

# CAMPUS EMERGENCY PROCEDURES MANUAL



# Table of Contents:

Safety and Security Policies.....	3
Emergency Response .....	3
Emergency Response Team .....	5
Crime Reporting and Other Emergencies ....	7
Emergency Procedures.....	8
Lock-Down Procedures.....	10
Evacuation Procedures.....	11
Assembly Area.....	13
Color Coded Incident Procedures.....	14

# **POLICY/PROCEDURE: Emergency Response**

**DATE: January 25, 2011 NUMBER: 7.11**

## **REVISION(S):**

The College has identified numerous types of emergencies that are most likely to threaten or disrupt the normal operations of the College. These emergencies are identified in the Emergency Response Plan which is reviewed and updated annually by the Emergency Response Team.

Specific procedures are addressed for each type of emergency identified in the plan.

Emergency incidents are classified according to their severity and potential impact.

### **Level One Incident**

A minor, localized department or building incident that is quickly resolved with internal resources or limited outside help. This incident has little or no impact on personnel or operations outside the locally affected area. Level One Incidents do not require activation of the Emergency Response Team.

### **Level Two Incident**

A mid-level emergency that disrupts sizable portions of the campus. This incident may require assistance from external organizations. These events may escalate quickly, and may have serious consequences for mission-critical functions and/or safety.

The Incident Commander determines whether it is necessary to activate all or part of the Emergency Response team. This is determined in part by the scope of the incident and the extent of coordination needed to respond to the incident.

### **Level Three Incident**

A major incident that adversely affects the entire campus, and may also affect the surrounding community. During a Level Three Incident, normal college operations could be suspended. The effect of the emergency is complex and a timely resolution of disaster conditions requires broad cooperation and extensive coordination. The Emergency Response Team is activated by the Incident Commander or designee.

# **POLICY/PROCEDURE: Emergency Response Team**

**DATE: January 25, 2011 NUMBER: 7.12**

## **REVISION(S):**

In a state of emergency, the President (or designee) provides executive leadership for the entire emergency process. The Vice President of Administration and Operations is the Incident Commander (IC) and serves as the Emergency Response Team (ERT) Chair and is responsible for the operational direction of the response. The Chief Security Officer serves as the co-chair and assists the Incident Commander.

The Executive Committee functions as the college-wide policy making body for the emergency.

The ERT fulfills many operational functions during an emergency and is the primary organization used for managing emergency responses from an operational standpoint. The ERT is comprised of the Executive Committee and designated representatives from the following areas:

- Facilities: Physical Plant Supervisor
- Public Relations: Director of Marketing/PR
- Information Technology: Systems Administrator

The IC may include additional personnel as needed and designate a team leader for the ERT with skills appropriate to address the particular emergency at hand.

In the event of an emergency, The IC evaluates the emergency and determines whether to activate all or part of the ERT in response to the crisis. The student affairs/business office conference room will serve as the Incident Command Post (ICP) and initial meeting location if the team is activated. In the event this location is not available, meeting location will be communicated in the activation notice.

## **POLICY/PROCEDURE: Crime Reporting and Other Emergencies**

**DATE: January 25, 2011 NUMBER: 7.20**

### **REVISION(S):**

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Campus Safety and Security Department in a timely manner. To report a crime or non-emergency incident on the campus, call the Information Desk at extension 1100 or direct at 501.337.5000.

Alternative methods of reporting include contacting the Campus Safety and Security Department at extension 1117 (501.332.0217), the Chief Security Officer at extension 1152 (501.332.0252), or any member of administration. If requested, college officials can assist in notifying local law enforcement agencies. When appropriate, an Incident Report Form should be completed.

In any emergency, dial 9-911 to contact 911 emergency services directly. It is necessary to dial 9 before dialing 911 on campus to reach an outside line. After completing the 911 call, immediately contact the Safety and Security Department at the Information Desk to report that 911 services have been called.

Any member of the campus community who is a victim or has knowledge of any criminal activity on campus may report confidentially to any campus official who has significant responsibilities for student or campus activities. The purpose of a confidential report is to ensure the future safety of the reporter and others. With such information, the College can keep accurate records of the number of incidents involving students and alert the campus community to potential danger.

# EMERGENCY PROCEDURES

Faculty, Staff, and students shall report emergencies by dialing 911, and shall notify representatives of the Campus Safety and Security Department.

