

SAFETY PROGRAM: EMERGENCY PLANS

SECTION ONE: SAFETY AND EMERGENCY PROCEDURES GUIDELINES

- 1.01** The College President shall be responsible for establishing procedures to respond to campus emergencies in coordination with local authorities. These procedures shall always place emphasis on the safety of students, faculty, and staff; observe federal, state, and local laws; and be periodically reviewed by the campus environmental, health, and safety team (EH&S).
- 1.02** The College shall follow its Multi-Hazard Emergency Operations Plan in the event of a disaster or crisis. The College’s Emergency Operations Plan (EOP) incorporates the “Standard Response Protocol” (SRP) produced and copyrighted by the “I Love You Guys Foundation” of Bailey, Colorado. In an effort to address specific hazards, Angelina College has adopted annexes as attachments to the Emergency Operations Basic Plan.
- Active Threat Annex
 - Active Shooter Appendix
 - Athletics / Activity Emergency Annex
 - Communicable Disease Annex
 - Severe Weather Annex
 - Hurricane Appendix
 - Severe Thunderstorm Appendix
 - Tornado Appendix
 - Hazardous Materials Annex
 - Highway Hazmat Appendix
 - Pipeline Appendix
 - Train Derailment Appendix
- 1.03** The College shall provide regular training and encourage faculty and staff to review the Multi-Hazard Emergency Operations Plan and the Standard Response Protocol.

SECTION TWO: REPORTING PROCEDURES

2.01 Any employee who is first to observe any medical emergency, life-threatening event, or disaster should follow the following procedures:

- Call the Angelina College Police Department at 936-676-2563 and report the location of the emergency, disaster, or threat.
- Call 911 if the threat or crisis is particularly severe or imminent.

SECTION THREE: CAMPUS NOTIFICATION PROCEDURES

3.01 The College will utilize one or more, as deemed appropriate, of the following notification systems in the event of an emergency:

- The RAVE Alert system to send text and/or email messages
- Social media
- The campus telephone system to project a message through the phone's external speaker.

SECTION FOUR: EMERGENCY HOLD PROCEDURES

4.01 In the event a hallway or corridor needs to be cleared, a "Hold" command may be issued. Follow the Standard Response Protocol for a "Hold" command

SECTION FIVE: EMERGENCY EVACUATION PROCEDURES

5.01 If fire or smoke is detected on campus, dial 911 for the local fire department and then dial 936-676-2563 for campus police and follow the Standard Response Protocol for an "Evacuation."

SECTION SIX: EMERGENCY SHELTER PROCEDURES

6.01 Weather-related incident: When weather conditions are sufficiently hazardous to warrant limited activities, students and employees will be notified via text, email, social media and/or the campus phone system. . (See CG)

6.02 Tornado weather-related incident: In case of a tornado, students and employees should follow the Standard Response Protocol action for "Shelter" for a weather-related incident. Students and employees will be notified, if feasible, via text, email, social media and/or the and the campus telephone system.

6.03 Hazmat incident: If a hazardous materials incident occurs that threatens safety on campus, students and employees will be notified by text, email, social media, and the campus phone system. Students and employees should follow the Standard Response Protocol action for a "Shelter" for a HazMat Incident.

SECTION SEVEN: EMERGENCY SECURE PROCEDURES

- 7.01** If there is a potential threat in the vicinity of the campus, students and employees will be notified as soon as practical and safe, via text, email, social media and/or the campus phone system. Students and employees should follow the Standard Response Protocol “Secure” command.

SECTION EIGHT: EMERGENCY LOCKDOWN PROCEDURES

- 8.01** If a threat is located on campus students and employees will be notified via text, email, social media and/or the campus phone system. Students and employees should follow the Standard Response Protocol “Lockdown” command.
- 8.02** If a student or employee witness suspicious or threatening behavior on campus, dial 936-676-2563 for campus police. If the threat or crisis is particularly severe or imminent call 911.

SECTION NINE: BOMB THREAT

- 9.01** If a student or employee observes a suspicious object or potential bomb threat on campus, they should vacate the area and dial 936-676-2563 for campus police.

SECTION TEN: PSYCHOLOGICAL CRISES AND VIOLENT OR CRIMINAL BEHAVIOR

- 10.01** If a student of employee observes a psychological crisis, when an individual is threatening harm to himself/herself or others they should not intervene and call campus police at 936-676-2563.
- 10.02** If a student of employee observes a criminal act or suspicious person on campus they should immediately call and report the incident to campus police at 936-676-2563.

SECTION ELEVEN: STUDENT CONDUCT

- 11.01** If a student or employee observes behavior that breaches the Student Code of Conduct (see FLB) on campus, they should contact the Executive Director of Student Affairs or the campus police at 936-676-2563.

SECTION TWELVE: THREAT ASSESSMENT PROCESS

- 12.01** The college does not suggest that reactive measures are inappropriate; however, threat assessment focuses not on short-term reactions but on proactive prevention. The College employee or student witnessing a student exhibiting behavioral problems or breaches of

student conduct should contact campus police at 936-676-2563 or call 911. Do not hesitate to call. The campus police will notify the Executive Director of Student Affairs and he/she responds in one of two ways:

- 12.02** If conduct is the issue, the Executive Director of Student Affairs addresses the issue. If the alleged threat or disruption represents a danger to self or others and may involve mental or physical health issues, the Executive Director of Student Affairs will consult with or call a meeting of the Behavioral Intervention Team. A representative of the (BIT) team will meet with the student to assess the alleged threat/issue.
- 12.03** If the team deems the threat/issue to be valid, the student is informed that he/she is either suspended permanently or suspended until clearance is obtained from a mental health professional regarding the safety of self and others. Documentation from the mental health professional must be provided by the student. If the student is already in the mental health system, the student must provide the Executive Director of Student Affairs with a consent form to release information and communicate with the student's mental health provider and family or significant others.

SECTION THIRTEEN: PHYSICAL PLANT

- 13.01** If a student or employee observes an issue with the College infrastructure (electrical, light fixtures, plumbing failure, flooding, a gas leak, improper ventilation, etc.), they should contact the Physical Plant office at extension 5280. If the issue is after 4:00 p.m. or on a weekend, please call 936-240-3215.

SECTION FOURTEEN: MEDIA

- 14.01** Official comments to the media during any emergency will be given only by the College President or his/her designee.

SECTION FIFTEEN: COMPLIANCE

- 15.01** The College District complies with Title II of the Crime Awareness and Campus Security Act of 1990, which requires that information on campus security and crime statistics be distributed online to all current and prospective students and employees. Campus crime is reported in the National Incident-Based Reporting System (NIBRS) and submitted to the Department of Justice monthly.

The Vice President of Business Affairs is responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.