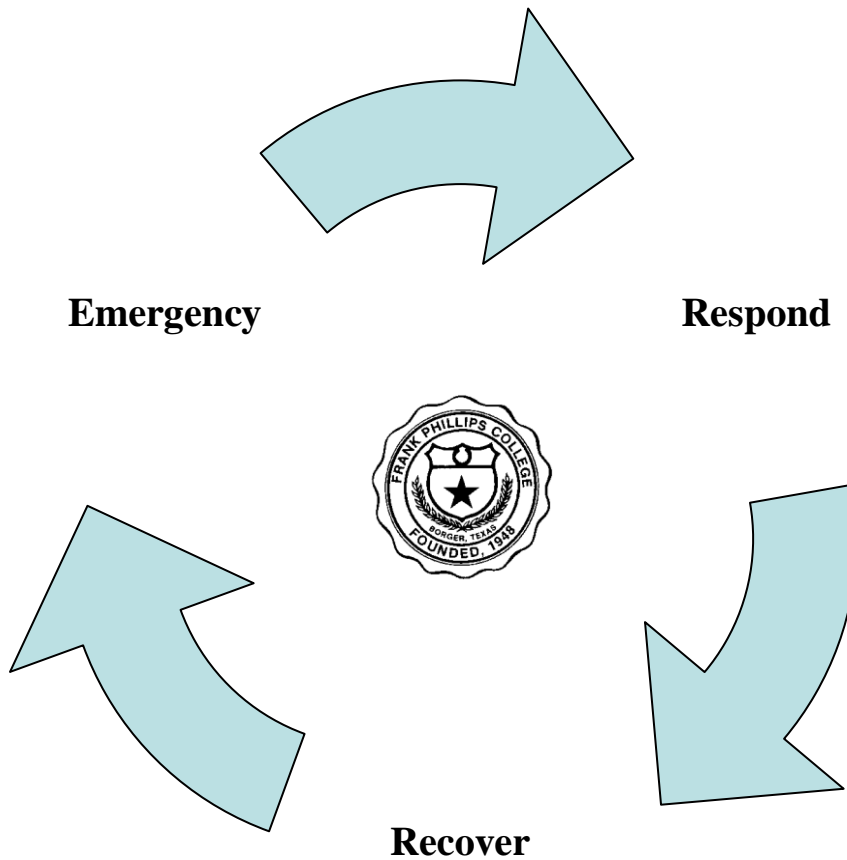


# Frank Phillips College

## Emergency Response Manual



**NOTE: Do Not** make comments to the press, refer all press/media to the Office of College Advancement 457-4200 ext. 798.

# TABLE OF CONTENTS

	<b>Page Number</b>
<b>Emergency Phone Numbers</b>	<b>3</b>
<b>Code RED Protocol</b>	<b>4</b>
<b>Accident / Serious Injury / Illness</b>	<b>5</b>
<b>Bomb / Bomb Threat / Explosion</b>	<b>6</b>
<b>Bomb Threat Checklist</b>	<b>7</b>
<b>Chemical Spill and Exposure</b>	<b>8</b>
<b>Criminal Trespass</b>	<b>10</b>
<b>Death or Homicide</b>	<b>11</b>
<b>Emergency During Large Event</b>	<b>12</b>
<b>Emergency Use of College Due to Community Crisis</b>	<b>13</b>
<b>Fire / Evacuation</b>	<b>14</b>
<b>Suicide Intervention</b>	<b>15</b>
<b>Tornado Procedures</b>	<b>16</b>
<b>Tornado Evacuation and Refuge Areas</b>	<b>17</b>
<b>Unwanted Intruder: Building or Grounds (WEAPONS)</b>	<b>19</b>
<b>Emergency Response Plan</b>	<b>20</b>
<b>Emergence Response Policy</b>	<b>24</b>
<b>*Emergency Response Team Phone Numbers</b>	<b>28</b>
<b>Emergency Response Key Resources</b>	<b>29</b>
<b>Emergency Response Team Leaders</b>	<b>30</b>

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**EMERGENCY PHONE NUMBERS**  
**For Frank Phillips College, Borger Campus**  
**(806)-457-4200**

<b>Fire, Ambulance, Police, Sheriffs Office</b>	<b>911</b>
<b>Campus Security</b>	<b>886-5047</b>
<b>Dr. Herbert J. Swender Sr. (President)</b>	<b>Ext. 712</b> <b>Home 273-7477</b>
<b>Duane Jacobs (Vice President)</b>	<b>Ext. 772</b> <b>Home 857-3790</b>
<b>Becky Green (Dean of Student Services)</b>	<b>Ext. 720</b> <b>Home 273-9832</b>
<b>Regina Haney (Head of Security and Physical Plant)</b>	<b>Ext. 780</b> <b>Home 274-2587</b>
<b>Sheri Garcia (Coordinator of Industrial Programs)</b>	<b>231-9646</b> <b>Home 274-7164</b>
<b>Jerri Aylor (Director of College Advancement)</b>	<b>Ext. 798</b> <b>Home 878-2233</b>

