

**EMERGENCY
MANAGEMENT PLAN
AND
PROCEDURES GUIDE**

TO REPORT AN EMERGENCY

Signal Peak Campus

From a campus phone dial:

8-836-9655

Other CAC Campuses and Centers

From a campus phone or cell phone dial:

911

IN CASE OF EMERGENCY:

Location	Police	Fire/EMS	Police/Sheriff (non-Emergency)
AVC	911	911	520-866-5111
Casa Grande	911	911	520-421-8711
Coolidge	911	911	520-723-5311
Corporate Center	911	911	520-421-8711
Florence	911	911	520-868-7681
Maricopa	911	911	520-866-5111
San Tan	911	911	520-866-5111
SMC	911	911	480-982-8260
SPC	8-836-9655	8-836-9655	x5445
SaddleBrooke	911	911	520-866-5111

(Dialing 8 is not required to reach 911 from District telephones)

This document establishes the Emergency Management Plan for Central Arizona College and assigns responsibilities for the development, implementation, and maintenance of the plan. It is designed to maximize human safety and survival, preserve property, minimize danger, restore normal activities of the college, and assure responsible communications with the college community.

Implementation and oversight of the plan, during any emergency situation, is the primary responsibility of the college's Emergency Management Team. However, all staff members should familiarize themselves with the contents of the plan. The plan is available online on the campus police webpage and in the district shared drive. Hard copies are available at every campus and center (administration building), and at the Campus Police Department.

This document also includes an Emergency Procedures Guide (page 32) intended for all staff members. It is aimed at providing quick, simple steps anyone can implement to minimize personal risk during certain urgent or emergency situations. Staff members are encouraged to read, be familiar with, and keep a copy of the guide at their workstations.

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Process Checklist

EMERGENCY ACTION CONTROL SUMMARY

- Ensure that the emergency is identified and that immediately needed action is taken, including evacuation and first aid, if necessary.
- Summon the assistance of police, fire and medical personnel, as required.
- Establish an Incident Command Post based on existing conditions.
- Establish and maintain a formal log of events.
- Evacuate building and facilities or selected areas as necessary. If time permits, this decision is normally made by the Emergency Management Director. If not, the Incident Commander should make the decision.
- Establish appropriate communications.
- Ensure that an accurate personnel count is established.
- Establish liaison with responding outside agencies.
- Ensure that appropriate campus management personnel are notified.
- Activate the Emergency Management Team, if necessary.
- Coordinate and direct emergency personnel, as required.
- Ensure that emergency care of injured personnel has been initiated.
- Evaluate the extent of incident effect and damage.
- Control entry of evacuated and/or damaged facilities or area(s).
- During emergency operations, the priority of actions are:
 - Protection and preservation of life and limb.
 - Safeguarding important records and/or materials
 - Environmental protection.
 - Protection of facilities and equipment
 - Restoration of normal activities.

I. INTRODUCTION

The information contained in this plan is designed to provide for the safety and welfare of all students, employees, and visitors of the College, during an emergency situation. Compliance with this plan, therefore, is mandatory for all students, employees, or visitors. Every person upon becoming aware of an emergency or potential emergency must take the basic action of immediately notifying the Central Arizona College Police Department (CACPD). The plan is available online on the campus police webpage, at every campus and center (administration building) and at the campus police department.

II. DEFINITIONS

DEFINITION OF EMERGENCY

For the purpose of this guide, an “emergency” is defined as any sudden, generally unexpected occurrence or set of circumstances that endangers people, property or the environment. Your judgment often determines whether or not an incident is an emergency. To this end, if you consider a situation to be an emergency, then it should be treated as one and the procedures in this guide should be followed. If in doubt, err on the side of safety.

A. “Action”

The doing of something: performing a task. Used to describe a task based on a particular decision.

B. “Assessment”

The verification that an emergency situation exists and the determination of the potential or actual consequences and the proper response(s) required.

C. “Assessment Action”

Actions taken during or after a contingency to obtain and process information necessary for making decisions to implement specific measures.

D. “Contingency”

An event that is of possible but uncertain occurrence; something that is liable to happen as an adjunct to something else.

E. “Continuing Emergency”

Emergency conditions that continue for one hour or longer.

F. “Corrective Actions”

Measures taken to terminate, or counteract the effects of an emergency situation.

G. “Criteria”

Standards, rules, or tests upon which a decision can be based.

H. “CACPD”

The CACPD is a full service public law enforcement agency, established by the Pinal County Community College District Board of Governors, in and by the authority vested in them by the legislature of the State of Arizona, for the purpose of providing law enforcement, security and safety services on property owned or controlled by the College.

I. “Drill”

A strictly supervised, repetitive instruction period aimed at perfecting skills in a particular operation. A drill is often a component of an exercise.

J. “Emergency”

Any unstable or emergency situation that requires the College to take immediate action over and above its normal and routine activities, which includes, but is not limited to: serious medical emergencies, accidents, criminal activity, fires and/or explosions, bomb threats, threats of violence, uncontrolled or unscheduled environmental releases, or severe acts of nature.

K. “Emergency Operations Center” (EOC)

The location from where a College emergency will be managed by Emergency Management Director and Team.

L. “Emergency Management Director” (EMD)

The Central Arizona College Chief of Police or his/her designee who is responsible for assessment of emergencies and contingencies and has operational control of all personnel involved in recovery operations. He/she reports to the College Vice President, Business and Administration.

M. “Emergency Operations Plan” (EOP)

A specific plan designed to describe the decisions, actions, and responsibilities related to a contingency affecting the College or its personnel.

N. “Emergency Management Team” (EMT)

A group of personnel that provides the Governing Board and Emergency Management Director with information and assistance relative to a contingency.

O. “Exercise”

An event that tests a major portion of the basic elements within an emergency operations plan or organization in order to demonstrate and/or refine preparedness.

P. “Incident Commander”

The person establishing the Field Command Post who, under the supervision of the Emergency Operations Center, has complete control of the field situation.

Q. “Field Command Post”

The first control point established after an unusual incident has occurred to ensure the proper utilization of manpower and equipment when dealing with emergencies.

III. SCOPE AND APPLICATION**A. Scope**

1. This emergency operations plan contains the policy and a generalized description of personnel programs, equipment, and outside agency assistance that together comprise the College’s response to emergency situations. This plan is designed to complement the normal operations of the College and does not supersede normal operating procedures until an emergency occurs.
2. The life preserving and safety provisions contained herein supersede security requirements to the extent that security of buildings and property is a secondary consideration whenever a period of potential danger to life or limb exists. While the safeguarding of property is of secondary concern, it is still of major critical importance.
3. The CACPD Chief normally directs physical security efforts during an emergency. The Chief has the authority to stop egress from the College facilities except where personal safety or injury or potential thereof is involved. The saving of lives and the protection of personnel prevail in the event that this plan conflicts with any other policy, rule or procedure or plan.

B. Application

This plan shall prevail during emergencies on College property. Compliance with this plan is mandatory for all personnel entering College property or facilities.

IV. ORGANIZATIONAL READINESS**A. Mitigation**

Prior to an emergency/disaster, action must be taken to mitigate the effects of a disaster. The College Administration, under the direction of the Governing Board, is responsible for establishing policies and procedures relating to risk management, and which are designed to reduce the exposure to or minimize the impact of a disaster within the legal and financial constraints of the College.

B. Planning and Administration

1. The Vice President, Business and Administration is responsible for ensuring that an emergency operations plan and program is in place for the entire community college district, and is responsible for directing or assigning the direction of the investigation in the event of a major or continuing emergency. The CACPD Chief is responsible for updating the plan annually.
2. The CACPD Chief is responsible for assisting the Vice President, Business and Administration, as directed, in the administration of the emergency operations program, to include:
 - a. Providing technical advice and assistance to the overall emergency planning effort;
 - b. Developing and administering a basic training program, to include all employees directly involved in emergency response operations;
 - c. Ensuring that all Police Officers and personnel involved in emergency response receive a minimum of four (04) hours of emergency first aid training annually, and that at least one such individual is assigned to each security work shift for each campus; and
 - d. Conducting mutual aid liaison with emergency support agencies.

