sincere                      Normal                      Squeaky                      Stutter                      Deep

Loud                      Broken                      Giggling                      Accent                      Angry

Rapid                      Stressed                      Nasal                      Lisp                      Excited

If voice is familiar, whom does it sound like?

---

Were there any background noises?

---

Remarks:

---

Person receiving the call:

---

Telephone number call received at:

---

**Report:**

The person receiving the threat should complete the “Bomb Threat Checklist” and have it ready for the responding Security Officers.

By campus phone call extension 4500 to report the threat to the President. The President will make appropriate notifications.

**A Reminder:**

Always take a bomb threat seriously.

Do not search for a bomb, pick up, shake, handle or touch any suspicious objects.

**Do not use radios or cell phones to communicate.** A radio or cell phone transmission contains a radio frequency that can activate some types of bombs and explosive devices.

In the event of a building or campus evacuation, wait for the Faculty Member, Administration or other law enforcement Officer, fire fighter or other college official to give the “All Clear” before returning to a building, classroom or to campus. In the event the campus is evacuated, monitor news radio and TV stations (see below) for further information and an “All Clear” to return to campus.

WIBW – TV 13

KSNT – TV 27

KTKA – TV 49

KMAN 1350 AM radio

KQLA 103.5 FM radio

WIBW 94.5 FM radio

KTPK 106.9 FM radio

KBLS 102.5 FM radio

KJCK 97.5 FM radio

KBLS 102.5 FM radio

## **BUILDING EVACUATION**

When a building on campus must be evacuated, the evacuation must be done quickly, calmly, and without panic. Special attention should be given those individuals requiring additional assistance to evacuate a building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here.

Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.

Take your personal belongings with you.

Classrooms and offices – close, but do not lock, all doors.

Laboratories – turn off all gas (cylinders, fuels), and other equipment or machines in use that may pose a hazard or source of ignition or fuel.

Follow the evacuation route posted in your building.

Walk quickly and calmly to the assembly Point designated by your Faculty Member and alert others to do the same.

Do not use elevators during a fire or after an earthquake.

During non-earthquake or fire evacuations, reserve elevators for non-ambulatory individuals.

Wait at the designated outdoor assembly Point.

Do not leave the assembly area until you have checked in with the Faculty Member. If the primary assembly Point is unsafe, go to an alternate assembly Point identified by a college official.

Notify your Faculty Member if anyone is unaccounted for from your classroom or area.

After evacuating, **DO NOT ENTER A BUILDING FOR ANY REASON** until you are told it is safe or a college official announces an “All Clear”.

## **Assisting People with Disabilities**

### **Wheelchair User**

Assist the person in exiting the building. If located on an upper floor and the elevator is not safe for use (earthquake or fire), assist the person to the assembly Point by way of the building exit stairwell. You may request another individual “escort” the person to the assembly area while you continue to assist with the evacuation. The escort should remain with the wheelchair user to provide additional assistance.

### **Visually Impaired**

Explain the nature of the emergency to the person. Offer to guide the person to the designated assembly Point. Offer your elbow to the individual. As you walk, describe where you are and advise the person about any obstacles. When you reach the assembly point advise the person where s/he is and ask if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### **Hearing Impaired**

Alert a hearing impaired person by stepping in front of him/her and getting eye contact. Write a short, explicit note instructing the person to evacuate the building and where the assembly Point is located. You may assign a staff member or student to act as escort for the person to the assembly area. When you reach the assembly point, ask by way of a written note, if further

assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### **Psychologically Impaired**

Explain the nature of the emergency to the person. Offer to guide the person to the designated assembly point. Offer your arm to the individual. As you walk, describe what has occurred and why you are evacuating the building. When you reach the assembly point, advise the person where s/he is and ask if further assistance is needed. You may assign a staff member or student to remain with the person in the assembly area.

### **People with Other Impairments**

Assist the person in exiting the building. If located on an upper floor and the elevator is not safe for use (earthquake or fire), assist the person to the assembly Point by way of the building exit stairwell. You may request another individual “escort” the person to the assembly area while you continue to assist with the evacuation. The escort should remain with the person to provide additional assistance. If there is a problem evacuating the person from a building, assign a staff member to notify the Faculty Member or Administrator that a person with impairment is waiting for rescue on the specified floor at the exit stairwell. Describe the impairment so that the rescuers may bring proper equipment.

