Central Arizona College

EMERGENCY MANAGEMENT PLAN

2021-2022

This document establishes the Emergency Management Plan for Central Arizona College (CAC) 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 CAC, and assure responsible communications with the CAC community.

Implementation and oversight of the plan, during any emergency situation, is the primary responsibility of CAC'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 Central Arizona College Police Department (CACPD).

This document also includes an Emergency Procedures Guide (page 26) intended for students, staff, and community members. It is aimed at providing quick, simple steps anyone can implement to minimize personal risk during certain urgent or emergency situations. All are encouraged to read, be familiar with, and keep a copy of the 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	520-421-8700
Florence	911	911	520-868-7681
Maricopa	911	911	520-316-6800
San Tan	911	911	520-866-5111
SMC	911	911	480-982-8260
SPC	8-836-9655	8-836-9655	520-494-5445 Or 520-709-0131

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

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Process Checklist

EMERGENCY ACTION CONTROL SUMMARY

- Ensure that the emergency is identified, and that immediate needed action is taken, including evacuation and first aid.
- Summon the assistance of police, fire and medical personnel.
- Establish an Incident Command Post based on existing conditions.
- Establish a media staging area.
- Establish and maintain a formal log of events.
- Evacuate building and facilities or selected areas. If time permits, this decision is normally made by the Chief of Police. 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.
- Coordinate and direct emergency personnel.
- 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, safety, and property.

I.   **INTRODUCTION**

The information contained in this plan is designed to provide for the safety and welfare of all students, employees, and visitors of CAC, 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 CACPD. The plan is available online on the CACPD webpage (Centralaz.edu/police), at every campus and center (administration building), and at the CACPD.

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.

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 department, 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 CAC.

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 CAC 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 the Incident Commander and Emergency Management Team.

L.   **"Emergency Management Director" (EMD)**
The CAC 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 CAC Vice President of Business Affairs/CFO (Incident Commander).

M.   **"Emergency Operations Plan" (EOP)**
A specific plan designed to describe the decisions, actions, and responsibilities related to a contingency affecting CAC or its personnel.

N.   **"Emergency Management Team" (EMT)**
A group of personnel that provides the Governing Board and CAC Chief of Police with information and assistance relative to a specific event.

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 Vice President of Business Affairs/CFO is the person establishing the Field Command Post, who 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 personnel and equipment when dealing with emergencies.

III. **SCOPE AND APPLICATION**
    A. **Scope**
        1. This emergency management plan contains the policy and a generalized description of personnel programs, equipment, and outside agency assistance that together comprise CAC's response to emergency situations. This plan is designed to complement the normal operations of CAC 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, safety, and property exists. While the safeguarding of property is of secondary concern, it is still of major critical importance.

        3. The CAC Chief of Police normally directs physical security efforts during an emergency. The CAC Chief of Police has the authority to stop egress from CAC facilities. The saving of lives prevail in the event that this plan conflicts with any other policy, rule, procedure, or plan.

    B. **Application**
    This plan shall prevail during emergencies on CAC property. Compliance with this plan is mandatory for all entering CAC property or facilities.

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

    B. **Planning and Administration**
        1. The Vice President of Business Affairs/CFO 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 CAC Chief of Police is responsible for updating the plan annually.

        2. The CAC Chief of Police is responsible for assisting the Vice President of Business Affairs/CFO 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 time allows. The CACPD will maintain a record of all training.

2.   Emergency exercises will be held annually at the discretion of the CAC Chief of Police. 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 CAC Chief of Police, 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 of Business Affairs/CFO.

D. Mutual Aid Liaison
The CAC Chief of Police and the Executive 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 CAC.

V. EMERGENCY CLASSIFICATION SYSTEM
A. General Provisions
Emergency conditions that could occur at CAC 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, or where no damage to CAC 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 CAC 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 CAC 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 CAC resources (team and equipment) and team 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 CAC 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.   CAC 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 CAC Chief of Police or designee has declared the area safe.

B.   **CAC Chief of Police**
1.   The CAC Chief of Police is responsible for all operations on CAC property during an emergency and has the authority necessary for directing all actions within CAC's jurisdiction.

2.   The CAC Chief of Police reports to the CAC Vice President of Business Affairs/CFO.

3.   The CAC Chief of Police 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 CAC Chief of Police retains these responsibilities until relieved by competent authority. All CAC personnel shall follow the directions of the CAC Chief of Police and the Emergency Management Team, through the CAC Chief of Police.

