



# GADSDEN STATE



# SAFETY & SECURITY HANDBOOK

Revised April 2021

*choose Your Direction*

P.O. Box 227

[www.gadsdenstate.edu](http://www.gadsdenstate.edu)

Gadsden, AL 35902-0227



**TABLE OF CONTENTS**

**TABLE OF CONTENTS** ..... 1

**Safety & Security Contact Information Flyer** ..... 3

**GSCC Concept of Operations Plan** ..... 4

**GSCC MISSION / SCOPE** ..... 7

**Section I – Administration** ..... 8

    A. Introduction / Situation Overview ..... 8

    B. Responsibilities of Individuals in Safety Organization ..... 8

    C. Hazards and Reporting ..... 10

    D. Accidents and Accident Reporting ..... 10

    E. Parking and Traffic Regulations..... 12

    F. After-hour Employee Working Policy..... 14

    G. Hurricane Evacuation Center ..... 14

**Section II – Safety and Security** ..... 15

    A. Crime Reporting and Timely Warnings ..... 16

    B. Reporting of Criminal Actions or Emergencies..... 16

    C. Clery Act Crime Reporting Obligations ..... 16

    D. Cardinal Alert ..... 19

    E. Campus Security Authority ..... 19

    F. Sexual Assault Prevention Program and Procedures ..... 20

    G. Sexual Offender Registry and Access to Related Information ..... 21

    H. Access to College Facilities..... 21

    I. Guidelines for Violence Threat Response..... 22

    J. Hostage and Active Shooter Response ..... 23

    K. Early Warning Signs of Potential Danger ..... 28

**Section III – The Safety Program**..... 29

    A. Safe Work Facilities ..... 29

    B. Personnel-Student Protection ..... 30

    C. Hazardous Material Storage and Handling..... 30

    D. Safety Training ..... 31

**Section IV – General Safety Recommendations** ..... 32

    A. General..... 32

    B. Heavy Objects..... 32

    C. Chemical Safety ..... 32

    D. Machines ..... 33

    E. Compressed Gases ..... 34

    F. Electrical Equipment ..... 34

    G. Pathogens ..... 34

**Section V – Emergency / Shelter Procedures** ..... 38

    A. Building Evacuation Procedures to Cover Emergencies..... 38

    B. Policies and Procedures for Responding to a Fire..... 39

    C. Rally Points ..... 40

    D. Policies and Procedures for Responding to a Tornado Watch or Warning ..... 42

    E. Policies and Procedures for Responding to Bomb Threats and Evacuations..... 42

**Gadsden State Community College Bomb Threat Checklist ..... 45**

    F. Building Evacuation / Shelter Plan by Facility ..... 46

    G. Building Coordinators / Representatives ..... 55

    H. Lockdown Procedures ..... 55

    I. Lockout Procedures ..... 57

**Section VI – Weather & Health Related Tips ..... 58**

    A. Tornado Safety..... 58

    B. Lightning Safety ..... 61

    C. Earthquake Awareness .....63

    D. Winter Weather Awareness ..... 65

    E. Cardiovascular Health ..... 67

    F. Avoiding Heat Stress ..... 74

    G. Influenza ..... 74

    H. Coronavirus (COVID-19) Pandemic ..... 78

    I. Anthrax and Other Biological Agent Threats ..... 81

    J. Food Contaminations ..... 86

**Section VII – Other Emergencies On Or Close To Campus ..... 87**

    A. Explosion / Plane Crash ..... 87

    B. Demonstration/Civil Disturbance ..... 87

**Section VIII – Incident Command Center ..... 90**

    A. Location ..... 90

    B. Staffing ..... 90

    C. Equipment ..... 92

# ***SAFETY & SECURITY CONTACT INFORMATION***

**GADSDEN STATE COMMUNITY COLLEGE**

***Gadsden - 24 Hour Emergency Phone - (256) 312-2132***

Ayers - Work Hours - (256) 613-4818 or 310-8365

Cherokee - Work Hours - (256) 613-7535 or 312-2144

Valley Street - Work Hours - (256) 312-2130 or (256) 312-2241

Mail Services - Work Hours - Extension 8618 or (256) 312-4517

Transportation, Events & Sched. - Work Hrs - Ext 8613 or (256) 458-4386

On-Call Maintenance - After Work Hrs - (256) 439-6920 Etowah  
& Cherokee or (256) 490-6421 Calhoun

Other non-emergency calls for Safety & Security can be made to  
(256) 549-8611 (Office) or (256) 549-8300 (Gadsden Switchboard)

Anniston Police  
Department  
(256) 238-1800

Oxford Police  
Department  
(256) 831-3121

Calhoun County  
Sheriff's Department  
(256) 236-6600

Centre Police  
Department  
(256) 927-3661

Cherokee County  
Sheriff's Department  
(256) 927-3365

Gadsden Police  
Department  
(256) 549-4578

Etowah County  
Sheriff's Department  
(256) 546-2825



***PLEASE PLACE IN ALL BUILDINGS***



1001 George Wallace Drive  
Gadsden, AL 35903  
Phone: 256-549-8628

Stewart Davis  
Director of Physical Plant  
Phone: 256-549-8603  
Email: sdavis@gadsdenstate.edu



*choose Your Direction*

Updated Spring 2021 - AB

# GADSDEN STATE COMMUNITY COLLEGE

## CONCEPT OF OPERATIONS PLAN

### PURPOSE

The purpose of this plan is to safeguard the college community and facilities against potential threats from natural disaster, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten the safety and security of the College by the establishment of procedures for communication, command-and-control, effective coordination and use of institution and community resources, in response to a potentially hazardous event. This plan contains four short and long-term strategies for implementing all hazards integrated management:

- Identify opportunities for enhancing coordination and communication within GSCC as well as with state/local agencies.
- Provide training, education, and outreach to enhance core competencies for safety, security, and emergency preparedness throughout the College. Assess the need for integrated training.
- Promote continuous improvement in safety, security, and emergency preparedness throughout GSCC. Assess and target resources toward the most frequent types of accidents and security incidents and the most catastrophic risks to students, faculty, staff, and community members.
- Develop and implement continuous improvement and innovation goals for the management of existing and future programs and projects through data collection and analysis and coordinated program reviews.

This plan is designed to provide a framework and guidance for coordinated response to minor emergencies, major emergencies, and disasters. The planning in the handbook is based on the Incident Command System (ICS), a management structure adopted throughout the U.S. and international communities. It also stems from the National Incident Management System (NIMS).

Communications prior, during, and after an incident or event are critical to protecting the community and property. As conditions require, communications will be clear, effective, and timely. Timely notification of the key college personnel can be critical to response efforts and clear chain-of-communications/command must be established to ensure efficient notifications. Disruptions of power, telephone service, loss of cell towers, internet and/or email services require that alternate communication methods are identified.

The President will be notified as soon as reasonably possible when conditions exist, or potential is great for the conditions to develop that may threaten the safety and/or security of the campus community and facilities. The following **CHAIN OF COMMAND** will be followed:

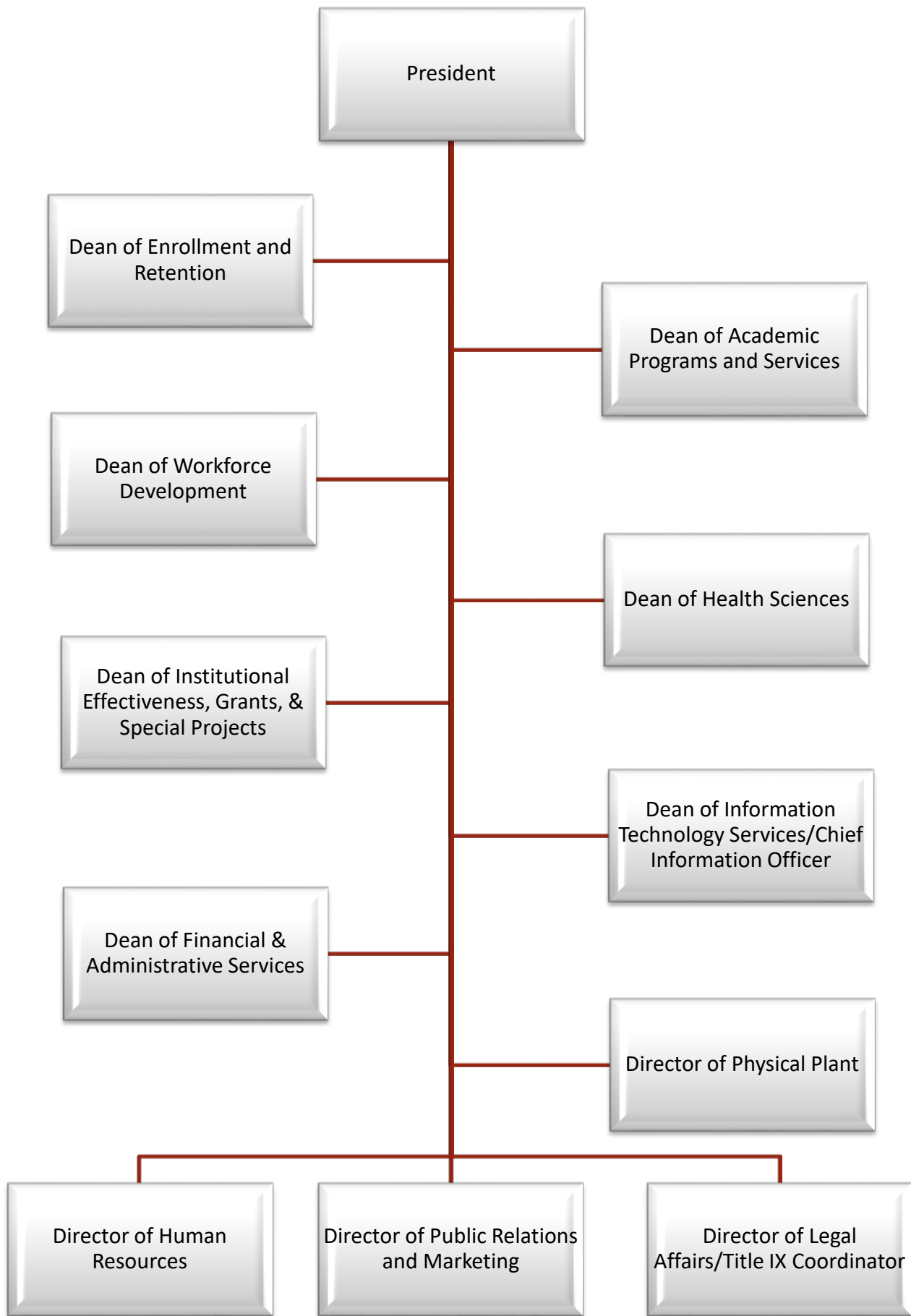
- A. The President of the college will be responsible for initiating the operational plan to meet emergencies during periods of disaster. In the absence of the

President/Designee, the following are authorized to initiate the operational plan in the order listed:

1. Director of Physical Plant
2. Dean of Enrollment and Retention
3. Dean of Workforce Development
4. Dean of Academic Programs and Services

Immediate notification of the persons listed in the executive chain of command will be made by the person initiating the plan when an emergency has been declared. The total plan of operation will be supervised by the Director of Physical Plant. In consultation with the President and the Cabinet, the appropriate administrative faculty and staff members of the college will be notified of the emergency at hand. In the absence of the Director of Physical Plant, the Security Manager will substitute as the supervisor of the plan.

The Cabinet members will initiate plans within their respective areas of responsibility to utilize facilities of the college to meet the emergency situation. Other employees of the college will be called upon to provide services as required in the various operational departments.



# GADSDEN STATE COMMUNITY COLLEGE

## SAFETY & SECURITY HANDBOOK



*choose Your Direction*

**Revised April 2021**

### **Mission / Scope**

Gadsden State Community College is an affordable, accessible, and comprehensive community college that prepares our diverse student population for success through quality education, innovative workforce development, and meaningful community engagement. We foster the development of lifelong learners by giving students the opportunities to develop skills that empower them to contribute to the social, cultural, and economic life of our communities, our nation, and our world.

Safety and Security at the College provides a wide range of support services that enable students, faculty, and staff to function in a diverse collegiate environment. The primary mission of this unit is to ensure that functions are carried out in a safe and secure manner to include an efficient safety/security, mail, transportation, hazardous material storage and handling, and severe weather monitoring with a firm commitment to high standards that are in keeping with the College's mission statement. The College is committed to safety as a priority to ensure that all students and staff can achieve their goals in as much of a risk-free environment as possible in all of our facilities on all of our campuses. It is the duty of all employees and students to observe and report any suspected unsafe situations to the Director of Physical Plant. A safe campus is a more successful campus.



## **SECTION I**

### **ADMINISTRATION**

#### **A. INTRODUCTION / SITUATION OVERVIEW**

An effective safety program requires total commitment by administration, faculty, and staff. The key to this commitment is the development of a reasonable set of guidelines on safety practices under which all concerned are willing to operate and assume responsibility. Careful planning means all work will be based on an understanding of the hazards involved, knowledge of the work area, and safe working procedures.

It is especially important that all levels of supervision and management accept the philosophy that accidents and injuries are preventable and reflect this in their actions. The extent to which supervision does this will determine the success or failure of the Safety (Accident Prevention) Program.

Accident prevention must be included in the performance of every task. It cannot be considered a separate entity, but is an integral part of every action, whether at work, home, or play.

Accident prevention pays in the injuries it prevents, money, and time it saves and the healthy attitude it creates. It also assures all personnel will return home safely after each day's work.

The responsibility for the Safety Program rests with individual members of the various departments on all campuses.

**REMEMBER: SAFETY IS FOR LIFE**

#### **B. RESPONSIBILITIES OF INDIVIDUALS IN SAFETY ORGANIZATION**

1. President
  - a. Publishes, for wide distribution, statement of policy concerning safety
  - b. Assumes institutional responsibility for the general pattern of safety
  - c. Holds the Deans, Instructors, Academic Directors, and Budget Managers accountable for the safety of all employees, personnel, and students associated with the College
2. Director of Physical Plant
  - a. Keeps and analyzes accident records
  - b. Conducts educational activities for supervisors at all levels
  - c. Conducts activities for stimulating and maintaining interest in safety of personnel in various departments
  - d. Develops safety education programs for employees and students

- e. Serves as Liaison on Safety & Security Committee
- f. Supervises and appraises accident investigations
- g. Promotes, plans, and directs a regular program of safety inspection
- h. Checks for compliance with applicable safety laws and codes
- i. Issues regular reports showing safety performance and accident trends
- j. Serves in staff capacity
- k. Reviews all drawings, projects, and work orders concerning safety
- l. Ensures adequate preventive maintenance program
- m. Establishes and maintains emergency and disaster plans
- n. Establishes and approves protective equipment requirements
- o. Establishes and administers safety procedures and standards
- p. Obtains assistance required from Safety & Security Committee
- q. Ensures that fire and weather drills are conducted and reported

3. Safety & Security Committee

- a. Acts as safety consultants when the nature of the hazard cannot be resolved by routine measures
- b. Acquaints itself with modern safety practices of similar laboratories and workshops and implements such procedures, when beneficial
- c. Responsible for reviewing and updating the safety handbook, as needed
- d. Conducts fire, tornado, and evacuation drills in conjunction with local authorities
- e. Keeps existing and new personnel informed about existing and new safety rules and practices
- f. Halts any unsafe practice until a safe method for continuation has been adopted
- g. Investigates the cause of all accidents and suggests measures to prevent reoccurrence
- h. Reports directly to the Director of Physical Plant
- i. Familiarizes building occupants with emergency evacuation procedures

4. Dean, Academic Director, Instructor, or Budget Manager

- a. Publishes statement of policy reflecting and amplifying the President's statement as it pertains to a particular area
- b. Responsible for safety program pertinent to the personnel and facilities under his/her direction
- c. Promotes safety policies as formulated by the Safety & Security Committee or others and holds faculty members, supervisors, or program directors responsible for their implementation and enforcement
- d. Authorizes necessary expenditures for safety
- e. Ensures that each shop or lab has material safety data sheets on all chemicals utilized in his/her area of responsibility

5. Faculty Member, Staff, or Student
  - a. Works in accordance with accepted safe practices
  - b. Reports unsafe conditions and practices
  - c. Observes safety rules and regulations
  - d. Makes safety suggestions
  - e. Does not undertake job he/she does not understand
  - f. Responsible for his/her personal safety
  
6. Building Maintenance or Custodial Employee
  - a. Acts on the safety recommendations of the Safety & Security Committee
  - b. Maintains the safety of the buildings and grounds
  - c. Periodically checks the condition of special safety equipment, i.e., fire hoses and extinguishers, chemical showers, eye washes, etc., and repairs as needed
  - d. Attends safety training workshops

### C. HAZARDS AND REPORTING



In almost every instance, a hazardous condition precedes an accident. The safety program's major concern is the prevention of accidents and hazardous conditions. Hazardous conditions should be reported to the Director of Physical Plant or any other campus security officer. An Incident and Offense Report will be completed on each event.



### D. ACCIDENTS AND ACCIDENT REPORTING (GSCC EMPLOYEE HANDBOOK NUMBER K1.1)

1. What should be done in the event of an accident cannot be stated in a simple set of rules. Remaining as calm as possible and exercising much common sense are the best tools for coping with an accident. This section of the Safety and Security Handbook will, therefore, establish guidelines which will generally be useful in the event of an accident.
  
