



Crisis Management Plan

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PURPOSE

The procedures outlined in this plan will be used to enhance the protection of lives and property through the effective use of College, City and County resources, while maintaining the continuation of the academic purpose of the college. This plan is designed to assist the College community to cope with the anticipated needs generated by any crisis situation and to assist with communication of those events and needs. A crisis shall be defined as any unplanned event which may threaten the physical or personal safety of students, employees, or the public: or threaten the college's resources, financial standings or public image. The college shall utilize the National Incident Management System (NIMS) and the Incident Command Structure (ICS) in its response, and also meet the requirements of the Occupational Health and Safety Administration (OSHA). The crisis may take form of an emergency requiring immediate action to save lives and protect property.

These procedures apply to all employees, students and general public.

The National Safety Council recommends that all facilities have a written response plan, including procedures for emergencies that are most likely to occur at the facility. Occupational Safety and Health Administration (OSHA) standards require a planned response for every facility, including the following:

- Facilities must have a plan that addresses the actions employees must take to assure their collective safety during an emergency.
- The plan must include information on applicable emergency procedures for general evacuation, fire reporting, medical emergencies, bomb threats, tornado safety, notification procedure for deaths, hazardous materials release, earthquakes or structural failure, armed robbery, and media-related events.
- All employees should be familiar with the procedures for their location and trained to respond to various emergencies that may occur. Employees must be notified whenever there are major changes to the procedures.

SCOPE

The College will maintain a plan specifying policy and procedures to be used in a crisis of which are a significant disruption to the general operations of the College including but not limited to: natural disasters (tornado, floods, earthquakes, etc.), industrial accidents, fire, any illness/injury or other medical emergency, outbreak of disease or infection, violent crimes or behaviors, criminal activities, acts of terror war, political situations, threats, or deaths, attempted or otherwise, and all other similar situations that require the orderly management of resources and processes to protect life and property.

PROCEDURES

Procedures for Emergency and Disaster Plans will:

- Ensure that processes for planning for and responding effectively to the occurrence of an unplanned event are done regularly and/or as needed.
- Protect and preserve human life and health with the utmost importance.

- Protect and preserve property, resources, and/or the reputation of the college whenever possible consistent with the primacy of human health and safety.
- Coordinate with and in cooperation with Federal, State, or local emergency management and law enforcement agencies.
- Specify functional response protocols needed for emergencies to respond to emergency situations.
- Coordinate efforts of appropriate campus personnel, department, and/or resources as available and needed.
- Utilize National Incident Management System (NIMS), the Incident Command System (ICS) and the Occupational Health and Safety Association's (OSHA) regulations.
- Ensure that the college provides and maintains an academic learning environment during a time of crisis.
- Utilize the College's administration to notify and consult with the College's attorney in cases where the legal responsibilities of the College are unclear, either prior to, during, or after an incident.

PLANNING

Emergency /crisis management is an ongoing process of planning for and responding effectively to the occurrence of an unplanned event. The process consists of the following four phases:

- Preparedness — planning for an emergency or crisis event.
- Response — the planned response to an emergency or crisis event.
- Recovery — the process of returning to normal operations.
- Mitigation — steps taken to prevent the effects of an emergency or crisis event.

When these four phases are used together, they lessen crisis / emergency spillover effects that can disrupt local operations and/or quality of life. Advanced planning and recognition of the spillover effects of a crisis can lessen the impact on the college.

This Plan has the following goals:

- Protect and save people.
- Protect property.
- Protect the reputation of the institution.
- Resume normal activities.

The Plan will include the following components:

- Assessment and preparedness.
- Crisis Management Team (CMT) organization and responsibilities.

- Communication.
- Specific emergency response procedures.
- Recovery and restoration.

Definitions

Bomb Threats: A bomb threat is any threat, verbal or written; to detonate an explosive or incendiary device with the intention of causing property damage, death, or injuries, whether or not such a device actually exists.

College Grounds: College grounds are property owned, maintained and/or operated by the College. This includes interior or exterior of any and all buildings and/or structures, sporting facilities, parking lots, streets, sidewalks, and thoroughfares.

College-Sponsored Events: College-sponsored activities or programs include all activities funded or organized in any way through the College

Crisis Management Plan: The Crisis Management Plan (CMP) is a plan to address various situations that might threaten the physical safety of students, employees, the general public and/or resources of the College.

Crisis Management Team: The CMT is designated individuals with specified tasks and/or responsibilities which must be able to respond and react as a team in an emergency or crisis situation. This team is created under the authority of the President of the College and the authority to activate the CMT is delegated and granted to each team member.

Environmental or Natural Disasters: Environmental or natural disasters are mishaps, accidents, or events that are often suddenly and unexpected which are caused by carelessness, negligence, bad judgment, or the like, or by natural forces as a tornado, earthquake, flood or the like.

Incident Command System (ICS): ICS is a national program administered by the Federal Emergency Management Agency (FEMA) which provides a standardized, on-scene, all-hazards incident management approach that allows for the integration of facilities, personnel, procedures, and communications operating within a common organizational jurisdiction; enables a coordinated response among various jurisdictions and functional agencies, both public and private; and establishes common processes for planning and managing resources. FEMA provides free online training at [IS-0700.b An Introduction to the National Incident Management System - Lesson 4: Incident Command System \(ICS\) \(fema.gov\)](#)

Medical Emergencies: Medical emergencies are injury or illness that is acute and poses an immediate risk to a person's life or long-term health. This would also include a pandemic outbreak or any other health related hazard with a sudden, violent, or spontaneous occurrence that could be detrimental to the health of multiple persons.

National Incident Command System (NIMS): NIMS is a national program administered by the Federal Emergency Management Agency (FEMA) which identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. FEMA provides free online

training for this at [IS-0700.b An Introduction to the National Incident Management System - Course Introduction: IS-0700.b An Introduction to the National Incident Management System Web Only \(fema.gov\)](#)

Off-Campus Incidents or Accidents: Off-campus incidents or accidents are any undesirable or unfortunate event that happens unexpectedly that occurs unintentionally and/or usually results in harm, injury, damage, or loss during any part of an off-campus activity or event which is college-sponsored or would have a significant impact on the general operation of the College.

Political Situations: Political situations are occurrences such as demonstrations, assemblies, rallies, marches or parades, unauthorized walkouts, or any equivalent action or behavior which is disruptive or has a negative impact on the general operation of the College and has the intention of persuading a particular point-of-view, usually political in nature.

Threat: An expression of intent to do harm or act out violently against someone or something (including self). A threat can be spoken, written, or symbolic.