**Other Emergency Numbers**

<b>Golden Plains Community Hospital</b>	<b>273-1100</b>
<b>Poison Control Center</b>	<b>1-800-764-7661</b>
<b>Suicide Prevention (Panhandle Mental Health)</b>	<b>1-800-692-4039</b>

**DISCLAIMER**

**This Company and Emergency Manual is a publication of Frank Phillips College and is to be used for informational purposes only. Information contained herein should be adapted and revised to meet individual building needs and the law. Home numbers should NOT be given out to the public without prior approval.**

**Numbers may change depending upon which campus location where you are and also because of personnel changes. Please check to make sure that your phone list stays up to date.**

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## **CODE RED PROTOCOL**

In response to the national crisis affecting every community including both public and private schools and colleges, Frank Phillips College is participating in the newly developed Code RED program for Hutchinson County. This communication portal will provide emergency communications for everyone serving and/or attending Frank Phillips College who voluntarily sign up for this emergency telephone calling system. The Code RED system can alert participants of immediate actions needed or concerns relating to the campus. All emergency communications for the college will be dispatched through the president's office in conjunction and coordination with the local Emergency Operations Center.

### **CODE RED PROTOCOL**

- 1) Call the President's office at 457-4200 ext. 712.
- 2) President or his designee will decide nature of emergency.
- 3) President or his designee will disseminate information (i.e., call 911, Student Services, Security, etc.).

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# **ACCIDENT / SERIOUS INJURY / ILLNESS**

**DEFINITION:** Emergency in which one or more are sick or injured. Immediate concern is to aid the injured or sick.

## **STEPS OF ACTION:**

- 1. Call 911 emergency services if necessary.**
- 2. Use protective clothing / gloves found in first aid kits.**
- 3. Call the Building Directors office and Dean of Student Services office.**
- 4. Stay with the sick / injured person.**
- 5. Request appropriate assistance from trained persons.**

## **PHONE NUMBERS**

**EMERGENCY  
DEAN OF STUDENT SERVICES**

**911  
Ext. 720**

**NOTE: Do Not make comments to the press, refer all press/media to the Office of College Advancement 457-4200 ext. 798.**

# BOMB, BOMB THREATS, EXPLOSIONS

**DEFINITION:** An incendiary device present in the school building, or on the premises which may or may not have exploded, or the threat there is such a device.

## STEPS OF ACTION:

1. If an explosion has occurred, the procedures for fire will be followed.
2. If a phone threat is made, obtain as much detail as possible. (Use check list on next page)
3. Phone the President's Office 457-4200 ext. 712 and report the bomb threat.
4. Sound fire alarm. (**Do Not** announce "Bomb Threat").
5. Faculty evacuates building (**Do Not** allow students or FPC employees to take anything from the building, books, bags, etc.). Please bring roll book for that class with you. Take students to an alternate site. (NE of Heroes Center).
6. Emergency officials will search building for bomb.

## ROLES:

<b>President and/or Designee</b>	<ul style="list-style-type: none"><li>• Phone 911.</li><li>• Supervise Evacuation.</li><li>• Assign staff to help emergency officials with search.</li><li>• After search, release students and staff to return to building.</li></ul>
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<b>Faculty</b>	<ul style="list-style-type: none"><li>• Evacuate students.</li><li>• Take roll.</li><li>• Report missing students to the President or designee.</li></ul>
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<b>Other FPC Employees</b>	<ul style="list-style-type: none"><li>• Assist with evacuation.</li><li>• Assist with supervision of students.</li><li>• Report to command post to support as needed.</li></ul>
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## PHONE NUMBERS

EMERGENCY	911
PRESIDENTS OFFICE	Ext. 712
SECURITY	886-5047 or Ext. 780
Panhandle Safety Training Center	231-9646 or 274-5029 Ext. 11

**NOTE:** Do Not make comments to the press, refer all press/media to the Office of College Advancement 457-4200 ext. 798.

# BOMB THREAT CHECKLIST

Exact Time of Call \_\_\_\_\_ Date \_\_\_\_\_

Exact Words of Caller \_\_\_\_\_

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## Questions to ask:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will cause it to explode? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

## Callers Voice (Circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Is voice familiar, who did it sound like? \_\_\_\_\_

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Were there any background noises? \_\_\_\_\_

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Person receiving call: \_\_\_\_\_

Telephone number receiving call: \_\_\_\_\_

**Report the call immediately to the Presidents Office: Ext. 712**

**NOTE: Do Not make comments to the press, refer all press/media to the Office of College Advancement 457-4200 ext. 798.**

# MASS CHEMICAL SPILL

**DEFINITION:** Chemical spill in or near school building. Toxic fumes are identified as a potential problem.

Evacuation procedures may be necessary.

## STEPS OF ACTION:

1. Report spill, if in the school, to the Building Director's office.
2. Office personnel will notify the Safety office and the Physical Plant personnel.
3. Take appropriate steps as directed by Safety office. This can include evacuation or moving students inside in case of a chemical spill near school which gives off large amounts of toxic fumes.
4. Have plan developed for evacuation of students to alternate location cross wind then upwind from spill location.
5. Notify President's office of move.