In the event of an emergency, the COTO Safety and Security Department has primary responsibility for immediate response, and shall cooperate and coordinate with official emergency response authorities and College Administration, in accordance with established policies and procedures.

1. The Board Room will serve as the Incident Command Post (ICP) for the College during the critical incident, unless in the area affected. All outside information flows into this area and out to the incident. The Chief Security Officer or designee will contact College Administration as to the extent of damage or seriousness of the incident and recommends whether the Incident Command Post should be placed into operation.
2. The Incident Commander is in charge at the scene of the incident unless such responsibility is transferred to another unit; for example, the Fire Department in the event of a fire or chemical incident. When the situation is brought under control, responsibility is transferred back to the College.
3. Decisions to close and evacuate a building or the campus or to isolate an area immediately after an incident, may be made by the Emergency Responders, the President, the College Chief Security Officer, or other designee, who may consult with others as needed.
4. Decisions to reoccupy a building will be made by the agencies identified in Paragraph 3 above or the Emergency Response Team. The primary consideration for reoccupying, after consulting with additional resources, will be the safety of the occupants.

## **EMERGENCY NOTIFICATION**

There are various methods by which the College may notify the campus of an emergency. In the event of an emergency, examples of emergency communication are:

1. Blackboard Connect
2. Telephone Paging
3. Posts to the College website
4. Social Media
5. Emergency Radios

The use of these systems will be authorized by the President, or designee, when it is necessary to transmit brief *urgent* messages to large segments of the College community.

## **LOCK-DOWN PROCEDURES**

In the event of an emergency that requires one or more buildings to be secured, a designated individual will activate the “All Page” on the campus telephone system and announce “Campus Lockdown” multiple times. If possible, additional information will be announced, such as “Armed person on campus”, but it may not be possible to give specific information at the time of the alert.

When Lock-Down is announced, stay in your room/office, or if outside proceed to a room that can be locked if possible, and close and lock all the windows and doors, turn off all the lights; get everyone down on the floor, and ensure that no one is visible from outside the room.

Cell phones should be silenced. Further instructions, situation updates, and announcements will come through the Blackboard Connect system. Understand that there may be some delay in getting information because of the situation.

One person from each building on campus will be designated to insure that all outside doors get locked, and to turn on the emergency radio for communications with Incident Command and Campus Security.

Stay locked down until you receive further instructions from police, security, or administration.

Once the situation is under control, further instructions will be given.

# **EVACUATION PROCEDURES**

In the event of an emergency that requires one or more buildings or the entire campus to be evacuated, a designated individual will activate the “All Page” on the campus telephone system and announce “Evacuate Campus, Emergency Evacuation”. If possible, additional information will be announced, such as “Hazardous Material Spill” or “Gas Leak”, but it may not be possible to give specific information at the time of the alert. The alert will be repeated through Blackboard Connect, the college website, and social media as soon as possible.

Once the evacuation order has been given, all personnel will proceed to the Assembly Area at the East end of the campus, in the area between Rockport Road and the Railroad tracks (see satellite photo on page 13), unless other instructions are given.

Each member of faculty is responsible for accounting for their students, and supervisors will be responsible for accounting for their personnel.