Violence: Violence is the exercise or an instance of physical force, usually effecting or intended to effect injury, destruction, to inflict harm upon or violate another, or an unjust, unwarranted, or unlawful display or exertion of force, as against rights or laws, especially such as tends to overawe or intimidate another individual. This includes physically harming another, shoving, pushing, bullying, harassing, intimidating, coercing, brandishing weapons, threatening or talk of engagement in such actions or behaviors, or any other like form of unruly or injurious action or behavior. It is the intent of these procedures to ensure that everyone associated with the College, including students and employees, never feels threatened by any other person's actions or conduct. Employees who engage in workplace violence, or threaten violence in the workplace, shall be terminated immediately for cause.

Violent Crimes or Behaviors: Violent crimes or behaviors are any action or behavior that is harmful to either a person, the College or the community and/or is a violation a local, State, or Federal law.

COMMUNICATION

Rationale and Purpose

Crises may take many forms – violent acts, natural disasters, mechanical breakdowns or student unrest, for example. Whatever the type of crisis, Cowley College must be prepared to keep internal and external publics informed through clear, accurate, consistent and concise communications.

As a public institution, Cowley College strives to be forthright and timely in communications. Decisions regarding communication during a crisis will be guided by the commitment to public disclosure and the public's legitimate right to be informed, balanced by a concern for the right of the individual(s) for privacy and personal security. Also, to be considered is the effect that immediate public disclosure could have on impending investigations or legal actions.

The purpose of this document is to provide a flexible blueprint that Cowley College will use to communicate during crises.

Objectives of Crisis Communications

- To factually assess the crisis and to determine whether a communications response is warranted.
- To assemble the CMT and determine the appropriate messages and actions.
- To identify constituencies that should be informed; communicate facts about the crises; minimize rumors; and to restore order and confidence.

The following communication principles apply during a College crisis:

After receiving a report or discovering a crisis has or is about to occur, initial communications may be made via the Emergency Intercom Response System (E.R.I.S.) to all facilities; email distribution to all staff, faculty, and students; the LiveSafe mobile safety app and/or BlackBoard Connect via SMS, email, phone calls, and/or push notifications; an activation of Alertus Desktop; through the college's social media platforms; and/or an announcement on the College's website. Appropriate information shall be provided routinely to College employees, students and public to facilitate their cooperation in a potential crisis. Any further updates or instruction shall also be provided these same means of communication during or post-occurrence of a crisis.

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Further communication shall be from the President or his/her designee with respect to crises affecting the College.

The CMT shall inform the President and the Clerk of the Board of any crisis that may or has occurred, or that is threatening life, health, or College property, and give periodic status reports as information is available. The Clerk of the Board shall, in turn, keep members of the Board of Trustees properly informed.

Supporting staff and first responders shall communicate via RF Radio's as a more effective and reliable means of communication during a crisis or at times when phone systems may become overloaded, or modes of communication via internet may not be reliable or available.

The Director of Public Safety shall be the contact person for adaptations or revisions to this policy.

CRISIS MANAGEMENT PLAN

GENERAL PLAN

Assumptions

In any situation where the external emergency service departments are involved, it is understood that they will most likely secure the situation and assume the responsibilities as the Incident Commander of all emergency activities.

The Director of Institutional Communications and Public Relations of the College will assume the responsibilities as the Public Information Officer and shall coordinate all College communications including those with the media. Any required College notifications or cancellations should be approved by the

Director of Institutional Communications and Public Relations. Refer to Appendix A for explicit communication policy.

In the absence of the Director of Institutional Communications and Public Relations, the President of the College shall appoint a Public Information Officer. Each College employee is advised to not release information as it may cause a miscommunication during a crisis; an exception would be allowed when the safety of others would be clearly impacted if information was not immediately released. All employees shall refer all communications to their direct supervisor whenever possible and direct inquiries for information to the Public Information Officer.

The CMT will initiate the crisis and/or communication plans of other College departments as required in the event of a crisis or emergency.

No representative of the College shall reveal a victim's name in any case, unless authorized to do so by the victim or the victim's agents.

Crisis Team Meeting Place

In the event of a crisis or emergency, the CMT will meet at a predetermined command post. The Information Technology's (IT's) Conference Room will be the primary meeting place. The secondary location, if needed, is the first-floor conference room in the Webb Brown building. If an off-campus meeting place is required, that location will be communicated to team members at the beginning of the crisis. If the situation dictates, an online meeting platform may also be utilized.

Emergency Shelter

The William S. Scott Auditorium & Gymnasium will be the on-campus emergency shelter (to be used in case a residence hall is uninhabitable or others on campus require temporary housing). If the William S. Scott Auditorium & Gymnasium is unavailable, accommodation will be provided as directed by the CMT. For the Sumner Campus, the on-campus emergency shelter would be room 115 in the Short Building basement.

For any event that dictates reunification should not occur at the college, the following list of locations are 'safe' places that employees and students shall be available for temporary check-ins.

- Arkansas City Main Campus – Arkansas City Fire Department located at 115 S. D St.
- Winfield Campus Allied Health Center – Winfield Recreation Center located at 624 College St.
- Mulvane Campus – Mulvane Police Department located at 410 E. Main St.
- Sumner Campus in Wellington – Walmart Supercenter located at 2022 E. 16th St.
- Wichita Center – Lowe's Home Improvement located at 333 Ridge Rd S.

TYPES OF CRISES/EMERGENCIES IDENTIFIED

1. Medical Emergencies – epidemic or poisoning
2. Violent Crimes or Behaviors – robbery, criminal, shooting, personal injury (existing or potential), etc.
3. Political Situations – riots, demonstrations, etc.
4. Off-Campus Incidents/Accidents Involving Students, Faculty and/or Staff
5. Environmental/Natural Disasters – fires, flood, chemical spills or leaks, explosions, etc.
6. Threats
 - a. Direct Threat – identifies a specific target and is delivered in a straightforward, clear, and explicit manner.
 - b. Indirect Threat – tends to be vague, unclear, and ambiguous. The plan, the intended victim, the motivation, and other aspects of the threat are masked or equivocal.
 - c. Veiled Threat – one that strongly implies but does not specifically threaten violence.
 - d. Conditional Threat - Type of threat often seen in extortion cases. It warns that a violent act will happen unless certain demands or terms are met.
7. Deaths (suicide, homicide, unintentional, or natural)

COLLEGE CRISIS MANAGEMENT TEAM

The CMT is created under the authority of the President of Cowley College. Authority to activate the CMT is delegated and granted to each team member.

The CMT must be available to respond and react as a team in emergency or crisis situations. The team is required to meet annually to review the plan and update information, and shall be convened by the Director of Public Safety. A written report will be produced by the Director of Public Safety after each review. Revisions to the plan will be recorded at the conclusion of this document.

