SEARK All Hazards Emergency Response Plan

An emergency is defined as any state requiring immediate action to prevent dire consequences, usually immediate threat to life, limb or property.

In case of emergency contact Office of Public Safety
   Emergency Telephone Number: (870-557-4211)

Emergency Procedures
Steps to Take in Emergency Situations:

1. Remain CALM and SPEAK CLEARLY when communicating!
2. Contact the Security Office at (870-557-4211).
   A. Give your name and present location
   B. Indicate if the call is for a medical or psychological crisis, and/or criminal activity
   C. Give the nature of the situation - including whether weapons are present
   D. Give the name(s) of the person(s) in crisis, if possible
   E. Give a description of the individual(s) involved in the suspicious/criminal activity
   F. Remain with the person in crisis, if possible
3. A SEARK Security Officer will respond. They will investigate the incident, make a report, and follow through with details. Other departments are contacted as needed.
4. Documentation and follow-up will be accomplished by the Security Office, Physical Plant Office, or other appropriate offices/departments.
5. Emergency instructions are posted by doors in all buildings.
6. The college Crisis Team may opt to respond in accordance with the National Incident Management System (NIMS) and proceed with the appropriate incident command action.

1. EMERGENCY SITUATIONS
Emergency Transportation and Messages

**Ambulance:** Call (870-557-4211) or (4911) if an ambulance is needed. Provide clear information to the responding officer. Security Officers will call and direct emergency personnel to the correct location.

**NOTICE:**
The college does not assume the cost for the use of ambulance transportation.
The college will not assume responsibility for consequences of a refusal of ambulance transport.
Individuals refusing ambulance transportation are responsible for their transportation to a medical facility, i.e., friend, family member.
The Security Office and SEARK employees are prohibited from providing transportation to anyone in crisis.

Emergency Messages / Text Messaging / Public Address System

The Vice President for Student Affairs Office (Student Services Building Room 157) is responsible for accepting and delivering valid emergency messages to students, faculty and staff. The procedure is as follows:

Forward any calls/messages to the Vice President for Student Affairs Office at **870-850-2187** or Security Office at (870-557-4211).

A staff member or Security Officer will document and deliver the message(s). Messages that are considered non-emergency **ARE NOT** delivered.

Emergency text messages can be sent to activated cell phones via the SEARK E2 Alert system in certain campus crisis situations.

The college communication system can be activated by the President for certain campus crisis situations.

**2. EMERGENCY TRANSPORTATION AND MESSAGES**
Fire Procedures
If you smell smoke or observe a fire:

Stay CALM and SPEAK CLEARLY when communicating! IN CLASS: The instructor will send one person to pull the fire evacuation alarm nearest to the class and a second person to verbally report the fire by calling the Security office at (870-557-4211) or 4911 on campus phones. When calling, please provide the following:

☐ Location of fire (building name, first/second floor, room number etc.)  ☐ Status of the fire alarm, and ☐ Your name and (faculty, staff or student).

Immediately evacuate the area. DO NOT use elevators DO NOT attempt to enter smoke filled or “hot” rooms THERE ARE NO EXCEPTIONS TO AN ORDER TO EVACUATE

The Security Office is normally responsible for initiating calls to the fire department. When a fire alarm sounds, an immediate and orderly evacuation from the affected building(s) is required. Instructors shall assist impaired and non-ambulatory individuals in their classes. Accompany any immobile individuals to the nearest stairway or door and stay with that individual until a Security Officer or Fire Department Official arrives. Notify the Security Office at (870-557-4211) of the location of any individual who is physically impaired and unable to move without assistance.

Wheelchair stair descent devices are near top of the stairwell in McGeorge to assist students in wheelchairs

Do not attempt to move individual from a wheelchair or carry someone in a wheelchair unless it is absolutely necessary for the safety of the individual.

3. FIRE PROCEDURES
Bomb Threat Procedures

In the event a bomb threat is received, the following procedures shall be followed:

1. An employee who receives a bomb threat should remain CALM and make NOTES.

2. Write down the number displayed on the caller ID display of your telephone and all other information. (Time, Date, number of call preceding and after the threat if possible)

3. Attempt to identify background noises that may help to determine the location where the call is being made, such as traffic, music, laughter, etc., and note the information.

