



## Emergency Plan

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# **Timely Notification, Emergency Preparedness, & Evacuation Plan**

## **Immediate Notification**

Every crime should be reported to law enforcement officials as soon as possible. This is the most effective way to ensure the well-being of the campus community. If this is not possible for some reason, the crime should be reported to one of the following:

## **Emergency – Call 911 – FOR AMBULANCE, FIRE, OR CRIME IN PROGRESS**

Non-Emergency – Call Hot Springs Police Department (501) 321-6789

Non-Emergency – Call Garland County Sheriff's Office (501) 622-3660

Troy Brasel, VP of Student Services

Dr. Jeremy Horton, Executive Vice President

Dr. Eric Capaci, President

## **Emergency Hotlines**

Poison Control - 1-800-222-1222

Suicide Prevention - 1-800-273-8255

## **Medical Emergency Policy.**

The Medical Emergency Policy is as follows:

Champion does not offer an on-campus medical facility; however, nearby hospitals and walk-in medical clinics are located within 5 miles of the campus.

In case of an emergency, dial 911. Students should be prepared to provide their location and a brief description of the emergency. Students should also notify campus authorities by dialing 501-623-2272 ext. 310 so necessary parties are advised.

## **Collaboration: Campus Safety is a Community Effort**

Champion Christian College is located in the heart of Hot Springs. The campus is in the hub of the city and since the inception of the College, CCC has worked closely with all local and county law enforcement agencies which are literally in the College's campus neighborhood. The working relationship between the College and

these law enforcement agencies is invaluable. CCC's board, administration, faculty, staff, and students are appreciative of these agencies for their immediate emergency response and for the willingness of the chief of police and the sheriff to serve on CCC's President's Advisory Committee. This relationship contributes to immediate access to law enforcement support and crime prevention.

## **Campus Security Authorities/Law Enforcement**

Safety and crime prevention is the responsibility of everyone on the CCC campus. Faculty, staff, students, administrators, and campus visitors are the *eyes and ears* of the college campus. If an incident seems strange, unusual, or disconcerting, all members of the campus community must take a proactive approach and report suspicious activities or behavior to college officials or the Hot Springs Police Department.

### **Champion Christian College personnel develop services, programs, and strategies for maintaining a safe campus, focusing on four functions:**

1. A strong partnership with the community and law enforcement resources targeting community-oriented policing, public safety, and problem-solving.
2. Adherence to College policies and state and local laws maintains a safe, nurturing environment in which students can learn and grow.
3. Leveraging College resources to enhance on-campus safety through technology, key coding, security cameras, key locks, and limited/restricted building access.

## **Voluntary, Timely, and Confidential Crime Notification/Reporting**

All students, employees, and visitors of the CCC are encouraged to promptly report criminal incidents, accidents, and other emergencies to the Hot Springs Police Department. Individuals may also report incidents in person on campus with the Vice President of Student Services whose office is located at #217 in the Champion Building. Confidential Crime Reporting is an essential, possibly the preferred method of reporting. Individuals can confidentially report a crime by telephone or via confidential email.

If you are the victim of a crime and do not want to pursue action within the CCC discipline system or the criminal justice system, you may still want to consider making a confidential report. If you choose to file a confidential report through the VP of Student Services office, with your permission, college personnel can file a report based on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of the entire campus community. With such information, CCC can maintain accurate records of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime regarding a particular location, method, or assailant; and alert the campus community to potential danger. In addition, if you have filed charges in the municipal or county court, you are encouraged to notify college officials of these charges, especially if you have filed a restraining order or a no-contact order, the details are pertinent for CCC officials to know to keep you and other members of the campus community safe and

secure. It is the policy of CCC is to encourage the reporting of crimes even if the victim does not wish to file a complaint.

## **Reporting of Crimes to Campus and Local Authorities**

CCC strongly encourages students, faculty, staff, and the community to report crimes and emergencies that occur either on-campus or in the proximity of the college to CCC officials or to the Hot Springs Police Department. In cases deemed an emergency and/or life-threatening, any member of the college community is highly encouraged to call 911 as soon as possible. CCC officials will summon local law enforcement and emergency response personnel as warranted by incidences deemed non-emergency. In addition, victims reporting crimes to CCC should also file a police report of the incident at which time the incident will be assigned a case number and officially investigated.