The CMT will consist of the following roles and responsibilities:

- Incident commander – Establish immediate priorities and stabilize the incident by ensuring life safety. Establish and monitor incident organization and approve written or oral Incident Action Plan (IAP).
- Information Officer – Develop and release information about the incident to media, incident personnel and other appropriate agencies.
- Safety Officer – Develops the Site Safety Plan, reviews the IAP for safety implications and provides timely, complete, and accurate assessment of hazards and required controls.
- Liaison Officer – Serve as point of contact for assisting agencies.
- General Staff consisting of Operations, Planning, Logistics, and Administration sectors.
 - Operations – Responsible for all operations directly applicable to the mission of the response.
 - Planning – Responsible for collecting, evaluating and disseminating the tactical information

- related to the incident, and for preparing and documenting the IAP.
- Logistics – Responsible for providing facilities, services and materials for the incident response.
- Administration/Finance – Responsible for all financial, administrative and cost analysis aspects of the incident.

The CMT consists of the following personnel:

- President
- Vice President of Finance and Administration
- Director of Institutional Communications and Public Relations
- Vice President of Academic Affairs
- Executive Director of Student Services
- Director of Public Safety
- Director of Campus Facilities
- Vice President of Information Technology
- Executive Director of Institutional Effectiveness
- Director of Human Resources

Responsibility for this activity should not be delegated because it is important that the team be familiar with each other and fully aware of their crisis management responsibilities.

In the event of a crisis, this team will work with the College President to lead the College community through the situation and determine the course of action and communications to the public.

In general, the following three classifications shall have the assigned roles during a crisis event: Faculty; Staff, Administrators.

CRISIS DURING NON-WORKING HOURS

In a disaster such as the ones envisioned by this plan may occur before or after regular College office hours, or on a holiday or a weekend, the implementation may vary necessarily depending on, e.g. available resources and personnel until proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously trying to notify superior officials of the situation so as to obtain verification or advice on their actions.

In any event, the President, Vice President of Finance and Administration, Vice President of Academic Affairs, Executive Director of Student Services, and Director of Public Safety shall be informed of the situation.

CRISIS MANAGEMENT TEAM RESPONSIBILITIES

Advance Warning (If applicable)

- The CMT meets and develops a plan based on anticipated situations, and prepares a worst-case scenario plan.
- Communication decisions will be made and implemented.
- Key College personnel who need to be involved will be notified.
- Precautionary evacuations are done if needed.
- Essential service personnel are called if required.
- City services (police, fire and EMS) are notified when necessary.
- Precautionary quarantine, if needed, shall be initiated by CMT.
- Notify students, faculty and staff of an emergency, as needed, via mass notification systems, E.R.I.S. and initiate emergency website for notifications.

Emergency in Progress or Immediate Aftermath

- Public Safety department will be notified.
- If needed and not previously initiated, call 911 for help.
- Take actions to help ensure the preservation of life.
- Take actions to help ensure the preservation of property.
- Other City services will be called if required and not already on scene.
- Communication decisions will be made and implemented.
- Initiate College communication plan and contact key personnel.
- Set up command post in IT's conference room.
- React and coordinate activities for campus safety, security, evacuations, shelter, and counseling, etc.
- Coordinate restoration of lost or damaged utility services.
- Provide traffic control.
- Coordinate implementation of communication hot lines and emergency website.
- Ensure rescue operations are initiated by emergency personnel; assist as requested.
- Initiate damage control.
- Complete a brief log of activity.
- As incident nears conclusion, release personnel from activities as appropriate.
- Start planning the debriefing sessions.

Post Emergency

- Debrief and continue communications as required to the College community, general community and the media.
- Ensure arrangements are made for counseling/grieving for those who need it.
- Record events and prepare permanent records.
- Complete incident reports.
- Establish a meeting for all involved to assess crisis management performance during the event.
- Convene the CMT to make any needed changes to the CMP.
- Communicate plan changes to all stakeholders and provide training as needed.

COLLEGE FUNCTIONAL RESPONSIBILITIES

Public Safety

- Protect lives and property, and secure and control the emergency site.
- Send mass notifications via Alertus and the Emergency Response Intercom System (E.R.I.S.). An activation of Alertus will send notifications through LiveSafe, BlackBoard Connect, CowleyGo app, the College's social media channels and the College's website depending upon the type of crisis.
- Receive notification of incidents from campus and/or City services, initiate crisis management plan and coordinate all activities with campus and City services (e.g. notify police, fire department, EMS, etc.).
- Establish, coordinate and maintain command post.
- Maintain public order on campus.
- Provide traffic control.
- Coordinate rescue activities by emergency services and College personnel.
- Record the event and actions taken during the crisis.
- Assist proper authorities (police, fire, EMS, etc.) whenever necessary.

Public Relations Department

- Direct or clear all media activities.
- Act as chief spokesperson for the College or advise chief spokesperson.
- Help coordinate emergency closing notifications and special notifications as required.
- Provide clear, continuous and timely communication to faculty, staff, students and external public as required.

Maintenance, Grounds, Custodial

- Monitor actual safety hazards.
- Conduct field observations for hazardous conditions and situations.
- Aid on measures to maintain and ensure safety.
- Record the event and actions for liability and risk management purposes.
- Contact appropriate outside agencies as needed.
- Coordinate disaster clean-up efforts and assist other agencies if needed.

Student Affairs/Administration

- Assist with or arrange for temporary or alternate accommodations.
- Contact students or families when appropriate through the Director of Institutional Communications and Public Relations.
- Provide counseling as required to victims and affected individuals.
- Ensure that victims are aware of the victim services programs that are available.
- Arrange memorial services if applicable.
- Facilitate appropriate refund of student tuition and fees if applicable.

Academic Affairs/Administration

- Assist with emergency operations during the crisis.
- Advise faculty about situations involving students.
- Assess and act on whether college must be closed during the crisis.
- Ensure a continued academic learning environment during a time of crisis.

Faculty/Staff

- Read and understand the CMP.
- Familiarize themselves with evacuation routes, safe areas and their responsibilities should an emergency arise.
- Assess situations quickly but thoroughly.
- Use common sense in determining a course of action.
- Establish contact with appropriate departments.
- Evacuate staff, students and/or employees under their control to pre-designated areas in an orderly manner.

Faculty members and employees of the campus are seen as leaders by students and others and should be prepared to take care of and direct their charges to assembly areas in the event of an emergency.

Students

- Be familiar with the emergency procedures and evacuation routes for buildings that they frequent.
- Assess situations quickly but thoroughly.
- Use common sense in determining the best course of action.
- Evacuate in an orderly manner when an alarm is sounded or when directed to do so by faculty, staff, or emergency personnel.

CRISIS MANAGEMENT PROTOCOL

Protocols shall:

- A. Ensure appropriate resources are available to the College community for the preparation, the response, and the recovery processes which may arise in emergencies or disasters.
- B. Ensure members of an associated employee, department, or committee which has a responsibility for the safety to other members of the College community have completed the associated appropriate training to be compliant with the NIMS, ICS, and OSHA systems.
- C. To consult with the community and county agencies to identify external resources available.
- D. Maintain the mutual aid agreement for community and county assistance and resources through Cowley County Emergency Management in the event of a crisis or emergency.
- E. To ensure that all employees, departments, or committees which have a responsibility or obligation of duty to utilize life-saving device, or to administer first-aid or other emergency medical treatment actions have completed an accredited training program for such. The primary and recommended organization for such training will be the American Heart Association.
- F. To commit to conduct on-site training to the College community through informative presentations, tabletop exercises, and full-scale training drills each semester.