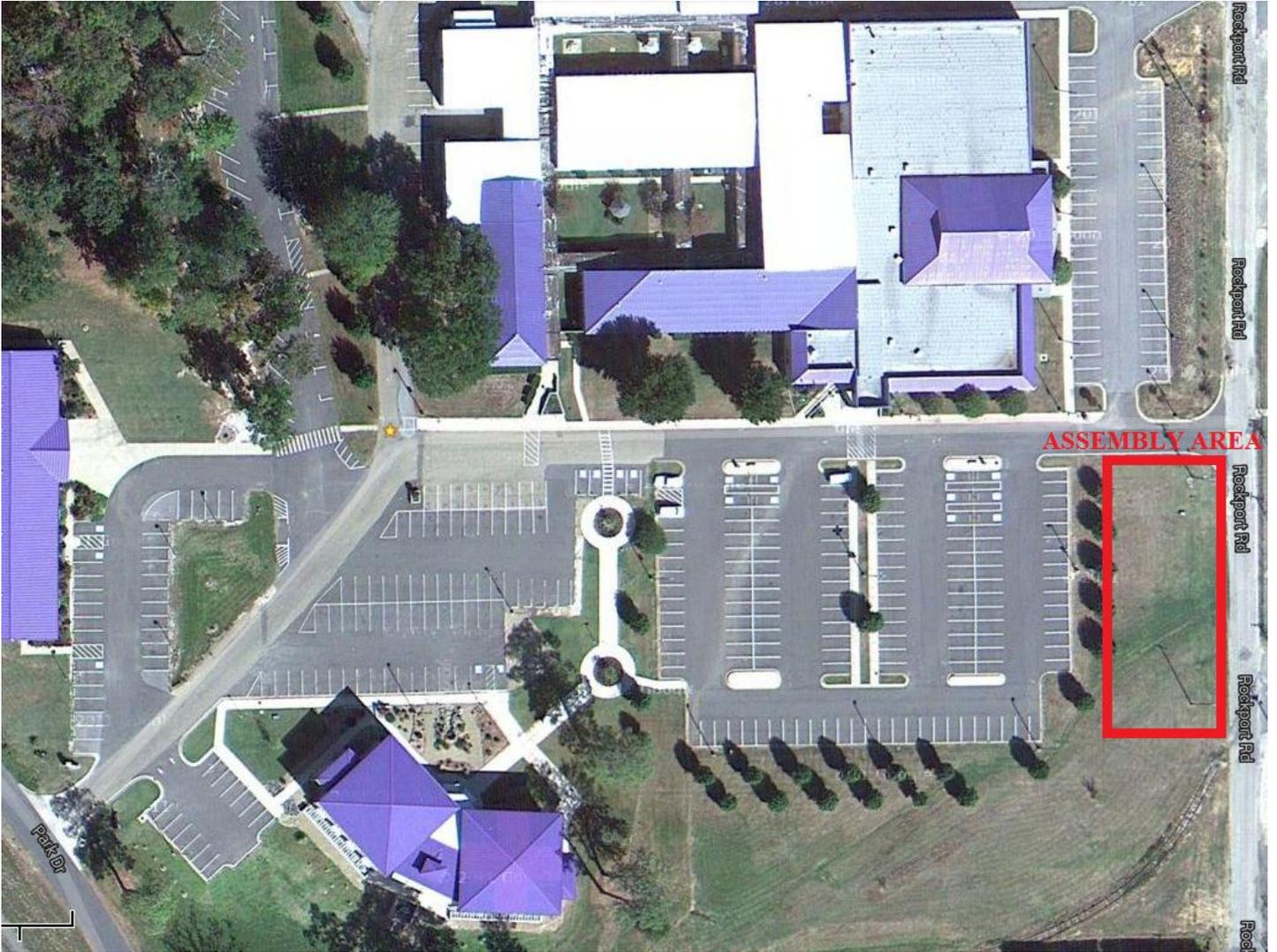
A designated person in each building will have the responsibility of getting the emergency radio and establishing contact with security, insuring that everyone is out of the building, and coordinating the accountability of all evacuated personnel at the assembly area. Campus Security and Physical Plant personnel will be responsible for locking the buildings if it becomes necessary.

## **Evacuation/Rescue Plan for Persons with Disabilities**

Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Those with mobility concerns or other concerns that would make independent evacuation difficult are encouraged to make alternative plans and arrangements in advance which will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency.

It is recommended that each Department/building establish a system in which volunteers and alternates are recruited and paired with persons who have known disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of these individuals and plan to alert and assist them if an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their evacuation.

# ASSEMBLY AREA



# COLOR CHART OF INCIDENT PROCEDURES

<b>ASSAULT ON STUDENT OR STAFF</b>
<b>BOMB THREAT – ACTION DURING CALL</b>
<b>BOMB THREAT – ACTION AFTER THE CALL</b>
<b>CHILD ABUSE</b>
<b>CONFRONTATIONAL PERSON</b>
<b>DEATH OR POSSIBLE DEATH ON CAMPUS</b>
<b>DRUG OVERDOSE/POISONING/ALLERGIC REACTION</b>
<b>FIRE ALARM/EMERGENCY</b>
<b>GAS LEAK (KNOWN OR SUSPECTED)</b>
<b>GROUP DISTURBANCE/ALTERCATION</b>
<b>HAZARDOUS MATERIAL ACCIDENT</b>
<b>HOSTAGE SITUATION</b>
<b>KIDNAPPING (WITNESSED OR CONFIRMED ABDUCTION)</b>
<b>MEDICAL EMERGENCY</b>
<b>RAPE/SUSPECTED RAPE</b>
<b>SEVERE WEATHER</b>
<b>SHOOTING ON CAMPUS</b>
<b>THREATENED SUICIDE</b>
<b>WEAPON FOUND ON CAMPUS</b>
<b>WEAPON SUSPECTED/FOUND ON STUDENT</b>
<b>APPENDIX A – EMERGENCY/TELEPHONE LIST</b>
<b>APPENDIX B – INCIDENT REPORT FORM</b>
<b>APPENDIX C – MEDIA GUIDE</b>

