



BREWTON-PARKER  
COLLEGE

*EMERGENCY  
PREPAREDNESS PLAN*

*2022-2023*

Updated: 7-25-2022

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# Section 1: General Information

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## Quick Reference Phone List

### *BPC*

<b>Title</b>	<b>Name</b>	<b>Office</b>	<b>Cell</b>
<b>President</b>	Steven F. Echols	912-583-3201	423-443-0098
<b>VP of Academics</b>	Robert “Bob” Brian	912-583-3107	504-220-9701
<b>VP of Enrollment Services &amp; Athletics</b>	Chris Dooley	912-583-3221	803-928-0673
<b>VP of Finance</b>	Nicole Shepard	912-583-3298	912-253-9303
<b>Associate VP of Student Development</b>	Adam Stanley	912-583-3260	
<b>Asst. VP of Information &amp; Technology</b>	Michael Steinmetz	912-583-3123	912-539-5792
<b>Asst. VP of Admissions</b>	Michelle Harter	912-583-3245	803-237-0571
<b>Director of Plant Operations</b>	Ted Towns	912-583-3280	770-354-7037
<b>Director of IT</b>	Duane Lewis	912-583-3123	
<b>Safety &amp; Security Director</b>	Robert Bridges	912-583-3218	912-551-3434
<b>Housing &amp; Compliance Director</b>	Cheyenne Hinson	912-583-3297	
<b>Campus Pastor</b>	Steve Edwards	912-583-3294	912-253-1327

**IN CASE OF EMERGENCY  
DIAL 911**

**Brewton Parker College: 201 David-Eliza  
Fountain Circle, Mount Vernon, GA 30445  
Phone Number: 912-583-2241**

Mount Vernon Police Department: 912-583-2323 or 912-583-2321

Mount Vernon Fire Department: 912-583-2323

Poison Control Center: 1-800-222-1222 (THROUGHOUT GA)

WINGS Crisis Line (Abused women and children): 478-272-8000

Refuge Domestic Violence Shelter: 912-538-9935

Alcohol and Drug Abuse Hotline: 800-729-6686

Youth Crisis Text Line: text 'GA' to 741-741

National Youth Crisis Hotline: 800-422-4673 (HOPE)

National US Child Abuse Hotline: 800-422-4453

National Sexual Assault Hotline: 1-800-656-4673

National Domestic Violence Hotline: 800-799-7233/800-942-6908 (Español)

National Institute on Drug Abuse Hotline: 800-662-4357

National Suicide Prevention Lifeline: 800-273-8255/888-628-9494 (Español)

National Disaster Distress Helpline: 1-800-985-5990/ text 'TalkWithUs' to 66746

***Brewton-Parker College Crisis/Mental Health Counselor***

Road to Success / Crisis Counselor  
Thaddeus Holloway  
421 West Robinson Drive  
Mount Vernon, GA 30445  
(912) 583-0100

**Mental Health Providers and their distance from Brewton Parker College**

Road to Success- **(Next Door to Brewton Parker College)**  
421 West Robinson Drive  
Mount Vernon, Georgia 30445

Pineland Behavioral Health-**10 Miles from Brewton Parker College**  
901 North Street West  
Vidalia, Georgia

Memorial Health Meadows Hospital-**12 Miles from Brewton Parker College**  
One Meadows Parkway  
Vidalia, Georgia 30474

CSB of Middle Georgia- **35 Miles from Brewton Parker College**  
110 Russell Drive  
Dublin, Georgia 31021

Georgia Regional Hospital-**104 Miles from Brewton Parker College**  
1915 Eisenhower Drive  
Savannah, Georgia 31406

**Information needed for Calls to Security/Student Services Office**

To facilitate reports, please have the following information when calling – 912-253-9280:

- Name of person calling
- Description of incident
- Names of people involved
- What action has been taken thus far
- Other pertinent information

## Safety Environment Plan

At Brewton-Parker College, the safety of our students and staff is of the greatest importance. Every effort is made to provide a safe and secure learning environment on our campus. It is our belief that staff performance and student achievement are enhanced in a school in which everyone feels safe and secure.

- a. Campus Safety Zone - As a means of ensuring the safety of the students and staff, a safety zone including the area in, on, or within 1,000 feet of the campus has been established. "Drug-Free Zone" and "No Weapons" signs are posted on campus grounds and within the buildings.
- b. Campus Visitors – Brewton-Parker administration and staff considers our parents as one of our greatest assets. While we encourage all parents to be active participants in the education of their children, we take several measures to ensure that our open-door policy does not jeopardize the safety of our students. Students should notify Student Services when a parent or guest will be on campus other than their attendance at a school sanctioned event.
- c. Special Needs Persons Protocol
  - During times of school evacuation, all special needs students will be escorted to the Library if time permits. Faculty members will be responsible for relocating the special needs students to the relocation sites. If the need arises for immediate evacuation, special needs students will be moved outside the building to a designated location. Evacuation protocol will be developed for specific emergencies.
  - Administrator's designee will be responsible for transporting emergency medication kits for special needs students to the Library.
- d. Additional Safety Features
  - Brewton-Parker College has a fully staffed nighttime safety officer. The Security office is located in the Newton Building. The Security Officer can be reached at (912) 253-9280. For Daytime Security the officer can be reached at (912) 551-3434.
  - At least one Resident Assistant per Dorm and all coaches are CPR/First Aid/AED certified.
  - Brewton-Parker College also has a Campus Alert System via SMS text messaging and BPC email.
  - Brewton-Parker College has a Tornado Alert Siren on Campus.



# Education Facility Emergency Status Card System



## Introduction

The color card status system is used as a quick method to gain information regarding the welfare of students and staff during emergency situations.

## Uses

The color card system can be used in any situation to quickly ascertain the status of staff and students. The most common two are:

1. Lockdowns: place color card in a location that can be visible from the hallways (ex. slid under door or placed in door/window) and placed in an exterior window. This will let administrators and public safety in the hallway and outside the building know the status of a specific area during an emergency event.
2. Evacuations: Color card should be held high by professors to indicate the status of their students following evacuations.

## Construction of Color Cards

- Two card stock papers are used in **RED** and **GREEN**.
- Both should be separately laminated and placed in an accessible location to professors, preferably in an emergency folder.
- Remember, two sets are needed in order to display the information to responders in the hallway and the exterior of the building.
- A dry-erase pen should be included to write pertinent information on the card.

## Card Descriptions

- **GREEN** – Used when all students are accounted for and everything is satisfactory. No assistance is needed.
- **RED** – Indicates immediate action is needed and public safety and administrators should direct their attention to this area. The red card can be used to indicate the location of an intruder/hostile person or to indicate that medical attention is needed in a particular room or area. Each professor should attempt to indicate their situation on the card using the dry-erase pen.

## Points to Consider

- All faculty and staff will be briefed on the use of the card system including administrators, support staff, and all local public safety officials.
- Staff will be required to use the card system during drill events to get them accustomed to using the cards during a lock-down or evacuation situation.
- Administrators should respond to status cards in the order of their severity.
- Rooms with red cards or rooms where status cards are not visible should immediately be addressed by public safety officials in the event of possible offender presence or medical injuries.

## **Faculty Emergency “Go-Kits”**

A “Go-Kit” will be in the classrooms. The kit should be used in an emergency event. Staff should wear vests in emergency events. The kits are to be used in emergency events such as hostage situations, active shooter situations, and any other emergency event that would cause you to shelter in place. In all emergencies faculty and staff should put on the fluorescent vest. The “GO-Kits” are blue buckets with the following items:

- Color status cards
- Fluorescent vest
- Band-Aids
- Gauze
- Antiseptic Wipes
- Rubber Gloves
- Hand Sanitizer
- Notepad
- Marker
- Tape
- Tablecloth
- Toilet Paper
- Water Bottles
- Cups
- Dog Leash
- Whistle
- Zip ties
- Doorstop
- Rubber Balls

## Lockdown Procedures

When making the announcement to place the campus in a lockdown, do NOT use “codes”. The administration will state clearly and in plain speech the level of lockdown until further notice (See lockdown levels below). If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation, but the administration will NOT announce the reason for the lockdown.