- G. To make emergency response training opportunities available to employees, committees, or departments through internal or external training classes or organizations.
- H. To communicate and make announcements related to any emergency procedure via Alertus, LiveSafe app, BlackBoard Connect, CowleyGo app, the Emergency Intercom Response System (E.R.I.S.), campus text messaging service, email, the College's website and through social media.
- I. The Site Safety Committee shall maintain and update the established emergency procedures and disaster plans annually.
- J. To make copies of the emergency procedure plan available to all members of the College community and post the emergency procedure plan in strategic locations.

A. Medical Emergency

Person Identifying Situation:

- 1. Assume the role as Incident Commander until the responsibilities have been given to a more experienced person.
- 2. Notify 911 and indicate medical emergency. 911 will contact necessary emergency responders.
- 3. Notify Public Safety Department as soon as possible.
- 4. Be available to provide information to emergency responders about the situation.

Public Safety Department:

- 5. Initiate 1st Aid, CPR, or other trained life-saving measures.
- 6. Contact the CMT.
- 7. Secure the victim from further injury due to unsafe conditions, if possible without undo threat to personal safety.
- 8. Prevent unauthorized access to the incident site.

Crisis Management Team:

- 8. Set up crisis management command post.
- 9. Arrange for temporary accommodations and relocations if necessary.
- 10. Prepare and provide for appropriate communication.
- 11. Arrange for telephone hotline and emergency website if necessary.

B. Violent Crime or Behavior (imminent or crime is in progress)

Person experiencing situation:

- 1. Try to stay calm.
- 2. Meet demands (money, grades, etc.) whenever possible.
- 3. Immediately notify 911 and indicate situation.
- 4. Contact Public Safety Department as soon as possible.
- 5. Move to a safe environment whenever possible.
- 6. If active shooter is on campus, take proactive measures and utilize A.L.I.C.E. training until emergency responders arrive and escort away from location.

Public Safety Department:

- 7. Make an announcement to communicate the incident to the College in a timely manner.
- 8. Contact the CMT.
- 9. Protect human lives and preserve college assets whenever possible.
- 10. Secure the area and prevent unauthorized access to unsafe area.

11. Assist police or emergency responders with any required actions deemed necessary.

Crisis Management Team:

12. Initiate communication plans.
13. Set up crisis command post if required.
14. Arrange counseling or victim services for affected individuals.

C. Discovery of Violent Crimes (post occurrence)

Person discovering the situation:

1. Notify 911 who will dispatch appropriate emergency responders.
2. Notify the Public Safety Department as soon as possible.
3. Go to a safe place and wait for emergency responders.
4. Report everything noted, of relevance, to the authorities.
5. The Public Safety Department will:
 - a. secure the area.
 - b. prevent anyone else from entering an unsafe area.
 - c. assist police or emergency responders with any required actions deemed necessary.
 - d. contact the CMT as needed.
6. Crisis Management Team will:
 - a. contact other required personnel as needed.
 - b. arrange for counseling or victim services for those involved in incident.
 - c. prepare media response if required.
 - d. notify family if required.
 - e. arrange memorial services if required.
 - f. identify members of College community to attend funeral if required.
 - g. if required, assist family with packing belongings.
 - h. facilitate refunds of tuition and fees if required.

D. Political Situations (riots, protests, and demonstrations, etc.)

Person Identifying Situation:

1. Move to a safe environment.
2. Notify the Public Safety Department who will notify emergency responders as required.

Public Safety Department:

3. When practical, clear the area of individuals and disperse unwanted activity.
4. Assist police with securing the area if required.
5. Notify the CMT.

Crisis Management Team:

6. Initiate communication plan.
7. Set up crisis command post if required.
8. Arrange counseling or victim services for those involved in incident if required.
9. Coordinate media communications.

E. Off-Campus Incidents Involving Students, Faculty, and/or Staff

1. Notify the Public Safety Department as soon as possible.
2. Public Safety Department will notify the CMT immediately.
3. The CMT will contact required personnel.
4. Prepare press release if required.
5. Arrange counseling if required.
6. Arrange memorial services if required.
7. Identify members of College community to attend funeral if required.
8. Assist family with belongings, insurance and benefits if required.

F. Environmental/Natural Disaster – Evacuation

Person discovering the situation:

9. If fire, activate fire alarm and follow procedures to evacuate the area.
1. Notify 911.
2. Notify the Public Safety Department.

Public Safety Department:

3. Monitor weather stations and/or radio for weather advisories when applicable.
4. Initiate communication with CMT.
5. The fire department will be called if required.
6. The police department will be called if required.

Crisis Management Team:

7. Set up crisis command post.
8. Notify emergency shelter if required.
9. Hot line and emergency website will be established if required.
10. Develop press release if required.
11. Provide emergency funds as required.

G. Threats

Person Identifying Situation:

1. Treat all threats as a life-threatening situation.
2. Do not assume the threat is unreal or not possible.
3. Notify 911 immediately.
4. Notify the Public Safety Department as soon as possible.

Public Safety Department:

5. Assess situation and notify College administration if necessary.
6. Initiate communication with CMT.
7. Follow fire evacuation procedures.

Crisis Management Team:

8. Set up crisis command post.
9. Notify emergency shelter if required.
10. Hot line and emergency website will be established if required.
11. Press release will be prepared if required.

Procedures

Evacuation

- 1) To initiate an “Evacuation” when it is determined that an internal threat makes it safer outside than inside the building and/or following an announcement that will be made by Public Safety.
 - A. This procedure will be used for threats involving threats of violence, hostage situations, internal gas leak, fire/explosion, bomb threats, etc. or like situations where a significant threat is present or possible inside a College building which would be likely to affect the safety of students and/or employees.
 - B. Following an alert of the incident or an announcement such as “YOUR ATTENTION PLEASE. WE NEED TO CONDUCT AN EVACUATION OF THE BUILDING. EVACUATE THE BUILDING USING THE NEAREST EXIT AND PROCEED TO THE DESIGNATED ASSEMBLY AREA”, actions that shall be taken are:
 - i. Call 911 or Public Safety as appropriate.
 - ii. Identify the exact location, describe the emergency or threat present, and provide the evacuation location.
 - iii. If the evacuation is a result of a threat of violence or if there is a smell of gas, DO NOT use radios, cell phones, fire alarms, turn lights on or off, or otherwise create static within the building as their use may cause an explosion.
 - iv. Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - a) Threat of violence: The Incident Commander through a member of the CMT or Public Safety will notify employees of evacuation to avoid as dictated by known or suspected location of a device.
 - b) Fire: Follow primary routes unless blocked by smoke or fire.
 - c) Hazardous Material Spills: Avoid any hazardous materials as fumes can overcome people in seconds. Plan route accordingly.
 - d) Employees should ensure special needs of students or adults are provided. Request assistance if needed.

