

**CRISIS INTERVENTION AND  
EMERGENCY PREPAREDNESS PLAN**



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## HAZARDOUS MATERIAL INCIDENT

### HAZARDOUS MATERIALS INCIDENTS:

- Flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, and irritant or radioactive substances.
- A hazardous materials spill or release can pose a risk to life, health or property.

### HAZARDOUS MATERIALS EMERGENCIES:

Hazardous materials incidents occur without warning. For incidents occurring on campus, the person discovering the incident should immediately contact the instructor or supervisor of the area at the following extension numbers to take the appropriate actions according to the Materials Safety Data Sheet (MSDS).

|                     |                      |                   |                           |
|---------------------|----------------------|-------------------|---------------------------|
| Physical Sciences   | Ext. 205 or 244      | Maintenance Dept. | Ext. 132 or Switchboard 0 |
| Biological Sciences | Ext. 199 or 243      | Al Weise          | 770-0021                  |
| Automotive          | Ext. 189 or 227      | Dan Petz          | 770-1374                  |
| Electrical Power    | Ext. 273, 127 or 271 | Tim Renner        | 770-1016                  |
| Ag Power Technology | Ext. 175 or 272      | Security          | 388-2367                  |
| Law Enforcement     | 911                  |                   | 770-2461                  |
|                     |                      |                   | 388-1970                  |
|                     |                      |                   | 770-1014                  |

Should a hazardous materials spill occur in close proximity to the campus (i.e. on highway or railroad), the County Emergency Preparedness Director should be contacted through the Law Enforcement Center (911 or 672-5551) and he will determine the appropriate actions to be taken.

LiveSafe App. Notification & Reporting by phone or text.  
AlertNow Notification by phone or text.

## CRISIS COMMUNICATION PLAN

### **PURPOSE:**

To initiate and properly manage accurate and complete public information to maintain a positive standing with the public and the media in the event of a crisis involving the college or anyone connected to the college.

### **PROCEDURE:**

All inquiries shall be referred to the President, or in his absence, the Vice President of Finance and Operations followed by any of the other vice presidents.

### **WHAT CAN BE SAID:**

As soon as initial facts are verified, the college's representative shall state the type of incident, when it occurred, why it happened, who is involved, and location. Additional facts may be released as soon as they are known and confirmed.

### **MEDIA RELATIONS:**

- Maintaining credibility is the most important aspect in crisis management.
- All information released to media must be presented in an open/candid manner.
- Information will only be provided by the President or designated person.

### **CRISIS COMMUNICATION CHECKLIST:**

1. Establish contact with appropriate people so they can be informed of the situation and/or statements may be cleared before they are released.
2. Assemble a chronology/fact sheet to have as a handout and a historical document.
3. Write all statements to be issued. Do not ad lib or speak without referring to the written statements.
4. Release the information only when the facts are absolutely accurate and the college's legal position is clear. Do not speculate.
5. Keep a list of contact information of news media people and other crucial community people you may need to reach in a crisis.
6. If time permits, and it is agreeable to those involved, a news conference may be arranged.
7. As soon as possible, let employees and other internal public know what is happening.

## UNWANTED INTRUDER: BUILDING AND GROUNDS

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary. Faculty/staff are to stop any suspicious person and inquire as to his/her business in the building. Law enforcement officers will be called when any person poses a threat to the safety of students or staff.

- If the intruder is in the hall, one or more faculty/staff members should determine the business of the intruder, ask the intruder to leave or contact a VP or a security officer. The Law Enforcement Center (911) will be called when any person poses a threat to the safety of students or staff.
- If the intruder is in a classroom, a faculty member should send a student to the nearest Administrative Office for help.
- If a weapon is involved stay put.

### Notification

- Alert Notifications over phone intercom (Page button or \*640). "We have an intruder on campus. The Intruder is located at \_\_\_\_\_. The intruder is armed with \_\_\_\_\_." Update with new location if the intruder moves. Cancel by announcing: "All Clear."
- LiveSafe App. Notification & Reporting by phone or text.
- AlertNow Notification by phone or text.

### STEPS OF ACTION:

1. Give signal and call 911. When calling 911, advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc. Give location where intruders was last seen.
2. Flee the building if possible. If it is not possible to flee, take students into protected classrooms: lock doors, if possible.
3. Check restrooms and vacant rooms.
4. Move students away from doors and glass.
5. Any faculty/staff member who can see them will direct students who are outside to go to the nearest building. Students are to remain there until an "all clear" signal is given.
6. Any staff member may send students inside when they feel there is a need to do so.

### PERSONNEL ROLES – CRISES TEAM LEADERS:

- Announces warning signal. Computer Center will serve as the command post. If necessary, help evacuate students.
- Phone 911 and the personnel at the office of the President. Staff will provide emergency student list with home phone numbers.
- Stay with and protect students, provide first aid, and take roll. Lock rooms.
- Provide first aid and assist with evacuation, if necessary.