# ASSAULT ON STUDENT OR STAFF

1. Notify Campus Security (see Appendix A: Emergency/Telephone List);

AND

2. 911

***Remember: if you have to handle any injury, do so with extreme care, always using latex gloves (located in each employee break area).***

1. Campus Security will obtain the names of suspect/s and any witnesses;
2. President/designee will assign a staff member to locate suspect and isolate, if this can be done in a nonconfrontational manner;
3. Victim and suspect statements should be taken separately;
4. President/designee will decide if the police should be contacted to respond;

***Remember: when in doubt concerning the seriousness of an offense, call the police. The striking of any person should be considered a criminal offense.***

5. Campus Security will complete an Incident Report (see Appendix B).

# BOMB THREAT – ACTION DURING CALL

Don't hang up and *note the time and the date* \_\_\_\_\_

1. Press record button on the phone (above numeric keypad, next to the "voice mail" button);
2. Keep the conversation going;
3. Attempt to get the following information:

**ASK:**

Where is the bomb? (Is it in the building or on the grounds?)

What time will it go off?

What kind of bomb is it?

Who are you?

Why is this going to happen?

**CHECK:**

Male \_\_\_\_\_ Female \_\_\_\_\_

Speech Impediment? \_\_\_\_\_

Accent? \_\_\_\_\_

Background Noise \_\_\_\_\_

Other \_\_\_\_\_

***\*Remember to keep the conversation going*** (the longer, the more the caller might disclose).

4. After the threat call, follow the procedures on the next page. Call 911 and report the threat on a landline telephone. Notify Campus Security.
5. Give instructions for everyone to turn off all wireless telephones and radios. Sending and receiving a call can detonate certain bombs.

**Caution:** If a suspicious device or package is discovered do not touch it. Call 911 on a landline telephone (not wireless) and get out of the area.

# BOMB THREAT B – ACTION AFTER THE CALL

1. Notify Campus Security;

AND

2. Call 911 and report the threat on a landline telephone (not a wireless telephone);
3. Issue instructions for all personnel and students to turn off all wireless telephones, pagers, and radios. Sending and receiving wireless transmission can set off some bombs.
4. President or designee makes the response decision whether or not to evacuate and establishes a means of communication;
5. Floor plans of the building are to be ready for inspection by Police and Fire Personnel;
6. Confer with fire and police for further action;
7. Lock down access to outsiders;
8. Refer to Media Guide, if necessary (Appendix C);
9. Campus Security will complete an Incident Report (Appendix B);

## Caution:

If a suspicious device or package is discovered do not touch it. Call 911 on a landline telephone (not wireless) and get out of the area.

# CHILD ABUSE

1. Report abuse or suspected abuse to Campus Security;
2. Call 911 to report;

***Write down any statements made by victim but do not interview victim.  
DO NOT CALL PARENTS***

3. The police will notify the Child Abuse Hotline and the Hot Spring County Department of Human Services as appropriate.
4. Campus Security completes an Incident Report as soon as possible (Appendix B)



# CONFRONTATIONAL PERSON

## **Action:**

1. Don't argue; use non-aggressive body language;
2. Remain on a professional level;
3. Offer to help the situation;
4. Request to continue the conversation in an appropriate location away from students;
5. Show interest and be a good listener;
6. Attempt to defuse the situation.

**IF THE SITUATION DOES NOT CALM DOWN, NOTIFY CAMPUS SECURITY**

## **Campus Security will:**

1. Make a decision whether or not to call the police at 911;
2. Complete incident report (Appendix B);

## **When calling 911, be prepared to:**

1. Stay on the line.
2. Provide as much information as possible on the suspect(s), perpetrator(s), or victim(s), such as, sex-male/female, height, weight, skin color, hair color, type/color of clothing, location or direction of departure, vehicle-make model and color, etc.

# DEATH OR POSSIBLE DEATH ON CAMPUS

## Action:

1. **Call 911; (IMPORTANT: Unless absolutely certain of death, assume the person can be revived.)**
2. Secure area (disturb as little as possible, limit access until police arrive);

Note: After calling 911, police or emergency medical personnel will call an ambulance and, if necessary, the coroner.