C. Emergency Training

1. All persons directly involved in the execution of the emergency operations plan shall complete a minimum of four (04) hours of initial training; to include basic information covered in the emergency plan. All persons directly involved in emergency responses should be trained in Incident Command System and National Incident Management System. In addition, completion of a minimum of two hours of reinforcement training annually is required. Training will be done as manpower allows. The CACPD will maintain a record of all training.
2. Emergency exercises will be held annually at the discretion of the Emergency Management Director. The location of such exercises will be prepared from simulations of events that could occur on campus, and shall include the participation of employees assigned responsibilities for implementing this plan.
3. Emergency exercises should be coordinated with local support agencies. The participation of local police, fire, and ambulance services should be solicited. It is expected that these agencies will cooperate to the extent their schedules and budget permit. As a minimum, however, the communication links and notification procedures to these agencies should be exercised.
4. The CACPD Chief, with the assistance of selected members of the Emergency Management Team, will be responsible for evaluating the exercise, soliciting feedback, identifying any weak points, and recommending any necessary improvement actions to the Vice President, Business and Administration.

D. Mutual Aid Liaison

The CACPD Chief and the Director of Facilities shall meet periodically with representatives of local support agencies to renew mutual understandings of the role they play in neutralizing emergency situations at the College.

V. EMERGENCY CLASSIFICATION SYSTEM

A. General Provisions

Emergency conditions that could occur at Central Arizona College can be grouped into the following categories:

- Emergency Alerts
- Personnel Emergencies
- Minor Emergencies
- Intermediate Emergencies
- Severe Emergencies

B. Emergency Alerts

This classification of emergency involves specific situations that create a hazard potential that was previously nonexistent or latent. No damage to the College has occurred, nor have any personnel on campus been harmed. These situations are not serious enough in nature to declare a higher state of emergency; however, they may require evaluation, special equipment or special operations to preclude escalation to a higher state of emergency.

C. Personnel Emergencies

1. Personnel emergencies consist of any serious injury resulting from an accident or other occurrence on campus. Personnel emergencies normally do not activate the Emergency Management Team; however, depending on the severity of the injury, they may require a Field Command Post to be established to coordinate on-site first aid treatment and to prepare the victim for evacuation to a medical treatment facility by local ambulance or other medical transportation service.
2. All personnel injuries must be reported to the CACPD. Personnel emergencies are classified in order of increasing severity, as follows:
 - a. *Serious Injuries (Ambulatory)* – The patient is ambulatory and requires assisted evacuation for additional medical evaluation and/or treatment. Examples of serious, ambulatory injuries include serious lacerations requiring several stitches, contusions, or sprains incapacitating individuals to the extent the patient must be transported to a medical facility for additional evaluation, burns covering a large portion of the body, suspected fractures leaving the patient ambulatory, someone rendered unconscious (but revived), electrical shock, and exposure to toxic fumes or gases.

- b. *Serious Injuries (Non Ambulatory)* – These injuries necessitate outside medical evacuation. This type of injury may or may not activate the Emergency Management Team, depending on the nature of the incident surrounding the injury. However, it will require a Field Command Post to be established to coordinate inter-departmental and outside agency response. Arterial bleeding, serious burns, broken legs and unconscious patients are examples of this type of injury.
- c. *Other Personnel Emergency* – Threats, expressed or implied, to any employee where the objective is to force the College to follow a course of action not of its choosing, will cause activation of the Emergency Management Team. Examples include bomb threats, kidnapping, hostage situations, or violent acts or threats thereof.

D. Minor Emergencies

This classification involves an abnormal condition that is usually restricted to a small portion of a campus and does not interfere with the overall operation of the campus. One or more College departments working together utilizing their normal operating procedures can usually control this type of emergency. Small explosions or controllable fires, isolated equipment malfunctions, failure of electrical circuits, and spills are examples of this classification of emergency. This type of incident usually will not activate the Emergency Management Team. However, it may require a Field Command Post to be established to assist in inter-department/agency coordination.

E. Intermediate Emergencies

This classification involves an emergency that can be controlled by using all or most of the available College resources (manpower and equipment) and manpower and equipment from other local government agencies, via existing mutual aid agreements. Natural phenomena (severe weather), security breaches, or fire will most likely cause this type of emergency. A Field Command Post should be established and the Emergency Operations Center may be partially or completely staffed.

F. Severe Emergencies

This classification of emergency is beyond the control of the College resources. All local resources will be committed to control the incident until such time as additional resources are available through appropriate local, city, county, state, federal, or private agencies. This classification of

emergency involves a situation that is catastrophic in nature and will automatically activate the Emergency Management Team.

VI. EMERGENCY ORGANIZATION

A. General Provisions

1. The College normally functions during emergencies in much the same manner as in routine operations. Responsibility for the performance of emergency functions is charged to the departments that perform similar activities during routine operations. However, when and if it is determined that the nature or extent of an emergency will exceed the capabilities of normal organization, the implementation of emergency organization is required.
2. Re-entry into an affected area will be permitted when the Emergency Management Director or his designee has declared the area safe.

B. Emergency Management Director

1. The Central Arizona College Chief of Police is responsible for all operations on College property during an emergency and has the authority necessary for directing all actions within the College's jurisdiction.
2. The Central Arizona College Chief of Police reports to the College Vice President of Business and Administration, and is hereafter referred to as the Emergency Management Director.
3. The Emergency Management Director is responsible for:
 - a. Taking charge in the event of an emergency;
 - b. Ensuring that immediate action is initiated;
 - c. Determining the authenticity of any threat;
 - d. Notifying federal, state, and local government authorities;
 - e. Beginning plans for recovery from the emergency;
 - f. Recovering the facility and restoring it to normal operation; and
 - g. Initiating formal reports.
4. The Emergency Management Director retains these responsibilities until relieved by competent authority. All College personnel shall follow the directions of the Emergency Management Director and

the Emergency Management Team, through the Emergency Management Director.

5. In the absence of the Emergency Management Director, the next available member of the Emergency Management Team shall serve as acting director, in the order listed as follows:
 - a. The Director of Facilities
 - b. Director of Police Academy
 - c. Program Manager for Fire Services
 - d. Director of Accounting Services
 - e. The Director of Purchasing Services
 - f. The Vice President of Student Services

C. Emergency Management Team

1. An Emergency Management Team shall be formed to assist the Emergency Management Director in fulfilling his or her responsibilities. The purpose of this team is to provide the Emergency Management Director with technical advice and support and to accomplish time-consuming coordination with internal and external agencies. The Emergency Management Team shall consist of the following personnel, as required:
 - a. The Emergency Management Director
 - b. The Director of Facilities
 - c. The Director of Accounting Services
 - d. The Director of Purchasing Services
 - e. The Vice President of Business and Administration
 - f. The Vice President of Student Services
 - g. Director of Police Academy
 - h. Program Manager for Fire Services
 - i. Regional Fire Department Representative
 - j. Director of Public Information/ Marketing
2. The Emergency Management Team may be expanded to include personnel from other departments and/or campuses, depending on

the nature and location of the situation, as deemed necessary by the Emergency Management Director.

VII. EMERGENCY DIRECTION AND CONTROL

A. Field Command Post

1. The Field Command Post is normally the first control point established after an unusual incident has occurred. The purpose of the Field Command Post is to ensure the proper utilization of manpower and equipment when dealing with emergencies.
2. The Field Command Post serves as an extension of the Emergency Operations Center (if activated) and controls the actual work operations as directed by the Emergency Operations Center. The Field Command Post shall serve as:
 - a. A relay point to the Emergency Operations Center for all vital information;
 - b. Field intelligence collection point;
 - c. Field communications point for work operations;
 - d. Staging area;
 - e. Logistics control point;
 - f. Mobilization/assembly point; and/or
 - g. Coordination mechanism of other department and/or agency operations.
3. Normally, the Field Command Post will be established by members of either CACPD or the maintenance department, whose personnel are usually first responders at an incident. However, any College employee who is an initial responder to the scene of a major incident where a Command Post has not been established may do so. The employee establishing the Command Post shall advise the CACPD of his or her intent and the location.
4. The Command Post should be located near the incident/emergency for control purposes, but far enough away to be in a "safe zone". The Command Post will document all personnel present and any arriving personnel from other agencies and departments.
5. The person establishing the Command Post shall be designated as the Incident Commander who, under the supervision of the Emergency Operations Center, shall have complete control of the

field situation without undue interference from outside pressures. The Incident Commander will maintain the post until relieved by proper authority.

6. All personnel should follow the lawful orders of the Incident Commander, including those persons who are on loan from outside agencies. However, in situations where provided mutual assistance involves the loan of a specialized unit, the commander of that specialized unit shall be responsible for the implementation of the mission to be accomplished, as determined by the Incident Commander.
7. In order to ensure proper utilization and coordination of the work force, each department or agency involved in the work operation should, whenever possible, have a representative present at the Field Command Post. The representative should have the authority and knowledge to control and direct his or her work force as instructed by the Emergency Operations Center, or as needs dictate if no Emergency Operations Center is established.