5. In the absence of the CAC Chief of Police, the next available member of the Emergency Management Team shall serve as acting director, in the order listed as follows:
   a. CACPD Commander or Supervisor
   b. Vice President of Business Affairs/CFO
   c. Executive Director of Facilities
   d. Vice President of Student Services
   e. Director of Purchasing
   f. Executive Director of Public Relations & Marketing

C. **Emergency Management Team**
   1. An Emergency Management Team shall be formed to assist the CAC Chief of Police in fulfilling his or her responsibilities. The purpose of this team is to provide the CAC Chief of Police 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. CAC Chief of Police
      b. CACPD Commander or Supervisor
      c. Executive Director of Facilities
      d. Director of Purchasing
      e. Vice President of Business Affairs/CFO
      f. Vice President of Student Services
      g. Vice President of Talent Development/Legal Affairs
      h. Dean of Student Life
      i. Executive Director of Public Information/ Marketing
      j. Chief Information Officer (CIO)
      k. External Fire Department representative, as needed
      l. Pinal County Sheriff's Office representative, as needed
      m. Pinal County Office of Emergency Management representative, as needed
      n. Municipal Law Enforcement representative, as needed and dependent on campus location/jurisdiction

   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 CAC Chief of Police.

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 team 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 Facilities Department, whose personnel are usually first responders at an incident. However, any CAC 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. Potential Command Post locations include:

- SPC –I400/I401, Gymnasium, Pence Auditorium, Residential Life Tower A2112A&B
- STC – A100/A101, Learning Center
- SMC – F115, B124
- MAR – A101, Learning Center
- AVC - E115, Gymnasium, D100

6. 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.

7. 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.

8. 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 CAC Chief of Police. If the CAC Chief of Police 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. CACPD Commander or Supervisor
   b. Vice President of Business Affairs/CFO
   c. Executive Director of Facilities
   d. Vice President of Student Services
   e. Director of Purchasing
   f. Executive Director of Public Relations & Marketing

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.

3. The primary location for police shall be in the office of the Central Arizona College Police Department, 8470 North Overfield Road, Signal Peak Campus, Room I-200. If an alternate location is deemed necessary, a determination will be made at the time, to include other campuses of CAC, 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, office supplies, and water/refreshments.

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 Chief of Police 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 RESPONSIBLITIES**

A.   **General Provisions**

Due to their day-to-day functions, expertise and/or resources, the CACPD and the Facilities Department 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 CAC 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. CAC must respond with coordination of 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 firefighting 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 CAC'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 facilities 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, firefighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.

4.   Fire extinguisher safety training is available throughout the district to staff.

D.   **Emergency Medical and Health Services**

     1.   Should a major accident or disaster occur, CAC 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 CAC are insufficient, the Chief of Police 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.   **Building Monitors**

The primary duties of the Building Monitors are to assist with the communication of campus emergencies to building occupants, coordinate the proper response (i.e., Evacuation, Shelter in Place, or Lock Down) and collect information about the occupants and the facility in order to facilitate an effective response from the Incident Command Center.

1. Assist in the evacuation of building.

2. Assemble individuals at pre-designated evacuation assembly area.

3. Take roll call: Focus on who is missing or injured. Ask others for help accounting for the whereabouts of those who are missing.

4. Use radio or runner to communicate missing and injured as soon as possible given the incident scenario.

5. Collect information on who is present and accounted for.

6. Post employees at building entrances until the building is secure or occupants are released to go back inside.

7. Provide roll call information to Incident Commander or police – whoever is in charge of that incident.

8. Convey knowledge of the situation to Incident Command.

9. Are utilities functioning?

10. Is there a known fire?

11. Do you know that someone is trapped in the building?

12. Convey status information from the Incident Commander or police.

13. Refer all media to the Executive Director of Public Relations & Marketing.

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. CACPD is responsible for providing Building Monitor training to every building monitor and alternate.

F.   Communications

CAC will communicate in a manner that:

1.   Provides timely and accurate information to the College community, including Timely Warning and Emergency Notification in accordance to the Clery Act;

2.   Demonstrates the College's credibility and control of the situation;

3.   Clearly and accurately communicates the College's actions toward resolution; and

4.   Ultimately, enhances the reputation of the College among stakeholders.

5.   Principles and goals of crisis communications: Do the right thing, act promptly, communicate the truth, strive to be the best source of information, and partner communication with meaningful action toward resolution of a crisis.