## **Immediate Threat Notification**

If there is a report of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the college community, CCC officials will, without delay and taking into account the safety of the community, determine the validity of the report and will initiate the alert by use of some or all the systems used to communicate the threat to the campus community, or the appropriate segment of the community if the threat is limited to a particular building or segment of the population. Some or all methods of communicating may be activated in the event of an immediate threat to the campus community. Law enforcement has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a threat to the community.

## **Emergency Response Preparedness**

CCC recognizes the need to be prepared for emergencies. An emergency CCC's Emergency Response includes information about emergency procedures, proactive initiatives, shelter-in-place, evacuation guidelines, and contingency planning. CCC conducts emergency response exercises each year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. CCC's Emergency Preparedness Plan includes the following steps:

1. In cases when the Emergency Preparedness Plan is enacted for the evacuation of buildings, students and personnel in Hancock Hall and cafeteria should proceed out of the closest exit to the east end of the student parking lot. Students and personnel in the Champion Building (2<sup>nd</sup> floor) should go out the west exit door beyond the circle drive parking area.

2. During an evacuation, the evacuation coordinator will oversee all options and make all critical decisions regarding life, safety, and property, and determine if the incident is serious enough to invoke CCC's emergency response plan.
3. The building liaisons are responsible for maintaining a roster of people with offices in the building and conducting a roll call at designated assembly areas. If a person is known to be or possibly may still be in the building, the building liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.
4. At the beginning of each semester, faculty and instructors will inform students of the designated assembly area for the building. In the event of invoking the Emergency Preparedness Plan, the faculty, administrator, and/or staff member will conduct a roll call at the designated assembly area. If any person is known to be or possibly may still be in the building liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.
5. A CCC designee is responsible for greeting and directing municipal or contract responders to emergency locations and restricting access to unauthorized individuals.
6. If the situation warrants media coverage, the College President or his/her designee will coordinate all press releases and establish a press area away from the site.
7. The Maintenance and Facilities Director is responsible for assessing the impact on utilities and shutting down utilities as necessary.
8. CCC administration is responsible for dispatching emergency medical response teams as necessary in medical situations.
9. Once outside the building, all occupants should proceed to the designated assembly areas for a roll call. These areas should be 25 feet away from the building and should leave access for emergency personnel to enter the building.

## **College Response and Emergency Evacuation Procedures**

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene will most likely be the Hot Springs Police Department, CCC Administrators, the Garland County Sheriff's Department, and the AR State Police. These departments typically work together to manage the incident. Depending on the nature of the incident, other CCC departments and local agencies could also be involved in responding to the incident.

The priority when an emergency occurs is employee, student, and guest safety as well as emergency response, and their second priority is disaster recovery and business continuity. This plan encourages the development of high levels of resilience where required and the wise use of resources to assure that when an emergency. The continuity plan allows CCC's normal functions to continue and, in the case of a major

emergency, CCC's mission and essential functions are restored as soon as possible followed by the restoration of all College functions.

When the emergency alert system is implemented. Students and personnel will receive alerts automatically through our Populi Software System. CCC has developed an emergency response and evacuation procedure and if a violent crime or any other incident that poses an ongoing danger to the CCC community occurs, efforts will be made to report the information immediately to appropriate administrators, employees, currently enrolled students, and visitors. An evacuation drill is coordinated each semester for Hancock Hall, the residential facility. Emergency response and evacuation procedures are tested at least twice each year. Through these evacuation procedures, students learn the locations of the emergency exits in the buildings and receive guidance about the directional route they should take to exit the building. The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. These drills are used to educate and train occupants on fire-safety issues specific to their building. During the drill occupants "practice" drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The process also provides CCC with an opportunity to test the operation of fire alarm systems.