B. Emergency Operations Center

1. The Emergency Operations Center will be activated as required for exercises of impending or actual emergencies, on order of the Emergency Management Director. If the Emergency Management Director is inaccessible, the decision to activate the Emergency Operations Center will be made by the next available Emergency Management Team member, in order listed as follows:
 - a. The Director of Facilities
 - b. Director of Police Academy
 - c. Program Manager of Fire Services
 - d. Director of Accounting Services
 - e. Director of Purchasing Services
 - f. Vice President of Student Services
2. Depending on the nature and severity of the emergency, the Emergency Operations Center may be fully or partially activated. The Emergency Operations Center shall not be activated for surprise exercises without the knowledge and consent of the Emergency Management Director.

3. The primary location of the Emergency Operations Center shall be in the office of the Central Arizona College Police Department, 8470 North Overfield Road, Signal Peak Campus, Room 1103. If an alternate location is deemed necessary, a determination will be made at the time, to include other campuses of the College, if necessary.
4. The Emergency Control Center shall be equipped as follows:
 - a. Commercial electricity
 - b. Emergency lights
 - c. Telephones
 - d. Radios
 - e. Maps of the state, county and each campus
 - f. Diagrams of College buildings and facilities
 - g. Miscellaneous supplies, including reference material, camera, tape recorder, and office supplies
5. Upon notification, members of the Emergency Management Team shall report immediately to the Emergency Operations Center. Responding team members will ensure that all appropriate agencies have been notified. Upon arrival at the Emergency Operations Center, responding team members will ready the facility for the operations.
6. As soon as possible after the onset of an emergency, the Emergency Management Director should ensure that a staffing schedule is developed and disseminated, including relief shifts. Relief shifts should be scheduled to arrive thirty minutes early so that briefing can be conducted on what has occurred, what decisions have been reached, and what problems remain.
7. Depending on the nature of the emergency, the Emergency Management Director may decide to establish security for the Emergency Operations Center. The CACPD is responsible for physical security of the Emergency Operations Center and its critical systems.

VIII. EMERGENCY FUNCTIONS AND RESPONSIBILITIES

A. General Provisions

Due to their day-to-day functions, expertise and/or resources, the CACPD and the Department of Facilities have the operational capacity to coordinate and carry out the basic emergency functions set forth in this plan and are, therefore, designated as primary response agencies. All other departments and/or divisions of the College shall be responsible for supporting the primary response agencies, based on their day-to-day functions and capabilities.

B. Law Enforcement

1. The occurrence of any type of emergency may greatly magnify and multiply the problems of local law and order. In addition to routine law enforcement and security activities, problems may arise such as disrupted traffic, the need to protect essential resources, looting of damaged or evacuated buildings, securing the same, as well as crowd control and civil disturbance. Law enforcement is an essential part of emergency response. The College must respond with coordination law enforcement activities.
2. Emergency law enforcement operations are conducted by the local police agency having responsibility for each respective campus. If conditions go beyond the individual agency's capabilities, other police departments may be requested to assist in accordance with their existing mutual aid agreements.
3. The need for extended security services at the scene of an incident for the protection of buildings, facilities or other asset protection will be handled or arranged by the CACPD Chief.

C. Fire Operations

1. Fire control operations are an essential element of any emergency response. While rural and local fire department/districts are primarily conventional fire fighting entities, their role has expanded to include providing assistance in hazardous material and emergency medical incidents, evacuations, and search and rescue operations. These functions are an important part of the College's overall emergency response.
2. Fire suppression operations are conducted by the rural or local fire department having responsibility for each respective campus. If conditions go beyond the individual district's capabilities, other fire

departments may be requested in accordance with their existing mutual aid agreements.

3. With the exception of CACPD and Maintenance personnel, College employees and students are not required to fight fires and should evacuate the building immediately in the event of a fire. However, employees or students may use fire extinguishers to fight small incipient stage fires providing they have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire. In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.
4. Fire extinguisher operator training shall be offered annually throughout the district to staff.

D. Emergency Medical and Health Services

1. Should a major accident or disaster occur, the College could sustain a large number of casualties, or be required to implement specific procedures to handle a particular situation. Such situations may include multiple deaths or serious injuries, or involve public health concerns, such as disease, sanitation, or contamination of food and water, etc. If such an incident were to occur, College capabilities would be stressed, and depending upon the severity and magnitude of the occurrence, may be unable to effectively deal with the situation.
2. The CACPD is responsible for developing a coordinated emergency and health response system, to include personnel emergencies, mass casualty assistance, communicable disease control, and environmental health control.
3. When the resources of the College are insufficient, the Emergency Management Director will request assistance from outside resources, including governmental agencies, private health facilities and other organizations and individuals with medical and health capabilities, as required.

E. Facility Repair and Engineering

1. The results of an emergency situation may include damage to College buildings and facilities. It must be anticipated that there will be disruption to certain essential utility services including electrical power, water, sewage, and/or communications. Large accumulations of debris may develop, possibly increasing

vulnerability and impeding emergency response operations. Such disruptions and damage can have a detrimental impact on College operations, and it is of prime importance that rapid restoration and repair of these services and of damaged facilities is accomplished in a well-coordinated effort and without delay.

2. The Department of Facilities is responsible for conducting emergency work and restoring essential services, including:
 - a. Performing protective operations, such as barricading hazardous zones, or traffic control areas;
 - b. Clearing debris or demolishing structures which hinder emergency operations, or which threaten public safety or health;
 - c. Performing repairs and restoration of damaged structures, facilities and/or equipment;
 - d. Performing or supervising the restoration of utility services;
 - e. Supplying and distributing emergency equipment and supplies, as required; and
 - f. Performing damage analysis and documenting disaster related expenditures.
3. When an emergency situation exceeds the damage control capabilities of the College, the Emergency Management Director will request assistance from local, county and state governments and/or private organizations, as required.
5. Maintenance personnel will normally repair any damage resulting from an emergency. Outside contractor assistance will be requested as the need arises.

F. Evacuation and Rescue

1. As the result of a disaster of any type, evacuation of the affected area may be the only or the most effective means of safeguarding the lives of those in the affected area. The need to evacuate may vary from only a few persons in a particular room or building, to the mass evacuation of an entire campus.
2. Evacuation and rescue operations include:
 - a. Identifying the hazard area;
 - b. Warning the people within the area;

- c. Directing individuals to designated safe areas, via established egress routes;
 - d. Accounting for missing or injured persons;
 - e. Conducting search and rescue operations within the affected area as required, and within the limits of their capabilities;
 - f. Controlling access of the affected area;
 - g. Providing for the orderly and safe return of people to the evacuated area.
3. Time permitting, the decision to evacuate a campus building or facility rests with the Emergency Management Director. In those situations where immediate action is necessary, the Incident Commander at the scene, or a senior member of management at the respective campus or college site or the Director of Student Life shall make the decision whether or not to evacuate.
 4. Search and rescue operations should be limited to those personnel who are properly trained and equipped to conduct such operations. In those instances where search and rescue operations are beyond the internal capabilities of the College, outside resources, such as local and/or police department personnel should be used.

G. Shelter

1. If an emergency or disaster requires the evacuation of an affected area, it may be necessary to provide temporary emergency shelter and care for the victims. The need to activate College shelter operations for members of the campus community is low; it will more than likely be the result of a natural, or weather related disaster that requires affected victims from the surrounding community to be housed on-campus.
2. The CACPD, with assistance from the Red Cross when necessary, is responsible for on-campus shelter operations, which includes:
 - a. Identifying the shelter facilities best suited for the number of evacuees;
 - b. Arranging for the opening of the shelter;
 - c. Ensuring victims are registered as they arrive;
 - d. Ensuring that the basic needs of the victims are met, including food, clothing and emergency medical treatment;

- e. Ensuring that appropriate health standards are maintained within the shelter(s); and
 - f. Maintaining appropriate records of shelter operations and related expenditures.
3. The Pinal County Director of Emergency Services, under the coordination and supervision of the CACPD Chief will conduct shelter operations involving off-campus victims in accordance with Emergency Support Function #6, Mass Care, of the Pinal County Emergency Response and Recovery Plan. This function will be managed by Red Cross.