## SUICIDE INTERVENTION

### PROCEDURE:

If any employee has reason to believe, either through direct knowledge or through a report from someone, that a person is in any danger of harming himself/herself, that employee must report the situation immediately according to the following procedure.

1. If the student or PCC employee has threatened or has displayed a cluster of alarming warning signs, appears to have a plan or is in imminent danger and requires intervention, the counselor or a crisis team member will be contacted immediately. The following procedures are to be followed:
  - a) Do not leave the person alone
  - b) Contact the person's parent(s), guardian(s), or immediate family member. It is recommended that a second person witness the call.
  - c) Crisis counseling techniques will be used as appropriate to try to defuse the situation.
  - d) Administrators, counselors, and other consultants will collaborate about the results of a risk assessment to try to determine the severity of the situation.
  - e) Do not allow the person to go home unsupervised. A parent/guardian/immediate family member or other adult must assume direct responsibility for the person before allowing him/her to leave school.
  - f) If it is determined that the parent/guardian/immediate family member's response is damaging to the person or is likely to cause a suicide attempt, the situation should be reported to the police at 911. They can transport the person as necessary.
2. After the immediate crisis has been resolved, the President, crisis team leader and counselor will meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the person.
  - a) A counselor/advisor shall be appointed to remain in close contact with a student. The counselor/advisor will be the liaison between person/student, school and any involved community agencies.
  - b) A release of information will be requested to be signed by the person/student to provide opportunities for open communication between agencies (if appropriate).
  - c) Regularly assigned class/classroom teachers will be assisted in appropriately dealing with the student.
  - d) Referral sources may be given to the student.
3. Confidentiality shall be maintained throughout these procedures unless the safety of the student is at stake.
4. Contact student success counselor at 450-2263.

## **FIRE/EVACUATION**

### **FIRE PROTECTION:**

Any person discovering a fire should immediately activate the nearest fire alarm pull station and call 911 to report the fire. Fire alarm pull stations are located near each outside entrance of all buildings on campus. Activation will send an audible alarm throughout each building. In addition, smoke detectors are located in each of the six residence halls.

Fire extinguisher cabinets are located near each outside entrance of each building.

If a fire extinguisher is used, follow the procedure listed below:

Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire.

**P**ull the retaining pin

**A**im the nozzle at the base of the flames, and

**S**queeze the handle completely. This will discharge the extinguishing agent at the fire.

**S**weep from side to side. Go slightly beyond the fire area with each pass. Once the fire is out wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

In case of fire, the building(s) should be evacuated immediately. REMAIN CALM, and move in an orderly fashion to designated area as follows. Do not use the elevator.

Persons in the Student Conference Center, Gwaltney Hall, Auto Technology Building, Chandler Hall, Beck and Scholarship Halls, and Wojciechowski Apartments should immediately go to the east edge of the campus.

Persons in other buildings should immediately go to the west edge of the campus near the highway or to the east edge of campus by the baseball field. PCC employees should direct students to these areas well away from the buildings to ensure their safety should an explosion occur.

Faculty should appoint individuals to assist handicapped students as necessary.

LiveSafe App. Notification & Reporting by phone or text.

AlertNow Notification by phone or text.

## **RUN-HIDE-FIGHT - ACTIVE SHOOTER**

Standard actions have been established that will assist Pratt Community College in the event of an emergency. Run-Hide-Fight procedures are as follows:

### **RUN-HIDE-FIGHT PROTOCOL**

If Campus Security is aware of the emergency, they will initiate a campus wide announcement to Run-Hide-Fight. In the event the announcement is not made and you are in danger, follow the following plan:

1. Run:
  - a. If there is an escape path, attempt to evacuate.
  - b. Evacuate whether others agree to or not.
  - c. Leave your belongings behind.
  - d. Help others escape if possible.
  - e. Prevent others from entering the area.
  - f. Call 911 & campus security/utilize LiveSafe App. when you are safe.
  
2. Hide (if you cannot escape):
  - a. Lock and/or blockade the door.
  - b. Silence your cell phone.
  - c. Hide behind large objects and avoid windows/doors. You need to be out of view and have as much between you and an assailant as possible.
  - d. Remain silent.
  
3. Fight (as a last resort, if your life is at risk):
  - a. Attempt to incapacitate the assailant.
  - b. Act with physical aggression (either individually or as a group).
  - c. Improvise weapons.
  - d. Commit to your actions.
  
4. Remember, when law enforcement arrives their priority is not to evacuate or to tend to the injured, their job is to identify and stop the assailant. You should:
  - a. Remain calm and follow instructions.
  - b. Keep your hands visible at all times.
  - c. Avoid pointing and yelling.
  