3. Contact Campus Security;

## Campus Security will:

1. Notify the President/Designee for a decision to lock down the area or building and hold classes or to dismiss classes;
2. Separate all witnesses until police arrive (to the extent possible, witnesses should not speak with each other nor anyone else);

**Document any statements made by witnesses, but DO NOT CONDUCT INTERVIEWS WITH WITNESSES.**

3. Consult with police to determine the appropriate method to contact relatives. The police usually handle this.
4. Refer to the Media Guide (Appendix C);
5. Complete incident report (Appendix B).

# DRUG OVERDOSE/POISONING/ ALLERGIC REACTION

1. Call 911;

And

2. Campus Security.

## **Campus Security Will:**

1. Notify the President/Designee;
2. Check student file for medical information and have ready for medical response;
3. If illegal drugs are suspected, the police will want to investigate. Secure the area and separate all witnesses until police arrive;
4. Secure any substance located;

**Document any statements made by witnesses, but DO NOT CONDUCT INTERVIEWS WITH WITNESSES.**

5. Contact student's listed emergency contact for medical information if necessary;
6. Complete an Incident Report (Appendix B);

## **NOTE:**

When calling 911, be prepared to provide as much information to the dispatcher as possible, such as victim's sex, age, description, condition or behavior (symptoms), location on campus, directions on campus to this location, etc. If possible, be prepared to stay on the phone with the dispatcher.

# FIRE ALARM/EMERGENCY

1. Call 911;
2. If the fire alarm is sounding or if a fire is reported, follow posted, standard evacuation procedures. Activate the fire alarm if the system is not sounding;
3. Notify Campus Security who will check area of alarm to assess situation;
4. Campus Security should have available for the Fire Department upon their arrival:
  - Director of Physical Plant
  - Location and type of fire, if known
  - Knowledge & location of anyone remaining in the building
  - Floor plan and internal systems information
5. Campus Security will notify police at 911 if the alarm was pulled falsely;
6. Refer to the Media Guide (Appendix C);
7. Campus Security will complete a detailed Incident Report (Appendix B) at the earliest opportunity.



# GAS LEAK (KNOWN OR SUSPECTED)

1. Call 911;
2. DO NOT activate the fire alarm system or any other electrical equipment LEAVE AS IS;
3. Notify Campus Security and Director of Physical Plant immediately;
4. Campus Security will notify each class to evacuate building by sending personnel to areas of the college;
5. Evacuate the building using the standard fire alarm routes;
6. Evacuate to designated area or building. Depending on the situation, personnel may need to be one or more blocks away;
7. Campus Security should have available for the Fire Department upon their arrival:
  - Director of Physical Plant;
  - Location/s of leaks if known;
  - Knowledge of anyone remaining in the building;
  - Floor plans and internal systems information;
8. Refer to the Media Guide (Appendix C);
9. Complete a detailed incident report at the earliest opportunity (Appendix B);

# GROUP DISTURBANCE/ALTERCATION

**Goal:** *Contain escalation to the extent possible until police arrive.*

**Campus Security will:**

1. Call 911;
2. Notify President/Designee;

**Note:**

When calling 911, be prepared to stay on the line and to provide as much information as possible to the dispatcher, such as number and/ description of suspects, weapons, vehicle description, where to meet police, campus location of disturbance, etc.

3. Contact Vice President of Administration and Operations and Director of Physical Plant;
4. Assign staff member to meet police and escort them to the location of the disturbance;
5. Hold classes, if in session, until situation is under control.

**College Personnel, under direction of Campus Security or Administration will:**

6. Clear bystanders and encourage students to “go about their business” and not to get involved;
7. Intervene to defuse the situation to the extent possible without threatening the safety of the staff;
8. Campus Security will complete a detailed incident report at the earliest opportunity (Appendix B);

# HAZARDOUS MATERIAL ACCIDENT

1. Call 911;

AND

2. Notify Campus Security who will evacuate building using standard fire emergency procedure, bypassing affected area(s);

Note: Be prepared to provide as much information as possible to 911 dispatcher. Describe condition and type of hazardous material if known; ***in the event a person comes in direct contact with suspected hazardous material, follow safety precautions posted onsite or listed on container;***

3. Campus Security should have the following available to the fire department upon their arrival:
  - Person(s) knowing the location and type of hazardous material;
  - Knowledge and location of anyone remaining in the building;
  - Director of Physical Plant;
  - Floor plans and internal systems information;
4. Complete a detailed incident report at the earliest opportunity.