## **EARTHQUAKE**

There is an earthquake fault line which runs below the Wamego area. Earthquakes are one of the potentially damaging emergencies the campus will face. The potential cascading events, such as fires, natural gas line ruptures, power outages, and ground failures, add to the potential for catastrophic damage to campus and the surrounding area. Organizations are expected to be self-sufficient up to 3 days following a major earthquake, without government agency or utility company response. In the event of an earthquake

### **If Inside:**

1. Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available -- be cautious of swinging doors and people traffic. Avoid outside or high-use doorways.
2. Stay away from windows and objects that could fall.
3. If in a theater or lecture hall, stay in your seat or get under it, if possible. Protect your head with your arms.
4. When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
5. Proceed to a designated assembly point, or if unsafe, an alternate assembly point. Remain for further instruction.
6. Instructors and supervisors: Notify Administration of anyone unaccounted for from your area.

## **DO NOT GO BACK INTO THE BUILDING UNTIL NOTIFIED**

### **If Outside:**

1. Move away from buildings, overhead lines, poles, or other objects that could fall or move

abruptly (vehicles & equipment).

2. Get low to the ground and protect your head with your arms.

**Always:**

1. Proceed to the designated assembly area and **WAIT**.
2. Be prepared for after-shocks.
3. If you suspect gas, electrical or other problems, notify campus officials.

**EMERGENCY CAMPUS CLOSURE**

Severe weather, damaged infrastructure or other unanticipated conditions may occur that could affect the capability of our college to remain open for the purpose of conducting classroom instruction.

The decision to close a college campus or other MATC building will be made by the president or designee.

If it becomes necessary to close a campus during non-scheduled operating hours, the president or designated representative will initiate personnel notification using Rave®.

Call MATC, 785-587-2800, for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media.

WIBW – TV 13

KSNT – TV 27

KTKA – TV 49

KMAN 1350 AM radio

KQLA 103.5 FM radio

WIBW 94.5 FM radio

KTPK 106.9 FM radio

KBLS 102.5 FM radio

KJCK 97.5 FM radio

KBLS 102.5 FM radio

All scheduled activities will be terminated during a campus closure, except emergency operations performed by essential facilities and security personnel.

**Campus Evacuation**

The Incident Commander or designee will notify the Riley County Police Department of the evacuation and request traffic control.

Know and follow the evacuation protocols and routes from campus.

**FIRE EMERGENCY**

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

Leave the area at once.

Pull the fire alarm.

Alert other people in the area and instruct them to leave the building.

Close, **DO NOT LOCK**, all doors and windows if you can safely do so to help contain the fire.

Stay as low as possible to avoid smoke and heat.

Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building.

Do not use elevators.

Go directly to the designated assembly area and await additional instructions. Report anyone who is missing and who was in your classroom or area when the evacuation began to the Faculty Member.

**Call 9-1-1** from a safe location.

**Call 4444 or Dial "0" (front desk)** to contact the Administration for immediate response. Remain at the assembly area until you are instructed how to proceed by the administration, Riley County police officer, fire fighter, or other college authority.

### **If Trapped:**

1. Alert emergency responders of your location by whistling, shouting or using an object to beat on walls, floor in a rhythmic manner.
2. If a telephone is available, call 911 and inform Emergency Personnel of your location; you may also place an article of clothing or other device to use as a signal in a window, if a window is available.
3. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
4. If you are injured, tend to injuries.

**REMEMBER:** Saving lives is the first priority in an emergency. Help is on the way.

**DO NOT TRY TO FIGHT A FIRE UNLESS YOU HAVE RECEIVED TRAINING**

### **HARASSMENT, THREATS, VIOLENCE ON CAMPUS**

Harassment, threats, and violent behavior are unacceptable and will not be tolerated at Manhattan Area Technical College. All reports of harassment, intimidation, threats, and physical violence will be investigated and individuals subject to disciplinary action, including expulsion, termination and prosecution.

Planning and practice are effective tools individuals may take to prevent and protect against the unlikely event of violence on campus. Preventive actions include: 1) Learning to recognize early warning signs, 2) Early reporting and intervention, 3) Considering potential scenarios, and 4) Planning a response.

Every hostile or potentially violent situation is different and the threatened individual will have to rely on his/her best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

**Harassment:**

1. Do not ignore harassing behavior. Report concerns to your supervisor or to Security.
2. Do not tolerate verbal or physical harassment from anyone.
3. Do not give out personal information about others (co-workers or students), such as home address, class schedule, or telephone number.
4. Report civil protection orders (“**No Contact Orders**” or “**Restraining Orders**”) to Administration. The President or Vice President of Student Affairs will request a copy of the order.
5. **Call extension 4444 or Dial “0” (front desk)** for assistance. If the situation warrants call 9-1-1 immediately for a Riley County Police Response and call Campus Administration.

