Southeast Arkansas College Department of Public Safety Emergency Response Plan

If you have any questions:

Call: 870-850-4911

Email: DPS@seark.edu

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Introduction

Southeast Arkansas College and the Department of Public Safety holds the safety and security of all student, faculty and staff to a high standard. To ensure that it is held to this high standard there are certain procedures that are followed when dealing with different emergency situations. This booklet will give the procedures for the following emergencies.

- Medical Emergencies
- Fire Emergencies
- Criminal Emergencies
- Bomb Threats
- Inclement Weather/Tornado Procedures
- Active Shooter Emergencies
- Building/Campus Evacuations

In any of the following incidents where the campus is locked down with the integrated access control system, if you are inside of a building and do not need to evacuate it is imperative that everyone stays away from exterior doors. The sensors are designed to open the doors from the inside even under lockdown.

In the event of a widespread critical incident in the entire city or county, SEARK is a participating member of the Jefferson County Office of Emergency Management and will follow their emergency response plan in conjunction with the Integrated Preparedness Plan.

If you have any questions about the procedures or would like a personal copy of this booklet, please contact the Department of Public Safety at 870-850-4911 or send an email to dps@seark.edu.

Medical Emergencies

Major medical emergency:

A major medical emergency would fall under the following criteria:

- Potential loss of life
- Major bleeding
- Seizure
- Cardiac Incident
- Major bone fractures
- Loss of Consciousness
- Heat Stroke
- Hypothermia
- Loss of Limb

In the event of a major medical emergency take the following action:

1. Get to a safe area.
2. Call 911
    - Be sure to tell the operator your name, exact location, the incident that is occurring, and any other relevant information. After 911 notify DPS.
3. Stay with the injured person until help arrives.
4. Do not attempt to move the person unless it is absolutely necessary.
5. Control any bleeding by putting pressure on the wounds.

Notice: If you have any medical training use it at your discretion. Do not attempt to do anything that could put the injured party at greater risk.

Other Medical Emergencies:

Other medical emergencies would fall under the following criteria:

- Slip and fall.
- Minor bleeding
- Other non-life-threatening injuries

In the event of other medical emergencies take the following actions:

1. Get to a safe area.
2. Call 870-850-4911
    - Be sure to tell the officer that answers your name, exact location, the incident that is occurring, and any other relevant information.
3. Stay with the injured person until help arrives.
4. If the injured party is an employee, follow the SEARK policy for workplace injuries.

Fire Emergencies

Fire Procedures:

Who should I call?

- In the event of an actual fire that cannot be extinguished with a fire extinguisher pull one of the fire alarm pull stations as you evacuate.
- If you only smell smoke or if the fire is small and can be extinguished with a fire extinguisher, call the Department of Public Safety at 870-850-4911. Give your name, exact location, and other relevant information.

If you smell smoke, observe a fire, or if the fire alarm activates take the following action:

1. If the fire is small and can be put out easily, use the closest fire extinguisher to put out the fire.
    - Make sure to report the fire and use of extinguisher to the Department of Public Safety.
2. In other situations, calmly but quickly evacuate the building.
3. If you are on the second floor do not use the elevator
    - If someone is in a wheelchair there are stairwell descent devices located at the top of the stairway.
    - Do not attempt to remove someone from a wheelchair unless it is absolutely necessary.
4. Evacuate to the appropriate rally point and stay at a safe distance from the building.
    - The rally point for your building is listed in the building/campus evacuation procedures.
5. If the fire alarms have been activated, then the fire department and Department of Public Safety have already been notified.
6. Inform an officer or firefighter if you think that you need medical attention.
7. **Do not** enter the building until all the clear has been given by the Department of Public Safety.

Other Notes: When evacuating only take what is necessary for you to leave. Check inside bathrooms and warn others that may be inside of the evacuation. The Department of Public Safety will send out notices to students, faculty, and staff if fire alarms are being tested.

Criminal Emergencies

In the event active criminal activity take the following action:

1. Get to a safe location.
2. Call 911
    - Tell the operator your name, exact location, what crime is being committed, information about the suspect or victim of the crime, and any other relevant information.
3. Stay on the line with the operator if necessary and possible.
4. Be available to give statements or information to the officer(s).
5. Do not enter the area of the crime scene until it has been cleared by the Department of Public Safety.

Other notes: If possible, evacuate all parties who could be in danger to a safe location. If medical attention is needed, report it to the 911 operator.

To report a crime that has previously taken place take the following action:

1. Call the Department of Public Safety at 870-850-4911
    - Tell the officer your name, exact location, what crime has been committed, information about the suspect or victim of the crime, and any other relevant information.
2. Do not touch anything at the scene of the crime.
3. Give all information and statements to the responding officer(s)
4. Do not enter the scene of the crime or touch anything at the scene until the Department of Public Safety have cleared it.

If any student, faculty, or staff feel that they are unsafe at any time and would like to be escorted to their vehicle please call the Department of Public Safety at 870-850-4911.

Bomb Threats

Bomb threats can be received in many different forms and the department of public safety treats them all as a true threat. If a bomb threat is received there will be certain procedures that will be followed.