4. Make an educated guess, and try to determine some critical information about the caller such as his/her SEX, AGE, RACE, VOICE, ACCENT, or determine whether the caller is using a disguised voice.

5. The employee should ask what TIME the bomb is scheduled to explode, attempt to obtain the LOCATION of the bomb and, if possible, ask the caller what is the REASON for the threat.

6. The employee should immediately notify the Campus Security Office at (870-557-4211) who in turn shall contact the Office of the President or his/her designated representative at (870-543-5907) or (870-850-2187) and the college Affairs Office at (870-850-4822).

7. The decision to evacuate a building during a bomb threat is made by the President. In the absence of the President the designated representative will make the decision.

8. Cell phones shall not be used whenever there is a college response to a credible bomb threat or until an all clear has been given by the Incident Commander.

4. BOMB THREAT PROCEDURES
Tornado & Inclement Weather Procedures

SEARK Tornado Watch/Warning Procedures: TORNADO WATCH Definition; Weather conditions that can result in the formation of severe weather and/or dismissal of classes and the closure of the college. The Security Office, Vice President’s Office and President’s Office monitor hazardous weather conditions with a weather scanner and from bulletins issued by the National Oceanic and Atmospheric Administration (NOAA) and the National Weather Service, Little Rock, Arkansas Weather Forecast Office. Once it is determined that dangerous conditions exist, the President’s Office or designee will notify the E2Campus administrator of the warning.

TORNADO WARNING Definition: The observance of a tornado is reported or indicated by radar.
1. The Security Office notifies the President or designee. The decision to evacuate can only be made by the President, a designee or a Vice President Officer. All persons should move away from windows and move towards the center of the building. Go to the area designated as an EMERGENCY SAFE ZONE.
2. Security Officers and designated Building Safety Captains will help shelter all persons in campus buildings if a tornado is imminent.
4. In the event of a message or announcement to "Shelter in Place" (all personnel must proceed to the building EMERGENCY SAFE ZONE (see attached figures 1-14).
5. Remain "sheltered in place" until directed by the Security Officers or Building Safety Captains that it is safe to leave the EMERGENCY SAFE ZONE.

Emergency Safe Zone Designation Sign

5. TORNADO & INCLEMENT WEATHER PROCEDURES
Crisis Behaviors

1. Remain CALM and SPEAK CLEARLY when communicating.
2. Contact the Office of Public Safety at 870-557-4211 or 4911 (on campus phone).

SEARK PROCEDURES FOR IDENTIFYING CRISIS BEHAVIORS
Types of crisis behavior:
* Inappropriate campus behavior * Medical emergencies * Psychological emergencies

INAPPROPRIATE BEHAVIOR ON CAMPUS Definition: a behavior which may be the cause of personal injury or property damage and/or is a threat to the stability and continuance of normal college or college-sponsored activities.

. Non-acceptance of classroom norms * Students fondling each other
. Defiance-expression of hatred, aggressive verbal/physical behavior * Possession of a weapon
. Harassment of student, instructor or employee * Criminal activity
. Direct verbal and/or physical attack * Alcohol or drugs in use
. Chronic fabrications and deceptions

MEDICAL EMERGENCIES Definition: a physical condition which may require the attention of a medical professional including, but not limited to: * Serious physical injury * Nausea/vomiting * Bleeding

. Slurred speech * Seizures * Loss of consciousness
. Intentional harm * Burns * Fainting
. Disorientation

PSYCHOLOGICAL CRISIS BEHAVIORS Definition: a temporary inability to cope with a life problem, usually accompanied by a high degree of emotional upset:

. Unable to assume responsibility for self * Uncontrollable crying
. Complete withdrawal * Verbal/written communication that suicide is being considered
. Terrorism, or threat to harm * Statements of hopelessness, helplessness or defeat
. Signs of extreme stress * A highly emotional state, panic or anxiety
. Signs of extreme apathy * Mental confusion/disorientation

Special Note: If a weapon is brought on campus, notify the Security Office at once or whenever there is a safe opportunity. Officers have been trained to respond. A decision to run away, duck and cover, or shelter will depend on the situation. Emergency information will be sent by the text messaging system and other current communications technology. Remain calm, listen, and look for instructions.