## ROLE:

Building Director And/or designee	<ul style="list-style-type: none"><li>• Report emergency when necessary.</li><li>• Supervise appropriate phone calls.</li></ul>
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Custodians and Security	<ul style="list-style-type: none"><li>• Assist Building Directors office with personnel.</li></ul>
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Faculty	<ul style="list-style-type: none"><li>• Supervise student evacuation when necessary.</li></ul>
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## Emergency Numbers for Chemical Spill

EMERGENCY	911
SECURITY	886-5047 or Ext.780
Panhandle Safety Training Center	231-9646 or 274-5029 ext.11

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## **IN-PLACE SHELTERING FOR MASS CHEMICAL SPILL**

- Bring students inside.
- Immediately turn radio to Local Emergency Broadcasting Station.  
**KQTY AM 1490, FM 106.7**
- Close and lock all doors and windows to the outside.  
(Windows often seal better when they are locked.)
- Turn off all heating and air conditioning systems.
- Close as many internal doors as possible in your building.
- Use plastic trash bags to cover and seal all exhaust vents to the outdoors, and bottom of doors.
- Close the drapes, curtains or shades over windows to protect yourself against possible explosion from the outside. Stay away from external windows to prevent possible injury from flying glass.
- If the vapors begin to bother you, hold a wet cloth over your nose and mouth.
- Once the order for In-Place Sheltering has been issued DO NOT leave your building until you have official notification that the DANGER has ceased. The notification will come from the President's office or the Safety office.

### **PHONE NUMBERS**

EMERGENCY	911
PRESIDENT'S OFFICE	Ext. 712

**NOTE: Do Not make comments to the press, refer all press/media to the Office of College Advancement 457-4200 ext. 798.**

# CRIMINAL TRESPASS

**DEFINITION:** Criminal trespass is the habitual presence of any person on school property who has no legitimate business at the school and may or may not have any students who attend FPC. This may apply to strangers who loiter or to known persons who are interfering with the operation of the school.

## STEPS OF ACTION:

1. Notify security if such a person is noticed on school property.
2. Security will advise the person that they must leave the school property.
3. If the person refuses to leave, the police will be called.
4. Any person having been previously advised that they may not be on school property is guilty of criminal trespass and may be charged.

## ROLES:

Security	<ul style="list-style-type: none"><li>• Ask the person to leave immediately.</li><li>• Make phone call to police dept.</li></ul>
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FPC Employee	<ul style="list-style-type: none"><li>• Notify security of person on the grounds.</li></ul>
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## PHONE NUMBERS

EMERGENCY	911
SECURITY	886-5047 or Ext. 780

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# DEATH OR HOMICIDE

**DEFINITION:** Determine the situation involved.

Who: FPC Staff or student.

Where: On or off FPC property.

How: Accidental, Intentional or Illness

**STEPS OF ACTION:** Answer to above questions will determine what steps to take.

1. ON FPC property:
  - A. Summon emergency help. (911) and also notify the FPC President's office.
  - B. Isolate the area.
  - C. Don't touch anything in the area, if at all possible.
  - D. Move witnesses to a separate area and write down their names.
  - E. Notify Security.
2. OFF FPC property:
  - A. Follow steps A-E as written above.
  - B. Provide support for those people involved.

## ROLES:

President's Office	<ul style="list-style-type: none"><li>• Call 911 if necessary</li><li>• Get medical and health file from dorm R.A.</li><li>• Determine contact for victim's family.</li><li>• Informational letter to family including condolences when appropriate.</li></ul>
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Staff	<ul style="list-style-type: none"><li>• Remain calm.</li><li>• Notify appropriate personnel.</li><li>• Calm students and relocate to a safe area if necessary.</li><li>• Isolate witnesses.</li><li>• Identify students in need of counseling and refer at the appropriate time.</li></ul>
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## PHONE NUMBERS

EMERGENCY	911
PRESIDENTS OFFICE	Ext. 712
SECURITY	886-5047 or Ext. 780
Panhandle Safety Training Center	231-9646 or 274-5029 Ext. 11

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# EMERGENCY DURING LARGE EVENT

**DEFINITION:** A meeting or program where large numbers of students and or adults are gathered in one place in the building.

Example: Music programs, athletic events, awards ceremonies, etc.

## STEPS OF ACTION:

1. Empty the building using these procedures:
  - A. Using the public address system:
    1. Point out emergency exits to the crowd
    2. Stress the need to keep the exits open
    3. Inform as to exit procedures.
2. Call 911, indicating place; type of emergency; injuries, if any; number of people involved; and which entrances that the emergency workers should use.
3. Mark the access to the building for emergency vehicles.

## ROLES:

Building Representative:	<ul style="list-style-type: none"><li>• Notify emergency services. Supervise emergency procedures.</li><li>• Use P.A. or alternative communication system to alert others who might be in the building.</li></ul>
<hr/>	
Security	<ul style="list-style-type: none"><li>• Help with the evacuation of building.</li><li>• Mark the entrance for emergency vehicles.</li></ul>
<hr/>	

## PHONE NUMBERS

EMERGENCY	911
PRESIDENTS OFFICE	Ext. 712
DIRECTOR OF PHYSICAL PLANT	Ext. 780 or 886-5047

**NOTE:** Do Not make comments to the press, refer all press/media to the Office of College Advancement 457-4200 ext. 798.

