

LAWSON STATE COMMUNITY COLLEGE EMERGENCY OPERATION PLAN

Cynthia T. Anthony, Ed.D., President Last

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Lawson State Community College Emergency Operation Plan	
Table of Contents	
Effective: July 01, 2017	Revised: December, 2020

Letter of Promulgation	4
Distribution List	5
Structure in Place	6-7
Direction and Control	8-11
Emergency Levels	12-13
Homeland Security Advisory System	14-17
Emergency Operation Center	18-31
Communication	32
Acronyms	33-34
Definitions	35-42
Resources	43-44
Contact Numbers	45-48
Active Shooter	49-53
Barricade Situation	54-56
Biological Threat	57-58
Chemical Threats	59-60
Civil Disturbance	61-62
Community Health Crisis	63-64
Evacuation Plan/HEADCOUNT	65-66
Building Evacuation Emergency Assembly Area	67-70
Fire	71
Hostage Situation	72-74
Medical Emergencies	75

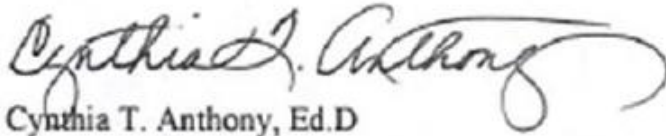
Psychological Crisis	76-79
Public Relations Emergency	80
Radiological Threat	81-82
Shelter in Place	83
Structural Emergencies	84-85
Bomb Threat - Suspicious Explosive	86-87
Weather Crisis	88-90
Earthquake	91-92
Winter Storm/Ice	93-95
Traffic Accident Investigation	95-97
Terrorism Response Protocols	98-103
Aircraft Incident	104
Threat Assessment Team	105-106
Severe Weather Safe Areas	107-108
Power Outage & Fire Emergency	109
Classroom and Teaching Laboratories Emergency	110-114
Sexual Assault	115
Suspicious Mail	116-117
Demonstration	118-119
Record of Change	120
Comprehensive Operational Plan (COVID-19)	Appendix

Lawson State Community College Emergency Operational	
Letter of Promulgation	
Effective: July 17, 2017	Revised: March 9, 2023

LETTER OF PROMULGATION

In the event of a natural or technological disaster, or intentional criminal/terrorist act affecting Lawson State Community College, we must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to Lawson State Community college and supporting agencies. It constitutes a directive for this organization to prepare for and execute assigned emergency tasks to ensure maximum survival of the population and property in the event of a disaster or other overwhelming event.



Cynthia T. Anthony, Ed.D

President, Lawson State Community College

March 9, 2023

Lawson State Community College Emergency Operation Plan	
Distribution List	
Effective: July 01, 2017	Revised: January, 2021

Title

- President
- Vice President for Instructional Services
- Vice President for Administrative & Fiscal Services
- Assistant to the President/Title III Director
- Dean of Students
- Chief of Police
- Director of Facilities
- Director of Public Relations and Community Affairs
- Director of Information Management Systems
- Academic Dean
- Dean of Career & Technical Education
- Associate Dean of Business & Information Technologies
- Associate Dean of Liberal Arts and Transfer Programs
- Associate Dean of Health Professions
- Assistant Dean for Workforce Development
- Assistant Dean of Career & Technical Education
- Human Resources Director
- Director of Financial Services
- Registrar
- Coordinator of Data Management
- Assistant Director of Facilities
- Director of Distance Education
- Evening Personnel (Bessemer)
- Evening Personnel (Birmingham)

Lawson State Community College Emergency Operation Plan	
Structure in Place	
Effective: July 01, 2017	Revised: December, 2020

I. Structure in Place

The following departments will be responsible for responding to incidents on campus.

II. Campus Police

- A. Campus Police will respond to all calls for services.
- B. Campus Police will be responsible for coordinating all evacuations.
- C. Campus Police will investigate and document all criminal offenses and significant incidents on campus.
- D. The following actions will be taken by Campus Police to investigate criminal offenses and significant incidents on campus:
 - a. Secure Crime Scenes
 - b. Interview Victims
 - c. Interview Witnesses
 - d. Secure / Collect Evidence
 - e. Process and or Develop Evidence
 - f. Photograph Crime Scenes
 - g. Diagram Crime Scenes
 - h. Make Arrest
 - i. Take individuals into protective custody

III. Campus Security

- A. Will be responsible for patrolling and securing campus property.
- B. Responsible for locking and unlocking areas as needed
- C. Will report criminal activity to on duty officers, officers on call or agencies that respond as a result of mutual aid agreements.

IV. Maintenance

- A. The Maintenance Division will respond to any call for service to address issues with the physical plant.
- B. Coordinate relocation of services in the event of building damage or other events requiring displacement of operations.
- C. Mitigate facility and grounds damage and restore to functional level.
- D. Assist Campus Police / Campus Security with creating a safety perimeter at the site of an emergency.
- E. Assist Campus Police by providing liaison services to agencies arriving as a result of mutual aid.

V. Crisis Team

- A. Will respond to the EOC or other designated areas of operation as assigned.
- B. Will operate all functions of the incident command system to effectively respond to a wide spectrum of potential college emergencies.
- C. Respond effectively to the needs of the students, faculty, staff, and families and community.
- D. Monitor the weather for potential crisis situations.
- E. Monitor National Threat Advisories for potential terrorist threats.
- F. Disseminate emergency information to the campus community in the event of an emergency.
- G. Dissemination of information to media to inform the community of ongoing events.
- H. Coordinate activities of each department to mitigate damages and return continuity of services to the student and faculty population.
- I. Assist with and coordinate post crisis support.
- J. Members of the Crisis Team will be assigned as needed by the President or the Incident Commander.

Lawson State Community College Emergency Operation Plan	
Direction and Control	
Effective: July 01, 2017	Revised: December, 2020

I. Mission

To provide direction, control and coordination of college forces to include liaison to all outside agencies/entities as is appropriate as well as provide emergency information and direction to the occupants of the campus during an emergency.

II. Execution

The Incident Command System will be utilized to manage all emergencies occurring on campus.

III. Incident Command

a. Concept of Operation

1. The Incident Command System will be used as an effective method to manage any emergency that might significantly impact the campus community.
2. Only elements of the command system that are essential to the effective and efficient management of the incident will be used.

b. Policy Group

1. The Policy Group has the responsibility for all policy matters including policy decisions regarding the emergency.
2. Members of the Policy Group may include:
 - a. President
 - b. Vice President
 - c. Deans

c. Incident Command

1. The incident commander will ensure the Operations, Planning, Logistics, and Finance Sections will deploy the required personnel and equipment to carry out the plan.
2. The duties of the Incident Command Group are:
 - a. Coordinate the response and early recovery activities.
 - b. Supervise the activities of the various sections in the EOC.
 - c. Interpret Operational Policy.
 - d. Ensure all activities are coordinated with Policy Group direction.
 - e. Keep the Policy Group informed about the emergency situation.

d. Command Staff

Command Staff positions report directly to the Incident Commander/Group

1. Public Information Officer.
 - a. All media releases will be made by the public relations officer.
 - b. All media releases will be approved by the incident commander/group.
 - c. In large scale events, media releases will be coordinated with the Joint Information Group.
2. Safety Officer
 - a. The Safety Officer will provide a safety plan for the incident.
3. Liaison Officer
 - a. The Liaison Officer will coordinate activities with assisting agencies.

e. General Staff

1. Operations
 - a. The Operations Section is responsible for the management of operations of the incident.
 - b. The Operation Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident.
 - c. Additional responsibilities include:
 - I. Obtaining briefings from the incident commander.
 - II. Manage and carry out the Operation portion of the Incident Action Plan as directed by the Incident Commander.
 - III. Briefing and assigning personnel.
 - IV. Supervising operations in conjunction with the Incident Command Post.
 - V. Determining needs and requests for additional resources.
 - VI. Reporting information about specific activities, events and occurrences to the Incident Commander.
 - VII. Reviewing suggested list of resources to be released and initiating release of resources.
 - VIII. Ensuring general welfare and safety Operations Section personnel.
 - IX. Providing any additional services, as indicated in respective departmental SOP.
 - X. Identifying needs for use of specialized resources.
 - XI. Providing operational planning for the planning section.
 - XII. Providing periodic predictions on the incident.

- XIII. Compelling and displaying incident status summary information.
 - d. Coordinates and prepares plans as needed for incident response:
 - I. Communication plan
 - II. Traffic Plan
 - III. Medical Plan
2. Planning
- a. The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident.
 - b. The information is needed to:
 - I. Understand the current situation
 - II. Predict the probable course of incident events.
 - III. Prepare alternate strategies.
 - c. Preparation of the Incident Action Plan and related incident documentation .
 - I. Establish information requirements and reporting schedules for each incident.
 - II. Assembling information on alternate strategies.
 - III. Identifying needs for use of specialized resources.
 - IV. Compiling and displaying incident status summary information.
 - V. Maintaining resource status information.
 - d. Collects and compiles information for after action report.
3. Logistics
- a. The Logistics Section is staffed by Senior Procurement Officials.
 - b. The Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident.
 - c. Participates in the preparation of the incident action plan
 - d. Coordinating and processing requests for additional resources.
 - e. Providing technical infrastructure to include hardware, software and technical support for EOC use.
 - f. Advising on current services and support requirements.
 - g. Providing input to and review medical plan, communication plan, and traffic plan.
 - h. Collects and compiles data for after action report.

4. Finance

- a. The Financial Section is responsible for all documentation of the incident financial and cost analysis aspects of the incident and for coordination legal information and recommendations.
- b. Obtaining briefings from Incident Commander
- c. Attending briefings with responsible agencies to gather information.
- d. Develop an operating plan for financial functions of the incident.
- e. Determine needs for commissary operations.
- f. Provide input on financial and cost analysis matters.
- g. Documentation of all financial costs of the incident including documentation for possible cost recovery for service and supplies.
- h. Advising on possible liabilities arising from disaster operations.
- i. Collecting and compiling input data and after action reports.
- j. Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning

Lawson State Community College Emergency Operation Plan	
Emergency Levels	
Effective: July 01, 2017	Revised: December, 2020

	Definition		
1	An incident that can be met with the resources of a single department.	<p>Weather</p> <p>Infrastructure failure</p> <p>Minor injuries that don't require medical attention</p> <p>Non-violent criminal acts</p> <p>Developing controversy or potentially disruptive issues.</p>	<p>No college wide action is required. Contact departments and individuals as needed.</p> <p>Communication through standardized reports.</p>
2	Any Unexpected Occurrence that requires response by two or more college departments above a routine capacity, or mutual aid assistance beyond normal operation.	<p>Severe Weather Watch</p> <p>Non-criminal injury resulting in ambulance call or hospitalization.</p> <p>Disruptive issues: controversial events, vandalism, violent behavior not capable of producing serious physical injury</p> <p>Individual mental emotional crisis that dictates intervention by Campus Police</p>	<p>No college wide action is required. Contact departments and individuals as needed.</p>

3	Emergencies or Crisis that are primary people, rather than infrastructure focus.	<p>Severe Weather Warning</p> <p>Violent criminal act that is confined to a specific area.</p>	<p>Requires immediate response and follow up.</p> <p>Criminal investigations conducted by Campus Police</p> <p>Notification of Dean of Legal Affairs, Vice President, President</p> <p>E-2 Campus Notification to campus community</p> <p>Activation of phone tree</p>
4	Emergencies or crisis that impacts a sizeable portion of the campus or outside community.	<p>Extended Power Outage</p> <p>Severe storms- Warnings</p> <p>Major fire</p> <p>Contagious disease outbreak</p> <p>Domestic water contamination</p> <p>Bomb Threat</p> <p>Serious damage to college property</p> <p>Imminent events on campus that may develop into a major college crisis or full disaster.</p>	<p>E-2 Campus Notification of Campus Community</p> <p>Activation of EOC with appropriate staff</p> <p>PIO prepares media release if necessary</p>
5	A catastrophic emergency event involving the entire campus and surrounding community	<p>National Threat Level Raised to Red</p> <p>Significant Damage to Campus</p> <p>Terrorism Event</p> <p>Serious Community Health Emergency</p>	<p>E-2 Campus Notification of Campus Community</p> <p>Activation of EOC</p> <p>PIO prepares media release if necessary</p>

Lawson State Community College Emergency Operation Plan	
Homeland Security Advisory System	
Effective: July 01, 2017	Revised: December, 2020

I. Homeland Security Advisory System

- A. The Nation requires a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated “Threat Conditions” that would increase as the risk of the threat increases. At each Threat Condition, the Department of Safety and Security will implement a set of “Protective Measures” to further reduce vulnerability or increase response capabilities during a period of heightened alert.
- B. There are five “Threat Conditions,” each identified by a description and corresponding color. From the lowest to the highest, the levels and colors are:



- C. The higher the Threat Condition, the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Director of Homeland Security. Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned. Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted.

D. The assignment of a Threat Condition shall prompt the implementation of an appropriate set of Protective Measures. Protective Measures are the specific steps an organization shall take to reduce its vulnerability or increase its ability to respond during a period of heightened alert. A decision on which Threat Condition to assign shall integrate a variety of considerations. This integration will rely on qualitative assessment, not quantitative calculation. Higher Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and gravity. Despite best efforts, there can be no guarantee that, at any given Threat Condition, a terrorist attack will not occur. An initial and important factor is the quality of the threat information itself. The evaluation of this threat information shall include, but not be limited to, the following factors:

1. To what degree is the threat information credible?
2. To what degree is the threat information corroborated?
3. To what degree is the threat specific and/or imminent?
4. How grave are the potential consequences of the threat?

E. Threat Conditions and Associated Protective Measures

1. The world has changed since September 11, 2001. We remain a Nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks.

2. **Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. The Chief of Police should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- a. Refining and exercising as appropriate preplanned Protective Measures and Responses;
- b. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- c. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

3. **Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, The Director of Safety and Security will consider the following general measures:

- a. Checking communications with designated emergency response or command locations;
 - b. Reviewing and updating emergency response procedures; and
 - c. Providing the public with any information that would strengthen its ability to act appropriately.
4. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the Chief of Police will consider the following general measures:
- a. Increasing surveillance of critical locations;
 - b. Coordinating emergency plans as appropriate with nearby jurisdictions;
 - c. Conducting Threat Assessments of facility buildings utilizing information provided by the Federal Bureau of Investigation Terrorism Taskforce.
 - d. Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures;
 - e. Implementing of specific response plans to address threat issues as provided by the Federal Bureau of Investigation Terrorism Taskforce.
5. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the Director of Safety and Security will consider the following general measures:
- a. Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
 - b. Taking additional precautions at public events to address issues in threat assessment provided by the Federal Bureau of Investigation Terrorism Task Force.
 - c. Increasing law enforcement patrols during operational hours.
6. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, the Director of Safety and Security will consider the following general measures:
- a. Increasing or redirecting personnel to address critical emergency needs.

- b. Restricting vehicle access to campus buildings. (This will not prevent faculty, staff and students from access to buildings; however, parking areas may be restricted.)
- c. Increasing Law Enforcement and Security patrols during non-operational hours to prevent after hour access to facilities.

Lawson State Community College Emergency Operation Plan	
Emergency Operation Center	
Effective: July 01, 2017	Revised: December, 2020

I. DESCRIPTION

A. DEFINITION OF EMERGENCY OPERATIONS CENTER.

An emergency operations center is the protected site center where coordination and management decisions are facilitated in the event of an emergency incident. It is designed and equipped to provide staff support to Incident Commanders in coordinating and guiding response to emergency incidents. EOCs may be established at regional and local levels. EOCs may range in size from dual use conference rooms to complete stand alone facilities.

B. Mission:

The purpose of an EOC is to provide an Incident Commander and his immediate staff a secure centralized location, with adequate communications for command and control during a disaster or emergency. The EOC normally includes the space, facilities and protection necessary for the following broad C4I functions:

1. Command:

The exercise of authority and direction by a properly designated incident commander over assigned resources in the accomplishment of the mission.

2. Control:

Coordination and control of operations including emergency planning and operations, and controlling the use of resources.

3. Communications:

Communications between the EOC and response personnel as well as the issuance of emergency information, warnings and instructions to Jurisdiction’s personnel and to the general public.

4. Computers:

Computers help support the collection, analysis, display, dissemination and record keeping of information.

5. Intelligence:

Intelligence is collected to help the incident manager and emergency planners determine what next step to take in mitigating the emergency.

C. EMERGENCY INCIDENTS.

The design of the EOC depends to a great extent on the types of emergency incidents that could impact the jurisdiction. In broad terms, possible incidents are described as follows.

- 1. Natural disasters** such as floods and tidal surges, earthquakes and seismic risks, landslides, mudflows, tsunamis, hurricanes, tornadoes, severe thunderstorms, blizzards and winter storms, droughts, heat waves, wild fires, epidemics and volcanoes.
- 2. Accidents** such as chemical spills, industrial accidents, radiological or nuclear incidents and fallout, fires, explosions and utility outages.
- 3. Civil or political incidents** such as mass migrations, the domestic effects of war, nation-state attacks, and unrest or disorder resulting from riots, public demonstrations and strikes.
- 4. Terrorist or criminal incidents** such as attacks: firearms, bombs, WMD, physical assaults, thefts, sabotage, barricaded, hostages, vehicle crimes, and cyber attack
- 5. Significant events** and designated special events such as ceremonies, public speeches by significant individuals, large sporting events, or summit conferences.

D. Basic Functions.

Basic Functions of the EOC may include the following.

1. Receive, monitor and assess disaster information.
2. Receive, assess and track available resources.
3. Operate a message center to log and post all key disaster information.
4. Conduct preliminary damage assessment and maintain documentation on extent of damage.
5. Make policy decisions and proclaim local emergencies as needed.
6. Provide direction and control for EOC operations, set priorities and establish strategies.

7. Provide direction for recovery assistance missions in response to the situations and available resources.
8. Keep local jurisdictions (City, County and State) informed.
9. Develop and disseminate public information warnings and instructions.
10. Provide information to the news media.
11. Execute tactical operations to implement policy, strategies and missions, and monitor and adjust tactical operations as necessary.
12. Assess needs and coordinate evacuation and shelter operations.
13. Monitor, assess and track response units and resource requests.
14. Coordinate operations of all responding units, including law enforcement, fire, medical, logistics and coroner.
15. Organize staging area and assignments for volunteer personnel.
16. Augment radio communication from EOC to any field operation when appropriate.
17. Maintain EOC security and access control.
18. Provide for relief and necessities of response for EOC personnel.

E. ORGANIZING THE EOC

1. Methods of Organizing the EOC.

The National Incident Management System (NIMS) provides an incident command structure which is a method for organizing an EOC. Within the incident command structure, emergency support functions are established which focus on specific areas of responsibility. Each jurisdiction has policies that define the organization and staffing of the EOC. These policies define the title of the EOC, the responsibilities and functions of the EOC, organization of the EOC and staff positions assigned to the EOC are present when the EOC is fully operational. All activity within the EOC should be coordinated by an executive, usually the EOC Director or Emergency Management Director.

2. Concept of Operations.

The EOC will operate under three primary conditions: *normalcy*, when no emergency incident exists sufficient to warrant full activation of the EOC; *emergency without warning*, when an incident occurs requiring full activation of the EOC in response to the incident; and *emergency with warning*, when the EOC is brought into full or partial activation to preemptively reduce the impact of impending incidents, and respond to the impact of the incident when it transpires.

a. Normalcy.

The EOC may have support staff on continuous duty to assure responsiveness of the EOC in the event of an emergency incident. The primary direction and control functions in periods of normalcy include a warning point that is active 24 hours per day seven days per week, establishment of a process for notification so that activation decisions can be made by the appropriate person, and development of readiness and capability of the emergency organization. Readiness is the ability of the emergency staff to execute plans it has designed. To develop readiness and capability, functions of the command and control staff during periods of normalcy will include planning, training, exercising and identification of the jurisdiction resources, as well as other community and private resources, both human and material. These functions are:

- 1) During normalcy periods, plans should be written, reviewed and approved, distributed and tested. The plans should cover the full range of emergencies that could reasonably be expected to occur in the local jurisdiction.
- 2) The EOC should accommodate training to allow emergency service personnel to become familiar with plans through training sessions and simulation exercises. Some plans may be tested with field exercises, where emergency equipment and personnel are actually moved and volunteers used to simulate casualties. For

example, the field exercise is appropriate for testing a multiple casualty incident plan or plane crash. Other plans, designed for response to major widespread emergencies, will lend themselves more to testing by means of theoretical or operational exercise. An attack by weapons of mass destruction will fall into this latter category.

- 3) A final and related function of the command and control element during periods of normalcy is accumulating data on human resources, equipment sources, services (water, power, engineering materials) and supplies (food, bedding, medical and sanitation).

A reliable system for collection and reporting of this information should be in place so that the information is readily available and usable during emergency situations and can be updated with the latest intelligence during emergencies.

- 4) During periods of normalcy, the EOC should have provisions for the staff who routinely occupy the EOC on a daily basis.

b. Emergencies without Warning.

The first and most critical role of the command and control element in responding to an emergency without warning is to determine the nature and extent of the incident. Initially, reports will be fragmentary – it is common for communications to fail or degrade under the pressure of a major incident such as earthquakes, hurricanes or tornados. Commercial communication and broadcast systems may become interrupted because of system overload as well. Transmission capability may be lost due to damaged transmitters or towers.

Beyond destruction or overload of communications systems, information itself is frequently difficult to gather. Fire, law enforcement and medical vehicles may find it difficult to reach the scenes of major problems because of emergency-caused damage, fires or contamination. Additionally, emergency response personnel may be overwhelmed with lifesaving duties and fail to provide adequate reporting back to the EOC.

The information gathering function is a main justification for a centralized command and control unit – the emergency operations center. If each emergency force has only a partial picture of the overall situation, their response may be inappropriate for the situation. It is critical to pool the information to a central point so that problems can be evaluated and ranked, response can be planned and coordinated, and areas where insufficient information exists can be investigated. Information can be gathered from emergency medical teams, direct input by the jurisdiction personnel or the public, commercial news broadcasts, local law enforcement and transportation departments and any other number of sources. Procedures developed to collect and coordinate the information will provide reliable understanding of the nature and extent of emergency situations.

A third major function of command and control in an emergency without warning is the early determination of what outside help may be needed. Steps can be taken to alert and request mutual aid from adjacent or higher jurisdictions, or private resources in the community. To properly evaluate the need for outside assistance and the type and size of assistance required, the command and control function should know what resources it already has deployed, what resources it has in reserve and what special equipment and personnel the incident may require. Again, a centralized location, at which information on the incident is gathered and analyzed, emergency response is dispatched and coordinated and resource information on nearby or higher jurisdictions is stored, is essential to assure timely response to the request for outside assistance.

Depending on the jurisdictional span of the EOC, the EOC's function may be limited. For EOCs with regional or greater jurisdiction, it will gather and evaluate information from multiple jurisdictional areas, and pass the compiled results to state EOC. A major responsibility for higher jurisdictional EOCs will be brokering mutual assistance between areas, as well as coordination of the regional response. Finally, the regional EOC will be where scarce or specialized resource requests will be funneled and efforts made to satisfy those needs.

Roles and responsibilities for regional EOC center staff can be handled out of centers with basic communications linked to the EOC at the local level.

c. Emergencies with Warning.

All the procedures identified in the sections on *Normalcy* and *Emergencies without Warning* apply to emergency command and control functions for emergencies with warnings. There are four additional functions when advanced warning is provided. They include the following:

An important function of the EOC is to warn the jurisdiction personnel and the public. To do this, the command and control staff should gather information about the impending situation from higher level direction and control centers and agencies with responsibility for monitoring the environment, such as the National Weather Service, the Geological Survey or the Department of Homeland Security, as well as state level and private organizations that monitor rivers and meteorological phenomena.

A second important function is deciding if and when evacuation is required. If the determination that evacuation of all or part of the jurisdiction is necessary, the command and control function should manage dissemination of the evacuation order, oversee moving the population and manage mass care facilities to which evacuees are directed.

Advanced notice of an emergency will allow the command and control function and its emergency forces to reduce impacts through short-term

mitigation measures. A critical function of command and control staff will be organizing and removing equipment, sealing buildings, clearing storm drains and channels, shutting down hazardous activities, and lowering reservoir levels. In large measure, the success of such mitigation efforts will depend on preplanning during the *Normalcy* period.

A final command and control function made possible by the warning period is alerting and readying emergency service units. Equipment can be checked, procured or borrowed; personnel can be put on extended duty; and reserve and auxiliary personnel can be assembled. Mass care centers can be staffed and opened, and the public informed of their location and services. Stocks of food, water, medical supplies and sanitation equipment can be obtained and positioned where they are needed. Other agencies and jurisdictions can be mobilized and assigned tasks.

Roles of regional level command and control elements parallel those of the local EOC, with a proportionately larger responsibility for public information activities in places where the media are based. The regional level EOC should also play an important role in coordinating mitigation efforts among the localities it directs

Mitigation activities will depend largely on effective mutual aid systems between localities, regions and national EOC units.

3. Limitations as Emergency Shelter.

During an emergency, the staff may be required to be on duty for extended stays. The EOC is, in itself, not intended to be an emergency shelter and may not provide protection against extreme event hazards (i.e. extreme weather events). While it should be designed to provide habitable space while subject to emergency situations, full shelter protection and long-term survival provisions should be provided from a designated shelter location for the general public.

4. EOC and Incident Command System Interface.

- a. Command.** The command function within the EOC sets objectives and priorities and has overall responsibility at the incident or event and should oversee operations of the incident response team.
- b. Operations.** The Operations function develops the tactical objectives and conducts tactical operations to carry out the plan. Operations should organize personnel and direct resources in response to the incident.
- c. Planning.** The planning function develops the action plan to accomplish the objectives; collects and evaluates relevant information; and maintains the status of resources available to the emergency response team.
- d. Logistics.** The logistics function provides support to meet incident needs, including resources and other services needed to support the response plan to the incident.

e. **Finance/Administration.** The finance and administration function monitors costs related to the incident, provides accounting, tracks procurement time, and performs cost analyses.

G. **EOC STAFFING CONSIDERATIONS AND POSITION DESCRIPTIONS.**

Lawson State Community College Emergency Operation Plan	
Emergency Operation Center	
Effective: July 01, 2017	Revised: December, 2020

1. Staffing.

The size and structure of the EOC will be primarily driven by the number of people required to carry out the EOC functions during an emergency.

The number of staff will be driven by the functions that the EOC is responsible for and the size of the jurisdiction that the EOC serves. The size of EOC's may vary from dual-use conference rooms to full independent facilities. The functional roles defined in this discussion may be individual staff positions or duties assigned to other positions.

- a. The specific staffing requirements will be determined by the Commander.
- b. The EOC should provide a 24-hour designated contact or warning point. This may either be a skeletal crew that maintains readiness, capability, record keeping and communications or, if 24 hour staff is not available, communications forwarded to a designated point of contact. When an incident arises, the facility should be designed to allow staff levels to be expanded rapidly in appropriate response to the incident.
- c. The facility should be designed to accommodate Commander and immediate support staff that may comprise a policy group that is concerned with the basic plan of action and the deployment of staff, equipment and other resources.
- d. The facility should be designed to accommodate a disaster analysis and coordination function that performs collection and analysis data, interpreting the actual or potential impacts of incidents and response actions.
- e. The facility should be designed to accommodate an operations function that is responsible for conducting the emergency response. These personnel may work with the personnel and equipment of the various departments and groups involved in the incident. The operations group may be divided into sections, including those directly related to the mission of the jurisdiction, as well as the following functions:

Lawson State Community College Emergency Operation Plan	
Emergency Operation Center	
Effective: July 01, 2017	Revised: December, 2020

- Law enforcement
- Fire response
- Housing and Shelter
- Engineering/Public Works
- Medical Services and Health
- Explosive ordinance disposal
- Intelligence
- Investigations

f. Other services that should be addressed include the following, either through separate sections or as a collateral duty of another section:

- Transportation
- Communications
- Electrical power
- Gas
- Water and Waste Water
- Petroleum
- Food
- Sanitation
- Coroner

g. During emergencies, forces tend to congregate around the EOC, though if their presence is not essential, they should be excluded to avoid overcrowding, confusion and disruption.

h. Supplemental team members should be identified so the capability of the EOC can be expanded rapidly when incidents warrant additional resources.