H. Hazardous Materials

1. A hazardous material emergency/spill poses a very real threat, as there are many different forms of hazardous materials located within the environs of the College. The CACPD and the Department of Facilities are responsible for providing a coordinated response to hazardous materials incidents. Acting within their knowledge and capabilities, these departments are responsible for:
 - a. Containing the spread of hazardous material;
 - b. Identifying the hazardous material involved;
 - c. Conducting cleanup and disposal operations; and
 - d. Coordinating outside agency support, as required.
2. As the threat of a hazardous material incident is reduced and the event proceeds from the response phase to the recovery and mitigation phases, the operational control of the incident will be assumed by the Director of the Department of Facilities.
3. In situations where a hazardous material spill exceeds the internal capabilities of the College, or personnel are unfamiliar with the correct procedures or do not have the specialized tools, equipment and/or training required to handle the specific hazardous material, assistance from the local fire department should be summoned. If the situation exceeds the capabilities or resources of the fire department, assistance from other government agencies and/or the private sector will be required.
4. The Emergency Management Director is responsible for ensuring that proper notification is made to the state regarding a hazardous materials spill or release. Such notifications are made to the

following for further reporting to and evaluation by the appropriate state regulatory agency:

- Arizona Department of Environmental Quality Emergency Response Unit at 1-800-234-5677
 - National Response Center at 1-800-424-8802
 - Pinal County Air Quality at 520-866-6929
 - Pinal County Emergency Management/LEPC at 520-866-5111.
5. Existing laws fix the responsibility/liability for cleanup of hazardous materials with the spiller. To this end, the documentation of all conversations, actions and resource utilization, including manpower and funds expended in all hazardous material incidents shall be maintained. Particular attention should be paid to those where the spiller is unknown or is non-college entity, since it may be the basis of litigation required for recovery or damages.
6. Evacuation will be coordinated with Pinal County Emergency Management Department.

IX. EMERGENCY EQUIPMENT AND SUPPLIES

A. Communications

The College's emergency communications systems shall include:

- The commercial telephone system and cellular telephones;
- The County's enhanced 911 system; which provides a direct link to the local police and fire departments;
- A multi-frequency radio system, which includes a base station and portable radios, and provides direct communications to the Field Command Post and supporting police and fire agencies;
- The ACIC and NCIC telecommunications network, which provides nationwide access to law enforcement agencies, weather services and hazardous materials information.

B. First Aid Equipment and Supplies

The CACPD is responsible for ensuring that standard first aid kits are stored at strategic locations at each campus and center (listed on the Campus Police web page). These items will be inventoried and assessed for serviceability at least annually by the Department.

C. Other Equipment

When necessary and in accordance with National Incident Management System, the College will procure, borrow, lease or otherwise requisition from the government or private sector, any additional equipment, materials and/or supplies that are needed to effectively respond to an emergency situation. Such requisitions shall be made at the direction of the Emergency Management Director or higher authority.

X. EMERGENCY OPERATIONS**A. Emergency Reporting****1. General Provisions**

Anyone upon becoming aware of an emergency situation or potential crisis, should try to identify the nature of the emergency as best and safely as possible, under the existing conditions, and then summon emergency aide. In doing so, the caller should be prepared to provide the following information:

1. Name;
2. Phone number for call-back purposes;
3. Nature of the emergency; and the
4. Location of the emergency.

For the purpose of this section, an emergency is defined as any situation that requires an immediate police, fire and/or medical response. Such situations may include, but are not necessarily limited to crimes-in-progress, fires and explosions, and/or severe injuries.

2. Signal Peak Campus

To report an emergency on the Signal Peak Campus, the caller should notify the CACPD at 520-836-9655. A Police Officer will respond to the scene and ensure that immediately needed action is taken, including fire fighting, evacuation, rescue, first aid, and emergency notifications, as required.

3. All Other Campus Locations

To report an emergency situation at a College satellite campus or location, the caller should dial 911. As soon as practical thereafter, the caller should notify the CACPD and then the appropriate

management authority of the respective campus/center, such as the Dean or other person is in charge.

B. Emergency Alert and Notification

1. The CACPD, upon receiving notification of an emergency situation, will be responsible for ensuring the nature of the emergency is identified and that immediately needed action is, or has, been taken, including evacuation and first aid, and/or activating fire fighting and rescue operations, if necessary. As soon as practical thereafter, the Emergency Management Director shall be notified of the situation. Such notification shall include:
 - a. The nature of the emergency;
 - b. Measures taken to bring the situation under control, and whether or not they have proven to be sufficient; and
 - c. Estimating amount of equipment, personnel, or special units that will be required to bring the situation under control.
2. Based on the situation, the Emergency Management Director may choose to activate all, or part, of the Emergency Management Team. The CACPD will be responsible for ensuring that members of the Emergency Management Team are alerted, as directed by the Emergency Management Director.

C. Assessment Actions

Whenever possible, the initial assessment of an emergency situation will be conducted by College employees, who will continue to assess the emergency until they determine the situation to be beyond their assessment capability. In such cases, assessments and requests for assistance from outside agencies/resources will be made as necessary.

D. Corrective Actions

1. Personnel emergency patients will be administered first aid and evacuated by ambulance for additional medical treatment as required. Other personnel emergencies, such as suicide attempts, kidnapping, hostage situations or violent acts thereof, will be evaluated and corrected according to CACPD plans and procedures or the local law enforcement agency handling the particular situation.
2. Conditions that cause an Emergency Alert will be evaluated on a case-by-case basis. Any special equipment or special operations that are needed to preclude the situation from escalating to a higher

state of emergency will be provided and/or implemented as necessary. Any civil disturbance, labor dispute, or bomb threat that results in an emergency will be corrected according to existing CACPD plans and procedures, or the local law enforcement agency handling the particular situation.

3. One or more College Departments working together, utilizing their normal operating procedures usually controls conditions that cause a minor emergency. The required manpower to handle this type of emergency is normally present during normal business hours. However, additional personnel may be called in from off-campus, or during non-business hours, as required.
4. Available in-house personnel and equipment cannot normally neutralize conditions that cause an intermediate emergency. The initial evaluation and corrective actions will be initiated by College employees and outside assistance will be requested on an as-needed basis, in accordance with existing mutual aid agreements.
5. Conditions that cause severe emergencies are beyond the capability of College resources and will require maximum assistance available from local, state and federal agencies. Such requests will be made by the Emergency Management Director or higher authority, and shall be made through the Pinal County Director of Emergency Services.
6. Any damage to facilities or equipment resulting from an emergency situation will be initially evaluated and repaired by in-house personnel. In those cases where corrective repairs are beyond internal capability, outside assistance will be requested. Such requests shall be restricted to the Emergency Management Director or higher authority.

E. Protective Actions

1. Immediate notification of on-campus personnel, students and guests that an emergency has occurred shall be accomplished by the most expedient means possible, including telephone or messenger. Notification of key management personnel will be accomplished as promptly as possible by telephone, radio, pager, or messenger.
2. The CACPD has the authority to secure immediate medical, fire, and police assistance. Notification of other agencies is normally reserved for the Emergency Management Director or a higher authority.

3. If time and the situation permits, the decision to implement an evacuation shall be made by the Emergency Management Director. If time does not permit, the Incident Commander or, in the absence of the Incident Commander, the first responder, will initiate the evacuation and notify the CACPD as soon as practical thereafter.
4. People in the affected area(s) should be notified of the hazard and instructed on what to do by the most expeditious means available and as the situation dictates.
5. An accounting for missing or injured persons should be made as soon as practical following an evacuation at a predetermined safe area or shelter facility. When persons are found to be missing during the accounting process, the Emergency Management Director must establish their whereabouts and determine whether emergency lifesaving rescue needs to be attempted.
6. Injured persons shall be promptly identified and segregated in terms of types of injury, and their care and first aid shall be given priority over all other action. Transportation of injured persons shall be restricted to authorized ambulance and/or emergency response agencies, unless otherwise directed by the Emergency Management Director.
7. Rescue operation should be limited to those personnel who are properly trained and equipped. If outside rescue services are available, such as fire department personnel, they should be used in conjunction with, or instead of, College personnel.
8. Hazard zones that preclude entry without proper protective equipment, such as breathing equipment, protective clothing, or other protective measures shall be identified, clearly marked, and entry limited to authorized personnel only.
9. Access control and security of the affected areas will be provided by CACPD personnel. CACPD will coordinate the supply and delivery of access control equipment, such as barricades or other protective equipment, with maintenance or other supporting personnel.
10. In the event of an emergency, the Incident Commander shall ensure that nothing is removed or disturbed without permission of the Emergency Management Director, in order to protect against loss of material and information needed in an investigation. The CACPD, under the direction of the Emergency Management Director and with the assistance of the Director of Facilities, will be responsible for

investigating all such incidents and ensuring that the necessary reports are filed.