- ❖ The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

### Lockdown Levels

Anytime a lockdown is initiated, the EMT (Emergency Management Team) will be activated.

- **Level 1: Basic, Normal Everyday Procedures**
  - Lock all exterior doors, lock and monitor main access door.
  - Monitor movement of students particularly between classes.
  - Students and staff remain in building.
  - Movement is limited.
  - Block visibility into classrooms from exterior windows and doors (close blinds, etc.)
- **Level 2: Continue Teaching**
  - Professors will continue teaching in a somewhat normal fashion during this drill.
  - During this lock down professors will use emergency status cards.
  - Close and lock all exterior doors as well as classroom doors.
  - No students are to be allowed out of the classroom until the "all clear" is given.
  - Open exterior window blinds or curtains to allow exterior visibility into classroom
  - Conduct accountability procedures. (Student roll, Absentee/Missing Student Report)
  - Staff and students do not leave classroom
  - Continue classroom instruction or normal activities within the classroom and/or office.
  - Do not contact Administration unless you have pertinent information or an emergency.
  - Announce for all visitors/vendors inside the building to exit the campus.
- **Level 3: Full Lockdown – Stop Teaching**
  - During this lock down professors will use emergency status cards.
  - Close and lock classroom doors immediately
  - No students are to be allowed out of the classroom until the "all clear" is given.
  - All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables). Turn off lights if visibility is possible from interior windows and doors.
  - Open exterior window blinds or curtains to allow exterior visibility into classroom
  - Remain silent
  - School officials get into lockdown position also.
    - Example: Threat is inside. Threatening person is at school, possible weapon involved/active shooter (student/parent/staff).

## **Helpful Hints/General Procedures**

### ***Procedures for Faculty/Staff to Communicate with Administration***

At times, an emergency will be in the classroom or in the hall near a classroom. The professor/employee will need to communicate to administration that an emergency situation has occurred. Here are a few suggestions on reporting:

1. Use personal cell phone to notify security of the emergency – Robert Bridges (912-551-3434).
2. Use personal cell phone to notify other faculty/staff within your building (each building should make sure cell #'s are shared).
3. Ask another professor or staff member for assistance in getting the message to the admin office.
4. Other \_\_\_\_\_

### ***Communication with Student Body in Crisis Situations***

*(Such as Bomb Threats, Fire, and Student Disruptions)*

1. Use megaphone (located with Emergency Preparedness Kit) when giving directions for entire student body IF campus alert has not been sent.
2. Use cell phones by text to communicate with administrative personnel and campus security.

**DO NOT USE CELL PHONES OR OTHER ELECTRONIC DEVICES IN THE CASE OF A BOMB THREAT.**

### ***How to deal with the Press***

1. Refer all press to the President, Dr. Steven Echols. He will serve as the information
2. No students should be interviewed and photographed during a crisis, controversial, commercial, or political situation.
3. DO NOT give out any information.

## **Evacuation during non-class time**

### ***Steps of Action***

Should an evacuation be called during a non-class time everyone should follow these procedures:

- Faculty/Staff – If possible, secure your computers and proceed to the area you go to during evacuation drills.
- Students – Evacuate the building by the closest and most convenient route possible, or as directed by a school official.
- Once outside, go to the area directed by your RA/RD if leaving from your dorm.

### ***Roles***

#### **Safety/Security Director**

- Activate EMT
- Activate Campus Alert

#### **EMT**

- Call Fire Department/Police/EMS by calling 911 (if necessary and not already done)
- Supervise evacuation and check for injuries.

#### **Faculty**

- Evacuate.
- Take roll.

#### **Staff**

- Report to Safety/Security Director when the area is all clear.
- Check restrooms and other areas for students and faculty.

# Section 2. Inclement Weather

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## Closing of School

### Definition

Flooding, smoke, snow, ice or extremely cold weather that warrants the closing of School buildings.

### Signals

Notification will be given over the text alert system. Directions will come from the county's Emergency Management Agency.

### *Steps of Action*

During the school day:

1. A text will be sent to the faculty and staff.
2. Students will remain in rooms until released by faculty.
3. School personnel will depart as necessary.

Before the school day:

1. The Provost/Sr. VP will notify by campus wide email.
2. Campus Safety/Security Director will notify students using the text alert system.
3. President and designated staff report to school, to manage students who did not receive the Alert-Now message.
4. Listen to local radio and television broadcasts.

### *Roles*

#### **Provost / Sr. Vice President**

- Notify campus as needed.
- Check on building as weather permits.
- Call emergency numbers if necessary.

#### **Campus Safety / Security Director**

- Assist the Provost/Sr. VP as needed

#### **Housekeeping / Maintenance**

- Come in early on the first day back and check steps, stairs and sidewalks.
- Place caution signs as needed.

# Thunderstorms

## Definition

A severe thunderstorm may be a prelude to a tornado. The National Weather Service issues a severe weather watch if conditions exist that could develop into a thunderstorm or tornado. A severe weather warning is issued if an actual thunderstorm or tornado is seen in the area.

- a. Severe Thunderstorm means that weather conditions are such that a thunderstorm can develop.
- b. Severe Thunderstorm Watch means that there is possibility of a storm developing, which would be greater in intensity than the severe storm indicated by the severe thunderstorm bulletin above.
- c. Severe Thunderstorm Warning means that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
- d. Tornado Watch means that weather conditions are such that a tornado may develop. Start watching.
- e. Tornado Warning means that a tornado has been sighted or detected by radar and protective measures should be taken. TAKE COVER.

## Signals

1. Notification will be given over the campus text alert system.
2. Directions will come from the county's Emergency Management Agency.

## *Steps of Action*

1. Monitor Weather Alert Bulletins.
2. If outside return indoors immediately.
3. Keep administrative staff and employees informed concerning the weather situation.
4. Constantly monitor weather conditions and be prepared to take appropriate action.
5. Activate the Emergency Management Team (EMT) when appropriate.
6. After Hours-Special Events- If the lightning detectors goes off after school hours, during any kind of practice, games, or other events, all personnel are to go inside the building or to their cars immediately.

## *Roles*

### **Safety/Security Director**

- Monitor Weather Alert Bulletins
- Determine the need to hold or release students, making recommendation to the Provost/Sr. VP
- Keep administrative staff and other employees informed concerning the weather situation
- Notify Emergency Management Team, if necessary.

### **VP of Enrollment and Athletics**

- Monitor Weather Alert Radio.

- Notify coaches to bring athletes inside.

### **Maintenance/Housekeeping**

- Report to Operations Director who will communicate with Safety/Security Director.

### **Cafeteria Staff**

- Refrain from utilizing utilities.

## **Hurricanes**

### **Definition**

Hurricane watch – denoting an impending hurricane is 24 to 36 hours away.

Hurricane warning – when an impending storm is less than 24 hours away.

### **Signal**

Notification will be given over the text alert system. Directions will come from the county's Emergency Management Agency.

### ***Steps of Action***

1. Administration will monitor NOAA weather radio, local radio, or TV stations for evacuation instructions.
2. If not advised to evacuate the building, students and staff stay indoors and away from windows.
3. Be alert for tornadoes.
4. When a severe weather watch is announced, immediate emergency procedures are taken for safety in school or for dispatching students to homes and/or dorms.

**\*\*The use of gas lanterns, matches, or other flammable items shall be prohibited. Gas and electricity shall be cut off at the mains.**

### ***Roles***

#### **Safety/Security Director and Provost/Sr. VP**

- Monitor Weather Alert Bulletins from the National Weather Service and/or the National Oceanic and Atmospheric Administration
- Consult with public safety (local EMA) to determine course of action
- If an evacuation or early dismissal is required, the Provost/Sr. VP or designee will inform the school if evacuation is mandated, and if so how it will happen.
- Keep administrative staff and other employees informed concerning the weather situation.
- Notify Emergency Management Team, if necessary, to assist in contacting students and gathering supplies or releasing students.



- School personnel will depart as necessary after students have been secured.