2. In the event of a serious accident, call **EMERGENCY 911**, THEN CALL YOUR CAMPUS SECURITY OFFICER. Calmly explain to the operator (1) the nature of the accident, (2) the location of the accident, (3) how many were injured, and (4) how serious the injuries appear to be.
  
3. If the accident does not warrant emergency response personnel but, nevertheless, warrants medical attention, **911** should be called. Explain to the operator that the injury does not appear to be serious, but the victim needs to be checked by emergency medical personnel. Most college staff are not trained in how to manage an emergency; therefore, medical decisions need to be made by medical personnel. **It is the policy of Gadsden State Community College to call 911**

**for all emergencies.** College personnel should not transport an injured person in a College vehicle.

4. If the accident involves acid or base spillage, immediately flush the area with large amounts of water. Flushing should continue until emergency medical personnel arrive. (Eye washes and chemical showers should be used without delay.) Victims should be transported to the Emergency Department by ambulance for further treatment.
5. If the accident results in inhalation of toxic fumes or gas and if it is safe to approach the victim, take the victim outside immediately and then call **911**, and then call your Campus Security Officer.
  - a. Take precautions before trying to rescue anyone from a possible situation where the air is contaminated with fumes, gas, or smoke. Putting yourself at risk will merely exacerbate an already dangerous situation. Never attempt a rescue unless other people know you are doing so.
  - b. Do not attempt a rescue unless it is safe to do so.
  - c. Take several deep breaths of fresh air before entering a room suspected of containing any kind of gas, smoke, or chemical reactions.
  - d. Cover your mouth and nose with a wet cloth.
  - e. If it is possible, squint or keep your eyes closed.
  - f. Move in and out of the area quickly. Holding your breath, lift a child or grab an adult by the arm or clothes and drag them away from the source. Do not attempt to open doors and windows unless it is safe to do so. Make sure you are in a clean air area.
  - g. **Do Not Let Anyone Enter.**
6. If an accident involving a motor vehicle occurs on any campus or on any roadway beside a campus, applicable emergency personnel must be notified, if property damage and/or injury has occurred. Law enforcement, emergency medical, and/or fire services should be notified, if needed.
7. All accidents, simple or complex, must be reported using the standard Incident and Offense Report to the Director of Physical Plant or any other Campus Security Officer. Copies of the report will be furnished to the appropriate supervisors.
8. Remember, if there is any doubt regarding the seriousness of an injury, summon the appropriate help needed. **It is better to be safe than sorry.**

## E. PARKING AND TRAFFIC REGULATIONS

A student, faculty, or staff member – whether full-time or part-time, whether in a special course or in a regular course – who intends to operate an automobile or other vehicle on any Gadsden State campus, whether or not he/she is the owner, must comply with the following parking and traffic regulations:

1. **The campus parking, traffic, and safety regulations in effect at Gadsden State Community College, as well as all applicable state laws and city ordinances, will be enforced by the Campus Security at all times.** These regulations, laws, and ordinances apply to ALL persons while they are on a Gadsden State campus. If a vehicle is properly registered with the College, a student may park in any designated parking place except those having **blue, yellow, or white** curbing. White curbs are reserved for faculty and other staff members only, blue curbs are for handicapped parking with a permit, and yellow curbs are no parking at any time.
2. **Motor Vehicle Registration:** All students, as well as faculty and other staff, whether full-time or part-time, having or using a motor vehicle on a Gadsden State campus, must register it with the Information Office. The student vehicle registration fee is included in the tuition fee. The driver will be issued a hangtag, which is to be hung from the inside review mirror of the vehicle.
3. **Types of Hangtags:** Two types of hangtags are issued by the Information Office in the lobby of the One Stop Center, East Broad Campus: the *Faculty/Staff* and the *Student*. If the driver is disabled or if the driver is driving for a disabled person, the vehicle may be parked in a space reserved for the disabled (blue curb) so long as the vehicle bears both a hangtag and a decal for the disabled. The disabled decal may be obtained through the Office of the Revenue Commissioner, Etowah County Court House. All hangtags expire on August 31 of the year indicated on the hangtag.
4. **General Regulations:** When issued a hangtag, the owner of the hangtag will be held responsible for any violation in which the vehicle bearing this hangtag is involved. In the event of mechanical failure of a vehicle, the owner/driver should inform the Information Office of the vehicle's location; the owner/driver will be responsible for the vehicle's removal as soon as available services will permit. The Office of Safety and Security may cancel the registration of any vehicle.
5. **Vehicle Boot Immobilizer:** Violations of parking, traffic, and safety regulations may result in the vehicle being immobilized with an auto boot. In the event that a vehicle has been so immobilized, the owner should not attempt to remove the boot or to move the vehicle; instead, he/she should contact Campus Security.

6. **Appeal Procedure:** If a driver wishes to contest a traffic or parking citation, he/she may appeal to Campus Security (256-549-8300) at the Information Desk within seven (7) calendar days after having received the citation. The decision of the Campus Security Department is final.
7. Gadsden State Community College assumes **no responsibility for damage** to any vehicle brought onto any of its campuses, centers, or other instructional sites.
8. Employees and students are required to be familiar with and comply with applicable state laws and city ordinances before using a wireless device while operating a motor vehicle on campus. Safe operation of any vehicle in the performance of College business is the responsibility of the driver and must be given appropriate attention at all times. In every situation, do not use a wireless device while the vehicle is in motion if doing so distracts attention from driving.
  - Those who text while driving are **23 times more likely** to be involved in some type of safety critical event as compared to those drivers who don't text while driving, according to a study by Virginia Tech Transportation Institute.
  - You and your family are important to Gadsden State Community College. That's why we are urging you to put safety first when you are in the driver's seat and follow these tips:



- **Be Smart.** Don't text and drive. No text message is worth being distracted while you drive.
- **Be in control.** Remember it's your phone. You decide if and when to send and read texts so take control. Consider turning your phone off, setting it to silent or even set it aside before hitting the road.
- **Be Caring.** Don't send a text when you know your family member, friend, or co-worker is driving.
- **Be Focused.** Never use your phone to take pictures, send and read messages, record video, or watch TV while driving.
- **Be an Example.** Don't send the wrong signal by texting while you drive. This is especially important if you have a teen driver in the household. Your family and friends will follow your example.

- It only takes a split second to be distracted and find yourself in an accident. Our message is simple, yet vital: When it comes to texting and driving, it can and should wait.



## F. AFTER-HOUR EMPLOYEE WORKING POLICY (GSCC EMPLOYEE HANDBOOK NUMBER: K1.2)

1. There are certain types of work which require being continued after normal working hours. Occasionally, the nature of this after-hour work involves some risk. Should this be the case, **an individual should not work alone, if possible.**
2. The level of risk assessed rests with the academic director or supervisor and he/she must decide whether or not this person should work alone during the necessary after-hours.
3. Except for regularly scheduled hours, **all personnel must notify their Campus Security Officers when and where they will be working.**
4. All personnel working at night should have a flashlight for use in the event of a power failure.

## G. HURRICANE EVACUATION CENTER

Gadsden State Community College has been designated as a Hurricane Evacuation Shelter by the Governor. In the event a major evacuation of the coastal area is necessary, GSCC can house 150 or up to 300 people for a period of 4 days. It is the intent that this plan is for a short term. Even if this occurs for a short time, it will be a major task for our school and a large staff of volunteers. The College will be responsible for the facilities, feeding, and security. The Governor and the Chancellor of the Alabama Community College System are committed to the care of the people of Alabama during times of peril.



## SECTION II

### Safety and Security

The Office of Safety and Security is responsible for security and emergency response on all Gadsden State Community College campuses. Gadsden State is a community of approximately 3,750 students. There are approximately 550 full and part-time employees at the college. Safety and Security is an important component of the educational environment at Gadsden State and includes security, mail, transportation, Alabama Department of Emergency Management reporting, and severe weather monitoring.

The Office of Safety and Security is under the leadership of the Director of Physical Plant who reports to the President. The office is currently staffed by 11 full-time and 10 part-time security employees who proactively patrol all campuses and work campus special events.

Officers patrol the campuses and provide safety and security services through the deployment of vehicle and foot patrols. To be successful in providing the highest degree of safety and security on the campuses, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members; not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service available by calling the duty (security) number posted on each campus, locking your valuables, and reporting suspicious/criminal activities. The Office of Safety and Security takes a leadership role in this area, by providing educational programs on campus safety, preventative patrols, incident investigation and reporting, fire safety and prevention, and crime prevention. In addition, the Office of Safety and Security is responsible for monitoring, maintaining, and/or enforcing college alarm systems, parking services, property/evidence collection, officer training, and crime reporting. Safety and Security Officers receive training in security and emergency care.

The Safety and Security Office phone number is (256) 549-8611, and the 24-hour phone number is (256) 312-2132.

<b>Security Offices</b>		
<b>Campus</b>	<b>Building</b>	<b>Room #</b>
Ayers	Student Center	101
Cherokee	Cherokee Academic Building	102
Valley Street	Carpentry Building	1
Wallace Drive	Safety & Security Building (Old Fisheries)	N/A

It is the primary objective of the Office of Safety and Security to provide a safe college environment wherein its community members can work and study, and personally and professionally develop, both intellectually and socially. Gadsden State



has a Safety & Security Committee whose mission is to ensure that appropriate health and safety standards are maintained and that the appropriate Federal and State statutes are observed.

## **A. CRIME REPORTING AND TIMELY WARNINGS**

Numerous and diligent efforts are made to advise members of the campus community about crime-related problems. The College's duty to inform students of threatening or potentially threatening situations is taken seriously, and as a result, information related to crime and criminal activity is provided to the community in an accurate and timely fashion. Because awareness is essential to effective crime reduction, the College will release information which can be used by students and other College community members to reduce their chances of becoming victims. The Office of Safety and Security will issue timely warnings or safety alerts to campus community members informing them of incidents/crimes impacting the College community and/or surrounding property. This information is disseminated to College community members via use of electronic mail messages, electronic sign, information flyers posted at highly visible locations throughout campus, Cardinal Alert, and during crime prevention presentations presented by Safety and Security personnel, Preview Days, all campus orientations, and on-line orientations required of all students. Cardinal Alert is an emergency notification service that will allow us to contact all enrolled students, employees, law enforcement, and news media via cell phone, text message, home phone, and e-mail. For follow-up emergency information to the College community, all of the above media to include postings on our web site, television, and radio will be utilized.

## **B. REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES**

To report a crime no longer in progress, members of the community should call your Campus Security Officer or the Office of Safety and Security by dialing (256) 549-8611, (256) 549-8364, or the 24-hour number (256) 312-2132. To report an emergency or a crime in progress, **911** should be called first and then call your Campus Security Officer. To obtain information or request an escort, or any other security service, community members should call your Campus Security Officer. Safety and Security personnel also have the ability to notify county emergency dispatchers regarding emergency situations occurring on-campus. This system allows Safety and Security to summon assistance from emergency responders if deemed necessary and appropriate.

## **C. CLERY ACT CRIME REPORTING OBLIGATIONS**

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.



Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the **U.S. Department of Education**.

The "Clery Act" is named in memory of 19 year old university freshman **Jeanne Ann Clery** who was tortured, raped, sodomized, and murdered in her residence hall room on April 5, 1986. Her killer was a drug and alcohol abuser, a student whom Jeanne had never met. He gained access to her room by proceeding, unopposed, through three propped-open doors, each of which should have been locked. He was convicted and sentenced to death.

Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on their daughter's campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response, respectively. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. The core components of the Campus Fire Safety Right-to-Know Act became federal law with the passage of the Higher Education Opportunity Act of 2008. These principle elements will prove crucial in helping campus fire officials gather the information they need to begin to gain a more accurate and defined picture of how fire affects campuses across the United States.

The new law required colleges and universities that maintain on-campus housing to compile fire data, report the data to the federal government, and publish an annual fire safety report that gives students, parents, and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The final regulations provide that institutions must distribute an annual fire safety report and create publication requirements for the annual fire safety report that are similar to the long-standing rules for the annual security report. The final regulations allow an institution to publish the annual security report and the annual fire safety report together, as long as the title of the document clearly states that it contains both the annual security report and the annual fire safety report.

The new federal guidelines require colleges and universities with on-campus student housing to enact policies and procedures to handle reports of missing students. The intent of the new requirement is to minimize delays and confusion during an initial investigation. Institutions must designate one or more positions or organizations that people may make a report to when they believe a student living in on-campus housing has been missing for 24 hours.

Subsequently, the Clery Act was amended in 2013 during the reauthorization of the Violence Against Women Act. Institutions were now required to disclose information related to new offenses, including dating violence, domestic violence, sexual assault and stalking. The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, manslaughter by negligence, sexual assault (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, arson, liquor law violations, drug abuse violations and weapons law violations: carrying, possessing, etc.

We are also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, manslaughter by negligence, sexual assault (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, and simple assault.

We are required to disclose statistics for offenses that occur on campus, in residence facilities, in non-campus property, and on public property.

Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe any crime listed above, or if any person reveals to you that he/she learned of or was the victim of, perpetrator of, or witness to any crime listed above, immediately report it to any Security Employee. This applies to crimes on any of the five college campuses (George Wallace, East Broad, Ayers, Valley Street, and Cherokee), public property adjacent to each of those campuses, and locations at which other college activities are taking place. Please do not investigate the incident or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate college officials may later contact you or others to gather additional information.

If you are in doubt as to whether a crime is reportable, you should err on the side of reporting the matter. With the exception of liquor, drug, and weapons law violations, it is immaterial under the federal law whether an arrest is made. For purposes of your reporting, you should assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

**In addition, our school has a responsibility to notify the College community about any crimes which pose an ongoing threat to the community, and, as such, "Campus Security Authorities" are obligated by law to report crimes immediately to any Security Employee. Even if you are not sure whether an ongoing threat exists, immediately call your campus security number.**

If you have any questions regarding reporting obligations, please contact the Director of Physical Plant at (256) 549-8603 or (256) 312-2136. Thank you for your assistance in fulfilling these federal requirements.

**D. CARDINAL ALERT****(GSCC EMPLOYEE HANDBOOK NUMBER: K1.2)****CARDINAL ALERT**

Cardinal Alert is an emergency notification service that will allow us to contact all enrolled students, employees, law enforcement, and news media via cell phone, text message, home phone, and e-mail. For follow-up emergency information to the College community, all of the above media to include postings on our web site, television, and radio will be utilized. The service will only be used when there is imminent danger to your campus; i.e., tornado warnings, chemical spills, orders to evacuate or shelter in place, and active shooters.

**E. CAMPUS SECURITY AUTHORITY**

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” “Campus Security Authorities” include athletic team coaches, members of the Safety & Security department, the President, Dean of Enrollment & Retention, Dean of Academic Programs and Services, Assistant Dean of Instruction, the Assistant Dean of Academic Programs & Services, Division Chairs, the Director of International Programs/ALI, the Director of Student Support Services, the Dean of Technical Education and Workforce Development, the Dean of Health Sciences, the Director of Nursing, the Dean of Financial and Administrative Services, the Director of Advising, all Campus Directors/Coordinators, the Director of Student Life, the Residence Hall Clerk, the Director of Legal Affairs/Title IX Coordinator, the Dean of Institutional Effectiveness, Grants, and Special Projects, Director of Distance Education, Faculty Development, and Learning Resources, the Directors of Talent Search, the Athletic Director/Academic Director for Health, Physical Education & Recreation, Dean of Outreach Initiatives, the Dean of Information Technology Services/Chief Information Officer, Associate Dean of Enrollment & Retention, Coordinator of Continuing Education and ADA, Director of Skills Training, Community Education Liaison, GED Chief Examiner, Director of Enrollment Services & Registrar, Director of Financial Aid, TRA, WIA, VA, Director of Veterans Upward Bound, Directors of Upward Bound, Testing Coordinator, Theater and Box Office Manager, Director of Title III, Director of Cardinal Tutoring Center, Director of Adult Education, Coordinator of Workforce Development, Library Supervisors, Library Specialists, and Librarians. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Also, clerical staff are unlikely to have significant responsibility for student and campus activities.

All students and employees are encouraged to promptly report all on-campus crime and suspicious activities to the Security office. While off-campus, students and employees are encouraged to contact the local law enforcement. Security officers have no arrest authority beyond that of an ordinary citizen; however, they may address offenses and refer them to the local law enforcement authorities. We have a good working relationship with the local law enforcement authorities where campuses are located. They conduct all of our formal investigations of traffic and criminal activity. We operate under a clear mutual agreement with all local law enforcement agencies. The College and this Office diligently cooperate with law enforcement agencies to maximize the effectiveness of police services to the campus community. The Dean of Enrollment and Retention of Gadsden State Community College coordinates disciplinary action for matters that are violations of College rules.

## **F. SEXUAL ASSAULT PREVENTION PROGRAM AND PROCEDURES**

Gadsden State Community College will act swiftly to protect the rights of all its members. In the event of sexual assault, various campus and area resources are available to victims. The College supports the victim's right to choose which avenues of assistance are best for the individual. These resources include the following: The Office of Safety and Security, where all crimes, including sexual assaults, should be reported (a designated employee is assigned to assist victims of sexual assault.); the Title IX Coordinator; the local police agency with jurisdiction; and the Emergency Department of the local hospital. An individual who has been sexually assaulted has the following rights:

- An opportunity to contact the governmental law enforcement authorities including local police and/or district attorney. Gadsden State Community College will assist the student in notifying proper law enforcement officials, if requested;
- Transport to the nearest medical facility approved for the collection of rape evidence;
- Awareness of mental health counseling on campus or in the community; and
- Alternative class assignment if requested and reasonably available.