2. **Operations Staff.**

The EOC may have the functional equivalent of the following positions. Note that in smaller operations, multiple roles may be performed by individual positions.

a. EOC Commander or Director (Emergency Management Director). This position should coordinate all activity within the EOC. The EOC Director should report directly to the Chief Elected Official of the jurisdiction and act as the chief of staff for the EOC. This individual should thoroughly understand emergency management operating procedures and have the authority to carry out the position's responsibilities. The position should work closely with various liaison officers and administrative personnel.

b. EOC Deputy Director. The Deputy Director supports the Director position and serves as the officer in charge when the director is not on duty.

- c. Public Information Officer. Information disseminated to public news media is managed by the Public Information Officer.
- d. Administrative Assistant. Steno-clerical support should be made available to the EOC management team by an Administrative Assistant who can answer normal business telephones; provide filing, typing and copying; operate standard office software; coordinate schedules and provide similar support services to directors. This position can also provide reception duties.
- e. Legal Counsel. The EOC director staff should include Legal Counsel to guide the actions of the staff concerning legal issues in preparation and response to emergency incidents.

3. General Staff.

The following are staff positions or capabilities and authorities identified by the Incident Command System for EOC operations.

a. Operations

- Operations Section Chief
- Fire/Rescue Branch Coordinator
- Fire Operations Unit Leader
- Disaster Medical Unit Leader
- Search & Rescue Unit Leader
- Hazmat Unit Leader
- Law Enforcement. Branch Coordinator
- Law Enforcement. Operations Unit Leader
- Coroner Unit Leader
- Construction/Engineering Branch Coordinator
- Utilities Unit Leader
- Damage/Safety Assessment Unit Leader
- Public Works Unit Leader
- Health/Welfare Branch Coordinator.
- Care & Shelter Unit Leader
- Public Health Unit Leader

b. Planning and Intelligence

- Planning/Intelligence Section Chief
- Situation Analysis Unit Leader
- Documentation Unit Leader
- Advance Planning Unit Leader
- Technical Services Unit Leader
- Demobilization Unit Leader

c. Logistics

- Logistics Section Chief

- Communications Branch Coordinator
- Communication Unit Leader
- Info Systems Unit Leader
- Transportation Unit Leader
- Personnel Unit Leader
- Supply/Procurement Unit Leader
- Facilities Unit Leader
- Resource Status Unit Leader

d. Finance and Administration

- Finance/Administration Section Chief
- Time Keeping Unit Leader
- Compensation and Claims Unit Leader
- Purchasing Unit Leader
- Recovery Unit Leader

III. GENERAL PLANNING REQUIREMENTS

A. GENERAL REQUIREMENTS

1. General Requirements for an EOC include the following:

- Constructed and located to provide balanced protection of assets against emergency incidents that can impact the facility.
- Sufficient in size to accommodate the required staff members that may be present for a given situation as determined by the commander.
- Centrally located and away from the activity perimeter so that movement to and from the center is screened from public view.
- Constructed so that assigned personnel can operate without being observed.
- Protection or self-containment of power supply, water supply, sanitary facilities, heating, ventilation, air-conditioning, food service and rations, and billeting for a sustained period. The period that each entity must have reserve or backup capacity is determined by the concept of operations of the EOC.
- Capable of immediate activation with all equipment, furnishings and supplies immediately at hand.
- Complete capability on all communications mediums including telephone, radio and data communications.
- Secure with controlled access.

B. DUAL USE OF EOC SPACE WITH OTHER FUNCTIONS.

The EOC may have dual uses during non-emergency conditions, provided that the EOC can be rapidly converted to accommodate the EOC functions necessary to respond to the emergency incident. The dual uses should be related to emergency management and communications. Consideration should be given to accommodating the dual functions during extended emergency conditions. When shared, the EOC spaces should be

designated and marked as belonging to the EOC and be available for immediate use by the EOC, with procedures established for priority use during emergency incidents.

C. FACILITY LOCATION (PRIMARY AND ALTERNATE).

1. The Primary Emergency Operation Center for Lawson State Community College will be located in the Campus Police Department at the Birmingham Campus.
2. An alternate Emergency Operation Center may be located at other sites or campuses as needed.

D. ELECTRICAL SYSTEMS

1. Standards.

Interior electrical systems will be designed in accordance with DOCUMENT 3-520-01 Design: Interior Electrical Systems and Federal Information Processing Standards Publication 94 Guidelines of Electrical Power for ADP Jurisdictions. The need for special features should be determined by the Risk Analysis.

2. Emergency Power.

Emergency power is required to maintain operations of the EOC when normal power is interrupted. Only essential systems should be placed on the emergency system with a generator being the primary emergency power source. Essential systems, which may include HVAC and lighting for the EOC, should be automatically restored to operation within 10 seconds after interruption of the normal source. In addition, voice, data and communications systems should be placed on uninterruptible power supplies (UPS) typically provided with equipment. The type, size and number of generators should be based on the operational requirements of the EOC and the ability of EOC support technicians to service the generator during full EOC operations.

Diesel emergency generators.

- a. Fuel Storage System for Emergency Generators. NFPA 30, Flammable and Combustible Code and NFPA 37 Stationary Combustion Engines and Gas Turbines.
- b. Emergency generators and fuel supplies should be placed within the same protective and secure enclosure as the EOC. Provide acoustical treatment to isolate generator noise from the EOC operations. Provide physical separation between emergency generator room and EOC to prevent generator exhaust fumes, fuel odor, and noise from impacting the operation of the EOC.
- c. Storage requirements will be based on the jurisdiction's operational procedures and fuel distribution system.

- d. If the EOC shares a building with non-EOC-related functions, the EOC's emergency power source should be independent from the building's backup generators serving the non-EOC-related systems. Do not combine EOC electrical loads and non-EOC electrical loads on the same generators.

3. Uninterruptible Power Supply

Critical equipment and systems that cannot risk loss of data or performance should be placed on uninterruptible power supply to assure continued performance during a power outage. Typically the UPS is provided with the equipment.

4. Power Distribution.

- a. The EOC power system shall be evaluated for total harmonic distortion.
- b. The relay and control scheme shall make possible the clearing and isolation of faults and the separation of EOC facilities technical loads from the commercial power sources during faults or abnormal operating conditions on the commercial power line.

Lawson State Community College Emergency Operation Plan	
Communication	
Effective: July 01, 2017	Revised: December, 2020

I. General

Communication is one of the most important issues that affect response and mediation of any critical incident. With this in mind, the following communication methods will be available to members working in the EOC.

A. Telephone – traditional line service

B. Cellular

C. Internet

D. Fax

E. Southern Link

F. Radio Communication (VHF)

G. Short Wave / HAM Radio Operations

H. Campus Community Notifications

A. Emergency notifications will be made via the e2-campus and Alertus notification system. This system will use the following resources to provide information to the campus community:

1. Text messages
2. Facebook
3. Twitter
4. Computer override
5. Alertus beacon activation in hallways

Lawson State Community College Emergency Operation Plan	
Acronyms	
Effective: July 01, 2017	Revised: January, 2021

BCP	Business Continuity Plan
BPCP	Business Process Contingency Plan
CONOPS	Concept of Operations
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
DAT	Damage Assessment Team
DEOC	Department Emergency Operations Center
DRP	Disaster Recovery Plan
EM	Emergency Management
EMHE	Education Emergency Management for Higher Education
EOC	Emergency Operation Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FERPA	Family Educational Rights and Privacy Act
FSE	Full-scale Exercises
HAZMAT	Hazardous Materials
HAZMUS-MH	Hazards U.S. Multi-Hazard
HIPAA	Health Insurance Portability and Accountability Act
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HSPD-5	Management of Domestic Incidents

HSPD-8	National Preparedness
IACLEA	International Association of Campus Law Enforcement Administrators
IAP	Incident Action Plan
IC	Incident Command/Commander
ICS	Incident Command System
IHE	Institution of Higher Education
MACC	Multi-agency Coordination Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRSA	Methicillin-resistant <i>Staphylococcus Aureus</i>
NIC	National Integration Center
NIMS	National Incident Management System
NRP	National Response Plan
PIO	Public Information Officer
RDD	Radiological Dispersion Device
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SWAT	Special Weapons and Tactics
UC	Unified Command
XDR-TB	Extensively Drug-Resistant Tuberculosis

Lawson State Community College Emergency Operation Plan	
Definitions	
Effective: July 01, 2017	Revised: December, 2020

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See **Group**.

Emergency Operations Center (EOC):	The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, Tribal, city, county), or by some combination thereof.
Emergency Operations Plan (EOP):	An ongoing plan for responding to a wide variety of potential hazards.
Finance/ Administration Section:	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
Function:	The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/ Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).
General Staff:	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
Group:	An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division .
Hazard:	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Incident:	An occurrence or event, natural or man made, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP):	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Command:	The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.
Incident Commander (IC):	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Command System (ICS):	A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
Incident Objectives:	Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Liaison:	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer:	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations
Logistics:	The process and procedure for providing resources and other services to support incident management.

Logistics Section:	The Incident Command System Section responsible for providing facilities, services, and material support for the incident.
Management by Objectives:	A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
Mitigation:	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
Multijurisdictional Incident:	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.
Mutual Aid Agreement or Assistance Agreement:	Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.
National Incident Management System (NIMS):	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.
National Response Framework:	A guide to how the Nation conducts all-hazards response.
Nongovernmental Organization (NGO):	An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the

recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

- Officer:** The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.
- Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.
- Operations Section:** The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.
- Plain Language:** Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.
- Planning Section:** The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
- Preparedness:** Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.
- Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
- Public Information:** Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer:	A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
Recovery:	The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
Recovery Plan:	A plan developed to restore an affected area or community.
Response:	Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.
Risk:	The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard.
Risk Assessment:	The process of measuring potential loss of life, personal injury, economic injury, and property damage resulting from hazards by assessing the vulnerability of people, buildings, and infrastructure to hazards. It is a process that answers the fundamental question: “What would happen if a hazard event occurred on your campus?”
Safety Officer:	A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
Section:	The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.
Single Resource:	An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.
Span of Control:	The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population:	A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.
Standard Operating Guidelines:	A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.
Standard Operating Procedure:	A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.
Strike Team:	A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
Task Force:	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
Unified Approach:	The integration of resource management, communications and information management, and command and management in order to form an effective system.
Unified Command (UC):	An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
Unit:	The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unit Leader:	The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.
Unity of Command:	An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.
Vulnerability:	Describes how exposed or susceptible an asset is. Vulnerability depends on an asset's construction, contents, and the economic value of its functions. Like

indirect damages, the vulnerability of one element of the community is often related to the vulnerability of another. For example, many businesses depend on uninterrupted electrical power—if an electrical substation is flooded, it will affect not only the substation itself, but a number of businesses as well. Often, indirect effects can be much more widespread and damaging than direct ones.

**Vulnerability
Assessment:**

The extent of injury and damage that may result from a hazard event of a given intensity in a given area. The vulnerability assessment should address impacts of hazard events on the existing and future built environment.

Lawson State Community College Emergency Operation Plan	
Resources	
Effective: July 01, 2017	Revised: May, 2024

Incident Command (IS-300 – IS-400)	
James Blanton	
Ray Hubbart	
Kenneth Hooten	
Paul Coulon	

Logistics	
Gourmet Services Manager	Debra Williams
On-Duty Police Officer	James E. Blanton
Director of Public Relations	Gail Towns
Director of Facilities	Keonnie Hood

Hazardous Material Technician	
James Blanton	Dr. Karl Pruitt

Hostage / Crisis Negotiators	
James Blanton	

SWAT	
James Blanton	

Evidence Technicians	
Birmingham Police Department	Bessemer Police Department

Tactical Medics	

Confined Space Rescue	
James Blanton	

Electricians	

Plumbers	

Heavy Equipment Operators	

**Lawson State Community College
Emergency Operation Plan**

Contact Numbers	
Effective: July 01, 2017	Revised: May, 2024

Name	LSCC#	Title
Dr. Cynthia T. Anthony	(205) 929-6301	President
Dr. Bruce Crawford	(205) 929-6312	Vice President for Instructional Services
Dorian Waluyn	(205) 929-6305	Executive Director of Strategic Initiatives and External Relations
Leon Dowe	(205) 929-6307	Exec Director of Fiscal Services
Cyrus Vance	(205) 929-6361	Dean of Students
Chief James Blanton	(205) 929-6317	Chief of Police
Keonnie Hood	(205) 929-3497	Director of Facilities
Gail Towns	(205) 929-6303	Director of Public Relations and Community Affairs
Ronald McCullough	(205) 929-6478	Information Management Systems
Dr. Sherri Davis	(205) 929-6357	Academic Dean
Dr. Joye Jones	(205) 929-6442	Dean of Career & Technical Education
Dr. Karl Pruitt	(205) 929-6348	Associate Dean of Liberal Arts and Transfer Programs
Dr. Sherika Derico	(205) 929-6437	Associate Dean of Health Professions
Tommy Hobbs	(205) 929-3521	Assistant Dean for Workforce Development
Nancy Wilson	(205) 929-3451	Assistant Dean of Career & Technical Education
Elma Bell	(205) 929-6313	Human Resources Director
Stephon Adams	205-929-3416	Director of Admissions
Lori Chisem	(205) 929-3409	Assistant Dean of Students
Jamie Glass	(205) 929-3407	Coordinator of Data Management
Dr. Kesha James	(205) 929-6450	Director of Distance Education

Lawson State Community College Emergency Operation Plan	
Contact Numbers	
Effective: July 01, 2017	Revised: December, 2020

Emergency Management Agency	
Jefferson County	205-254-2043
State Command Center	205-280-2200

Law Enforcement Agencies	
Jefferson County Sheriff's Office	204-325-1450
Alabama Department of Public Safety	205-322-4691
Birmingham Police Department	205-254-2000
Alabama State Troopers	256-353-0631
Alabama Bureau of Investigation	334-242-1142
Bessemer Police Department	205-426-3654
Federal Bureau of Investigation	205-326-6166
Alcohol Tobacco and Firearms	205-583-5920
Drug Enforcement Administration	205-321-1300
U S Marshalls	205-307-7300
U S Attorney's Office – Northern District of Alabama	205-244-2092

Fire and Rescue	
Birmingham	205-254-2995
Bessemer	205-428-5151

Coroner's Office	
Jefferson	205-930-3603

Alabama Department of Transportation	
Jefferson	205-328-5820

County Public Works	
Jefferson	205-325-5157

Health Department	
Jefferson	205-933-9110

Department of Human Resources	
Jefferson	205-423-4900

NGO Assistance	
Salvation Army	1-800-725-2769
Red Cross	205-987-2795
Southern Baptist Association Disaster Relief	770-410-6000

Utilities	
Alabama Power	1-800-245-2244
Alagasco	1-800-292-4008
Birmingham Water Works	1-205-244-4000

**Lawson State Community College
Emergency Operation Plan**

Contact Numbers	
Effective: July 01, 2017	Revised: January, 2023

CAMPUS POLICE		
Name	Home	Cell
James Blanton	(205) 477-3504	
Michelle Hudson	(205) 420-8533	
Ray Hubbart	(205) 368-0727	
Paul Coulon	(205) 538-9605	
Kenneth Hooten	(205) 757-1103	

Lawson State Community College Emergency Operation Plan	
Active Shooter	
Effective: July 01, 2017	Revised: December, 2020

I. Response To An Active Shooter Situation

A. Definitions

1. **Active Shooter:** one or more suspects who participate in a random or systematic shooting spree, demonstrating the intent to continuously harm others.
2. **Contact Team:** first group of two or more officers that arrive on the scene.
3. **Rescue Team:** second group of three or more officers that arrive on scene and are tasked with rescuing victims or fellow officers.
4. **L. E. Staging Area:** location designated for assisting or cooperating with law enforcement officers to report to and be assigned emergency task.
5. **EMS Staging Area:** designated location that is out of harm's way for the purpose of staging Emergency Medical Services and performing triage until the threat area has been secured and cleared.

B. Purpose:

The philosophy of this policy recognizes that an active shooter must be stopped before they can inflict injury upon innocent lives. The primary responsibility of the first officers on scene is to accomplish this objective as quickly and as effectively as possible. The prioritization of activities in their order of importance is to capture or neutralize the active shooter, rescue the victims, provide medical assistance, and preserve the crime scene. All sworn officers are required to participate to their fullest capabilities in this endeavor.

Lawson State Community College Emergency Operation Plan	
Active Shooter	
Effective: July 01, 2017	Revised: December, 2020

C. Communication:

1. All non-emergency communication will be stopped as soon as possible.
2. An emergency message with instructions concerning the event will be sent as soon as possible on E-2 campus.
3. The Police Department Dispatcher will make the appropriate mutual aid notifications to summon assistance as needed.
4. Campus personnel with two-way communications abilities will assist by moving to staging areas designated by the police dispatcher and providing liaison assistance to the responding agencies.

D. Campus Community Response

1. Run
If an escape route is available, leave the area.
2. Hide
If you cannot leave the area, hide and shelter in place.
3. Fight
This is the last resort in an active shooter situation. Take any action possible to stop the aggression of the offender.

E. Law Enforcement Response

1. The first group of two or more officers that arrive on scene will form a contact team and enter the premise in pursuit of the active shooter.
2. The Contact Team will end the ongoing violence by arrest, containment or the use of deadly force.
3. To prevent more victims from being harmed, the Contact Team will move past victims and harmless distractions to pursue the offenders(s).
4. Officers should consider using less-used entrance locations to prevent from being ambushed upon entry.

5. If the active shooter has stopped his or her immediate violence and has assumed a barricade or hostage role, the officers are to follow the prospective policy concerning these issues.
6. The Rescue Teams will locate and remove injured victims and evacuate unharmed victims of the incident.
7. The Rescue Team will coordinate their actions with the perimeter team to move injured victims to an EMS triage area.
8. The Rescue Team should coordinate their entry with the Contact Team.
9. If the Rescue Team comes in contact with the offender, the mission of the team will immediately change to stopping the actions of the active shooter.
10. When available, tactical medics will be inserted with the contact teams to provide advanced medical treatment and coordinate evacuation of casualties.
11. Additional law enforcement personnel arriving on scene should begin assisting with establishing a perimeter around the threat area.
12. Only sworn law enforcement officers will be allowed to enter the danger area.
13. It is possible that an active shooter may utilize some type of explosive device.
14. The team will follow the policy established for a suspected explosive device.

H. Evacuation Procedures:

1. In the event that an active shooter incident occurs, the students, faculty and staff should immediately locate a classroom or office (safe area) to take cover.
2. The safe area should be locked or barricaded to prevent outside entry by the shooter.
3. Occupants of the room are to stay away from the door. Occupants should remain inside of the safe area until law enforcement advises that it is safe to exit the area.
4. Occupants of safe areas are asked to open or remove blinds that inhibit visibility from the outside of the building.

5. If an occupant of the room is injured, a sign stating “INJURY” should be placed in the window.
5. No attempt should be made to evacuate individuals from the safe areas until the threat has been resolved or the evacuation is necessary for the safety of the occupants.
6. Injured victims will be evacuated first. Beginning with the most severely injured will be evacuated first.
7. Officers will provide medical attention in life threatening situations while expeditiously moving the patient to the triage area to receive medical attention.

I. Public Relations Officer(s)

1. The Dispatcher will notify the Lawson State Director of Public Relations (or designated public relations officer) of the incident as soon as possible.
2. The Public Relations Officer will contact local media and provide them the location for the media staging area.
3. The Public Relations Officer will coordinate all media releases with the administration of the college and the on scene Incident Commanders to provide accurate information while simultaneously protecting the integrity of the investigation.

J. Crime Scene Investigation

1. As soon as the violence has ended and all of the victims have been evacuated from the scene, the scene will then be treated as a crime scene.
2. An officer will be designated to document the time and date of everyone that enters and exits the scene.
3. Only officers involved in the crime scene investigation will be allowed to enter the scene until the investigation is completed.
3. The crime scene will be processed by a joint investigation of responding agencies.
4. Lawson State Police Department Officers involved in a shooting incident will comply with the Lawson State Police Department Policy Manual concerning deadly force incidents.

K. Critical Stress Debriefing

1. All responders involved in the response to an active shooter incident will be provided an opportunity to participate in an individual and group critical stress debriefing.

L. Psychological Counseling

1. Psychological / Grief counseling will be provided as needed to the campus community as needed.

Lawson State Community College Emergency Operation Plan	
Barricade Situation	
Effective: July 01, 2017	Revised: December, 2020

I. Barricade Situations

- A. Defined – a situation in which a person uses force and or the threat of force combined with an obstruction to hinder law enforcement access to that person.
- B. Response to Situations Where Mutual Aid Is Available
 - 1. Containment
 - a. Officers will establish a perimeter around the subject to prevent anyone from entering the scene or allowing the offender to escape.
 - b. Offices will utilize cover and concealment to maximum degree allowable.
 - 2. Crisis Intervention
 - a. One officer will engage the individual in conversation to allow the offender the opportunity to vent emotional frustration.
 - b. The officer will utilize open ended questions to maximize the offender’s ability to vent emotional frustration.
 - c. The officer will utilize reflective pauses to allow the offender to think about what he or she has said.
 - d. The officer will periodically paraphrase the content of what was said while simultaneously utilizing emotional labeling techniques.
 - e. The officer will avoid the term “no” and explore other available options.
 - f. The officer will never allow members of the clergy to speak with a barricaded subject.
 - g. The officer will not allow anyone to conduct face to face negotiations with an offender.
 - h. When a fully trained negotiator arrives on scene, the officer will either relinquish the role of primary negotiator or continue under the direction of the negotiator.
 - I. Officers will never allow a third party intermediary to enter the scene for the purpose of negotiating.
 - 3. Evacuation

- a. Assisting officers will coordinate an evacuation of any area that could be impacted by the event.
 - b. Officers will develop an evacuation route and fully explain and implement the evacuation with the assistance of faculty and staff.
 - 4. Mutual Aid
 - a. Dispatch will call the appropriate agency to request mutual aid in the form of a Special Weapons and Tactics Team.
 - b. Once the supporting agency arrives on scene, they will assume tactical control. All officers will coordinate their activities with the Tactical Unit Commander.
 - 5. Crisis Management Team
 - a. The Crisis Management Team will activate to support the operations of the Incident Commander.
 - b. The Public Relations Officer will immediately take control of all media releases. All media releases will be coordinated with the Incident Commander.
- C. Response in Situations Where Mutual Aid Is Not Available.
- 1. Initial Response
 - A. The initial response will remain the same as in an incident in which mutual aid is available.
 - 2. Tactical Concept
 - A. Since mutual aid is not available, the department will maintain control of the operation.
 - B. Additional staff will be summoned to support on duty officers.
 - C. Concept of Time, Talk, and Tear Gas
 - 1. Time- There will not be a limit on the amount of time devoted to the successful outcome of the operation.
 - 2. Talk – Use of Negotiations for successful outcome of incidents will be implemented. The department will utilize on staff, fully trained crisis negotiators for the response.
 - 3. Tear Gas
 - A. In the event that negotiations fail and there are no indications that the offender will surrender, the use of chemical munitions will be used to enhance the officers' ability to subdue the offender.

B. Only officers trained in the use of defensive chemicals will deploy said agents.

4. Surrender Plan

A. The incident commander will establish a surrender plan and communicate it to all officers.

5. Entry

A. Entry will be the last tactic used to gain control of the offender.

BARRICADED SUSPECT/HOSTAGE

A. The person having knowledge of a barricaded subject/hostage situation should immediately report the incident, location and persons involved to Campus Police (205) 925-3587 – Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone or “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone or 911.

B. The Campus Police will:

1. Immediately dispatch an officer(s) to investigate the incident and to secure the scene.
2. Contact the Chief of Campus Police who may activate the Emergency Operations Group
3. The responding patrols will:
 - a. Determine whether to evacuate the scene or shelter in place in order to isolate the area, if possible, and reduce the risk of injury or loss of life.
 - b. Obtain as much information as possible about the barricaded suspect and any person being held.
 - c. As quickly as possible, identify, interview and obtain statements from as many witnesses as possible. Detain all witnesses until investigators are satisfied that they have been properly debriefed.
 - d. Establish a perimeter around the immediate vicinity of the incident and restrict access to the campus as deemed necessary.
 - e. Notify either the Birmingham or Bessemer Police Department for assistance.
 - f. Determine whether or not it is safe and reasonable to establish primary contact with the suspect(s) to begin negotiations,
 - g. If and when directed by the Chief of Campus Police, release the scene and information to the responding negotiator or other law enforcement personnel.
 - h. Maintain the perimeter/scene until released by the Chief of Campus Police.
 - i. Update the Director of Public Relations if necessary.
4. The negotiator will gather information about the subject and negotiate for the safe release of any hostages.
5. Public Relations may coordinate all media inquiries and activities through the EOG who will be in consultation with on-scene law enforcement personnel.

Lawson State Community College Emergency Operation Plan	
Biological Threat	
Effective: July 01, 2017	Revised: December, 2020

I. Biological Threats

- A. In most cases, biological threats will not be found at the time of dispersal; rather, they will be identified after the biological agent has time to incubate.
- B. Response to these threats will be subject to the specifics of the agents. All actions will conform to standards established by the Center for Disease Control.
- C. Suspicious package with a discovery/leakage of chemical or biological agent.
 - 1. Victim calls the Campus Police
 - 2. Campus Police arrive on scene and evaluate situation.
 - 3. If the threat is viable, the Crisis Management Team will be activated.
 - 4. A written Emergency Action Plan will be completed as required by OSHA.
 - 5. Anyone potentially contaminated will be directed to an area for decontamination and for segregation from the general public until they have been decontaminated.
 - 6. The building will be secured to prevent unauthorized entry into the area.
 - 7. Isolate spill/leak by closing doors and vents to the affected room/area
 - 8. Maintenance will assist with turning off HVAC.
 - 9. Campus Police Dispatch will request the following mutual aid:
 - a. Emergency Management Agency
 - b. Local Hazardous Material Unit
 - c. F.B.I. Joint Terrorism Task Force
 - 10. Anyone contaminated must complete decon before being allowed to leave the scene. This includes injured subjects requiring transportation to the hospital.

II. Collection of Non-exposed Suspicious Substance

- A. When possible, photograph/document the package and suspicious substance before sampling or collection.

- B. Double bag the item in a self-sealing bag or container.
- C. Perform personal decontamination.
- D. Complete an Alabama Department of Public Health Chain of Custody Form.
- E. Turn evidence over to FBI Joint Terrorism Task Force.

III. Collection of Exposed Suspicious Substance

- A. Only officers trained as a hazardous material technician and in the proper collection and sampling of suspicious substances will perform this function.
- B. Officers will utilize a minimum level C personal protection equipment, which includes a full face APR and gloves.
- C. When possible, photograph/document the package and suspicious substance before sampling or collection.
- D. Screen for Radiological Hazards.
- E. Screen for volatile organic compounds, flammable material, and oxidizing agents.
- F. If the package is opened, screen for presence of an explosive device.
- G. If there is any possibility of an explosive device, leave the area and notify a Bomb Disposal Team (Birmingham Police Department, Jefferson County Sheriffs Department or FBI)
- H. If no hazards are detected, double bag the sample in clear sealed bags.
- I. Decontaminate the outside of the bag.
- J. Perform personal decontamination.
- K. Complete an Alabama Department of Public Health Chain of Custody Form.
- L. If collection equipment was used such as pipettes, submit a clean unused sample for comparison purposes.
- M. Turn evidence over to FBI Joint Terrorism Task Force.