6.   The primary individuals responsible for interviews and statement attribution are the Executive Director of Public Relations & Marketing and CAC President/CEO.

7.   Executive Director of Public Relations & Marketing is responsible for coordination of press conferences and media interview requests, as needed.

G.   Information Technology

1.   The Information Technology Services (ITS) Chief Information Officer (CIO) is responsible for monitoring and managing all college information systems to support the tactical operations during an incident.

2.   ITS acts as a clearinghouse for computer security information and coordinator for computer related security incidents.

3.   An ITS security team made up of ERP, Systems, Networking, Service and Support, and Instructional Software staff work on security related issues at the campus-level.

4.   In the event of an emergency situation, the team works with the local system administrator to identify the problem and assess the risks and impact on the user community. The team determines the scope of isolation necessary to contain and repair the damage, installs preventive measures, and brings the system back online and reconnects it to the network.

5.   ITS is also responsible for assisting in investigations and announcements regarding technical aspects of an incident.

H.   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 Facilities Department 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 CAC, the Chief of Police will request assistance from local, county and state governments and/or private organizations, as required.

4. Facilities personnel will normally repair any damage resulting from an emergency. Outside contractor assistance will be requested as the need arises.

5. The Director of Purchasing has a purchasing card for emergency purchases.

I. 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 Chief of Police. 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 Dean 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 CAC, outside resources, such as local and/or police department personnel should be used.

J.   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 Pinal County Office of Emergency Management, Red Cross, etc. 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 the Office of Emergency Management, under the coordination and supervision of the CACPD Chief will conduct shelter operations involving off-campus victims in accordance with the Pinal County Emergency Response and Recovery Plan. This function will be managed by the Pinal County Office of Emergency Management and/or Red Cross.

K.   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 CAC. The CACPD and the Facilities Department 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 Executive Director of Facilities.

3. In situations where a hazardous material spill exceeds the internal capabilities of CAC, 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 Chief of Police and Executive Director of Facilities 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 1-888-431-1311.

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 team 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.
- The College's Social Media Accounts and Website

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. 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, CAC 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 Chief of Police and Executive Director of Facilities.

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 immediate needed action is taken, including firefighting, evacuation, rescue, first aid, and emergency notifications, as required.

3.   All Other Campus Locations
To report an emergency situation at all other College campuses or locations, 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.

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 immediate needed action is, or has, been taken, including evacuation and first aid, and/or activating firefighting and rescue operations, if necessary. As soon as practical thereafter, the Chief of Police 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 Chief of Police 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 Chief of Police.

3.   The Chief of Police of their designee is responsible for determining if a timely warning needs to be released, per the Clery Act. The Executive Director of Public Relations & Marketing will assist in the message distribution.

C.   **Timely Warning Procedures**

In the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the CAC Police Department (CACPD) issues timely warnings. CACPD will generally issue a timely warning for the following crimes when they meet the criteria below: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. The timely warning is provided to students and employees in a manner that is timely, withholds as confidential the names and other identifying information of victims, and will aid in the prevention of similar crimes. Students, faculty and staff are encouraged to read these timely warnings as soon as they receive them.

CACPD may post these warnings through any of the following methods: e-mail, broadcast voicemail, website postings on the CAC homepage, ALERTUS beacons, community meetings, print media, televised media, public postings, telephone, and personal communication.

The College also may send text message alerts to those whose cell phone numbers are registered for CAC Rave Alert messages. Text messaging can be a very effective way to send important information to the campus community. All students are automatically enrolled for CAC RAVE Alert messages but, they must opt in by verifying their contact information. To opt in to receive CAC Alert messages students only should go to https://www.getrave.com/login/centralaz and staff only should go to https://www.getrave.com/login/centralazstaff. Use your CAC credentials (firstname_lastname@stu.centralaz.edu) or (firstname.lastname@centralaz.edu) and your CAC password. Read and agree to the Terms of Use by checking the "I have read…" box and clicking "Submit." This will direct you to your personal information page. Here you may edit your contact information, select your communication preference, and confirm/test your e-mail and/or mobile number. Select "Log Out" from the dropdown at the top-right corner of the page.