A.L.I.C.E.

- 2) To initiate “A.L.I.C.E.” when there is a threat of violence inside the building or serious incident that could jeopardize the safety of students and/or employees.
 - A. This procedure will be used for threats involving an intruder inside the building, weapons in building or on College property, hostage situations, shots fired, significant disruptive or assaultive behaviors or actions or like situations where a significant threat is present or possible which are likely to affect the safety of students and/or employees.
 - B. Following an alert of the incident or an announcement such as “ATTENTION! ATTENTION! INITIATE ALICE! EVENT, LOCATION AND SUSPECT INFORMATION AS REPORTED! i.e. SHOTS FIRED IN THE EAST HALLWAY OF GALLE-JOHNSON! GUNMAN IS WHITE MALE WEARING BLUE PANTS, BLACK HOODIE IN THE EAST HALLWAY OF GALLE-JOHNSON! INITIATE ALICE, THE POLICE ARE ON THE WAY!”, actions that shall be taken are:
 - i. Issue an alert to any students/adults in their area and suggest they get to a safe place as well as report all information pertaining to the situation as known as it is occurring.
 - a) Dial 911 immediately and provide detailed information as it happens or changes.
 - b) Provide real-time information to, resist issuing commands.

- ii. Based on the updated real-time information given or received, each person shall decide to either lockdown in their room/office/area and/or to evacuate based on their assessment of the situation.
 - c) If lockdown is the safest option and is decided upon:
 - 1. Immediately lock and barricade the door(s) to the office/room/area, disable any door mechanisms as possible, turn off the lights, cover the windows, silence phones and remain quiet and out-of-sight, preferably behind thicker walls and/or closest to the exit.
 - 2. Once barricaded in a room, no one should be allowed into a secure room under any circumstances expect for uniformed emergency personnel.
 - 3. Make a plan, begin gathering items which may be used as weapons and/or finding alternative exits.
 - d) If lockdown fails, a safe evacuation is not available, or lockdown fails and the area is no longer secure in-place, and/or a person is confronted with an imminent and/or potential life-threatening attack, as a last resort those persons are unrestricted on any actions that may be decided to take in order to counter the attack such as attacking, creating a disruption for or incapacitating the aggressor by using aggressive force and items in the environment.
 - e) If control over the aggressor is gained, secure the weapon without picking it up, call 911 to advise and provide the exact location, provide first aid to the injured when possible, and hold the aggressor until law enforcement arrives.
 - 1. Students/Employees are not required by the College to do anything. You are empowered to make your own decisions based upon your assessment of the situation and the information you have available.
 - 2. Students/Employees should not leave a safe place to go after an attacker.
 - 3. Students/Employees should only consider the counter option if you are in immediate danger and have no other option. Lockdown and evacuate are always better options if available.
 - f) Students/Employees who are able to evacuate the area based on the information they have, their training, their knowledge of exits and routes, and their ability to do so safely should do so immediately.
 - 1. Students/Employees who decide to evacuate should not assume they're safe once outside the immediately affected area or building.
 - 2. Be aware of your surroundings.
 - 3. Follow the direction of emergency personnel or proceed to the pre-determined community rallying point(s).
 - 4. Students/Employees should not leave in their vehicles.
 - 5. Employees should ensure special needs of students or adults are provided. Request assistance if needed.

Clear the Halls

- 3) To “Clear the Halls” when there is a need and confine the students and staff/faculty within a room following an announcement which will be made by Public Safety.
 - A. This procedure will be used for situations involving medical emergencies, persons with disruptive or assaultive behaviors, drug or weapons searches, animal loose in the building or like situations where a threat persist in the hallways or public commons area of a building.
 - B. Following an alert of the incident or an announcement will be made such as “YOUR ATTENTION, PLEASE. WE NEED TO CLEAR THE HALLS IMMEDIATELY. PLEASE GO TO THE NEAREST ROOM AND STAY THERE UNTIL FURTHER NOTICE. DISREGARD ALL ALARMS OR BELLS”, actions that shall be taken are:
 - i. Employees should gather any students/adults from the hallway into their room.
 - ii. Keep all students in the classroom, close doors, and continue working/teaching. Do not leave the room.
 - iii. Employees and students not in classrooms should seek the closest available classroom or other available room.
 - iv. Stay out of hallways and commons area.
 - v. Account for all students/adults. Communicate names of any unaccounted-for students/adults to the Incident Commander through CMT members or Public Safety personnel immediately.
 - vi. Designated class ending times or period changes shall be disregarded.
 - vii. All employees not supervising students shall contact the Incident Commander through Public Safety or the CMT for directions.
 - viii. Stay in “Clear the Halls” mode until the Incident Commander by way of Public Safety or the CMT signals the resolution of the situation. Students will not be released until the “Clear the Halls” situation has been resolved.

Reverse Evacuation

- 4) To initiate a “Reverse Evacuation” when conditions are safer inside a building than outside following an announcement that will be made by Public Safety.
 - A. This procedure will be used for threats involving hazardous material spills outside, significant disturbances or threats outside on college grounds, or community threats such as armed robbery or violent person, etc. or like situations where a significant threat is present or possible outside on or within near proximity of College property which would be likely to affect the safety of students and/or employees.
 - B. Following an alert of the incident or an announcement such as “YOUR ATTENTION PLEASE. WE NEED TO CONDUCT A REVERSE EVACUATION. WE HAVE A SAFETY SITUATION OUTSIDE THE BUILDING AND NEED EVERYONE TO REMAIN INSIDE UNTIL FURTHER NOTICE.”, actions that shall be taken are:
 - i. Students and employees shall immediately move back to the classrooms or safe areas. All exterior classroom activities or events will be cancelled.
 - ii. If movement into a building would present a danger to those individuals outside, faculty or staff members outside will notify the Incident Commander through a member of the CMT or Public Safety and relocate to a designated assembly area or off-campus assembly site as directed.

- iii. All persons shall be accounted. Report any missing persons to the Incident Commander through the CMT or Public Safety.
- iv. No student or employee shall be allowed outside the building.
- v. Close and lock exterior doors and windows. Assigned staff should monitor building entrances until the incident is resolved and an announcement has been made.
- vi. Employees should ensure special needs of students or adults are provided. Request assistance if needed.
- vii. Maintain normal interior classroom activities unless otherwise directed.
- viii. All employees not supervising students contact Public Safety or the CMT for possible assignments to assist with monitoring entrances.
- ix. Stay in Reverse Evacuation until the Incident Commander through personnel of emergency personnel signal the resolution of the situation. Students will not be released at the designated end-of-class times or events until the Reverse Evacuation have been resolved.