Due to the severity of incidents of sexual assault, the College strongly encourages individuals who have been sexually assaulted to contact the police to make an initial report. Reporting the incident to the police soon after the incident occurs may greatly increase the possibility of successful prosecution if criminal charges are brought. Preserving all evidence of a sexual assault is extremely important.

Individuals who have been sexually assaulted will be offered the opportunity to make a formal complaint against the offender through the College's disciplinary process pursuant to the College's Code of Conduct. The College may pursue code of conduct

charges regardless of whether any criminal charges are filed. The College will initiate internal proceedings in incidents of sexual assault when requested and/or when subsequent investigation produces substantial evidence of a violation of College policy.

Individuals have the right to have any questions about College policy and the College judicial process answered. If an individual who reports a sexual assault is harassed by anyone in connection with the incident in question, the harassment should be reported immediately to the Office of Safety and Security. The College would then respond to the allegations of harassment. Individuals have the option to have a victim's advocate and/or any other advisor with them at all times throughout such procedures. The accuser and the accused are entitled to the same opportunities to have others present during judicial disciplinary proceedings. Both the accuser and the accused shall be informed of the institutional disciplinary proceeding (the College's final determination and any sanction against the accused) brought alleging a sex offense.

## **G. SEXUAL OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION**

In accordance with the Campus Sex Crimes Act of 2002, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the State of Alabama, information regarding registered sex offenders may be obtained from local municipal police departments, the county sheriff's office, or the Alabama Highway Patrol. You can also find this information by going online at <http://app.alea.gov/Community/> and searching under the Sex Offender Registry.

## **H. ACCESS TO COLLEGE FACILITIES**

Most of the College's buildings and facilities are accessible to members of the College community, guests, and visitors during normal hours of business, Monday – Friday. This excludes most holidays. Faculty and staff who wish to enter their offices or support areas during non-duty hours are asked to notify or visit the Office of Safety and Security. This will alert security in case of an emergency in the facility. Department heads are requested to submit entry authority lists to the Office of Safety and Security for personnel assigned to their respective departments with special access needs.

Access to Fowler Residence Hall is restricted to residents, their approved guests, Physical Plant personnel, and other approved members of the College community. Guests of residents must be accompanied at all times by the resident whom they are visiting, and must sign in and out at the front desk and leave their student ID cards or driver's licenses.

## I. GUIDELINES FOR VIOLENCE THREAT RESPONSE

Employees who believe they have been subjected to acts of violence, threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind, or who witness or have knowledge of any actions that could be perceived as violent should immediately report the incident to the President or designee or other appropriate administrator. Students should report such actions to the Dean of Enrollment and Retention. All complaints will be promptly investigated, and appropriate action will be taken.

When an employee has reason to believe that an immediate threat to their safety or others exists, the employee should immediately notify the Director of Physical Plant or other appropriate administrator who may immediately notify local law enforcement and the President. Students should immediately notify the Director of Physical Plant, the Dean of Enrollment and Retention, or other appropriate college official.

Employees or students who are witnesses to a violent act are advised to resist personal involvement in the situation; to leave the immediate area; and to prevent coworkers, students, and visitors from approaching the area.

The President, the Director of Physical Plant, along with local law enforcement, will evaluate what has occurred and will proceed with an internal investigation.

Pending the circumstances under investigation, the President may need to remove from the premises immediately employees or students who are involved in a physical or verbal altercation.

The President must notify the General Counsel of the Alabama Community College System immediately upon the occurrence of or upon the report of an incident under this policy and these guidelines and must keep the General Counsel informed as to the progress of the investigation and its outcome.

It is the intent of the Board of Trustees and the President of Gadsden State Community College to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on College property or while conducting College business. This policy applies to employees, contractors, students, visitors, or anyone else. Additionally, this policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.

**Third Party Influences:** Contractors, students, and/or visitors threatening the safety of others on College premises will be subject to immediate removal from the premises and/or prosecution under the law. Students will also be subject to disciplinary procedures under the institution's student discipline code.

**Employees:** To ensure both safe and efficient operations, the Board of Trustees expects and requires all College employees to display common courtesy and to engage in safe and appropriate behavior on the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind is considered unacceptable

behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.

Employees are responsible for their conduct on College premises, whether they are on or off duty. Board of Trustees and institutional rules of conduct and behavior expectations also apply when employees are traveling on College business, as well as any time employees are working for or are representing The Alabama College System away from the premises.

The College will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees, students, or the public or otherwise might involve a breach of or departure from the conduct standards in this policy. A search of property may be conducted, under appropriate circumstances. All incidents of physical altercations or threats of violence are treated as gross misconduct and will result in disciplinary action up to and including termination of employment for employees and disciplinary action up to and including expulsion for students.

Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy, or who provides information in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students.

## J. HOSTAGE AND ACTIVE SHOOTER RESPONSE

An active shooter is an armed person(s) who has used, or has demonstrated intent to use, deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. An active shooter may use guns, knives, explosives, or other weapons in the assaults. A sniper, suicide bomber, and drive-by shooter are also examples of an active shooter. Many incidents involving an active shooter develop into a hostage situation.

A hostage situation is any situation in which a person or persons are detained by threat of violence. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm if the hostages or outside officials do not cooperate. A hostage situation may escalate into an active shooter situation.

### ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

**You have three options:**

**1 RUN**

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

**2 HIDE**

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.

**FIGHT 3**

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions... your life depends on it.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.




Know how to survive!

# IN AN EMERGENCY


## WHEN YOU HEAR IT – DO IT

In an Active Shooter situation, choose the **best** action based on how close you are to the shooter.




### Run

Escape quickly. Leave belongings behind. Help others if you can. Alert others to stay away.



### Hide

Lock and barricade doors. Silence phones. Keep silent. Cover windows.



### Fight


As a last resort, do what it takes to stay alive. Work together. Be aggressive.

Call **911** when it is safe for you to do so.





**American Red Cross Ready Rating**


You are welcome to copy, reproduce, republish, upload, post, transmit, or distribute any materials found on the Ready Rating™ Resource Center for non-commercial purposes, provided that you include the following copyright notice on your site.

All rights reserved. © 2017 The American Red Cross. The name and logo of the American Red Cross are registered trademarks of The American National Red Cross.



**American Red Cross**

LOCKDOWN! – LOCKS, LIGHTS, OUT OF SIGHT		
<b>STUDENTS</b> Move away from sight Maintain Silence Prepare to Evade or Defend	<b>STAFF</b> Lock interior doors Turn out the lights Do <b>NOT</b> open the door Maintain Silence Prepare to Evade or Defend	
LOCKOUT! – SECURE THE PERIMETER		
<b>STUDENTS</b> Return Inside Business as usual	<b>STAFF</b> Bring Everyone Indoors Lock Perimeter Doors Increase Situational Awareness Business as Usual Take Attendance	
EVACUATE! – GO TO THE ANNOUNCED LOCATION		
<b>STUDENTS</b> Bring your Phone Leave your Stuff Behind	<b>STAFF</b> Lead Evacuation to Location Take Attendance Notify if Missing, Extra, or Injured Students	
SHELTER! – FOR A HAZARD USING A SHELTER STRATEGY		
<b>STUDENTS</b> Hazard Tornado Hazmat Earthquake	<b>Safety Strategy</b> Evacuate to Shelter Area Seal the Room Drop, Cover, and Hold	<b>STAFF</b> Lead Safety Strategy Take Attendance



GADSDEN STATE COMMUNITY COLLEGE

24/7 Security Phone Number  
(256) 312-2132

### Immediate Action:

1. **Secure the immediate area.** Whether a classroom, residence hall room, office, or restroom:
  - After securing the door, stay behind solid objects away from the door as much as possible.
  - If the assailant enters your room and leaves, lock or barricade the door behind them.
  - If safe to do so, allow others to seek refuge with you.
  
2. **Protective Actions** - Take appropriate steps to reduce your vulnerability:
  - Close blinds.
  - Block windows.
  - Turn off radios and computer monitors.
  - Silence cell phones.
  - Place signs in interior doors and windows, but remember the assailant can see these as well.
  - Place signs in exterior windows to identify your location and the location of injured persons.

- Keep calm and quiet.
  - After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
3. **Unsecured Areas** - If you find yourself in an open area, immediately seek protection:
- Put something between you and the assailant.
  - Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
  - If in doubt, find the safest area available and secure it the best way that you can.
4. **Call 911.** Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings – stay on the line until it is answered – do not hang up. Be prepared to provide the 911 operator with as much information as possible, such as the following:
- What is happening.
  - Where you are located, including building name and room number.
  - Number of people at your specific location.
  - Injuries, if any, including the number of injured and types of injuries.
  - Your name and other information as requested.
  - Where the shooter is and what they are doing.
5. **Try to provide information** in a calm clear manner so that the 911 operator quickly can relay your information to responding law enforcement and emergency personnel.
6. **What to Report** - Try to note as much as possible about the assailant, including:
- Specific location and direction of the assailant.
  - Number of assailants.

- Gender, race, and age of the assailant.
- Language or commands used by the assailant.
- Clothing color and style.
- Physical features – e.g., height, weight, facial hair, glasses.
- Type of weapons – e.g., handgun, rifle, shotgun, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know their name?
- What exactly did you hear – e.g., explosions, gunshots, etc.

7. **Treat the Injured.** The 911 operator will notify law enforcement and other emergency service (EMS) agencies – fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:

- For bleeding, apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive – try to stay quiet and calm.

## 8. **Un-securing the Area**

- The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk of exposure by opening the door for any reason.
- Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

## **Law Enforcement Response:**

Security will immediately respond to the area, assisted by other local law enforcement agencies. Remember:

1. **Help has been notified and will be here as soon as possible.** It is important for you to:
  - Remain inside the secure area.
  - Law enforcement will try to locate, contain, and stop the assailant.
  - The safest place for you to be is inside a secure room.
  - The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.
  
2. **Injured Persons:**
  - Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
  - You may need to explain this to others in order to calm them.
  - Once the threat is neutralized, officers will begin treatment and evacuation.
  
3. **Evacuation:**
  - Responding officers will establish safe corridors for persons to evacuate.
  - This may be time consuming.
  - Remain in secure areas until instructed otherwise.
  - You may be instructed to keep your hands on your head.
  - You may be searched.
  - You may be escorted out of the building by law enforcement personnel – follow their directions.
  - After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.

- Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

## K. EARLY WARNING SIGNS OF POTENTIAL DANGER

### 1. Early Warning Signs: Violent Behavior



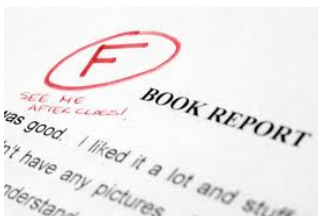
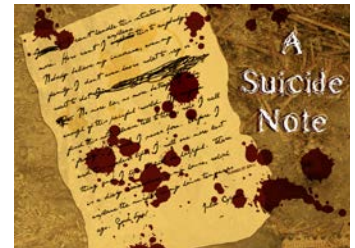
- Significant change in mood
- Poor impulse control
- Experienced past trauma/abuse victim
- Substance abuse
- Has been tormented/teased by others
- Seen by peers as “different”
- Destructive or threatening statements
- Past history of destructive behavior
- Specific plans to harm self/others
- Appears withdrawn
- May “bully” others
- Family stressors



### 2. Early warning Signs: Suicide Warning Signs



- Withdrawal/social isolation
- Increased absences or tardiness
- Talking/writing about suicide
- Coming to class intoxicated
- Decreased concentration
- Sudden changes in class performance
- Increased disorganization



## SECTION III

### THE SAFETY PROGRAM

#### A. SAFE WORKING FACILITIES

The continuous practice of good housekeeping is essential to the prevention of accidents, fires, and personal injuries. Faculty, staff, and students are expected to keep work areas neat and orderly. A cluttered working environment is a dangerous place. By cleaning up after each task performed, general housekeeping is necessary only occasionally.

All personnel and students are responsible for:

1. Keeping benches, tables, hoods, floors, aisles, and desks clear of all materials not being used.
2. Keeping an adequate passageway to exits clear.
3. Keeping clear space around showers, fire extinguishers, fire blankets, and electrical controls.
4. Keeping floors free of liquids, spilled ice, oil, stirring rods, stoppers, pencils, electrical cords, and other tripping hazards.
5. Reporting all loose tiles on floor to maintenance department.
6. Cleaning up spills and disposing of the materials used to absorb the spills.
7. Removing and disposing of broken glass.
8. Using proper waste-disposal receptacles for solvents, rags, paper, etc.
9. Keeping containers clean and properly labeled.
10. Keeping the quantities of chemicals needed for current work.
11. Hanging clothing in its proper place; do not drape over equipment, work benches, or desks.
12. Placing boxes and chemicals at a safe height and in a designated location.
13. Securing all laboratories, classrooms, offices, and shop areas at the end of each working day to ensure the after-hour safety of buildings and those who may yet be working in it.
14. Knowing the location of the nearest exit from the building.

15. Smoking in designated areas outside of buildings only. No smoking within 30 feet of any building at Gadsden State.
16. Knowing the location of material safety data sheets for quick reference.

## **B. PERSONNEL – STUDENT PROTECTION**

Working in certain areas of the campus provides a greater danger to personnel and students than in other areas. Safety equipment must be worn in these areas whenever operational tasks are performed in these areas.

1. Safety glasses (goggles) must be worn at all times in the chemical laboratory, stockroom, and all technical shop areas.
2. More complete eye protection is required for extra hazardous operations, i.e. chipping, grinding, painting, etc. Either cover goggles or safety glasses plus a full face shield are required.
3. Laboratory coats and aprons are recommended for chemistry and biology laboratories.
4. Rubber gloves should always be worn when the operator is handling corrosive materials, when in doubt about the toxicity of the material, or when handling pathogens or infected specimens.
5. All instructors and students should wear totally enclosed low heel shoes when working in the laboratories and shop areas.
6. All faculty, staff, and students must wear dust masks when exposed to prolonged exposure to dust.
7. Proper safety equipment must be worn by all students and instructors at all times in lab areas, laboratories, and shop areas.

## **C. HAZARDOUS MATERIAL STORAGE AND HANDLING**



All hazardous chemical waste must be stored in a container that is not corrosive to that chemical, must have a serviceable lid or closure, and kept clean of debris and dirt. All containers **MUST BE KEPT CLOSED AND SEALED** except when in the process of being filled. All containers must have a visible label stating what type waste is being stored, storage start date, and date filled. These labels and/or signage must be visible from a distance of no less than 25 feet. Examples of the type chemicals referred to are: used acid, hydraulic fluids, antifreeze, paint, oil filter, and other corrosive components. Used oil filters must be hot drained or have an air hole punched and drained in a sealed compartment. Disposal records must be maintained for five (5) years.

## **D. SAFETY TRAINING**

1. Proper training should be given in inspection and hazard spotting emergency procedures in the event of a fire and in the proper use of fire extinguishing equipment. Organize a floor-to-floor mutual aid program and schedule tornado and fire drills at least once each semester. This is a building responsibility and should be conducted each semester and report results to Safety and Security. If assistance is needed, contact Safety and Security at extension 8628.
2. Periodic spot inspections (preferably unannounced) made to determine the safety conditions under routine operations.
3. Safety meetings planned and scheduled. Draw attention to any “near miss” experiences.
4. Display safety posters and brochures in laboratories and shop areas.
5. Invite outside speakers on safety.
6. All persons who handle hazardous waste materials must attend formal HAZMAT training for the proper storage and disposal of hazardous material. This includes all pertinent technical instructors, laboratory instructors, and laboratory assistants. Verification of this training must be available for inspection by Alabama Department of Emergency Management (ADEM).



## **SECTION IV**

### **GENERAL SAFETY RECOMMENDATIONS**

#### **A. GENERAL**

1. Laboratories, classrooms, hallways, and shop areas should be well lit.
2. All exit signs should be checked for illumination and in full view of observer.
3. Mount fire extinguishers in full view, within easy reach.
4. Have exhaust ventilation at upper and lowers of laboratories and shop areas to remove light and heavy vapors.
5. Equip all laboratories with fume hoods and outside exhaust fans.
6. Use explosion-proof electrical equipment.
7. Clean air vents in classrooms and shop labs on a regular basis.

#### **B. HEAVY OBJECTS**

1. Many injuries, especially to the back, result from using improper techniques when lifting objects. When lifting an object from the floor, always bend the knees and hold the back straight so that the lifting effort is accomplished with the leg muscles instead of the back. Lift slowly so the weight of the object can be sensed and if it is too heavy either get help or a mechanical lifting device.
2. Objects should never be left standing or stored in an unstable position. If an object is top heavy, either lay it down or fasten it to something so it will not fall on anyone.
3. Heavy objects should not be stored at an elevation above the floor where they are a menace to a passerby.
4. Objects stored on shelves should be stabilized so that they cannot roll or fall on anyone.

#### **C. CHEMICAL SAFETY**

1. Use appropriate safety equipment whenever experiments are being conducted. Safety equipment includes safety glasses, rubber gloves, protective aprons, shoes, shields, etc. Safety glasses and laboratory aprons must be worn at all times.
2. Familiarize yourself with the location and use of emergency equipment, such as first aid materials, fire extinguishers, eye washes, and showers.

3. Keep laboratories clean and orderly with all chemicals properly labeled.
4. Before beginning each experiment, review potential hazards which may be associated with the experiment and then take necessary precautions to counteract or eliminate them.
5. Avoid repeated or prolonged contact with all laboratory chemicals.
6. Use fume hood for all toxic vapors.
7. Acquire and know the location of Material Safety Data sheets on all chemicals.
8. Do not return used chemicals to stock container.
9. Never engage in horseplay and practical joking in the laboratory.
10. Compressed gas cylinders must be secured with a strap or chain at all times.
11. Never work alone in the laboratory.