11. Authority to release information to the public relating to a College emergency will be restricted to the College President, the Vice President, Business and Administration, and the Director of Public Information and Marketing.

XI. RECOVERY OPERATIONS

A. Re-entry

1. When a situation appears to be under control, the Incident Commander will make a decision that re-entry is safe. Actual re-entry shall be made only with the express approval of the Emergency Management Director or his designee. When necessary, appropriate, or required this will be coordinated with local, county, state, or federal authorities.
2. Following a verified false alarm, operations may be resumed by authority of the CACPD Chief or the respective Dean of the affected campus or the person in charge of the college site. Resumption of operations following a verified actual incident may be authorized only by the Emergency Management Director or his designee.

B. Equipment Inventory and Inspection

Emergency equipment and supplies will be inspected and inventoried at the conclusion of an emergency operation. The equipment and supplies requiring cleaning or repair will be cleaned or repaired prior to storage. Equipment or supplies losing their utility during the emergency will be replaced as soon as possible/practical.

C. Evaluation and Reporting

1. At the conclusion of an emergency situation, each member of the Emergency Management Team, who was involved in the response, shall prepare and forward a written report to the Emergency Management Director. The report shall include, at a minimum, the following information relating to their department:
 - a. A summary of action taken;
 - b. A record of expenditures to include both time and resources; and
 - c. Any recommendations for improving emergency operations.

2. The Emergency Management Director will be responsible for consolidating the above information into a final report, which shall be forwarded to the Governing Board, via the College President.

XII. Emergency Procedures Guide

A. Building Evacuations

A building evacuation may be initiated for various reasons including fire, building system malfunction, chemical spill, building security or a disaster. If you believe there is an urgent need to alert others about a fire or other life-threatening situation that requires evacuation, pull any wall fire alarm station.

B. Evacuation Instructions

Evacuation diagrams have been posted in all buildings. Building occupants should take time to become familiar with all emergency exits and routes from their work area. When evacuating a building, individuals should follow these steps:

1. Stay calm, do not rush, and do not panic.
2. Safely stop your work. Gather your personal belongings if it is safe to do so.
3. If safe to do so, close your office door and window, but do not lock them.
4. Be aware of people with disabilities in the area who might require assistance. (See Evacuations Involving Disabled Persons below).
5. Alert others to the emergency and ask if they will need help in evacuation.
6. Use the nearest safe stairs and proceed to the nearest exit. DO NOT use the elevator.
7. Proceed to the designated Emergency Assembly Area (EAA) and report to your roll taker. Alert the emergency responders if there are any persons remaining in the building.
8. Wait for any instructions from emergency responders.
9. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

C. Evacuations Involving Disabled Persons

When dealing with disabled persons, the following procedures may apply:

1. DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.

2. Have a plan before something happens. A "buddy system", where people with disabilities arrange for volunteers to alert and assist them in an emergency, is a good method.
3. Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
4. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
5. *Non-Ambulatory Persons.* When dealing with non-ambulatory persons, evacuation may not be necessary nor advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of a stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.
6. *Visually Impaired.* Most visually impaired persons will be familiar with their immediate work area. In an emergency situation:
 - a. Describe the nature of the emergency and offer to act as a "sighted guide" – offer your elbow and escort him/her to a safe place.
 - b. As you walk, describe where you are and advise of any obstacles.
 - c. When you have reached safety, orient the person as to where you are and ask if further assistance is needed.
7. *Hearing Impaired.* Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning are:
 - a. Write a note describing the emergency and the nearest evacuation route. (Fire. Go out rear door to the right and down. NOW!)
 - b. Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

D. Emergency Assembly Areas

An Emergency Assembly Area (EAA) is a pre-designated safe location near a building where building occupants assemble and report to the building monitor after evacuating their building. Once a building has been evacuated,

supervisors and/or faculty members are responsible for accounting for their personnel and students and reporting any missing persons to the emergency responders. Each area is listed on the evacuation instructions posted in each building, but is subject to change based on the nature and location of the emergency.

E. Fire Procedures

If You Discover a Fire:

1. If you have been trained in the proper use of a fire extinguisher and it is safe to do so, you may fight small, incipient stage fires (no larger than a waste paper basket), providing you have a safe exit from the fire area (remember P.A.S.S.)
 - a. **P**ull safety pin from handle.
 - b. **A**im at base of fire.
 - c. **S**queeze the trigger handle.
 - d. **S**weep from side to side to side at base of fire.
2. If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call and report the fire.
3. If you use a fire extinguisher, do not return it to its cabinet or bracket; call Facilities Management to replace it. Report missing, discharged, or damaged fire extinguishers to Facilities Management as soon as possible.
4. If You Hear the Fire Alarm or Smell Smoke:
 - a. Evacuate the building as soon as the alarm sounds or if you detect smoke or flames.
 - b. As you exit, warn others to evacuate.
 - c. Move away from fire and smoke. Close doors and windows if time permits.
 - d. Touch closed doors. Do not open them if they are hot.
 - e. Use stairs only; do not use elevators.
 - f. Move away from the building and go to your designated EAA.
 - g. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
5. If Trapped in a Room:

- a. Wet and place cloth material around and under the door to prevent smoke from entering the room.
 - b. Close as many doors as possible between you and the fire.
 - c. Call 911 and let the dispatcher know your exact location, including campus, building number and room number. Be prepared to signal someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may draw into the room).
6. If Caught in Smoke:
- a. Drop to hands and knees and crawl toward exit.
 - b. Stay low, as smoke will rise to ceiling level.
 - c. Breathe shallowly through nose and use a filter such as a shirt or towel.
7. If Forced to Advance Through Flames (which should be a last resort):
- a. Hold your breath.
 - b. Move quickly.
 - c. Cover your head and hair with a blanket or large coat.
 - d. Keep your head down and your eyes closed as much as possible.
8. The Campus Police Department is tasked with the responsibility of ensuring annual fire evacuation drills are conducted at each location, and for inclusion of the results of said drills in the police monthly report.

The Department of Facilities is responsible for ensuring evacuations plans are posted in each district building.

F. Crimes in Progress

If you are the victim of, or a witness to, any on-campus crime:

1. Summon police and emergency medical personnel as required.
2. Provide medical assistance to the victim(s) if you're trained in first aid, and it is safe to do so.
3. Don't get involved, unless it is safe to do so!
4. Observe! Be a good witness; try to remember as much as you can about what occurred. Take notes, if possible.
5. Don't touch or move anything at the scene, if possible, until the police arrive.

6. Arrange to have people stationed at the campus entrance to direct emergency responders to the location of the incident.

G. Hostile Intruder or Shooter on Campus

In case of a hostile intruder or shooter:

1. Take cover – if you can, take immediate shelter in a room with a lockable door.
2. Use any concealment available.
3. If communications are available, call 911.
4. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
5. Lock the windows and close blinds or curtains. Stay away from windows.
6. Turn off lights and all audio equipment.
7. Try to remain as calm as possible.
8. Keep everyone together until the police arrive and give you directions.
9. If you hear shots being fired, do not go out into a hallway or corridor to investigate.
10. Stay out of open areas and be as quiet as possible.
11. If for some reason you are caught in an open area such as a hallway or lounge, etc., you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death:
12. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building or area looking for victims.
13. If you think you can safely make it out of the building or area by running, then do so. If you decide to run, do not run in a straight line, and attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile intruder. When away from the immediate area of danger, summon help any way you can and warn others.
14. If the intruder is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
15. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
16. If you are taken hostage:

- a. Stay as calm as possible. Remember law enforcement's first priority is your safe, speedy release.
- b. Observe and remember as much detail about hostage takers as you can. (Dress, physical descriptions, speech, mannerisms, etc.)
- c. Do not discuss what action the College or others may take to rescue you.
- d. Watch for any situation you can exploit to your advantage.
- e. Comply with your captor's directions as best you can.
- f. Avoid provocative remarks. Hostage takers may react explosively and violently.
- g. Physical resistance or direct challenges may cause your captors to injure you or others.
- h. Do not physically resist or struggle with hostage takers unless you believe you are in danger of losing your life otherwise.
- i. Escape attempts – do so only if you believe your life is in immediate danger and you have carefully weighed your chances for success.
- j. Try to establish rapport with hostage takers – by becoming a person, rather than an object to them, you increase your chances of getting out of a situation safely.