Off-Campus Evacuation

- 5) To initiate an “Off-Campus Evacuation” when circumstances require off-site evacuation of students and employees to a pre-designated remote site following an announcement that will be made by Public Safety.
- A. This procedure will be used for threats involving hazardous material spills, significant disturbances or threats on college grounds, or utility outages or like situations which would be likely to affect the safety of students and/or employees.
 - B. Following an alert of the incident or an announcement such as “YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO _____ LOCATED AT _____.”, actions that shall be taken are:
 - i. Take your class roster, phone lists and/or emergency Go-kits as available as you exit to the designated assembly point at the off-campus evacuation site.
 - ii. After evacuating, each student shall be accounted for. Report any missing or injured persons to the Incident Commander through the CMT or Public Safety.
 - iii. Depart to the off-campus assembly point.
 - iv. Ensure special needs students and employees are provided. Request help if needed.

Shelter-In-Place

- 6) To initiate a “Shelter-In-Place” procedure to provide a refuge for students, staff, and the public inside a College building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-In-Place is used when evacuation would place people at risk. Shelter-In-Place procedures will be initiated following an alert of an emergency or an announcement that will be made by Public Safety.
- C. This procedure will be used for threats involving natural disasters, chemical spill, an exterior gas leak or like situations where an outdoor threat is present or possible which would be likely to affect the safety of students and/or employees.
 - D. Following an alert of the incident or an announcement such as “YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION (TORNADO OR OTHER FORCE OF NATURE, ETC.) AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. ALL STUDENTS AND EMPLOYEES ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS (or other specified shelter locations as directed). ALL EMPLOYEES AND STUDENTS OUTSIDE ARE

TO IMMEDIATELY MOVE TO THEIR INTERIOR SHELTER AREA. DISREGARD ALL ALARMS.”, actions that shall be taken are:

- v. All persons on campus shall move into designated or emergency-specific shelter areas.
- vi. Alert all students and employees outside to move to designated shelters inside the nearest building using megaphone, text alert system, or runners.
- vii. Employees shall close classroom doors when leaving and windows as possible.
- viii. Gather any persons from the hallway to the closest shelter-in-place location.
- ix. Account for all students and employees. Report any missing or injured persons to the Incident Commander through the CMT or Public Safety.
- x. Designated class times will be disregarded. All activities will be cancelled.
- xi. If warranted, order the shut-down of heating, ventilation, and air conditioning systems to stop inflow of outside air into the building.
- xii. Restrict access out of shelter areas without good cause. Monitor the weather radio, news channels, or other weather-providing service or radar for updated information or directions.
- xiii. Remain in shelter until notification is made in person, by intercom, or through text/email/mass notification service when the incident has ended.
- xiv. If evacuation is ordered, follow directions of the emergency personnel.

7) For medical emergencies, the person identifying the situation shall:

- E. Notify 911 to summons assistance for medical treatment.
- F. Notify Public Safety Department as soon as possible.
- G. Provide first aid as to the appropriate level of training and certification until emergency responders arrive.
- H. Secure the victim from further injury due to unsafe conditions, if possible without undo threat to personal safety.
- I. When possible, clear the area and prevent unauthorized access to the incident site.
- J. Be available to provide information to emergency responders about the situation.

8) For Off-Campus Incidents involving students or employees, persons shall:

- K. Call 911 if the situation necessitates an emergency respond.
- L. Notify the Public Safety Department as soon as possible.
- M. Provide first aid as to the appropriate level of training and certification until emergency responders arrive.
- N. Secure the victim(s) from further injury due to unsafe conditions, if possible without undo threat to personal safety.

APPENDIX A COMMUNICATION PLAN

This plan is intended to supplement other administrative procedures and guidelines for dealing with emergency situations.

INTRODUCTION

From a public perspective, a “crisis” can be defined as any out-of-the-ordinary event that creates community/media interest in the College. A crisis is often tragic and unexpected. Crises can be opportunities as well as problems. It is clear that good communications will be a key element in responding to our communities and to the media in the case of a crisis of any kind.

“Crisis” is defined as an unstable or crucial time or state of affairs in which a decisive change is impending, especially one with the distinct possibility of a highly undesirable outcome. In essence, a crisis is a situation where the College could be faced with inadequate information, not enough time, and insufficient resources, but in which leaders must make one or many crucial decisions.

The purpose of the Crisis Communication Plan is to be adequately prepared for that out-of-the-ordinary event, and to advise, effectively and promptly, the campus community and the public as required on issues and developments.

OBJECTIVES

The College will make every effort to be open and timely in its communications with the College community, media and all stakeholders during a crisis or emergency. Concern for the right to privacy, personal health and safety, legal liability and the public’s legitimate need to be informed will guide decisions with regard to all communications both internally and externally.

Good communication policy and practice will:

- assist in the actual management of the crisis;
- provide direction to faculty, staff, and students;
- reduce rumor and uncertainty;
- disseminate clear and accurate information to interested constituencies and the public at large;
- provide multiple modes of delivery and redundancy to ensure notifications can be made to as many as stakeholders as possible;
- maintain the institution’s credibility and minimize damage to its reputation.

Definition

Crisis communication is one component of overall crisis management. Communication is key to how Cowley College handles a crisis and can have a lasting impact on the college’s reputation with various constituencies, including students, faculty, staff, alumni, parents, the community and the news media. An effective communications plan, coupled with the early involvement of CMT will help limit the negative impact of the crisis and will allow those charged with mitigating the crisis to fulfill their responsibilities.

The following communication principles apply during a College crisis:

When an employee or student receives a report or discovers a crisis has or is about to occur, his or her first responsibility is to notify the Public Safety Department or a member of the CMT. In the absence of imminent

danger to life or property, the person identifying the should then aid those in need and react in accordance with the response plan.

The most important component of Cowley College and its campuses is its students and employees. Our faculty and staff must be informed of the crisis and the college's response to maintain order and facilitate a quick recovery. It is important to remember that the words and actions of employees toward external audiences can have a lasting impact on the college's reputation. Therefore, after emergency officials are notified of a crisis, employees may be the next target audience. Other key audiences, in no particular order, that should be kept apprised of the crisis response are parents and family members of affected students or employees, designated CMT members, Board of Trustees, Foundation Board, community leadership, news media, and current student population.

State and Federal law affect dissemination of information about students. Crisis communication must consider applicable statutes and fundamental issues of fairness.

Methods of Communication

Different crises warrant different methods of communications with key constituencies.