**Suspicious person:**

1. Establish eye contact and ask if you can help him or her.
2. Do not physically confront the person.
3. Do not let anyone block your access to an exit.
4. Do not let anyone into a locked building or office.
5. Do not block the person’s access to an exit.
6. Call extension 4500 for assistance. If the situation warrants call 9-1-1 immediately for a Riley County Police Response and call Campus Security as time permits at extension 4500 or Dial “0” (front desk).
7. Keep a safe distance.
8. Note the person’s travel direction, clothing, body type (weight & height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercing and/or tattoos, etc.

**Threats:**

Treat all threats or rumors of violence as serious. Call 9-1-1 if you are in danger of bodily harm or consider the threat to be immediate.

Call 9-1-1 if you observe a weapon, are informed of someone on campus in possession of a weapon, or informed of someone’s intent to bring weapons to campus.

Call extension 4444 or Dial “0” (front desk) to report threatening behavior if you do not consider yourself or others to be in immediate danger.

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Your own safety and the safety of others are the top priority. General guidelines include:

Call extension 4500 or Dial “0” (front desk) if it is safe to do so. Provide as much detail as you know and what action you have taken. Do not speculate. Depending on circumstances, the responding Security Officers will coordinate efforts with the law enforcement officers.

The President will make other notifications contained in the Emergency Management & Response Plan.



### **Hostile Confrontation:**

- Remain as calm as Possible. Be cooperative and patient. Time is on your side.
- Offer to listen.
- Don't judge or argue with perceptions.
- Treat each concern as important and valid. A person in crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening. Maintain polite eye contact.
- Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when you speak. Ask or tell the person before you make any moves.

**Be truthful** - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his/her grievances in a fair manner.

Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he/she has helped formulate.

**Always look for win-win outcome.** Retaining dignity (saving face) is paramount to the person in crisis.

Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide you must escape, this information will be needed by police to ensure the safety of others.

### **HAZARDOUS MATERIALS**

Although Manhattan Area Technical College uses and stores a minimum amount of hazardous materials highway 113 (Seth Child Road) is next to the campus and highways 24 and 18 are nearby. Additionally, natural gas lines serve the campus and the railroad is located within 5 miles of campus. MATC must respond appropriately in the event of a hazardous materials release. If you detect unknown odors or suspect a chemical release or exposure, follow the steps below immediately.

#### **Unknown Odors**

Call the Administration immediately at extension 4500 or Dial "0" (front desk) from any campus phone or 785-587-2800 from other phones. If you are unable to reach the College, call 911 for assistance.

Identify the source of the odor, if known. If the odor is unknown to you, describe the odor when calling.

If it is a natural gas odor, open doors and windows and evacuate the building.

If the odor is irritating or you feel symptoms such as dizziness, nausea, burning or stinging of the eyes or mucous membranes, alert someone to your symptoms and ask the Administration for assistance to evacuate the building.

Follow the instructions of campus personnel or responding facilities personnel.

#### **Chemical Exposure or Spill**

If a body part comes in contact with a chemical, rinse the area with clean, cool, running water for at least 15 minutes.

If the chemical splashed into the eyes, hold the eyes open while flushing with water and continue to flush the area for at least 15 minutes.

**Call 4444** or Dial “0” (front desk) for emergency back-up assistance from the Administrative Offices.

**Call 911 if:**

- Incident requires medical treatment;
- Spill involves a fire/explosion; or
- Spill is life threatening.

Protect other people from exposure. If the potential for additional exposures exists, evacuate the area.

If an MSDS sheet is not available, you may also contact CHEMTREC for emergency information at 1-800-424-9300, 24 / 7.

Respond to the spill only in accordance with your level of training.

Call Campus Administration at extension 4500 or Dial “0” (front desk) (785-587-2800) in the event of an unknown chemical spill.

If a chemical spill reacts either violently or by creating a cloud or odor, call 9-1-1 and advise the emergency operator to dispatch the fire department hazardous materials team and if possible, provide the types of chemicals involved in the reaction. Evacuate the building.

**Notice of an Off-Campus Release affecting the Campus**

If notified of an off-campus release that poses a threat or danger to campus populations, the Incident Commander (IC) will direct the campus to:

- Evacuate or
- Shelter In-Place.