### **Associate VP of Student Development**

- Monitor NOAA weather radio, local radio, or TV stations for evacuation instructions.
- Keep administrative staff and other employees informed concerning the weather situation

### **Maintenance/Housekeeping**

- Consult with Associate VP of Student Development
- Turn off gas and water if advised to do so.
- Prepare facilities in accordance with the maintenance department's instructions and materials.
- Water shall be shut off at mains to prevent contaminated water from backing up into the school water supply.
- In the event of an evacuation, any equipment or materials located outside the building that may be damaged will be either relocated or secured.

### **Faculty/Employees**

- Follow instructions for school closing, early dismissal and evacuation.
- Should students remain on campus, the tornado drill will be followed.

### **Cafeteria Staff**

- Turn off utilities at main switches in their areas. Staff should unplug appliances, and do not touch electrical equipment.
- Refrigerators or freezers shall be packed with dry ice to protect food supplies in the event of power failure.

## **Tornado or Severe Weather**

(Tornado watches may last from two to six hours)

### **Definition**

Tornado Watch - This means that tornadoes are possible in and near the watch area. People in the watch area should be ready to act if a warning is issued or they suspect a tornado is approaching.

Tornado Warning - This means a tornado has been sighted or indicated by weather radar. Tornado warnings indicate imminent danger to life and property.

**\*All students will immediately take cover in designated areas.**

## **SIGNAL**

1. For a tornado/severe weather watch, a campus alert text will announce about the weather situation and ask for all students and staff to report to designated areas.
2. For a tornado warning: The campus tornado siren will sound. A campus alert text will announce about weather situation (if time permits) and all staff and students immediately take cover in their designated areas.
3. An administrator will announce via text alert for return to normalcy when the drill or danger is over.

## ***Steps of Action***

1. Upon forecast of severe, inclement weather, the Safety/Security Director will turn on the weather radio to monitor the situation.
2. School will be alerted of a tornado watch/warning via local weather radio alert
3. SIGNAL beginning of drill –indicate Watch or Warning.
  - a. Watch: All mobile students and staff will report to designated areas. Students and Staff will remain in classrooms and await further instructions.
  - b. Warning: Follow the directions below
4. Students and staff will immediately proceed to designated areas and kneel down on the ground, in the fetal position facing the wall, with their head between their knees, and their fingers laced behind the neck. Staff and students will remain in the duck and cover position until danger passes and an all clear SIGNAL is given.
5. Students should not be permitted to leave campus during a warning.
6. In the event of a “Tornado Warning,” the only students allowed to leave campus are those who sign a waiver releasing BPC from all liability if injury should occur.
7. If a tornado watch or warning occur after regular school hours during a school- sponsored event, a safe place should be sought for shelter.
8. Professors should keep their class rosters with them during the drill and kneel behind their classes to be sure that the students are following the drill procedures.
9. Administration will designate a safe location for all staff.
10. If school officials evacuate the building evacuees will be moved to an area on or near the campus that is not located near gas and electrical lines that could pose a hazard if broken.
11. Staff will be advised to be prepared for debris caused by furniture, equipment and other heavy objects. These objects may block evacuation routes.
12. If tornado in area, school administrators will consult with local emergency management officials regarding the structural integrity of campus facilities prior to re- entering or remaining in the facility.
- 13. Special Needs Persons Protocol**

During times of evacuation, all special needs students will be escorted to the library. A Faculty member (see duty assignments for school evacuation) will be responsible for relocating the special needs students to the relocation sites.

## *Roles*

### **Safety/Security Director**

- Monitor Weather Alert Bulletins from the National Weather Service.
- Consult with public safety (local EMA) to determine course of action.
- Notify Technology to send text alerts for tornado Warning and/or Watch instructing staff to begin appropriate sheltering procedure.

### **Associate VP of Student Development**

- Monitor NOAA weather radio, local radio, or TV stations for evacuation instructions.
- Keep administrative staff and other employees informed concerning the weather situation.
- Obtain the emergency evacuation kit and keep it in your sheltering location. Advise staff to do the same with additional kits.

### **Maintenance/Housekeeping**

- Consult with Director of Operations.
- Turn off gas and water if advised to do so.
- Prepare facilities in accordance with the maintenance director's instructions and materials if safe to do so.
- If safe to do so, move or secure any equipment or materials located outside buildings that may be damaged.
- Proceed to sheltering location.

### **Faculty/Staff**

- Follow tornado drill steps.

### **Cafeteria Staff**

- Proceed to sheltering location.

## Section 3. Human Caused Accidents / Incidents

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### Definition

A device present in the school or on the premises that may or may not have exploded.

### Signals

Evacuate

### Bomb Threat

#### If received by telephone:

- Office personnel are trained in the procedures to follow for bomb threats. (SEE GEMA Bomb Threat Assessment Questionnaire on page 24). These procedures are posted next to each receptionist's telephone and President's Administrative Assistant's office. All outside phone calls come in through these offices.

#### If received by E-mail:

- Deliver the email to the President or Safety/Security Director immediately. Do not attempt to determine for yourself the validity of the message and do not respond to the message. Err on the side of caution.

#### If received in writing/letter form:

- Deliver the letter to the President or Safety/Security Director immediately. The director will then notify the President and his designee will serve as the information agent. Do not attempt to determine for yourself the validity of the message. Err on the side of caution.

#### If received as a verbal message or warning from an individual:

- Report the situation immediately to the school President or campus Safety/Security Director. If possible, bring the person who delivered the message directly to the President or campus Safety/Security Director.

### *Steps of Action*

#### DO NOT USE CELL PHONES OR OTHER ELECTRONIC DEVICES IN THE CASE OF A BOMB THREAT

1. Remain calm. Do not get excited or excite others;
2. Complete the checklist below;
3. Attempt to trace the call;
4. Notify your immediate VP that you have received a bomb threat;
5. Administration will coordinate with public safety (Law enforcement, EMA, Fire, EMS) to identify several bomb threat evacuation sites and family reunification sites which are 1,000 feet away from the building or suspected device. This is designed to increase safety due to repeated threats. Take into consideration aspects such as inclement weather

conditions will be taken into consideration when establishing these sites. (1,000 feet is the minimum safe distance).

6. Administration will coordinate with local public safety and the designated search team personnel to develop a procedure regarding removal or non-removal of book bags from the classroom during a bomb threat evacuation.
7. Students and staff will not be routed by cars and dumpsters during evacuation due to the possibility of secondary devices.
8. All staff (including faculty, staff, cafeteria workers, maintenance personnel) are advised that cell phones, walkie-talkies, and portable landline phones are not to be used within a 1,000-foot perimeter of the school during a bomb threat situation. These communication devices could potentially detonate a remote or electronically controlled explosive device.

If the school is evacuated for an extended period, the Family Reunification Protocol will be implemented.

## ***Roles***

### **Safety/Security Director**

- Conduct a “Credibility Assessment” of the situation by consulting with local law enforcement about the information received from the initial threat. Factors such as the location of the device, knowledge of the device type, reason for threat or device, caller’s voice and gender, and current school and community events (politically or racially charged) need to be considered before an evacuation occurs.
- If evacuation is imminent, send Emergency Management Team to sanitize evacuation site prior to the students’ arrival.
- Upon confirmation of the threat, Assoc. VP of Student Development will notify the Director of Student Activities, Campus Housing & Compliance Director, and Campus Pastor to begin evacuation of the building to the designated evacuation site located at least 1000 feet from the building.

### **Emergency Management Team**

- Evacuation site(s) will be "sanitized" by personnel who are familiar with the evacuation site area and are able to recognize objects not normally there. This search will be completed prior to evacuating students and personnel to the site.

### **Assoc. VP of Student Development**

- Inform staff/students to proceed to evacuation site.
- Proceed to evacuation site with “Emergency Evacuation Kit”

### **Maintenance/Housekeeping**

- Proceed to evacuation site when ordered.

### **Faculty/Staff**

- Professors should put on fluorescent vest and take other contents of “Go Kits” including class rosters, student information sheets, paper, pens and red and green cards.
- Once evacuation is ordered, professors should begin evacuation of students. (The evacuation route should not route students and staff by cars and dumpsters due to the possibility of secondary devices.) Once classes arrive at evacuation site, professors should account for students and hold up the appropriate color card. (Green card= all students accounted for, Red= need immediate assistance)

### **Cafeteria Staff**

- Proceed to evacuation site when ordered.