The purpose of timely warnings is to notify the campus community of an incident and to provide information that may enable community members to protect themselves from similar incidents. A timely warning may be issued when a Clery crime is reported to the CAC Police Department. Through distribution of timely warnings, the college will often ask members of

the college community for their help in gathering information about an incident or in identifying those responsible. Individuals are encouraged to contact College Police by calling 520-836-9655 or in person, twenty-four (24) hours a day at 8470 North Overfield Road, Coolidge, Arizona, building I-200 (Signal Peak Campus).

At CAC, to determine whether a timely warning will be issued, an assessment will be conducted by the CAC Police Department, the College President, or a Clery Compliance committee member, and other appropriate offices to determine whether the reported Clery crime is considered a serious or continuing threat to students and employees. This assessment will further take into account the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law. If a timely warning is required, the aforementioned offices will work to draft and disseminate the timely warning. However, in emergency situations, any police supervisor may authorize, draft and disseminate a timely warning.

D.   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.

E.   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 a Timely Notification or 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 assessed and coordinated according to existing CACPD plans and procedures, or the local law enforcement agency handling the particular situation.

3.   CAC departments will work together, utilizing their operating procedures during minor emergencies. On duty CAC personnel will work together to handle emergencies during normal business hours. Additional personnel may be called in from off-campus, or during non-business hours, as required.

4.   The initial evaluation and corrective actions during an intermediate emergency will be initiated by College employees. Outside assistance will be requested on an as-needed basis, in accordance with existing mutual aid agreements.

5.   Severe emergencies beyond the capability of College resources will require maximum assistance available from local, state and federal agencies. Such

requests will be made by the Chief of Police or higher authority, and shall be made through the Pinal County Director of Emergency Management.

6. Any damage to facilities or equipment resulting from an emergency situation will be initially evaluated and repaired by CAC facilities/maintenance. In cases where corrective repairs are beyond internal capability, outside assistance will be requested. Such requests shall be made by the Executive Director of Facilities or their designee.

F. 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, text, social media, as well as CAC website. Notification of key management personnel will be accomplished as promptly as possible by telephone, text, or radio.

2. The CACPD has the authority to secure immediate medical, fire, and police assistance. Notification of other agencies is normally reserved for the Chief of Police or a higher authority.

3. If time and the situation permit, the decision to implement an evacuation shall be made by the Chief of Police. 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 Chief of Police 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 Chief of Police.

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 Facilities 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 Chief of Police, in order to protect against loss of material and information needed in an investigation. The CACPD, under the direction of the Chief of Police and with the assistance of the Executive 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 CAC President, the Vice President, of Business Affairs/CFO and the Executive Director of Public Relations & 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 Chief of Police or their 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 management authority of the affected campus/center. Resumption of operations following a verified actual incident may be authorized only by the Chief of Police or their 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 Chief of Police. 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 Chief of Police will be responsible for consolidating the above information into a final report, which shall be forwarded to the Governing Board, via the CAC 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 CACPD 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 CACPD will work with the Facilities Department to ensure evacuation plans are posted in each district building.

9. For Residence Life fire procedures please see the Residence Life Compendium.

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 (Run, Hide, Fight)
In case of a hostile intruder or shooter:

1.   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:

   a.   **Run** - 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.

   b.   **Hide** - 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. If you can, take immediate shelter in a room with a lockable door. Use any concealment available.
      I.   Lock the windows and close blinds or curtains. Stay away from windows.
      II.   Turn off lights, all audio equipment, and silence cell phones.
      III.   Try to remain as calm as possible.
      IV.   Keep everyone together until the police arrive and give you directions.
      V.   If you hear shots being fired, do not go out into a hallway or corridor to investigate.
      VI.   Stay out of open areas and be as quiet as possible.

   c.   **Fight** - 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.

2.   If communications are available, call 911

3.   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.

4.   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 CAC 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.
  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. If you have any questions or concerns regarding issues of workplace violence, you shall notify the SPC Campus Police at any time by calling 836-9655, Talent Development, and/or your local law enforcement agency.

2. Notify your immediate supervisor of the nature of your concerns when they arise

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 Campus Police and advise them of the situation.

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. If possible, obtain the assistance of someone in the area who knows first aid.