Options include:

- Use of one of the college's mass notification systems.
- Information posted on the web.
- Information posted to the college's social media channels.
- Two-way radios.
- A telephone line established to aid.
- One-on-one or small group meetings with employees and/or students when possible.
- Large assemblies of employees and/or students.
- Use of e-mail groups.
- Counseling of employees and/or students.

CRISIS COMMUNICATION PLAN

During a declared emergency, communications, both internal and external, will be under the direction of the President of the College in cooperation with the CMT as outlined in the CMP.

The CMP will also apply in the event of a crisis at an off-campus event for which Cowley College has some responsibility or where a significant number of its community are involved, e.g., evening classes, sporting events, outreach centers, cancellations, closures, delays, etc.

RELEASING STATEMENTS/INFORMATION

All information released by the College will be done in cooperation with the appropriate external law enforcement authority if or when applicable.

All written or oral statements to campus groups, media and public will require the authorization of the College President, the administrator of the day, or the Director of Institutional Communications and Public Relations.

All statements of information will be channeled through and coordinated by the Director of Institutional Communications and Public Relations as outlined in the CMP in emergency critical situations.

One official spokesperson will be appointed to state the College's position.

The legal aspects of releasing information will be governed by the appropriate legal guidelines or referred to legal counsel.

All public and media inquiries that are received by other offices and departments of the College will be forwarded to the Director of Institutional Communications and Public Relations, and:

- Under no circumstances will any representative of the College reveal the victim's name in any case.
- Under no circumstances will any representative of the College other than the official spokesperson or his/her designate volunteer any information (names, dates, times, locations, nature of an incident) about an off-campus incident.
- Specifically, information about an off-campus arrest is in the public domain. In this case, the Director of Institutional Communications and Public Relations or his/her designate will refer media inquires to the authority that made the arrest.
- It is the responsibility of the Director of Public Safety Department or his/her designate to notify the Director of Institutional Communications and Public Relations when off-campus incidents occur.

PROCEUDRES

1. Alerting Responsibilities

Prior to or during a declared state of emergency or the decision to assemble the CMT, the President of the College or a member of the Team will alert the Director of Institutional Communications and Public Relations. The Director of Public relations will then advise the media.

2. Specific Responsibilities

The Director of Institutional Communications and Public Relations will be responsible for:

1. Meeting with the CMT to determine level of crisis and audiences affected.
2. Maintaining regular contact with the CMT.
3. Assisting in the identification of an official spokesperson and alternate and providing support to those individuals.
4. Establishing a media center either on or off campus.
5. Providing communications and media counsel to the President of the College and/or designate and the CMT.
6. Preparing and disseminating statements or information to the campus community, interested constituencies, the media, and other groups as identified for emergency and/or critical instances where life safety has or could be affected.
7. Handling public inquires regarding the crisis.
8. Responding to media inquiries regarding the crisis.
9. Arranging for photography and audio-visual services, if necessary.
10. Maintaining regular contact with the CMT and with communications officials of other agencies or organizations responding to the emergency for the purpose of coordinating the preparation and dissemination of public statements of information.
11. Managing the media's presence during the crisis and enforcing the guidelines for media behavior during a crisis.
12. Monitoring media coverage and public response to the crisis.
13. Providing post crisis follow-up releases and news, as appropriate, to the media.
14. Evaluating the communications process, providing full media documentation to the CMT, and participating in a debriefing session with members of the CMT.

3. Authority

The Director of Institutional Communications and Public Relations will have the authority to disseminate information to the media and the public with the general direction of the College President or the CMT.

Except for emergency services and public safety personnel, only the Director of Institutional Communications and Public Relations will be authorized to provide direction to the media.

Once a crisis/emergency has been identified, the Public Safety Department will have the authority to limit access to the affected area and any other areas of campus designated for use in responding to the crisis.

With the consent of the College President through consultation with the CMT, the Director of Institutional Communications and Public Relations may allow media photographers and camera operators to tour the emergency site; they will be escorted.

4. Official Spokesperson

In consultation with the Director of Institutional Communications and Public Relations, the President of the College or the CMT will appoint one official spokesperson. In most instances, the Director of Institutional Communications and Public Relations shall be designated as the official spokesperson.

The spokesperson will be responsible for articulating the College's position only upon the authorization of and as directed by the College President or the CMT.

The spokesperson should be readily available and accessible to the media and be able to articulate the College's position in an appropriate way for the media.

The spokesperson will be selected from the following:

1. Director of Institutional Communications and Public Relations
2. College President
3. Vice President of Finance and Administration
4. Vice President of Academic Affairs
5. Executive Director of Student Services
6. Vice President of Information Technology
7. Vice President of Institutional Effectiveness
8. Director of Human Resources

APPENDIX B
CRISIS PREPARATION CHECKLIST

ACTION	RESPONSIBLE AREA
Maintain telephone listings for all people who need to be notified	Human Resources
Maintain and update Crisis Management Plan	Crisis Management Team
Maintain and update communication plans	Crisis Management Team
Fire and Evacuation Procedures	Public Safety Department
Maintain current phone listings, including home numbers for all key personnel for crisis management	Human Resources and Academic Affairs Office
Pyramid telephone plan (tornado emergency)	Crisis Management Team and Department Heads
Plans for reaching those who are not easily accessible (athletic fields, etc.)	Coaching Staff, Student Affairs and Academic Affairs Office
Evacuation Plans	Public Safety Department
Campus Maps	Public Safety and Marketing Department
Inventory of emergency supplies (blankets, barricades, tape) storage and accessibility	Maintenance Department, Housing Services, Public Safety Department
Cellular phones and two-way radios	Public Safety Department
Maintain hot lines and emergency website for additional information to stakeholders	Information Technology, Webmaster, Director of Institutional Communication & Public Relations
Locations and contact names for off-campus temporary relocation	Academic Affairs Office
Emergency vehicles	Public Safety Department and Finance and Administration Office
Hard copy of student phone numbers	Student Affairs Office
Floor Plans	Public Safety and Maintenance Departments

APPENDIX C EMERGENCY ACADEMIC PLAN

The intent of this plan is to supplement other administrative procedures and guidelines for addressing an emergency situation that specifically threatens academic instruction. This most current plan shall be located on the college intranet, and administrators and other department heads will all have hard copies of the plan and supporting documents.

INTRODUCTION

The purpose of the Emergency Academic Plan is to provide guidance to faculty and staff to help ensure a continued academic learning environment during a time of crisis. Even though it is impossible to forecast every possible crisis, this plan provides flexibility and autonomy to fit the needs of the college during various crisis situations. The primary threats to ongoing instruction are facility damage or destruction, loss of online capabilities, loss of faculty and teaching staff, and County, State or National Emergency directives restricting in-person attendance.

OBJECTIVES

The college makes every attempt to provide students with a high-quality education. Even during a time of crisis, the College will safeguard this commitment. The College will provide an academic learning environment to help students in their scholastic endeavors with minimal interruption whenever possible. This is achieved by providing:

- adequate facilities,
- an online platform in which to deliver instructional information,
- and qualified faculty and staff to teach.