If notified to evacuate, follow established evacuation procedures for your building, or as instructed by your Faculty Member. (Evacuation routes may differ due to nature of the chemical and spill conditions).

To shelter-in-place:

- Close all windows, doors, and drapes;
- Turn off ventilation (HVAC systems will be shut off by the Engineers);
- Tape or stuff any gaps where air might enter (beneath and around doors and windows; and,
- Remain in place until instructed to do otherwise by an MATC Official or firefighter.

**MEDICAL EMERGENCY**

Medical emergencies, with known and unknown causes, can occur without warning to students, staff, and visitors on campus. A timely, trained response is the best chance for recovery and a list

of trained staff members is located on or in each first aid kit. To initiate a timely response, take the following steps immediately:

**Life Threatening Emergency:**

Call 9-1-1. Advise the emergency operator of the circumstances and follow the instructions given.

Either call or send a runner to the Administrative Office (extension 4500 or Dial “0” (front desk); 785-587-2800) to obtain immediate campus response in addition to responding paramedics.

State the medical aid needed.

Provide the location of the emergency.

Describe the type of injury or illness.

Provide a brief description of how the injury or illness occurred.

Do not move the injured or ill person unless it is necessary to avoid further injury.

Have someone meet the responding paramedics and direct them to the emergency location.

**Non-Life Threatening Need for Medical Assistance:**

Call extension 4500 or Dial “0” (front desk) (785-587-2800). State the medical aid needed.

Provide the location of the emergency.

Describe the type of injury or illness.

Provide a brief description of how the injury or illness occurred.

Do not move the injured or ill person unless it is necessary to avoid further injury.

Have someone meet the responding personnel to direct him or her to the emergency location.

**SEVERE WEATHER**

Severe local storms are the most common widespread hazard faced by Manhattan Area Technical College. Effects of severe local storms - wind, snow, ice, hail and high winds - are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water, and sewer systems may become inoperable. Transportation routes may be impassable leaving both staff and students without the ability to get to the college or worse, stranded.

**Normal Hours of Operation (Monday – Friday, 8 a.m. – 10 p.m.):**

MATC classes and general business operations will continue unless otherwise notified.

If you are outside and threatened by severe weather or observe lightning, move inside a building or your vehicle, if available.

During a power outage, if you are in a darkened area, remain calm and move cautiously to a lighted area. Exits and stairwells have emergency lighting with battery back ups to assist you leaving a building.

If classes and general business of MATC is suspended during normal operating hours, staff will be notified through the existing telephone tree, by email and in the event of telephone or electrical outage, by runner.

Severe weather may reduce the ability of students and staff to leave the building they are in, or campus. Faculty and staff will be notified by the MATC President or designee whether to release students or to shelter-in-place. (No one will be held against his or her will in a building, classroom or on campus.)

If it becomes necessary to close campus during pre-scheduled operating hours, the president or designee will initiate notification to staff and students through the phone tree.

**Call** the MATC front desk, 785-587-2800, for information regarding the status of a college closure. Notice of campus closure will also be announced through local radio and television media.

### **SUSPICIOUS MAIL / PACKAGE**

Letters containing threatening information, hate mail, or potentially explosive or infectious substances need to be handled with care. Identifying suspicious packages prior to opening minimizes the threat of exposure and increases the potential for evidence. Manhattan Area Technical College office personnel initially handle most mail sent to the colleges and is alert to the hazards associated with letters and packages. However, each individual should take care when handling and opening mail.

#### **What to Look for:**

Irregular shape, soft spots, or bulges in packaging.

Unprofessionally wrapped with excessive tape or several types of tape.

Special handling endorsements such as “Confidential” or “Handle with Care” or “Rush Order.”

No return address, fictitious return address or return address different than post mark.

No return address, fictitious return address or return address different than post mark.

Misspelled words, badly written or typed address.

Addressed to title only or wrong title with name.

Strange odor, oily stains on package, or protruding wires.

#### **What to Do:**

Do not move or open any suspicious mail.

Leave the mail where it is, leave the room and lock the door.

Inform your supervisor and/or **call** extension 4500 or Dial “0” (front desk) (785-587-2800) for MATC emergency back-up assistance from the administration.

**If suspicious substance found in opened mail:**

Put the envelope or package down immediately.

**Leave suspicious substance as is.**

Cover suspicious substance gently with an envelope or paper (depending on the size of the area covered), or overturned wastebasket (empty the wastebasket before using it to cover the substance). Limit potential contamination of other people or equipment.