## **Evacuation Procedures**

Students, faculty, staff, and guests are expected to evacuate campus buildings if they hear a fire alarm or if the campus administration determines that an evacuation is necessary. The following procedures should be followed when evacuating campus:

1. Leave the building through the exit doors.
2. Vertical evacuation: classrooms and residence halls are required the use of stairs.
3. Elevators are NEVER to be used in the event of a fire without explicit authorization by fire or police personnel.
4. Safe Wait Areas—where evacuation of a building or a floor is not possible to do without assistance, individuals with disabilities can wait in the lobby area of Champion Hall or the 1<sup>st</sup> or 2<sup>nd</sup> floor lounge of the Hancock Residence Halls. First responders and volunteer rescue assistants know to look in these areas for anyone awaiting assistance.
5. Shelter-in-Place when there is no other option available, a person with a disability can stay in place to await evacuation. It is the responsibility of every member of the College community to immediately communicate to Campus Security and/or emergency personnel the location of individuals unable to evacuate.
6. When waiting for assistance the person with a disability should attempt to contact Campus Security or dial 911.

## **Bomb Threat**

In the event of a bomb threat proceed to the nearest exit and follow evacuation procedures.

## **“Shelter-in-Place” Procedures**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to utilize the building that you are in as shelter from the danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable.

## **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building inside is not damaged, stay in an interior room until you are told it is safe to exit. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). After you have evacuated, seek shelter in the nearest college building quickly. If police are on the scene, follow their directions.

## **How Will You Know to “Shelter in Place”**

A shelter-in-place notification will come when the Champion Emergency Alert System is implemented. Students and personnel will receive alerts automatically through our Populi Software System.

## **How to “Shelter in Place”**

No matter where you are, the basic steps of "shelter-in-place" will generally remain the same. Follow these steps unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency "shelter-in-place" supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed inside the closest building quickly or follow instructions from emergency personnel on the scene. Locate a room to shelter inside. It should be an interior room, above ground level, without windows or with the least number of windows.
- Lock windows; close exterior doors.
- If safe to do so, turn off gas and electric appliances, including a heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, and air conditioner.
- Close vents to ventilation systems as you are able.
  
- Make a list of the people with you. Provide the list to security officers so they will know your location.
- Remain calm and make yourself comfortable.

- Use phones only for emergency notification to emergency responders.
- Do not shelter in open areas such as hallways or corridors.
- Go to the nearest office, classroom, lecture hall, or auditorium that can be locked.
- A message will be broadcast giving specific locations and directions for entering certain shelter sites.
- Do not unlock doors or attempt to leave until instructed to do so.
- The "All-clear" will be announced over the Champion Emergency Alert System when it is considered safe.

## **Tornado**

Go to the designated shelter area, which is usually the interior of the lowest floor. Avoid large, open spaces. For CCC our tornado shelter area is in the study rooms on the west side of the cafeteria. Follow shelter-in-place procedures.

## **Lockdown**

A "Lockdown" covers a situation in which there is an active shooter on campus or some other type of security threat. Notification of the need for lockdown will be issued via the Champion Emergency Alert System. A "Lockdown" is the temporary sheltering technique utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the all-clear has been given. Individuals may also choose to go into lockdown if he/she hears a gunshot nearby.

## **How to Lockdown**

After receiving the notification of lockdown status, the basic steps for how to lockdown will be the same regardless of your location. Follow these steps, unless instructed otherwise by local emergency personnel. If in a classroom or other secure area:

- Try to remain calm. Stay in the room.
- Immediately lock the door.
- Stay as close to the floor as possible.
- Remain indoors in your office, classroom, or safe room.
- Once in "Lockdown" you should not leave the building unless an all-clear has been given.
- If not in your typical surroundings, proceed to a room that can be locked.
- If in a hallway, get to a secure area that can be secured.
- Close, lock all doors, and turn off all lights.
- Occupants should be seated below window level, middle of the room, and away from windows/doors.

- Remain silent and silence cell phones.
- Turn off radios or other devices that emit sound.
- If near the shooter leave; avoid running in a straight line.
- If gunshots are heard, lay on the floor using objects and furniture for shelter.

## Missing Student Notification

Section 485(j), Missing Persons Procedures, of the Higher Education Opportunity Act – 2008 requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Person Notification Policy and Official Notification procedures for handling missing persons that apply to mission student reports of students who reside on-campus.