Lawson State Community College Emergency Operation Plan	
Chemical Threat	
Effective: July 01, 2017	Revised: December, 2020

I. Response to Hazardous Material Incidents Involving Chemicals

- A. Hazardous Chemicals Defined- any substance which might negatively affect the human body upon contact.
- B. Hazardous chemical events can arise from a variety of accidental or intentional circumstances. The purpose of this policy is to establish a plan to reduce the potential hazards of incidents, regardless of circumstances.
- C. Response
 - 1. The response to this type of circumstance will depend on the following factors:
 - a. the material released
 - b. the amount of material released
 - c. the physical properties of the chemical
 - d. the temperature
 - e. humidity
 - f. wind direction and speed
 - 2. Because of the variation of the issue, the type of response will depend on the situation. The response may include:
 - a. In most circumstances, the establishment of a protective perimeter to reduce exposure to the campus community will be sufficient.
 - b. Evacuation
 - 1. The campus community must be informed which way to evacuate to prevent them from entering into the contaminated area.
 - c. Shelter in Place
 - 1. Close exterior doors and windows.
 - 2. Attempt to seal all windows and doors with materials at hand.

3. Turn off heating and air conditioning.
3. Response to such issues will require mutual aid from the following agencies.
 - a. Local EMA
 - b. Local Hazardous Material Teams
 - c. Local Law Enforcement
4. Activation of Crisis Team
 - a. The Crisis Team should be activated to address the potential impact to the campus and the campus community.
 - b. The Public Information Officer will be instrumental in notification of the campus community by the following means:
 1. E-2 Campus
 2. Media Releases

Lawson State Community College Emergency Operation Plan	
Civil Disturbance	
Effective: July 01, 2017	Revised: January, 2021

I. Civil Disorder or Demonstration Safety Plan

A. Defined

1. Peaceful, non-obstructive demonstration march where there is no interference with the normal operation of the college and no threat of physical harm to persons or damage to college facilities.
2. The second is the disruptive or violent demonstration.

II. Response

A. Peaceful, non-obstructive demonstration

Generally, the peaceful non-obstructive demonstration is authorized ACCS and LSCC Expressive Activities policies and regulated through the Offices of the Dean of Students and Public Relations & Community Affairs. The demonstration should not be interrupted, obstructed or provoked, and college business should be conducted in the normal manner. However, each situation is different and the circumstances surrounding the demonstration will determine whether it needs to be monitored by the Campus Police.

B. Violent or Disruptive Demonstrations

Civil disturbances may either be planned or spontaneous and may occur in several forms and for a variety of reasons. The civil disturbances may include raids, unauthorized demonstrations, sit-ins, riots, unlawful assembly, etc. Generally, an unauthorized group of people gathers to create a disruptive activity in the educational process, which may threaten life or college property.

1. As a rule, little or no warning is received before this type of disturbance; further, where it might form or the shape it will take cannot be anticipated. It is imperative that all responsible persons including administrators and police officers know exactly what is expected of them in a given situation.
2. Though student conduct may not normally be one of their assigned responsibilities, staff members will be expected to assist on the campus in preventing or suppressing any unauthorized group disturbance. The degree of seriousness of a disturbance is directly proportionate to the assistance on the scene. There is strength in numbers -- the more help available, the less serious the problem, particularly from a psychological standpoint.

3. In the event of a Violent or Disruptive Civil Disturbance, the Police Department will utilize mutual aid and request Mobile Field Force Units from the following agencies:
 - a. Birmingham Police Department
 - b. Jefferson County Sheriff's Office
 - c. Alabama State Troopers
4. After sufficient officers are on scene, the order to disperse will be given. Offenders refusing to comply will be arrested.

Lawson State Community College Emergency Operation Plan	
Community Health Crisis	
Effective: July 01, 2017	Revised: January, 2021

I. Community Health Crisis Defined

- A. A health crisis is defined as any health conditions affecting the community at large, or where the cause of an individual illness puts the community’s health at risk. Illnesses that are considered Community Health Emergencies generally are of an infectious nature. Every attempt will be made to identify the origin and to diagnose the condition early, localize the source, stop the spread, and in a controlled way, warn the at-risk population about illness prevention.
- B. In the event of a Community Health / Medical Emergency, close coordination needs to take place between the College with local emergency government and public health authorities. The scope of the crisis will determine if the Crisis and Intervention Plan needs to be activated.
- C. Three events must be met for a pandemic to occur:
 - 1. A new influenza virus subtype emerges
 - 2. The virus infects humans
 - 3. The virus gains efficient transmission from human to human
- D. If a virus gains sustainable, efficient transmissibility, the public health strategy would focus on slowing the spread because it would be virtually impossible to stop it.

*Due to the current Coronavirus Pandemic, the College developed Fall 2020 and Spring 2021 semester operational plans that are adapted based on the latest guidance from the Centers for Disease Control and Prevention (CDC), the State of Alabama, and the Alabama Community College System. Refer to latest guidance issued by the College.

II. Prevention and Preparation Strategies

- A. Academic Affairs
 - a. Develop strategy to address academic concerns of students unable to attend classes due to illness.
 - b. Implement procedures for sending students class material.
 - c. Disseminate alternative procedures for completing course work, web based instruction and use of blackboard.
- B. Admission and Financial Aid
 - a. Implement plan for reviewing applications in the absence of face to face contact.

- b. Implement contingency plans for issues dealing with financial aid; withdraw from school due to illness, and other factors related to tuition and registration.
- C. Business and Finance
 - a. Discuss potential financial ramifications of a community health crisis and implement plan to address impact to insure continuity of business.
 - b. Discuss and implement plan to address emergency purchases of supplies.
 - c. Implement plan to continue accounting operations in the face of high employee absenteeism.
 - d. Develop a plan to ensure continuation of payroll.
- D. Counseling Services
 - a. Implement contact with counseling services via internet and telephone to reduce face to face exposure.
 - b. Review and enhance online resources.
- E. Housekeeping
 - a. Stockpile cleaning and disinfecting supplies
 - b. Ensure housekeepers receive training in personal protection and proper cleaning procedures.
 - c. Provide disinfecting areas to community population
- F. Human Resources
 - a. Identify essential functions that are required to ensure continuity of services.
 - b. Cross train staff in essential functions to ensure continuity of services.
 - c. Encourage staff to update emergency contact information.
 - d. Encourage staff to make personal emergency preparedness plans with their families.
 - e. Establish return to work guidelines consistent with CDC guidelines.
- G. Marketing and Communication
 - a. Identify backups in calling trees.
 - b. Provide information to campus community as needed.
 - c. Coordinate activities with support personnel in case key personnel fall ill.
- H. Campus Police
 - a. Review training for personal protection.
 - b. Implement plan for continuity of operations.
 - c. Supervisors are to ensure that supplies of personal protective equipment are adequate.

Lawson State Community College Emergency Operation Plan	
Evacuation Plan	
Effective: July 01, 2017	Revised: December, 2020

- I. Evacuation Plan
 - A. In the event that a building needs to be evacuated, the fire alarms will be pulled.
 - B. A member of the Campus Police Department will be stationed outside the exits to identify a rally point for the persons being evacuated.
 - C. Members of the campus community will not assemble in a parking area or unsecured area.

- II. Headcount
 - A. After any evacuation, report to your designated assembly area. Stay there until an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants. HEADCOUNT should be as accurate as possible.

APPENDIX A

The forms of Appendix A will be provided by Lawson State Police Department.

- III. Procedures
 - A. Faculty and staff are to remain calm and to provide instructions for students and visitors.
 - B. An evacuation guide will be posted in every classroom and office.
 - C. Do not use elevators.
 - D. Remain calm, do not panic, and proceed to the exterior of the building, assisting others when possible.
 - E. Do not reenter building until the all clear has been sounded.

- IV. Evacuation of Person with Physical Disabilities
 - A. Move to area adjacent to stairways.
 - B. Accept assistance from others to facilitate evacuation.
 - C. Do not use elevators.

- V. Hearing Impaired
 - A. Faculty and staff are to assist with notification of students and guests that are hearing impaired.
 - B. Buildings equipped with alarm strobe lights will be activated.
 - C. Evacuation notifications will be coordinated with IT for dissemination via E-2Campus.

III. Visually Impaired

- A. Faculty and staff are to assist with notification of students and guests that are visually impaired.
- B. Faculty and staff will assist the visually impaired with evacuation.

Lawson State Community College Emergency Operation Plan	
Building Evacuation Emergency Assembly Area	
Effective: July 01, 2017	Revised: December 16, 2020

WEST CAMPUS LOCATION

EXIT

ACADEMIC SUCCESS CENTER

First Floor	Exit East end of building (Main Entrance) and assemble in the Leon Kennedy Center (LKC) Parking Lot. Exit South end of building and assemble a the LKC Parking Lot.
Second Floor	Ext stairwell at South and North end of building.

ADVANCED TECHNOLOGY BUILDING

Second Floor	Exit Southeast end of building (Main Entrance) stairwell Next to President's Office and assemble on front lawn.
Main Floor	Exit Northeast end of building next to Academic Building and assemble in Student Center Parking Lot.

ACADEMIC BUILDING

Main Floor	Exit Southeast end of building and assemble in rear parking lot.
Basement Floor	Exit Northwest end of building next to old TV station and assemble on baseball field.

SCIENCE BUILDING

Second Floor	Exit stairwell at northwest end of building next to Academic Building and assemble on baseball field.
First Floor	Exit door next to Library Building and assemble on Football field.

LIBRARY BUILDING

Exit door on southeast end of building toward Administration Building and assemble on front lawn.

LEON KENNEDY STUDENT CENTER (BUILDING OFFLINE FOR RENONATION)

Second Floor	Exit southwest front center stairwell and go out main Front entrance of building and assemble on front lawn.
Main Floor	Exit southwest side door next to bookstore and on the

Backdoor through the kitchen and assemble in Student Center parking lot.

PERRY W. WARD ACATT BUILDING

First floor exit front entrance of building.

Second floor North wing exit stairwell on north end of Building and assemble in the parking lot in front of stairwell.

Second floor East wing exit stairwell on east end of building and assemble in parking lot in front of front entrance.

Third floor north wing exit stairwell on North end of Building and assemble in parking lot in front of Stairwell.

Third floor east wing exit stairwell on east end of Building and assemble in parking lot in front of Entrance to building.

EAST CAMPUS

SHOP BUILDING #1

Exit ramp doors and assemble in building parking lot.

SHOP BUILDING #2

Exit ramp doors and assemble in building parking lot.

HOWARD BUILDING

Second Floor

Exit South main exit and assemble in Gaston Building back parking lot.

Main Floor

Exit northeast on roll up doors and assemble in parking Lot between Shop #1 and Shop #2.

A.G. GASTON BUILDING

Second Floor

Clerical program exit southeast exit and assemble in Back parking lot.

Administration Office, exit front entrance and assemble On lawn in front of building.

Classroom on bottom west side of building exit northwest side entrance and assemble on lawn in back of building.

Basement Floor

Cosmetology and Barbering program exit southeast doors toward Nursing building and assemble on lower part of cul-de-sac.

PUBLIC RELATIONS

Exit front entrance and assemble in parking lot.

RESIDENCE HALL II

Exit front entrance and assemble in parking lot.

FRED HORN BUILDING

Exit front entrance and assemble in front parking lot.

LIVING LEARNING FACILITY
(RESIDENCE HALL)

First floor exit front entrance assemble in parking lot in front of building.

Second floor north wing exit stairwell on north end of building and assemble in parking lot in front of building.

Third floor north wing exit stairwell at the north end of building and assemble in parking lot in front of building.

ETHEL H. HALL HEALTH
PROFESSIONS BUILDING

First floor exit front and assemble in parking lot in front of Residence Hall II.

Second floor east wing exit stairwell on east end of building and assemble in rear parking lot of A.G. Gaston Building.

Second floor south wing exit southwest stairwell of building and assemble in parking lot in front of Residence Hall II.

BESSEMER CAMPUS

LOCATION

EXIT

BUILDING “A” ALL FLOORS

South end exit the nearest MARKED EXIT and assemble in the lower south parking lot at least 500 ft. from the building.

North end exit the nearest MARKED EXIT and assemble in the north parking lot at least 500 ft. from the building.

Hospital side exit the nearest MARKED EXIT and assemble on the lawn at least 500 ft. from the building.

Nursing Wing/Student Service/Cafeteria exit the nearest MARKED EXIT and assemble in the rear parking lot next to the interstate fence.

BUILDING “B”

First Floor exit the nearest MARKED EXIT and assemble in the lower parking lot at least 500 ft. from the building.

Second Floor exit the nearest MARKED EXIT and assemble in the rear parking lot next to the interstate fence.

BUILDING "C"

Exit any MARKED EXIT or open rolled up door.

JESS LANIER exit the nearest MARKED EXIT and assemble at least 500 ft. on the lawn, on the Highway 11 side or the parking lot, on the "C" building side.

ETHEL HALL BUILDING

First Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

Second Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

BUILDING "D"

Exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

MILLSAP BUILDING

First Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

Second Floor exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

BUILDING "G"

Exit the nearest MARKED EXIT or any open rollup door and assemble in the parking lot at least 500 ft. From the building.

If you use the rear exit assemble on the lawn at least 500 ft. from the building.

Lawson State Community College Emergency Operation Plan	
Fire	
Effective: July 01, 2017	Revised: December, 2020

I. Response to Fire

A. Initial Response

1. Appropriately maintained fire extinguishers will be maintained in every building.
2. In the event that a fire is not immediately extinguished, dispatch will notify the appropriate fire department.
3. Officers will meet the fire department at a predetermined entrance to guide them to the fire.

B. Evacuations

1. If an evacuation is necessary, fire alarms, building representatives and offices using a public address system will be used to inform the campus community.
2. Notification by e-2 campus will occur as soon as the response is initiated.
3. Faculty will provide direction to students as to the direction of the evacuation.
4. Faculty and staff will provide assistance and or solicit assistance from members of the campus community to assist the physically handicapped.
5. Dispatch will use video cameras to identify persons not evacuating from the building.

II. Investigation

- A. A joint post fire investigation will be conducted by the State Fire Marshalls Office, Campus Police and local fire investigators.

III. Continuity of Business

- A. The Policy Group will initiate a response to ensure continuity of business.

Lawson State Community College Emergency Operation Plan	
Hostage Situation	
Effective: July 01, 2017	Revised: December, 2020

I. Response to Hostage Situations

A. Defined

1. A hostage situation is an event in which an offender uses force or threatens the use of force against a third party to prevent his or her apprehension by law enforcement.

B. Initial Response

1. Containment

- a. Officers will establish a perimeter around the subject to prevent anyone from entering the scene or allowing the offender to escape.
- b. Offices will utilize cover and concealment to maximum degree allowable.

2. Crisis Intervention

- a. One officer will engage the individual in conversation to allow the offender the opportunity to vent emotional frustration.
- b. The officer will utilize open ended questions to maximize the offender's ability to vent emotional frustration.
- c. The officer will utilize reflective pauses to allow the offender to think about what he or she has said.
- d. The officer will periodically paraphrase the content of what was said while simultaneously utilizing emotional labeling techniques.
- e. The officer will avoid the term "no" and explore other available options.
- f. The officer will never allow members of the clergy to speak with a barricaded subject.
- g. The officer will not allow anyone to conduct face to face negotiations with an offender.
- h. When a fully trained negotiator arrives on scene, the officer will either relinquish the role of primary negotiator or continue under the direction of the negotiator.

Lawson State Community College Emergency Operation Plan	
Hostage Situation	
Effective: July 01, 2017	Revised: December, 2020

- I. Officers will never allow a third party intermediary to enter the scene for the purpose of negotiating.
- J. Officers will never exchange hostages.
- 3. Evacuation
 - a. Assisting officers will coordinate an evacuation of any area that could be impacted by the event.
 - b. Officers will develop an evacuation route and fully explain and implement the evacuation with the assistance of faculty and staff.
- 4. Mutual Aid
 - a. Dispatch will call the appropriate agency to request mutual aid in the form of a Special Weapons and Tactics Team.
 - b. Once the supporting agency arrives on scene, they will assume tactical control. All officers will coordinate their activities with the Tactical Unit Commander.
- 5. Crisis Management Team
 - a. The Crisis Management Team will activate to support the operations of the Incident Commander.
 - b. The Public Information Officer will immediately take control of all media releases. All media releases will be coordinated with the Incident Commander.
- C. Response in Situations Where Mutual Aid Is Not Available.
 - 1. Initial Response
 - A. The initial response will remain the same as in an incident in which mutual aid is available.
 - 2. Tactical Concept
 - 1. Negotiation is the primary tool in hostage rescue.

2. A tactical solution will only be utilized as a last resort.
3. All tactical solutions will conform to practices standardized by the law enforcement community.

Lawson State Community College Emergency Operation Plan	
Medical Emergencies	
Effective: July 01, 2017	Revised: December, 2020

I. Medical Emergency Defined

A medical emergency is any episode that extends beyond what is normal for members of the campus community can treat and recover without seeking medical attention. Some examples include:

- A. difficulty breathing or no breathing
- B. chest pain
- C. severe pain
- D. obvious injury
- E. pulse irregularity
- F. unconsciousness

II. Initiating Response

- A. Upon notification for a medical emergency, dispatch will notify the appropriate Emergency Medical Services for the given location.
- B. Campus Police will respond to the location and render assistance until EMS arrives.
- C. Campus Police will assist EMS with locating the victim.
- D. Campus Police will document the event.

III. Sexual Assault

- A. All sexual assault victims will be transported to the Crisis Center for assistance by the Rape Response Center.
- B. The Police Department will conduct a complete criminal investigation of the event.

Lawson State Community College Emergency Operation Plan	
Psychological Crisis	
Effective: July 01, 2017	Revised: December, 2020

I. Purpose

To establish guidelines for:

- a. Initial response to calls for service involving mentally ill persons.
- b. The criteria for determining if a Protective Custody arrest is warranted.
- c. Disposition of persons detained for psychiatric evaluation.
- d. Documentation required concluding the investigation of such a call.
- e. Disposition of juveniles detained for evaluation.
- f. Police response to homeless/indigent persons.
- g. Police response to persons suffering from dementia.
- h. Availability of trained counselors to assist the Law Enforcement Officer in dealing with those persons suffering from mental illness.

II. Jefferson County Response

ALL LAW ENFORCEMENT OFFICERS IN JEFFERSON COUNTY ALABAMA WORK OUTSIDE THE PARAMETERS SET FORTH IN TITLE 22 AND OPERATE UNDER THE AUTHORITY OF ACT 353. THE PORTION OF THE ACT PERTINENT TO THIS POLICY READS AS FOLLOWS:

“Section 4: APPREHENSION, DETENTION, AND EVALUATION PROCEDURE. When any law enforcement officer has reasonable cause for believing that a person within the county is mentally ill and further believing that such person is likely to endanger himself or others, such law enforcement officer shall take such person into custody and carry him directly to the designated place where the law enforcement officer will deliver the said person to the Director and inform the Director that, in the opinion of the law enforcement officer, the said person is mentally ill.

“The Director shall immediately notify a member of the psychiatric staff that a mentally ill person has been received at the designated place. Said psychiatric staff member shall immediately perform such initial examination and observation which, coupled with whatever other information concerning the person’s behavior may be available, will allow him to make a determination as to whether or not to admit the person to the hospital as a mentally ill patient for further observation and attention.

“Upon a determination by said staff member that the person does not require admission to the hospital the staff member will so advise the enforcement officer and cause the person to be released from the hospital. The law enforcement officer shall immediately release that person into his own custody unless such law enforcement officer has some legal cause for detaining such person other than such person’s mental condition. If the person is released into his own custody and if requested by the person, the law enforcement officer shall immediately deliver him to his residence or other place of abode if within the county.”

II. INITIAL RESPONSE

1. On all calls dealing with mentally ill persons, a minimum of 2 officers are to respond at all times. The officer's first responsibility is to ensure the safety of all parties involved in the incident. Following this the officer should make every effort to determine the validity of the claims that the subject in question is indeed mentally ill. The criteria for determining this should consider but not be limited to the following:
 - a. Is the person a danger to him/herself?
 - b. Is the person a danger to others?
 - c. Will the situation stabilize without further intervention by law enforcement?
2. If any of the aforementioned are applicable, the subject will be transported to a hospital for evaluation. The guidelines for transporting are as follows:
 - a. If the person is transported voluntarily, has valid insurance, and expresses a preference, they will be transported to the hospital of their choice provided that the hospital is equipped with a psychiatric unit.
 - b. If the person is transported against their will in accordance with Act 353, whether they have insurance or not, they are to be taken to U.A.B. Hospital.
 - c. All persons transported to a hospital for psychiatric evaluation will be appropriately restrained in accordance with departmental policy.
3. Upon arrival at the hospital, the officer is to remain there with the subject until relieved by hospital staff or security. As stated in Act 353, if the hospital staff determines that the subject does not require admission, and there are no pending criminal charges, the officer shall "immediately deliver him to his place of residence or other abode if within the county." If the subject desires to travel to a location outside the county, the officer should assist him/her in obtaining transportation, or if not available, return them to their place of residence.
4. If the subject is not admitted and there are criminal charges pending, the subject is to be processed as any other prisoner.
5. If the subject is admitted and there are pending criminal charges, a warrant or warrants should be obtained and the subject arrested upon release from the hospital.

III. SUICIDAL PERSONS

1. Any overt act toward the commission of suicide will be considered evidence of mental illness and the subject will be transported to a hospital for treatment and evaluation. Whether voluntary or not, transportation of such persons should be facilitated via ambulance.
2. In the absence of an attempt, where the subject has merely threatened to do him/herself harm, the statement alone is not always considered evidence of a mental illness. If during the course of the initial investigation the officer determines that the subjects' threats constitute a credible danger to his/her safety, he/she may be transported to a hospital for psychiatric evaluation.

IV. RESPONSE TO CAMPUS

1. Response to mentally ill persons will be coordinated with local EMS and an on duty medical doctor.
2. Mentally ill persons will only be taken into custody at the direction of a medical doctor from the county the individual is currently located. The patient will be delivered to the doctor at that facility.

IV. DEMENTIA

1. Persons who appear to be suffering from Alzheimer or other forms of dementia may be handled in much the same manner as mentally ill persons transported for evaluation. However, prior to transport, every effort should be made to determine the residence of the person in question or the location of a relative as many such persons already have full time medical assistance at their disposal.

VII. HOMELESS

1. It is a documented fact that a large percentage of homeless/indigent persons suffer from a variety of mental illnesses. While these persons may not pose an immediate danger to themselves or others, students who are identified as homeless will be referred to Counseling Services. A comprehensive list of shelters and resources is available in the Community Resource Manual and will be maintained in the dispatch office and the officer will make every effort to locate and transport the subject to suitable accommodations.

VIII. JUVENILES

1. All persons under the age of 19 will be adjudicated through Family Court and will be transported to Children's Hospital for evaluation. It is undesirable to transport any juvenile involuntarily without the consent of the parent or legal guardian therefore every effort should be made to either locate them or obtain their consent beforehand. In the event that the severity of the circumstances dictate that these actions be taken, the parent/legal guardian will accompany the police to the hospital. Prior to making a decision to transport a Juvenile absent consent, the Director of Campus Police will be contacted as well as D.H.R. to ensure that all options have been considered.
2. In the event that the parent/legal guardian is unwilling that their child be taken into protective custody, a detailed incident report should be immediately and forwarded to the Department of Human Resources so that they may intervene on behalf of the juvenile.

IX. DOCUMENTATION

1. Incident reports will be filed on any call involving a mentally ill person whether he/she is taken into protective custody or not.
2. In the event an individual is transported for evaluation, an arrest report will accompany the incident report. The charge on the arrest report should be listed as "Protective Custody- Act 353".

X. SUMMARY

Most calls for service are very fluid in nature and unforeseen circumstances sometimes dictate that discretionary measures be used. While every situation cannot be anticipated, this policy has been developed in an effort to cover as many contingencies as can reasonably be predicted when dealing with mentally ill persons.

Lawson State Community College Emergency Operation Plan	
Public Relations Emergency	
Effective: July 01, 2017	Revised: January, 2021

I. Public Relations Emergency

- A. While public scandals are rare in higher education, virtually every institution must occasionally deal with such situations. This might involve a highly visible lawsuit, accusations of wrongdoing on the part of a university official, an egregious case of student misconduct or a variety of unspecified events that carry the potential of having a negative impact on the institution’s reputation. The impact of these events is exacerbated when they result in potential or actual news coverage.
- B. When such issues occur, the Director of Public Relations or designated PR Officer will coordinate all media releases with the following:
 - 1. President
 - 2. Vice Presidents
 - 3. Dean of Students
 - 4. Other parties designated by the President
- C. While media releases are necessary to control the impact of the situation, the following should be considered:
 - 1. Assessment of potential impact on the college’s reputation
 - 2. Legal implication of the event and law and policies pertaining to its disposition
 - 3. Recommendation on steps to diffuse or eliminate the problem before it goes public or when that is not possible, steps to lessen the negative impact on the college’s reputation.

Lawson State Community College Emergency Operation Plan	
Radiological Threat	
Effective: July 01, 2017	Revised: December, 2020

I. Radiological Threats

A. The following are symptoms of radiation poisoning

1. Severe headache
2. Nausea
3. Visible burns
4. Body Aches
5. Hair Loss

B. Response

1. The first response to radioactive scenes is to establish a perimeter around the contaminated area.
2. Personal protection begins with time, distance, and shielding.
3. Responders must use a Geiger counter to establish the perimeter.
4. The edge of the perimeter must not be more than two times the normal background rating of the area.
5. A decontamination corridor must be established to decontaminate anyone contaminated by radioactive material. All ingress and egress to the hot zone will be made via the decontamination corridor.

C. Decontamination

1. Decontamination will be completed by local hazmat units.
2. Contaminated individuals must be decontaminated before being transported for medical treatment.

D. Protective Equipment

1. Protective barriers will only protect against alpha and beta radiation sources.
2. The only protection from gamma sources is time, distance and shielding.

Lawson State Community College Emergency Operation Plan	
Radiological Threat	
Effective: July 01, 2017	Revised: December, 2020

3. Air purifying respirators with NBC filters will be utilized to protect the responders from inhalation hazards.
4. All responders entering the warm or hot zone will utilize a dose meter.

E. Exposure Limits

1. Responders will monitor their exposure continuously through the use of a dose meter.
2. Responders will not expose themselves to more than 25 Rem. for protection of property.
3. Responders will not expose themselves to more than 100 Rem. for life saving operations.
4. All exposures above 50 Rem. will be voluntary only.

Lawson State Community College Emergency Operation Plan	
Shelter In Place	
Effective: July 01, 2017	Revised: December, 2020

I. General

A. Shelter in place is the appropriate response in situation in which the campus community is exposed to an internal threat and evacuation of the area increases the threat to the life and safety of the campus community.

B. Notification

In the event of an emergency that requires the campus community to shelter in place, notification will be made via the e-2 campus notification system and the alertus system.

C. Procedures

- A. Lock and barricade all doors leading to your position.
- B. When possible, use interior rooms for safety.
- C. Close all blinds and curtains that provide a view from the interior of the building.
- D. If possible open or remove blinds that will allow responders to view the inside of the rooms from the exterior of the building.
- E. Turn off lights and audio equipment
- F. Turn cell phones to vibrate.
- G. Text emergency information to Campus Police at 205-925-3587 (Birmingham Campus) or 205-426-3654 (Bessemer Campus).
- I. Sit or lay down on floor adjacent to the outside wall of the room.
- J. Remain quiet.
- K. Do not leave area until instructed to by Campus Police.