#### **D. MACHINES**

All machines are dangerous to a degree and deserve proper respect. Rotating machines are dangerous for two reasons. One is the possibility of mechanical failure with subsequent flying debris. The second safety hazard connected with rotating machines is the danger of entrapment in the rotating parts.

1. Suitable guards should be used to avoid the danger of clothing, hair, hands, or feet becoming entangled in the rotating parts.
2. Avoid wearing loose clothing and secure hair to avoid becoming entangled in moving parts.
3. Guards should be in place to cover belt drives, chain drives, or shaft drives on machines at all times when machines are running.
4. Hands should always be well out of range of cutting tool.
5. Inexperienced or untrained personnel should not operate any machine unless an experienced operator supervises the operation of the machine.
6. Cutting machines should not be used when the cutting tool is dull since this increases the pressure required on the cutting edge and increases danger of mechanical failure.
7. Suitable eye and face protection should always be worn when using any machine.

8. The temperatures reached with an acetylene torch produce an appreciable amount of ultraviolet radiation. This can damage the eyes if suitable goggles and face shields are not worn.

## **E. COMPRESSED GASES**

1. Store and transport compressed gas cylinders with shipping caps on.
2. Transport large cylinders only by means of a wheeled cart to which the cylinder is secured.
3. Store and use cylinders in an upright position. (Exception: Lecture bottles may be stored horizontally.)
4. Always securely clamp cylinder to a firm support.
5. Know content of cylinder before making any connections.
6. Always use a reducing valve or a preset pressure controller.
7. Do not lubricate, modify, or tamper with a cylinder valve.
8. Do not heat cylinders or store near a heat source.



## **F. ELECTRICAL EQUIPMENT**

1. Do not use electrical equipment if power cords are frayed or control switches and thermostats are not in good working order.
2. Keep all equipment and hands dry while handling.
3. Do not try to repair equipment yourself. This should be done by qualified personnel.
4. Use grounded outlets. Do not overload outlets.
5. Do not use electrical equipment such as mixers or hot plates around flammable solvents.
6. Never try to by-pass any safety device on a piece of electrical equipment.
7. In case of a fire on or near electrical equipment, use only carbon dioxide or dry powder fire extinguishers.



## **G. PATHOGENS**

Standard precautions are an approach to infection control. According to the concept of standard precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne

pathogens. Standard precautions shall be observed at all times to prevent contact with blood or other potentially infectious materials.

## 1. Policy and Procedure: Cleaning Blood Spills or Other Potential Infectious Body Fluid

It is important to remember that any human blood with which you may come in contact could be infected with Hepatitis B (HBV), HIV, or other blood borne pathogens without the knowledge of the victim. It is therefore very important that you protect yourself from any blood that is not your own.

### Preparation, Cleaning, and Decontaminating Spills of Blood or Other Potentially Infectious Body Fluids

- Notify Safety and Security, maintenance, and/or housekeeping immediately upon discovering any contamination by any potentially infectious body fluids.
- Alert people in the immediate area about the spill to prevent tracking.
- Put on protective mask/eye shield and gloves.
- Cover spill with paper towels or other absorbent material.
- Carefully, without splashing, pour freshly prepared 10% bleach (1:10) solution around the edges, then into the middle of the spill. Allow 30-minute contact period or sprinkle the Hep aid Hypo Chlor Absorb-Up on the spill. Let absorb one minute. (Do not touch the contaminated gel.)
- Blood: Remove by scooping the contaminated gel up and place in the scoop bag. If glass or sharps are present within the spill, use the scraper or forceps and place in the sharp boxes located in lab areas.
- Rewipe the surface with towels soaked in the disinfectant (10% bleach solution).
- Rinse area with water.
- Wipe dry.
- Place scoop bag, towels, etc. in the biohazard waste bag and secure per department guidelines.

In accordance with OSHA guidelines, any biohazardous bags will be handled through maintenance or Safety and Security.

- Wash hands well after removing gloves

- \*Per department guidelines, any linen that is soiled with blood and body fluids should be handled by:
  - a. Washing in HOT water,
  - b. Using ¼ cup household bleach per one gallon of water (CDC, 1989b), and
  - c. Adding usual detergent to wash.

\*(Ungvarski, Peter, HIV/AIDS A Guide to Primary Care Management)

## 2. Engineering and Work Practice Controls

The following engineering and work practice controls are in place at this facility in order to minimize or eliminate employee exposure:



- a. Hand washing is required at this facility. Faculty and students have been instructed to wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Faculty and students have also been instructed to wash their hands or any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of these areas with blood or other potentially infectious materials and to report such exposures immediately to the Director of Physical Plant or any other campus security officer. Whenever hand washing facilities are not feasible, faculty and students have been instructed on the use of antiseptic hand cleaners or towelettes. Whenever antiseptic cleansers or towelettes are used, the area should be washed with soap and water as soon as possible.
- b. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a risk of an occupational exposure.
- c. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or bench tops where chemicals, blood, or other potentially infectious materials are present.
- d. The bending, shearing, or recapping of contaminated needles and other sharps is prohibited.
- e. Immediately, or as soon as possible after use, contaminated sharps are to be placed in appropriate containers until they can be disposed. The containers provided by this facility are puncture resistant, leak proof on the sides and bottom, and have been labeled or color coded in accordance with applicable provision.

- f. Mouth pipetting/suctioning of blood or other infectious materials is prohibited.
- g. Leak resistant containers shall be used during the collection, handling, processing, storage, and transporting or shipping of blood specimens or other infectious materials. The containers are labeled or color coded and closed prior to shipment. If outside contamination occurs, the primary container shall be placed in a second container which prevents leakage.
- h. All containers are color coded or labeled in accordance with applicable state and local regulations.
- i. All equipment is examined prior to servicing or shipping and is decontaminated as soon as necessary. In the event that decontamination of specific equipment or portions of such equipment is not feasible, a readily observable label, the bio-hazard symbol and the word "bio-hazard" will be attached to the equipment stating which portions remain contaminated.
- j. The work site must be maintained in a clean and sanitary condition. The actual decontamination procedure to be used is based upon the location within the facility type or surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
- k. Broken glassware which may be contaminated shall not be picked up directly with the hands. It must be cleaned-up using mechanical means, such as a brush and dust pan, tongs, or forceps.
- l. Reusable receptacles which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated immediately or as soon as feasible upon visible contamination.
- m. If you come in contact with a possible potential hazardous material, leave it in place, do not call anyone to inspect it, and do not move it from the room. Call Campus Security (8628) and/or the switchboard and leave the room immediately.

## **SECTION V**

### **Emergency EVACUATION / Shelter Procedures**

#### **A. BUILDING EVACUATION PROCEDURES TO COVER EMERGENCIES**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or building coordinator.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Whether you leave campus all together or assemble at a rally point will depend on the nature of the emergency and will be announced by the Incident Commander.
3. Remember that elevators are reserved for the persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped.
4. Assist persons with disabilities in exiting the building. If necessary two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs. Leave wheelchairs or other such equipment behind if they make movement of the persons with disabilities awkward, or ask another individual to carry the equipment separately.
5. If persons with disabilities cannot be transported from the building without using an elevator, assist those persons to the designated persons with disabilities rescue area on each floor of the building. Never use an elevator in a fire or earthquake. Be prepared to notify rescue personnel immediately upon their arrival of the location of persons with disabilities in such rescue areas.
6. Once outside, proceed to the designated rally point or leave campus as directed. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there.
7. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area rally points.
8. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
9. Do not return to an evacuated building unless told to do so by emergency personnel, building officials, or Safety and Security officials.

**B. POLICIES AND PROCEDURES FOR RESPONDING TO A FIRE**

1. A minor fire is one that can be brought under control with a single fire extinguisher. Persons encountering a minor fire on the campus should first activate the nearest fire alarm so that evacuation of the facility can begin immediately. After activating the fire alarm, the person who discovered the fire should then proceed to the nearest fire extinguisher and use it to extinguish the fire in accordance with the basic operating regulations printed on the extinguisher. Notify the Director of Physical Plant and/or a Campus Security Officer to complete reporting requirements.



2. A major fire is one that cannot be brought under control single-handedly with a fire extinguisher. Persons encountering a major fire should immediately activate the nearest fire alarm so that evacuation of the facility may begin without delay, exit the building, telephone 911, identify themselves and the location of the fire, and then call their Campus Security Officer. They should then proceed to the main entrance of the campus to meet the fire truck and direct fire department personnel to the fire.

3. Other procedures to follow in the event of a major fire are as follows:

- a. Each structure on campus should be equipped with an emergency escape plan posted throughout the structure and these plans should be followed in a calm and orderly fashion.
- b. In the event that there is no visible escape plan, calmly determine which stairway and/or exit is closest and proceed in that direction.
- c. Before attempting to open a closed door, feel the door handle and, if it is hot, do not open it.
- d. If all exits are blocked, go to a window and call for help.
- e. If you are exposed to smoke, get down on your hands and knees and keep as low as possible.
- f. Once everyone has evacuated the building, they should proceed to a designated rally point so that all occupants can be accounted for and so that they will not hinder the efforts of fire fighters.
- g. Persons who evacuate a structure should not attempt to return to the structure to retrieve any items until the building has been cleared for reentry by fire department officials.
- h. Each instructor is responsible for the evacuation of any handicap student in their classes.



### C. RALLY POINTS

A rally point is a designated area for a class or department to assemble if a building evacuation is necessary. You will find on the following pages rally points for each of our campuses.

#### AYERS CAMPUS | 1801 Coleman Road | Anniston, AL | 36207 | 256.835.5451 Emergency Phone Numbers: 6 a.m. - 10 p.m. | 256.312.2128 or 256.310.8365



- 301 Ayers Administration
- 302 Ayers Student Center
- 303 Ayers Industrial Automation & Electrical Technology
- 304 Ayers Welding [Welding Technology]
- 305 Ayers Drafting/SSS [Engineering Design Technology | Student Support Services]
- 306 Ayers Mach Shop [Precision Machining Technology]
- 307 Ayers Electronics
- 308 Ayers Auto Body [Auto Collision Repair Technology]
- 309 Adult Education
- 310 Ayers Maintenance
- 311 Ayers Air Cond [Air Conditioning and Refrigeration/HVAC]

- 312 Ayers Business ED [Business Technology (Accounting) | Computer Science | Economics | Office Administration]
- 313 Ayers Diesel Mech [Diesel Technology]
- 314 Ayers Comp Science [FAME (Federation for Advanced Manufacturing Education)]
- 315 Ayers Learn Res [Learning Resource Center]
- 317 Ayers Cosmetology [Salon & Spa Management]
- 320 Ayers Cheaha Center [Anniston Career Center | General Studies | Health Sciences]
- 321 Cheaha Center

#### VALLEY STREET CAMPUS | 600 Valley Street | Gadsden, AL | 35901 | 256.549.8679



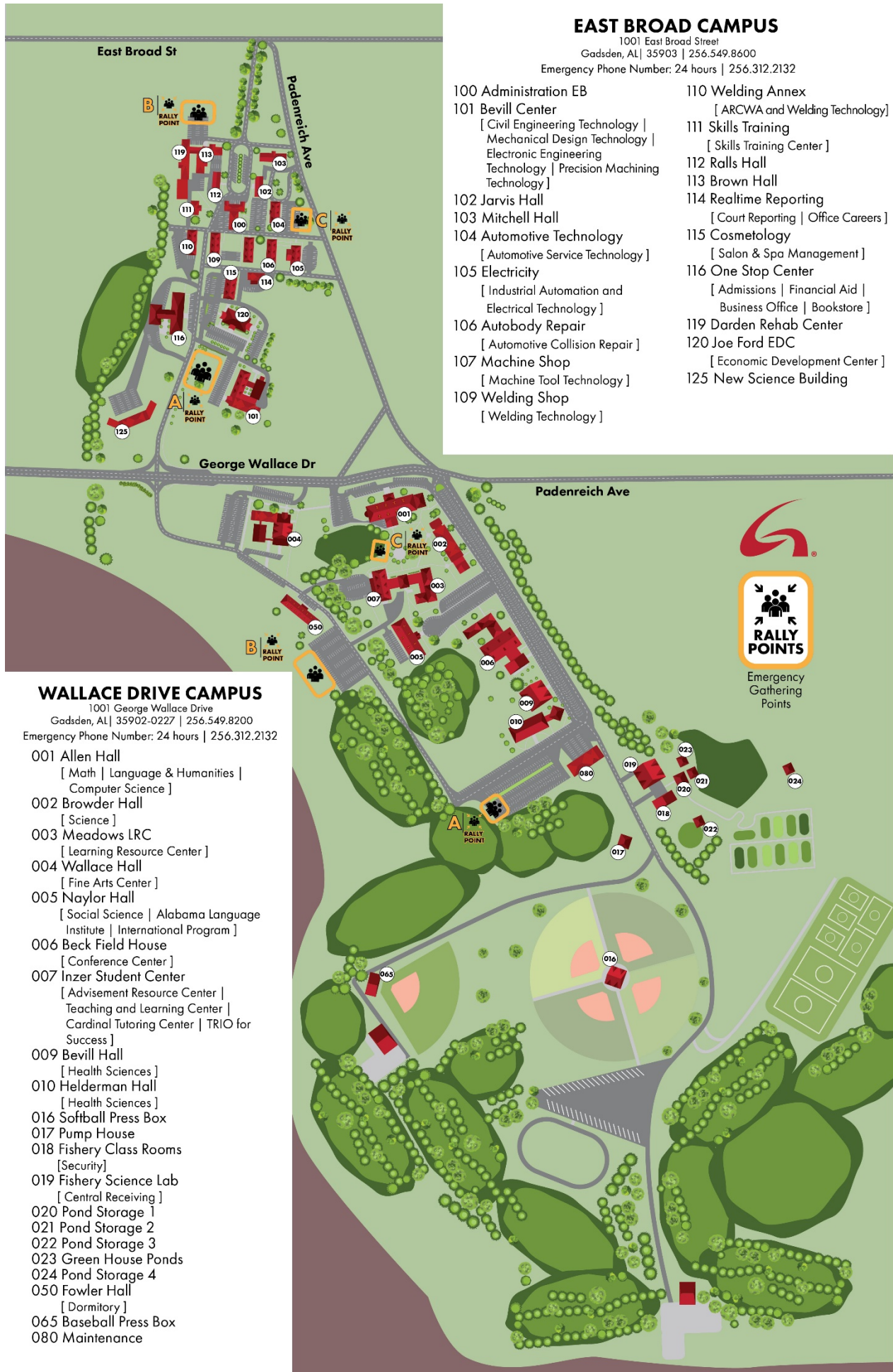
- 200 Prater Hall [Administration | DMS | Massage Therapy]
- 201 Dining Hall VS
- 202 LRC Valley St. [Learning Resource Center]
- 203 Carpentry [Construction Technology]

- 204 Air Conditioning [Air Conditioning & Refrigeration/HVAC | CNA]
- 205 Storage 1 VS
- 207 VS Student Center [Dental Hygiene Program/Clinic]
- 209 HBCU Building

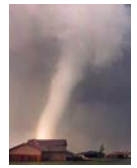
#### GADSDEN STATE CHEROKEE | 801 Cedar Bluff Road | Centre, AL | 35960 | 256.927.1800 Emergency Phone Numbers: 6 a.m. - 10 p.m. | 256.613.7535 or 256.312.2144



- 550 Cherokee Academic
- 551 Cherokee County Arena [Cherokee County Chamber of Commerce | Community Meeting Room]



## D. POLICIES AND PROCEDURES FOR RESPONDING TO A TORNADO WATCH OR WARNING



1. When the National Weather Service issues a tornado watch, it means that tornadoes and severe thunderstorms are possible. When a warning is issued, it means that a tornado has been detected.
2. When a tornado watch or warning has been issued during the regular work day, the Director of Physical Plant shall notify the Office of the President. The Director of Physical Plant will direct that a Cardinal Alert message be sent.
3. When a tornado warning has been issued, persons shall be directed to take the following safety precautions:
  - a. Take shelter immediately and do not go outdoors.
  - b. Close all windows and doors.
  - c. If possible, seek refuge in a basement; this is the safest place to be during a tornado.
  - d. If a basement is not available, seek refuge in a small room with no windows such as a closet or bathroom.
  - e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure.
  - f. If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and with your knees drawn into your chest.
  - g. All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the College indicates that the immediate threat of a tornado has passed.
4. For valuable weather and health related tips, see Section VI.

## E. POLICIES AND PROCEDURES FOR RESPONDING TO BOMB THREATS AND EVACUATIONS

1. Do not approach any suspected bomb or suspicious package.
2. Immediately call the Director of Physical Plant and/or a Campus Security Officer.



3. Purpose:

- a. To locate the bomb, if any, and have it safety removed.
- b. To attempt to identify a hoax, and minimize the resulting confusion and loss of time.
- c. To prevent panic, unnecessary injury, and other undesirable consequences.

4. Responsibility:

It is the responsibility of the Campus Security Department to investigate all suspected bombs and reports of bombs being placed on College property and to coordinate any necessary subsequent action in connection with evacuation, search, and removal of explosive device by qualified explosives expert (local police or sheriff's department).