2. Do not move a seriously injured person unless a more serious injury or life-threatening situation may develop.

3. Check breathing, open airway (tilt head back) and give CPR if necessary.

4.   Control serious bleeding by direct pressure on the wound.

5.   Keep victim still and comfortable.

6.   Have someone remain with the victim until help arrives.

7.   Arrange to have people stationed at the campus entrance to direct emergency personnel to the location of the victim.

8.   Complete both the Incident Report and Accident/Injury forms.

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.   It is desirable, but not always practicable, to have more than one person listen-in on the bomb threat call.

6.   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.

7.   If an evacuation is subsequently initiated, follow the "General Evacuation Procedures" listed above.

8.   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.

What you should do if you receive a suspicious parcel in the mail:

1. 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.

2. Isolate the parcel without handling it further.

3. Evacuate the immediate area.

4. Avoid physical contact with anyone else to avoid any possible spread of the contamination.

5. 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.

6. Summon local police and medical assistance, as required.

7. List all persons who have touched the letter and/or envelope with contact information and provide the information to the police.

8. 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.

9. 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 CACPD and 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 chemi of the chemical.
   l. Decontaminate surfaces involved in the spill using a mild detergent and water, as appropriate.

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. Notify Facilities Department.

2. Remain calm and let your eyes adjust to the darkened conditions.

3. Help others in darkened areas move to safe locations.

4. Turn off personal computers.

5. Take personal belongings if instructed to leave the building.

6. 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 above)

4.   Contact CACPD and the Facilities Department.

P.   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 CACPD at (520) 836-9655, or dial 911.

3.   If an elevator does not seem to be operating properly, call Facilities.

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Q.   EARTHQUAKE

1.   If Inside a Campus Building:
   a.   STAY THERE! Do not run outside. Falling debris and glass can cause major injuries.
   b.   Duck, cover and hold until the shaking stops. Take cover under something sturdy, for example your desk.
   c.   If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves or cabinets.
   d.   Stay clear of windows, bookcases, cabinets and other heavy objects.
   e.   Do not use elevators unless authorized.
   f.   Follow instructions of emergency personnel.

2.   If Outside:
   a.   Move away from the sides of buildings, overhead wires or other hazards.
   b.   Assume duck and cover position until shaking stops.

3.   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.   Contact 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.

R.   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).

S.   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.

T.   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/documents.

3.   Stay out of the area. Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.

4.   Call CACPD at (520) 836-9655 and/or Facilities Department at (520) 494-5460.

5.   Do not return to the building or work area until instructed to do so.

U.   Public Health Crisis
In the event of a local, state, national or global public health crisis such as a disaster, significant outbreak of an infectious disease or bioterrorist attack the public health plan will be activated at the direction of the CAC President. The plan can be accessed at www.centralaz.edu/police.

XIV.   Lockdown Procedures

A.   Overview
A lockdown 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.

Types of lock downs include:
- Shelter-In-Place – Usually an external health hazard where building evacuations are not recommended.
- Internal Threat – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- External Threat – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- Full Lockdown – This scenario involves a serious threat that requires immediate action.

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, CACPD will be first to receive information that a situation exists that will require a lockdown. The officer on duty will notify senior administration. At other campuses or centers, the business office staff 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 CACPD. 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, CACPD will notify the appropriate law enforcement agency.

If a lockdown occurs at any campus or center, the Emergency Warning System (EWS) shall be activated as soon as possible.

Facilities personnel will be notified by phone/radio that a lockdown is in effect, and will be directed to dispatch personnel to secure buildings if Building Monitors are unavailable.

CACPD (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 appropriate emergency responders will coordinate and direct the actions of college personnel handling the emergency.

If additional college personnel are needed, CAC administration 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 emergency responders may activate CAC's incident command system (ICS).

C. **During a Shelter In Place or Lockdown Emergency**
1. Word-of-mouth notification when possible.

2. Secure the building/room if possible.

3. Run, Hide, Fight, or Evacuate

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*® (blue towers) 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 individuals designated by the President have 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 CACPD for accessing and activating the EWS. Certified users will include all members of the CACPD. Authorized individuals should also be trained as certified users.

III.   ACTIVATION GUIDELINES

A.   CACPD 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 CACPD shall ensure that sufficient certified users are available during each school day, and that they complete an annual training refresher course provided by the CACPD.

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. 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 to contact an authorized individual after EWS activation to ensure notification.

E. The CACPD 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.

F. It shall be the responsibility of the CACPD to ensure a monthly test of all district blue emergency telephones is conducted at all campuses.