Lawson State Community College Emergency Operation Plan	
Structural Emergencies	
Effective: July 01, 2017	Revised: December, 2020

- I. Plant and Utility Emergencies
 - A. Plant and Utility Emergency may take many forms and be caused by a variety of events. The following plan has been developed to address the symptoms of such events.
 - B. As with all responses, life safety will be the first priority of Lawson State Community College.
 - C. Only staff appropriately trained in the response of these task will participate in these emergencies.
 - D. Flooding
 - 1. Flooding may include storm water infiltration, sewer backup, or plumbing sources.
 - 2. In all flooding situations, electrical hazards are an immediate threat.
 - 3. Power to the flooded area will be terminates as soon as possible.
 - 4. Elevators should be stopped and locked before the power is terminated.
 - 5. Evacuate personnel to safe locations as needed.
 - 6. Attempt to protect records and property by removing items from the floor.
 - 7. If the flooding is caused by torrential rains, attempt to close and dam doors and windows and possible points of entry.
 - E. Loss of Power
 - 1. Provide assistance to anyone in elevators.
 - 2. Emergency lighting will provide light for approximately 30 minutes.
 - 3. If power cannot be restored to the facility in one hour, notify President for possible campus closing.
 - F. Structural Damage
 - 1. In the event of a structural collapse or event that causes structural damage, all personnel should be evacuated from the area.

2. The area will be closed from occupation until the building has been deemed safe to occupy.

Lawson State Community College Emergency Operation Plan	
Bomb Threat – Suspicious Package	
Effective: July 01, 2017	Revised: December, 2020

I. Bomb Threats

A. Evaluation

1. Each incident must be evaluated by the totality of the circumstances of the individual incident.
2. Past history of bombing events has proven that if the caller provides detailed information as to the location of a bomb and the time it is to detonate, the chances that the threat is real is significantly increased.
3. If a bomb threat identifies the time and location of an explosive event, that area will be evacuated, EOD notified, and the area secured until one hour past the time of the potential event. EOD will clear the area before the building is reoccupied.
4. Bomb threats with little or no detailed information are typically false alarms.
5. All bomb threats will be taken seriously until proven otherwise.
6. In events where there is no specific time or building identified in the threat, a shelter in place order will be given. Hallways, classrooms and offices will be searched for unidentified and unclaimed packages. If a suspicious package is discovered, the building will be evacuated. The area closest to the package will be evacuated first. If no package is found, normal operations will be resumed.
7. Members of the campus community will not be assembled in an unprotected area due to the risk of a secondary device or ambush. Displaced individuals will be either moved to another building or released for the day.

B. Search Procedure

1. The first priority in the response to a bomb threat is the identification of suspicious packages and or items.
2. Officers will coordinate with faculty, students and staff to identify potential suspicious packages.
3. Officers will search areas of relocation before evacuations begin.

4. In the event that an unclaimed package is located, the following procedure will be followed:
 - a. The package is not to be touched.
 - b. The immediate area is to be evacuated in a controlled manner.
 - c. The threat of the potential package is to be addressed via EOD.
5. Officers will keep their radios on while conducting searches; however, they are not to transmit while in a potential hot zone.
6. Officers will turn off their cellular phones and ask the people around them to do the same.

Lawson State Community College Emergency Operation Plan	
Weather Crisis	
Effective: July 01, 2017	Revised: December, 2020

I. Notifications

- A. When the National Weather Station or the Civil Defense issues a severe weather warning, Campus Police personnel will use the following means of communication to notify key persons, building representatives, and the campus community.
 - 1. Phone tree to make personal contact with building representatives
 - 2. Building representatives are responsible for notifying the occupants of the building of the potential threat.
 - 3. E-2 Campus to make notification to the campus community
 - 4. Campus Police will make notification to members of the campus community at outdoor venues.
- B. Each building representative will be assigned a weather alert radio so that they can monitor potential weather threats.
- C. Campus Police personnel will be alert for a possible tornado(s) since severe lightning, heavy rains, destructive winds, and large, heavy hail are often indicators. The Campus Police may make a weather notification based upon their observations of potential threatening weather.
- D. Coaches and Umpires will be notified of potential threatening weather during sporting events so that appropriate safety measures might be taken.

II. Tornadoes/Severe Thunder Storms

- A. Tornado Warning: A tornado warning means a tornado has been sighted in the area.
- B. In the event of a Tornado Warning, building representatives are to:
 - 1. Inform occupants of buildings that we are under a tornado warning.
 - 2. Move everyone to the lowest floor of the building and have them sit with their backs to the inside walls.
 - 3. Keep occupants away from windows, outside doors, and outside walls.
 - 4. Monitor alert radio and telephone
 - 5. Have all persons place their heads down and, if possible, cover themselves with a jacket, sweater, etc.
 - 6. Attempt to keep all disturbances to a minimum.

7. Check the building for damage following the cancellation of the tornado warning or when instructions are received. Pay special attention for possible: 1) structural damage, 2) damaged power lines 3) impairment of fire prevention equipment.
8. Direct occupants to return to classrooms and offices, if no damage is found.
9. If damage is found, contact Campus Police for further directions.
10. Cooperate with the Duty Officer in the handling of any unusual problems, especially if there is need to start search and rescue operations.
11. It is imperative that instructors know the evacuation route for a tornado warning. Instructors are to review evacuation routes with students at the beginning of each semester or course.

C. Campus Police/Security

1. After the threat passes, officers are to patrol the parking areas and exterior of each building to check for potential damages and or threats.
2. Officers are to use cones and barricades to establish a perimeter around down power lines and or hazardous debris.
3. In the event of building damage, the following response will be coordinated by the Campus Police:
 - a. The Crisis Management Team will be activated in order to initiate response services.
 1. Unified Command will be established with assisting agencies.
 2. The Public Information Officer will provide the following functions:
 3. Provide media releases as needed to inform the campus community of ongoing events.
 4. Coordinate press releases with local media including establishing a media staging area.
 5. Provide information about staging areas for families and information lines.
 - b. Officers will coordinate the evacuation of the building with the building representatives.
 - c. Campus Emergency Response Teams (CERT) will assist with response efforts.
 - d. Officers will assist with search and rescue operations.
 - e. Officers will coordinate Emergency Medical Services staging areas and assist with establishing triage areas.

- f. The Director of Facilities will be advised of all significant structural damages to any building.
- g. Rescue operations will be coordinated through the Emergency Management Agency, and responding fire, rescue and emergency medical services.
- h. Continuity of Services
 - 1. After an assessment has been completed, the Policy Group will provide a plan for continuity of services.

III. Winter Weather Threat

- A. The President/Vice President will be responsible for all school closings.
- B. The Director of Campus Police will be responsible for providing information concerning icing conditions on and around the campuses and sites.
- C. The Director of Campus Police and the Director of Facilities will coordinate response activities to address icing issues on campus.
- D. In the event the campus opening will be delayed, the following actions will occur:
 - 1. A staging area will be provided for students to park until the campus is opened.
 - 2. Employees may enter the campus; however, they will be advised of areas on the campus to avoid until icing issues have been addressed.
 - 3. Employees are to identify potential threats that might have been overlooked so that they can be addressed before the campus is opened to the student population.

Lawson State Community College Emergency Operation Plan	
Earthquake	
Effective: July 01, 2017	Revised: December, 2020

The following procedures apply to major earthquakes that causes strong shaking.

A. If indoor:

Drop, cover and hold.

Protect yourself from falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.

Stay away from windows.

If possible, get under a table or desk.

Hold on and be prepared to move with it.

If no shelter is available, seek cover against an interior wall and protect your head and neck with your arms.

Do not stand in a doorway. The earthquake safety procedure of moving to a doorway is obsolete and doorway offer no greater protection than any other area.

During the shaking, do not run for exits or attempt to leave the building, since heavy objects or debris may be falling in your path.

DO NOT USE THE ELEVATORS.

B. When the shaking stops.

1. Check for injuries to personnel in your area.
2. Do not attempt to move seriously injured person unless they are in immediate danger.
3. Render first aid assistance, if required and safe to do so.
4. Check the area for safety hazards such as building damage, fires, spill of flammable or combustible liquids or leads of flammable gases. If the area or building appears to be unsafe, begin evacuation procedures.
5. Turn off ignition, heat, and gas sources before evacuating if it is safe to do so. This may include laboratory equipment, workshop equipment, or electrical equipment in offices.
6. Exit the building and go to the assembly point to check in and to report on injuries, damage, and potentially hazardous conditions. The emergency assembly area should be 500 feet from the building.

C. Call Campus Police (205) 925-3587 – Birmingham Campus or (205) 426-3654 Bessemer

Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911 to report any serious Injuries or other immediate emergencies. If the phone line is busy, send a runner to the Campus Police Department to notify them of any needed assistance and emergencies that may exist.

- D. Once you have exited the building, do not reenter until emergency personnel have inspected the building and render it safe. Use the telephone system only for urgent matters. Listen to battery operated radio for emergency information.
- E. If outside.
 - 1. Move away from structures, power poles, or other possible hazards.
 - 2. Stay in an open emergency assembly area.

Lawson State Community College Emergency Operation Plan	
Winter Storm/Ice	
Effective: July 01, 2017	Revised: December, 2020

INCLEMENT WEATHER/DECLARATION OF SCHOOL CLOSING

During times of inclement weather when the possibility of closing the school exists, the President will meet and make the decision as to the status of the College. One of these officials will contact the Campus Police. The Campus Police will contact MIS Office to enact to the E2 Campus Alert System. In the event the decision is made to close the school, the Vice President will inform the Campus Police if the “Inclement Weather/Declaration of School Closing Procedures” should be initiated. The Campus Police may be requested to inform supervisory personnel with Operations and Food Service of the decision. It will be the responsibility of supervisory personnel in each individual department to implement their specific plans.

The Director of Public Relations will notify the Campus Community and media sources.

ACCOMMODATIONS

The possibility exists that employees on duty may be required to remain on duty for extended periods. These periods may last for several days. When required, on-campus housing and meals will be available at no cost to the employee.

EQUIPMENT/SUPPLIES

CAMPUS POLICE

The Campus Police shall be responsible for providing the following equipment/supplies.

- A. Bedding supplies as well as towels and washcloths.
- B. First-aid kit
- C. Additional (Officers will be responsible for extra clothing)
- D. Radio equipment

OPERATIONS

Operations shall be responsible for providing the following equipment/supplies:

FOOD SERVICES

Food Service shall be responsible for the following equipment/supplies:
Maintain a minimum of 72 hours of goods and water at all times.

SPECIFIC DEPARTMENTAL PROCEDURES

CAMPUS POLICE

1. The Campus Police will maintain a full staff at all times.
2. If requested, the Campus Police will assist with the implementation of the overall inclement weather plan. Follow instructions outlined in the **“INCLEMENT WEATHER/ DECLARATION OF SCHOOL CLOSING”** in this manual.
3. Officers on duty will remain on duty until additional officers relieve them.
4. The Campus Police will contact the Residence Life Office when necessary to identify housing locations. Residence Managers and Resident Assistants may also be called upon for assistance in this area.
5. Additional staffing (Above normal numbers) may be required. If snowbound, four-wheel drives may be dispatched to bring officers and other essential employees to work when available.
6. Officers unable to report to their scheduled shift will remain on standby. (Stay available for phone contact!)
7. Officers unable to report to their scheduled shift on time will report for duty if conditions Allow them to do so during their shift.
8. If officers have advanced notice of pending inclement weather, they should consider bringing additional clothing with them when reporting for duty.

OPERATIONS

After being notified that the College has been officially closed, Operations will adhere to The following procedures:

- A. Inclement Weather During Off-Duty Hours
 1. If Operations employees are on-site will remain on-site, all employees shall work with College officials as directed by the Campus Police or Chief of Police.
 2. Operations employees will remain on site until released by College officials. Arrangements will be made by the College to provide housing and food for all employees if they are requested to remain overnight.
 3. If we are snowbound, the Campus Police will attempt to pick up all necessary personnel by using the four-wheel-drive volunteers if available.
 4. Employees will be informed when contacted to bring additional clothing for severe weather and will, if requested, remain on-site until released by College officials.

FOOD SERVICE

After being notified that the College has been officially closed, Food Services vendor will make appropriate accommodations to provide food services to resident-students living in campus residence halls. Procedures will include:

- a. During a mild storm, a manager, a cook and a line server will be required to remain on campus (A mild storm is one to two inches of snow.)
- b. During a severe storm, (A severe storm is three-plus inches of snow, severe ice storms, and interstate closings.) In case of predicted inclement Weather, Residence Manager secure finances to bring in food for the students for at least 72 hours.

It is the general policy of the College that the President will make the final decision, which will be reported to the media for general dissemination through the Office of Public Relations and Community Affairs. Emergency closing information will also be posted on the online.

In cases when inclement weather closes the campus during your annual leave or sick leave, the day will not be counted as an annual leave or sick leave day. You will be paid for regularly scheduled hours during closings. Campus Police and other non-exempt classified personnel who are required to remain on campus during an official closing will be compensated comp time of their stay. This includes the hours worked on a scheduled shift. The overtime rate will begin on the shift an officer or other non-exempt personnel are working when the College is closed and will end on the shift when the College is re-opened.

Lawson State Community College Emergency Operation Plan	
Traffic Accident Investigation	
Effective: July 01, 2017	Revised: December, 2020

Purpose: To implement a procedure for the reporting and investigation of traffic accidents involving injury, property damage, hit and run, hazardous materials and impairment due to alcohol or drugs.

1. CRITERIA USED TO DETERMINE THE EXTENT OF ACCIDENT INVESTIGATIONS

A. Officers are required to respond to the scene of an accident involving, but not limited to the following.

1. Injury,
2. Hit and Run,
3. Impairment of an operator due to alcohol or drugs,
4. Damage to public vehicles or property,
5. Hazardous materials,
6. Disturbances between principals,
7. Major traffic congestion as a result of the accident: or
8. Damage to vehicles to the extent towing is required.

B. A state of Alabama Uniform Traffic Accident Report shall be completed and filed when an accident occurs and meets any of the following criteria:

1. Complaint of injury or death has occurred, as a result of the accident occurring on private property.
2. A traffic related custody arrest is made at the scene of the accident occurring on private property.
3. Any hit and run or failure to report an accident which has occurred on private property with damage over \$200.00.
4. Anytime a government vehicle is involved.
 - a. If the vehicle is owned by the Lawson State Community College Police Department, the Sergeant will notify the Chief of Police.

Lawson State Community College Emergency Operation Plan	
Traffic Accident Investigation	
Effective: July 01, 2017	Revised: December, 2020

- b. The Sergeant will come to the scene.
 - (1) If there is injury to anyone involved,
 - (2) If there is \$500.00 or more of damage,
 - (3) If a Police vehicle is involved with another State Vehicle.
- C. Lawson State Community College Police Form will be used for accident On:
 - 1. Private property without injuries or death, with a damage amount Of \$200.00 or less.
 - 2. Delayed reports on private property.
 - 3. Hit and Run or leaving the scene of private property with a damage amount of \$200.00 or less.
- D. The investigating officer will insure that all parties involved in accidents exchange the necessary information to complete state Form SR-13.
- E. Lawson State Community College Police Department will maintain a file on completed Private Property Form, copies may be obtained by officers and/or victims in the same manner as the state accident report.
- F. A case number and case information card should be given to all parties involved in accidents whenever feasible. If the party is unconscious or hospitalized. The officer shall leave a copy of the case information card with hospital personnel for the patient's medical records.

Lawson State Community College Emergency Operation Plan	
Terrorism Response Protocols	
Effective: July 01, 2017	Revised: December, 2020

Purpose: To establish a plan which would provide procedures that can be implemented during the event of a terrorist act. Also to provide information on the types of terrorist acts and how to respond to them.

Acts of terrorism include, but are not limited to chemical and biological threat, conventional and radiological explosive events, and nuclear blast events. While none of these situations are desirable, they are, nonetheless, survivable. It should be noted here that in the event of a catastrophic terrorist event we may need to “shelter in place” for up to 72 hours to allow time for county, state, and federal emergency officials to render aid. In the event of use of any weapon of mass destruction (WMD) on our campus, the Federal Bureau of Investigation (FBI) will have complete operation control of the situation. Upon transfer to the clean-up and recovery state, the Federal Emergency Management Agency (FEMA) will assume operational control until the event is concluded.

The essence of any effective response to terrorist attack is to remain as calm and clear-headed as possible; such situations call for the utmost in common sense.

It is important to note that only chemical conventional explosive, and nuclear blast events are readily detectable; it is abundantly clear when these events take place. What may not be clear is the difference between a conventional and a radiological explosion as the external appearance is the same; a radiological explosion uses a conventional explosive event as a vehicle to disperse radiological agents (also known as a “dirty bomb”). Depending on the material used in a “dirty bomb,” the negative effects of radiation exposure may take hours or days to manifest themselves.

Contamination considerations preclude the first responder’s return to the general population until examined and released by health officials. Additional information may be obtained from the homeland security website to reach local, state, and federal agencies and other, valuable, anti-terrorism and emergency response information.

Lawson State Community College Emergency Operation Plan	
Terrorism Response Protocols	
Effective: July 01, 2017	Revised: December, 2020

The first responder to a terrorist act will:

1. Call 911 or Campus Safety
2. Determine, if possible, the type of event at hand.
3. Initiate the appropriate response.
4. Assist in establishing a quarantine perimeter.
5. Assist officials in response.

BIOLOGICAL EVENTS

Biological events are hard to pinpoint immediately. Often, the effects of biological agents are delayed. Biological agents may cause extreme sickness or death, and may or may not, be contagious to others. If a report is received of a biological event on campus:

1. Notify 911 and Campus Police immediately.
2. Campus Police will establish a quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by officials.
3. If the report is from your immediate area, it is important to remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
4. Public health officials will determine what type of biological event has occurred and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact biological agent in question. Be patient.
5. While in the quarantine area do what you can to protect yourself. Get as far away from the event as possible, while remaining in the quarantine area, and cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, or towels. Tissue or paper towels will work if nothing else is available. When possible, wash thoroughly with soap and hot water. Remember, within the confines of your quarantine area; if possible, get upwind from the source of contamination.
6. Note personal health symptoms as well as those around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment/release.

Chemical events

Chemical events involve a deliberate release of toxic gas, liquid, or solid. Chemical events may cause immediate serious illness and/or death. Chemical events are easier to identify than biological events; some common symptoms include watering of the eyes, muscular twitching, choking, breathing problems, and loss of coordination. Affected areas may include large numbers of dead or dying people, birds, fish, or small animals.

If a report is received of a chemical event on campus:

1. Notify 911 and Campus Police immediately.
2. Campus Police will establish a quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded, as heavy night air does not facilitate chemical dispersion. If wind exists, a larger perimeter will be emplaced downwind to prevent further human contamination.
3. If the report is from your immediate area, it is important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
4. If persons with the contamination area are unable to identify the chemical agent, public health officials must determine the type of chemical agent and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact chemical agent in question. Be patient.
5. While in quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible (while remaining in the quarantine area). When possible, remove clothing and wash thoroughly; look for a hose, faucet, or other source of water. Long, continuous watering down of contaminated skin is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub the chemical into your skin. Cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of chemical intake into your respiratory system. Remember, within the confines of your quarantine area; get upwind from the source of contamination.
6. Note personal health symptoms as well as those around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment/release.

Conventional explosive events

A conventional explosive event is one that does not include the release of biological, chemical, or radiological materials. It is an event that may cause serious injury or death by way of debris hurled violently from the source of the explosion, from powerful sub- and super-sonic shock waves released as a result of the explosion, secondary building collapses and/or fires. Conventional explosive events are easy to identify; loud noise, debris flying through the air, shock waves, and fire are usual indicators of such an event.

If a report is received of a conventional explosive event on campus:

1. Notify 911 and Campus Police immediately.
2. Campus Police will establish a quarantine perimeter of approximately 300 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded, as heavy night air may fuel fires or facilitate contamination of chemical or biological agents in the explosion area.
3. If the report is from your immediate area, it is important to get upwind and away from the source of the explosion as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
4. If persons within the explosion area are unable to identify the exact location of the event, public health officials must determine if other, secondary, explosives may be in the immediate area and take the proper course of action to eliminate the danger of additional explosions; however, it is important to remember that it may take a significant amount of time to determine the exact location and safety of the explosion area. Be patient.
5. While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible (while remaining in the quarantine area). When possible treat injuries with available first-aid until arrival of emergency medical personnel; wash thoroughly when possible. If necessary, cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of contaminating your respiratory system from dust and smoke from the explosion. Remember, within the confines of your quarantine area, get upwind from the course of contamination.
6. Note personal health symptoms as well as those around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment/release.

Radiological explosions

A radiological explosion may also be referred to as a “dirty bomb.” Dirty bombs use unconventional explosives as a vehicle to disperse radiological agents. Depending on the radiological materials used in a “dirty bomb,” the negative effects of radiation exposure may take hours or days to manifest themselves upon any humans exposed to the event. The explosion itself is obvious; the unknown part here is if it is a “conventional” or “dirty” event. It is best to treat all “conventional” explosions as a potential radiation threat.

If a report is received of a radiological, or “dirty bomb” explosive event on campus:

1. Notify 911 and Campus Police immediately.
2. Campus Police will establish a quarantine perimeter of approximately 500 feet; no one will be allowed in or out of this area until cleared by officials. If the event occurs at night, the perimeter may be expanded, as heavy night air does not facilitate radiological dispersion. If wind exists, a larger perimeter will be emplaced downwind to prevent further human contamination.

3. If the report is from your immediate area, it is important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. Remain there until cleared to leave by emergency response officials. To leave without clearance is to put even more people in potential danger.
4. If persons within the contamination area are unable to identify the radiological agent used, public health officials must determine the type of agent and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact radiological agent in question. Be patient.
5. While in the quarantine area do what you can to protect yourself. Get as far away, and upwind, from the event as possible (while remaining in the quarantine area). Shield yourself with whatever is available; buildings, cars, natural barriers are all good sources of radiological shielding. Minimize your exposure to the radiological agent; when possible, remove clothing and wash thoroughly; look for a hose, faucet, or other source of water. Long, continuous watering down of contaminated skin and clothing is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub the radiological agent into your skin. Cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of radiological intake into your respiratory system. Remember, within the confines of your quarantine area; get upwind from the source of contamination, put barriers between you and the contamination, minimize the time of your exposure.
6. Note personal health symptoms as well as those around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment/release.

Nuclear explosion

A nuclear explosion is potentially the most devastating of all terrorist threats, provided it is delivered in military proportions (a bomb or missile). A nuclear blast generates massive amounts of intense light and heat and a punishing shock wave that can spread nuclear contamination into the air, water, and ground surfaces for miles and miles around. Few people have the ability to generate delivery of this type of weapon, a least one of sufficient size to cause the damage they are noted for. However, the nature of terrorism is such that we cannot preclude the threat of a devastating nuclear blast.

If a report is received of a nuclear explosion on or around campus:

1. Notify 911 and Campus Police immediately.
2. Campus Police will establish a quarantine perimeter of the entire campus. The sheer destructive power of such an event precludes a response such as would be generated by conventional or radiological explosions. Government officials will take immediate control of the situation; quarantine perimeters will likely be expanded to as much as a mile or more from the impact zone. Survivors may not leave the quarantine area until released by officials. If wind exists, a larger perimeter will be emplaced downwind to prevent further human impact from radiation contamination.
3. It is important to get upwind and away from the source of contamination as quickly as possible without leaving the quarantine area. The destructive power of radiation is limited to time and distance; limit your exposure time. Stay upwind at all times. Put barriers such as buildings, cars, or natural formations between you and the source of radiation and remain there until cleared to

leave by emergency response officials. To leave without clearance is to put even more people in potential danger of radiation sickness.

4. Health officials must determine the type of radiation released and the proper course of action; however, it is important to remember that it may take a significant amount of time to determine the exact radiological agent in question. Be patient.
5. While in the quarantine area do what you can to protect yourself. Once you minimize your exposure, are as far away as can be in your quarantine area, and make appropriate use of available shielding, look for available sources of water. When possible, remove clothing and wash thoroughly your skin; long, continuous watering down of contaminated skin and clothing is beneficial. Use plenty of soap, but do not scrub so intensely as to scrub contamination into your skin. Cover your mouth and nose with layers of fabric such as cotton t-shirts, handkerchiefs, tissue paper or paper towels to reduce the possibility of contaminating your respiratory system. Remember, within the confines of your quarantine area; get upwind from the source of contamination, put barriers between you and the contamination, minimize the time of your exposure.
6. Note personal health symptoms as well as those around you. Write this information down if possible to pass on to health officials. Remain calm, and await treatment/release.

Lawson State Community College Emergency Operation Plan	
Aircraft Incident	
Effective: July 01, 2017	Revised: December, 2020

In the event of an aircraft incident follow these procedures:

1. Call Campus Police (205) 925-3587 – Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone) or 911.
2. The Campus Police will:
 - a. Dispatch emergency personnel to assess the situation, establish a safety corridor from the center of the crash site, and establish an entry control point upwind of the point of impact. Block off all road access to the crash site except entry control point that will be used by emergency responders.
 - b. A secondary exit route will be determined and communicated to the community that will not interfere with emergency responders.
 - c. Contact either the Birmingham or Bessemer Fire Department and request response and paramedic support.
 - d. Contact either the Birmingham or Bessemer Police Department and request support, if necessary.
 - e. Notify Chief of Campus Police and assemble the Emergency Operations Group (EOG).
 - f. Contact the Birmingham International Airport to report the crash.
 - g. Evacuate all personnel who are located within the defined corridor.
 - h. Contact the National Weather Service or Internet weather data and obtain the wind speed and direction. This data should be monitored until the crisis is over.

The Emergency Operations Group (EOG) and Chief of Campus Police will coordinate response efforts. Public Relations will coordinate all media inquiries and activities through the EOG.

The Responding Patrols will:

- a. Keep all nonessential personnel away from the crash site.
- b. Direct all on scene media to the designated media gathering point where they can speak with a member of Public Relations or the designated spokesperson.
- c. Obtain all data information needed to document the incident. Allow only emergency response personnel into the crash site and maintain a log as to who enters the site. Release the crash site to the primary investigating agency as directed by the Chief of Campus Police.

Lawson State Community College Emergency Operation Plan	
Threat Assessment Team	
Effective: July 01, 2017	Revised: December, 2020

Lawson State Community College has established a Threat Assessment Team to assist in addressing situations where students, faculty, staff or others are displaying disruptive or threatening behaviors that potentially impede their own or others ability to function successfully or safely. The process is designated to help identify persons whose behavior potentially endanger their own or others health and safety.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the college. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear and, if so, this information should be forwarded to the Chief of Campus Police. In cases where a person may pose an immediate risk of violence to self or others, the Campus Police (205) 925-3587 – Birmingham Campus or (205) 426-3654 Bessemer Campus or 911 should be contacted.

PURPOSE

For the safety of the campus community, any threat, explicit or implied, will be considered a statement of intent. The Threat Assessment Team will recommend actions to the President and/or Vice Presidents in order to protect the student, employee, and college community.

This team has been established to:

1. Respond to circumstances of violence, threatening behavior, unwanted pursuit, or harassment.
2. Investigate the situation and recommend appropriate actions including suspension, expulsion, termination of employment, filing of criminal charges, or ongoing monitoring for follow-up and observation of behavior patterns.
3. Respond quickly to behavior indicating a student, faculty or staff member poses a risk to self or others.
4. Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus agencies.
5. Help secure therapeutic actions that are appropriate, such as treatment or counseling.
6. Notify, within FERPA guidelines, parents, guardians and/or next-of-kin.
7. Initiate action to place a student/employee in the custody of a mental health facility capable of supporting specific behaviors.
8. Require psychological evaluations.
9. Coordinate and assess information from faculty, administrators, students, and local authorities.

10. Make recommendations to the President who may sign-off on action to be taken.
11. Periodically assess the outcomes of actions taken.

PROCEDURES

Threat-related information must be forwarded to the Chief of Campus Police, Director of Human Resources if an employee is involved, the Dean of Students if a student is involved, and the Academic Dean if a faculty member is involved. The initial report will be evaluated and, if appropriate, the Threat Assessment Team will be convened. Individual members of the Team are also available for advice and consultation.