# HOSTAGE SITUATION

## Action:

1. Call 911, don't attempt to defuse the situation

**Note:** Inform the police that this is a hostage situation and give as much information on suspects and hostages as possible. (Weapons? Known Injuries? Etc.)

2. If the police give no directions and classes can be dismissed safely dismiss students, but if not, lock down classrooms.

## Campus Security will:

1. Have the Director of Physical Plant and building floor plans available upon police arrival;
2. Designate someone to meet police and medical personnel to direct to appropriate location;
3. Refer to the Media Guide (Appendix C) if necessary. If the situation is not quickly resolved, discuss options with police about information flow, so there is not mass panic among families and friends;
4. Complete a detailed Incident Report (Appendix B) at the earliest opportunity.



# KIDNAPPING (WITNESSED OR CONFIRMED ABDUCTION)

**Remember: Time is your ally.**

Notify Campus Security **IMMEDIATELY**.

## **Campus Security will:**

1. Call the police IMMEDIATELY (911);

**Note:** When calling 911, be prepared to stay on the line and to provide as much information as possible, such as, the victims information:

- Name, sex, age, address, dress, general physical description;
- Any suspect info, vehicle info, and direction of travel;
- Picture, if possible.

2. Detain any students/personnel who may know the victim.

3. Provide the Police with the student's listed emergency contact, and they will inform the relatives of the incident and the steps taken.

4. Refer to the Media Guide (Appendix C). If the situation is not quickly resolved, discuss options with police about information flow, so there is not mass panic among the public;

5. Complete an Incident Report (Appendix B);



# MEDICAL EMERGENCY

## For serious injuries: Call 911

1. Give your name, location, and telephone number.
2. Supply as much information as possible regarding the nature of the injury or illness. Is the victim conscious? Breathing easily?
3. Notify Campus Security
4. Return to the victim. Keep victim as calm and comfortable as possible.
5. Remain with victim until Emergency Medical Personnel arrive.

**Do not move** a person who is unconscious, who has fallen, or who is seriously injured.

## Campus Security will:

### Notify the President or designee

**DO NOT OVERREACT.** Most situations can be handled without calling an ambulance, but do not hesitate to call 911 if the condition merits.

**DOCUMENT:** Get name of injured, time of accident/injury, cause of accident/injury, names of witnesses, and other pertinent information. Complete an Incident Report.

## IMMEDIATE AREA List below the people in your area who are trained in First Aid and/or CPR.

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

## First Aid Kits are in the following break room areas:

- Business/Student Affairs
- General Education/Industry Training
- Allied Health Building Faculty Break room
- Maintenance Barn



# RAPE/SUSPECTED RAPE

1. Get the victim to a private office free from any disruptions;
2. Do not leave the victim alone;
3. Notify Campus Security;
4. **Do not** attempt to interview the victim; however, make note of any statements made by the victim;
5. Discourage the victim from washing or removing any items of clothing;

Communicate to the victim, who could be injured or in shock, that medical assistance and police are on the way and to be patient by not washing or cleaning up and to wait for a few minutes until they arrive. The victim should not wash or clean up because the material on the person could provide essential legal evidence.

***If the victim has removed clothing, using latex gloves (available in each break room), bag each piece in its own paper bag.***

6. Campus Security will call the police at 911;
7. Refer to the Media Guide (Appendix C) if necessary;
8. Campus Security will complete an incident report (Appendix B).

**Note:** The suspect or accused suspect; if available, should be advised to not wash or clean up because the material on their person could provide important legal evidence essential for clearing one of the crime.



# SEVERE WEATHER

## Earthquake

1. **If inside building**, stay there;
2. If possible, and time permits, move directly to the tornado shelter rooms designated on the evacuation diagrams.
3. Get as low to the ground as possible and cover your head with a book or your hands;
4. If possible, take shelter under desks;
5. Stay clear of windows, cabinets, electrical equipment;
6. **If outside building and getting safely inside is not possible**, stay there;
7. Get as low to the ground as possible and cover your head with a book or your hands;
8. Stay clear of buildings, trees, power lines, etc.