## **Explosions**

### **If there is an explosion within the school facility:**

- Faculty should immediately go into lockdown procedures.
- Close and lock classroom door(s)
- Verify that all students in the class are present or accounted for.
- Secure computers, SIGNAL cards, and Emergency Procedures Guide
- Prepare students to evacuate upon notification

### **If there is an explosion within your classroom:**

- Notify the campus Safety/Security Director immediately (912-551-3434)
- If possible, determine the nature of the explosion (accidental, deliberate)
- Evacuate the room as quickly as possible; either assist or arrange assistance for any students who are unable to evacuate; move to a safe and reasonable distance from the room
- If able, assess any injuries to yourself or any of your students; administer aid as appropriate.

### **If there is an explosion on the campus, but not within the building:**

- Close and lock classroom door(s)
- Notify the admin office via telephone or responsible student.
- Verify that all students are present and/or accounted for.
- Prepare for evacuation.
- Await further instructions.

## **Suspicious Packages on Campus**

### ***Steps of Action***

**If you see an object or package that you do not recognize, or that for some reason causes you to be suspicious:**

- DO NOT TOUCH OR HANDLE THE PACKAGE

- **DO NOT USE RADIOS OR CELL PHONES TO COMMUNICATE**
- Contact the campus Safety/Security Director and/or Security office immediately.
- Do not let anyone else touch the package. Do not allow students to retrieve items near package.
- Remove all students from the area. Get what assistance is necessary to quarantine the area from all directions. Everyone should be out of the line of sight of the package.
- Prepare to evacuate the building upon notification.

## *Roles*

### **Safety/Security Director**

- Notify President and Associate VP of Student Development.
- Determine the need for evacuation and notify EMT
- Gather information from staff on anything suspicious
- Secure all exits and entrances
- Devise and use alternate evacuation routes
- Assign qualified staff to first aid assistance at evacuation site.

### **Assoc. VP of Student Development and Success**

- Call emergency numbers listed
- Take emergency information folder to evacuation site.

### **Maintenance/Housekeeping**

- Report to Operations Director who communicates with Safety/Security Director and/or Assoc. VP of Student Development.
- Secure building by shutting off gas and electricity, as needed.

### **Faculty**

- Evacuate to designated area, remain with class and take roll.

# Bomb Threat Assessment Questionnaire



Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Incoming Phone Number: \_\_\_\_\_

## Ask the Caller:

1. Where is the bomb right now?
2. What will cause the bomb to explode?
3. When is the bomb going to explode?
4. What kind of bomb is it?
5. What does the bomb look like?
6. Who placed the bomb?
7. Why?
8. How do you know this information?
9. What is your name?

## Exact Wording of the Bomb Threat?

Caller Information	Caller's Voice	Background Sounds	Threat Language
Sex: M / F	Calm Nasal Slurred	Traffic PA System	Well Spoken
Race: _____	Soft Angry Whispered	Music Voices	Offensive Words
Age: _____	Stuttered. Lisp Accent	Clear Noises Static	Taped
Length of Call:	Excited Loud Disguised	Factory Noises Machinery	Irrational
_____	Laughter. Slow Cracking	Long Distance Crowd	Incoherent Message Read
	<b>Familiar (Who does it sound like)?</b>	Other Background:	
	_____	_____	

## Agencies Notified

- 911 / Law Enforcement / Fire
- President's Office
- Emergency Management Agency

## Call Received By:

Name: \_\_\_\_\_

Title / Position:

\_\_\_\_\_

## Additional Information:



# Hostage/Terrorist/Intruder

## Definition

Person, who enters the school, apprehends a school person and/or threatens violence.

## Signal

Level 3 Lockdown or Evacuation – RUN, HIDE, FIGHT Concept (If you can run then run, if you cannot run, then hide and if you cannot hide, then fight.)

## *Steps of Action*

1. If an intruder is spotted by any staff member, that member should contact the Safety/Security Director immediately. Caution should be taken as to approaching the intruder and requesting identification or motive.
2. Once the presence of an intruder has been verified, notify the Safety/Security Director or Assoc. VP of Student Development and initiate a lockdown. (see page 9 for LOCKDOWN PROTOCOL details)
3. The Safety/Security Director or Assoc. VP of Student Development will call 911 to provide all available correct and complete information concerning the perpetrator's physical appearance and clothing, method of travel and direction of travel.
4. It is the responsibility of the administration to determine the validity of the threat, and to initiate the proper protocol. If the threat is determined to be valid, evacuation of the facility and grounds will be initiated immediately. (SEE EVACUATION PLAN for details of this procedure.)
5. If fired upon and not behind locked door, separate from the group, take cover, and stay low (inside or outside). Instruct to escape and join up with the first class seen.
6. If behind locked doors and fired upon, keep down and away from doors/windows.
7. If in a safe place, stay until told to evacuate.
- 8. If placed under the gun (or any weapon), do as told. Help is on the way.**
9. The campus Safety/Security Director will notify all faculty/staff via email or text alert should a hostage/barricade situation occur. This will be incident specific.
10. School officials will relinquish control of the situation to law enforcement officials once they arrive until the situation is clear and no danger or threat exist. School officials will assist law enforcement personnel in resolving the situation if requested or if they are engaged with the suspect.
11. School administrators will include law enforcement in developing a plan to establish primary and secondary perimeters.
12. If the school is evacuated for an extended period, the Family Reunification Protocol will be implemented. Law Enforcement officials will be briefed on the location of the Family Reunification Site(s)
13. The administration will specify safe staging areas for the media in the event of a hostage/barricade situation.
14. School administration will provide specific information about the facility to public safety agencies in a timely manner. They will also provide public safety agencies with a set of current master keys to the entire facility.

15. Staff members should not attempt to negotiate with hostage takers or barricaded suspects once law enforcement officers are on the scene.

**16. Special Needs Persons Protocol**

During times of school evacuation, all special needs students will be escorted to the Library. Faculty member (see duty assignments for school evacuation) will be responsible for relocating the special needs students to the relocation sites.

**If the Incident Occurs During A Non-Classroom Time**

1. Staff members are NOT to attempt to control or intercept the intruder.
2. The campus Safety/Security Director and Security office is to be notified immediately.
3. Calmly begin to move students away from the individual. Move students around a corner, into a classroom, or down a hallway, Adapt to the situation. The objective is to get out of the intruder's sight, then move as far away from the intruder as possible.
4. Await further instructions from school or law officials.

***Roles***

**Safety/Security Director**

- Initiate Level 3 Lockdown
- Determine the validity of the threat.
- Activate EMT
- Call 911
- Determine need for evacuation.
- If evacuating, contact law enforcement to have them present at the assembly areas.
- Ensure Law Enforcement are provided with a set of current master keys to the entire facility.

**Assoc. VP of Student Development**

- Follow Safety/Security Director's instructions.
- Call 911 to provide follow up of all available correct and complete information concerning the perpetrator's physical appearance and clothing, method of travel and direction of travel.
- Notify the president of the situation.
- Keep lines clear for communication with Law Enforcement.

**Director of Church Relations/Assistant to the President**

- Keep President abreast of all movement during incident.

**Faculty/Staff**

- Initiate lockdown or evacuation as directed.
- If remaining in lockdown, move students to level 3 lockdown position. Account for students and display card status.

- If evacuating, count students, retrieve vest from “Go-Kit” and put it on, take remaining items in “Go-Kit” with you to evacuation site. Once at the evacuation site, take roll again and display proper card status to verify accountability.

### **Maintenance/Housekeeping**

- Lockdown.
- Aid in evacuation if needed.

### ***When Media arrives***

- The media staging area will be at the Montgomery County High School.
- The Public Information Officer will be the President.
- The President will coordinate a press release with law enforcement to put out as soon as possible.

## **Missing Students/Kidnapping**

### **Definition**

Student is abducted by a stranger or family member on the school premises.