Once a report is received, the following preliminary investigative information will be collected:

1. Interview to determine the existence of corroborating evidence.
2. Initiation of threat assessment review.
3. Student disciplinary or employee history.
4. Relevant employment records under the custody of the Director of Human Resources.
5. Relevant student records, including disciplinary records under the custody of the College
6. Registrar and/or the Dean of Students.
7. Other relevant information as deemed appropriate to assure the safety of the college community.

When information is received about a possible threat, it will be investigated and a probability will be identified. It should be noted that assessing a possible threat cannot be 100% accurate. Information on “red flags, warning signs, and indicators” will be used to help guide decision-making.

The Threat Assessment Team consists of college personnel with expertise in human resources/employee assistance, law enforcement/threat assessment/tactical applications, college operations, medical knowledge, and student affairs. A collaborative process to assess threats will be

used and depending on the situation, personnel with areas of specialization/responsibility may be called upon to assist the Team. The Chief of Campus Police will keep senior officials advised of situations and specifically will communicate with the Director of Public Relations on PR matters. Other individuals may also be consulted as needed such as a faculty member who has a concern about a student, a counseling psychologist to share expertise, and/or manager who has information concerning an employee.

The Team may meet on an emergency basis as well as regularly to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate and/or threatening behavior.

Lawson State Community College Emergency Operation Plan	
Severe Weather Safe Areas	
Effective: July 01, 2017	Revised: December, 2020

(Lower Level/Windowless Safe Areas)

Bessemer Campus

Basement of Ethel Hall Building – All faculty, staff and students in the Jess Lanier Building and Building D and C, if possible.

Basement of “B” Building – All faculty, staff and students in “B” Building

Basement of “A” Building – All faculty, staff and students in “A” Building

Hallway Area Millsap Building – All faculty, staff and students in the Millsap Building move to the center hallway.

Persons on the North Campus move to the Millsap Building if possible.

Birmingham Campus

Buildings A, B, C, and D – Move to the bottom floor of “B” Building. Employees and students in Building A should move to the interior hallways if not able to move to the Bottom of “B” Building.

Gym/Fine Arts Center – Move to the Center Court of the Gym.

Academic Success Center – Move to interior hallway on the first floor.

ACATT Building – Move to the first floor interior hallway.

Horn Building – Move to the interior hallway.

Facilities Building and Shop Building – Move to interior hallway.

A G Gaston – Move to the first floor interior hallway.

Howard Building – Move to interior hallway.

Ethel Hall Health Professions – Move to the first floor interior hallway.

Public Relations – Move to first floor interior hallway.

Residence Hall – Move to first floor interior hallway.

Residence Hall II – Move to first floor interior hallway

Lawson State Community College Emergency Operation Plan	
Power Outage	
Effective: July 01, 2017	Revised: December, 2020

POWER OUTAGE

Response to a power outage will depend on the circumstances. If possible, information should be obtained from Facilities on the extent and likely duration of the outage.

Emergency power is provided only for emergency systems, and does not provide power for equipment or normal electrical outlets, unless special arrangements have been made in advanced.

- A. Assess the extent of the outage in your area.
- B. Report status to Campus Police (205) 925-3587 – Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone).
- C. Help persons in darkened work areas move to safety.
- D. Check elevators to determine if anyone is trapped inside. If so, immediately call Campus Police (205) 925-3587 - Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone for help; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic or emergency personnel.
- E. Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.
- F. Shut down any equipment or process that could be hazardous if the power suddenly returns.
- G. If practical, secure current experimental work, and then move it to a safe location. Get assistance – hazardous spills are a significant risk to others safety.
- H. Keep lab refrigerators and ultra-low freezers closed during the outage. Take any steps possible to protect materials dependent on power.
- I. Check to ensure appropriate personnel have been notified if there are critical areas that need power.
- J. Instructions regarding evacuation or shelter in place will be issued by emergency personnel.

Lawson State Community College Emergency Operation Plan	
Fire Emergency	
Effective: July 01, 2017	Revised: December, 2020

FIRE EMERGENCY

If you discover a fire or smoke:

- A. If safe to do so, attempt to put the fire out with a portable fire extinguisher **ONLY** when you have been properly trained and when:
 1. The fire is small (wastebasket size).
 2. You are not alone.
 3. A safe escape route is present.

- B. If this is not the case, simply close the door and:
 1. Remove anyone from immediate danger.
 2. Confine the fire by closing doors as you leave the area.
 3. Activate the closest fire alarm and shout “fire” to alert building occupants.
 4. Call Campus Police (205- 925-3587) - Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone or 911. If you contact 911 first, contact Campus Police as well.
 5. Give the following information:
 - A. Building name and Respective Campus
 - B. Floor or Room Number
 - C. Size or type of fire
 - D. Your name and location

- C. Evacuate by the nearest exit or exit stairwell. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep stairwells safe for evacuation and the fire personnel.

- D. Go to your pre-determined Evaluation Assembly Area at least 500 feet from the building.

- E. Once assembled, help account for personnel and report to the emergency response staff if any occupants are unaccounted for and may still be in the building.

Lawson State Community College Emergency Operation Plan	
Classroom and Teaching Laboratories Emergency	
Effective: July 01, 2017	Revised: December, 2020

- A. Instructor’s Responsibility. It is incumbent upon all those working in classrooms or laboratories to understand appropriate emergency procedures and assist students in responding appropriately to emergency situations. This also applies to those academic activities conducted in all buildings on campus.
- B. Consistent with this responsibility, instructors must:
1. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar and uploaded to Blackboard.
 2. The instructor should be familiar with any emergency equipment in the laboratory or building and be able to instruct student and assistants on their proper use.
 3. Know how to report an emergency from the classroom or laboratory being used.
 4. Ensure that persons with disabilities have the information they need. The instructor should be familiar with the student’s evacuation plan and be able to direct visitors with disabilities.
 5. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

C. Emergency Preparedness

The instructor is an authoritative figure for the student and can influence how the student responds in an emergency. Calms, collected, and clear directions by the instructor will have a calming effect on the students.

1. Evacuation Routes – College buildings have posted floor plans on walls showing evacuation routes. Become familiar with all evacuation routes in buildings you use.
2. Evacuation Assembly Areas – After the class leaves the building, it is important for students, staff and faculty to go to a pre-determined area where people can be accounted for. This “safe area” will be designated “Evacuation Assembly Area” where the class or group will not interfere with responding emergency personnel nor place themselves at risk or injury from the emergency/crisis. Ensure your students know where these assembly areas are located.
3. Accounting for group members – Accounting for all students can be very difficult, particularly with a large class. It might be possible for the instructor to use the class roster, use a headcount, or have students see if the students seated next to them are at the assembly area.

4. Evacuation for persons with disabilities – If there is a person with a disability in the class, the instructor should be knowledgeable of their needs and who may be assisting them. If the classroom is on the first floor, the student may immediately evacuate with others. On an upper floor, since elevators cannot safely be used in an emergency evacuation, another strategy for evacuation assistance must be used. NOTE: Prior to any emergency incidents occurring on campus, if no secondary method of evacuation is available, the class must be relocated (to a suitable location with flexible exits) at the beginning of the term.
5. Notification to Emergency Personnel – After exiting and accounting for students, immediately notify the LSCC Campus Police of persons missing or trapped or persons with disabilities who require assistance.
6. How to Report an Emergency – Be familiar with the location of nearby telephones, call Campus Police (205) 925-3587 – Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from Campus phone or “2” Birmingham Campus Police from campus phone or 911. NOTE: If you call 911 first, please continue to contact Campus Police.
7. What Emergency Preparedness Materials Should I have With Me in Class?
 - a. Class Roster
 - b. Important telephone numbers (in addition to emergency numbers) Department Administrator/Manager.

INCIDENT SPECIFIC GUIDELINES FOR CLASSROOMS AND TEACHING LABORATORIES

- A. When you hear the fire alarm sounding continuously:
 1. Everyone should calmly collect their belongings, books, and valuables and exit the building via the nearest exit route.
 2. Turn off the gas supplies in laboratories as you are leaving.
 3. Verify that everyone leaves and that all the doors are closed behind you. Closed doors significantly reduce fire and smoke damage.
 4. Always exit by the stairs – NEVER USE THE ELEVATOR.
 5. Once outside the building, go to the designated emergency assembly area at least 500 feet from the building.
 6. Do not leave the emergency assembly area unless it is safe and not until released by college official or emergency personnel.
- B. When there is a power outage:
 1. Everyone should stay in their seat or office area to see if the outage is temporary and to let their eyes adjust to the lower light level.

2. If the outage appears to be long term, everyone should wait until emergency personnel provides clear instructions on what to do, when calmly collect your belongings and carefully exit the building using the stairs.
 3. If additional information critical to your safety needs to be disseminated, emergency personnel may do so using Cougar Alert or alternative methods
- C. If there is an earthquake:
1. Have everyone take shelter if possible under a desk or table.
 2. If this not possible, seek shelter near an interior wall away from windows, and protect your head and neck. Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment.
 3. After the shaking stops, tell the class to:
 - a. Collect their possessions calmly and evacuate the building to the Emergency Assembly Area, if it is safe to do so.
 - b. Use stairways to exit the building after an earthquake. **DO NOT USE THE ELEVATORS.**
 - c. Watch for bricks and other exterior building materials that may have been knocked loose by the earthquake.
 4. Lab experiment or procedures that may be hazardous if left unattended should be shut down, if it is safe to do so.
 5. Go to the Emergency Assembly Area.

EMERGENCY EVACUATION FOR PERSON WITH DISABILITIES

This section provides general evacuation procedures for persons with disabilities during fire and other building emergencies. Individuals with disabilities must identify their primary and secondary evaluation routes, and seek out colleagues who are willing to serve as evacuation assistants. Other instructors and staff members can help by becoming aware of others who may need assistance in an evacuation.

A. Mobility Impaired Wheelchair

1. In most building, people will need to use stairways to reach building exits. Elevators should not be used.
 - a. For persons in wheelchairs located on the first floor, they may use building exits to the outside ground level.
 - i. **NOTE:** Prior to any emergency incidents occurring on campus, if no secondary method of evacuation is available, the class must be relocated (to a suitable location with flexible exits) at the beginning to the term.

2. For disabled individuals up may be on upper floors. It is not safe to attempt to move a wheelchair down a stairwell.
 - a. One effective approach to this situation is to stay in place
 - b. Working with an evacuation assistant, select a room with an exterior window, a telephone, and a solid or fire-resistant door.
 - c. Remain with the disabled person in this room. And send someone to the evacuation assembly area to notify emergency personnel of the location of the person in need of assistance.
 - d. It is also possible to place the disabled person near a stairway landing to await assistance, although this area may not be protected from smoke and other hazards.
 - e. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
 - f. While staying in place, the wheelchair user should keep in contact with emergency services by dialing 911 and report his or her status and location.
3. Only trained professionals from the fire department should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this must be attempted, one possibility is the following:
 4. Two (2) Person Cradle Carry
 - a. Wait until other evacuees have been moved down the stairwell.
 - b. The two (2) helpers stand on either side of the individual.
 - c. They reach under the individual and lift them out in a cradle.
 - d. Helpers control the descent by walking slowly and cautiously.
 - e. Never leave a wheelchair in a stairwell
5. Office Chair Evacuation
 - a. Transfer the physically challenged individual to a sturdy office chair.
 - b. One (1) helper gently leans the chair backwards.
 - c. The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.
 - d. The helpers control the descent by bending their legs slowly and keeping their back straight.

B. Mobility Impaired Non-Wheelchair

Person with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit.

C. Hearing Impaired

All buildings on campus are equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations by other building occupants.

D. Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.

The assistant should offer his/her elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to ensure safe evacuation.

Building Emergency Response Staff (Coordinator) should assess the needs of any building occupants with special needs within their zone prior to an emergency. Ask if there are staff or faculty members who will need assistance in the event of an evacuation, and arrange for nearby individuals to serve as evacuation assistants.

Lawson State Community College Emergency Operation Plan	
Sexual Assault	
Effective: July 01, 2017	Revised: December, 2020

In the event of a sexual assault on Campus, the following steps will be taken:

- A. Once a sexual assault has been reported Campus Police will
 - 1. Dispatch a patrol officer to secure the crime scene and care for the Victim
 - 2. Contact paramedics.
 - 3. Contact either the Birmingham or Bessemer Police Department for assistance.
 - 4. Dispatch an LSCC officer to remain with the victim until the arrival of the Rape Investigator.
NOTE: In cases in which the victim is female, only a female officer will remain with the victim.
 - 5. Advise the victim not to shower or clean up.
 - 6. Assign a Campus Police Officer to accompany the victim to the hospital for a physical examination.
 - 7. Notify the following persons or departments:
 - a. Chief, Campus Police
 - b. Dean of Students
 - c. Director of Public Relations
 - d. Director of Housing & Residential Life or Residence Manager (if a resident student is the victim)
 - 8. The responding patrol will obtain as much details as possible from the responding investigation officer(s) to write an incident report.
- B. The Director of Public Relations will consult with the Chief of Campus Police, President and Dean of Students to prepare a written notice to be released to staff, all students and faculty and will respond to media inquiries.
- C. The Director of Housing & Residential Life will ensure that the written notice is distributed to housing residents.
- D. Family members will be notified by the Dean of Students.

Lawson State Community College Emergency Operation Plan	
Suspicious Mail	
Effective: July 01, 2017	Revised: December, 2020

- A. What should make me suspect a piece of mail?
1. It is unexpected or from someone you do not know.
 2. It is addressed to someone no longer at your address.
 3. It is handwritten and has not return address or bears one that you cannot confirm is legitimate.
 4. It is lopsided or lumpy in appearance.
 5. It is sealed with excessive amounts of tape.
 6. It is marked with restrictive endorsement such as “Personal” or “Confidential.”
 7. It has excessive postage.
 8. If you suspect that for any other reason the package is suspicious, **TRUST YOUR INSTINCTS.**
- B. What should I do with a suspicious piece of mail?
1. Do not handle a letter or package that you suspect is contaminated.
 2. Do not shake it, bump it or sniff it.
 3. Leave the letter/package alone; leave the area and seal off access.
 4. Wash your hands thoroughly with soap and water.
 5. Call Campus Police (205) 925-35787 – Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone or 911.
- C. What should people do who get a letter or package with powder?
1. Do not shake or empty the contents of any suspicious package or envelope.
 2. Do not carry the package or envelope, show it to others or allow others to examine it.
 3. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.

4. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
5. Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially expose persons.
6. If at work, call Campus Police (205) 925-35787 – Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone or “2” for Birmingham Campus Police from campus phone or 911. If at home, contact your nearest law enforcement agency.
7. If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and Campus Police.

Lawson State Community College Emergency Operation Plan	
Demonstrations	
Effective: July 01, 2017	Revised: January, 2021

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the designated “Free Speech” areas on the campus. Generally, the peaceful non-obstructive demonstration is authorized by the ACCS and LSCC Expressive Activities policies and regulated through the Offices of the Dean of Students and Public Relations & Community Affairs. Demonstrations should not be disrupted unless one or more of the following conditions exist as a result of the demonstration.

1. THREAT of physical harm to persons or damage to college facilities.
2. INTERFERENCE with normal operations of the college.
3. PREVENTION of access to offices, building, or other college facilities.

If any of these conditions exist, call Campus Police (205) 925-35787 – Birmingham Campus or (205) 426-3654 Bessemer Campus from any phone OR “1” for Bessemer Campus Police from campus phone, Campus Police will notify the Emergency Operations Group. Depending on the nature of the demonstration, the appropriate procedure listed below should be followed.

A. Peaceful, Non-Obstructive Demonstration

1. Generally, demonstrations of this kind should not be interrupted.
2. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct college business as normally as possible.

B. If demonstrators are asked to leave but refuse to leave by regular facility closing time.

1. Arrangements will be made by the Chief of Campus Police to monitor the situation.
2. Determination will be made to treat the violation of regular business hours as a disruptive demonstration.

C. Non-Violent, Disruptive Demonstration

In the event that a demonstration blocks access to campus facilities or interferes with the operation of the college.

1. Demonstrators will be asked to terminate the disruptive activity by the Chief of Campus Police or other designee.
2. The Chief of Campus Police or other designee will, if deemed appropriate, have a photographer on hand to document the proceedings.

3. If the demonstrators persist in the disruptive activity, they will be advised by the Campus Police that failure to discontinue the specified action may result in disciplinary action, including suspension or possible police intervention up to and including arrest.
 - a. Efforts should be made to secure positive identification (including photographs if deemed advisable) or demonstrators in violation in order to facilitate later testimony.
 - b. If the situation allows, the Chief of Campus Police should consult with the Emergency Operations Group and recommend whether or not to remove the demonstrators.
 - c. If a decision is made to discontinue the protest, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest. If the protestors refuse to comply, arrest may occur.

D. Violent Demonstration

In the event that a violent demonstration occurs or appears eminent, the President should be notified immediately.

A. During office hours

1. The President or designee and Chief of Campus Police will be summoned to the scene. If necessary, either the Birmingham or Bessemer Police may be asked for assistance.
2. The Director of Public Relations will be notified and will arrange for a photographer to document the disruptive behavior, if safe to do so.
3. The President or designee will notify the appropriate college personnel.
4. The Campus Police will provide sufficient personnel to contain the demonstrators. Should an insufficient number of personnel be available, back up will come from either Birmingham or Bessemer Police Departments.

B. After regular office hours

1. The Campus Police should be notified immediately of the disturbance.
2. The Campus Police will investigate the disruption and report findings to the Chief of Campus Police.
3. The Chief of Campus Police and/or Dean of Students will notify appropriate college administrators.

Lawson State Community College Emergency Operation Plan	
Record of Change	
Effective: July 1, 2017	Revised: May 9, 2024

All Policies Reviewed	December 1, 2020
Letter of Promulgation	December 17, 2020
Contact Numbers	May 9, 2024
Building Evacuation Emergency Assembly Area	December 16, 2020
Distribution List	January, 2021
Acronyms	December, 2020
Resources	May 23, 2024
Civil Disturbance	December, 2020
Community Health Crisis	December, 2020
Public Relations Emergency	December, 2020
Demonstrations	January, 2020
Expressive Activities Policies	March 1, 2021



Comprehensive Operational Plan Fall 2020

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**Bessemer Campus
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Comprehensive Operational Plan for Fall 2020

A safe return of faculty, staff and students is the number one priority of Lawson State Community College for fall 2020. Due to the fluid nature of the COVID-19 pandemic and the guidance issued by regulatory agencies (e.g. Centers for Disease Control and Prevention (DCD), Alabama Department of Public Health ADPH)), the comprehensive plan as outlined below may change as the guidance from those agencies evolves. Through Memorandum #2020-EXE-058 dated June 18, 2020, the Chancellor of the Alabama Community College System has issued a phased approach to the current operations of the colleges within the System. In Figure 1 each colored category describes the phases to officially re-opening of the College. The Chancellor designated "yellow" as the initial status of all colleges at the beginning of the Fall 2020 Semester.

Lawson State operates primarily through three major divisions - Administrative and Fiscal Services, Instructional Services, and Student Services. Each division contributed to the development of this comprehensive plan for the College in strong support of the safety and health of faculty, staff, and students and to address the “Modified Access” requirements.

Figure 1

RED	Orange	YELLOW	GREEN
Restricted Access	Limited Access	Modified Access	Normal Access
<p>Executive Administration and Cabinet and other essential critical personnel, including admin, financial, payroll, academic, as needed</p> <p>Maintenance & Campus PD only</p> <p>All courses transitioned to remote operations with no on-campus labs</p> <p>No athletic or academic activity on campus</p> <p>No on campus housing</p>	<p>Critical Administrative, academic, student affairs, and business operations as communicated based on approved operational plans</p> <p>Employees as needed or requested by college but with remote or adjusted schedules</p> <p>Dining services are pickup only</p> <p>No public access</p> <p>Student access limited and on-campus events and activities restricted to Chancellor approval</p>	<p>Fall 2020 Semester Expanded faculty, administrative, academic, student affairs, and business operations as communicated based on accepted reopening plans</p> <p>Limited on-campus events and activities maintaining compliance with health and safety requirements</p> <p>On-campus housing with temperature check and questionnaire protocols</p> <p>Resumption of on-campus classes in modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols)</p>	<p>Normal operations for all faculty, staff, and students</p>

	<p>In-person instruction permitted for labs only</p> <p>With approval, on campus housing with temperature check and questionnaire protocols</p>	<p>On-campus food services follow limited occupancy and health & safety guidelines</p> <p>All travel requests require strict review and must be essential</p> <p>Student clinical, externships, apprenticeships are approved as allowed by local clinical sites and apprentice employers</p> <p>No travel outside of the Continental United States without approval of Chancellor</p> <p>Faculty meetings, committee meetings, college meetings will be held remote I as much as possible.</p>	
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Memorandum #2020-EXE-045 permits face-to-face instruction in career technical education and health courses to complete course requirements of lab/clinical/preceptorship experiences. Career and Technical Education students will continue to operate under that guidance from the Chancellor of the Alabama Community College System. Students requiring access to a lab or receiving face-to-face instruction must sign the *Assumption of Risk and Waiver of Liability Relating to COVID-19* which has been sent to instructors. The College’s Operational Plan was approved for Summer 2020 and the intent of this plan will be adhered to for Fall 2020. Modifications to the guidance will be made as they come from ACCS, ADPH, and CDC.

HEALTH & SAFETY

Coronavirus Educational Plan 2020-2021

The components of the Coronavirus Education Plan for all Lawson State Community College students, faculty and staff will be strictly adhered to and modified as Centers for Disease Control and Prevention, Alabama Department of Public Health, and other relevant agencies update their guidance during this unprecedented time. Faculty, staff, and students will receive educational training about the novel coronavirus before returning to campus on August 17, 2020 and continuing thereafter. Educational training will come in the form of COVID-19 Fact Sheets, a video, and emailing of educational/informational resources. Additionally, the College will conduct live chat sessions as part of the educational plan in order to give faculty, staff, and students the opportunity to ask questions, to clarify information, and to alleviate fears.

CDC Fact Sheets

The Centers for Disease Control and Prevention has printed material that will be posted on the Lawson State web site, printed and displayed throughout both campuses, and inserted in all student packets. This information will also be available for students, faculty and staff in departmental offices and at all campus building information desks.

COVID-19 Awareness Video

The 10-minute educational video will provide information on the following topics:

- Information about the Coronavirus (COVID-19)
- Understanding of Symptoms
- What should be done if infected or exposed to someone who is infected
- How to Minimize Risks
- How to Take Care of Yourself if Infected
- References for General Safety Cleaning Protocol
- Disinfection Policy for Classrooms, Offices, Shared Spaces
- Hygiene
- Proper Use of Facial Covering
- Social Distancing Rules

The video will be available on the Lawson State website by July 20 to be viewed prior to coming back to campus on August 17, 2020. All employees and students will be sent an email to alert them of the video and to provide instruction for completing the reviewing. At the end of the video, a verification link will be displayed that will take the viewer to a sign-in page that will verify the video has been seen in its entirety. All students, faculty, and staff who come to campus and/or take classes or work remotely are expected to view the video.

The College's educational plan is designed to raise awareness about the coronavirus and provide guidance to students, faculty, and staff on how to protect themselves and others while on the Lawson State's campuses. In no way should anyone assume that the information shared during this educational training will prevent or cure the novel coronavirus (COVID-19).

General Safety and Cleaning Protocol

The following General Safety and Cleaning Protocol on how to clean and disinfect is to be used by all personnel upon returning to the work location and/or visiting any building on either campus, Birmingham or Bessemer.

1. First, each employee **must wear a face covering or mask** at all times upon entering campus and throughout the time on campus. The exception may be when working in your own office without the presence of another employee, student, or guest. Disposable face coverings will be supplies by College. If an employee or student does not have one then the College will provide a face covering for immediate use. The Facilities Department is responsible for distributing those as

- needed and based upon availability. Personnel will be encouraged to locate washable face coverings and to use them appropriately by regular cleaning them.
2. **Wear disposable gloves** to clean and disinfect workspace upon arrival and departure from work. Remove the gloves carefully and discard in trash receptacle. Wash your hands according to protocol.
 3. **Clean surfaces** using soap and water, then **use disinfectant**. Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. This will allow the disinfectant to be more effective. Disinfecting kills germs on surfaces.
 4. **Practice routine cleaning** of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. Surfaces and objects in public places, **should be cleaned and disinfected each day** by custodial services; however, employees need to move through open and public areas with safety in mind and employ proper handwashing protocols, frequently.
 5. **High touched surfaces** such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks are frequently touched items by multiple persons; therefore, **sanitizing and disinfecting these areas is critical** to the prevention and spread of viruses and disease. Again, handwashing protocols must be followed.
 6. Employees are to be reminded to **not place hands in face**; especially, not in area near the eyes.
 7. **Facilities/Custodial** services will **clean and sanitize public areas, entrances, hallways, stairs, water fountain, restrooms, and remove trash**. Trash is to be placed outside of doors in the hall.
 8. **Public areas**, such as restrooms, that are **shared by users will be cleaned multiple times throughout the day**; however, **caution must be taken in each access to those areas**. Hand sanitizing before and after access is mandatory. Paper tissue/towels should be used to turn water on and off or to flush commodes. Discard the paper/tissue in the appropriate receptacle.
 9. Faculty and students in lab settings will assist custodial staff in cleaning spaces after each use. Custodial staff will clean rooms daily before they are used. Then after students enter into the classroom or lab, they will be requested to use sanitizing supplies to clean their workspace or desk before and after use. They will be instructed to wash hands and sanitize hands. Additional sanitizing stations have being placed in each lab entrance/exit.

The following preventive actions for employees must be followed:

- **Wash your hands often with soap and water for at least 20 seconds**, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Stay home when you are sick.**
- **Cover your cough or sneeze** with a tissue, then throw the tissue in the trash and then wash hands, immediately.
- **Use disposable wipes to clean** commonly used surfaces (e.g., keyboards, desks, remote controls) before use.
- **Practice social distancing** by keeping at least six feet of distance from other individuals.

Social Distancing at the Workplace. The current guidelines recommend 6-foot distance between persons to prevent the transmission of the virus to another person. Commonly used areas such as Break Rooms are not to be used. If office spaces are shared, then the supervisor will make arrangements to meet the social distancing guidelines. Employees must be aware of the distance between each other and make a conscious effort to retain the required space when interacting with other colleagues and guests. Signage reminding individuals to stay at least 6 ft. apart will be placed strategically in office and various locations in the campus buildings.

Employees can help stop COVID-19 by Knowing the Signs and Symptoms: Fever, cough, and/or shortness of breath are some of the primary symptoms; therefore, if you develop these symptoms, please seek medical advice. Additionally, if you have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19, medical advisement is highly recommended. An email has been sent to faculty, staff, and students of the College to re-emphasize how to recognize the symptoms and that if any exist, they **MUST** not come campus. They should seek medical assistance. They will not be allowed to come back on campus until clearance or medical results indicate that there is no positive status or immediate risk. Total personnel received in a previous emphasis directive regarding knowing the symptoms in its *Safety and Cleaning Protocol Policy Statement* dated May 26, 2020.

Campus COVID-19 Related Signage. The Center for Disease Control and Prevention has a number of signs/posters that the College will utilize throughout its campuses and properties to alert all faculty, staff, students, and visitors of the safety requirements and healthy experiences on its campuses and properties. The signage serves to remind faculty, staff, students and visitors of proper social distancing (a minimum of six feet) and preventive measures. Additionally, the College has secured other signage to be posted in areas where students will be meeting for face-to-face instruction (hybrid) and distributed strategically around the buildings on all campuses and properties. Strategically, the signage has been located to for high visibility. Some of the signage will direct persons to specific entrances and exit points. Faculty, staff, students, and visitors will be informed of the location to enter and leave building. Custodial staff will monitor those locations and sanitize at least twice during operational hours.