<u>If a bomb threat notification is sent to the campus community:</u>

1. Only take what is necessary from your office or work area.
    - If you are not in your office or work area when the notification is received **do not** return to your office for any reason.
2. Calmly and quickly exit the building to the appropriate rally point for your building.
    - The rally point for your building is listed in the building/campus evacuation procedures.
3. As you are leaving visually scan your immediate area and the areas you see as you leave to see if there is anything out of the ordinary. If you see something report it to an officer as soon as possible.
4. Do not use your cell phone until the Incident Commander clears the scene.

<u>If you receive a bomb threat over the phone, take the following actions:</u>

1. Remain calm on the phone and take written notes. You should note the following.
    - The phone number on the caller ID.
    - Any background noises.
    - Any identifiable features in the caller's voice.
    - Ask the caller questions about the location of the bomb and what time the bomb will detonate.
2. As soon as possible notify the Department of Public Safety at 870-850-4911 using one of the landline phones.
3. The decision to evacuate will be made by the President and the Chief of DPS. If an evacuation is called for evacuate in the same manner listed above.
4. It is very important to not use cell phones during a credible bomb threat. Cell phones should not be used until the scene is cleared by the Incident Commander.

Note: Keep in mind, information may be slow due to DPS not using cellphones or radios.

Inclement Weather/Tornado Procedures

In the event of inclement weather or possible tornados, SEARK College and the Department of Public Safety continually monitor weather conditions to ensure the safety of all students, faculty, and staff.

In the event of inclement weather or a tornado watch, DPS will monitor the weather and send out warnings to the campus community with updates as often as possible. Any decision to close the campus or alter schedules will be made by the President.

In the event of serious inclement weather or a tornado warning the President and DPS may call a shelter in place notice. If there is a shelter in place notice take the following actions:

1. Calmly but quickly leave your office or work area and move to a tornado "safer shelter" that is marked with a sign like the one below.
    - Only take what is necessary from your office so that more space can be available for others.
2. As you are heading to shelter in place inform others of the warning in case they do not know.
3. Stay sheltered in place until the "all clear" is given by the Department of Public Safety.

Note: It is very important for the safety of the campus community that all shelter in place orders are treated seriously and that you **do not** leave the "safer shelter" for any reason until the "all clear".

Active Shooter Emergencies

In the event of an active shooter there are proper procedures that need to be taken.

1. **Run/Avoid**
    - If you are able to run and escape the building do so as quickly as possible.
    - Do not return to your office for any reason.
    - When you are safely out of the building and away call 911.
2. **Hide/Deny**
    - If you are unable to escape the building, find a place to hide.
    - If you are in a room that has a door barricade, use it to keep the door closed.
    - Use other improvised items to barricade doors and cover windows.
    - Set up solid cover to hide behind.
    - Stay out of sight.
    - If it is safe to do so, call 911 and give as much information as possible.
3. **Fight/Defend**
    - If you are approached by the attacker or if the attacker enters the room, you are hiding in you may have to fight back.
    - Use improvised weapons and do whatever you can to stay alive.
    - Once you start to fight, fully commit to what you are doing.

Once police arrive:

1. Keep your hands out of your pockets and in the air.
2. Drop any weapons you may be holding.
3. Comply with any order given.
4. If told to evacuate proceed as calmly and quickly as possible.
5. Do not try to stop officers that are moving past you.
6. Once you evacuate, stay at the rally point that is set up by emergency personnel until you are cleared to leave.

If you are already outside when the attack begins:

1. Get to a safe place behind hard cover.
2. Call 911
    - Give the operator your name, exact location, and as much information about the incident as possible. Stay on the line as long as it is safe.
3. Stay at the rally point that is set up by emergency personnel until you are cleared to leave.

Building/Campus Evacuations

In the event of certain emergencies such as the ones listed above specific buildings, the entire campus may need to be evacuated. In the event of an evacuation, it is very important that you follow the proper procedures. These procedures are in place to assure the safety of all students, faculty, and staff.

Rally Points:

Main Campus Buildings: The slab between McGeorge Hall and Business/Student Services.

Tech: The far south side of the parking lot against the fence.

The Reef: The grassy area across Hazel Street on the West side.

Relyance Athletic Center: The far east side of the front parking lot.

ECDC: The grassy area at the northeast side of the property

Note: Rally points can change at the discretion of the Department of Public Safety based on the ongoing events. If no alternate rally point is given, then proceed to the areas listed above.

In the event of an emergency that requires a building or campus evacuation take the following actions:

1. Only take what is absolutely necessary with you and do not return to offices or work areas for any reason.
2. Calmly and quickly move to one of the marked exits on the building.
    - If you are on the second floor do not use the elevator.
3. As you are leaving quickly check inside of bathrooms to warn others inside that the building is being evacuated.
4. Once you have exited the building, quickly proceed to the rally point for your building.
    - If the Department of Public Safety has set a different rally point or instructs you to move to a different location calmly and quickly comply with the orders.
5. Stay at the rally point until you have been cleared by DPS to return to your office.

Note: To ensure that everyone is safe and accounted for it is imperative that no one leaves the rally point until they are cleared by the Department of Publi