## Tornado

If a tornado **WARNING** is issued for your area:

1. Do **NOT** dismiss students until warning has been lifted and until 911 Service or rescue personnel on the scene have confirmed with the President/designee;
2. Take students to an area of greatest safety (lowest level of building; interior area; clear of windows and other glass).

In both cases, in aftermath, refer to the Media Guide (Appendix C); if necessary, Campus Security will fill out an Incident Report (Appendix B).



# SHOOTING ON CAMPUS

(Shots have been fired in or around campus buildings and the perpetrator is believed to still be on campus.)

1. Call 911;

**Note:** When calling 911, be prepared to stay on the line and to provide additional information, such as, number of injured person(s), location on campus, type and number of weapons, number and description of suspect(s).

2. Alert Campus Security, President/designee, Cabinet members who shall Lock Down campus;

**Note:** All students and personnel should be instructed or warned that in the event of shooting, they should take cover, hide or play dead.

3. Issue a telephone “all page” and state the code phrase of “*lock-down, shooter in building*” to alert those in the building to lock themselves in;
4. Those in the courtyard should take cover, hide, or play dead;
5. All should get down low and try to situate so that the perpetrator cannot see students/personnel (move to the side of the room where windows are located, stay below windowsill level and/or move towards the wall by doors with windows);
6. Turn off classroom lights;
7. ***Do not move from position unless instructed by police or by Campus Security;***

Note: Instructors, administrators, or President/designee in charge of students or personnel should make the decision to evacuate and get away from the shooting and out of the building/area or to stay put and take cover, hide or play dead.

8. Do not attempt to go through the building to assess the situation
  - Wait for the police;
  - Allow the police to handle the situation upon their arrival;

9. Refer to the Media Guide (Appendix C), if necessary;

10. Complete an Incident Report (Appendix B);



# THREATENED SUICIDE

**Do not leave the subject alone.**

**Consider these Actions:**

1. If a volatile situation exists, discreetly ask someone to call 911 and request a silent response (without sirens);
2. Notify Campus Security;
3. If a volatile situation exists, discreetly ask someone to notify the President/designee and a counselor;
4. Request to talk in an appropriate location and escort the subject to a counselor;

**The Counselor will assess the situation and will consider these options:**

1. Normalize and calm the student by establishing rapport;
2. Help the student become aware that COTO takes “threatened suicide” statements seriously and will follow school policy relating to this emergency;
3. Contact the Malvern Police at 911 for assistance;
4. The police will contact family member(s) and relate all pertinent information;

**The Counselor will:**

1. Inform the President/designee;
2. Document sufficiently;
3. Complete an Incident Report Form (Appendix B).

# WEAPON FOUND ON CAMPUS

*A weapon on College property is a crime.*

*A weapon found on College property is evidence.*

## **Action:**

1. Do not handle unless necessary; If necessary, do so with care and wear latex gloves (available in each break room) or use a cloth to touch (Pick up a gun by the handle);
2. Have a staff member stay with the weapon;
3. Notify Campus Security;
4. Close off student traffic from the area of the weapon;

## **Campus Security should:**

1. Call 911;
2. Assign someone to meet the police and lead them to the weapon location;
3. Refer to the Media Guide (Appendix C), if necessary;
4. Complete an Incident Report (Appendix B).

# WEAPON SUSPECTED/FOUND ON STUDENT

Possession of a weapon on College property is a crime.

The safety of students and staff is always first. Apprehension of Violators and weapon retrieval is second. ***All actions should be planned with this in mind.***

Treat all weapon related information (rumors) to be accurate and act appropriately. ***DO NOT PUT ANYONE IN HARMS WAY!***

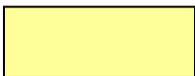
When faced with a suspected weapon on a person, consider the following circumstances:

- Type of weapon;
- Age of suspect;
- Mental state of suspect;
- Victim risk factor;
- Past history of suspect, if known;
- Suspected location of weapon (on person or elsewhere);

## **Action:**

1. Notify Campus Security;
2. Don't attempt to stop suspect if flight from building is attempted;
3. Allow suspect to flee from building;
4. Avoid confrontation;
5. Call Police at 911;
6. Refer to the Media Guide (Appendix C), if necessary;
7. Complete an Incident Report (Appendix B).

**Note:** When calling 911, be prepared to stay on the line and to provide additional information, such as, description of suspect(s) (height, weight, sex, hair color, type and color of clothing, location on campus, etc.), description of the weapon, description of the vehicle used, direction of departure and the like.