6. CRISIS BEHAVIORS
Building/Campus Evacuation

PROCEDURES: Emergency/Critical Incident Evacuation When a decision to evacuate is made by the SEARK President or proper authority:

1. Stay CALM and SPEAK CLEARLY when communicating!
2. Notify the Security Office at (870-543-5907) with details of incident. The Security Office has appropriate authority to act in criminal situations. If security personnel cannot be reached by telephone, send someone to the Security Office in the Breeze Way by the Student Services Building for help.
A. The Security Office has the primary responsibility for evacuating buildings and/or campus.
B. If there is a need to evacuate the campus, the Security Office will coordinate and direct traffic.
C. If assistance is required, the Security Office will contact the outside agency that is needed.
3. The Building Captains, Security Office and Physical Plant Staff will provide assistance in evacuating buildings and/or the campus. They will also assist disabled personnel as necessary.
4. Building Evacuation: Locations
A. College Hall Administration Building evacuate to the south parking lot by Rike Street.
B. College Hall Commons Building evacuate to the south parking lot by Rike Street.
C. Student Services Building evacuate to south parking lot by Rike Street.
D. Business Services Building evacuate to the north parking by 18th Street.
E. Technology Center North Building evacuate to the north parking lot by 18th Street.
F. Technology Center South Building evacuate to the south parking lot by Rike Street.
G. Founders Hall Building evacuate to the south parking lot by Rike Street.
H. McGeorge Hall Building evacuate to the east parking lot by Technology Center North Building.
F. Workforce Development Center Building evacuate to the WDC south parking lot by 18th Street.
J. Physical Plant Building and Office evacuate to the WDC south parking lot by 18th Street.
K. Library and Center for e-Learning evacuate to the south parking lot by Rike Street.
L. Technology Services Building evacuate to the north parking lot by 18th Street.
M. Welcome Center and Administration Building evacuate to Horseshoe Entrance parking lot by Hazel Street.
N. Technology Center evacuate to the south parking lot by 18th Street.
5. Building Evacuation: Biological/Chemical Spill
   A. Stay CALM and SPEAK CLEARLY when communicating.
   B. Evacuate the immediate area.
   C. Call the SEARK Security Office. The Security Office will notify the required departments.
   D. Close the door, keep others away from door, and isolate the area.
   E. Wash your hands with soap and water.
   F. Follow the directions provided by the Security Officer or the Building Safety Captain.

Security Officers and Building Safety Captains are responsible for giving instructions to safely evacuate all persons from campus buildings. Evacuation routes will be determined at the time of an incident. Determination of a route is dependent upon building.

Should building occupants be told to “shelter in place,” all EVACUATION SAFE ZONES (See Building Figures 114), by Security Officers or Building Safety Captains that it is safe cases, “Shelter in Place” may mean sheltering within campus personnel must proceed to the pre-designated All personnel remain sheltered until they are directed to leave the EVACUATION SAFE ZONES. In some offices or classrooms as is necessary.

During the time that college personnel are sheltered, the building HVAC systems are shut “off” (if needed) and all windows and doors closed. The Physical Plant is responsible for performing these duties.

Emergency Safe Zone Designation Sign
7. BUILDING/CAMPUS EVACUATION
South East Arkansas College
1900 Hazel St.
Pine Bluff, AR 71603

IN THE EVENT OF A FIRE
Exit the building in an orderly fashion and gather along the fence line or other safe location that is out of the way of emergency response vehicles.
IN THE EVENT OF A FIRE
Exit the building in an orderly fashion and gather along the fence line or other safe location that is out of the way of emergency re-

due vehicles.

Legend

Emergency Exit
Fire Alarm
Fire Extinguisher
IN THE EVENT OF A FIRE

Exit the building in an orderly fashion and gather along the fence line or other safe location that is out of the way of emergency response vehicles.

South East Arkansas College
1900 Hazel St
Pine Bluff, AR 71603
New Library

South East Arkansas College
1900 Hazel St.
Pine Bluff, AR 71603

IN THE EVENT OF A FIRE
Exit the building in an orderly fashion and gather along the fence line or other safe location that is out of the way of emergency response vehicles.

Red Line: Primary
Blue Line: Secondary
Workforce Development Center

Red Line: Primary
Blue Line: Secondary

IN THE EVENT OF A FIRE
South East Arkansas College
1900 Hazel
Pine Bluff, Arkansas 71603

Exit the building in an orderly fashion and gather along the fence line or other safe location that is out of the way of emergency response vehicles.