5. Emergency Personnel will notify Campus Security when the campus is safe.
  - a. Campus Security communicates with Emergency personnel.
  - b. Emergency Response Team reports to the appropriate command post.
  - c. ERT analyzes the emergency and makes a decision on closing the campus

## TORNADO – NOTIFICATION PROCEDURES

### DAYTIME HOURS

1. Notification of a severe weather will be received by weather radios in each building, the switchboard, the office of the president and the office of the VP for Finance and Operations.
2. Upon issuance of Tornado or Severe Thunderstorm Watch by the National Weather Service, an administrator with weather radio access will notify the switchboard. In turn, the switchboard operator will call the following offices with information concerning the watch:
  - President (Ext. 240)
  - Vice President of Finance and Operations (Ext. 250)
  - Vice President of Students/Enrollment Management (Ext. 184)The Switchboard operator and those offices will monitor the radio/scanner.
3. If a tornado warning is issued for Pratt County, the Switchboard operator (or others monitoring radio) notifies the President (or in his absence, the designated administrator-in-charge). He notifies the following:
  - Announcement made over the phone system intercom (Page Button or \*640) by President's Office (or Alternate-Vice President of Finance & Operations Office personnel).
  - If during noon hour, announcement should be made by the switchboard operator.

### EVENING HOURS

Notification of a severe weather will be received by weather radios in each building, the switchboard, the office of the president and the office of the VP for Finance and Operations. The Law Enforcement Center will also notify the security officer over his radio or cell phone that a tornado watch has been issued. Security will notify the *Evening Administrator On-Call* and the *Director of Residence Life*, or in his/her absence the Assistant Director of Residence Life. **Contact numbers are located on the attached Emergency Contact Listing.** The Residence Hall Supervisor will monitor the radio/scanner and if tornado warning is issued:

The security officer also:

- Makes announcement over phone intercom. **(Page button or \*640)**
- Notifies auditorium and gymnasium areas **(In person)**

Scholarship Hall supervisor or other resident hall supervisor notifies all residence halls.

If a tornado watch is issued after 8 p.m., on weekends/holidays, during summer months, the Residence Life Supervisors or alternates will monitor the radio/scanner. If a tornado warning is issued the Scholarship Hall Supervisor or alternate notifies all residence halls.

LiveSafe App. Notification & Reporting by phone or text.

AlertNow Notification by phone or text.



## **TORNADO – SHELTER PROCEDURES**

### **MAIN BUILDING**

A battery operated portable radio and/or scanner will be available in the office of the President and VP of Finance & Operations. Everyone should move quickly and calmly to basement area, if possible (lower commons area, halls, student services area etc.) and stay as close to walls as possible. If there is not time to go to basement, move to inside halls away from door and windows.

Evacuate gymnasium, auditorium, shop, or other areas where there is a large ceiling area.

### **STAY AWAY FROM WINDOWS AND GLASS DOORS!**

#### **RESIDENCE HALLS**

Novotny Hall – move to laundry room and television lounge in basement area, inside halls, and away from windows and doors.

Beck Hall – move to inside halls away from windows and doors or shelter in Wojciechowski Hall. Stairwells.

North Hall – residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms.

Porter Hall – move to inside halls away from windows and doors or shelter in Wojciechowski Hall. Stairwells.

Scholarship Hall – residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms.

Wojciechowski Hall – Move to stairwells away from doors and windows.

#### **GWALTNEY HALL AND AG POWER TECH BUILDING**

Move to basement hallways surrounding Dennis Lesh Sports Arena.

#### **ELECTRICAL POWER TECHNOLOGY CENTER**

Move to shelter in Wojciechowski Hall stairwells. Instructor will be issued key cards for access.

#### **CHANDLER SCHOOL OF NURSING AND ALLIED HEALTH**

Move to safe rooms in Art Room 414.

#### **RINEY STUDENT CENTER**

Move to basement hallway away from windows.

#### **ALL CLEAR**

The all clear will be announced either over the intercoms or in person. The residence halls will be notified over cell phones or in person.

LiveSafe App. Notification & Reporting by phone or text.

AlertNow Notification by phone or text.

## ACCIDENT/SERIOUS INJURY/ILLNESS

### DEFINITION:

Emergency through which one or more are sick or injured. Immediate concern is to aid the injured or sick.

### STEPS OF ACTION:

1. If it is a serious illness, accident or injury, call emergency services (911).
2. Stay with the injured/sick person. **DO NOT** move victim; locate and use AED (defibrillator) or initiate CPR/first aid if you have training and if needed.
3. Notify the President's Office of the incident and complete a college incident report to be filed with the VP of Finance and Operations Office.

### PERSONNEL ROLES – CRISES TEAM LEADERS

- Coordinate appropriate services.
- Notify President, Vice President and family, as directed.
- Assist with communications and first aid, as appropriate.
- All staff will assist with keeping the area open for health care providers and discourage onlookers and extra persons from being in area. Move non-involved students away from the crisis situation.
- AED defibrillators are located in the Riney Student Center, Benson Education Center (training room and east hall by Riney Art Gallery), Chandler Hall and Scholarship Hall.
- Bio-hazard (BH) and first aid (FA) kits are in the following areas unless otherwise noted. *\*The situation should be assessed for personal risk factors prior to assistance/intervention.*

