

## ***EVACUATION PROCEDURES***

### **Emergency Evacuation**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

## ***CRITICAL INCIDENT RESPONSE PLAN***

### **OBJECTIVES**

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of the Northern Technical College community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

### **DEFINITION OF A CRITICAL INCIDENT**

A critical incident is a situation that involves Northern Technical College student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

*(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)*

## ***STUDENT ASSISTANCE SERVICES***

## Personal Counseling Referrals

The School Director of Northern Technical College will act as the referral agent for student seeking assistance for emotional or personal counseling services.

### *PROCEDURES FOR Northern Technical College*

Step 1 Northern Technical College - The School Director is notified of a critical incident involving a Northern Technical College student or employee at (870) 536-6852.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 Northern Technical College – The School Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The School Director will contact the student's and the closure will be posted on the college website at [www.northerntechnicalcolleges.com](http://www.northerntechnicalcolleges.com). Any media contact, press releases, email or website assistance must be coordinated through the School Director.

Step 3 Northern Technical College – Depending on the evaluation of the situation, one or more of the following may occur:

- Step 3A – Northern Technical College will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The School Director goes to scene of the incident to assess the need for backup personnel.

Based on the initial findings and upon agreement with either the School Director, the

Emergency Response and Evacuation Consumer Effective date: Revision date: response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- Step 3B – School Director initiates family contacts that we have on file.

- Step 3C – CIRT Command Headquarters is activated in the School Director's Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Headquarters will communicate directly with the Crisis Center on activities and communications to be carried out.

- Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the School Director in dealing with the critical incident. This may include: assisting affected

student or employee's family members, counseling with students or college employees, gathering additional information, etc.

- Step 4 Northern Technical College – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to the critical incident at the closure/evaluation meeting.

- Step 5 Northern Technical College – The CIRT will recommend to the School Director any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the School Director.

## **Northern Technical College Crisis Center**

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The School Director will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

### **Member of the Northern Technical College CRITICAL INCIDENT RESPONSE TEAM**

#### **Critical Incident Response Team**

Officer

School Director

Instructor

## ***Instructor Local Community Emergency Services***

### **All Emergencies**

(Fire, Police, Sheriff, Ambulance)

### **911**

Poison Control Center 1-800-222-1222

Suicide Hotline 1-800-784-2433

Hospital: Jefferson Regional Medical Center 870-541-7100

*Classroom Floor Plan*



*Student and Employee Parking Area*



## **Emergency Communication Guidelines**

In the event of an emergency that directly affects Northern Technical College all students and employees will be notified by telephone, e-mail and the School website.

### **EXAMPLES OF LIFE THREATENING/SERIOUS SITUATIONS AND RESPONSES**

#### **FIRES:**

Examples: Buildings, Grounds, Automobiles

1. Call the appropriate college official at the location.
2. Clearly identify the location of the incident.
  - a. Building name
  - b. Physical location on campus
  - c. Room or area where fire is located
3. Evacuate the area.
  - a. Check the evacuation signs posted in hallway
  - b. Follow to the Exit
  - c. Gather in Parking lot

#### 4. Call the Fire Department

- a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

### **SEVERE WEATHER: (i.e., Tornado)**

- Tornado Watch – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- Tornado Warning – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
- When a tornado WARNING is received by way of siren or public broadcast:
- Northern Technical College faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
- If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
- Protect yourself by:
  - Lying face down - Drawing your knees up under you - Covering the back of your head with your hands

### **POWER OUTAGE:**

- If an electric power outage occurs, the following procedures need to be taken:
  1. Emergency flashlights will come on in each room.
  2. Open doors and window coverings to take advantage of natural lighting.
  3. Help those in need of assistance.
  4. Carry flashlight to the Exits.

### **CRIMINAL DISTURBANCE:**

• EXAMPLES: Robbery Assault (verbal or physical) Theft in progress Hostage situation Gang activity  
Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School Director immediately.

### **BOMB THREATS:**

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School School Director.

5. The School Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

### **DISRUPTIVE BEHAVIOR:**

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School Director.

- Examples of disruptive behavior:

- Throwing rocks in windows
- Blocking chairs and tables in classrooms
- Writing on walls and defacing the School property
- Verbal abuse of students or employees
- Disturbing instructors or students
- Unauthorized protests

Make written documentation of incident.

### **DRUG/ALCOHOL INTOXICATION:**

- Immediately call the School Director.

### **UNUSUAL BEHAVIOR:**

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

### **MEDICAL EMERGENCY:**

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)

- Reportable examples include but are not limited to:

- Medical emergencies

- Occupational accidents requiring medical treatment other than minor first aid.
- Accidents caused by property damage or unsafe conditions.
- Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.

1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School Director should be notified of the location of the emergency.

2. ALWAYS document the incident.

### **MINOR FIRST AID:**

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the dispensary with band aids and supplies for minor injuries.

### **EVACUATION PROCEDURES:**

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

### **LOCKDOWN PROCEDURES:**

The lockdown process will only be initiated with the approval of the School Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

#### **Lockdown Basics:**

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.



- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

## **EMERGENCY RESPONSE AND EVACUATION DRILLS**

Northern Technical College conducts a test of the emergency response and evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the School Director's Office and includes the date, time and whether the Drill was announced or unannounced.