# EMERGENCY USE OF COLLEGE DUE TO COMMUNITY CRISIS

**DEFINITION:** A community crisis is when conditions exist which warrant a need for community evacuation shelters for families/persons in the emergency area.

Examples: **TORANDO, FLOODING, EXPLOSIONS, Etc.**

## STEPS OF ACTION:

1. Notify President's office.
2. Notify the Director of Physical Plant
3. Provide space as needed.
4. Notify students and staff of incident and any change in schedules.
5. Provide assistance to incoming people.

## ROLES:

President and/or Designee	•	Liaison with other school and emergency officials.
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Custodians and Security	•	Traffic control.
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Faculty	•	Continue with the possibility of adjusted schedules.
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## PHONE NUMBERS

EMERGENCY	911
PRESIDENTS OFFICE	Ext. 712
DIRECTOR OF PHYSICAL PLANT	Ext. 780 or 886-5047

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# FIRE / EVACUATION

**DEFINITION:** A fire in the building or on the premises requiring evacuation of the building.

**SIGNALS:** Continuous ringing of the fire alarm or blowing of the air horn.

## STEPS OF ACTION:

1. Pull the fire alarm.
2. Phone 911.
3. Report information to the Building Director's office.
4. Close all windows and doors.
5. Instructors take class roster of students with you.
6. Evacuate building using established evacuation routes.
7. Evacuate to that building assembly point.
8. Move to an alternate building site in case of inclement weather.

## ROLES:

Building Director and / or Designee	<ul style="list-style-type: none"><li>• Call 911</li><li>• Supervise evacuation.</li><li>• Assign roles as needed. (First Aid, Search, Communications, etc.)</li><li>• Deploy Search and Rescue teams for each missing person.</li><li>• After fire, release students &amp; staff to return to building or home.</li></ul>
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Physical Plant	<ul style="list-style-type: none"><li>• Shut off utilities. (Electricity, gas, &amp; water)</li><li>• Check bathrooms and other spaces for other people.</li></ul>
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Other FPC Employees	<ul style="list-style-type: none"><li>• Assist with evacuation.</li><li>• Assist with supervision of students.</li><li>• Report to Command Post to support as needed.</li></ul>
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## PHONE NUMBERS

EMERGENCY	911
PRESIDENTS OFFICE	Ext. 712

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# SUICIDE INTERVENTION

**DEFINITION:** If any employee has reason to believe, either through direct knowledge or through a report from someone, that a person is in danger of harming himself/herself, that employee must report the situation immediately according to the following procedure:

## STEPS OF ACTION:

If the student has threatened or has displayed a cluster of alarming warning signs, appears to have a plan or is in imminent danger and requires interventions, the Dean of Student Services and the Vice-President will be contacted immediately. The following procedures are to be followed:

1. **Do not leave the student alone!**
2. Confidentiality shall be maintained throughout these procedures unless the safety of the student is at stake.

## ROLES:

- Faculty:  
(SAFETY FIRST)
- **Do not leave the student alone!**
  - Call Dean of Student Services/Executive Vice President.
  - Try to keep the student calm until the Dean of Student Services or Vice-President arrives.
  - Try to clear the room of any other students.
- 

- Dean of Student Services/  
Vice-President:
- **Do not leave the student alone!**
  - Contact parent/guardian.
  - Contact the local police department and the Texas Mental Health Association.
  - Try to keep the students calm until the police arrive.
- 

## PHONE NUMBERS

EMERGENCY	911
DEAN OF STUDENT SERVICES	EXT. 720
VICE-PRESIDENT	EXT. 772
TEXAS MENTAL HEALTH ASSOCIATION	274-2297 (Local)
	1-800-692-4039
	(24-Hour Hot Line)

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# TORNADO PROCEDURES

**DEFINITION: WATCH** - Conditions are favorable for **tornado** or severe weather. Monitor and take action as needed.

**WARNING** - A tornado has been spotted or indicated by radar. **Take shelter Immediately!** Weather reports should be monitored continuously.

## SIGNALS:

1. Every effort will be made by the Safety Department and Security to notify all offices should a tornado approach. (Use cell phones if unable to get through on regular lines).
2. Warning will be: the tornado siren on top of the Library Building or the siren on the pole at IPC. The sirens are operated by the Hutchinson County EOC.

## STEPS OF ACTION:

1. If a tornado warning is given, move away from the windows to an inside hall.
2. If time permits, move to a designated tornado safety area. Look at the Tornado Evacuation and Refuge Plan for your buildings refuge area.
3. If you cannot get to an inside hall or basement, take cover under the desks or tables. To protect yourself, lay face down, draw your knees up under you and cover the back of your head with your hands.
4. Faculty should try to keep their roll books with them at all time.

## ROLES:

Building Director and/or Designee	<ul style="list-style-type: none"><li>• Designate command post.</li><li>• Notify FPC President</li><li>• Supervise student body.</li><li>• Maintain contact with faculty and staff.</li><li>• Provide missing person list to the authorities.</li><li>• If needed, establish and deploy search teams.</li></ul>
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Faculty	<ul style="list-style-type: none"><li>• Take roll call of students</li><li>• Report to the President at the Command Post of any missing students.</li><li>• Supervise the student body.</li></ul>
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Other FPC Employees	<ul style="list-style-type: none"><li>• Report to the Command Post and be prepared to help with the search for any missing students.</li></ul>
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## ALL – CLEAR

When an all-clear is issued, or a tornado watch or warning is canceled, an all-clear will be communicated to the college community.