| Office/Department    | Location   | Office/Department   | Location   |
|----------------------|--|---------------------|--|
| Admissions/Registrar | FA only: file cabinets by copier                             | College Health      | Nurses office  |
| Ag Power Tech        | Instructor's office  | Custodial wkrm.     | BH: Shelves left of door; FA: wall above time clock              |
| Area 8               | FA only: shelf behind secretary's desk                       | Electric Power Tech | In shop area   |
| Area 9               | FA only: secretary's desk                                    | Fitness Center      | On shelves just outside office door                              |
| Art lab              | BH only: Rm 414, top shelf cabinet at entrance               | Gwaltney Hall       | FA only: Reception Area  |
| Athletic Training    | FA only: in trainer's office                                 | LRC                 | Top shelf in workroom  |
| Auditorium           | BH only: Sound booth   | Personnel           | Only unlocked file cabinet, top drawer                           |
| Auto Tech            | BH only: on file cabinet in upper office; FA: Daryl's office | Residence Halls     | Located in hall supervisor apartments                            |
| Bookstore            | FA only: in supply room                                      | Science Labs        | Lab prep rooms   |
| Business Office      | BH only: top shelf of cabinet by door                        | Student Rec Center  | BH: shelves just outside office door; FA: file cabinet in office |
| Chandler Hall        | BH: custodial wkrm and nursing lab area                      | Switchboard         | Under desk   |

## INCLEMENT WEATHER CHANGES/CANCELLATIONS

### STEPS OF ACTION:

If weather conditions warrant the cancellation of school or early dismissal, the decision to close school will be made by the President; should he not be in town, the decision will be made by the administrator in charge according to the following order of precedence:

- President
- VP Instruction
- VP Students/Enrollment Management
- VP Finance and Operations
- Athletic Director

Information will be given to area radio and television stations and will be posted on the PCC web site, [www.prattcc.edu](http://www.prattcc.edu). Employees and students will be notified by telephone via the AlertNow notification system.

The following television/radio stations will be contacted if weather conditions warrant the cancellation of school:

#### Television

|                   |            |
|-------------------|------------|
| KSNW-TV, Wichita  | Channel 3  |
| Fox News, Wichita | Channel 4  |
| KAKE-TV, Wichita  | Channel 10 |
| KWCH-TV, Wichita  | Channel 12 |

#### Radio

AM 1290, Pratt

LiveSafe App. Notification & Reporting by phone or text.

AlertNow Notification by phone or text.

## **DEATH AND DYING**

### **STEPS OF ACTION:**

1. Summon emergency help.
2. Isolate area where death occurred.
3. Move all those who witnessed death to a separate location.
4. Notify support staff needed to assist.
5. Notify President's Office.

### **PRESIDENT OR APPROPRIATE VICE PRESIDENT**

1. Arrange notification of next-of-kin and provide support as needed.
2. Determine the need to reassign staff for class coverage or change the schedule or location of a class.
3. Determine the time and method for communicating to the remaining staff, students and public about the death.
4. Secure personal belongings for either police or family.
5. Notify other administrators.
6. Notify building Crisis Team Leader.
7. Determine plans for the remainder of the day or week.
8. Establish follow-up of staff and students who were affected by the death.

## **Medical Emergency & Universal Precautions/General Procedure/Precautions**

A medical emergency is any acute injury or illness that could cause death or permanent injury if not treated quickly.

### **General Procedure**

- Quickly assess the situation.
- Call Campus Security & if you believe the situation warrants, call 911.
- Campus Security will evaluate the situation & treat minor injuries if necessary or call 911.
- The College Nurse will be contacted if available to assist in treating minor injuries.
- Stay with the injured person. Do not move victim; locate & use AED or initiate CPR/first aid if trained to do so.
- Any injury should be reported via an Incident Report to VP of Finance and Operations.
- Employee work related injuries should be reported to the Personnel office within 24 hrs.
- Appropriate communications will be implemented by administration (HIPPA, Student Consent, etc.)

### **Universal Precautions**

Universal precautions are intended to prevent exposure to human blood or other body fluids.

The routes of transmission for exposure are:

1. Puncture of the skin with a contaminated sharp object;
2. Contact with broken skin; and
3. Splash to mucous membranes of the eye, nose, or mouth.

*Universal precautions may include the following practices:*

- Wear gloves, masks and protective eyewear – Use proper disposal containers – red bags.
- Wash hands and other skin surfaces – Use protective resuscitation masks for CPR.
- Use care with sharp objects.
- Disinfect all contaminated surfaces.
- Do not eat, drink, apply cosmetics, lip balm, smoke, or handle contact lenses where exposure may occur.

## **Gas Leak/General Procedure/Evacuation**

A gas leak refers to a leak of natural gas or another gaseous product from a pipeline or other containment into any area where the gas should not be present. Because a small leak may gradually build up an explosive concentration of gas, leaks are very dangerous.

Gas leaks can cause carbon monoxide poisoning in people & animals.

Some gas leaks may not have a smell or physical sign & can lead to physical symptoms such as headaches & flu-like symptoms.

If you feel there is a concern involving some type of gas please utilize the following procedure.