Student runs away from school and attempts to contact and/or locate are unsuccessful

### **Signals**

Level 2 Lockdown

### ***Steps of Action***

1. The reporting person should immediately contact Campus Security, who in turn will notify local law enforcement once validity is established after a student is reported missing or a kidnapping occurs with an accurate description of the student (clothing, appearance, etc.) and last known location. Level 2 Lockdown will be initiated.
2. An attempt at summoning the student to the Associate VP’s office will be made, in case the student is simply not where they should be.
3. VP of Enrollment and Athletics will contact parent or coordinate with local law enforcement regarding the notification of the student’s parent/guardian.
4. The Safety/Security Director and Assoc. VP of Student Development may organize available staff to conduct a room-by-room search of the building and campus to determine if the student is still on the grounds. Special emphasis will be placed on restrooms, locker rooms, storage rooms, closets, and unoccupied rooms.
5. Any siblings of the student may be secured and questioned to solicit any pertinent information as to the student's whereabouts. Staff will be notified either by e-mail or in person as to the nature of the situation.
6. Every effort possible will be made to keep all other students on as regular a schedule as possible to minimize hysteria.
7. School counselors will be notified to prepare to provide counseling services to students, parents/guardians, and related family members.

## ***Roles***

### **Safety/Security Director**

- Initiate a Level 2 Lockdown.
- Initiate a search of the premises by the Emergency Management Team.
- Notify local law enforcement immediately after a student is reported missing or a kidnapping occurs with an accurate a description of the student (clothing) and last known location.

### **VP of Enrollment and Athletics**

- Communicate with emergency services as needed.
- Communicate with parents as directed by Administration.

### **Faculty**

- Keep other students in classrooms.
- Execute a Level 2 lockdown when advised. Account for students and display card status.

## **Suicide at School**

### **Definition**

Student or staff member terminating own life at school/attempting suicide on campus.

### **Signals**

Level 2 lockdown or evacuation

### ***Off Campus***

If a student commits suicide off campus, the primary action of the school is to deal with the grief of that student's friends and associates. The Crisis Team will be made available to grieving students and staff.

### ***On Campus***

If a student commits suicide or attempts to commit suicide on campus, there are several critical steps that should be taken.

1. Notify school authorities immediately (Campus Safety/Security Director, VP of Student Development, Security, President).
2. School officials will immediately use the preventive lockdown procedure as a standard response in this type of situation to assist with isolating student onlookers, preventing panic, and maintaining the integrity of the crime scene. Faculty/Staff (RA/RD's) will be informed to keep their students in the classroom and/or dorms until further notice.
3. School officials should notify rescue personnel, law enforcement officials, and the victim's family immediately.

4. School administrators will immediately take steps to secure the scene until law enforcement officers arrive whenever a suspected suicide has occurred.
5. If it is in the classroom, remove all non-affected students. Students who witnessed the act should be kept isolated until law officials can interview and take statements.
6. Control the panic as much as possible. The professor MUST appear to be in control until authorities can reach the scene.
7. If the act occurs in an unoccupied part of the building, such as a restroom, locker room, or another such location, the scene must be kept as uncontaminated as possible. Immediate notification of school authorities should be done, and all students kept in their classrooms until law officials have reached the scene and given the school permission to return to a regular schedule.
8. Be aware of how the student committed the act. Determine if the method used by the student poses a continued safety threat to others. If a weapon or firearm was used, where is the weapon, and is it still loaded? If the method was by chemical overdose or exposure, what was the chemical and can it harm others?
9. Do not touch the victim unless absolutely necessary. If aid or assistance is rendered, professors should take the precaution of putting on protective gloves to guard against blood-borne or bodily-fluid borne pathogens.
10. If the victim has siblings at the school, they should be located and brought to the Associate VP's office immediately. Siblings should be isolated from the student population until family members can be notified and arrive at the school.
11. Do not use the victim's name when talking in radios, cell phones, or cordless phones until so directed by school officials. Non-school personnel using scanners or radios on the same frequency may overhear the victim's name before the family can be notified, creating undue problems.

***If families, students, and staff are affected, the administration will activate the School Crisis Counseling Team.***

## ***Roles***

### **Safety/Security Director**

- Activate EMT
- Initiate a Level 2 Lockdown or Evacuation as appropriate.
- Instruct VP of Student Development to contact 911 if not already done.
- Contact Athletic Trainer and have him/her report to location of incident immediately to render aid if possible.
- Go to scene and ensure it remains secure, being careful not to contaminate the scene any more than is necessary to render aid.

### **VP of Student Development**

- Follow Safety/Security Director's instructions to contact 911.
- Man telephones.
- Assign someone to meet with 1st responders in front of building with information on location of victim.

### **Faculty**

- Keep students in class and await further instruction. If student suicide occurred in a classroom, professor should evacuate the room and take roll.

### **Athletic Trainer**

- Go to the scene and render aid if possible.

### **Psychologist/Counselor**

- Assist in contacting parent(s) or family members, if necessary. Go to classes and explain situation.

## **Weapons on Campus**

### **Signal**

Level 2 or Level 3 Lockdown (If warranted)

### ***Steps of Action***

#### **In Class**

1. The administration and school security shall be notified immediately if there is a credible report of weapon or violent incident on campus. If security is not available local law enforcement officials should be notified. Only trained law enforcement officers should confront armed individuals.
2. An administrator will accompany the law enforcement officials to the designated classroom and remain out of sight outside the classroom door. The student will be called out of class. Once the student exits the classroom, he/she will be secured and escorted to a private location and searched. After the student has been removed from the class, the school will go into a LOCKDOWN. The administration will go into the classroom and obtain personal belongings to search as well. Any dorm rooms, lockers, or personal vehicles used by the student will also be thoroughly searched.

#### **On Campus**

1. If it is reported that a person is "roaming" the campus (not in a classroom) with a weapon, the school will immediately go into a LOCKDOWN and law enforcement will immediately be called.
2. As much information as possible should be provided regarding the person's description, location, type of weapon and what behavior that person is exhibiting, or the nature of the incident. This information will then be forwarded to law enforcement officials.
3. School staff will quickly compile the names of students and outsiders who have been identified as participants in the incident and forward the information to responding law enforcement officials.
4. If someone is injured, 911 will be called immediately.

5. Faculty and staff should NOT attempt to disarm armed individuals. Only trained law enforcement officers should confront armed individuals.
6. The scene of a weapons assault is a crime scene. Blood or other evidence must not be cleaned without the approval of law enforcement.
7. If directed by school administrator, staff trained in first aid will go to the incident to provide first aid. Designated staff will cover first aid responder duty posts.
8. Administration will determine, based on the severity of the incident whether or not to implement the Family Reunification Protocol. SEE EVACUATION PLAN for details of this procedure.
9. School Officials will comply with state reporting requirements under O.C.G.A. 16-11-127 regarding the prohibition of weapons on campus and school grounds.

***If families, students, and staff are affected, the administration will activate the School Crisis Intervention Team.***

## ***Roles***

### **Safety/Security Director**

- Activate EMT
- Assess the situation.
- Call local law enforcement.
- Notify President and VP's of situation.
- Lockdown School.

### **Faculty/Staff**

- Follow lockdown instructions

## **Civil Disturbances**

### **Definition**

An incident that disrupts or has the potential to disrupt the orderly function of the school.

### **Signal**

Level 2 or 3 Lockdown

### ***Steps of Action***

#### **Prior to Disturbance**

1. Report any rumors or warnings of disturbances to the school administration.
2. Prepare for lockdown procedures (see page 9) as directed by the administration.
3. Do not attempt to neutralize or investigate the suspected disturbance without both authorization and assistance.

4. It is the responsibility of the administration to determine the validity of the threat, and to initiate the proper protocol. If deemed necessary, Law enforcement agencies will be contacted immediately to assist in the threat assessment.
5. If civil disturbance occurs or seems imminent, the administration will ask any staff on athletic fields, or other outside activities to return back to their locker rooms, dorms, or gymnasium inside the building.
6. Staff members should travel in pairs if it is necessary for them to approach the disturbance areas.