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# **TORNADO EVACUATION AND REFUGE AREAS**

*Procedure for each Building's Shelter*

## **Instructor:**

The Instructor on duty when the procedure plan is initiated will be responsible for following through on all aspects of the plan to ensure that the plan has been executed properly and efficiently.

## **Classroom learning Complex:**

Persons located in the Classroom Learning Complex building, if sufficient time is available, should evacuate from the building out the back entrance to the downstairs boiler room. If not, then they should seek shelter under heavy furniture or desks in the building.

## **Dorms – Goins Hall and Stephens Hall and Tyler Street:**

Persons located in the dorms will seek shelter in the bathroom and showers located centrally in both buildings.

## **Library Building:**

Persons should seek shelter on the first floor in rooms, L-14, L-16, and L-18.

## **Heroes Center:**

Persons located in the Heroes Center should seek shelter in the storage room in the bookstore, if the bookstore is open. If not, then seek shelter in the men's and women's restrooms.

## **Fine Arts Building:**

Persons located in the Fine Arts Building, if sufficient time is available, should evacuate from the building out the back entrances and enter the boiler room down the stairs. If not, then they should seek shelter under heavy furniture or desks in the building and move away from all class entrances.

## **Vocational Agriculture/Welding Shop:**

Persons in this building should exit the building and seek shelter in baseball dugouts or the first floor of the Library building.

## **Maintenance Barn:**

Persons in this building should get down behind the retaining wall in front of the men's dorm or proceed to the first floor of the Library building.

## **Agriculture Arena (Ag Barns):**

Persons located in the Agriculture Arena should seek shelter in the creek located by the barns.

## **Borger Community Activity Center (BCAC):**

Persons located in the BCAC will evacuate the top floor of the building and move inside rooms located in the middle of the building.

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# **TORNADO EVACUATION AND REFUGE AREAS**

## **(contin.-)**

*Procedure for each Building's Shelter*

### **Industrial Park Complex**

Persons in the IPC building should exit out the East doors and take shelter in the drainage ditch next to the main road outside the IPC gate.

### **Center for Access and Innovation:**

Persons located in the CA&I building should move to the inner offices (IT area), conference room (by the Dean's office, not the conference center) or inner restroom area (by Panhandle Work Source) of the building.

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# UNWANTED INTRUDER: BUILDING OR GROUNDS

**DEFINITION:** Criminal trespass is the habitual presence of any person on FPC property who has no legitimate business at the school and who may or may not attend FPC. This may apply to strangers who loiter, or to known persons who are interfering with the operations of the school.

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. If faculty or staff notices anybody who looks like they do not belong in that area, they should inquire as to his/her business in the building. Contact FPC security if the individual should give you any problems. Law enforcement officers will be called when any person poses a threat to the safety of students, staff or faculty. If the intruder is in the classroom, a staff member should try to send a student to the office for help. If shots are fired, immediately evacuate the students to the safest position away from the intruder.

## STEPS OF ACTION:

1. Call 911. When you call 911, advise the Police Dispatcher if there is a weapon. Try to give a description of the person by describing their clothing, gender, race, etc.
2. Take students into protected classrooms, lock doors, if possible.
3. Check and make sure all of your students are with you.
4. Move students away from doors and glass.
5. Any faculty or staff who can see students outside will direct them to go to the nearest building. Students will remain there until an “all clear” signal is given. Portable PA systems will be used to sound the all clear.

## ROLES:

President or Designee

- Call 911. Designate a command post. If necessary, assist with the evacuation of the students.

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Secretary

- Call 911. Take “emergency student list” with you to the Command post.

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Faculty

- Stay with the students, provide first aid, take roll. Lock room and stay there until the administration or law enforcement unlocks the door or gives you the “all clear”.
- Provide first aid and assist with evacuation, if necessary.

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## PHONE NUMBERS

EMERGENCY	911
PRESIDENTS OFFICE	Ext. 712
SECURITY	886-5047 or Ext. 780
Panhandle Safety Training Center	231-9646 or 274-5029 Ext. 11

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# EMERGENCY RESPONSE PLAN

## STATEMENT OF PURPOSE:

This Emergency Management Plan has been developed at the direction of the President of Frank Phillips College. The plan will guide and assist faculty and staff members of the FPC campuses in responding in an organized and effective manner when crises or emergencies occur.

## DEFINITION OF A CRISIS:

A crisis is an event or series of events that impact the operation of this college and a well being of this college community, necessitating an organized set of responses to preserve life and health, ensure safety, minimize property damage, and to meet the informational and other human needs of the general community.

An emergency may occur during college class time, and involve the physical plant, or occur off college property and outside of college class time. Events as awesome as a tornado or bomb, as commonplace and tragic as a fatal automobile accident, or as private and frightening as a despondent student contemplating suicide, are all crises, and each calls for a differing level and intensity of response. As a general rule, the degree of response should be limited to the level required to adequately resolve the problem.