Notification of a large gas leak affecting the campus buildings/human life will be received by Social Media, Intercom, & AlertNow.

### **General Procedure**

- If possible identify the general area of the gas odor. (Smell, Sight, Sound)
- Exit the building or affected area.
- Contact Campus Security & provide them with information pertaining to the leak.
- Campus Security & Maintenance Personnel will assess the leak & determine appropriate action.
- Maintenance Personnel will shut off gas to the affected area. If possible, repairs will be made.

### **Evacuation**

If an evacuation of the area or building is necessary the on-duty security officer or authorized personnel will:

Call 911 from a

Safe location, Pull the fire alarm & notify students, faculty, & staff of a potential dangerous situation requiring immediate

action by intercom (Page button or \*640)

LiveSafe App. Notification & Reporting by phone or text.

AlertNow Notification by phone or text.

*The following procedure/cautions should be taken:*

- Exit the building identified or affected area closing door behind you.
- Assist others evacuating building as needed.
- Proceed to the designated staging area identified.
- Do not re-enter the building.
- Do not smoke, or make a spark or flame.
- Do not turn on any electrical switches, appliances or lights. An electric charge can create a spark.
- Do not use your phone inside the building or around affected area.
- Wait for additional instructions from college officials.
- Emergency Personnel will determine when/if the building/area is safe to re-enter.

## **Earthquake/Precautions/Evacuation**

An earthquake is the shaking of the surface of the Earth, resulting from the sudden release of energy in the Earth's lithosphere that creates seismic waves. An earthquake may begin with the shaking of the ground that starts out gently & grows violent.

Most earthquakes in our area can go un-noticed or require no response from students, faculty, staff, or emergency responders.

Earthquakes can strike without warning. The immediate need is to protect lives by taking the best available cover.

Post-earthquake information endangering the campus buildings/human life will be received by weather radio (NOAA), Pratt County Emergency Management, television/radio stations, Social Media, Intercom, Emergency Alert System (EAS), & AlertNow.

### **Emergency Procedures/Precautions**

- If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, & other furniture.
- Stay away from windows. If possible, get under a table or desk, or into structurally strong locations such as a hallway until the shaking stops. **DO NOT RUN OUTSIDE.**
- Do not run for the exits during an earthquake. The building entrances and exterior surfaces of the building may collapse.
- Do not use elevators.
- When the earthquake stops, check for injuries in the area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid if required & capable.
- If trapped or Injured & in need of Emergency Services, call 9-1-1.
- If possible, exit the building and contact Campus Security and report the location of any injured individuals and possible hazardous conditions. **DO NOT RE-ENTER THE BUILDING.**
- Campus Security will contact the Emergency Response Team after the Earthquake & report immediate visual damages/needs.
- All buildings should be evacuated when safe to do so.
- During an earthquake individuals in a moving vehicle should stop as quickly as possible & remain in the vehicle.

### **Evacuation**

Students, employees, or visitors should not be dismissed from a building or evacuation site until emergency dismissal procedures have been implemented. This precaution is crucial for accountability and because the possible condition of the surrounding community may not be known.

In the event of an evacuation proceed to the designated staging or evacuation location.

If you are evacuating in a personal vehicle:

- Proceed to evacuation location
- Drive slowly away from the campus
- Watch for other vehicles, pedestrians, & emergency responders.

If you are proceeding to the staging area:

- Remain calm, do not panic
- Do not run/push/shove
- Follow all instructions

## **Earthquake-Personnel Roles/Procedures**

The procedures outlined, together with common sense, are intended to reduce injuries, loss of life, and property damage.

All personnel should help render aid to those in need if safe to do so during a crisis.

Emergency personnel will determine if campus buildings are safe for re-entry.

### **Notification Procedures**

1. The on-duty security officer or authorized personnel will make an announcement over the intercom system with details pertaining to earthquake including post-earthquake instructions, staging area, & evacuation location.
2. LiveSafe App. Notification & Reporting by phone or text.
3. AlertNow Notification by phone or text.

### **During Emergency Evacuation**

All PCC Employees should:

- Drive personal vehicle to evacuation location with students if necessary.
- Assist where needed driving busses, college fleet vehicles to evacuation location.
- Assist with monitoring & supervising students, providing assistance as needed.

Authorized Maintenance Personnel

- Maintenance personnel will shut down utility services to the campus or effected buildings if possible prior to evacuating.

Campus Security/Housing Personnel

- Assist in evacuating students, faculty, staff, & personnel from dormitories & campus buildings.



## **Wildfire/Warning/Evacuation/Shelter in Place**

If you see a wildfire near the college: Contact 9-1-1 immediately. Notify Campus Security/College Administration/Utilize LiveSafe App. Don't assume that someone else has already called. Describe the location of the fire slowly & clearly & answer any questions asked by the dispatcher. If the fire endangers the campus, you will receive a notification of the staging & evacuation location.