### **During the Disturbance**

1. In order to isolate the incident, the school will go into lockdown procedures (see page 9) as directed by the administration.
2. School Staff will avoid verbal exchanges or arguments when a disturbance is escalating.
3. If possible, the staff/administration will identify students involved in the disturbance and remove them in layers to classrooms.
4. School staff will be utilized to identify students and outsiders who are participating in the disturbance.
5. All information gathered regarding the disturbance will be forwarded to law enforcement officials by the administration.
6. The administration will ask law enforcement agencies to handle outsiders who cause disruptions on campus.
7. Local law enforcement officials will be apprised of the situation by school administrators and may be utilized in the building or outside the building.
8. If the disturbance is considered severe and threatening to students and staff, evacuation of the facility and grounds will be initiated immediately. Local law enforcement will engage. SEE EVACUATION PLAN for details of this procedure (page 10)
9. Schools certified personnel and local EMS will be contacted to provide first aid to anyone injured.

### **10. Special Needs Persons Protocol**

During times of school evacuation, all special needs students will be escorted to the Library. Faculty member (see duty assignments for school evacuation) will be responsible for relocating the special needs students to the relocation sites.

***If civil disturbance appears to be drawing considerable media attention, the President may implement Media Response Protocol.***

### ***Roles***

#### **Safety/Security Director**

- Notify EMT
- Assess level of disruption.
- Supervise response to disruption.
- Prepare fact sheet for staff and/or others.
- Notify President and VP's



### **VP of Enrollment and Athletics**

- Contact 911, if necessary and not already done.
- Stay with students. Those not supervising students should move to the area of disruption, unless otherwise instructed.

### **Assoc VP of Student Development**

- Keep visitors and outsiders from entering the building.

### ***Follow-Up***

1. Activate Crisis Counseling Team, if necessary.
2. Hold staff meeting to discuss disruption.
3. Send fact sheets to parents and students to control rumors, if necessary.
4. Hold meeting with the Emergency Management Team.

# Section 4. Fire and Hazardous Materials

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## Fire

Every building on campus has a building map showing the evacuation route posted on the wall. Every professor will highlight their own room fire evacuation route and tornado shelter area in a highly visible manner on their respective plans to aid in visual identification. Fire evacuation areas will not be located in parking lots or a school roadway where emergency vehicles may need to stage or travel in an emergency.

School counselors and administrators will develop a crisis plan for assisting all students affected by fire.

**Fire Drills – All student housing units will have one announced and one unannounced fire drill during the fall and spring semesters. All other buildings will have two fire drills during the fall and one during the spring semester. Use alternate pull stations and record for State Fire Marshall Report.**

### Definition

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

### Signals

Ringling of the fire alarm.

***Do not use water on electrical fires or attempt to fight fires involving possible explosives, toxic chemicals, or hazardous materials.***

### Steps of Action

1. Pull fire alarm, report fire to the Safety/Security Director at (912-551-3434).
2. School staff and other employees should only attempt to extinguish small fires using available fire extinguishers.
3. Close all windows and doors to confine fire. Do not lock any doors inside the building when evacuating during a fire or fire drill so that the fire service can have rapid access into all areas of your building.
4. Administrators will take emergency evacuation kits with them during this type of evacuation.
5. Administration will assign a person to shut off the facility's power and gas upon verification of a fire in the building.
6. Evacuate building to assigned places at least 300 feet from building. All staff and students should FACE AWAY from the building.
7. Once the professor/resident director has his/her students to the designated area for reassembly, they are to check roll and determine if everyone is present and, /or accounted for. Do not go back into the building to look for missing students. The professor/resident director is then to hold up the appropriate card to indicate the class's status.
  - **GREEN** - all students accounted for.
  - **RED** - emergency

8. Administration or designee(s) will supervise evacuation, check for injuries and monitor professor/classes to determine number of students missing.
9. A verbal All Clear message will be given when it is safe to return to the building.

## ***Roles***

### **Safety/Security Director**

- Activate EMT
- Initiate evacuation as appropriate.
- Designate school personnel to meet first responders and provide as much information as possible to the responders.
- Determine if family reunification will be initiated.

### **VP of Enrollment and Athletics**

- Contact Law Enforcement/911 if not already done.
- Aid in communication with emergency services.
- Evacuate

### **Maintenance/Housekeeping**

- Close any windows or doors you see open.
- Shut off the facility's power and gas upon verification of a fire in the building if it is safe to do so;

### **Faculty/Staff**

- Close all windows in class.
- Line students up for evacuation.
- Put on fluorescent vest from “Go Kit” take kit with you as you depart the class.
- Close but DO NOT LOCK door when exiting room.
- Evacuate students via primary or secondary evacuation route as posted in class.
- Once at evacuation site, count students and hold up appropriate card displaying accountability status.

### **Athletic Trainer (if available)**

- Close any open windows in clinic.
- Evacuate to designated area taking “Medical Evacuation Kit”
- Close door but DO NOT LOCK upon departure.
- Monitor for illness or injury at evacuation site.
- Counselors
- Coordinate school-crisis counseling team activities, if needed.

## Hazardous Materials Incident Emergencies

If deemed necessary by school administration, the local Emergency Management Agency will be contacted immediately and asked for guidance for dealing with specific hazardous materials. The local Emergency Management Agency/Fire Department may order the evacuation of a school or work site.

### Definition

Hazardous materials that are stored at or near the school, that are transported through the area, or that arrive through the mail can pose a threat to students and staff. Incidents involving toxic chemicals, radioactive materials, and bacteria or microorganisms require a specialized public safety response.

### Signals

Notify building occupants.

**DO NOT use the fire alarm signal as this may take people into the spilled area.**

### *Steps of Action*

1. There are two basic actions:
  - a. **If Inside the Building:** Evacuate the students to a safe location at right angles to and upwind of the accident site;
  - b. **If Outside the Building:** Seal the building (windows/doors), shut off air handling equipment if it ingests outside air, and remain inside the building until the emergency has been resolved.
2. Emergency Management personnel will normally instruct the Administrator-in-Charge to take the action deemed most appropriate.
3. In case of imminent danger, and Emergency Management personnel have not yet arrived, the Administration must decide the most appropriate action. Evacuation to designated areas, as well as family reunification protocol (see pages 44-45), may need to be initiated by President or designee.
4. In the event of mass contamination/weapons of mass destruction incidents, EMA, GEMA, FEMA will be contacted by local law enforcement for direction.
5. Follow-up action will be determined by Emergency Management personnel in coordination with school officials and may include, but is not limited to the following:
  - a. Activating the Emergency Management Team to facilitate evacuation to a family relocation site.
  - b. Determining the relocation site.
  - c. Releasing information to parents/public.
6. EMT should:
  - a. Follow directives of the Administrator-in-Charge.
  - b. Render assistance to students and staff.
  - c. Search the buildings and send “missing students report” to the Library.
  - d. Meet incoming Emergency Management units.

## *Roles*

### **Safety/Security Director**

- Activate EMT
- Director will call 911 (EMA, EMS, Law Enforcement, Fire Department) and President.
- Act as liaison with EMA.

### **Assoc VP of Student Development**

- Coordinate communication.

### **Faculty/Staff**

- Seal room(s). (Close doors and windows).
- Immediately take roll; alert appropriate personnel of missing students.
- Maintain normal routine unless otherwise instructed.

### **Maintenance/Housekeeping**

- Shut off air handling equipment, seal vents with garbage bags and duct tape, seal outside doors with duct tape.

### **VP of Enrollment and Athletics**

- Assist in traffic control into and out of school site.

# Section 5. Death / Injury / Illness on Campus

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## Death/Injury/Illness at School

### Definition

Death, injury or severe illness of school staff or student.