### The Missing Person Notification Policy Must:

1. Notify all students who reside in on-campus housing that they have the option to designate another individual as a contact who will be contacted by the institution no later than 24 hours after the student is determined to be missing and how to register confidential information about the designated contact.
2. Advise all emancipated students (students who have not reached their 18<sup>th</sup> birthday at the time they are reported missing), who reside on campus that, if they are determined to be missing for more than 24 hours.
3. Notify students of any age who reside on campus that if they are determined to be missing for more than 24 hours, the institution must initiate emergency contact procedures described in its Official Notification Procedures and notify the appropriate law enforcement agency, if possible.

Students will have the option to designate another individual as an emergency contact when they check into the College residence halls.

The statute leaves it to the institution to determine the events that trigger a missing student report and to whom or how the report is to be made. The format in which it will be reported that will be used by Champion Christian College's Residence Life is listed below. If the student has not designated a contact and/or is not an emancipated minor under the age of 18, the department must notify the appropriate law enforcement agency. The policy also clarifies circumstances where the institution may determine that law enforcement authorities should be contacted immediately, without following the official notification procedure.

## Trigger Events

The report of a missing person is initiated when residence life staff are notified or become aware of a potential missing student and is considered the trigger event that begins the Missing Person protocol. A housing incident report will be used to initiate a missing person report. The 24-hour period begins at the time of notification. Staff should follow missing person procedures to report and investigate the missing person.

Trigger events that would cause a person to be considered missing include contact from concerned individuals, including College officials about an individual's absence or lack of contact that is contrary to his/her normal behavior and/or if unusual circumstances may have caused the absence.

## **Resident Assistant Response**

1. Gather all information from the reporting source:
  - a. Who is the reporting source: name, relationship to the missing person, and contact information.
  - b. Missing person information: name, age, description, and picture.
  - c. Contact information.
  - d. Last seen date/time/location
  - e. Change in behavior/stress/relationship.
  - f. Reason for concern.
2. Complete an incident report form immediately after receiving notification of a potential missing person.
3. Notify the VP of Student Services of a potential missing person. When a resident is reported missing, such information must be immediately communicated to the VP of Student Services.
4. Perform routine checks within the residence hall community.
  - a. Check with the roommate to see when the missing person was last there.
  - b. Try to call (cell phone), email, or text message the student.
  - c. Check with the missing person's friends to ask when they last saw or spoke with him or her.
  - d. If possible, check social network websites for information about students that may be helpful. If you do not have access to the potentially missing student's page, ask his/her friends to check and provide any information that may be useful.

## **VP of Student Services Response**

1. Verify that an incident report has been completed, listing the incident as "Missing Student."
2. Conduct external checks and work with Resident Assistant on conducting internal checks.
3. Conduct internal checks within CCC.
4. Continue to update the incident report with information obtained from the investigation. Provide an explanation using whatever information can be gathered from the roommate and friends, and information obtained from internal and external checks.

5. Cases believed to involve danger for the missing person should immediately be communicated to the Resident Assistant who will expedite the investigations. Due to FERPA regulations, no parents or guardians will be contacted without contacting the VP of Student Services.
6. Serve as incident command of the situation, continuously monitoring and communicating with all involved individuals and insure that all appropriate parties are notified.

## **Champion Christian College Executive Vice President Response**

1. Notify the President.
2. Notify Public Information of the incident.
3. Communicate with parents.

While the above procedures are being followed, there should be an ongoing check of other residents on the floor.

All investigating procedures should be completed within 24 hours of the report of a missing student. The completion of these steps will ensure that as much investigation as possible has taken place in attempting to locate the student so that early contact can be made with parents.

## **Law Enforcement Response**

Procedures to notify law enforcement without following the Missing Person Policy notification procedure:

1. Circumstances include suspected foul play.
2. The student has expressed suicidal ideology.
3. A medical condition may place the student in a life-threatening situation.
4. Circumstances that are related to a natural disaster or other force of nature that has resulted in a catastrophic situation.
5. The student reported missing has not designated an emergency point of contact.

## **Reporting Emergencies Media/Family Contact Phone Numbers (Emergency Employment, Purchasing, and Contracting)**

There are no provisions for the suspension of state laws in an emergency. The CCC official on the scene shall attempt to comply with laws if possible and shall maintain records where a threat to life and property requires extraordinary action.