Notification of a wildfire endangering the campus buildings/human life will be received by weather radio (NOAA), Pratt County Emergency Management, Intercom (Page button or \*640) LiveSafe App. Notification & Reporting by phone or text. AlertNow Notifications by phone or text.

### **Wildfire Warning**

- If the campus is under a wildfire warning, get to safety immediately.
- Leave campus if directed.
- If trapped, call 9-1-1.
- Listen for emergency information & alerts.

### **Evacuation**

In the event of an evacuation proceed to the designated staging or evacuation location.

If you are evacuating in a personal vehicle:

- Proceed to evacuation location.
- Roll up windows.
- Turn off heater, A/C fan & close air vents.
- Drive slowly away from the smoke/fire with headlights on.
- Watch for other vehicles & pedestrians.
- Do not drive through heavy smoke.

If you have to stop keep the headlights on & ignition off. Get on the floor & cover up with a blanket or coat. Stay inside the vehicle until the fire passes. The vehicle may rock, become smoky & the temperature inside may increase, but remain calm metal gas tanks & vehicles rarely explode.

If you are proceeding to the staging area:

- Remain calm, do not panic.
- Do not run/push/shove.
- Follow all instructions.

### **Shelter In Place**

If you are unable to evacuate or are notified to Shelter in Place:

- Close all doors & Windows, move to a room that can be closed off from outside air.
- Use a rolled wet towel under the door to help seal the room from smoke.
- Remain inside out of smoke, away from embers/fire.
- Leave doors unlocked & turn on lights to help rescuers find you.
- Listen to EAS, NOAA Weather Radio, or other alerting system.
- Gather emergency supplies, personal medications, inhalers etc.

## Wildfire – Personnel Roles/Procedures

The procedures outlined, together with common sense, are intended to reduce injuries, loss of life, and property damage. Before the Wildfire approaches the campus the following steps should be taken as outlined below.

### Prior to Emergency Evacuation

Maintenance Personnel should:

- Shut off any natural gas, propane or fuel supplies at their source.
- Shut off Heater/AC in Benson Education Center.
- Turn on outside building/parking lot lights.
- Walk around campus grounds/buildings checking for Hazards, being aware of immediate surroundings.
- Remove any combustible items/fuel from around/near structures.
- Assist in Transporting campus population with vehicles as needed.
- Wet down effected perimeters as needed.

Residence Life Staff, Campus Security & Authorized PCC Employees should:

- Make contact with students in dormitories & make sure all vents, windows, doors or other openings are closed.
- Make sure Heater/AC units are off in Dormitories.
- Assist students, faculty, & staff at staging area loading activity busses/college fleet vehicles if an evacuation order is given.

### Notification Procedures

1. The on-duty security officer or authorized personnel will make an announcement over intercom system with details pertaining to Wildfire; including sheltering in place, staging area, & evacuation location.

LiveSafe App. Notification & Reporting by phone or text.  
AlertNow Notification by phone or text.

### During Emergency Evacuation

All PCC Employees should:

- Leave lights on, do not lock buildings or doors.
- Drive Personal vehicle to evacuation location with students if necessary.
- Assist where needed driving busses, college fleet vehicles to evacuation location.
- Assist with monitoring & supervising students, providing assistance as needed.

## Wildfire – Personnel Roles/Procedures

### STAFF RESPONSIBILITIES

#### CLASSROOM INSTRUCTORS:

1. Every instructor will become familiar with the various alarm signals/announcements and react immediately, calmly, and appropriately. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
2. Every instructor will have grade books or class rosters at all times during an emergency. The rosters will include an alphabetical listing of all students enrolled. Immediately take roll and account for all students.
3. If a hazard to the safety of students and adults is identified, or if students or adults are in danger in any way, the first priority of instructors will be to take whatever action is prudent or necessary for safety. The second priority will be to notify the President's office as soon as possible.
4. Instructors will not leave students unattended under any circumstances. An adult must be present at all times.
5. Any staff members trained in CPR and/or First Aid will go to any part of the campus where students are reported to be injured, if and only if the staff member is not attending to students. The staff member's major responsibility will be to apply first aid to the injured. Well-stocked portable first aid kits are listed on the "Accident/Serious Injury/Illness" plan within this manual.
6. All staff not immediately responsible for students will go to the command center (to be designated depending on nature or location of incident) at the outset of an emergency to receive direction from the president or designee.

#### CRISIS TEAM LEADER

The most senior administrator on duty will be the Crisis Team Leader who will supervise all emergency procedures during their initial stages and implement emergency operations. As soon as the nature of the emergency is identified, the Crisis Team Leader will make sure that:

1. The emergency scene and perimeter are secured.
2. Emergency medical and/or police aid are secured, if needed.
3. The appropriate alarm is sounded.
4. Procedures to ensure safety of students are being implemented.
5. Proper authorities and agencies are notified.
6. Internal communication channels are established within the building(s).
7. Planned role assignments are reinforced.
8. External communications are established

9. Administrator or designee will be on site during emergency.

The President, in conjunction with the building Crisis Intervention Team (see list), will also assume responsibility for ensuring that all persons receive yearly in service in emergency plan procedures. The President will ensure that the plan contains specific information for the site.