(1) FACILITIES

In the event that facilities become unfavorable for learning, the College has secured many off-campus locations for instruction. In many cases, simply migrating face-to-face classes to the online environment may suffice. However, if a longer period of time or other circumstances warrant it, alternative face-to-face locations shall be utilized by the College. Activation of alternative facilities will be at the discretion of the administration or designated person.

(2) ONLINE EDUCATION (Learning Management System and college operations)

In the event that the college cannot operate online or maintain day-to-day technological logistics, the administration may opt to move to another server location external to the college. The administration shall decide when this option should occur. Information about which external servers the college may use can be found in the intranet. <http://www.cowley.edu/cowleyintranet/intranet/index.html>

(3) FACULTY AND STAFF

In the case of reduced faculty and teaching staff, the college will make every effort to see that classes continue with qualified instructors. This may require a greater use of adjunct faculty (especially those geographically distant), full-time faculty covering additional classes or the use of faculty from Butler County Community College or Southwestern College. Furthermore, some staff not affected by crisis may be asked to conduct classes outside their normal workload.

ADMINISTRATION

This Emergency Academic Plan should be used within the context of the college's crisis management plan. It shall be enacted as needed by the administration with presidential approval. In the event that the president is not on campus or cannot be contacted, the administrator of the day will assume all duties.

CONCLUSION

The Emergency Academic Plan provides direction in the event of calamity. The goal is to provide a continual and quality learning environment for students when facing crisis with as few inconveniences as possible. By securing facilities, an online platform and instructors, the College will continue to provide a high-quality educational environment for all.

APPENDIX D
TORNADO SHELTERS

Ark City Main Campus

Galle-Johnson Hall.....	Basement
Charles Kerr Technology Building	Galle-Johnson basement
Renn Memorial Library.....	Basement east hallway and classrooms
Walker Industrial Technology Building ...	Auto mechanics classroom (302), machine tools computer lab (217)
D. Robert Storbeck Dorm	First floor hallways and laundry room
Nelson Student Center/Underground.....	The Underground
William R. Docking Dorm	Basement and laundry room
Kirke W. Dale Dorm	Basement of Docking dorm, alternatively Kirke Dale first floor laundry room
Oscar Kimmell Dorm	First floor hallways and laundry room
Central Avenue Dorm.....	First floor laundry room and hallways
The Lodge Dormitory	Basement of First United Methodist Church
Linda Adams Hargrove Athletic Center...	East side locker rooms
Construction Trades Building	East side locker rooms in Rec Building.
Brown Center	Lower level restrooms, rooms 136, 137 and north-south hallway. Special arrangements will be made for the Wright room and Theatre.
Webb-Brown Academic Center.....	Lower level restrooms, classrooms 103 & 104
W.S.Scott Auditorium& Gymnasium.....	People seated on east side, east side dressing rooms. People seated on the south sides, west side dressing rooms. People seated on the west side and coaches' office area, coaches' office area away from glass
Ed Hargrove Softball Field.....	Athletes, Coaches, Staff, and spectators should be evacuated home. Alternatively the concession area may be utilized for anyone unable to evacuate.
Travis Hafner Training Center.....	Weight room.
Baseball.....	Athletes, Coaches, Staff, and spectators should be evacuated home. Alternatively, the weight room inside the Hafner Center.
M.Phillips Track&Field/Soccer Complex.	Athletes, Coaches, Staff, and spectators should be evacuated home. Alternatively, the weight room inside the Hafner Center.
Ireland Hall	Cosmetology reception area
Shipping & Receiving.....	Renn Memorial Library basement east hallway and classrooms
Ben Cleveland Wellness Center	Students and members should be evacuated to home. Alternatively Scott auditorium or Galle-Johnson basement.
Sid L. Reigner Bookstore	Scott Auditorium or Galle-Johnson basement.
Patrick J. McAtee Dining Center.....	Renn Memorial Library basement east hallway and classrooms
Education Center.....	Basement area and interior restroom on main floor.

Mulvane Campus

Mulvane SEA Center.....	Basement area as directed by site plan.
Mulvane Technical Education Center	Tool cribs located in shop work areas as directed by site plan.

Winfield Campus

Winfield Allied Health Center	Lower level restrooms.
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Sumner Campus

Short General Education Building	Basement area of Short Building as directed by site plan.
Technology & Innovation Building.....	Basement area of Short Building as directed by site plan.
Residential Housing.....	Basement area of Short Building as directed by site plan. Alternatively the laundry room.
Wichita Center	Computer lab area as directed by site plan.

APPENDIX E
FIRE AND EVACUATION MEETING LOCATIONS

Ben Cleveland Wellness Center: Calder Bonfy Amphitheater

Brown Center: Webb Brown Foyer

Central Avenue Dorm: Calder Bonfy Amphitheater

Education Center: Calder Bonfy Amphitheater

Galle-Johnson Hall: Calder Bonfy Amphitheater

Ireland Hall: Calder Bonfy Amphitheater

Charles Kerr Technology Center: Calder Bonfy Amphitheater

Kirke W. Dale Dorm: Calder Bonfy Amphitheater_

Nelson Student Center: Calder Bonfy Amphitheater

Oscar Kimmell Dorm: Calder Bonfy Amphitheater

Patrick J. McAtee Dining Center: Calder Bonfy Amphitheater

Linda Adams Hargrove Athletic Center: Softball Field

Renn Memorial Library: Calder Bonfy Amphitheater

D. Robert Storbeck Dorm: Calder Bonfy Amphitheater_

Shipping & Receiving: Calder Bonfy Amphitheater

Sid L. Regnier Bookstore: Calder Bonfy Amphitheater

The Lodge Dormitory: Lawn area east of the building

Travis Hafner Training Center: East Parking Lot

Walker Industrial Technology Building: Calder Bonfy Amphitheater

Webb-Brown Academic Center: Calder Bonfy Amphitheater

William R. Docking Dorm: Calder Bonfy Amphitheater

W. S. Scott Auditorium/Gymnasium: Calder Bonfy Amphitheater Foyer

Mulvane SEA Center: Mulvane Police Department parking lot

Mulvane Technical Education Center: Grass area west of buildings

Wichita Center: East parking lot

Sumner Campus: East end of Walmart parking lot

Allied Health Center: Parking lot east of building

The evacuation meeting location should be appropriate for the emergency and if an alternative meeting location is needed, an announcement will be made when the evacuation order is given.

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November 9, 2004 – First release of publication

July 2007 – Revision

July 22, 2011 - Revised document published. Appendixes A, B, C, D, and E were added to the document. No other significant changes were made.

August 2012 – Revised to current best practices.

May 2023 - Revised to reflect current best practices and terminology. Updates were made to position title changes, responsibilities and updated facility locations/procedures.