H. WORKPLACE VIOLENCE

What is violent behavior in the workplace?

1. Any act which is physically assaultive
2. Any substantial threat to harm or endanger the safety of others
3. Behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression
4. Any substantial threat to destroy property

What should you do if you encounter such behavior?

1. If you feel an immediate threat – seek safety and summon the local police.
2. Notify your immediate supervisor of the nature of your concerns when they arise
3. If you have any questions or concerns regarding issues of workplace violence, contact the SPC Campus Police at any time by calling 836-9655, or your local law enforcement agency.

I. CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, contact the Campus Administration Office and advise them of the situation. However, if a disturbance seems threatening to the public safety:

1. Contact campus police or the local police.
2. Alert all persons in the area of the situation.
3. Lock all doors and windows.
4. Close blinds to prevent flying glass.
5. If necessary, the Campus Administration may decide to cease work operations.
6. If necessary to evacuate, follow directions from the emergency responders.

J. MEDICAL EMERGENCY

First and foremost, anyone who is seriously injured or becomes ill on campus should receive first aid or medical attention. If you or someone else becomes injured or ill while on campus:

1. Summon police and emergency medical personnel as required.
2. If possible, obtain the assistance of someone in the area who knows first aid.
3. Do not move a seriously injured person unless a more serious injury or life-threatening situation may develop.
4. Check breathing, open airway (tilt head back) and give CPR if necessary.
5. Control serious bleeding by direct pressure on the wound.
6. Keep victim still and comfortable.
7. Have someone remain with the victim until help arrives.
8. Arrange to have people stationed at the campus entrance to direct emergency personnel to the location of the victim.

K. BOMB THREAT

If you receive a written threat:

1. If a bomb threat is received in writing, it should be kept including any envelope or other container.
2. Avoid unnecessary handling to retain possible evidence such as fingerprints, handwriting, paper and postmarks.
3. Summon campus or local police using the "Emergency Reporting Procedures" listed above.

4. If you receive a telephone threat:
 - a. Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and take good notes, documenting every word.
 - b. If the caller does not indicate the type, location or the time of detonation of the bomb, ask for this information.
 - c. Advise the caller that the building is occupied and detonation could result in death or serious injury to innocent people.
 - d. Pay particular attention to background noises, such as motors running, music or any other noises that may indicate the location from which the call is being made.
 - e. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics.

5. If the caller can be kept talking, ask the following information:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your name?
 - i. What is your address?

6. It is desirable, but not always practicable, to have more than one person listen-in on the bomb threat call.
7. Do not initiate a building evacuation. Summon local police using the "Emergency Reporting Procedures" listed above. The decision to evacuate will be determined by the local police in consultation with campus management authorities.
8. If an evacuation is subsequently initiated, follow the "General Evacuation Procedures" listed above.
9. If a suspicious package or device is located:
 - a. Do not handle the suspected package.
 - b. Make sure the package is isolated and evacuate the immediate area (room where the package is located).

- c. Do not initiate a building evacuation. The decision to evacuate will be determined by the campus or local police in consultation with campus administration.
- d. Summon local police using the “Emergency Reporting Procedures” listed above.
- e. If an evacuation is subsequently initiated, follow the “General Evacuation Procedures” listed above.

L. SUSPICIOUS MAIL OR PACKAGES

What constitutes a “suspicious parcel”? You should be suspicious if the item:

1. Is unexpected or from someone unfamiliar to you.
2. Is addressed to someone no longer with your organization or otherwise outdated (e.g., improper title).
3. Bears no return address, or one that can't be verified as legitimate.
4. Is of unusual weight, given its size, or is lopsided.
5. Is marked with restrictive endorsements, such as “Personal” or “Confidential”.
6. Exhibit protruding wires, strange odors, stains, or leaks a powdery substance.
7. Exhibit a city or state in the postmark that doesn't match the return address.
8. What you should do if you receive a suspicious parcel in the mail:
9. Do not try to open the parcel, as they are usually designed to withstand handling while in the mail, and to explode when opened or when an item is removed.
10. Isolate the parcel without handling it further.
11. Evacuate the immediate area.
12. Avoid physical contact with anyone else so as to avoid any possible spread of the contamination.
13. Gather all person who may have had contact with the contaminated object in an area away from others and wait for the local police to arrive.
14. Summon local police and medical assistance, as required.
15. List all persons who have touched the letter and/or envelope with contact information and provide the information to the police.
16. If the contamination is causing you discomfort (i.e. burning, itching or stinging) – wash the affected area with soap and water. Try to keep other people away from the area you have already contaminated.
17. If you are experiencing no discomfort – do not wash. The police and other emergency medical personnel will be with you in a matter of

minutes, once they have been called. They will advise you of correct decontamination procedures.

M. HAZARDOUS MATERIAL SPILL

If you witness a spill:

1. Move to a safe location and warn others to stay away.
2. Contact the Facilities Department.
3. If you are a hazardous material user, you should be trained by your supervisor in the proper use and storage of hazardous materials, to include hazard information, spill prevention, and emergency procedures when a spill happens.
4. If, as a user, you spill a hazardous material or materials:
 - a. Immediately alert others in the area and the supervisor, and evacuate the area, if necessary.
 - b. If there is a fire or medical attention is needed, summon help, as required.
 - c. Attend to any people who may be contaminated.
 - d. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes.
 - e. If volatile, flammable material is spilled, immediately warn others in the area, control sources of ignition, and ventilate the area.
 - f. Use personal protective equipment, as appropriate to the hazards.
 - g. Refer to the Material Safety Data Sheet or other references for information.
 - h. Protect floor drains or other means for environmental release.
 - i. Spill socks and absorbents may be placed around drains, as needed.
 - j. Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the center. This reduces the chance of splash or spreading of the spilled chemical.
 - k. When the spill materials have been absorbed, place materials in an appropriate container. Complete hazardous waste sticker, identifying the material, and affix the sticker to the container or bag. Remember, the use of an absorbent does not alter the chemical properties of the chemical.
 - l. Contact Campus Police for pick-up and storage.

- m. Decontaminate surfaces involved in the spill using a mild detergent and water, as appropriate.
- n. If you require assistance in cleaning up the spill, contact Facilities.
- o. If outside of regular business hours, contact the local fire department.

N. POWER OUTAGE

A power outage does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations. If the building can be safely occupied, evacuation is not necessary. If evacuation is ordered, follow these procedures:

- 1. Remain calm and let your eyes adjust to the darkened conditions.
- 2. Help others in darkened areas move to safe locations.
- 3. Turn off personal computers.
- 4. Take personal belongings if instructed to leave the building.
- 5. Secure any hazardous material or equipment before leaving.

O. GAS LEAK

If you smell natural gas:

- 1. Cease all operations immediately.
- 2. Do not switch lights on or off.
- 3. Evacuate as soon as possible (see General Evacuation Procedures).
- 4. Summon police, fire and emergency medical personnel as required.

P. VENTILATION PROBLEMS

If odors come from the ventilation system:

- 1. Immediately notify Facilities at 494-5460 (SPC) or Campus Police at 836-9655 (SPC) or your local campus or center administration office.
- 2. If necessary, cease all operations and evacuate the area (see "General Evacuation Procedures" above).
- 3. If smoke is present, activate the fire alarm system by pulling the pull station and summon the fire department.

Q. ELEVATOR FAILURE

1. If you are trapped in an elevator, use the emergency telephone to call for assistance.
2. If you discover someone trapped in an elevator, call Campus Police at 836-9655, or dial 911
3. If an elevator does not seem to be operating properly, call Facilities during business hours. After business hours call Campus Police and they will summon assistance.

R. MECHANICAL FAILURE

1. Any emergency related to building or facility problems, such as equipment failure or erratic operation, must be reported to Facilities (SPC) or to your dean or administration office as soon as possible.
2. If a failure occurs after-hours, when maintenance is not available,
3. contact Campus Police at 836-9655. Campus Police has an on-call list of maintenance personnel.
4. If there is a potential danger to building(s) and/or its occupants:
 - a. On the Signal Peak Campus, contact Campus Police at 836-9655.
 - b. On all other CAC campuses or centers, call 911.