Instructional Services

Modified Instructional Schedule. Lawson State will begin limited in-person (on-campus) instruction and hands-on labs from August 17. All on campus “in-person” and hands-on labs will be completed by November 20, prior to the Thanksgiving Holidays (November) in an effort to reduce the number of students returning to campus during a period of high risk of contracting virus-related illnesses. Instructional programs will complete all remaining instruction remotely after Thanksgiving to achieve their student learning outcomes/competencies without compromising the integrity of the programs. The College will utilize this time to conduct virtual advisement, finalize learning competencies remotely, and assist students with certifications (virtually/remotely where possible), and final exams that will take place remotely through a proctoring process. The off-campus clinical experiences, preceptorships, and apprenticeships will continue after Thanksgiving following prescribed and approved plan for those off-campus locations.

Delivery Methods of Instructional Courses. Lawson State Community College will utilize the following modalities of delivery formats: virtual, online (synchronous and asynchronous), and hybrid, and limited in-person ground courses. In those classes or learning experiences that require in person instruction, the College will mandate recommended social distancing guidelines and safety protocols. Courses should be developed in such a way that they can be easily be transferred to and delivered in a remote environment. Colleges shall implement policies to reduce a mass population on campus in instruction. Considerations should include capping class sizes for in-person or hybrid courses, additional online and hybrid course formats, and adjustments of class schedules and rotation of in-person attendance.

Lawson State will offer its academic, career and technical education, and health programs courses be through online synchronous, online asynchronous, hybrid, in person on-campus. The College defines hybrid, virtual, online and ground classes as follows:

Hybrid - Hybrid classes are taught in combined setting--online and on campus. The theory part of the class (lecture) is delivered online, and the lab or hands-on component of the course is taught on the campus.

Virtual - Virtual classes are taught in a synchronized environment and are completely online, but students are required to be online at a specific day and time based on how the class is scheduled in the Course Schedule. Instructors use video conferencing tools to teach class "live" with students present virtually. Students are highly encouraged to be in attendance and participate virtually during that specific and targeted time daily. However, the recorded sessions will be made available to students to retrieve for additional reviews or to even catch up if they happen to miss the live virtual session.

Online - Online courses are taught in an asynchronous environment and are completely online. Students will access the course at their leisure during each

week and have to meet specific deadlines to complete weekly assignments. Lectures are typically recorded for the week. Students will access the course and course materials 24/7 and is determined completely by the student in order to meet predetermined deadlines and due dates.

Ground – Ground courses are taught completely on campus or in field, co-op, and internship or clinical experiences occurring at a secondary site (off campus). Ground class are face-to-face courses that are taught with instructor and students present in the classroom.

Academic Courses. Academic courses that do not require hands-on labs will be taught via virtual and online means, exclusively. Lawson State believes that offering courses through virtual experiences provide engaging and interactive opportunities students with their instructors; therefore, the majority of academic courses are designated as virtual classes. However, select science classes (i.e., BIO 201, BIO 220) require specific lab components to aid healthcare and science majors in obtaining specific skills sets that require in-class experiences and possibly be taught as hybrid classes on limited basis. This is tentative due to the fact that the Natural Sciences Department is acquiring virtual labs. If this happens, then there will be no need to have hybrid labs for the specified biology courses. To reduce campus traffic, one section per class will be offered as a hybrid. All Safety and cleaning protocols will be adhered to for all sessions that meet on campus.

The details of the addendum will be pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical experiences to meet the course objectives necessary for successful course completion in a remote environment. All course syllabi will include the following remote instruction clause:

In the event Lawson State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.

Career Technical Programs. All career technical programs will be offered as hybrid classes. Lectures will be conducted via virtual means to best engage students and cover critical competencies. However, students will be on campus for specifically identified hands-on labs and will be off campus for required on-the-job internship field experiences, when applicable. All CTE programs requiring hybrid instruction mode will follow same the procedures as described in the automotive programs, nursing, dental assisting, and EMS (Details are outlined below). Protocol to access the building and labs include temperature check, social distancing, and regular hand washing or sanitizing.

Additionally, the spaces will be cleaned and sanitized by instructors and/or custodial staff before and after each use. Class size will be arranged in a way that social distancing of six feet can be adhered to. The details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical experiences to meet the course objectives necessary for successful course completion in a remote environment. All course syllabi will include the following remote instruction clause:

In the event Lawson State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.

Health Professions Programs. All health professions classes (to include Nursing, EMS, Dental Assistant, Diagnostic Medical Sonography, and Certified Nursing Assistant) will be offered as hybrid classes. Lectures will be conducted via virtual means to best engage students and cover critical competencies. However, students will be on campus for specifically identified hands-on labs and will be off campus for required clinical experiences.

Meeting Clinical Requirements. Lawson State returned to ground “live” clinical experiences during the summer of 2020; therefore, this will continue for fall 2020 with any guidance from affiliated agencies, state, and national organizations. Students will be meeting their required clinical obligations in person at the various assigned sites. Clinical requirements will be met using the following platforms:

- Virtual simulations (via various simulation software programs)
- Fulfilling clinical hours at hospitals, medical centers, doctors’ offices, etc.

Students will be required to follow the protocol of the off-site agency (See example in Appendices).

COVID-19 Second Wave Guidance: In preparation for a catastrophic second wave of the COVID-19 or any other serious virus outbreak, Lawson State is prepared to move forward with instruction if there is closing of the College. Since the spring term, the College has strengthened its ability to offer all classes in a virtual, hybrid, or online modality. Additionally, the College has been working on providing faculty with effective teaching strategies to improve teaching and learning in those modalities. All courses whether academic, health professions, or career technical will be offered as either virtual or online if a second wave of COVID occurs. Those classes operating through hybrid instruction will revert to virtual instructional methods and carefully identify those skills that must be taught at later time upon appropriate approvals.

The challenge for Lawson will be the required hands-on lab component. Although most programs have virtual labs that can be increased within the virtual platforms if a second wave comes, some hands-on programs (i.e., culinary, barbering, cosmetology, automotive) need to be in the lab for upper level application of skills. In other words, no virtual simulation will be sufficient enough in some isolated cases; therefore, “Incomplete” grades will have to be issued in case students are pulled out of the hybrid labs prematurely due to the virus. The students will have one semester to complete the requirements of the courses, if not achieved in the modified design of the courses. To mitigate, the College plans to have instructors to modify curriculum to focus on getting as much concentrated lab time with students up front in the semester, so that if a second wave comes later in the term, all critical lab competencies would have already been covered.

The College will follow the procedures as outlined above pertaining to remote instructional plans, if needed. The details of the addendum will be pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical experiences to meet the course objectives necessary for successful course completion in a remote environment.

Faculty Professional Development. Lawson State has been providing its faculty with online training opportunities since March via Zoom and BlackBoard Collaborate. In addition, virtual instructors went through a 6-hour boot camp that explored how to deliver online instruction and maximize student engagement. The Center for Teaching Excellence and Learning will be using the month of July (2020) to develop a virtual, online and hybrid training series. The virtual training series will be required for all full and part-time faculty and will require faculty to not only participate, but demonstrate application of the skills taught. Faculty will be tested on key skills taught and a certification of completion will be issued following the completion of all required modules. Faculty will also have to produce key artifacts (i.e., sample lessons, screencasts and a mock Zoom/Blackboard Collaborate session). Department Chairs will also go through specialized training to help them better understand how to best evaluate effective online teaching practices within online platforms.

Additional professional development for faculty will come through partnership agreements with Complete College America and Arizona State University. Many faculty members have taken advantage of webinars presented by ACCS, ACCA, and other professional organizations. A large percentage of the faculty will be participating in the BlackBoard World 2020 Virtual National Conference which will be held in July.

Faculty Virtual Office Hours. Faculty will continue virtual office hours remotely. If they have to come to campus for lab, they will complete all remaining work hours (after lab) virtually. The virtual work hours will be posted in each course syllabus and learning management system (BlackBoard). Virtual office hours will be determined after courses have been assigned to faculty for the term.

In-Person Instruction. Lawson State will limit in-person on-campus instruction to courses whose outcomes cannot be measured or achieved remotely, such as laboratory, clinical/preceptorship, or apprenticeship. Those courses requiring in-person on-campus instruction will comply with the recommended safety protocols and social distancing guidelines inclusive of mandating limited class sizes. Appropriate safety measures will be implemented for courses necessitating in-person instruction such as labs. Options that will be utilized during in-person classes will include a) limiting class size to less than 50%, if and only if social distancing can be adhered to, b) alternating class sessions (usually twice a week) with 50% of the registered students attending one instructional session per week, and/or c) limiting labs to the numbers outlined in various health and CTE programs. All course enrollments/classroom spaces have been evaluated to determine capacity given social distancing guideline of six feet. Seating will be noted in each classroom as to where a person may sit in order to control access and safe seating.

Faculty teaching in-person on-campus courses will be trained on how to develop their courses in such a manner that a student may complete the course at a distance and that allows transition to remote virtual instruction in case of a health emergency. Students who may become ill or have to self-quarantine will be able to complete the class upon a safe and healthy return; even, if the time has to be extended into the next semester.

On-campus instruction - Courses/Programs. Although Lawson State will limit in-person instruction, there are some competencies and skill sets that are required by employers and certifying agencies that will mandate *on-campus instruction*. The College will be providing on-campus instruction in selected Career Technical Programs and Health Professions as well as with a few science classes (specific labs only).

- Career Technical Programs that will require *on-campus instruction* include automotive and transportation, barbering and cosmetology, culinary arts, HVAC, welding, and manufacturing.
- Health Professions programs that will require *on-campus instruction* in simulation labs include nursing (ADN and PN), certified nursing assistance, EMS (Basic and Advanced), dental assisting, and digital medical sonography.
- Academic Programs - BIO 201, BIO 220, and other science lab courses, as appropriate.

Safety Protocols and Procedures. Lawson State has clearly identified safety protocols established by the College in adherence to various agencies, Center for Disease Control and Prevention, Alabama Department of Public Health, ACEN, Alabama Board of Nursing,

Nursing and Certified Nursing Assistant (On-Campus Safety Protocols). The Alabama Board of Nursing and ACEN are mandating during COVID-19 that nursing students must complete at least 50% of contact patient care and 50% of training can come through simulation, lab experiences, and demonstrations; therefore, access to simulation equipment is necessary to complete the technical training for A.D.N. and P.N. students. According to the Alabama Department of Public Health the students in Certified Nursing

Assistant are only required to complete a total of sixteen (16) hours of clinical and twenty-four (24) hours of campus laboratory. Labs on Bessemer and Birmingham Campuses will be utilized.

All students will be given the *Assumption of Risk and Waiver of Liability Relating to COVID-19* to complete in addition to the **COVID-19 Individual Assessment Form**. Students will be given the option to participate and move forward with the clinical assignments or choose to not participate and receive an Incomplete (I). Institutional policy regarding removing incomplete grades will be adhered to. These students will have one semester to complete the clinical experiences or technical attainment.

Access to Labs

- The Bessemer Campus will use Lab Room 109 in the A-Building. The students and faculty will enter and exit in the back door of Building A near the Lab. This is located on the East side of the Building A. Faculty and staff will be responsible for admittance of students and receiving the **COVID-19 Individual Assessment Form** from each student. Students will be scheduled in labs so that there will be more than eight (8) in the building at a time for morning PN and evening RN. Lab days will be Tuesdays and Wednesdays. CNA instructor will use Room 171 on Monday and Tuesday evenings for campus lab with no more than eight (8) students.
- The Birmingham Campus will enter in the front door of Ethel Hall Building. Faculty and staff will be responsible for admittance of students and receiving the **COVID-19 Individual Assessment Form** from each student. One instructor will use Lab Room 119 on Tuesdays and Wednesdays with maximum of eight (8) students at a time in the lab. Another instructor will use Lab Room 205 on Tuesdays and Wednesdays with a maximum of eight (8) students at a time in the lab. The CNA instructor will utilize Lab Room 119 on Monday and Tuesday evenings with a maximum of eight (8) students.
- Each student will go through temperature screening upon entry to the building or assigned clinical site. Any student with a temperature of 100.4 will not be allowed to enter building or clinical sites. If the student wishes to have a second temperature reading, the student must wait away from the entrance for a period of 10 minutes before having temperature taken a second time. If temperature is 100.4 or higher, then the student may NOT enter and will be asked to leave campus and seek medical advisement. If the reading is less than 100.4, the student will be allowed to enter.
- Facilities will be notified of the rooms/labs being used so that they can provide sanitizing and cleaning services in the room/lab on a daily basis. Instructors will assist custodial staff in cleaning and sanitizing the lab between classes. The

instructor and students will follow institutional *General Safety and Cleaning Protocol*.

Diagnostic Medical Sonography (Safety, On-Campus Protocols). The Diagnostic Medical Sonography (DMS) Program will meet to complete clinical training for students. This includes hands-on training in lab with ultrasound systems, simulation and clinical experience. The accrediting Agency, CAAHEP/JRC-DMS, is requiring that students complete 100% of their clinical contact hours in live settings so the program must prepare them in the lab for that experience.

- All students will be given the *Assumption of Risk and Waiver of Liability Relating to COVID-19* prior to participation.
- The students will be given the option of moving forward with clinical assignments or elect to place training on hold and receive an Incomplete (I) grade until they are able to return to the program to complete clinical training.
- The DMS Program is located on the Birmingham Campus in AG Gaston Building Rooms 204 and 205. The students and faculty will enter and exit using the front entrance of the building.
- The instructor will be responsible for taking the temperature of each student and receiving the COVID-19 Individual Assessment Form from each student. There will be six (6) students per lab.
- Facilities will be notified of the room being used so that they can provide sanitizing of the room on a daily basis. The instructor and students will follow institutional General Safety and Cleaning Protocol.

Policy and Procedure for Sonography Lab and Hospital Preceptorships During Covid19

Before attending Sonography Lab (held at Lawson State) or Hospital Preceptorships, each student must:

- Sign and return *Assumption of Risk and Waiver of Liability Relating to COVID-19*
- Sign and return *COVID-19 Course Progression Decision Form*
- By attending Sonography Lab and Hospital Preceptorships, students are stating they have no signs or symptoms of COVID-19.
- Lawson State's entry door for Diagnostic Medical Sonography will be the front door of AG Gaston Building
- Each student will go through temperature screening upon entry to the building or assigned clinical site. Any student with a temperature of 100.4 will not be allowed to enter building or clinical sites. If the student wishes to have a second temperature reading, the student must wait away from the entrance for a period of 10 minutes before having temperature taken a second time. If temperature is 100.4 or higher, then the student may NOT enter and will be asked to leave campus and seek medical advisement. If the reading is less than 100.4, the student will be allowed to enter.

- Students must wear the College-issued ID while on campus or at assigned clinical site.
- Students must wear standard COVID-19 PPE.
- Students will not be assigned to any patients known to have COVID-19.

Dental Assisting (Safety, On-Campus Protocols). The Dental Assisting Program will meet to complete clinical training for students in DAT 112 and DAT 122. The accrediting Agency, CODA, is requiring that students complete a minimum of 66% of their clinical contact hours in live settings.

- Students will be given the option of moving forward with clinical assignments or elect to place training on hold and receive an Incomplete (I) grade. The student will one semester to complete the “I” grade.
- Students must take radiographs on patients to complete DAT 112, Dental Radiology. Each student will only need to come to campus once to complete this requirement.
- The Dental Program is located on the Bessemer Campus in A-Building. The students and faculty will enter and exit using the same entrance as the nursing students and faculty. The entrance/exit is on the east side of Building A.
- The instructor will be responsible for taking the temperature of each student and receiving the ***COVID-19 Individual Assessment Form*** from each student.
- There will be three (3) students per lab, each lab should last about 4 hours in Room 107. It should only take 4-5 days to complete DAT 112.
- Facilities will be notified of the room being used so that they can provide sanitizing on the room on a daily basis. The instructor and students will follow institutional *General Safety and Cleaning Protocol to assist in providing a safety and healthy learning environment.*

Policy and Procedure for Radiology Lab and Dental Clinical Rotations During Covid19

Before attending Radiology Lab (held at Lawson State) or Dental Clinical Rotations, each student must:

- Sign and return ***Assumption of Risk and Waiver of Liability Relating to COVID-19***
- Sign and return ***COVID-19 Course Progression Decision Form***
- By attending Radiology Lab and Dental Clinic Rotations, students are stating they have no signs or symptoms of COVID-19.
- Lawson State’s entry door for dental assisting students is located in Building A, next to Room 114.
- Each student will go through temperature screening upon entry to the building or assigned clinical site. Any student with a temperature of 100.4 will not be allowed to enter building or clinical sites. If the student wishes to have a second

temperature reading, the student must wait away from the entrance for a period of 10 minutes before having temperature taken a second time. If temperature is 100.4 or higher, then the student may NOT enter and will be asked to leave campus and seek medical advisement. If the reading is less than 100.4, the student will be allowed to enter.

- Students must wear the College-issued ID while on campus or at assigned dental clinic.
- Students must wear standard COVID-19 PPE. Face shields are worn when assisting a procedure that produces aerosols per Alabama Board of Dental Examiners, CDC, and OSHA.

Dental Radiology Lab: To complete DAT 112 Dental Radiology, students must complete a full mouth series on a patient who will go through temperature check protocol. Up to three students are in lab at one time. During lab, each student exposes radiographs on a patient. Students will wear full PPE when taking radiographs. A dentist will be present during all radiology lab. Community patients will be utilized on a limited basis; however, all protocols for access to building and labs will be adhered to by both, students and community patients.

Dental Clinical Rotations: In order to complete DAT 122 Clinical Practice II, students must obtain 120 hours in a dental clinic or office. Students who decide to continue with clinical experience must adhere to ‘Alabama Board of Dental Examiners Return to Practice Guideline for COVID-19’ found on The Alabama Board of Dental Examiners webpage.

EMS (Safety, On-Campus Protocols). In order to complete clinical/field experiences for EMS students, the program will work with clinical partners to have students complete their training. In preparation for preparing students to go into the field of service, they will meet with the instructor to refresh skills and to discuss process and procedures including safety precautions.

- The EMS students and instructor will enter the front door of the Ethel Hall Building (BHM Campus).
- Faculty and staff will be responsible for checking temperatures and receiving **Assumption of Risk and Waiver of Liability Relating to COVID-19** and the **COVID-19 Individual Assessment Form** from each student.
- The Basic EMT and Advanced EMT will meet on Tuesday and Saturday mornings (9a-12n). The instructor will be responsible for the evening students. Room 103 will be used for labs with no more that 8 to 10 students.
- Each student will go through temperature screening upon entry to the building or assigned clinical site. Any student with a temperature of 100.4 will not be allowed to enter building or clinical sites. If the student wishes to have a second temperature reading, the student must wait away from the entrance for a period of 10 minutes before having temperature taken a second time. If temperature is 100.4

or higher, then the student may NOT enter and will be asked to leave campus and seek medical advisement. If the reading is less than 100.4, the student will be allowed to enter.

- Facilities will be notified of the room being used so that they can provide sanitizing and cleaning services in the room daily. The instructor and students will follow institutional *Safety and Cleaning Protocol*.

Automotive Programs. A detailed plan is outlined below detailing the responsibilities of the instructors as well as students.

- Each instructor will be responsible for taking the temperature of each student and collecting the daily checklist for each student.
- The Automotive programs are located in Building C (Ford, GM, and Toyota) and Building B (Mercedes) on the Bessemer Campus. Each program will identify the entrance/exit point of the building which will utilize raised bay doors for ventilation. Each program area has 10 service bays each.
- Facilities will be notified of the room being used so that they can provide sanitizing and cleaning services in the room on a daily basis. The instructor and students will follow institutional *Safety and Cleaning Protocol*. More specifically, the automotive programs will follow the procedures for use of the labs.

COVID-19 Rules for Fall Lab Usage in Automotive Programs

Lab exercises will commence on for fall 2020 utilizing the following conditions:

- Communication shall be sent by email to students outlining the Covid-19 fall lab activity and advising them of their optional participation. This email must request they not return to the college premises if they exhibit symptoms of COVID-19. A Waiver will be attached to the email indemnifying the college of any legal action because of participating in in-person instruction.
- Students who voluntarily decide not to participate in in-person instruction during this public health emergency shall not face any disciplinary action. However, students will be governed by the college's policies and procedures regarding make-up work, course completion and resolution of Incomplete ("I") grades.
- All participants must sign and return the attached waiver PRIOR to coming on campus.
- ***Assumption of Risk and Waiver of Liability Relating to COVID-19*** form will be collected by the Instructors and emailed to the appropriate office for retention prior to the start of instruction.
- There will be one main entry point into each building utilized for instruction. ALL participants must pass through this entrance DAILY and complete the necessary safety steps to participate.
 - Participants must sign and date the attached "*COVID-19 Individual Assessment Form*"
 - Participants must be wearing an acceptable face mask/covering.

- Each student will go through temperature screening upon entry to the building or assigned clinical site. Any student with a temperature of 100.4 will not be allowed to enter building or clinical sites. If the student wishes to have a second temperature reading, the student must wait away from the entrance for a period of 10 minutes before having temperature taken a second time. If temperature is 100.4 or higher, then the student may NOT enter and will be asked to leave campus and seek medical advisement. If the reading is less than 100.4, the student will be allowed to enter.
- Once tested and admitted to the lab students and instructors may not leave and return without repeating the safety steps again.
- Students and employees shall comply with six-foot distancing as practicable.

Facilities Responsibilities.

- Entrance/exit doors of facilities used for in-person instruction will be sanitized at least twice per day.
- Restroom facilities, handwashing stations and water fountains will be sanitized at least twice per day.
- Antibacterial soap and clean paper towels will be available at all hand washing stations
- Hand sanitizer dispensers will be located at main entry points and replenished frequently as needed.

Instructor Responsibilities

- Classrooms and offices will always remain locked. Classroom instruction will be delivered virtually.
- Exterior lab roll-up doors must remain open to allow cross-ventilation.
- One student per station in the lab.
- Students and instructors must clean and sanitize any equipment, chairs, tables, or other items used during instruction after each use.

Student Responsibilities

- Students must furnish and wear approved PPE daily. This PPE will include an approved face mask or covering and disposable gloves. If the student does not have a face covering, one will be provided.
- Students must furnish their own tools if practicable.
- Students must practice routine cleaning of frequently touched surfaces before and after each use.

STUDENT SERVICES

Lawson State Community College will provide as many services as possible through online or remote/virtual modalities. Student services offices (Admissions and Enrollment Management, Testing/Assessment, Counseling/Advising, Student Financial Services, Student Records, Career and College Transfer Services, and Athletics) will continue to

serve students via telephone, email, live video chats/video conferencing, text messaging, scanning/faxing, etc. to the extent possible. Students who are unable to conduct or complete business/processes utilizing the above options may schedule an appointment for assistance. Students will be strongly encouraged to use available technologies to communicate with staff in order to reduce the number of persons visiting campus offices. Student Services staff will make every effort to assist students through online and remote means before in-person appointments are scheduled.

The College is currently reviewing expansion of its current Lobby Management Software to include remote sign-in for virtual or physical appointments using the texting upon arrival feature. Students and guests with appointments will be required to wait in their vehicle until they are contacted to enter the building. Upon entry, students and guests must wear a face covering or mask and will:

- a. Have their temperatures taken in the lobby; use hand sanitizer before proceeding;
- b. Be escorted by staff to the office which they have an appointment visit;
- c. Only visit other offices as additional appointments/referrals are made (waiting for escort to other offices);
- d. Maintain social distance (six feet);
- e. Not visit any other areas of the College without an appointment;
- f. Exit the building and leave campus upon completion of specified business.

The Student Services Division will maintain regular business operating hours and staff will utilize a hybrid or rotating schedule as approved by the appropriate administrator. Whether in-office or remotely, staff will perform duties essential to the operation of their respective offices and will provide services that promote student access, retention and overall student success. Specific offices will use various modes of operation which will be defined below and will be communicated via the College website, telephone voicemail messages, as well as text and email blasts.

Safety Protocols and Procedures. Student Services will adhere to the College's *General Safety and Cleaning Protocol* as previously detailed in this plan. Staff and visitors will specifically be required to follow the College's protocols for wearing face masks and face coverings while on campus. Staff will not rotate between campuses. To minimize cross-contamination of workspace and provide ease of contact tracing in case of exposure to COVID-19, staff will be assigned a base-campus when physically working on campus. Staff will not use other personnel's equipment, spaces, or telephones. Appropriate social distancing will be enforced while staff works in the presence of others.

Admissions and Enrollment Management

Admissions and enrollment services/processes will continue to be provided online and remote/virtually. The Admissions & Enrollment Services office staff will physically be available to students by appointment only for services that cannot be completed through

online/remote services. Students needing appointments will be required to wear face coverings/masks in order to receive services. Students who physically visit the Admissions & Enrollment Services office will not be allowed to receive services beyond the front desk. All services will be conducted at the counter adhering to the six-foot social distancing guidelines and all other *General Safety and Cleaning Protocols*.

The Admissions & Enrollment Services staff will be physically on campus to assist students through phone calls, emails and appointments during the College's normal operating hours. The staff will alternate work days to minimize the number of persons in the office at any given time and may work remotely, as needed. However, each work space will be unique to each staff member. Staff availability will be noted on the website and voicemail messages. Schedule is subject to change to accommodate registration and other student services functions. All Admissions and Enrollment Services personnel have been equipped with the essential technology and resources necessary to maintain internal email communication, manage daily processes and engage applicants in a timely manner on days not working in the office.

- **Recruitment:** High Schools and Community Partner contacts will be emailed and texted regarding recent changes to the college's application, admissions and registration process. Additionally, webpages will be updated to reflect college-wide changes. The Enrollment Specialists will engage in weekly chats to answer questions from prospective students. During the Fall 2020 semester, Enrollment Specialists will participate and host virtual college fairs whenever possible.
- **Communication:** Applicants will be able to communicate with departmental staff through phone, text, and email. Emails will be responded to in the order they are received and with 24-48 hours or receipt. Automatic email replies will continue to notify the public of the current remote operational status. Physical Mail: Admissions Staff will be responsible for collecting mailed documents, disseminating, scanning and uploading as appropriate.
- **Orientation:** New Student Orientation sessions will be hosted virtually using Blackboard Collaborate.

Testing/Assessment Services

Testing and assessment services will continue to be provided remotely in accordance with approved procedures for specific tests/assessments. ACCUPLACER will continue to be administered remotely, however, every effort will be made to place students based on high school courses taken and grade point averages based on the current ACCS college readiness placement model. Face-to-face testing will be by appointment only and will adhere to the Safety and Social Distancing requirements, which means that only a limited number of students will be scheduled for an onsite testing session. ACT Residual and ATB will not be administered until further notice the National ACT office.

Counseling and Advising Services

Student and prospective students will continue to receive counseling and advising remotely through Zoom meetings (videoconferencing), telephone calls, and e-mail when appropriate. Students may schedule appointments through the Virtual Advising Center and the scheduled advisor with call the student on the day and time of the requested appointment. On campus counseling and advising services will be available to students, visitors, and the general public by appointment only, providing services that could not otherwise be provided remotely (i.e. no means of connecting using technology, unable to understand or resolve a concern, or disability status requires face to face interaction).

Disability Support Services and Reasonable Accommodations: Students with disabilities will be requested to e-mail or mail documentation to the ADA Coordinator. Accommodations will be provided based on disability documentation and letters will be e-mailed to instructors. Remote services will be provided as appropriate. Students with disabilities that need to communicate with the ADA Coordinator face to face will be seen by appointment only. Scheduling appointments will include a brief assessment to determine the current medical status of the individual, required accommodations for initial meeting (if any), acknowledgement of required documentation, etc. Students with disabilities will receive accommodations remotely, when reasonable and appropriate.