5. Procedure:

- Any telephone operator and/or radio dispatcher or other person receiving a bomb threat will do the following:
  - a. Without indicating alarm, attempt to secure from the caller or informant as much information as possible as to the exact location of the bomb, when it is set to go off, what the bomb looks like, what materials are in the bomb, how it is set off, and why the bomb was placed. Also, if possible, listen for any background noise which might indicate the location of the caller.
    - i. Fill out the Bomb Threat Checklist Form. (Page 45)
  - b. Dial 911 and give the operator all of the information concerning the bomb threat.
  - c. Notify the Director of Physical Plant and/or a Campus Security Officer immediately. Campus Security will determine if building(s) are to be evacuated.
  - d. Be alert and responsive thereafter to orders from the Campus Security Department. Security radios will be turned off because the bomb may be radio detonated. All officers will communicate with the operator by public telephone, not cellular phone.
- The Campus Security Department will immediately:
  - a. Determine if building(s) are to be evacuated. If evacuation is appropriate, the Director of Physical Plant will notify a Dean.

- b. Notify all available Security Officers to see that the buildings are cleared of all persons. Notify everyone to carry personal belongings (purses, books, backpacks, briefcases, etc). Then set up a perimeter (two-block radius) from the bomb threat.
- c. The Director of Physical Plant will immediately go to the bomb threat scene and make an assessment.
- d. In the absence of the Director of Physical Plant, the Dean of Financial & Administrative Services, then the supervisor of maintenance should be contacted immediately.



## Gadsden State Community College Bomb Threat Checklist

<b>Step One: CALL COMES IN</b>				
Date		Exact Time Of Call	am / pm	Length Of Call

<b>Step Two: QUESTIONS TO ASK</b>	
1. When is the bomb going to explode?	
2. Where is the bomb located?	
3. What does it look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. Where are you calling from?	
9. What is your address?	
10. What is your name?	

<b>Step Three: DESCRIPTION OF CALLER</b>					
Sex of Caller	Male / Female	Race		Age	
Description of Caller's Voice					
<input type="checkbox"/> Calm	<input type="checkbox"/> Loud	<input type="checkbox"/> Slow	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp	<input type="checkbox"/> Crying
<input type="checkbox"/> Excited	<input type="checkbox"/> Soft	<input type="checkbox"/> Rapid	<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Disguised
<input type="checkbox"/> Angry	<input type="checkbox"/> Normal	<input type="checkbox"/> Deep	<input type="checkbox"/> Laughter	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Accent
<input type="checkbox"/> Raspy	<input type="checkbox"/> Nasal	<input type="checkbox"/> Familiar – Who did it sound like?			
Description of Threat Language					
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Tape Recorded	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational	<input type="checkbox"/> Foul	<input type="checkbox"/> Read by caller

<b>Step Four: BACKGROUND NOISES</b>					
<input type="checkbox"/> Street Noise	<input type="checkbox"/> Crockery	<input type="checkbox"/> Voices	<input type="checkbox"/> PA System	<input type="checkbox"/> Music	
<input type="checkbox"/> House Noises	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Motors (car/bike)	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Factory Machinery	
<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Clear/No Noise	<input type="checkbox"/> Static	<input type="checkbox"/> Local	<input type="checkbox"/> Telephone Booth	
<input type="checkbox"/> Other:					

<b>Step Five: YOUR INFORMATION</b>			
Your Name		Your Position	
Telephone number call was received		Building/office call was received	

<b>Step Six: CALL CAMPUS SECURITY</b>	
<ul style="list-style-type: none"> <li>• Call 312-2132 or 312-1918 or _____ (Your Campus Security Officer).</li> <li>• Call the Switchboard ext. 8300 or 312-2134.</li> </ul>	

**KEEP THIS FORM AND GIVE TO THE RESPONDING GSCC SECURITY OFFICER!**

Write down any other important information about the call on the reverse side of this sheet.

## F. Building Evacuation / Shelter Plan by Facility

In the event of a building evacuation, all students, faculty, staff, and visitors are to proceed to the nearest exit (if not obstructed) and meet at the designated areas (rally points). Evacuated persons will then await further instructions from Campus Security, Building Coordinator / Representative, and/or Administrative Staff.

In the event of a tornado warning or severe weather conditions, all students, faculty, staff, and visitors are to proceed to the designated shelters within each facility on campus and remain until an “all clear” is given or conditions permit safe exit. Persons located on the second floor of any campus building should attempt to shelter on the first floor if safe to do so. Persons outside should immediately seek shelter in the nearest building.

**\*\*\* ALL GSCC EVACUATION / SHELTER PROCEDURES ARE GENERAL RECOMMENDATIONS. CERTAIN EMERGENCY SITUATION MAY REQUIRE DEVIATION FROM ORIGINAL PLANS AS APPROPRIATE. \*\*\***

### AYERS CAMPUS

- **Administration**
  - **Evacuation** – Occupants of the Administration Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point B).
  - **Shelter** – Occupants of the Administration Building should proceed to the hallway of the building.
- **Student Center**
  - **Evacuation** – Occupants of the Student Center should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point B).
  - **Shelter** – Occupants of the Student Center should proceed to the hallway of the building.
- **Industrial Automation and Electrical Technology**
  - **Evacuation** – Occupants of the Industrial Automation and Electrical Technology Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point B).
  - **Shelter** – Occupants of the Industrial Automation and Electrical Technology Building should proceed to the classroom of the building.
- **Welding Technology**
  - **Evacuation** – Occupants of the Welding Technology Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Welding Technology Building should proceed to the classroom of the building.

- **Student Support Services and Drafting**
  - **Evacuation** – Occupants of the Student Support Services Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Student Support Services Building should proceed to the hallway of the building.
- **Machine Tool Technology**
  - **Evacuation** – Occupants of the Machine Tool Technology Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Machine Tool Technology Building should proceed to the classroom of the building.
- **Ayers Electronics Lab**
  - **Evacuation** – Occupants of the Ayers Electronics Lab Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Ayers Electronics Lab Building should proceed to the hallway of the building.
- **Automotive Collision**
  - **Evacuation** – Occupants of the Automotive Collision Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Automotive Collision Building should proceed to the classroom of the building.
- **Adult Education and Headstart**
  - **Evacuation** – Occupants of the Adult Education and Headstart Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point B).
  - **Shelter** – Occupants of the Adult Education and Headstart Building should proceed to the hallway of the building.
- **Maintenance**
  - **Evacuation** – Occupants of the Maintenance Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Maintenance Building should proceed to the area next to the office in the building.
- **HVAC**
  - **Evacuation** – Occupants of the HVAC Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the HVAC Building should proceed to the classroom of the building.



- **Ayers Business Ed**
  - **Evacuation** – Occupants of the Language and Fine Arts Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Language and Fine Arts Building should proceed to the hallway of the building.
- **Diesel Technology**
  - **Evacuation** – Occupants of the Diesel Technology Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Diesel Technology Building should proceed to the classroom of the building.
- **Computer Science**
  - **Evacuation** – Occupants of the Computer Science Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Computer Science Building should proceed to the hallway of the building.
- **Learning Resource Center**
  - **Evacuation** – Occupants of the Learning Resource Center should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point B).
  - **Shelter** – Occupants of the Learning Resource Center should proceed to the hallway on the lowest floor of the building.
- **Cosmetology**
  - **Evacuation** – Occupants of the Cosmetology Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Cosmetology Building should proceed to the classroom of the building.
- **Cheaha Career Center**
  - **Evacuation** – Occupants of the Cheaha Career Center should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point B).
  - **Shelter** – Occupants of the Cheaha Career Center should proceed to the hallway on the lowest floor of the building.
- **Cheaha Center Addition**
  - **Evacuation** – Occupants of the Cheaha Center Addition should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point B).
  - **Shelter** – Occupants of the Cheaha Center Addition should proceed to the hallway on the lowest floor inside the designated storm shelter portion. Be sure to close the metal doors and storm shutters and open all interior doors.

**CHEROKEE CENTER CAMPUS**

- **Cherokee Academic**
  - **Evacuation** – Occupants of the Cherokee Academic Building should proceed out of the facility and assemble in the open area at the back of the campus (Rally Point A).
  - **Shelter** – Occupants of the Cherokee Academic Building should proceed to the hallway on the lowest floor of the building.
- **Cherokee Arena**
  - **Evacuation** – Occupants of the Cherokee Arena Building should proceed out of the facility and assemble in the open area at the front of the campus (Rally Point B).
  - **Shelter** – Occupants of the Cherokee Arena Building should proceed to the hallway on the lowest floor of the building.

**EAST BROAD STREET CAMPUS**

- **Administration**
  - **Evacuation** – Occupants of the Administration Building should proceed out of the facility and assemble in the open area at the front of Brown Hall (Rally Point B).
  - **Shelter** – Occupants of the Administration Building should proceed to the basement of the building.
- **Bevill Center**
  - **Evacuation** – Occupants of the Bevill Center should proceed out of the facility and assemble in the open area at the front of the building (Rally Point A).
  - **Shelter** – Occupants of the Bevill Center should proceed to the shorter hallways of the building away from the windows.
- **Jarvis Hall**
  - **Evacuation** – Occupants of the Jarvis Hall Building should proceed out of the facility and assemble in the open area in front of Industrial Automation (Rally Point C).
  - **Shelter** – Occupants of the Jarvis Hall Building should proceed to the hallway on the lowest floor of the building.
- **Automotive Service Technology**
  - **Evacuation** – Occupants of the Automotive Service Technology Building should proceed out of the facility and assemble in the open area in front of Industrial Automation (Rally Point C).
  - **Shelter** – Occupants of the Automotive Service Technology Building should proceed to the classroom of the building.
- **Industrial Automation and Electrical Technology**
  - **Evacuation** – Occupants of the Industrial Automation and Electrical Technology Building should proceed out of the facility and assemble in the open area in the front of the building (Rally Point C).

- **Shelter** – Occupants of the Industrial Automation and Electrical Technology Building should proceed to the hallway in the middle of the building.
- **Automotive Collision**
  - **Evacuation** – Occupants of the Automotive Collision Building should proceed out of the facility and assemble in the open area in front of Industrial Automation (Rally Point C).
  - **Shelter** – Occupants of the Automotive Collision Building should proceed to the restrooms of the building.
- **Machine Tool Technology**
  - **Evacuation** – Occupants of the Machine Tool Technology Building should proceed out of the facility and assemble in the open area in front of Industrial Automation (Rally Point C).
  - **Shelter** – Occupants of the Machine Tool Technology Building should proceed to the classroom of the building.
- **Welding Technology**
  - **Evacuation** – Occupants of the Welding Technology Building should proceed out of the facility and assemble in the open area in front of Brown Hall (Rally Point B).
  - **Shelter** – Occupants of the Welding Technology Building should proceed to the center walls behind machines.
- **ARCWA and Welding Technology**
  - **Evacuation** – Occupants of the ARCWA and Welding Technology Building should proceed out of the facility and assemble in the open area in front of Brown Hall (Rally Point B).
  - **Shelter** – Occupants of the ARCWA and Welding Technology Building should proceed to the basement of the building.
- **Skills Training Center**
  - **Evacuation** – Occupants of the Skills Training Center should proceed out of the facility and assemble in the open area in front of Brown Hall (Rally Point B).
  - **Shelter** – Occupants of the Skills Training Center should proceed to the classroom of the building.
- **Ralls Hall**
  - **Evacuation** – Occupants of the Ralls Hall Building should proceed out of the facility and assemble in the open area at the side of the building (Rally Point B).
  - **Shelter** – Occupants of the Ralls Hall Building should proceed to the hallway on the lowest floor of the building.

- **Brown Hall**
  - **Evacuation** – Occupants of the Brown Hall Building should proceed out of the facility and assemble in the open area in front of the building (Rally Point B).
  - **Shelter** – Occupants of the Brown Hall Building should proceed to the hallway on the lowest floor of the building.
- **Cosmetology**
  - **Evacuation** – Occupants of the Cosmetology Building should proceed out of the facility and assemble in the open area in front of the Joe Ford Center (Rally Point A).
  - **Shelter** – Occupants of the Cosmetology Building should proceed to the center room, supply room, and restrooms of the building.
- **One Stop Center**
  - **Evacuation** – Occupants of the One Stop Center should proceed out of the facility and assemble in the open area at the front of the building (Rally Point A).
  - **Shelter** – Occupants of the One Stop Center should proceed to the multi-purpose room of the building if you have time. If you don't have time, take shelter in supply closets or restrooms.
- **Joe Ford Economic Development Center**
  - **Evacuation** – Occupants of the Joe Ford Economic Development Center should proceed out of the facility and assemble in the open area at the front of the building (Rally Point A).
  - **Shelter** – Occupants of the Joe Ford Economic Development Center should proceed to the hallway on the lowest floor of the building.
- **New Science Building**
  - **Evacuation** – Occupants of the New Science Building should proceed out of the facility and assemble in the open area in the front of the building (Rally Point A).
  - **Shelter** – Occupants of the New Science Building should proceed to the hallway on the lowest floor of the building inside the designated storm shelter portion. Be sure to close the metal doors and storm shutters and open all interior doors and that you turn on the ventilation system.

## VALLEY STREET CAMPUS

- **Prater Hall**
  - **Evacuation** – Occupants of the Prater Hall Building should proceed out of the facility and assemble in the open area at the back of the building up the hill behind the Field House (Rally Point A).
  - **Shelter** – Occupants of the Prater Hall Building should proceed to the hallway on the top floor of the building.

- **Learning Resource Center**
  - **Evacuation** – Occupants of the Learning Resource Center should proceed out of the facility and assemble in the open area in the parking lot in front of the HVAC Building (Rally Point B).
  - **Shelter** – Occupants of the Learning Resource Center should proceed to the restrooms of the building.
- **Carpentry**
  - **Evacuation** – Occupants of the Carpentry Building should proceed out of the facility and assemble in the open area in the parking lot in front of the HVAC Building (Rally Point B).
  - **Shelter** – Occupants of the Carpentry Building should proceed to the men’s restrooms in the building.
- **HVAC**
  - **Evacuation** – Occupants of the HVAC Building should proceed out of the facility and assemble in the open area in the parking lot in front of the building (Rally Point B).
  - **Shelter** – Occupants of the HVAC Building should proceed to the restrooms in the building.
- **Student Center**
  - **Evacuation** – Occupants of the Student Center should proceed out of the facility and assemble in the open area at the back of the building up the hill behind the Field House (Rally Point A).
  - **Shelter** – Occupants of the Student Center should proceed to the hallway or the restrooms of the building.
- **HBCU Building**
  - **Evacuation** – Occupants of the HBCU Building should proceed out of the facility and assemble in the open area in the parking lot in front of the building (Rally Point B).
  - **Shelter** – Occupants of the HBCU Building should proceed to the center hallway of the building.

## WALLACE DRIVE CAMPUS

- **Allen Hall**
  - **Evacuation** – Occupants of the Allen Hall Building should proceed out of the facility and assemble in the open area at the back of the building (Rally Point C).
  - **Shelter** – Occupants of the Allen Hall Building should proceed to the hallway on the lowest floor of the building.
- **Meadows Learning Resource Center**
  - **Evacuation** – Occupants of the Meadows Learning Resource Center should proceed out of the facility and assemble in the open area at the front of the building (Rally Point C).

- **Shelter** – Occupants of the Meadows Learning Resource Center should proceed to the hallway between the circulation desk and computer lab in the building.
- **Wallace Hall**
  - **Evacuation** – Occupants of the Wallace Hall Building should proceed out of the facility and assemble in the open area at the back side of the building (Rally Point B).
  - **Shelter** – Occupants of the Wallace Hall Building should proceed to the hallway between the Auditorium and the classrooms of the building.
- **Naylor Hall**
  - **Evacuation** – Occupants of the Naylor Hall Building should proceed out of the facility and assemble in the open area at the back of the building down the hill (Rally Point B).
  - **Shelter** – Occupants of the Naylor Hall Building should proceed to the hallway on the lowest floor of the building.
- **Beck Field House**
  - **Evacuation** – Occupants of the Beck Field House should proceed out of the facility and assemble in the open area in the large parking lot in front of Helderman Hall (Rally Point A).
  - **Shelter** – Occupants of the Beck Field House should proceed to the hallway areas of the building.
- **Inzer Student Center**
  - **Evacuation** – Occupants of the Inzer Student Center should proceed out of the facility and assemble in the open area at the front of the building (Rally Point C).
  - **Shelter** – Occupants of the Inzer Student Center should proceed to the private dining area in the cafeteria on the lowest floor of the building.
- **Bevill Hall**
  - **Evacuation** – Occupants of the Bevill Hall Building should proceed out of the facility and assemble in the open area in the large parking lot in front of Helderman Hall (Rally Point A).
  - **Shelter** – Occupants of the Bevill Hall Building should proceed to the rear and two side hallways on the lowest floor of the building.
- **Helderman Hall**
  - **Evacuation** – Occupants of the Helderman Hall Building should proceed out of the facility and assemble in the open area at the front of the building (Rally Point A).
  - **Shelter** – Occupants of the Helderman Hall Building should proceed to the hallway on the lowest floor of the building away from the front entrance.
- **Fishery Science Lab / Fishery Class Rooms (Safety & Security/Central Receiving/ICC)**
  - **Evacuation** – Occupants of the Fishery Science Lab or Fishery Class Rooms Buildings should proceed out of the facility and assemble in the open area in the large parking lot in front of Helderman Hall (Rally Point A).