**If a bomb is suspected:**

Evacuate the office and the building immediately and **call 9-1-1** from a safe location.

**Do not use a cell phone to make a call or any notification.** Some explosive devices are triggered to explode on common cell and radio frequencies.

Then call extension 4500 or Dial “0” (front desk) (785-587-2800) for immediate campus Administration response.

**If you suspect the substance is a biological or chemical agent:**

Minimize all contact with the substance.

Cover the envelope, package or spill with an empty wastebasket to minimize contact with the substance by others and to minimize its potential to spread beyond its original area.

Wash your hands gently with soap and warm water and call extension 4500 or Dial “0” (front desk) (785-587-2800) for immediate campus Administration response.

Follow guidance provided by campus Administrators or emergency responders for minimizing exposure and/or spread of contamination.

Seek medical attention based on laboratory analysis results or advice from emergency responders.

**DEATH**

**DEATH -- ACCIDENT/SUICIDE/NATURAL CAUSES**

The death of an individual working at, attending, or visiting MATC could occur as a result of an accident, a suicide, or natural causes. In any event the impact on survivors must be considered and an appropriate response must be made.

Crisis caused by the sudden death of a student or faculty/staff member can be averted or diminished via a preplanned intervention program. People in crisis often experience anxiety, feelings of vulnerability, and other difficulties.

In the event of a death the Crisis Team should meet and an appropriate response should be made as soon as possible.

The Immediate response to the death of a student, a member of the faculty/staff, or group individuals will be as follows:

1. The College maintains its regular schedule.
2. A counseling center is set up in the conference room to help small groups of students cope with the crisis. Students who need help/support or who are too upset to be in class could spend time in the center. Counselors may also meet with individuals in private as necessary.
3. When requested by a program Instructor, Crisis Team members can lead classroom discussions.
4. A staff meeting will be held to disseminate information concerning the death.
5. Staff members may visit with counselors individually or as a group as necessary.
6. The conference room will serve as a base for staff support as they handle their classes prior to and during the funeral.
7. Members of the Crisis Team will assist in covering classes for those staff members who are especially upset and in need of time to recover from the shock.
8. The on-site administrator(s) or a delegate will make all public announcements.

Guidelines for informing individuals of a death:

- a. The individual should be told by someone whom he/she trusts or has an established rapport.
- b. The individual should be informed of the incident simply and directly. Unnecessary details should not be offered.
- c. The individual should not be left alone following the news.
- d. The individual should be afforded privacy, as needed.
- e. Parent(s)/relatives should be encouraged to be supportive of the individual.
- f. All students/staff should be informed of the circumstances as soon as possible.

Suicide

Suicide should not be ignored, nor should it be romanticized or sensationalized. It should be dealt with carefully and compassionately.

The grieving process is essential to the well-being of the students, teachers, and family. Most adolescents can cope with the loss after the initial shock, although some may become depressed for a few weeks or even months. With adequate help students and teachers will be able to deal with this tragedy.

When a suicide occurs, the President should contact the members of the Crisis Team to inform them of the situation and to request that they meet to develop strategies to address the suicide.

The college counselor or an invited psychiatrist or expert should describe how students may react to the news and suggest how teachers might handle the situation.

Time should be allowed for teachers to ask questions.

The Administration may want to arrange for a psychiatrist or "outside expert" to be at the college to lend support and to help the students and teachers. Some people may be wrestling with the notion that something they did or said prompted the student to commit suicide. The psychologist or psychiatrist may be able to dispel this idea or to identify other depressed youths.

In addition, the psychiatrist or expert might speak to parents and to faculty members. They will want to know how to act knowledgeably and confidently.

For additional support, a crisis center should be established. Students should be encouraged to escort friends to the center and to go there themselves if they need help. Some staff members and students may need to be taken home.

The building crisis team should concentrate on relating the facts and dispelling the rumors; deglamorizing the events; advising students where they can go to discuss their feelings; encouraging students to be understanding of others' feelings of responsibility; emphasizing that every adult in the building is willing to help or listen; and encouraging students to express their responses to the death.

Staff members should be encouraged to relate the facts rather than allow rumors to circulate. Any students' attempt to glamorize suicide should be challenged by teachers and suicide should be put in proper perspective. The facts of death, the pain suffered by surviving family members and friends, and the decision to die must be discussed.

The President and any other college representatives should visit the victim's family at home to offer solace and support and return personal belongings.