### Signal

Code 3 Lockdown or evacuate (see page 11)

### *Steps of Action*

#### Non-Critical

1. In non-critical situations administer first aid.

#### Critical

1. Notify school authorities immediately.
2. School officials should notify rescue personnel, law enforcement officials, and the victim's family.
3. Lockdown procedures should go into effect as soon as school officials are notified.
4. Do not use the victim's name when talking in radios, cell phones, or cordless phones until so directed by school officials. Non-school personnel using scanners or radios on the same frequency may overhear the victim's name before the family can be notified, creating undue problems.
5. Professors will be informed to keep their students in the classroom until further notice.
6. Staff certified in first aid will be alerted to go to the incident and administer first aid to injured students. Administration will get staff to cover first aid responders' classrooms.
7. Administration will determine if School Evacuation Protocol or Family Reunification Protocol needs to be implemented (see pages 44-45).
8. All attending personnel are reminded not to disrupt any potential crime scene that may exist, except to render first aid or medical assistance. Life safety measures such as the delivery of first aid or other medical assistance take priority over crime scene preservation.
9. School Administrators will designate school personnel to meet first responders and provide as much information as possible to the responders.
10. School counselors will assist school personnel and families affected.

#### After School Hours

The administration will inform staff and students of the death on the following day or use emergency phone list at the discretion of administration. School counselors, and psychologists will follow BPC crisis plan upon president's initiation.

## ***Roles***

### **Safety/Security Director**

- Activate EMT, Contact 911
- Initiate lockdown or evacuation as appropriate.
- Determine if family reunification will be initiated.
- Supervise care of person(s).
- Designate school personnel to meet first responders and provide much information as possible to the responders
- Communicate with parents/family.

### **VP of Enrollment and Athletics**

- Contact Law Enforcement/911 if not already done.
- Contact Athletic Trainer and CPR/First Aid certified staff and advise them of the location of the incident.
- Aid in communication with emergency services.

### **Maintenance/Housekeeping**

- Aid professors and others in first aid unless there is a building mechanical problem, then, attend to it first.

### **Faculty/Staff**

- Implement lockdown procedure.
- Stay with students, assess first aid needs, take roll, and contact main office, if appropriate.

### **Athletic Trainer (if available)**

- Assist with first aid. Help with communication to parents.

### **Counselors**

- Coordinate school-crisis counseling team activities, if needed.

# Section 6. Utility Failures/After Hours Emergencies

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**If the school is evacuated due to a gas leak, the fire alarm system is not to be utilized.**

## Utility Failure

### Definition

Electrical power failure, gas line break, water main or sewer break, and/or electrical power break.

### Signal

Should building need to be evacuated, follow fire drill procedure with a verbal announcement; followed by manually tripping the fire alarm. In the event of electrical failure and need to evacuate, verbal notification would be given on a class-by-class basis.

### *Steps of Action*

If necessary, administration will determine if fire evacuation or school evacuation protocol will be implemented. School administration will notify appropriate maintenance personnel.

- Stay in your classroom. Keep students in your classroom.
- Open your classroom door. This will allow some ambient light from the hallway to enter the room.
- Stand near or at your door to hear or receive any directions or instructions.
- Remove your students only when directed to do so. Proceed to the location indicated by the administration.
- Secure your computer and emergency SIGNAL cards prior to leaving your classroom.

In the event of electrical failure and need to evacuate, verbal notification would be given on a class-by-class basis. A visual check of all school areas would be conducted by EMT and other designated staff.

- **Any time that the school is evacuated due to a gas leak, the fire alarm system is not to be utilized, as alarm may cause faculty to take students into areas of highest gas concentration.**
- If necessary, the school will be evacuated to Bomb Threat Evacuation sites that are downwind from the school.

## *Roles*

### Safety/Security Director

- Notify EMT
- Determine if there is a need to evacuate.
- Notify maintenance staff.



### **VP of Enrollment and Athletics**

- Follow Safety/Security Director's instructions.
- Notify VP of Academics for course of action regarding faculty/staff notification.
- Notify President, communicate any steps taken by BPC, plan of action, needs, etc.

### **Faculty/Staff**

- Keep students in class and await further instruction.

### **Maintenance**

- Cut utility off at main switch.
- Contact utility company.
- Follow maintenance protocol.

### **Cafeteria Staff**

- In the event of a long-term power outage, all perishable food items will be relocated to appropriate sites.

## ***What to do if***

### **Electrical Power Failure**

Call Georgia Power

### **Gas Line Break**

Call 911 if emergency exists

### **Water or Sewage Line Break**

Call City Hall

Call 911 if emergency exists

### **After Hours Utility Emergency**

Call maintenance director, Ted Towns (770) 354-7037

# **After-Hours Building Emergency**

## **Definition**

An emergency occurring before or after school

## **Signal**

See specific emergency in this booklet and use appropriate SIGNAL. Evacuate building if necessary.

## ***Steps of Action***

See specific emergency and use appropriate procedures and protocol.

## ***Roles***

Staff members in building:

Contact Safety/Security Director and perform the following acts:

- Follow appropriate procedure and protocol.
- Contact Maintenance Director via cell.
- If after-school groups are present, alert students and staff of emergency and follow Steps of Action for that emergency.

# Section 7. Media Protocol

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## Media Releases and Protocol

The media can serve as a great resource for information dissemination during a crisis. In order to utilize this tool, the institution must provide factual response information to the media as quickly as possible during a crisis. The School Emergency Preparedness Plan should be coordinated with local media representatives to facilitate an efficient community response during a school-related crisis.

### *Site Preparation*

#### **News Media in Event of School Disturbances**

1. All statements to the news media should come from the President. The president should have a predetermined site away from the main campus from which the media will receive information and broadcast. Members of the Emergency Management Team (EMT) should direct all media to this site.
2. Questions of the news media should be answered by the President as soon as the situation permits. Other members of the school staff should refrain from making statements to the news media, except as authorized to do so.
3. When a school related crisis occurs, the media liaison (President) should immediately begin providing the media with factual information that needs to be transmitted to the community. The Institution should make every effort to keep the name(s) of any injured students and staff protected until the families of the victims have been notified.
4. The Administrator-In-Charge should not hesitate to limit actions of the news media, if those actions interfere with control of the situation on campus.
5. Factually incorrect reports of the news media affect the image of the Institution. Such reports should be called to the attention of the news media in a courteous and cooperative manner.
6. If the incident is of criminal nature, the media liaison must coordinate all statements and releases with law enforcement personnel.
7. The Institution will establish a safe staging area for media during an incident, if applicable. This site will be far enough from the school and family reunification site to ensure that the response operations are not interrupted. Primary location is Montgomery County High School.

### *Communications and Warning*

Media personnel often monitor radios frequencies of local public safety agencies. It is certain that local media will have immediate knowledge that a crisis has occurred and will respond quickly. School administrators must be prepared for this response and use the media to provide updates to the public, as information becomes available.

## **Section 8. Special Needs Persons**

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In any evacuations, all special needs persons will be assisted by individuals of the school's protocol team assigned by the president.

## **Section 9. Family Reunification/Crisis Counseling**

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### **Family Reunification Site**

#### ***Planning Considerations and Response Protocol***

In certain major school crisis incidents, it will be necessary to evacuate students and school employees away from the crisis site. One major problem that has occurred repeatedly is the tendency for large numbers of parents, guardians, friends, and relatives to rush to the incident site to check on the wellbeing of students and employees. This often results in blockage of streets in all directions near the school and large numbers of people wandering around the campus in a state of panic. In a number of school crisis situations around the nation, the efforts of school officials and public safety responders to deal with the crisis situation have been severely hampered by these individuals and their vehicles.

The most effective way to prevent this chaos is to make significant efforts to redirect those concerned parties to a site that is remote from the school and to evacuate students and school employees to that site. This site is designated as a Family Reunification Site.

- The Brewton-Parker College Family Reunification Site Protocol utilizes one designated site with several designated back up sites.
- The location of these sites will not be publicly pre-announced for security reasons and because back up sites will be used at certain times of the year when the primary site is not suitable.
- During a crisis, the Emergency Management Team will make a determination as to whether a full evacuation to the Family Reunification Center is appropriate within the first five to fifteen minutes of the crisis.
- If full evacuation is required, the Emergency Management Team will communicate this decision and the site location to the President and VP's. The president will in turn notify the media of the named reunification area.
- A secure area within the family reunification site and away from waiting family members will be established for arriving students and staff that is away from waiting family members.
- Staff members will be utilized to organize the numerous public safety and mental health personnel who will be responding to the site.
- Staff members/volunteers will be assigned to coordinate the signing out of students to authorized parents/guardian.
- Staff members will be assigned to check the identification of all persons who arrive to the family reunification area and/or evacuation site.
- A mental health professional will be assigned to the family reunification area to calm those who are waiting and to distribute information sheets on traumatic stress reactions.