- **Shelter** – Occupants of the Fishery Science Lab Building should proceed to the Class Room Building.
- **Fowler Hall**
  - **Evacuation** – Occupants of the Fowler Hall Building should proceed out of the facility and assemble in the open area on the parking lot side of the building (Rally Point B).
  - **Shelter** – Occupants of the Fowler Hall Building should proceed to the Common Rooms on the basement level of the building.
- **Maintenance**
  - **Evacuation** – Occupants of the Maintenance Building should proceed out of the facility and assemble in the open area front, or side of the building (Rally Point A).
  - **Shelter** – Occupants of the Maintenance Building should proceed to the Mail Room of the building.

## G. Building Coordinators / Representatives

An individual and alternate individual within each building will be designated as Building Coordinators / Representatives and will receive training on preparedness, awareness, leading evacuations and essential communications in potentially threatening situations. Building Coordinators / Representatives will be prepared to lead evacuations and clear buildings in emergency situations and be equipped with the following:

- Building Representative Information Binder
- Black Tool Box
- Flashlight
- Batteries
- Lanyard
- Whistle
- Gloves
- Safety Vest
- First Aid Kit
- Emergency Blankets
- Box of Alcohol Wipes
- Red Tape
- Biosafety Masks
- Door Stops
- Weather Radio
- CPR Mask (for those who completed the training)
- Small Hand Sanitizer
- Cloth Masks

## H. Lockdown Procedures

A crisis on campus may require the College to implement emergency lockdown of specific areas of campus. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible looming danger. This action might be necessary when evacuation would not be appropriate.

A "lockdown" is a form of "sheltering-in-place" that is a temporary technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given. "Sheltering-in-Place" is a temporary sheltering technique, ranging from 30 minutes up to several hours, utilized to limit exposure to an "active shooter" or similar incident that impacts the safety and security of the college community.

When alerted, the occupants of any building within the subject area (a portion or all of the campus) will lock all doors and windows not allowing entry or exit to anyone until the "all clear" has been given. This procedure converts any building on campus into a large "safe room". Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions of Building Coordinators / Representatives, Campus Security, Administrative Staff, and appropriate law enforcement officials.



Examples of life-threatening or hazardous situations that may require a campus lockdown include, but is not limited to:

- Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus
- Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)

The following procedures have been developed to effectuate a campus lockdown:

- Remain calm, and encourage others to remain calm.
- Immediately cease all activity. (i.e. teaching, meeting etc.)
- Remain silent.
- Lock or barricade all doors where possible; use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Close window blinds or pull shades down. Turn off all lights.
- Stay low, away from windows and doors.
- Sit on the floor or crouch under or behind desks and bookshelves.
- Immediately silence all cell phones. Calls to Campus Security should be made only if specific information becomes available regarding the location or conduct of the intruder.
- Be aware of alternate exits in all buildings.
- If outdoors when a lockdown is issued, seek nearby shelter (behind trees, walls, vehicles) and wait for additional instructions from Campus Security or local law enforcement.
- If you are directed by Campus Security or local law enforcement to leave your secured area, assist others in moving as quietly and quickly as possible.
- Do not sound the fire alarm in the building unless there is a fire. If a fire alarm goes off during a lockdown, do not evacuate the building unless you smell smoke or see fire in your area.
- Do not unlock doors or attempt to leave your secured area until instructed by Campus Security, Building Coordinator / Representative, Administrative Staff, local law enforcement, or you hear an "All Clear" announcement via Cardinal Alert (emergency notification system).

## I. Lockout Procedures

A lockout is a procedure which prevents unauthorized persons from entering a building and is used when the threat is general. A lockout secures the perimeter (doors and windows) of a building to minimize exposure to a potential safety threat that is taking place outside, such as criminal activity in the surrounding area. During a lockout, all occupants that are outside the building move inside for safety. Access to the building is restricted, but there may be controlled limited movement. No person may enter or leave the building and classes and other normal activities can resume within the building as usual (to the extent possible). A lockout ends when it is determined that the threat has passed. Until an all-clear has been given, occupants should stand ready for a potential lockdown. Generally, academic instruction and campus business will continue indoors during a lockout but extra caution should be used until conditions return to normal.

The following procedures have been developed for a lockout:

- Remain calm, and encourage others to remain calm and quiet.
- Lock the exterior door(s) to the building.
- Lock the classroom or office door, windows and pull down the blinds (if any).
- To the extent you can, continue with classes and activities as normal, if possible.
- Do not unlock doors or windows until there is an “ALL CLEAR” issued.



**LOCKOUT**

**VS**



**LOCKDOWN**

## SECTION VI

### WEATHER & HEALTH RELATED TIPS

#### A. Tornado Safety



A. How do I know when a tornado may be about to strike?

- Day - The sky may turn green or greenish-black.  
Night – Small, bright, blue-green to white flashes at ground level near a thunderstorm (as opposed to silvery lightning up in the clouds). These mean power lines are being snapped by very strong wind, maybe a tornado.
- The clouds may move very quickly across the sky.  
Whirling dust or debris on the ground under a cloud base.  
Tornadoes sometimes have no funnel!
- You may see large hail. You may have hail or heavy rain followed by either dead calm or a fast, intense wind shift. Many tornadoes are wrapped in heavy precipitation and can't be seen.
- Day or Night – Loud, continuous roar or rumble, which doesn't fade in a few seconds like thunder. You may hear a loud roar resembling a jet or a freight train.



B. What should I do when there is a tornado warning?

A tornado warning means that a tornado has been seen in person or on radar. Immediate action must be taken.

- If you are in a structure with a basement:
  - Avoid windows.
  - Get in the basement and under some kind of sturdy protection (heavy table or work bench), or cover yourself with a thick padding (mattress, blankets, sleeping bag, etc.).
  - Know where very heavy objects rest on the floor above (pianos, refrigerators, etc.) and do not go under them. They may fall down through a weakened floor and crush you.
- If you are in a structure with no basement or in a dorm:
  - Avoid windows.

- Go to the lowest level of the building, preferably in a small room near the center of the building (like a restroom or closet), under a stairwell, or in an interior hallway with no windows.
  - Crouch as low as possible to the floor, facing down; and protect the back of your head with your arms. A bath tub may offer a shell of partial protection. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, sleeping bag, etc.), to protect against falling debris in case the roof and ceiling fail.
- If you are in a building on campus:
- There may not be enough time to get to the basement or storm shelter, if the building has such. In this case, interior rooms and halls and central stairwells are the best locations in large buildings. Go directly to an enclosed, windowless area in the center of the building away from glass and on the lowest floor possible. Then, crouch down and protect the back of your head with your arms.
  - Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
  - Stay off the elevators. You could be trapped in them if the power is lost.
- If you are in a portable building on campus:
- Get out! Even if the building is tied down, you are probably safer outside, even if the only alternative is to seek shelter out in the open. Mobile structures are easily destroyed by a tornado.
  - If your campus has a tornado shelter, go there fast.
  - If there is a sturdy permanent building within easy running distance, seek shelter there.
  - If a storm shelter or sturdy permanent building is not available, lie in a ditch or low-lying area a safe distance away from mobile structures. Lie flat face-down, protecting the back of your head with your arms. If possible, use open ground away from trees and cars, which can be blown onto you. Be aware of the potential for flooding.



- If you are in class:

- Follow the drill!
- Go to the interior hall or room in an orderly way as you are told. Crouch low, head down, and protect the back of your head with your arms.



- Stay away from windows and large open rooms like gyms and auditoriums.
- If you are in a vehicle:
  - Vehicles are extremely dangerous in a tornado.
  - Never try to out drive a tornado.
  - Get out of the car immediately and take shelter in a nearby building.
  - If there is no time to get indoors, lie in a ditch or low-lying area away from the vehicle. Lie flat and face-down, protecting the back of your head with your arms.
  - Avoid areas subject to rapid water accumulation or flooding in heavy rains.
- If you are in the open outdoors with no shelter:
  - Lie flat and face-down in a nearby ditch or depression and protect the back of your head with your arms.
  - Avoid areas subject to rapid water accumulation or flooding in heavy rains.
  - Get as far away from trees and cars as you can. They may be blown onto you in a tornado.
- If you are in a large facility with lots of people (including auditoriums and performance halls):
  - Do not panic. Watch for others. Move as quickly as possible to an interior restroom, storage room, or other small enclosed area, away from windows.
  - Crouch face-down and protect the back of your head with your arms.
  - If there is no time to do that, get under heavy furniture, protecting the back of your head with your arms or hands.



### C. What should I do after the tornado?

- Keep your group together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.

- Stay away from power lines and puddles with wires in them. They may still be carrying electricity!
- Watch your step to avoid broken glass, nails, and other sharp objects.
- Stay out of any heavily damaged buildings. They could collapse at any time.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Remain calm and alert, and listen for information and instructions from emergency crews or local officials.
  - If outdoors, seek shelter immediately, preferably in a storm cellar or in a windowless room near the center of a sturdy permanent structure.

## **B. Lightning Safety**

### **1. Before the Storm**



Lightning kills an average of 58 Americans every year and injures hundreds more. Many of the injuries are permanent and debilitating. But this does not have to happen. If people would seek safe shelter at the first sound of thunder – lightning’s early warning system – lives would be saved. Many people who are killed or hurt by lightning were seeking shelter, but they just waited too long.

It is important to know how to recognize when you are at risk for a lightning storm. Knowing that a storm is coming will allow you to make plans to be indoors before the storm strikes.

- Storms can form overhead, so always check the sky for large cumulus clouds as these are the first sign of thunderstorms. If you feel like a storm is on its way, it is imperative to stop your outdoor activities and move to a safe indoor area. No place outside is safe when thunderstorms are in the area!
- Lightning can strike before the rain, so be some place safe before the threat is upon you. Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- How far away is the lightning?
  - Count the number of seconds between a flash of lightning and the sound of the resulting thunder.

- Divide this number by 5 to get an estimate of the distance in miles to the lightning strike.
- Remember, if you are outdoors and can hear thunder, you are in danger of being struck by lightning.

## 2. Outside During a Storm

You should never be outside during a thunderstorm. If you are outside when a storm strikes, find shelter as soon as possible. If you are not near shelter during a thunderstorm, here are a few things you can do to greatly reduce your chances of being struck.



- Go to a low-lying, open place away from trees, poles, or metal objects. Immediately get off elevated areas such as hills, mountain ridges, or peaks.
- If you are in the woods, take shelter under the shortest trees.
- If you are boating, swimming, or on any body of water on or near campus, get to land and find shelter immediately.
- Make sure the place you pick is not subject to flooding.
- Be a very small target. Squat low to the ground. Place your hands on your knees with your head between them. Lying flat on the ground will actually make you a larger target.
- Wait 30 minutes after the last flash of lightning was seen before it is safe to return to your activities.



## 3. Inside During a Storm

Indoors is the safest place during a storm. There are hazards to watch out for.

- Do not use corded phones. Lightning can travel through the phone lines and electrocute you.
- Avoid plumbing, including sinks, baths, and faucets. Lightning can also travel through pipes. Do not take showers, baths, or do dishes while a thunderstorm is occurring.

- Have flashlight and/or candles ready. Power failures often occur during thunderstorms.
- Unplug or turn off electronics. Lightning can cause damaging power surges.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors, and do not lean against concrete walls.

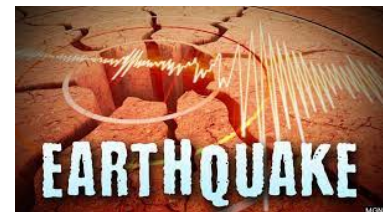
#### 4. Struck by Lightning

If you see someone get struck by lightning, it is important that you help them as soon as possible.

- Don't worry. People struck by lightning carry no electrical charge and can be handled safely.
- Call for help. Get someone to dial 911 or your local Emergency Medical Services (EMS) number.
- The injured person has received an electrical shock and may be burned. They could have burns where they were struck and where the electricity left their body.
- Give first aid. If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR.

### C. Earthquake Awareness

Alabama is located within the interior of the North American plate, far from any plate boundary. Earthquakes occurring within a plate are intraplate earthquakes. Little is known as to why intraplate earthquakes occur. The probability of a large earthquake occurring in any specific area within a given time frame is based on several variables including recorded historical seismic activity and geologic setting. Given the geologic settings in Alabama and the Southeast, strong magnitude earthquakes are a possibility.



Earthquakes are not uncommon in Alabama.

- On Tuesday morning, April 29, 2003, a 4.9 magnitude earthquake occurred in DeKalb County, Alabama, 10 miles northeast of Fort Payne, Alabama. The quake was felt in 13 states. The earthquake was deep enough to suppress significant damage in Fort Payne, the closest city,



although the event did damage weaker chimneys and formed cracks in some structures.

- The largest known earthquake in Alabama occurred in the SASZ (Southern Appalachian Seismic Zone), near Birmingham, in 1916. Although no seismographs existed in the state at that time, the magnitude of the earthquake (estimated from the reported shaking intensities) was calculated to be approximately 5.1, and the epicenter was located in the Irondale area.
  
- There have been an increasing number of recorded earthquakes in southwest Alabama. One of these was a 4.9 magnitude event on October 24, 1997, in Escambia County. This was the largest quake at that time recorded by seismographs in Alabama and the largest in the Southeast in the preceding 30 years. Historically, the southwestern part of Alabama has had minimal seismic activity, but this quake indicates activity on the BFSZ (Bahamas Fracture Seismic Zone), an ancient basement fault zone that underlies the area.

### **Seven Steps to Earthquake Safety**

- **Before a quake:**
  1. If you identify potential hazards in a building on campus, report them to a Campus Security Officer or the Director of Physical Plant.
  2. Follow GSCC's disaster-preparedness plan, particularly for the building in which you are located.
  3. Prepare disaster supply kit.
  4. Identify your building's potential weaknesses and report them to a Campus Security Officer or the Director of Physical Plant.
  
- **During a quake:**
  5. Protect yourself during earthquake shaking.
  
- **After the quake:**
  6. Check for injuries and damage.
  7. When safe, continue to follow GSCC's disaster-preparedness plan.

## While Things Are Shaking

- **DROP** down on the floor.
- Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an **interior wall** and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
- If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.



## D. Winter Weather Awareness

While the frequency of extreme winter weather events is relatively small in Alabama, winter weather can cause death, injury, and property damage. With the start of each new season, preparation is the key to lessening the dangers and hazards associated with winter weather.



One event that nearly every person in Alabama remembers was the “Storm of the Century” which occurred in March 1993. Much of the state was completely paralyzed when more than one foot of snow blanketed portions of the state. The strong winds that accompanied the heavy, wet snow downed trees and power lines, which left many residents without power for several days. Record cold followed this significant winter storm. Following the event, 14 people died and an unknown number of people were injured. Property damage exceeded \$50 million. During the winter storm, the American Red Cross in Alabama sheltered over 12,000 people in 108 facilities and served over 36,000 meals.

- **Winter Weather Safety Tips**

- **In General:**

- Keep ahead of winter weather by listening to the latest weather warnings and bulletins on NOAA Weather Radio, local radio or television. Be alert to changing conditions and avoid unnecessary travel.

- **In A Structure:**

- Check battery powered equipment, and stock extra batteries for flashlights and a portable television or radio. Also, check emergency cooking facilities, if applicable.



- Check your food and stock an extra supply. Your supplies should include food that requires no cooking or refrigeration in case of power failures. Consider high energy foods such as dried fruit or candy. Don't forget prescription medicines, first aid supplies, and other specialty items.
  - Prevent fire hazards due to overheated heaters or furnaces. Emergency responders can be hampered by extreme weather conditions, and may not be able to respond quickly—arrange for emergency heat in case of an extended power failure.
  - Stay indoors during storms and cold snaps. Elderly persons, children, and those in bad health may be especially susceptible to cold weather. Avoid overexertion, especially if shoveling snow.
  - Dress to fit the season. Loose, layered clothing will keep you warm, and a hat and mittens will protect your extremities.
  - Each building on campus should have adequate winterizing through caulking around openings and through adequate insulation. If you notice any insufficiencies, report them to the Maintenance Department.
  - Don't forget the pets, service animals, or livestock. Move animals to sheltered areas. If possible, bring them indoors or provide some form of heat. Provide fresh water since many animals die from dehydration in winter storms.
- **In Your Vehicle:**
- Get your car winterized before the storm season begins. Maintain a checklist of the preparation required. Keep water out of your fuel by keeping your gas tank full.
  - Carry a winter storm car kit, especially if you plan cross country travel or anticipate travel in northern states. Items to consider include a mobile phone and charger, blankets or sleeping bags, flashlights and batteries, first aid kit, non-perishable foods, extra clothing, window scraper, water, road maps, small shovel, and kitty litter or sand for traction.
  - If the storm exceeds or even tests your driving limitations, seek available shelter immediately. Plan your travel and select primary and alternate routes.

- Check the latest weather information before departing, and drive carefully and defensively.
- Avoid traveling alone, and be sure someone knows your travel plans and route of travel.

## **E. Cardiovascular Health**



Cardiovascular disease (CVD), which includes heart disease and stroke, is the leading cause of death in the United States and in Alabama. Heart disease, the most common form of CVD, is the single leading cause of death in Alabama. In 2006, heart disease accounted for 12,583 (26.7 percent) deaths in the state. Men continue to have a higher age-adjusted heart disease mortality rate than women. Coronary heart disease, the most common type of heart disease, can result in a heart attack. Heart attacks may be preventable by modifying risk factors. Brain attack, a cerebrovascular accident (CVA) also known as stroke, is the third leading cause of death in Alabama, following heart disease and cancer. In 2006, strokes accounted for 2,740 (5.83 percent) deaths in the state. Men are about 50 percent more likely to die from stroke than women, and there are strong race/ethnic differences. Blacks have significantly higher age-adjusted stroke mortality rates when compared to whites. As with heart disease, cerebrovascular accidents can be preventable by modifying risk factors.