**Nothing in this plan should be construed as a substitution for the obligation to dial 9+911 for assistance when the situation demands it.**

## RESPONSILITIES:

**The President of Frank Phillips College has the overall responsibility for:**

- \* Establishing and implementing the Crisis Management Program.
- \* Prescribing the training required for faculty and staff members, and for members of Emergency Intervention Teams.

**The Safety Department Leader is responsible for:**

- \* Preparing, maintaining and updating the Emergency Response Manual.
- \* Assisting the president in training and building Emergency Intervention Teams, and faculty and staff members when requested.
- \* Assisting the president in assessing the extent of crises, determining the nature of response required, and providing skilled professional assistance and direct intervention when requested.
- \* Coordinating crisis response evaluations with the president following the resolution of crises; evaluation recommendations for amendments to the Emergency Response Manual; making and distributing amendments when necessary.
- \* Maintaining and publishing a list of resources within the community, or state-wide, as necessary, which may be called upon to provide assistance in an emergency; coordinating the mobilization of those resources when required.

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# **EMERGENCY RESPONSE PLAN (contin.-)**

## **Building Crisis Intervention Team Leaders are responsible for:**

- \* Maintaining the building's master copy of the Crisis Management Plan, preparing and distributing supplementary material, and updating the plan when required.
- \* Training or assisting in training other faculty and staff members in crisis intervention techniques under the direction of the president.
- \* Assisting the president in assessing the nature of crises and determine the appropriate level of response.
- \* Assembling the Team members upon activation of the Crisis Intervention Teams.
- \* Directing the activities of the Crisis Intervention Team in providing the services required to respond to the crisis.
- \* Calling for assistance from the president for community resources when appropriate.
- \* Keeping the president informed of the services being provided, activities in progress, and additional needs.
- \* Advising the president when the crisis has been resolved.
- \* Coordinating the evaluation of actions taken and results attained following the resolution of the crisis.

## **Faculty and Staff Members of FPC are responsible for:**

- \* Familiarizing them with the Crisis Management Plan.
- \* Knowing the name of, and how to contact, the Building Crisis Team Leader.
- \* Recognize crisis situations and take immediate actions to:
- \* Notify the president and the Building Crisis Intervention Team Leader when the potential for a crisis is apparent or a crisis has occurred.
- \* Dial 9+911 when the situation demands it.
- \* Protect lives and property, prevent injury and alleviate pain.

## **COMMUNITY RESOURCES**

Frank Phillips College has access to many resources within the community and across the state that offer assistance in dealing with crises. These resources range from the emergency teams, police, and fire department and emergency medical services—that respond rapidly to a call to 911, to mental health counseling centers and poison control centers. They include chaplains and ministers, the American Red Cross, the County Health Department and the National Guard.

## **CRISIS INTERVENTION TEAMS**

The Crisis Intervention Teams are the college's main line of defense against the adverse effects of a crisis. Staffed by trained professionals, the teams can take control of the situation, freeing the President or Designee to assess the extent of the crisis and to make vital decisions. The teams relieve teachers and staff members from the responsibility of dealing with problems they may never have faced before or which may be beyond their ability to solve.

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## **EMERGENCY RESPONSE PLAN (contin.-)**

**Mission:** The Mission of the Emergency Response Teams is to be prepared to react promptly to threatened or actual emergency by putting highly trained professionals on the scene to assess the extent of the problem, take immediate action to protect lives, health and property and to establish communication with Frank Phillips College administration. Secondary missions include training of faculty, staff members and students in the implementation of the Emergency Response Plan, and providing long term service to assist in countering the ill-effects of an emergency.

Building Emergency Response Teams are appointed by the President. The size and composition of the team will depend upon the size population of the building. The team leader should be a member of the administration. Members of the teams should include the counselor or psychologist. The FPC Admin Counsel should consider including the students, particularly member of any Peer Counseling Programs. Students can serve as messengers and assistants, and those trained in counseling techniques will be invaluable to helping to deal with distraught students.

A member of the maintenance staff of each building should be designated as an auxiliary member of the Emergency Response Team, to advise and assist the team when an emergency involves the physical plant.

The President may prescribe additional training subjects and standards for team members.

### **FACULTY AND STAFF TRAINING:**

Faculty and staff members will receive instruction on the Emergency Response Manual (ERM) and in-service training on crisis procedures. The training will include, at a minimum:

- The purpose and contents of the ERM
- The role of the Emergency Response Team
- Responsibilities of faculty and staff members in crisis management
- The emergency procedures outlined in the basic ERM and in the supplementary material relating to their school or business.
- Basic First Aid Procedures

In addition, will receive training in dealing with students at risk: recognizing the warning signs of depression or substance dependency, and steps to take to secure help for affected students.

All faculty and staff members will be aware of:

- The name and telephone numbers of their Building Emergency Response Team Leader.
- The location of Emergency Response Manual and supplementary material, and the list of community resources.
- The location of first aid stations in their building.

The President may prescribe additional training subjects and standards for faculty and staff.