# APPENDIX A—EMERGENCY/TELEPHONE LIST

## 911 is used for Police, Fire, and/or Medical Emergencies

### Non-Emergency Numbers:

**Baptist Medical Center**  
..... 501-337-4911

**HSC Sheriff**  
..... 501-332-3671

**Malvern Fire Department**  
Administration. 501-332-7611

**Malvern Police Administration**  
..... 501-332-3636

**LifeNet Ambulance Service**  
Office..... 501-332-5196

### Other Emergency Numbers:

**CenterPoint Energy Arkla**  
..... 800-992-7552  
After hours..... 800-844-7440

**Child Abuse Hotline**  
..... 800-482-5964

**Community Counseling**  
..... 501-332-5236

**TFS Counseling**  
..... 501-332-4400

**Dept. of Human Services**  
..... 501-332-2718

**Entergy**  
Customer Srv. 800-368-3749  
Outages..... 800-968-8243

**Poison Hotline**  
..... 800-376-4766

### College Contacts:

#### Cabinet:

**President**  
Office..... Ext. 1132

**VP Administration and  
Operations, Chief Security  
Officer**  
Office..... Ext. 1152

**VP Instructional Administration**  
Office..... Ext. 1145

**VP Student Affairs**  
Office..... Ext. 1131

**Executive Director College  
Advancement/Public Relations**  
Office..... Ext. 1134

#### Physical Plant

**Director Facilities, Supervisor  
Safety and Security**  
Office..... Ext. 1117

**Supervisor, Maintenance**  
Office..... Ext. 1148

**Evening Maintenance**  
Office..... Ext. 1157

#### Security

**Information Desk**  
Office..... Ext. 1100



# APPENDIX B INCIDENT REPORT FORM

DATE:	TIME:	INCIDENT NO.
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### SECTION 1 (VICTIM)

NAME <i>LAST, FIRST, MIDDLE INITIAL</i>		ID NUMBER <i>COTO ID OR ADL</i>
ADDRESS:		
TELEPHONE NUMBER:	DATE OF BIRTH:	SELECT ONE: __EMPLOYEE__STUDENT__VISITOR

### SECTION 2 (INCIDENT)

<p>NATURE OF INCIDENT:    <input type="checkbox"/> Accident / Injury    <input type="checkbox"/> Theft/Burglary</p> <p style="padding-left: 100px;"><input type="checkbox"/> Physical Altercation    <input type="checkbox"/> Verbal Confrontation</p> <p style="padding-left: 100px;"><input type="checkbox"/> Property Damage    <input type="checkbox"/> Other</p> <p>Physical location: _____</p> <p>Conditions at location: _____</p> <p>_____</p> <p>_____</p> <p>ACTION TAKEN: _____</p> <p>_____</p> <p>_____</p>
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### SECTION 3 (WITNESS / SUBJECT INFO)

NAME <i>LAST, FIRST, MIDDLE INITIAL</i>		ID NUMBER <i>COTO ID OR ADL</i>
ADDRESS:		
TELEPHONE NUMBER:	DATE OF BIRTH:	SELECT ONE: __EMPLOYEE__STUDENT__VISITOR Reason on campus: _____



**INCIDENT NARRATIVE**

[Empty rectangular box for incident narrative text]

**SECTION 4**

PREVENTATIVE ACTION TAKEN:
LIST ANY PHOTOS TAKEN:
LIST ANY EVIDENCE:

**SECURITY OFFICER COMPLETING REPORT:**

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**REVIEWED BY:**

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# APPENDIX C—MEDIA GUIDE

## (Crisis Related Issues)

*Only the President or Public Information Officer have the authority to speak with the media.*

### Guidelines:

1. Make sure you are authorized to speak to the media;
2. Do not release names of victims or persons involved;
3. Inform the media when you are not authorized to comment and direct them to the proper person or office;
4. Be of assistance, but remain in control;
5. Don't delay sharing information, but be sure you have the facts.

**If contacted by the media by telephone, explain that once information can be released their call will be returned. Ask for their name, phone number, company name and press deadline. Make sure you follow through with them.**

**Be aware that students may be approached by the media. Suggest to students they not comment, and refer the media to the college.**

**Note:** When personnel from the police department, fire department or emergency services are involved, the Emergency Management System designates an Incident Public Information Officer who will be the only person authorized to provide information to the media or to relatives. The Emergency Management System will return the authority back to the President and Public Information Officer as soon as possible.