Student Financial Services

The Office of Student Financial Services will continue to provide remote services to students and prospective students. The staff will work to obtain required documentation and complete financial aid files without requiring students to visit campus whenever possible. However, staff will be available to students by appointment only for services that cannot be completed online or remotely. All services will be conducted at the counter adhering to the six-foot social distancing guidelines and all other *General Safety and Cleaning Protocols*.

The Office will maintain on-campus operations during the College's regular business hours and staff will be available to telephone calls, emails and scheduled appointments.

Student Records

The Records office staff will be available to students by appointment only for services that cannot be completed through our online/remote services. The Records office staff will be physically on campus to assist students through phone calls, emails and appointments during the College's normal business hours. Students needing appointments will be required to wear facemasks/face coverings in order to receive services. Students who physically visit the Student Records office will not be allowed to receive services beyond the front desk. All services will be conducted at the counter adhering to the six feet social distancing guidelines. All Student Records forms have been converted to electronic online forms and will not require any transferring of physical paper from students or faculty. Forms needing multiple signatures are being converted through a workflow process throughout the College.

All computers and telephones will be wiped down daily. All office areas will assure appropriate sanitization each morning upon opening and evening upon closing as well as throughout the day. All staff will be required to wear facemasks/face coverings upon entering and exiting the buildings as well as entering other areas within the building where potential employee, student contact may occur. Social distancing among staff will be required as well.

Career and College Transfer Services

Career and College Transfer Services will facilitate job readiness seminars, college visits with four-year institutions, and resume assistance online and by appointment. The Coordinator will also assist Counseling Services with advising new students through the Virtual Advising Center. Career College Transfer Services resources and tools include the following:

- ***Remote Career Coaching Support***- Offering 1:1 appointments (via Zoom) to support students and alumni in their career path and job/internship search. Appointments will be scheduled via email ahaley@lawsonstate.edu upon email request.
- ***Remote Transfer Services Support***- Offering 1:1 appointments, zoom sessions with college transfer recruiters and departmental members. Appointments will be scheduled via email at ahaley@lawsonstate.edu upon request. Daily emails on Transfer Admissions Events will be sent out via CollegeCentral.com. COLLEGECENTRAL.COM- Students and former students/alumni can search and apply to internships and jobs. Weekly career podcast are available via the COLLEGECENTRAL.COM platform.
<https://www.collegecentral.com/lawsonstate/>
- ***Exploration Resources***- Students can explore their career interest via our Career Coach website and Career Assessment page:
<https://lawsonstate.emsicc.com/?radius=100%20miles®ion=Lawson%20State>
 - Take Online Assessment
 - Browse Careers
 - Browse Programs
 - Build Your Résumé
 - Veteran Related Job Search and Opportunities
- ***Virtual Employer Events*** - The Career and College Transfer Services office is partnering with employers, non-profits and other community colleges to host Employee Career Fairs to cut departmental costs within the community college. COLLEGECENTRAL.COM is hosting a number of career focus and hiring events.
- ***Virtual College Transfer Admissions Events***- Partnering with other Student Services departments within LSCC to host college transfer informational(s) and recruitment events. Collaborating with our 4-year colleges/universities with transfer recruitment events weekly. Topics of discussions include transfer

admissions application process, transfer scholarships, FASFA Information, and virtual/online campus tours with colleges and universities.

Athletics

Lawson State Community College has adopted the guidance of Alabama Community College Conference as outlined in the ***Return to Play*** guidelines provided by Dean Myrick on June 23, 2020. Additionally, the College will permit student athletes to begin strength and conditioning activities on July 20 following all protocols related to the screening, safety, cleaning and disinfecting. Social distancing will be adhered to as well as the requiring of face covering or mask when not participating in physical exercises.

Housing and Residential Life

To minimize the risk of transmission of COVID-19, on campus student housing will operate at one-half capacity with each student having a private room. Further, it is essential to know the status of each resident prior to coming to campus. Resident students should submit a negative COVID-19 test result one week prior to arrival on campus for check-in. Temperature checks and the COVID-19 Screening Questionnaire will be completed at check-in. Professional and student staff will undergo specific COVID-19 training for pre-cautions to prevent and mitigate risk, as well as, procedures for residents who may have been exposed or received a positive diagnosis.

An addendum to the housing agreement, the *Terms and Conditions of Occupancy*, is being developed to reflect current COVID-19 operations, resident-student expectations, and responsiveness to the fluid nature of the pandemic including, but not limited to early closure, room assignment adjustment, cleanliness/sanitation, and participation in health/safety checks.

Below is a table of current building capacity and the recommended capacity for fall 2020:

Building	Current Capacity	PROPOSED FALL 2020
Large Residence Hall	116 Residents (4 resident assistants; 1 professional staff)	58 residents; 2 resident assistants; 1 live-in professional
Residence Hall II	36 Residents (0 professional staff)	18 residents; 1 live-in professional
Small (White House) Residence Hall	13 Residents (1 resident assistant)	CLOSED; Quarantine/Isolation only
TOTAL	165 residents; 5 resident assistants; (170 students) 1 live-in professional	76 students; 2 resident assistants; (78 students) 2 live-in professionals

The following considerations will be used to determine priority for assigning on-campus housing:

1. Programmatic need for physical presence on campus (e.g. career technical, health professions program, participation in intercollegiate athletics requiring conditioning, practice, and competition);
2. Prior resident status (returning students);

Move In:

- Prior to move-in students must receive the *Missing Student Notification Policy and Procedures* and complete/sign the *Emergency Contact and Missing Student Form*.
- Prior to move-in students must complete an online COVID-19 awareness and precautions training which requires demonstration of understanding via assessment.
- Prior to move-in students will have sign up for a three hour window to check in and move their belongings in.
- Each residence hall will have a limited number of residents that can move in during each three hour window. For each 3 hour window the following number per residents will be able to move-in per hall/designated area. Residence Hall and Residence Hall 2 will allow 3 residents per wing on each floor at any given time.
- Residents moving in will be allowed a maximum of two individuals in the residence halls to help them move their items. This would have a maximum of nine (9) persons on each floor at any given time.
- Individuals will maintain a six-foot distance when in lines for move in or having Student IDs made.
- Residents will complete and turn in a signed waiver, *Assumption of Risk and Waiver of Liability Relating to COVID-19*, prior to moving in.

Sanitation Policies:

- Hand sanitizer dispensers will be placed at each entrance and throughout the residence halls where there are high contact points (i.e. laundry facilities).
- The number of individuals allowed in the Study Rooms areas will be limited and they will be provided disinfecting wipes to sanitize tables before and after usage.
- Resident Assistants will increase room inspections from once a month to every two weeks.
- In cases of where roommates are assigned, roommates will complete a cleaning schedule for common areas. Resident Assistants and Staff will receive a copy of the schedule and monitor the adherence of the schedule by all residents.
- Custodial staff will increase sanitation of common areas by wiping hard surfaces and major contact points in the Common Areas (door handles, stair railings, elevator buttons and etc.) more often.
- Staff and residents will be required to wear masks in common areas and staff must use a mask and gloves when entering a resident's room.
- No resident will be allowed inside the office. Current glass barriers provide adequate sneeze guard protection for RA and staff on duty. Six foot social

distance will be observed when security officers are on duty in the lobbies during the evening.

Other Policies:

- Housing staff will maintain the White House for isolation cases.
- Guests/Visitors will not be allowed.
- Resident Assistants and professional staff will increase health and safety signage throughout all living areas.
- The number of people in Common Areas (Lobbies, Game Rooms, Computer Labs, and etc.) will be restricted to no more than three (3) persons at a time.
- Housing meetings and Resident Assistant training will be shifted from in person to virtual as much as possible.
- Resident Assistants and Housing Staff will change community activities for Residents into virtual activities.
- The Housing department will require vaccination records once a Vaccine is available.

Dining Services

Dining services are provided through a contractual arrangement with Gourmet Services for residential students and college personnel. Dining services will available on both campuses. Gourmet Services plan of operation is on file with the Business office. The College has approved the plan and the company will comply with College's *General Safety and Cleaning Protocol*.

Student Engagement and Recreation

Student recreation rooms will not be available, as the majority of courses will offered via virtual, online, and hybrid learning environments. However, student engagement will be conducted via webinars, live-chats, and other virtual technologies. There will be no intramural sports conducted. However, intercollegiate athletics will occur based on the Alabama Community College Conference guidance. (SEE ADDENDUM *LSCC Return to Athletics*).

WORKFORCE DEVELOPMENT AND ADULT EDUCATION

The Lawson State Community College Division of Workforce Development includes non-credit programs, training for existing business and industry as well as the Adult Education unit. In the Workforce Development programs, it is the staff's responsibilities to serve the non-credit students and to honor workforce commitment for training while preparing students to enter into the workforce. Adult Education services are designed to reach the undereducated populations in the College's service area through varied

instructional modes, such as virtual and online instruction. Personnel have been trained to utilize multiple media formats to provide services to the non-credit students and existing business and industry in addition to recruiting prospective non-credit students and potential new business and industry partners. The administrative teams continue to manage the programs, identify specialists/experts, lead faculty with professional development opportunities, and train on new technology to deliver services.

Delivery of Services/Instruction. Programs, services, and courses where the competencies can be achieved through limited or no face-to-face contact will be taught virtually and online. Both program staffs, Workforce and Adult Education have received extensive training on how to deliver their services through aforementioned formats. The College will conduct assessments on campus for Workforce, Adult Education and GED Assessments that cannot be completed remotely by appointment only to ensure that students are allowed to sit for examinations related to their course of study. This will be the “last case” option when all other virtual testing opportunities have been exhausted. At such time this process is implemented, students will be required to adhere assigned seating and maintain social distancing (at least six feet), CDC guidelines, and the College’s Safety and Healthy Protocols for cleaning and disinfecting.

Upon entering the classroom, the student must wash/sanitize their hands before going to a computer or to a workstation. Disinfectant spray/wipes, hand sanitizer dispenser, adequate supply of hand soap, and an adequate supply of paper towels will be on hand at all times. In addition, all students are expected to adhere to the following guidelines:

- Maintain social distancing of 6 feet at all times.
- When an instructor and student need to be in close proximity, direct contact will be kept to a minimum and be followed with appropriate sanitation procedures.
- Maximum number of students in a classroom is restricted to 5, unless otherwise stated on schedule.
- Wear face coverings to curb the spread of covid-19.

Students requiring access to a lab or receiving face-to-face instruction must sign the ***Assumption of Risk and Waiver of Liability Relating to COVID-19***. The instructor will send the form to each student who will be participating in face-to-face instruction to read and sign if they agree. If accepted to attend a face-to-face session, the participant will go through the established protocol to gain access to building and learning spaces.

Adult Education courses will be delivered in a virtual environment to limit the number of students on campus. The College will provide technology that can be assigned to persons that do not have the capabilities to provide their own systems. Any persons that need testing which cannot be completed virtually, the Adult Education Director will schedule those persons to test on campus by appointment only, following the proper protocol. *In the event Lawson State Community College should experience the need for all in-person classes to transition to remote instruction*

due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.

Workforce Development will continue operating within a virtual environment offering classes and training programs through distance learning. Health Profession training programs that require students to attend clinical training will be allowed to continue considering all students follow proper protocol and a memorandum of understanding with each clinical site is intact. Any person that needs testing on-ground will be allowed to visit campus by appointment only, following the College's Safety and Healthy Protocol, to sit for various certification and/or credentialing tests. Students requiring access to campus or receiving face-to-face instruction must sign the ***Assumption of Risk and Waiver of Liability Relating to COVID-19***. The instructor will send the form to each student who will be receiving testing or participating in face-to-face instruction to read and sign if they agree. The form will be made available to students who may on campus without it.

Partner Organizations/Facilities Protocol. In an effort to ensure safety measures for students enrolled in programs/classes at non-college facilities, a request to all partners for a copy of their guidance on COVID-19 in the workplace or clinical site will be made. Additionally, the College will share its protocol with partners. In addition to requesting assistance from instructors and staff members at off-site locations, the College will rely on the management at off-site locations to ensure that proper cleaning procedures are in place to protect persons visiting the facility. The College will receive confirmation of said procedures directly from them or through instructors utilizing those facilities. The College will request that the host site provide a written policy outlining their protocols regarding safety pertaining to COVID-19. The most stringent protocol will be adhered to. Students requiring face-to-face instruction must sign the ***Assumption of Risk and Waiver of Liability Relating to COVID-19*** (which has been sent to instructors of record.) The instructor will send the form to each student who will be participating in face-to-face instruction at off-site locations to read and sign if they agree. A copy of the signed waiver is to be sent to the Instructional Services Office to be placed on file with Administrative and Fiscal Services.

Transition to Remote Learning: Lawson State has included on its *Participants/Student Enrollment* form (See Appendices) a remote instruction clause in the event there is a need to transition to remote instruction during the Fall 2020 Semester. The clause states:

In the event Lawson State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the college, department,

and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.

Transition Clause- Contractual – Impossibility of Performance: Lawson State will incorporate language that would address its inability to fulfill the contractual obligation to the business or industry. Lawson State will incorporate the appropriate language on each business and industry contract based on the recommendation of the System office. The language below will be the guide when constructing the contract outlining specific verbiage relating to “any reasons beyond its control.” See an example of a modified contract in the Appendices.

Impossibility of Performance: Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.

Programmatic Points of Contact: The points of contact for Workforce and Adult Education training which students, business and industry may contact for questions or information: Tommy Hobbs, thobbs@lawsonstate.edu or telephone 205-929-3521 and Gwendolyn Ekundayo, gekundayo@lawsonstate.edu or 205-929-6445. Office hours, including virtual hours have been outlined for all Workforce and Adult Education staff members and submitted to the Vice President of Instruction for review and approval.

Administrative and Fiscal Services

The Administrative and Fiscal Services Division as a vital part of campus operations will provide a presence on campus daily. The Business Offices will operate Monday thru Friday, 8:00 a.m. to 5:00 p.m. on both campuses – Birmingham and Bessemer. The Business Offices will continue to provide phone presence and support for students who are online or virtual.

Most work areas are in separate office spaces; therefore, there will be enough space to provide sufficient 6ft area to adhere to social distancing guidelines. If employees have concerns about work space, they are to discuss their concerns with the supervisor. Each staff member **MUST** wear a mask/face covering to enter the facilities and anytime they are outside of their individual office space at Lawson State. Employees are to work with their supervisor if there are any issues that they may have with reporting to work because of the COVID-19 concerns. All protocols for safety and health as well as cleaning and disinfecting will be adhered to by the staff.

Campus Safety and Security personnel are continuing to provide the appropriate coverage for each campus to aid in protecting the college, its employees, students, and assets.

Facilities and Physical Plant personnel are continuing professional development on providing clean and safe learning and working environments. The Facilities Department will provide at least washable face covering to each employee who do not have one.

General Safety and Cleaning Protocol for Faculty and Staff Policy Statement

Access to Campus. Lawson State has identified an entrance and exit door for all buildings on campus where individuals will need to enter in order to interact with personnel or perform their essential duties and responsibilities. All Lawson State personnel are to wear their identification badge (ID) at all times in order to gain access to the campus and buildings. Upon arrival to their work location, they are to move directly to their work location in order to minimize personal contact with other individuals.

Risk and Waiver of Liability. Students shall sign waivers indemnifying the postsecondary institution of any legal action as a result of participating in in-person instruction. Students who voluntarily decide not to participate in in-person instruction during this public health emergency shall not face any disciplinary action under the normal procedures of the postsecondary institution. The *Assumption of Risk and Waiver of Liability Relating to COVID-19 form* has been sent to instructors of record. They will send to each student who will be participating in face-to-face instruction to read and sign if they agree. If students elect not to participate in the face-to-face instruction, they will receive an “Incomplete” with the intent of clearing that up before the end of the Spring 2021 term. There will be no penalty on behalf of the instructional process; however, a delay in completing required technical skill attainment may affect the students’ ability to be licensed or certified in their career field or skill set. The students will be advised of such possibilities.

Communication. Communication via email sent to faculty, staff, and students requesting they not return to the college premises if they exhibit symptoms of COVID-19. The email emphasized to the recipients “how to recognize the COVID-19 symptoms” and that if any exist, they MUST not come campus. They will be advised to seek medical assistance. They will not be allowed to come back on campus until clearance or medical results indicate that there is no positive status or immediate risk. Total personnel received in a previous email regarding knowing the symptoms in its *Safety and Cleaning Protocol Policy Statement* dated May 26, 2020.

Face Covering. Faculty, staff and students are required to wear face coverings or mask while on campus during in-person instruction and any face-to-face interactions. On June 8, Lawson State adopted the requirement to wear face covering. On June 29, 2020, the College officially adopted a policy on face covering/mask (See attached in Appendices). All faculty, staff and students will be instructed to have face covering or mask on at all times when on campus. The College has posted on its webpage the requirements of face

coverings or mask to enter and remain on campus. If student or employee does not have a face covering or mask, the College will provide one for immediate use. In programmatic areas where it is appropriate students will be required to wear facial shield and/or other PPE.

Campus COVID-19 Related Signage. The Center for Disease Control and Prevention has a number of signs/posters that the College will utilize throughout its campuses and properties to alert all faculty, staff, students, and visitors of the safety requirements and healthy experiences on its campuses and properties. The signage serves to remind faculty, staff, students and visitors of proper social distancing (a minimum of six feet) and preventive measures. Additionally, the College has secured other signage to be posted in areas where students will be meeting for face-to-face instruction (hybrid) and distributed strategically around the buildings on all campuses and properties. Strategically, the signage has been located to for high visibility. Some of the signage will direct persons to specific entrances and exit points. Faculty, staff, students, and visitors will be informed of the location to enter and leave building. Custodial staff will monitor those locations and sanitize at least twice during operational hours.

Appendices

**Assumption of the Risk and Waiver of Liability Relating to
Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

LAWSON STATE COMMUNITY COLLEGE (“the College”) has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **attending the College, participating in College lead classes, trainings or labs could increase** your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the College and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the College or participation in College activities (“Claims”). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

Signature of Student

Date

Print Name of Student

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian (if Student is under 18)

Lawson State: Posted signage at entrances of the buildings/hallways where labs are located. Additionally, the signage will be placed in all campus buildings.





COVID-19 Individual Assessment Form

Name _____ Department _____

Date _____ Time _____ Location _____

Temperature: _____ Second Reading (if necessary): _____

Individual will be denied access to building and may be offered a second reading if a second touchless thermometer is available or if the person waits in his/her vehicle for 10 minutes and then return to take a second reading. However, if the results are 100.4 or higher, then the person must leave campus immediate and should be advised to seek medical advisement. The individual will be notified that he/she is now required to submit a negative test results before returning to campus

If temperature registers below 100.4 degrees, then proceed with the questions below:

COVID-19 Questions:

1. Have you been near or in contact with anyone who tested positive for COVID-19 in the past 14 days? Yes or No

2. Have you been sick or have you recently exhibited any of the following symptoms: runny nose, cough, fever, sore throat, loss of smell, loss of taste)? Yes or No

Plan of Action

If yes is answered to any one of the questions, then deny access to the building and person must leave campus immediately. The individual will be notified that he/she is now required to submit a negative test results before returning to campus. This information is sent directly to Dr. Bruce Crawford if individual is faculty/staff or Darren Allen if individual is a student with notification going to Dr. Crawford.

Lawson State Community College
Department of Health Professions Dental Assisting Program

Completion of Dental Assisting Program
During Covid19

Please select the option that best fits.

I, the signee, of this document realize that during this time of COVID-19, it is possible to contract COVID-19 while attending radiology labs at Lawson State as well at clinical rotations. I am also aware that I can decline attending lab and clinical rotation without penalty to my grades. If I decline to attend lab or clinic due to concern of COVID-19, I will receive a grade of Incomplete. The Incomplete will remain until which time I complete the requirements of the course within one semester after issuing of the grade.

_____ I chose to attend radiology lab and dental clinic assignments, well aware of COVID-19 risk.

_____ I chose NOT to attend radiology lab and dental clinic assignments. I am aware I will receive an Incomplete for DAT 112 and DAT 122, until I complete the requirements.

Student Name _____

Student Signature _____

Date _____

Lawson State Community College
Department of Health Professions Dental Assisting Program

Policy and Procedure for Radiology Lab and Dental Clinical Rotations
During Covid19

Before attending Radiology Lab (held at Lawson State) or Dental Clinical Rotations, each student must:

- Sign and return Assumption of Risk and Waiver of Liability Relating to COVID-19
- Sign and return COVID-19 Course Progression Decision Form
- By attending Radiology Lab and Dental Clinic Rotations, students are stating they have no signs or symptoms of COVID-19.
- Lawson State's entry door for dental assisting students is located in Building A, next to Room 114.
- Each student is subject to temperature screenings upon entry to any of Lawson State's buildings or assigned dental clinics.
- Students must wear student IDs at all times while on campus or at assigned dental clinic.
- Students must wear standard COVID-19 PPE. Face shields are worn when assisting a procedure that produces aerosols per Alabama Board of Dental Examiners, CDC, and OSHA.

Dental Radiology Lab:

To complete DAT 112 Dental Radiology, students must complete a full mouth series on a patient. Up to three students are in lab at one time. During lab, each student exposes radiographs on a patient. Students will wear full PPE when taking radiographs. A dentist will be present during all radiology lab.

Dental Clinical Rotations:

In order to complete DAT 122 Clinical Practice II, students must obtain 120 hours in a dental clinic or office. Students who decide to continue with clinical experience must adhere to '*Alabama Board of Dental Examiners Return to Practice Guideline for COVID-19*' found on The Alabama Board of Dental Examiners webpage.

Internal Memorandum to Faculty, Staff and Students

Guidance on returning to campus following positive COVID-19 results

If an individual exhibits known symptoms of the COVID-19 virus (e.g., fever, cough, shortness of breath, etc.), they will be asked to leave campus and consult a healthcare provider *before returning* to campus. Proof of work excuses or negative COVID-19 results from healthcare providers *must* be submitted to the Vice President for Instruction *prior* to the faculty, staff or student's return to campus.

If an individual has COVID-19 *symptoms* and is *directed to care for themselves at home*, they may stop isolation if: at least 3 days have passed since recovery or no fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and** if at least 10 days have passed since symptoms first appeared.

If an individual has a *confirmed case* of COVID-19 based on laboratory results and did not have any symptoms and is directed to care for themselves at home, they may stop isolation if at least 10 days have passed since the date of the first positive COVID-19 diagnostic test and they have not developed symptoms since the positive test.

If a faculty or staff member believes they have been exposed to a person with COVID-19 that person should report the possible exposure to their immediate supervisor with a list of the names of individuals within the work environment they have been in contact with as well as the places on campus they have been in so that contact tracing can begin.

If a student believes they have been exposed to a person with COVID-19 they should report the possible exposure to the Acting Dean of Students immediately. Questions and/or concerns should be directed to Mr. Darren Allen, Acting Dean of Students, at dallen@lawsonstate.edu or you may call 205-929-6361.

Please note that Lawson State Community College will keep the status of a faculty or staff member with a laboratory-confirmed positive test for COVID-19 confidential and no information will be placed in the employees' personnel file. The status of a student with a laboratory confirmed positive test for COVID-19 will be kept confidential. Rachel Adams, Communications and Marketing Administrator, Alabama Community College System Office will be notified, per the directive of MEMO #2020EXE038 from the Chancellor.

Lawson State Community College will abide by the policy and guidance of the Alabama Community College System and the guidance of the Jefferson County Department of Health, the Alabama Department of Public Health and the Centers for Disease Control as far as the COVID-19 pandemic is concerned. Questions and/or concerns should be directed to Dr. Bruce Crawford, Vice President for Instructional Services and the COVID-19 Point-of-Contact (bcrawford@lawsonstate.edu).

Dated: June 4, 2020



Confidential

Visitor Log for _____ (Building or Office) Campus _____

Date	Time	Full Name	Contact Phone #	Have you experienced any cold or flulike symptoms in the last 14 days? (fever, cough, sore throat, respiratory illness, difficulty breathing)	To your knowledge, have you come into close contact (within 6 ft.) with someone who has been exposed, being tested for, or been diagnosed for COVID-19 in the last 14 days?	Have you traveled outside of the United States within the last 14 days?	Have you been in close contact with anyone who has traveled outside of the United States within the last 14 days?	Body Temp	Reason for visit

Note: This is NOT a sign-in sheet. This is a record of visitors to the College offices/buildings and is for institutional use only. It is to be completed by staff only. Please know that the information recorded is confidential.

Lawson State Community College

Athletics Return to Play

(Updated 6/26/2020)

Based on current guidelines from the Alabama Department of Public Health for athletics, Centers for Disease Control and Prevention, the Alabama Community College System, and the Alabama Community College Conference's *Return to Play* document issued on 6/23/2020, the Lawson State Athletics Department will adopt the following procedures and protocol for all practices and contests in which the College's athletic teams will participate.

Lawson State Procedures for athletic facilities:

- Specific entry (check-in) and separate exit (check-out) points when arriving and departing the facility with appropriate signage.
- Upon entry, each person will complete a *COVID-19 Waiver Form*, as well as a daily symptom tracking screening.
- Temperature check for all persons will be conducted prior to entry during the screening process.
- All persons on campus are to wear a facial covering while NOT performing physical activity.
- A cleaning/sanitizing training video will be distributed.
- Directional flow arrows and proper distancing floor labels will be visible.
- Additional hand sanitizing stations will be added within facility.
- Post additional signs encouraging social distancing and proper hygiene techniques.
- On campus practices and/or workouts should be decreased in length of duration to limit unnecessary exposures.
- Team locker rooms will remain closed to limit surface contact exposure.
- Stop the use of water fountains.
- Athletes are to supply their own water bottles, and towels.
- No lingering, once practice/workouts are over student athletes are to leave campus.
- Limit the use of athletic equipment that is only necessary.
- All equipment should be sanitized regularly before and after uses.

Weight room:

- A comprehensive thorough cleaning and sanitizing of this area prior to access
- Groups small enough to maintain safe social distancing.
- All equipment is to be cleaned before and after each use.

- Doors are to remain open while weight room is in use for best ventilation.

Baseball Field:

- Maintain distance of six feet between persons whenever possible.
- Avoid team huddles unless groups are six feet apart.
- Students should remain in static (same) groups- do not interchange group members.
- Specific entry and separate exit points.

Laundry room:

- A comprehensive thorough cleaning and sanitizing of this area will take place prior to access. Staff will ensure that drainage and ventilated areas are not clogged.