College should return to normal as soon as possible.

**COLLEGES AND UNIVERSITIES PANDEMIC INFLUENZA PLANNING CHECKLIST**



In the event of an influenza pandemic, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist as a framework to assist colleges and universities to develop and/or improve plans to prepare for and respond to an influenza pandemic. Further information on pandemic influenza can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov).

**1. Planning and Coordination:**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify a pandemic coordinator and response team (including campus health services and mental health staff, student housing personnel, security, communications staff, physical plant staff, food services director, academic staff and student representatives) with defined roles and responsibilities for preparedness, response, and recovery planning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic plan scenarios that address college/university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include: <ul style="list-style-type: none"> <li>■ cancellation of classes, sporting events and/or other public events;</li> <li>■ closure of campus, student housing, and/or public transportation;</li> <li>■ assessment of the suitability of student housing for quarantine of exposed and/or ill students (See <a href="http://www.hhs.gov/pandemicflu/plan/sup8.html">www.hhs.gov/pandemicflu/plan/sup8.html</a>);</li> <li>■ contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);</li> <li>■ contingency plans for maintaining research laboratories, particularly those using animals; and</li> <li>■ stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college/university. Identify and review the college/university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that pandemic influenza planning is consistent with any existing college/university emergency operations plan, and is coordinated with the pandemic plan of the community and of the state higher education agency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college/university and community during and after a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials as well as the state's higher education officials (including back-ups) and the chain of communications, including alternate mechanisms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the college/university's Incident Command System and the Incident Command Systems of the local and/or state health department and the state's higher education agency.





**1. Planning and Coordination: (continued)**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your plan, and revise it regularly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other colleges/universities to improve community response efforts.

**2. Continuity of Student Learning and Operations:**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and disseminate alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of college/university closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for maintaining the essential operations of the college/university including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and food service for student housing.

**3. Infection Control Policies and Procedures:**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette). (See Infection Control <a href="http://www.cdc.gov/flu/pandemic/healthprofessional.htm">www.cdc.gov/flu/pandemic/healthprofessional.htm</a> ). Make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine ( <a href="http://www.cdc.gov/flu/protect/preventing.htm">www.cdc.gov/flu/protect/preventing.htm</a> ).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish a pandemic plan for campus-based healthcare facilities that addresses issues unique to healthcare settings (See <a href="http://www.cdc.gov/flu/pandemic/healthprofessional.htm">www.cdc.gov/flu/pandemic/healthprofessional.htm</a> ). Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adopt CDC travel recommendations ( <a href="http://www.cdc.gov/travel/">www.cdc.gov/travel/</a> ) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

**4. Communications Planning:**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders (See <a href="http://www.hhs.gov/pandemicflu/plan/sup10.html">www.hhs.gov/pandemicflu/plan/sup10.html</a> ).

**4. Communications Planning: (continued)**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks. Ensure language, culture and reading level appropriateness in communications.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating college/university response and actions to employees, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the college/university's pandemic preparedness and response plan. This should include the potential impact of a pandemic on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (including the HHS Pandemic Influenza Planning Guide for Individuals and Families at <a href="http://www.pandemicflu.gov/plan/tab3.html">www.pandemicflu.gov/plan/tab3.html</a> ), and the at-home care of ill students or employees and their family members.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

## **ADDITIONAL RESOURCES AND LINKS**

After a Disaster: A Guide for Parents and Teachers

<http://www.mentalhealth.org/publications/allpubs/KEN-01-0093/default.asp>

American Red Cross

<http://www.redcross.org/>

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov/health/default.htm>

Planning and preparation

<http://www.bt.cdc.gov/planning/index.asp>

Emergency response

<http://www.bt.cdc.gov/emcontact/index.asp>

Clinical and research aspects of trauma responses and their resolution

<http://www.trauma-pages.com/>

Disaster Resources for Educators

<http://www.ag.uiuc.edu/%7EEdisaster/resource.html>

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/>

Emergency Management Guide for Business and Industry:

<http://www.fema.gov/pdf/library/bizindst.pdf>

Preparedness

<http://www.fema.gov/pte/prep.htm>

Terrorism Fact Sheet

<http://www.fema.gov/library/terrorf.htm>

U.S. Department of Health & Human Services

<http://www.hhs.gov/>

Disasters and emergencies

<http://www.hhs.gov/disasters/index.shtml>

U.S. Department of Homeland Security

**Other good sources of help include family doctor and church officials.**