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## **EMERGENCY RESPONSE PLAN (contin.-)**

### **INSTRUCTOR RESPONSE TO CRISES:**

If the Emergency Response Teams are the main line of defense against the adverse effects of a crisis, then the first line of defense must surely be the instructor. It is the instructor who must be able to recognize the signs of an impending emergency in the classroom, and to avert the crisis if at all possible. The instructor must be alert to individual problems- -the depressed student, the disruptive student- - and seek help for those individuals before their behavior can influence the entire classroom and precipitate a crisis.

If a crisis occurs, the instructor must notify the President's office and the Emergency Response Team, but pending their arrival on the scene, it is the instructor who must deal with the situation, administer first-aid if required, maintain control over the students, and protect lives and property.

The instructor's role in the aftermath of an emergency is equally important, and frequently more taxing. The instructor not only faces the practical aspects of dealing in the classroom with the physical effects of the crisis, but also must understand and cope with student reactions. Natural disasters and tragedies such as suicide or accidental death: all generate long-term as well as immediate emotional responses from students. Although state and community resources may be mobilized to deal with the psychological impact of crises, the instructor must address on-going student needs during the regular class day.

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# EMERGENCY RESPONSE POLICY

## PHILOSOPHY OF EMERGENCY RESPONSE

When a crisis occurs, all segments of the college community may be affected: students, staff members, and patrons. Frank Phillips College is concerned about the welfare of people during crisis situations. When these situations occur, the college will initiate necessary actions to assure that needs are responded to with compassion and respect.

Any response to a crisis requires underlying concerns about people and is facilitated by the development of knowledgeable and supportive teams of individuals in the college who can become mobilized in crisis situations. An effective response to a crisis will assist in dealing with loss with minimal disruption to the educational process by providing a planned approach. The crisis response will be guided by effective and efficient leadership of crisis teams, which will become viable resources to the college and community in a variety of situations.

**Pre-crisis Measures:** Being prepared to deal with a crisis at the college requires that numerous measures be implemented well in advance of an emergency. These include the following:

- A. Ensure that the building is safe. The faculty and staff must always be committed to the elimination of unsafe or hazardous conditions on campus property.
- B. Selection and Organization of Building Emergency Response Teams. The Building Director will appoint a building crisis response team for their building. The Building Director will determine the number of members on their team. All team members will be apprised of team member names.
- C. Team Training. Each team must be trained and individuals must be aware of their roles in a crisis event. In addition, the training should include simulation activities, and this training should be updated as needed. Team members will be trained for multiple roles.
- D. Development of Written Procedures. Effective crisis engagement requires written procedures. Any changes in these procedures must be incorporated in writing and distributed to all members  
*\*Disclaimer Statement*—During an emergency it may not be possible to refer to the Emergency Response Manual because our efforts need to focus on the safety of the students and the FPC employees. Every effort will be made to acquaint the FPC employees with the current revision of the Frank Phillips Emergency Response Manual.
- E. Identification of CPR (Cardiac Pulmonary Resuscitation) Trained Employees. In some crisis situations, it will be necessary to provide CPR. Team members should be surveyed to determine those with CPR training. Their name should be made known to all FPC employees.

**Building Crisis Response Team Roles/Responsibilities:** Each building on the campus is required to establish a building Crisis Response Team. The President will determine the number of members who will serve on the team. Recommended positions include a Team Leader (which may also be the Building Director), a Traffic Manager(s), a communications Manager, and a Dismissal Manager. Based on the needs of the building, the president will determine which positions are needed. Suggested roles/responsibilities of the team members are as follows:

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# EMERGENCY RESPONSE POLICY (contin.-)

## Building Emergency Response Teams Roles/Responsibilities Continued

### A. Team Leader

1. Designates alternative team members.
2. Activates Building Emergency Response Team.
3. Schedules and facilitates Building Emergency Response Team Meetings.
4. Assigns team member locations and duties.
5. Assigns personnel to crisis rooms as needed.
6. Coordinates entire team throughout the crisis.
7. Reports to the Building Director.

### B. Traffic Manager(s)

1. Secures entrances/exits with assigned personnel.
2. Monitors traffic flow throughout the building(s)
  - a. Student Traffic
    1. Assigns Door Monitors
    2. Checks IDs of students entering buildings.
    3. Monitors number of students attending crisis room sessions and/or reassigns as necessary.
    4. Alerts Team Leader if more or less crisis rooms are available personnel are required.
  - b. Adult Traffic
    1. Has a minimum of two (2) guides posted at main entrance to regulate traffic control to parent's waiting area, media holding area, etc.
    2. Assigns and coordinates escorts for parents and outside adults.

### C. Communication Manager

1. Information Officer for faculty, staff and students.
  - a. Responsible for assisting Team Leader in preparing memos regarding crisis situation that are sent to staff.
  - b. Responsible for seeing that all written communications have approval of the president before distribution.
2. Serves as Information Officer for Building Emergency Response Team.
  - a. Gathers information concerning funeral arrangements, family requests and concerns.
  - b. Responsible for assisting the Team Leader to assure that the building is empty.
  - c. Helps identify all person involved in a crisis situation including verification of direct involvement, or peripheral involvement.