Natatorium:

- Pre inspection will be conducted by the state department prior to use.
- Swim classes, and pool workouts will be added back consistent with governmental orders and guidelines.
- Capacity restrictions will be implemented in all aquatics area.
- Daily sanitization of all high-touch surfaces with virus killing disinfectant.
- Students are to come dressed in swim suit. (locker rooms closed)

Championship Fall 2020 Start Dates

- Cross-country, volleyball – August 1 practice, August 20 game
- *LSCC cross-country team will not compete this academic year.*
- **Women's volleyball will resume practice on Saturday, August 1, 2020. However, the coaching would like to begin conditioning during the summer term following safe return guidelines referenced below.**
- Baseball, golf, softball, tennis – August 31 practice, September 5 game
- **The Baseball team will resume practice on Friday, August 31, 2020.**

Non-championship Fall Schedules

- **LSCC Baseball will schedule in-state games only at 50% of NJCAA allowable dates/games**

Championship Winter 2020 Start Dates

- Men's and women's basketball – September 14 practice, October 16 game

Championship Spring 2021 Start Dates

- Baseball – January 10 practice, January 22 game

**** All dates subject to change based on NJCAA and ACCC guidelines**

Upon return of student-athletes to athletic competition, the following conditions are required:

- Daily centralized screening (temperature checks and COVID online screen) of student-athletes, coaches, and administration staff.
- Completed ACCC Waiver of Liability (Appendix C) on file.
- Athletic training room operates with social distancing procedures in place with limited capacity.
- Masks worn in athletic training room by athletic health care personnel and patients.
- Recruits, with signed ACCC Waiver of Liability, admitted to athletic facilities with supervision from administrator/coach while adhering to all guidelines set forth.
- Strength and conditioning groups should maintain safe social distancing when possible.
 - To maintain the recommended 6 feet of social distancing in the weight room and other indoor facilities, it's recommended to reduce group sizes to the point that each athlete/staff has at least 36 square feet (for example, if the weight room is 720 sq. ft, only 20 athletes/staff can be inside at one time).
 - The use of a "sanitation station" at each equipment/exercise site so that cleaning can take place between each athlete, either by staff or the user.
- Gyms and common areas are frequently monitored with congregation strictly prohibited.
 - All student-athletes, coaching staff, sports performance staff, athletic administration, and athletic health care professionals wear masks when in athletics facilities.
- Practice breaks taken for hand sanitizing.
- Additional hand sanitizing stations added to athletic facilities.
- **Student-athletes must provide their own water bottle.** Water fountains will be not be used. No common team water coolers/bottles will be used.
- Team towels will not be used. **Student-athletes are to provide their own towel.**
- All equipment and balls to be sanitized regularly before and after use.
- Players, coaches, and officials will refrain from high fives, handshakes, and other physical contact except to the extent necessary. **NO POSTGAME OR PREGAME HANDSHAKES WILL BE PERMITTED.**

LSCC Facilities Department will provide the appropriate cleaning solutions and materials to properly sanitize and maintain the sanitary condition of equipment using the *Pandemic Disinfection* module of the *CleanCheck Training System*. All coaches, trainers, and managers will be trained how to clean and maintain equipment via video instruction after which they will take an online test to receive certification in that specific course. In addition to this training modules within the system, LSCC Facilities staff will complete the *Post Pandemic Cleanup and Disinfection* module in case of exposure to COVID-19.

To reinforce proper cleaning procedures, the *CleanCheck Training System* provides the users with a routine cleaning manual that can be reviewed online or printed. Additionally, *Training Cards* will be downloaded, printed, laminated, and used to reinforce proper cleaning procedures.

Prior to the return of student-athletes to athletic competition, Lawson State will ensure that the following required conditions are met:

- ACCC Waiver of Liability (Appendix A) to be completed and on file.
- Pre-participation physicals will include COVID-19 questionnaire (Appendix B). Physicals will not be conducted in large groups. Institutions should evaluate facilities to best determine most effective and safe way to conduct physicals;
- Ample PPE surplus/ supply established for athletic health care providers;
- Ample screening tools / supply established;
- Educational materials produced;
- Student-athlete pre-arrival questionnaire complete and reviewed prior to return date;
- Testing/screening procedure (Healthy Roster) in place;
- COVID Response protocol in place (Appendix C). In addition to State Department of Health, CDC, ACCS, and institution guidelines.
- Sanitization methods for facilities in place.

Upon return of student-athletes to athletic competition, the following highly recommended conditions will be observed where appropriate:

- Practice/conditioning length in times are reduced to limit exposure times.
- Windows and doors will be kept open to the weight room and other indoor facilities as much as possible to facilitate improved airflow.
- Practices will be closed to all individuals with exception of coaches, student-athletes, and athletic trainer/medical staff.
- No voluntary/open workouts/shootarounds.
- Limit the use of athletic equipment to only what is necessary.
- Team locker rooms will remained closed to limit surface contact exposure.
- Masks are worn in all athletic facilities while NOT performing physical activity.

The following conditions are required to be in place for all home and away competitions in which ACCC member institutions participate:

- Daily screening (temperature check and COVID online screen) of student-athletes, coaches, and administration prior to entrance of athletic facility continued.
- Student-athletes, coaches, and team personnel are to be screened (temperature check) 30 minutes prior to departure for away contests.
- Proper signage at entry points for spectators that articulates expectations related to:

- Proper social distancing and personal hygiene; and
- Mask requirements.
- Social distancing will continue while traveling, when feasible.
- Travel party will wear face coverings/masks (standard medical, cloth, bandana, etc.) while traveling to away contests.
- Specific team and umpire/official/referee entry and exit points will be clearly labeled for arriving and departing the facility.
- Team benches will be sanitized before, at halftime, and after each basketball game and before and after each volleyball game (when switching benches).
- Balls will be switched out regularly and sanitized during games.
- Volleyball **will not** change benches between sets. Must remain on same bench.
- The three-ball system will be used for all volleyball matches.

The following ACCC highly recommended conditions will be enforced for all home and away competitions in which LSCC will participate:

- All team meals will be takeout only, with no dining inside sit-down restaurants.
- LSCC will have no overnight trips occur. ***If necessary or emergency situations, such stays will be approved by administration by telephone with email confirmation. Further, there will be no more than two individuals in one room.***
- Concession stands will be closed until further notice. Once re-opened there will be separately designated one-spot ordering and pick-up zones. Items sold will be pre-packaged only. A Plexiglass shield will be installed at the order and pick-up designations. All surfaces will be continuously disinfested every hour. Volunteers will wear masks and gloves at all times.

The following conditions will be required, in addition to all of the above, for participation in ACCC Championship Tournaments.

- Daily screening (temperature check and COVID online screen) of student-athletes, coaches, and administration prior to entrance of athletic facility continued.
- Oximeter screening will occur upon entry

RESOURCES

Operators of athletic facilities are strongly encouraged to read and implement the Alabama Department of Public Health's "Guidelines for Athletic Facilities," available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-athletic-facilities.pdf>.

Guidelines for custodial services on appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting common, non-clinical spaces (available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

Guidelines for both athletic trainers and custodial services on appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting training room and sports medicine health

care spaces, including terminal cleaning (available at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.htm>).

Below are the current Alabama Department of Public Health guidelines on athletics:

Effective May 22, 2020, at 5:00 P.M., persons attending or participating in athletic activities shall comply with the following rules.

a. Permitted team activities. Beginning June 15, 2020, participation in team athletic activities may proceed in any respect subject to the rules of this paragraph.

b. Social distancing.

(i) Players, coaches, officials, and spectators shall not congregate within 6 feet of a person from another household except to the extent necessary—and only to the extent necessary—for players, coaches, and officials to directly participate in the athletic activity.

(ii) Players, coaches, officials, and spectators shall refrain from high fives, handshakes, and other physical contact except to the extent necessary—and only to the extent necessary—for players, coaches, and officials to directly participate in the athletic activity.

c. Facial coverings. Players, coaches, and officials shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times except when a player or official is directly participating in the athletic activity.

d. Sanitation. Players, coaches, and officials shall not share water coolers, drinking stations, water bottles, cups, or other drinking devices. Organizers of athletic activities shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.

For purposes of this paragraph, “athletic activities” means “sports that involve interaction with another person of closer than six feet” and “activities that require use of shared sporting apparatus and equipment.”

In addition to complying with the requirements of this paragraph, persons attending or participating in athletic activities are strongly encouraged to comply with any guidelines adopted by the relevant governing organization, if one exists for the athletic activity in question, to the extent those guidelines are consistent with the requirements of this paragraph.

Pre-Arrival Education Materials

- Basics of COVID-19
 - Social Distancing Guidelines
 - Signs and Symptoms
 - Proper Hygiene
 - PPE Usage

- At Risk Individuals
- Explanation of Athletics phases of reopening
- Sanitization Guidelines Pre/Post-Activity
- Items to Bring to Campus
 - Cloth Masks
 - PPE
 - Cleaning supplies
- Mental Health Resources
- Hand Washing Video
- Donning and Doffing of Mask Video

On-Campus Education:

- All areas will be presented and discussed by the ACCC Commissioner during individual member orientation sessions.
- Signs and Symptoms
- Hygiene and Prevention
- Use of PPE
- Cleaning/Sanitization
- Procedures Prior to Using Athletic Facilities
- Procedures Prior to Using Athletic Healthcare Facility
 - Treatment/Rehabilitation
 - Suspected Respiratory Illness
- Information Posted on Campus
 - Flyers Posted
 - Hygiene
 - Social Distancing
 - Individualized Facility Capacities
 - Signs and Symptoms
 - Cleaning/Sanitization

*** Above education materials may be used in conjunction with ACCS education protocol.**

Appendix A (Athletic Plan)

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

Participation in Athletics or other Extracurricular Activities

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Lawson State Community College (“the College”) has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **participating in athletics or other extracurricular activities, could increase** your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participating in athletics or other extracurricular activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participating in athletics or other extracurricular activities (“Claims”). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College the Alabama Community College System, the Alabama Community College System Board of Trustees, the Alabama Community College Conference, and their respective officers, employees, agents, members and representatives (hereinafter “Released Parties”), of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Released Parties, whether a COVID-19 infection occurs before, during, or after participation in athletics or other extracurricular activities.

Signature of Participant

Date

Print Name of Participant

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian (if Student Under 19



Appendix B
COVID-19 Pre-Physical Form

Name: _____ Date: _____

Best phone number to contact: _____ e-mail: _____

____ Yes ____ No Have you travelled outside of Alabama within the last 14 days?

Locations: _____

____ Yes ____ No Temperature > 100.4 _____ Recorded Temperature

____ Yes ____ No Have you had contact* with a person with a confirmed case of COVID-19?

____ Yes ____ No Have you had contact* with a person with a suspected case of COVID-19?

*Contact is defined as less than 6 feet separation for more than 15 minutes without adequate personal protective equipment.

____ Yes ____ No Have you had a fever within the last 14 days?

____ Yes ____ No Have you had a forceful dry cough or productive cough within the last 14 days?

____ Yes ____ No Have you had difficulty breathing or shortness of breath within the last 14 days?

____ Yes ____ No Have you had chills or repeated shaking with chill within the last 14 days?

____ Yes ____ No Have you had new unexplained muscle pain within the last 14 days?

____ Yes ____ No Have you had new or atypical headache for you within the last 14 days?

____ Yes ____ No Have you had nausea, vomiting or diarrhea within the last 14 days?

Yes No Have you had a sore throat within the last 14 days?

Yes No Have you been tested for COVID-19 in the last 2 weeks?

Yes No Have you had a recent sudden loss of taste or smell?

Additional Notes:

Advice given: To physician for evaluation Conservative treatment, low suspicion for COVID

Minimal Symptoms, testing not indicated per ADPH guidelines. Conservative treatment.



Appendix C

COVID TEST RESPONSE

(Required)

All of the below are in addition to the reporting protocol provided by the Alabama Community College System.

POSITIVE/SYMPOMATIC

- Notify athlete and move to isolation immediately
 - Isolation
 - Isolate in own living quarters if alone
 - Isolate in Isolation living quarters if have roommates
 - Wear face coverings if around other people or pets
 - Do not share household items (cups, dishes, towels, bedding, eating utensils)
 - Do not leave living quarters for up to 14 days unless you need medical care
 - Avoid contact with pets
 - No socializing at all until cleared
 - No exercise until cleared
- Notify close direct contacts and quarantine them (roommates, teammates, significant others, etc.)
 - Quarantine
 - Stay in living quarters as much as possible for 14 days
 - Only leave for essential needs- food, groceries
 - Maintain social distancing of six feet from others at all times
 - Stay out of crowded places
 - Wear face coverings anytime out of living quarters
 - Wash hands frequently or use hand sanitizer with >60% alcohol base
 - Clean all surfaces regularly
 - Avoid touching face, eyes or mouth
 - Cough or sneeze into bent elbow or tissue. Dispose of tissue immediately and wash hands
 - No team activities or facility activities
 - Monitor symptoms twice daily
 - Monitor temperature twice daily
 - Notify MD/ATC of development of any symptoms
- Notify ACCC Commissioner
- Notify family
- Notify coach, academics, AD and other members of the institution as directed
- Monitor symptoms twice daily
- Monitor temperature twice daily
- Notify ATC, MD of any worsening of symptoms

- Clean all surfaces (counters, doorknobs, phones, computers, mouse, video game controls, etc.) on a regular basis
- Arrange with academics for distance learning
- Arrange for all meals to be brought to individual in isolation
- Arrange for any necessities of living to be brought to individual in isolation
- Ensure adequate supplies to support healthy hygiene (soap, paper towels, hand sanitizer, tissue, toilet paper)
- Arrange for laundry and cleaning services
- No travel
- Do not return to team/facility until cleared by a physician (in addition to one negative test):
 - After 14 days of isolation or
 - After 10 days from onset of symptoms **and**:
 - Symptom free for at least 72 hours
 - No fever for 72 hours without fever reducing medications
 - Improvement of respiratory symptoms
 - No physical activity other than stretching and light exercise (walking) for 7 days after symptom resolution

POSITIVE/NO SYMPTOMS

- Notify athlete and move to isolation immediately
 - Isolation
 - Isolate in own living quarters if alone
 - Isolate in Isolation living quarters if have roommates
 - Wear face coverings anytime others may be around
 - Wash hands frequently or use hand sanitizer with >60% alcohol base
 - Clean all surfaces regularly but at least daily
 - Avoid touching face, eyes or mouth
 - Cough or sneeze into bent elbow or tissue. Dispose of tissue immediately and wash hands
 - Do not leave living quarters for up to 10 days
 - No socializing at all until cleared
 - No exercise until cleared
- Notify close direct contacts and quarantine them (roommates, teammates, significant others, etc.)
 - Quarantine
 - Stay in living quarters as much as possible for 14 days
 - Only leave for essential needs- food, groceries
 - Maintain social distancing of six feet from others at all times
 - Stay out of crowded places
 - Wear face coverings anytime out of living quarters
 - Wash hands frequently or use hand sanitizer with >60% alcohol base
 - Clean all surfaces regularly but at least daily
 - Avoid touching face, eyes or mouth
 - Cough or sneeze into bent elbow or tissue. Dispose of tissue immediately and wash hands
 - No team activities or facility activities
 - Monitor symptoms twice daily
 - Monitor temperature twice daily
 - Notify MD/ATC of development of any symptoms
- Notify ACCC Commissioner

- Notify family
- Notify coach, academics, AD and other members of COVID advisory team
- Monitor symptoms twice daily
- Monitor temperature twice daily
- Notify ATC, MD of any symptoms
- Clean all surfaces (counters, doorknobs, phones, computers, mouse, video game controls, etc.) on a regular basis
- Arrange with academics for distance learning
- No travel
- Do not return to team/facility until cleared by a physician (in addition to one negative test):
 - After 10 days from positive test results and no symptom development
 - After 7 days with two negative nasopharyngeal PCR tests done at least 24 hours apart
 - Return to physical activity should be gradual and monitored for any symptoms

CLOSE/DIRECT CONTACTS

- Stay in living quarters as much as possible for 14 days
- Only leave for essential needs- food, groceries
- Maintain social distancing of six feet from others at all times
- Stay out of crowded places
- Wear face coverings anytime out of living quarters
- Wash hands frequently or use hand sanitizer with >60% alcohol base
- Clean all surfaces regularly
- Avoid touching face, eyes or mouth
- Cough or sneeze into bent elbow or tissue. Dispose of tissue immediately and wash hands
- No team activities or facility activities
- Monitor symptoms twice daily
- Monitor temperature twice daily
- Notify MD/ATC of development of any symptoms
- Notify coach, academics, AD and other members of COVID advisory team
- Arrange with academics for distance learning
- Do not return to team/facility until cleared by a physician:
- Return to athletics/facility;
 - After 14 days and no symptom development **or**
 - After 10 days with a negative tests.

APPENDIX D

Return to Training Recommendations

CHART 1

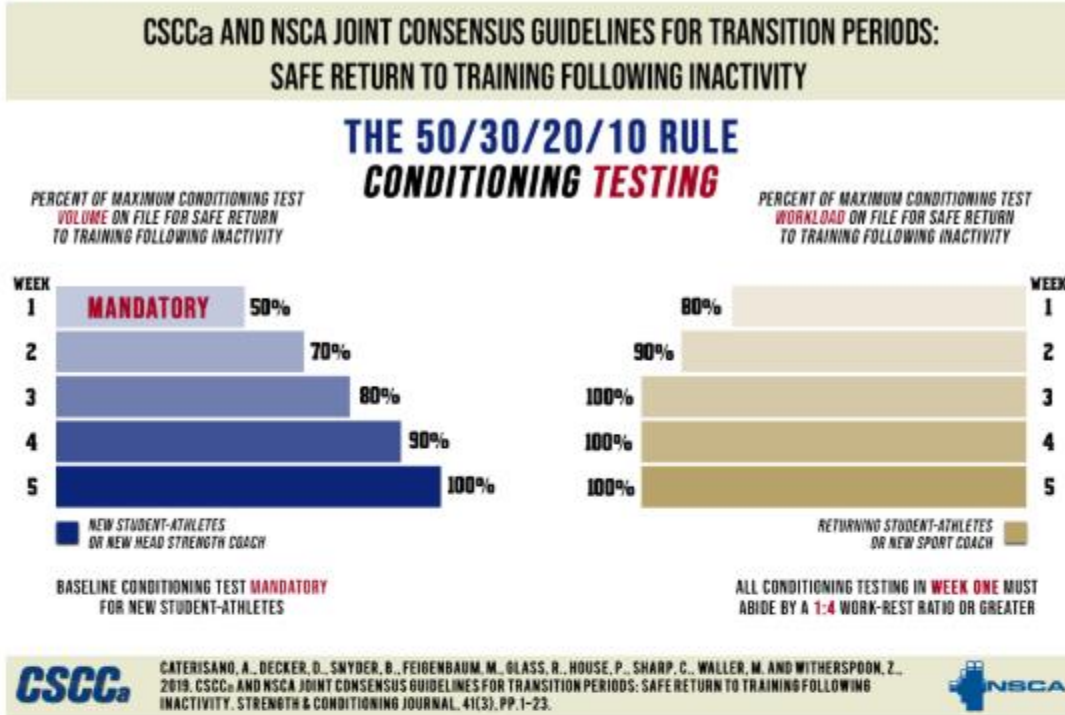
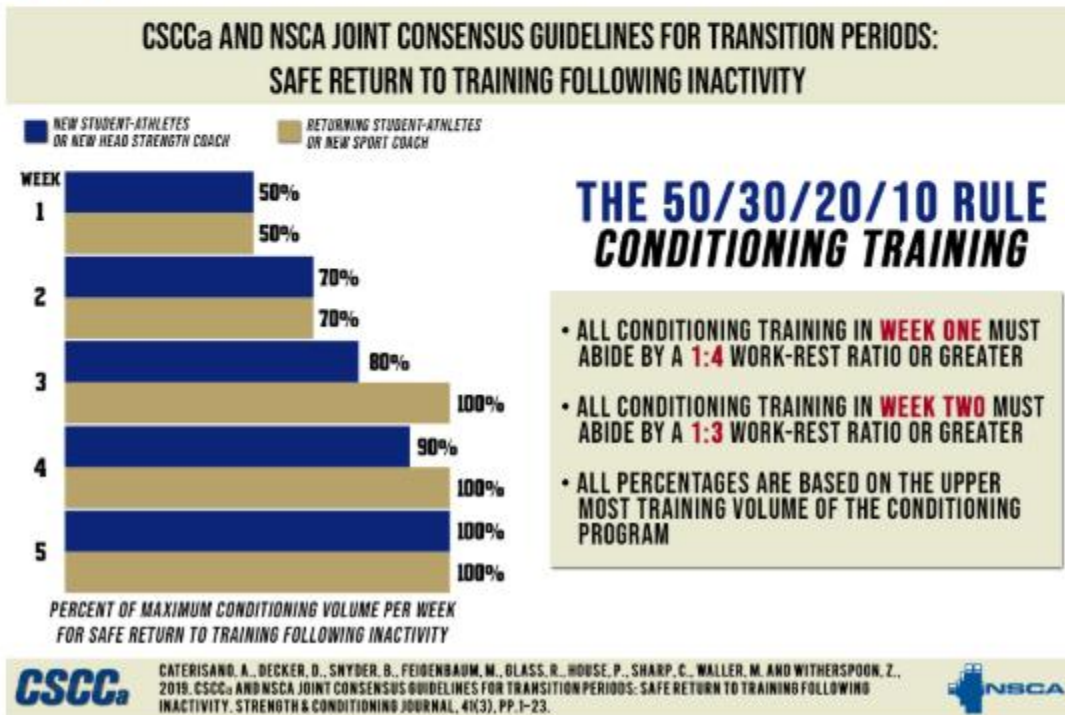


CHART 2



**CSCCa AND NSCA JOINT CONSENSUS GUIDELINES FOR TRANSITION PERIODS:
SAFE RETURN TO TRAINING FOLLOWING INACTIVITY**

**THE F.I.T. RULE
WEIGHT TRAINING**

	WEEK 1	WEEK 2
FREQUENCY SESSIONS PER MOVEMENT OR MUSCLE GROUP	<i>3 SESSIONS PER WEEK</i>	<i>4 SESSIONS PER WEEK</i>
INTENSITY SETS X REPS X %1RM AS A DECIMAL FOR EACH PERIODIZED LIFT	<i>11 - 30 UNITS</i>	<i>11 - 30 UNITS</i>
TIME REST INTERVAL	<i>1:4 WORK:REST</i>	<i>1:3 WORK:REST</i>



CATERISANO, A., DECKER, D., SNYDER, B., FEIGENBAUM, M., GLASS, R., HOUSE, P., SHARP, C., WALLER, M. AND WITHERSPOON, Z., 2019. CSCCa AND NSCA JOINT CONSENSUS GUIDELINES FOR TRANSITION PERIODS: SAFE RETURN TO TRAINING FOLLOWING INACTIVITY. STRENGTH & CONDITIONING JOURNAL, 41(3), PP.1-23.





Face Covering Policy

Lawson State Community College requires all employees, students, and visitors to wear mask or face covering on all College property. This policy is in adherence to recommendations of the Center for Disease Control and Prevention that individuals wear masks or face coverings to slow the spread of Coronavirus -19 (COVID-19).

Effective immediately, students, faculty, staff, and visitors, which includes parents, friends of the College, business and industry contractors and vendors must wear face masks or face coverings over their mouth and nose while on any part of the Lawson State Community College campuses or extended property (Community Development Center). This policy covers the wearing of face coverings in all hallways, public spaces, classrooms, and other common areas of campus buildings. Face coverings also are required anytime people are unable to maintain 6 feet of social distancing — even inside an office or any other location on College campuses. However, in cases where one has access to private office space, the wearing of the mask or face covering is not required within that space unless another individual is present.

Anyone who needs reasonable accommodations and assistance related to the use of mask or face coverings may contact the ADA coordinator at rherndon@lawsonstate.edu for students or Human Resources at jmcgee@lawsonstate.edu for employees.

Failure to comply with face-covering requirements may result in denial of access to designated areas or activities.

Initial Cabinet Approval: 06/01/2020

Revision Approval Date: 06/29/2020



Disinfecting Policy Statement

Lawson State Community College is committed to a safe and healthy work and learning environment; therefore, routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, staff, and visitors. The College will be operating on the following two premises:

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

When feasible for cleaning and disinfecting, it is recommended to use soap and water or another detergent to clean dirty items. Then, use an approved disinfectant. The College will use an EPA-registered household disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product ([List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)). Many products recommend keeping the surface wet for a period of time (usually on the product label), wearing gloves, and ensuring good ventilation during use of the product; use eye protection or have immediate access to an eyewash station; and leave solution on a surface for at least 1 minute or a specified amount of dwell time.

In accordance to Centers for Disease Control and Prevention, it is recommended that cleaning and disinfecting at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as doorknobs and handles, stair rails and Handrails, classroom desks and chairs, dining room tables and chairs, light switches, handles on equipment (e.g., athletic equipment), pushbuttons on vending machines and elevators, shared telephones and remote controls, shared desktops, computer keyboards, and mice. In instances where high touched areas are difficult to clean and sanitize, such as shared computer keyboards, the College will have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission.

Additionally, when appropriate, the supervising staff will seek advisement from professional cleaning services. Upon advisement, the College will engage professional cleaning services to help prevent the spread of viruses and diseases. The locations and spaces that are to be disinfected will be identified in consultation with the professional cleaning services provider.

All cleaning staff will be trained on the hazards of the cleaning chemicals used in the workplace. Chemicals pose a wide range of health and safety hazards, therefore, employee training will be provided to ensure that information about these hazards and associated protective measures is communicated to appropriate employees. Custodial services staff training must be provided if the cleaning chemicals are hazardous BEFORE the employee begins using the cleaner.

Required training for Lawson State personnel:

- Training on the health and physical hazards of the cleaning chemicals.
- The proper handling, use and storage of all cleaning chemicals being used, including dilution procedures when a cleaning product must be diluted before use.
- The proper procedures to follow when a spill occurs; proper use of personal protective equipment (PPE) required for when using the cleaning product, such as gloves, safety goggles and respirators; and
- Instructing custodial staff on how to obtain and use hazard information, including an explanation of labels on the product(s) being used.

Current Training Resources (updated as new resources are acquired)

1. In-Site Training Manual – Standard Cleaning Procedures that we provide to custodial staff
2. Pandemic Training Manual – Guide for Pandemic Cleaning
3. Pandemic Training Cards – Cards that can be used for Pandemic Cleaning

Sample: Contract with addendum.

PROPOSAL 120603-95

Lawson State Community College
1100 9th Avenue SW
Bessemer, AL 35022

Thank you for choosing Corporate Services at Lawson State Community College for your training needs.

Proposal Submitted To: Birmingham Southern Railroad
P.O. Box 579
Fairfield, Al. 35064
Attention: Mr. Martin Strickland

Course Title: Basic Welding

Location of Class: Lawson State Community College
1100 9th Avenue S.W.
Bessemer, Al. 35022

Instructor: Mr. Tommie Cox

Date and Time of Instruction: November 29,
December 1,6,8,13,15,
January 3,5,10,12,17,19

8:00am-12:00am

Terms of Contract: Purchase Order required before the start of class and payment due in full upon completion of the contract.

The College will provide the instructor, facilities, and materials for the class. The instructional, materials, and lab fee for the above services/items is \$5,543.67. If special assistance and/or accommodations for company employees with disabilities are required, the Company will reimburse the cost for a third party to provide this service to the College.

In the event Lawson State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details.

Corporate Services, Lawson State Community College

Date

Birmingham Southern Railroad

Date

Lawson State Community College complies with nondiscriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991; Title IX of the Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; Pregnancy Discrimination Act of 1978; and the Americans with Disabilities Act of 1990, as provided in federal and state laws in accordance with Alabama state policy.

Sample: A pdf copy of enrollment form.



Participant/Student Enrollment Form
(Please Print)

COURSE/TUITION INFORMATION		
Course Title: Department/Course No.:	Session Date(s): Session Time Period: Building/Room:	Instructor: Contact Hours:
ENROLLMENT FEE		
<u>Student Pay:</u> Option #1: <input type="checkbox"/> \$ (on or before) \$ (on or before)	Option #2: <input type="checkbox"/> \$ (on or before)	
<u>Company Pay</u> <input type="checkbox"/> \$ (on or before)	Other: _____ <input type="checkbox"/> \$ (on or before)	
PAYMENT METHOD		
<input type="checkbox"/> Check: Personal, Business, Cashiers (Bank Issued) Money Order <i>(Make all Checks and Money Orders Payable to Lawson State Community College):</i>		
<input type="checkbox"/> Debit/Credit (Form Attached)		
STUDENT INFORMATION		
Last Name:	First Name:	MI:
Address:	City/ST:	Zip:
Home Phone No.:	Other Phone No.:	E-Mail Address:
Birth Date:	Social Security No.:	Race: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
High School Diploma <input type="checkbox"/> GED <input type="checkbox"/>	SIN (Administrative Use Only):	
STUDENT CONSENSUS		
_____	_____	
Student's Signature	Date	

In the event Lawson State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details.

The College's General Admissions' Process and Financial Aid Assistance is Not Applicable.

Bessemer Campus: 1100 9th Avenue S.W. • Bessemer, AL 35022 • 205.426.8915 (Interim Fax)
ksmith@lawsonstate.edu