**HEALTH SERVICES TEAM LEADER/SCHOOL NURSES:**

1. Resources/Supplies: The staff will annually update the emergency supplies checklists and kits to ensure building preparedness in the event of a crisis. The staff will work with the nurse to access supplies, resources, and personnel during a crisis.
2. Emergency Services: The Crisis Intervention Team/administrator designee, will determine the need for emergency medical personnel and designate personnel assignments for obtaining/directing emergency services personnel.
3. Complete follow up paper work, and share information with appropriate administrators.

**EMPLOYEES:**

1. Notify personnel at the President's office of pending or existing emergencies.
2. Report to appropriate administrator for directions.
3. Assist with building evacuation, as directed.
4. Assist with communications as requested by the appropriate administrator.
5. Assist with monitoring and supervising students, providing assistance as needed.
6. Enter and check rooms, closets, etc. for missing persons during such procedures as building evacuations.
7. Travel with injured/ill students who are transported to medical facilities, and serve as liaison until parent/guardians of the student arrive.

**PERSONNEL DIRECTOR, RESIDENCE HALL SUPERVISOR:**

1. Assure that staff and resident hall student lists and emergency contact telephone numbers are available and current.

## BOMB THREAT RESPONSE

### BOMB THREATS

In case of bomb threats, the person receiving the threat should immediately notify 911. Notify President (Ext. 240) (or in his absence, the administrator in charge). Administrator will evacuate buildings. Notify campus over phone system intercom (Page button or \*640), LiveSafe App, AlertNow Notifications. The buildings should be immediately evacuated. REMAIN CALM and move in an orderly fashion to designated area as follows.

- Faculty should assign students to assist handicapped persons as needed.
- Persons in the Riney Student Center, Gwaltney Hall, Chandler Hall, Ag Power Technology Building, and Scholarship and Beck Halls should immediately go to the east edge of the campus on east side of Stanion Field fence.
- Persons located in other buildings should immediately go to the west edge of the campus near the highway. PCC employees should direct students to these areas well away from the buildings to ensure their safety should an explosion occur.

Prior to the arrival of the Police and/or Fire Department, all entrances to the building(s) involved must be monitored to assure that the buildings are clear and no one enters.

LiveSafe App. Notification & Reporting by phone or text.

AlertNow Notification by phone or text.

### MONITORING ASSIGNMENTS:

1. Vice President, Students/Enrollment Mg.....Riney Student Center
2. Vice President, Instruction.....Gwaltney Hall, Ag Power Tech Bldg., EPT Bldg.
3. Athletic Director, Auto Tech.....Main Building
4. Director of Residence Life.....Residence Halls
5. Director of Nursing.....Chandler Hall

### STEPS OF ACTION:

1. If phone threat is made, obtain as many details as possible. Complete the check list below. **Do not** hang up. Stay on the line to try to trace the call.
2. Get Caller ID if phone is equipped to do this.
3. Call 911 for professional assistance.
4. Move persons from the building to a distance of at least 100 yards, using outlined fire drill procedures and extending the outdoor time as necessary.

LiveSafe App. Notification by phone or text.

AlertNow Notification by phone or text.

### THREATENING CALL CHECK LIST:

(Ask the Caller)

1. When is a bomb going to explode?
2. Where is the bomb now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb? Why?
7. What is your name? What is your address?

### Caller I.D.:

Sex of Caller M F Age\_\_\_\_\_ Race\_\_\_\_\_ Length of Call\_\_\_\_\_.

### Caller's Voice:

|         |          |          |           |                 |
|---------|----------|----------|-----------|-----------------|
| Calm    | Soft     | Distinct | Raspy     | Familiar        |
| Angry   | Loud     | Slurred  | Deep      | Clearing throat |
| Excited | Laughing | Nasal    | Ragged    | Deep breathing  |
| Slow    | Crying   | Stutter  | Disguised | Cracking voice  |
| Rapid   | Normal   | Lisp     | Accent    |                 |

### Background

#### Sounds

|                   |              |                   |               |
|-------------------|--------------|-------------------|---------------|
| Street noises     | Music        | Factory machinery | Local         |
| Restaurant noises | House noises | Animal noises     | Long distance |
| Voices            | Motor        | Clear             | Phone booth   |
| P.A. System       | Static       | Office machines   | Other         |

### Threat

#### Language:

|             |            |            |                              |
|-------------|------------|------------|------------------------------|
| Well-spoken | Foul       | Incoherent | Message read by threat maker |
| (Educated)  | Irrational | Taped      |                              |

### CRISES TEAM LEADERS RESPONSE

- Determine need for evacuation, and notify campus over phone system intercom (Page button or \*640) LiveSafe App, AlertNow Notifications.
- Gather information from staff on anything suspicious, and assess injuries.
- Assign auxiliary person to first aid assistance at evacuation site.
- Secure the scene. Designate command post.
- Phone 911, as directed and phone the President's Office.
- Evacuate and remain with the students. Take roll.
- Assist with the evacuation. Report to the president or one of the VPs.
- Check bathrooms and other spaces for persons.