### D. Dismissal Manager

1. Responsible for assisting the Team Leader in relaying dismissal announcements to every classroom.
2. Responsible for assisting the Team Leader to assure that the building is empty.
3. Responsible for the record keeping related to faculty, staff and/or student dismissal.

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# **EMERGENCY RESPONSE POLICY (contin.-)**

## **Campus Emergency Team Roles/Responsibilities**

The Frank Phillips College Borger Campus is required to establish a Campus Emergency Response Team. All Branch Campus Emergency Response Teams will report to the Borger Campus Emergency Response Team. The President will determine the number of administrators to serve on the team. Each team will consist of a Team leader, a Campus Liaison to the Building Communications Manager, and a Campus Liaison to the Building Team Leader. The roles/responsibilities of the team members are as follows:

- A. Team Leader
  1. Mobilizes the Campus Emergency Response Team meetings.
  2. Schedules and facilitates Campus Emergency Response Team Meetings.
  3. Assigns team members' locations and duties.
  4. Coordinates entire campus team throughout the crisis
- B. Campus Liaison to the Building Communications Manager  
Responsible for working with the Building Communications Manager and assisting them with their duties.
- C. Campus Liaison to the Building Team Leader  
Responsible for working with the Building Team Leader and assisting them with their duties.

## **General Campus Procedures**

- A. Notification  
Any person who learns of a crisis that they think may affect the college community should report such knowledge to the Building Director or Designee. The Building Director or designee will notify the President's office and then mobilize the Building Emergency Response Team, who will meet immediately to decide when to begin the plan. During a crisis, the students, faculty and staff should continue their regular routines *as much as possible*.
- B. Working With Emergency Services  
If any emergency service is needed (police, fire, ambulance, sheriff, etc.) tell the emergency service dispatcher specifically where to report (that location where the Team Leader can be found). Remain there until help arrives. If it is necessary to send anyone to the hospital by ambulance, send a team member along to serve as a liaison between the hospital and Frank Phillips College.

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## **EMERGENCY RESPONSE POLICY (contin.-)**

### **C. Media Procedures**

Prompt and accurate information must be provided to the media. Isolated quotes from individuals are usually incomplete or misleading and therefore, **MUST BE AVOIDED**. After calling emergency services and following safety procedures for your building, it is imperative that employees **IMMEDIATELY** relay factual information regarding any emergency or disaster to the Building Director or designee or the Building Communication Manager. The Building Communications Manager will communicate the factual information to the Campus Liaison who will, in turn relay the information to the Campus Emergency Response Team Leader. The Campus Emergency Response Team Leader will then handle the release of information to the media.

### **D. Support Room**

Throughout the day of the crisis, students who are particularly upset or affected will be given the opportunity to receive support from appropriate faculty and volunteers such as, counselor ministers, etc.

### **E. Evacuation**

Once the evacuation order from the president or his designee has been received by the Building Director, the Building Director will:

1. Relay evacuation instructions to every classroom in their building that is affected, by the most rapid and efficient means.
2. Designated personnel will inspect the entire structure once evacuation is completed to assure the building is empty and precautions dictated by the fire plan or other specific disaster plans are taken.
3. The Campus Emergency Response Team Leader may request assistance from Administration, EOC and/or the Sheriffs Dept. to assure that students disperse from the building to minimize hazards and reduce congestion.
4. In the event that there are children on the campus, such as, Kids College, a children's day care center, etc., these children will be released to their **PARENTS OR GUARDIANS ONLY!** They are not to just leave by themselves or anyone else. Children may be moved to an alternative building to provide them protection and shelter, until the parents can be notified of our situation and then pick up their child.

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# Emergency Management Key Resources

For further information regarding Emergency Management, please go to the following websites for assistance in helping our staff and students.

## **The Safe School Initiative:**

[http://www.ed.gov/admins/lead/safety/training/responding/crisi\\_pg34.html](http://www.ed.gov/admins/lead/safety/training/responding/crisi_pg34.html)

## **Tips for Helping Students Recovering From Traumatic Events:**

<http://www.ed.gov/parents/academic/help/recovering/index.html>

## **School Preparedness Virtual Town Hall:**

<http://www.vodium.com/goto/dhs/schoolprep.asp>.

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# Emergency Response Team Leaders

## Building ER Team Leaders:

- |                            |                                  |
|----------------------------|----------------------------------|
| 1. Sheri Garcia            | Panhandle Safety Training Center |
| 2. Jerry Browning          | CAI                              |
| 3. Jerri Aylor             | Heroes Center                    |
| 4. Deby Judd               | BCAC                             |
| 5. Suzie Birtell           | Library                          |
| 6. Pam Ferguson            | CLC                              |
| 7. Mark Simmons            | AG/Welding                       |
| 8. Kena Mitchell           | Women's Residence Hall           |
| 9. Teresa Willey           | Tyler St. Residence Hall         |
| 10. Ileana Montes-Thatcher | Men's Residence Hall             |
| 11. Cassi Laxton           | Allen Campus                     |
| 12. Chuck Jarrett          | Fine Arts Building               |

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[P:\EMERGENCY RESPONSE MANUAL\COPY of Safe Zone Map.xls](#)

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