S. EARTHQUAKE

If Inside a Campus Building:

1. STAY THERE! Do not run outside. Falling debris and glass can cause major injuries.
2. Duck, cover and hold until the shaking stops. Take cover under something sturdy, for example your desk.
3. If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves or cabinets.
4. Stay clear of windows, bookcases, cabinets and other heavy objects.
5. Do not use elevators unless authorized.
6. Follow instructions of emergency personnel.
7. If Outside:
 - a. Move away from the sides of buildings, overhead wires or other hazards.

- b. Assume duck and cover position until shaking stops.
8. If in a Vehicle:
 - a. Pull over to side of the road.
 - b. Avoid stopping on or under bridges, overpasses or near trees or power lines.
 - c. Stay inside the vehicle until the shaking is over.

After the shaking stops:

1. Be prepared for aftershocks
2. Do not use telephones except to report emergencies.
3. Summon fire and emergency medical help, as required.
4. Check for gas, water leaks, broken electrical wiring, or sewage lines.
5. Follow evacuation instructions of emergency personnel.

T. TORNADO

1. Seek shelter immediately.
2. If you are inside a building, go to an interior hallway or other enclosed area on a lower floor and away from windows.
3. Avoid auditoriums, gymnasiums or other large rooms where roof collapse may be more likely.
4. If you are outside or in a vehicle seek shelter. If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

U. SEVERE THUNDERSTORM

When severe thunderstorms are occurring in the area:

1. Move to a place of shelter.
2. Stay indoors away from windows until the storm passes.
3. If large hail begins to fall, seek shelter.

V. FLOODING

Any person who discovers a flood problem or a potential flood problem, resulting from weather conditions or facilities damage, should follow these procedures:

1. If safe to do so, secure vital equipment, records and hazardous materials.
2. Shut off all electrical equipment, and secure important papers and

- documents.
3. Stay out of the area. Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.
 4. Call Maintenance at 494-5460 and Campus Police at 836-9655 (SPC) or your local dean. A maintenance person or campus police officer will respond with the appropriate authorities to evaluate the situation.
 5. Do not return to the building or work area until instructed to do so by a competent authority.

XIV. Lockdown Procedures

A. Overview

A lockdown¹ is a procedure to isolate persons from a danger. In most cases, it is implemented by securing the occupants of a building behind locked doors, barring admission to outsiders, and moving occupants to a designated safe room. There will inevitably be students and staff outdoors when the buildings are locked, and it will be necessary to provide shelter and safety to these persons.

The success of these procedures, and the reduction of injury and/or loss of life, is all based on awareness and knowledge of what to do, and immediacy of action. All college staff should be knowledgeable of these lockdown procedures.

To assure that buildings can be quickly secured and safety provided to potential victims, each building will have assigned **Building Monitors** who assume the responsibilities of locking doors, directing occupants to positions of safety, moving occupants to the safe room, and remaining in contact with the incident command post/police.

B. Procedures

In most instances, the police at the Signal Peak Campus (SPC) will be first to receive information that a situation exists that will require a lockdown. The senior police officer on duty will ensure that the senior administrator on duty is notified and provided with all information available as soon as it is practical to do so. At other campuses or centers², the business office staff

¹ The term *lockdown* was initially developed for public school settings, but has been adopted for use in college and university emergency procedures. Some schools prefer to use the term "shelter-in-place." The two terms are synonymous.

² These procedures were developed in a generic manner and written so as to be equally applicable to all CAC locations. The center coordinator at each location should review the procedures with the staff and ensure all personnel are aware of

may be the first to become aware that a situation exists that will require a lockdown. It is important to understand that every staff member is responsible to be aware and alert to unusual incidents, circumstances, and/or suspicious persons on their campus or center, and should immediately notify law enforcement of such persons. Activation of the Emergency Warning System should be simultaneous with any decision to lockdown.

The decision to initiate a lockdown will be the responsibility of the senior administrator or senior police officer on duty at SPC (or senior staff present at other locations). A lockdown can also be initiated by any staff member once they become aware of a clear and present danger necessitating a lockdown. Upon declaration of a lockdown at SPC, the police department will notify the Pinal County Sheriff's Department Communications Center of the emergency. At other campuses or centers, the local law enforcement agency must be notified immediately via 911.

The person declaring a lockdown at any campus or center shall ensure the Emergency Warning System (EWS) is activated by notifying an Authorized Individual (see Appendix C).

The Building Monitor will activate the two-way radio in the lockdown kit (refer to last page of appendix for contents of kit), secure the building's exterior doors, inform all persons present of the nature of the emergency, and direct them to the designated safe room. The Building Monitor will then complete the emergency placards, if time and circumstances allow, included in the Building Monitor kits, affix them in visible locations by the entrance doors, and guide occupants to the safe room. The Building Monitor will inform Campus Police (or Dean or business office) by two-way radio that the building is secure and await an acknowledgement.

If an acknowledgment is not received, the Building Monitor should move to a location near a window and transmit another message. Radio contact may not be made with the command post or police, but it may be possible to contact another building monitor that can relay the message to the command post/police. If the Building Monitor fails to receive an acknowledgement, an attempt to contact Campus Police by phone should be made at 836-9655 (or Pinal County Sheriff or local police via 911).

After Campus Police (or local law enforcement) have been informed of the building's status, the Building Monitor may assume a position near the main

entrance to her/his assigned building that provides both safety and an outside view. Any person locked outside may be admitted providing the person does not fit the description of any dangerous suspects, is known by persons inside the building to not pose a threat, or is in possession of a valid College ID card. As an alternative and based on the circumstances at the time, the Building Monitor may choose to stay within the designated safe room.

SPC facilities personnel will be notified by phone/radio that a lockdown is in effect, and will be directed to dispatch personnel to secure buildings that do not have Building Monitors assigned.

Campus Police (or local law enforcement) and college staff will assume responsibility for insuring that persons locked outdoors are directed to locations of safety. In most cases, this will involve verifying that the person is not a threat and then providing access to the nearest locked building.

The senior administrator on scene, and the police, will coordinate and direct the actions of college personnel handling the emergency, and will insure that Building Monitors are frequently informed of critical information. This may be via radio or direct telephone calls.

If additional college personnel are needed, the senior administrator will direct staff to obtain the required resources, and will coordinate with all responding agencies and personnel until the emergency is resolved. Based on the incident's nature and duration, the senior administrator may activate the college's incident command system (ICS).

C. Building Monitors

Building Monitors are essential personnel in the lockdown process; they are assigned to an individual building and are quickly notified during an emergency and directed to lockdown. Deans and department heads will assist, when requested, the Campus Chief of Police to solicit individuals willing to perform building monitor duties. These individuals shall receive initial building monitor/lockdown training provided by the campus police department. Building monitors perform the following duties:

1. Maintain lockdown kit in a readily accessible area; periodically check the status of radio, flashlight, batteries, and insure contents are intact. Contact Campus Police to replace supplies (during business hours: 520-494-5445); this includes all campuses and centers.
2. **When notified that an emergency status is in effect**, obtain

- lockdown kit, maintain two-way radio/phone contact with the police and/or the incident command post and follow directions.
3. Implement lockdown procedures when directed.
 4. Lock all exterior doors to the assigned building
 5. Implement building evacuation only **if** directed; assign person(s) to remain with disabled individuals until evacuated; assist responding emergency help.
 6. Report the location of disabled individuals to the police.
 7. Conduct final floor search **if** evacuation is necessary.
 8. Lock evacuated building to prevent reentry of unauthorized persons.
 9. Place **WARNING** placard on exterior doors **if safe to do so.**
 10. Move everyone to the designated safe room and place correct placard (green or red) on window(s) on exterior of safe room door(s) and/or window(s).
 11. Appraise Campus Police, local police, or the incident command post of immediate threats to safety of persons or building.
 12. Participate in debriefings with the emergency management team.
 13. Assist law enforcement officers as needed.

Every college building will have a designated Building Monitor and alternate, unless staff size precludes it. It is also the responsibility of Building Monitors to designate backup staff in their building to assist them in the event of an emergency. The Campus Police Department is responsible for providing lockdown training to every building monitor and alternate.

D. Lockdown Checklist

- The senior administrator at SPC, or senior Police officer on duty, will make the determination to activate a lockdown and the EWS. At other locations it shall be the senior staff member present. If at any time the people listed above are not available, anyone with sufficient information on the emergency situation may activate a lockdown. Safety, rather than procedure, should be the primary goal.
- This person, or his/her designee, shall notify or be notified by the police (campus or local police) of the lockdown and will assume responsibility for activating lockdown procedures
- The senior administrator present at SPC will direct staff to notify the Building Monitors of the emergency, utilizing the pre-approved notification method. At other locations, it should be the senior staff member present.
- The assigned staff will notify a Building Monitor in each building via telephone and inform them of the lockdown, in addition to the

information provided by the EWS, briefly explain the emergency, and the course of action to be taken.