- Modifiable risk factors for heart disease and stroke are as follows:
  1. High blood pressure
  2. High blood cholesterol
  3. Diabetes
  4. Overweight and obesity
  5. Smoking
  6. Physical inactivity
  7. Inadequate fruit and vegetable consumption

Compared to the nation, Alabama continues to have a high prevalence of these risk factors.

- Focusing on prevention can help reduce deaths from heart disease and stroke by:

1. Reducing risk factors
2. Increasing public awareness of warning signs and symptoms of heart attack and stroke
3. Decreasing the time between the appearance of warning signs and symptoms and the receipt of appropriate medical care

**a. Cardiovascular Disease**

CVD refers to a wide variety of heart and blood vessel diseases, including ischemic heart disease, hypertension, stroke, and rheumatic heart disease. CVD accounts for more deaths in Alabama than any other cause of death. Although CVD remains the number one cause of death for Alabamians, many adults do not recognize the signs and symptoms of a heart attack or stroke. Most victims surviving a heart attack or stroke often require long-term, expensive medical treatment, and experience a compromised quality of life. There are decreasing trends in mortality rates for CVD and stroke in Alabama.

CVD, a preventable disease, includes conditions of the heart, arteries, and veins that supply oxygen to vital life-sustaining areas of the body like the brain, the heart, and other vital organs. If oxygen does not arrive, the tissue or organ will die. In Alabama, as in the nation, CVD, including heart disease and stroke, is the leading cause of death. About one-third of adult Americans have some form of CVD.

**b. Heart Disease**

Heart disease is a grouping of various conditions of the heart including coronary heart disease, congestive heart failure, heart attack, hypertension, and others. It is the leading cause of death for both men and women. More than 600,000 deaths occur each year in the United States. It is the most common form of CVD and can cause angina (chest pain), myocardial infarction (heart attacks), and cardiac arrest. Many times, a heart attack is the first sign of heart disease.

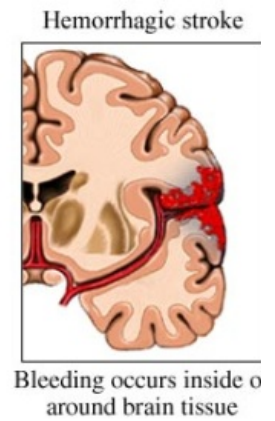
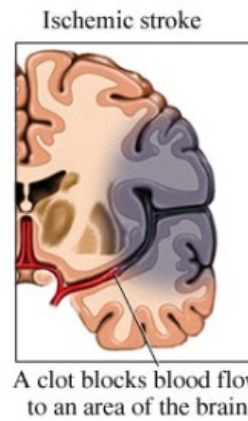
- a) In 2019, the age-adjusted mortality rate for heart disease was 219.6 per 100,000 population in Alabama and 161.5 per 100,000 population in the United States.
- b) Alabama had a heart disease mortality rate 1.3 times the United States rate in 2011. In addition, heart disease was the leading cause of death in 2013, with 12,453 dying of the disease.

### c. Stroke

A brain attack, more commonly known as a stroke, and medically called a cerebrovascular accident (CVA), is the third leading cause of death in Alabama, following only heart disease and cancer.

A brain attack is the early phase or first few hours of a

stroke. These hours are a critical time when doctors can attempt to stop and even reverse the effects that lead to disability. A stroke occurs when a blood vessel in or near the brain is blocked or bursts, interrupting the flow of blood to the brain. This causes a lack of oxygen which leads to brain cells dying. There are two primary types of stroke: ischemic and hemorrhagic. Ischemic stroke, the most common cause, occurs when there is a blockage of a blood vessel that is supplying the brain. A hemorrhagic stroke occurs when a blood vessel ruptures or leaks in or around the brain. The stroke mortality rate declined over the past few years in Alabama.



#### a) Risk Factors for Stroke

- Increased age
- Family history
- Race
- Gender
- Previous Heart Attack
- Previous Stroke



#### b) Stroke Prevention

- Control high blood pressure
- Do not use tobacco or breathe other people's smoke
- Eat a healthy diet to maintain healthy cholesterol levels
- Be physically active
- Control or delay the onset of diabetes

- Reduce excess weight or maintain a healthy weight
- Know your family's health history



#### **d. Cardiovascular Risk Factors**

##### **➤ High Blood Pressure**

High blood pressure or hypertension is common in the United States, with at least one in three individuals being at risk of developing it. There are often no symptoms to signal high blood pressure. Lowering blood pressure by changes in lifestyle and/or by medication can lower the risk of heart disease and heart attack.

##### **➤ High Blood Cholesterol**

Cholesterol is a waxy, fat-like substance that occurs naturally in all parts of the body. The body needs some cholesterol to work properly, but too much in your blood can stick to the walls of the arteries causing problems with the circulation of blood. This is called plaque. Plaque can narrow the arteries or even block them. High levels of cholesterol in the blood can increase the risk of heart disease. To travel in the bloodstream, cholesterol is carried in small packages called lipoproteins. There are two types of cholesterol in the body, low-density lipoprotein (LDL), sometimes called bad cholesterol, and high-density lipoprotein (HDL), sometimes called good cholesterol.

##### **➤ Diabetes**

A person with diabetes has an automatic cardiovascular risk because they are at the same risk of heart attacks as people who have already suffered a heart attack. Diabetes is a disease in which the body does not produce or properly use insulin. There are more than 25 million children and adults in the United States, which translates into 8.3 percent of the population, who have diabetes. The CDC estimates that as many as 200,000 or more have the condition, but are unaware of it. There are two major types of diabetes. Type 1 diabetes results from the body's failure to produce insulin, and type 2 diabetes results from insulin resistance, a condition in which the body fails to properly use insulin, combined with relative insulin deficiency.

### ➤ **Overweight And Obesity**

Overweight and obesity are two common factors contributing to the risk of heart disease and stroke. Overweight is defined as a body mass index (BMI) of 25.0 - 29.9 kg/m<sup>2</sup> and obesity is a BMI greater than 30.0 kg/m<sup>2</sup>. Overweight and obese individuals are also more likely to have other risk factors for heart disease and stroke, including high blood pressure, high cholesterol, high triglycerides, diabetes, and some types of cancer. Persons who are obese have medical costs that are \$1,429 per year higher than those of normal weight. Obesity increases the risk of developing severe symptoms if you become infected with the virus that causes coronavirus disease 2019 (COVID-19). People who have severe cases of COVID-19 may require treatment in intensive care units or even mechanical assistance to breathe.



### ➤ **Smoking**

Cigarette smoking is a major cause of heart disease and stroke. It increases the clotting factors in the blood, damages the linings of the blood vessels, and decreases HDL (the good cholesterol) in the blood. Smokers have twice the risk of heart attack or stroke of non-smokers. Smoking is the single largest preventable cause of heart disease in the United States. There is no smoking inside any or within 30 feet of any Gadsden State Community College building.



### ➤ **Physical Inactivity**

The chance of developing heart disease is 1.5 to 2.5 times higher among those who are physically inactive compared to those who are physically active. Exercise can reduce the development of high blood pressure, helps control diabetes, lower weight, and can decrease high blood cholesterol.



### ➤ **Fruit and Vegetable Consumption**

Daily consumption of five or more servings of fresh fruits and vegetables is associated with a reduced risk of heart disease and stroke. The consumption of recommended amounts of fruits and vegetables results in the intake of antioxidants, natural vitamins, and fiber.



### e. **Signs and Symptoms of a Heart Attack or Stroke**

The time variance between the onset of symptoms and actually receiving treatment can adversely affect the outcome of an acute heart attack or stroke event.

➤ There are three stages at which time delays can occur:

- Between the onset of symptoms and the 911 call for help;
- During pre-hospital response time and care; and
- During transportation to a medical facility.

### ➤ **Stroke: The FAST test**

The **FAST** test is an easy way to recognize and remember the signs of stroke or a transient ischemic attack (TIA) (mini-stroke).

Using the **FAST** test involves asking three simple questions.



**FAST** stands for:

- **F** = Facial weakness - Can the person smile; has his or her mouth or eyes drooped?
- **A** = Arm weakness - Can the person raise both arms; is one arm slightly lower?
- **S** = Speech/sight difficulty - Can the person speak or see clearly and understand what you say?
- **T** = Time to act - Time loss is brain loss. **Call 911.**



If you suddenly experience any of these symptoms, go to a hospital immediately. Remember, stroke is a life-threatening emergency.



➤ **Heart Attack: Signs and Symptoms:**



- Pain or discomfort in jaw, neck, or back
- Feeling weak, lightheaded, faint
- Chest pain or discomfort
- Shortness of breath
- Pain or discomfort in arms or shoulders

f. **The ABCs of Heart Disease and Stroke**

➤ **Heart Disease and Stroke are Preventable!**

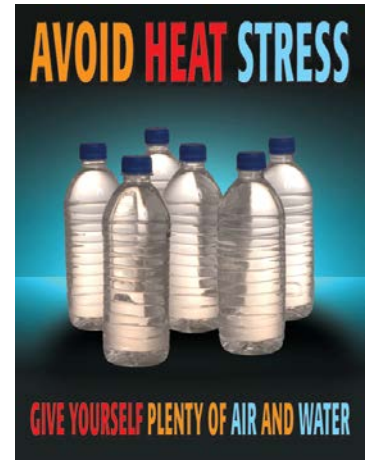


- **A** = Aspirin use. Ask your provider about taking:
  - \* One baby aspirin (81 mg) every day, or
  - \* One regular aspirin (325 mg) every other day.
- **B** = Blood pressure treatment and control. BP <120/80
  - \* Consume no more than 2300 mg of sodium daily.
- **C** = Cholesterol. Ask your provider about how often to check your cholesterol.
  - \* Total cholesterol < 200
  - \* LDL (bad cholesterol) < 100
- **S** = Smoking cessation.

## F. Avoiding Heat Stress

Workers laboring under the hot sun or around hot machinery may be aware of the harmful effects of heat. They may dismiss feeling overheated as just a little sweat.

- Lines of Defense
  - Your first line of defense against heat stress is to learn how to recognize and react to heat stress illnesses.



The two most common types of heat stress on the body are:



- \* Heat Stroke: This is the most lethal illness. It strikes when conditions become so hot that perspiration fails to cool the body. Body temperatures rise to critical levels. Symptoms: dry, hot skin, no sweating, confusion, fainting, and seizures.
  - \* Heat exhaustion: This type sometimes mimics heat stroke, but usually doesn't cause death unless the person faints while operating dangerous equipment. Symptoms are: headaches, passing out, weakness, moist skin, mood changes, upset stomach, and vomiting.
- Second, learn first aid procedures for heat stress. Both require immediate medical attention.
    - \* You should: Get the person into the shade, loosen clothing, and give them lots of water.

## G. Influenza

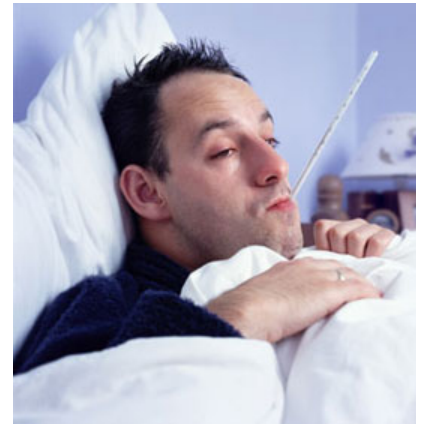
- What is influenza (also called flu)?

The flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccine each year.

- Signs and symptoms of flu:

People who have the flu often feel some or all of these signs and symptoms:

- Fever\* or feeling feverish/chills - *\*It's important to note that not everyone with flu will have a fever.*
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (very tired)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.



- How flu spreads

Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, eyes or possibly their nose.

- Period of contagiousness

You may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick. Most healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5 to 7 days **after** becoming sick. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

- How serious is the flu?

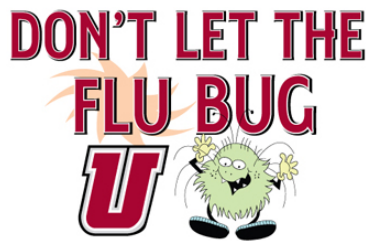
Flu is unpredictable and how severe it is can vary widely from one season to the next depending on many things, including:

- what strains of flu viruses are spreading,
- how much flu vaccine is available,
- when vaccine is available,
- how many people get vaccinated, and

- how well the flu vaccine is matched to flu viruses that are causing illness.

Certain people are at greater risk for serious complications if they get the flu. This includes older people, young children, pregnant women and people with certain health conditions (such as asthma, diabetes, or heart disease), and persons who live in facilities like nursing homes.

Flu seasons are unpredictable and can be severe. Over a period of 30 years, between 1976 and 2006, estimates of flu-associated deaths in the



United States ranged from a low of about 3,000 to a high of about 49,000 people.

- What can I do to protect myself from getting sick from flu?

The CDC recommends a three-step approach to fighting the flu: vaccination, everyday preventive actions, and the correct use of antiviral drugs if your doctor recommends them.

1. A flu vaccine is the first and most important step in protecting against flu viruses.
2. Take everyday actions to help prevent the spread of germs that cause respiratory illnesses.



- \* Cover your nose and mouth with a tissue when you cough or sneeze.
- \* Put your used tissue in the waste basket.
- \* If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- \* Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub or sanitizer.
- \* Avoid touching your eyes, nose and mouth. Germs spread this way.
- \* Try to avoid close contact with sick people.















- \* Stay home if you are sick to avoid spreading flu to others.

3. Take flu antiviral drugs if your doctor prescribes them.

# Seasonal Flu vs. Pandemic Flu

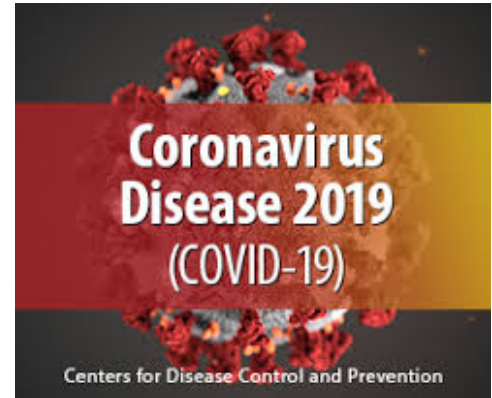
Influenza is one of the world's greatest infectious disease challenges. But did you know that seasonal flu and pandemic flu are not the same?

What is seasonal flu?	What is pandemic flu?
 <p>Influenza (flu) is a contagious respiratory illness caused by flu A and B viruses that infect the human respiratory tract. Annual flu epidemics occur among people worldwide.</p>	 <p>A flu pandemic is a global outbreak of a new flu A virus in people that is very different from current and recently circulating seasonal flu A viruses.</p>
<p><b>How often do seasonal flu epidemics occur?</b></p>  <p>Epidemics of seasonal flu happen every year. Fall and winter is the time for flu in the United States.</p>	<p><b>How often do flu pandemics occur?</b></p> <p>Flu pandemics happen rarely. Four flu pandemics have happened in the past 100 years, but experts agree another one is inevitable.</p> 
<p><b>How do seasonal flu viruses spread?</b></p>  <p>Flu viruses are thought to spread mainly from person to person through droplets made when someone with flu coughs, sneezes, or talks near a person (within 6 feet).</p>	<p><b>How do pandemic flu viruses spread?</b></p>  <p>Pandemic flu viruses would spread in the same way as seasonal flu, but a pandemic virus will likely infect more people because few people have immunity to the pandemic flu virus.</p>
<p><b>Is there a vaccine for seasonal flu?</b></p>  <p>Seasonal flu vaccines are made each year to vaccinate people against seasonal flu. Everyone 6 months and older should get a flu vaccine every year. For most people, only one dose of vaccine is needed.</p>	<p><b>Is there a vaccine for pandemic flu?</b></p>  <p>Although the U.S. government maintains a limited stockpile of some pre-pandemic flu vaccines, vaccine may not be widely available in the early stages of a pandemic. Two doses of pandemic flu vaccine will likely be needed.</p>
<p><b>Are there medications to treat seasonal flu?</b></p>  <p>Prescription medications called antiviral drugs can treat seasonal flu. During a severe flu season, there can be spot shortages of these drugs.</p>	<p><b>Are there medications to treat pandemic flu?</b></p>  <p>Flu antiviral medications may be used to treat pandemic flu if the virus is susceptible to these drugs. While a limited amount of flu antiviral drugs are stockpiled for use during a pandemic, supplies may not be enough to meet demand during a pandemic.</p>
<p><b>Who is at risk for complications from seasonal flu?</b></p>  <p>Young children, people 65 years and older, pregnant women, and people with certain long-term medical conditions are more likely to have serious flu complications.</p>	<p><b>Who is at risk for complications from pandemic flu?</b></p>  <p>Because this is a new virus not previously circulating in humans, it's not possible to predict who would be most at risk of severe complications in a future pandemic. In some past pandemics, healthy young adults were at high risk for developing severe flu complications.</p>



## H. Coronavirus (COVID-19) Pandemic

The health and safety of Gadsden State Community College's students, faculty, and staff is of the highest priority. Alabama Community College System officials are working closely with the Alabama Department of Public Health and monitoring information from the Centers for Disease Control and Prevention (CDC) to ensure that relevant guidance is distributed to their 24 institutions and their students, faculty, and staff in a timely manner. There is also an internal group of health experts, emergency management personnel, and others to plan for any potential impact on the Alabama Community College Systems community.