**The Family Reunification Site Protocol shall be used under the following conditions:**

- Whenever a student is shot on school property.
- Whenever any other person is shot on or near school property and the situation indicates that danger is still present that would require evacuation.
- Whenever any other person is shot on or near school property and the situation indicates that a mass panic response from the community is likely.
- An explosive device detonates on school property.
- A functional explosive device is found on school property.
- A hostage situation takes place on the campus.
- A situation involving a barricaded subject armed with explosives or firearms takes place on the campus.
- A severe weather crisis occurs which requires removal of personnel to a safe remote location.
- A weapon of mass destruction or hazardous materials incident occurs on or near the campus and public safety responders determine that mass evacuation to a remote location is required.
- Whenever the facility or grounds is rendered unsafe and evacuation to a remote site is needed.

## **Crisis Counseling Protocol**

When any tragic or catastrophic event occurs at BPC that may impact the student body, the Crisis Counseling Protocol should be put into action. The Safety/Security Director along with the President will determine the need for the plan to be activated and the Director will, if needed, contact the Crisis Counseling Team Coordinator who will implement the plan. This decision will be based on the estimation of the degree of emotional trauma with which the students must deal with when they come together as a group. Also, to be considered is the impact the event will have on the ability of students, faculty, and staff to participate in the routine of a normal school day.

If determination is made that the Crisis Counseling Protocol should be placed in action, it would be helpful for the crisis team assembled to follow the procedures listed here.

Additionally, team members will have access to a crisis counseling resource manual which gives counseling guidelines and suggestions for particular incidents such as a shooting on campus, the death of student(s)/faculty member(s) off campus/on campus, kidnapping at school/in the community, destruction of a school facility, or a death/murder on campus.

- I. Preliminary Procedures for Crisis Counseling Team
  - A. The Emergency Management Team Coordinator will notify team members of when and where to assemble.
  - B. Team members should carefully note the time and place of the meeting and prepare to be on time and ready to assist students and staff.
  - C. Team members should sign in at the appropriate location and wear appropriate identification.

- D. The Crisis Counseling Team should meet with the school administration prior to the start of the school day to learn up-to-date facts of the situation, to share concerns, to hear of plans for the day, and to learn information that should be disseminated to students. Such a meeting will prevent the relating of misinterpretation and rumors. If possible, the facts and procedures for the day should be presented in a memo form so that everyone will have the same information and so that everyone may refer back to the memo if questions arise.
  - E. Professors should be given handouts of suggestions for counseling with students in classrooms (for example, the stages of grief, and warning signs of suicide.) Professors should be encouraged to use empathy with students. They should keep in mind that even though a student may not have known the victim(s) he/she may have suffered a loss in the past, which is called to mind by the current situation. Professors should be encouraged to be good listeners.
  - F. Crisis Team Members should only deal with students and employees. Media personnel should be referred to the President or Media Staging Area.
  - G. The school counselor(s) should have the following items ready and available at his/her facility: Bibles, pens, pencils, writing pads, water, cups, tissue, Crisis Counseling Team badges, a sign-in log book for students, and stick on name tags for students who visit the Counseling Center.
- II. Crisis Counseling Procedures
- A. Crisis Counseling Team Members may be divided into sub-teams.
    1. Members should be assigned to the Crisis Room where students may go for crisis counseling. A site should be designated as the Crisis Room prior to an event, which requires such a room. If possible, the room should have a large area for group counseling and smaller areas for individual counseling. It may be helpful for the areas to have soft lighting.
      - a. Counselors should be assigned to an area for group counseling.
      - b. Counselors should be assigned to an area for individual counseling.
    2. Members may be assigned to visit classrooms to assist professors with students who do not want to go to the Crisis Room but who still need support services. Members may suggest follow-up activities for professors to use with students such as journaling and letter writing. Students should be allowed time to vent their emotions and be given suggestions for ways of coping with the event. Members should correct misinformation and dispel rumors that students may have heard and provide support for the grieving students.
    3. Team members may be assigned to monitor the halls and restrooms. Team members need to be aware of students who seem extremely distraught, depressed, or suicidal. Some students, on the other hand, may be avoiding supervision in the classroom.
    4. Team members may be assigned to the gymnasium where large groups of students may need support services. Also, supervision is needed for students who feel the need for fresh air and/or exercise and are allowed to walk outside the building.
    5. In the case of the death of a student(s) or professor(s), some team members may follow the schedule of the deceased student(s) or professor(s) in order to

meet with his/her/their classmates/students. The same procedures may be followed that are used for the classroom counseling discussed above.

6. Some Team Members may be assigned to assist professors who are in need of support services. An area for those professors to gather may be designated by the Emergency Management Team Coordinator.
  - B. The Coordinator should maintain a sign-in book at the Crisis Room. Those students signing in may need follow-up services, to ensure that they are coping appropriately with the incident and its aftermath.
  - C. No matter where assigned, team members should maintain a list of those students who appear to be unusually upset, withdrawn, or otherwise demonstrating behavior that would merit monitoring over the days or weeks following the incident.
  - D. Crisis Counseling Team Members should always remain biblically centered yet non-denominational in their approach to students and in their counseling with students.
    1. Allow student(s) to request his/her/their personal minister(s) if he/she/they desire
  - E. Crisis Counseling Team Members should review the suggestions of counseling techniques delineated by the school counselor.
  - F. The coordinator should monitor events and various counseling sites carefully to make any necessary adjustments to the schedule.
- III. Crisis Counseling Procedures at a facility other than a school
- A. To the extent, possible, the procedures for the crisis counseling at a facility serving students other than the regular school facility should be the same as procedures at the regular school site.
  - B. Counselors will gather with the Emergency Management Team Coordinator prior to reporting to the alternative facility to receive instructions regarding changes in procedures.
  - C. Flexibility is very important in dealing with a crisis counseling situation which requires an alternative facility site.
- IV. Follow-up procedures for the Crisis Counseling Team and/or school administration.
- A. The school facility and staff along with the Crisis Counseling Team should meet at the end of the day for debriefing by the Emergency Management Team Coordinator.
    1. All should learn of any information needed for the next day and learn how the day progressed for everyone.
    2. The Crisis Team should make themselves available after the meeting for any staff member who would like to meet with them.
    3. The Emergency Management Team Coordinator and school administration should determine if the Crisis Counseling Team will report to the site the following day for continued support services.
    4. The Crisis Counseling Team should meet as a group at the end of the day to de-brief and to de-escalate after an emotional and stressful day.
      - a. Report names of any students in need of immediate attention.
      - b. Relate any pertinent information to the group.
      - c. Vent emotions.

- d. Offer support to other team members.
- e. Discuss problem areas.
- f. Relate what went well and offer suggestions for improvement.

## **Emergency Management Team**

<b>Robert Bridges</b>	<b>Safety/Security Director</b>
<b>Robert “Bob” Brian</b>	<b>Provost &amp; Senior VP</b>
<b>Chris Dooley</b>	<b>VP of Enrollment Services &amp; Athletics</b>
<b>Michael Steinmetz</b>	<b>Asst. VP of IT</b>
<b>Ted Towns</b>	<b>Plant Operations Director</b>
<b>Duane Lewis</b>	<b>Director of IT</b>

## **Crisis Counseling Team**

<b>Thadeus Holloway</b>	<b>Counselor, Team Coordinator</b>
<b>Theotis Summerset</b>	<b>Counselor, Tri-County Family Connections Pastor</b>
<b>Kristy Bennett</b>	<b>Counselor, Tri-County Family Connections</b>
<b>Karl Hay</b>	<b>Pastor, First Baptist Church of Mount Vernon</b>
<b>Kevin Hammons</b>	<b>Pastor, First Baptist Church of Glenwood</b>
<b>Madison Herrin</b>	<b>BPC Campus Minister</b>
<b>Steve Edwards</b>	<b>BPC Campus Pastor</b>