**Crisis Intervention Team Members and Contact Information**

| CRISIS INTERVENTION TEAM<br>Team Leaders Shaded                  |                        | EMERGENCY CONTACT NUMBERS                |              |
|--|------------------------|--|--------------|
| TITLE  | NAME                   | OFFICE PH                                | MOBILE PH    |
| If dialing from campus, extension is last three numbers in bold. |                        |  |              |
| <b>MAIN BUILDING</b>   |                        |  |              |
| President  | Dr. Michael Calvert    | 450-2240                                 | 316-640-0123 |
| VP Finance/Operations  | Kent Adams             | 450-2140                                 | 316-641-0260 |
| VP Instruction   | Monette DePew          | 450-2175                                 | 620-546-4798 |
| VP Students/Enroll   | Lisa Perez-Miller      | 450-2185                                 | 620-770-3483 |
| Athletic Director  | Tim Swartzendruber     | 450-2154                                 |              |
| Security   | Justin Schwab          | 450-2230                                 | 620-388-2367 |
| Foundation Executive Dir.  | Barry Fisher           | 450-2179                                 |              |
| Info Tech  | Jerry Sanko            | 450-2193                                 | 620-770-0846 |
| Dir. Student Success   | Amy Jackson            | 450-2135                                 | 620-388-6493 |
| Dir. Marketing/ PIO  | Megan Mayhew           | 450-2113                                 | 620-202-3046 |
| Admin. Asst. VP F&O  | Janie Whitman          | 450-2250                                 | 620-388-1213 |
| Security   | Mario Tursini          |  | 620-770-2461 |
| PT Security  | Scott Jackman          |  | 620-770-1014 |
| Dir. Financial Aid   | Haley Lindsey          | 450-2169                                 |              |
| Dir. Admissions  | Caitlin Miller         | 450-2122                                 | 620-388-6018 |
| Controller   | Christy Wright         | 450-2133                                 | 316-304-5155 |
| Director Personnel   | Rita Pinkall           | 450-2139                                 | 620-770-2226 |
| <b>GWALTNEY HALL</b>   |                        |  |              |
| Instructor   | Lori Montgomery        | 450-2186                                 | 620-770-1355 |
| Instructor   | Barrett Smith          | 450-2239                                 | 620-546-3918 |
| <b>RESIDENCE HALLS</b>   |                        |  |              |
| Dir. Residence Life  | Charles Keefer         | 450-2120                                 | 620-770-0925 |
| Supervisor, Scholarship  | Kevin Kewley           | 450-2267                                 | 620-3881512  |
| Supervisor, Novotny  | Brad Luthe             | 4502170                                  | 620-450-7435 |
| Supervisor, Beck   | Charles Keefer         | 450-2120                                 | 620-770-0925 |
| Supervisor, North  | Josh Campbell          | 450-2164                                 | 620-770-1006 |
| Supervisor, Porter   | Brian Koller           | 450-2145                                 | 620-770-5174 |
| Supervisor, Wojciechowski  | Nick Cicere            | 450-2130                                 | 620-770-2766 |
| <b>RINEY STUDENT CENTER</b>                                      |                        |  |              |
| Director, Food Service   | Diana Ratliff          |  |              |
| Maintenance  | Tim Renner             | 450-2276                                 | 620-770-1016 |
| <b>AG POWER BLDG.</b>  |                        |  |              |
| Instructor   | Ralph Williams         | 450-2232                                 | 620-388-0195 |
| <b>CHANDLER SCHOOL OF NURSING AND ALLIED HEALTH</b>              |                        |  |              |
| Director of Nursing  | Diana Mitzner          | 450-2237                                 |              |
| <b>MAINTENANCE</b>   |                        |  |              |
| Director Facilities  | Dan Petz               | 450-2132                                 | 620-770-1374 |
| <b>COMMUNITY/STATE</b>   |                        |  |              |
| KWLS Radio 672-1290  | Pratt Tribune 672-5511 | KMMM Radio 672-5580                      |              |
| Police/Sheriff/Fire/Ambulance                                    | 911                    |  |              |
| Pratt County Sheriff (non-emergency)                             | 672-4133               |  |              |
| Pratt City Police (non-emergency)                                | 672-5551               | Pratt County SRS (child Abuse & Neglect) | 672-5955     |
| Pratt County Health  | 672-4135               | Pratt Regional Medical Center            | 672-7451     |
| Horizons Counseling-Pratt County                                 | 672-2332               | Mental Health Crisis Mgmt.-Hutchinson    | 800-794-8504 |
| Civil Defense Director   | 672-6581               |  |              |
| Poison Center (KC)   | 800-332-6633           | Kansas School Safety Hotline             | 877-626-8203 |

**Crisis Intervention Team Members and Contact Information**

**Emergency notifications are made through phone system intercom (Page Button or \*640), LiveSafe App. and AlertNow Notifications.**