Gadsden State's custodial and maintenance employees have all been trained and certified to disinfect and sanitize of our facilities. Cleaning protocols have been enhanced due to COVID-19. The disinfectant that is being used has been approved by the CDC for use against SARS-CoV-2, the Coronavirus that causes COVID-19. Both employee and student COVID-19 liaisons have been named with contact information disseminated through emails and the College website. Questions related to COVID-19 exposures, recommendations for seeking health care consultation/ treatment, return to work/campus/class should be referred to the following liaisons who will provide guidance based on the decision diagrams derived from ACCS, CDC, and ADPH guidance:

- HR Director is the employee liaison.
- Associate Dean of Enrollment and Retention is the student liaison.

Preventative Measures have been put in place to include wearing facial coverings, encouraging social distancing (a minimum of six-feet) in all settings whenever possible and encouraging handwashing and hand sanitizing. Washing for a minimum of 20 seconds with soap/water is necessary to reduce transmission of infection. Hand sanitizer will be available in classrooms and throughout buildings.

The BSCC Plan for Instruction/Operational Protocols by Access Level is built on a modified reopening (yellow), more restrictive access (orange) or even a campus closure with all instruction and business operations delivered remotely (red) and remains as contingencies if the pandemic worsens. All precepts outlined in the Fall 2020 Plan will remain in place as stated or become more restricted as outlined in the planning elements that follow:



- **LIMITED ACCESS (ORANGE)**

- ❖ No public access to campuses will be allowed. Student access will be restricted to essential in-person instruction. All faculty meetings, committee meetings, and college meetings will be held remotely.
- ❖ On-campus events and activities will be restricted to the Chancellor's approval. Wallace Hall, Beck Conference Center, and the Cherokee Center Arena will be closed to the public.
- ❖ Athletic events will be restricted to the Chancellor's approval.
- ❖ Essential/critical non-instructional personnel will have access to campus as needed to ensure business and operational continuity. When feasible, temporary remote work and/or flex scheduling will be utilized.
- ❖ Instructors will have access to campus if approved by the respective dean but will be expected to work remotely.
- ❖ All lecture and theory-based in-person classes will transition to online. Instructors of in-person instruction will have developed corresponding online materials to ensure an easy transition to a completely online environment.
- ❖ Online testing will be available with Respondus, Kaplan, and/or Collaborate.
- ❖ Health Sciences, Career Tech, and science labs will be allowed if necessary to achieve learning objectives with social distance protocols in place.
- ❖ Dining services will be pre-packaged and pick-up only.
- ❖ With Chancellor's approval, the Residence Hall will remain open with temperature checks and health questionnaire protocols.

- **RETRICTED ACCESS (RED)**


- ❖ No public access to campuses will be allowed. No student access will be allowed.
- ❖ Essential/critical non-instructional personnel will have restricted access to campus as needed for business and operational continuity. All personnel should transition to remote work when possible and avoid coming to campus.
- ❖ All courses will immediately transition to remote operations with no on-campus instruction.
- ❖ No athletic or academic extracurricular activities will be allowed on campus.
- ❖ The Residence Hall and cafeteria will be closed. Students will be informed of the possibility of a campus closure at the beginning of the semester.
- ❖ All clinicals and work-based learning (internships, apprenticeships, preceptorships) will be suspended.
- ❖ Students needing 1:1 Health Sciences skills validations will receive an incomplete, until such time the validations can be completed on campus.




- ❖ Career Tech students needing in-person labs will receive an incomplete, until such time as these activities and assignments can be completed on campus.
- **ADJUSTED – NORMAL ACCESS (BLUE)**
  - ❖ Faculty, administrative, academic, student affairs, and business operations will continue to implement regulatory guidelines as provided by CDC, ADPH, State and ACCS.
  - ❖ On-campus classes will resume in a modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols).
  - ❖ On-campus events and activities will continue to implement regulatory guidelines.
  - ❖ On-campus housing will continue temperature check and questionnaire protocols.
  - ❖ Student clinicals, externships and apprenticeships are approved as allowable by clinical sites and apprentice employers.
  - ❖ All travel requests must be essential.
  - ❖ No travel outside of the Continental United States without approval of the Chancellor.
  - ❖ In-person meetings will continue to implement regulatory guidelines.
- **NORMAL ACCESS (GREEN)**
  - ❖ All College operations will return to a pre-COVID status for faculty, staff, and students.


## SYMPTOMS OF CORONAVIRUS (COVID-19)

Know the symptoms of **COVID-19**, which can include the following:





Cough, shortness of breath, or difficulty breathing






Fever or chills







Muscle or body aches




Vomiting or diarrhea





New loss of taste or smell



CS318285-A

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## I. Anthrax and Other Biological Agent Threats

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.



### DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. It does not leap into one's body. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a cover agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

- **SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS “ANTHRAX”:**

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or other type of container to prevent leakage of contents.
3. If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.



6. What to do next...If you are at home, then report the incident to local police. If you are at work or school, then report the incident to local police and notify your campus security officer or an available supervisor.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigation and advice.

- **ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:**

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., keep others away) and do not remove this cover.
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face.

4. What to do next...If you are at home, then report the incident to local police. If you are at work or school, then report the incident to local police and notify your campus security officer or an available supervisor.



5. Remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with soap and water as soon as possible. DO NOT USE BLEACH OR OTHER DISINFECTANT ON YOUR SKIN.
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

- **QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:**

For example: small device triggered, warning that air-handling system is contaminated, or warning that a biological agent has been released in a public space.

1. Turn off fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next...If you are at home, dial 911 to report the incident to local police and the local FBI field office. If you are at work or school, call 911 to report the incident to local police and the local FBI field office, and notify your campus security officer or an available supervisor.
5. Shut down the air handling system in the building if possible.
6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

- **HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS:**

Carefully open mail that you believe to be safe and pay attention to the contents. The use of a letter opener is recommended, rather than using your fingers. Some characteristics of suspicious packages and letters including the following:

- a) Excessive postage
- b) Handwritten or poorly typed addresses
- c) Incorrect titles
- d) Title, but no name
- e) Misspellings of common words
- f) Oily stains, discolorations or odor

- g) No return address
- h) Excessive weight
- i) Lopsided or uneven envelope
- j) Protruding wires or aluminum foil
- k) Excessive security material such as masking tape, string, etc.
- l) Visual distractions
- m) Ticking sound
- n) Marked with restrictive endorsements such as “Personal” or “Confidential”
- o) Shows a city or state in the postmark that does not match the return address



# SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

## If a parcel is open and/or a threat is identified . . .

**For a Bomb:**  
 Evacuate Immediately  
 Call Police  
 Contact Postal Inspectors  
 Call Local Fire Department/HAZMAT Unit

**For Radiological:**  
 Limit Exposure - Don't Handle  
 Evacuate Area  
 Shield Yourself From Object  
 Call Police  
 Contact Postal Inspectors  
 Call Local Fire Department/HAZMAT Unit

**For Biological or Chemical:**  
 Isolate - Don't Handle  
 Evacuate Immediate Area  
 Wash Your Hands With Soap and Warm Water  
 Call Police  
 Contact Postal Inspectors  
 Call Local Fire Department/HAZMAT Unit

## J. Food Contaminations

The Gadsden State Community College cafeteria is used by a corporation under contract with the college. As a part of this contract, they are required to operate in a safe manner. Sodexo is ServSafe Certified and operates under those guidelines. Sodexo's standards, policies, and procedures can be accessed by their employees on their internal web site.



Sodexo's standards, policies, and procedures include but are not limited to the following:

- The facility must procure food from sources approved or considered satisfactory by Federal, State, or local authorities.
- The facility must store, prepare, distribute, and serve food under sanitary conditions.
- Employees who handle food must be free of communicable diseases and infected skin lesions.
- Bare hand contact with foods is prohibited.
- It is critical that staff involved in food preparation consistently utilize good hygienic practices and techniques.
- Staff should have access to proper hand washing facilities with available soap (regular or anti-microbial), hot water, and disposable towels and/or heat/air drying methods. Antimicrobial gel cannot be used in place of proper hand washing techniques in a food service setting.
- The appropriate use of utensils such as gloves, tong, deli paper, and spatulas is essential in preventing foodborne illness.
- Gloved hands are considered a food contact surface that can get contaminated or soiled. Failure to change gloves between tasks can contribute to cross-contamination. Disposable gloves are a single use item and should be discarded after each use.
- Dietary staff must wear hair restraints to prevent their hair from contacting exposed food.
- Dietary staff maintaining nails that are clean and neat, and wearing intact disposable gloves in good condition, and that are changed appropriately will also help reduce the spread of microorganisms.
- Since jewelry can harbor microorganisms, it is recommended that dietary staff keep jewelry to a minimum and cover hand jewelry with gloves when handling food.
- Chemical products, including, but not limited to cleaning supplies, should be stored away from food items.

## SECTION VII

### Other Emergencies On Or Close To Campus

#### A. Explosion / Plane Crash

If there is an explosion / plane crash on or close to campus

- If a dangerous crash collision or explosion has caused injury, call fire department rescue at 911.
- If fire threatens the facilities, proceed with fire emergency plan.
- Provide immediate first aid to injured individuals.



#### B. Demonstration / Civil Disturbance

Depending on the nature of the demonstration the appropriate procedures listed below should be followed:

##### 1) Peaceful, Non-Obstructive Demonstration

a) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct college business as normally as possible.

b) If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Arrangements will be made by the college administration to monitor the situation during non-business hours, or
- Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see section 2).

##### 2) Non-violent, Disruptive Demonstrations

a) In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:

- Demonstrators will be asked to terminate the disruptive activity by the Director of Physical Plant or their designee.
- The Director of Physical Plant will consider having a photographer available. Key college personnel and student leaders will be asked by the Director of Physical Plant to go to the area and persuade the demonstrators to desist. Alternatives to the protest should be offered, ie. by petition, meeting with college officials, etc.

• The Director of Physical Plant or their designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.



- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in college disciplinary action, including suspension or expulsion, or possible intervention by local law enforcement (see Attachment A). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators in violation, to facilitate later testimony, including photographs and videotape, if deemed advisable. After consultation with the President and the Director of Physical Plant, the need for an injunction and assistance of local law enforcement will be determined.
- If determination is made to seek the intervention of local law enforcement, the demonstrators will be informed.
- Upon arrival of local law enforcement, the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

### 3) Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and Director of Physical Plant will be notified:

#### a. During Business Hours

- In coordination with the Director of Physical Plant, the Campus Security Officer will contact local law enforcement.
- If advisable, the Director of Physical Plant, having consulted with the President, will call a photographer to report to an advantageous location for photographing the demonstration.
- The Director of Physical Plant, in consultation with the President, will determine the possible need for an injunction.

Attachment "A"

**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the College. In no event will the Administration of this College accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will take whatever measures are necessary to restore order – including calling for Police assistance. Any student who continues to participate in this demonstration is subject to suspension.

Attachment "B"

**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF LOCAL LAW ENFORCEMENT**

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

**NOTE:** The Director of Physical Plant, Security Manager, or on-duty Security Officer will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

## **SECTION VIII**

### **Incident Command Center**

An Incident Command Center will be established as soon as possible, even in potential, threatening situations. The Incident Command Center is the location from which the Incident Commander oversees all incident operations. There is generally only one Incident Command Center for each incident, but it may change locations during the event. The Incident Command Center will be responsible for directing the emergency response and managing the resources of the incident scene.

#### **A. Location**

The ICC Room located in the Central Receiving Building on the Wallace Drive Campus will serve as the Incident Command Center. If this site is unsuitable or unsafe, the alternate locations for the Incident Command Center will be in the President's Conference Room located in the Joe Ford Building on the East Broad Campus and the President's office on the Ayers Campus. In the event that all of these locations are unusable, the Director of Physical Plant or designee will choose a suitable location to establish an Incident Command Center. The following individuals are authorized to activate the Incident Command Center:

- The President of Gadsden State Community College or designee

The President, Director of Physical Plant, or designee will serve as the Incident Commander. The Incident Commander is responsible for determining, prioritizing, and coordinating all response actions and providing emergency information and communications to the campus community as appropriate.

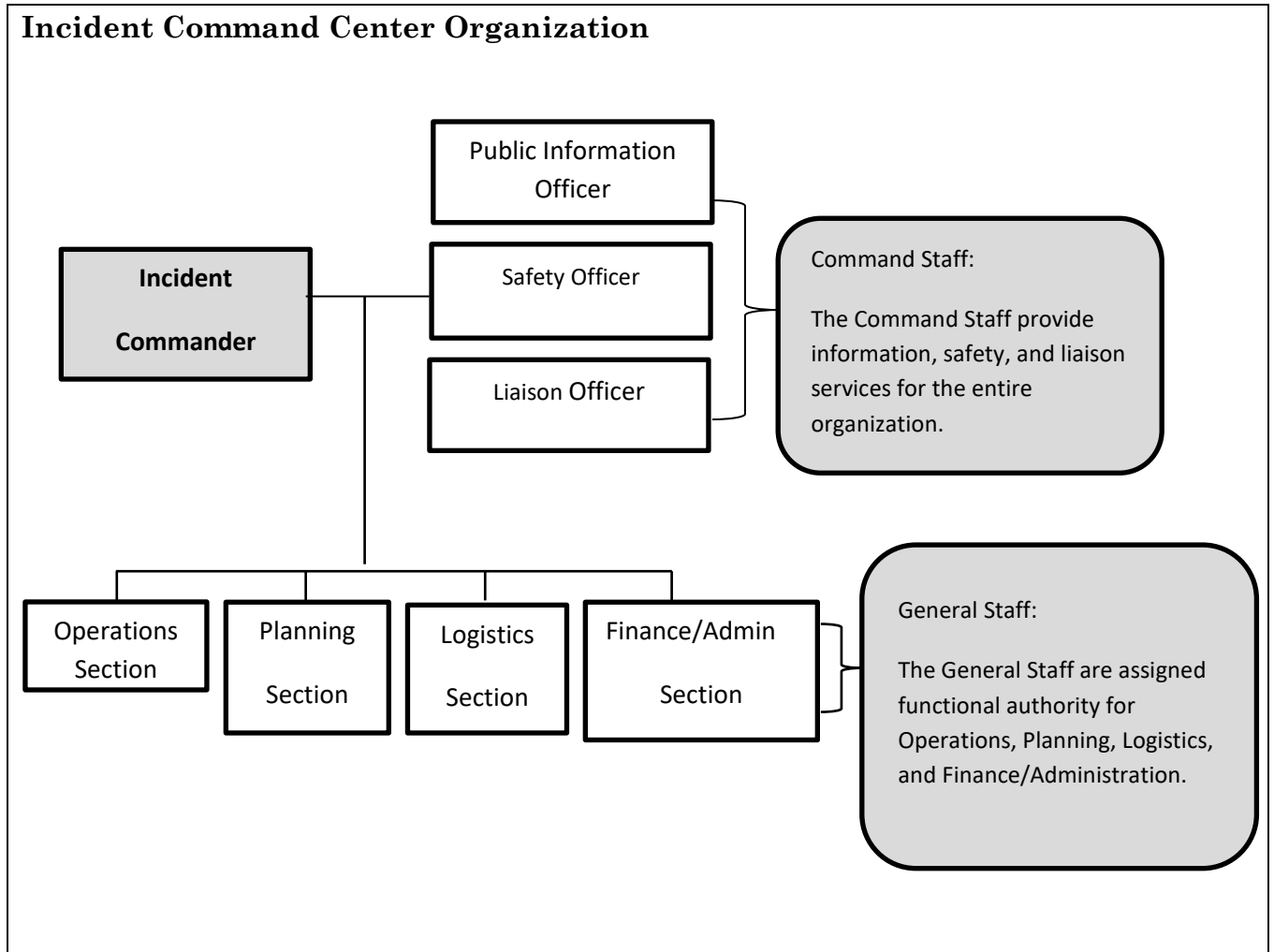
#### **B. Staffing**

Depending upon the severity of the situation, the Incident Command Center may require the services of various staff such as:

- Incident Commander – the leader, manager of the incident response system and has primary responsibility for ensuring incident safety, providing information services to internal and external stakeholders, and establishing and maintaining liaison with other agencies participating in the incident. The Incident Commander also assigns personnel to additional supporting roles as required.
- Safety Officer – ensures the safety of responding personnel. At least one (1) Security Officer is to staff the Incident Command Center at all times during an emergency.
- Information Officer – responsible for sharing information with the media or other appropriate agencies requiring information in

reference to the incident. This position would maintain information activities with the President / Cabinet.

- Liaison Officer – Primary contact for supporting agencies and is generally only required when a multi-agency, multi-jurisdictional response is required.



- The Operations Section directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, and evacuations.
- The Planning Section collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident, and to plan appropriate incident management activities which may include assisting the Incident Commander and documenting all activities.
- The Logistics Section supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and

services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders.

- The Finance / Administration Section oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

### **C. Equipment**

The Incident Command Center should be equipped with the following items. When not in use, these items will be stored in a secured locker or area within the above identified rooms:

- Weather Radio
- Portable Public Address System (Bullhorn)
- First Aid Kit
- Flashlight(s)
- Emergency Blanket(s)
- Safety Reflective Vest(s)
- Hard Hat(s)
- Hazard Tape (Yellow & Black)
- Bullhorn
- Batteries for Flashlights, Bullhorn, and Weather Radio
- Hand Sanitizer
- Face Masks