- The Building Monitors shall retrieve the lockdown kit (checklist inside the bag) and:
 - activate the emergency two-way radio (two radios are included in each kit for redundancy. If there is a second staff member in the safe room, the building monitor may assign the second radio to that person).
 - lock the buildings' exterior doors and post warnings (if time allows)
 - inform all persons in the building of the emergency
 - direct them to move away from windows and to the safe room
 - notify the police or campus business office by radio or telephone that they are sheltered in the designated safe room
 - lock and secure the door to the safe room
 - place the green or red placard in a visible location, facing the outside
 - green** - no injuries
 - red** - injured inside/need immediate help
 - standby the phone or radio for instructions
 - once the all-clear has been given, unlock all doors and remove warnings signs and placards
- Facilities personnel will lock all unsecured/unused buildings as directed, physically check the exterior doors of each building, and inform the police via the two-way radios or telephone when those buildings are secured.
- Facilities personnel at SPC will, as soon as possible, station themselves at the main entrance and at the east service gate to warn incoming vehicles not to enter the campus. Personnel at other campuses should, if able, attempt to minimize entry of other vehicles on to the campus.
- SPC Police or designee will notify the Pinal County Sheriff Communications Center via 911 of the lockdown and request law enforcement assistance, to include notification to Regional Fire to stage at the campus entrance. Other campuses and centers **shall** notify the local law enforcement agency of the lockdown.

(dial 911)

- SPC Police or designee shall follow up with Regional Fire (421-9957) to ensure they are notified, and request medical staging at the campus entrance. Other campuses and centers should notify their local fire department and/or rescue squad.
- Police and Facilities personnel will locate persons locked out of buildings and provide shelter/safety to these persons, relocating them to either a safe building or removing them from the area.
- The senior administrator present will coordinate with SPC Police/local law enforcement throughout the incident, ensuring that Building Monitors are continually informed, needed college resources are utilized, and any outside resources are contacted and directed to areas of need. At other locations, the senior staff member present will maintain this coordination.
- When the lockdown is no longer in effect, SPC Police/local law enforcement will notify the senior administrator present that the lockdown is no longer needed (all clear). The senior administrator will ensure the EWS is activated to give the all-clear message and that staff notifies (via phone or radio) each Building Monitor that the lockdown is terminated and instruct them to unlock their assigned buildings and remove the notification warnings from the entrances.
- SPC Police will notify Facilities that the lockdown is terminated so they can unlock all remaining buildings.

APPENDIX A

WARNING

Central Arizona College Police has declared an Emergency to be in effect. For your safety, it is necessary for these doors to be locked and entry/exit restricted due to:

You will be notified when it is safe to resume normal activities.

Date:

Time:

APPENDIX B

(NOT USED)

DRAFT

APPENDIX C

Emergency Warning System (EWS)

I PURPOSE

- A. To provide rules for uniform use of the EWS.
- B. To ensure there is adequate accounting of the EWS activity.
- C. To outline tasks necessary for efficient and effective operations, and to assign responsibility for completion of such tasks.

II DEFINITIONS

- A. "EWS Use" is defined as, and authorized, as a communications system/protocol to protect human life, protect personal safety and provide critical information. The EWS may be used in situations involving criminal activity, fire, hazardous chemical release, severe weather or other similar incident.
- B. "EWS" is defined as the technology used within the district consist of combination *Talk-A-Phone*[®] outdoor emergency phone/public address towers, indoor *ALERTUS*[®] warning devices at each campus, plus a telephone/public address system which utilizes existing Cisco telephones throughout the district, including the centers.
- C. "Authorized Individual" refers to the President, any Vice-President, and the chief of police . The Authorizing Individual has the authority to activate the EWS or direct any certified user to do so. The Authorized Individual shall specify the content of the EWS message.
- D. "Certified User" means an individual who has been designated by an Authorized Individual as someone who has permission to activate the EWS and has satisfactorily completed the training curriculum prescribed by the Police Department for accessing and activating the EWS. Certified Users will include all members of the Police Department. Authorized individuals should also be trained as certified users.

III. ACTIVATION GUIDELINES

- A. The Police Department shall maintain an up-to-date roster of all Authorized Individuals (including cell and home telephone numbers) and Certified Users at each district location, and send a copy of the roster to the President's Office annually.
- B. The Police Department shall ensure that sufficient Certified Users are available during each school day, and that they complete an annual training refresher course provided by the Police Department.
- C. Prior to activating the EWS, the Authorized Individual should consider the following:

1. Is this a situation where human life is in jeopardy and will timely notification may protect human life?
2. Is this a situation where public safety is in jeopardy and timely notification may protect the safety of members of the CAC community?
3. Is this a situation that requires the immediate evacuation of a campus building or multiple buildings.
4. Is this a situation where there is or will be an unscheduled emergency campus closing and timely notification may prevent inconvenience to CAC community?
5. Is this a situation that requires immediate notification to and/or immediate response from a critical group of CAC staff members?

If the answer is yes to any of the above questions then the EWS should be activated. Do keep in mind that police officers at Signal Peak can be reached around the clock at (520) 836-9655, should consultation be necessary by staff at other campuses or centers.

- D. The Authorizing Individual shall determine to what groups the message shall be sent (see list at the end of addendum for groups). The Authorizing Individual may refer to the list of sample messages at end of addendum for EWS message formats. Messages 1 through 7 are pre-programmed into the system.
- E. It is possible that an emergency may occur of such severity that immediate activation of the EWS is necessary to ensure immediate preservation of human life. In such cases, a Certified User may activate the EWS if an Authorized Individual is not present, or if attempting to contact an Authorized Individual will create an unacceptable delay. In such instances, the Certified User will make every attempt contact an Authorized Individual after EWS activation to ensure notification.
- F. The Police Department shall conduct an annual test of the full EWS, to include all elements of the system at every campus and center. A report of said test results shall be included in the department's monthly report.
- G. It shall be the responsibility of the Police Department to ensure a monthly test of all district blue emergency telephones is conducted at all campuses.

IV. EWS ACTIVATION INSTRUCTIONS

- A. Specific activation instructions, passwords, and codes are issued to certified users during training. The police chief is responsible for maintaining a certified users' list and passwords.

- B. The police chief is also responsible for the integrity of the system and cancellation/issuance of passwords when deemed necessary and to prevent unauthorized access. At a minimum, passwords will be changed when any certified user leaves district employment.

EMERGENCY WARNING SYSTEM GROUPS LIST

- Group 1- District Wide
- Group 2- Aravaipa Campus
- Group 3- Superstition Mountain Campus
- Group 4- Signal Peak Campus
- Group 5- All Centers

EMERGENCY WARNING SYSTEM - STORED MESSAGES

1. "Armed intruder alert- If you are on campus lock yourself in a room, turn off lights, remain quiet, and wait for further instructions. If you have a safe escape route, leave campus."
(Can be used for active shooter or other violent criminal on campus)
2. SPC ONLY – "Immediately evacuate all campus buildings. Assemble in The Green. Wait for further instructions."
(Can be used for any on-campus emergency other than active shooter)
3. AVC ONLY – "Immediately evacuate all campus buildings. Assemble in the Gym parking lot. Wait for further instructions."
(Can be used for any on-campus emergency other than active shooter)
4. SMC ONLY – "Immediately evacuate all campus buildings. Assemble in the Child Care Center parking lot. Wait for further instructions."
(Can be used for any on-campus emergency other than active shooter)
5. "Immediately evacuate the campus and the general campus area. Further information will be posted on our web site."
(Can be used for any on-campus emergency)
6. "This is a Test Message of Emergency Warning System. No Action needed."
7. "The emergency is over. You may return to your work stations or classrooms."

APPENDIX D

Lockdown Kit

One (1) red nylon bag, containing:

Lockdown checklist

List of emergency telephone numbers

Two (2) FRS/GMRS Radios w/ batteries

Four (4) spare AA batteries for radios

Two (2) Flashlights w/ batteries

Two (2) spare D batteries for flashlight

Ten (10) 4 oz. packs of drinking water

One (1) first aid kit

Two (2) whistles

Four (4) laminated placards, two (2) green and two (2) red

Two (2) laminated door *WARNING* signs

Two (2) dry erase markers

One (1) roll of duct tape